

2001 ASSET AWARDS

Program Outline

State of the Libraries Address <i>William Gray Potter,</i> University Librarian	2:00 – 2:20
Welcome <i>Jill Severn,</i> Asset Awards Committee Chair	2:20 – 2:30
Reception	2:30 – 3:00
Slide Show – The Year in Review <i>Steven Brown,</i> Narrator	3:00 – 3:20
Presentation of Awards	3:20 – 4:00



2001 ASSET Awards Committee

Jean Cleveland	Human Resources
Traci Drummond	Reference
Jacquie Houston	Reference
Gabrielle Karras	Cataloging
Florence E. King	Human Resources, ex officio
Wonie Park	Collection Development
Jill Severn, chair	Russell Library
Teresa Taylor	Human Resources

LONGEVITY AWARDS

Presented by

Recognition for continuous service in five year increments as a regular employee of the University of Georgia Libraries. Certificates and service pens were distributed prior to the Program. Honorees will be asked to stand to be recognized.

FIVE YEARS

Jamie D. Edgar
Sheila A. McAlister
Mary L. Miller
Michael R. Wages

Beth A. Jedlicka
Duncan K. McClusky
Amy A. Petit

TEN YEARS

Melissa Bush
Byron E. Stanley
Annette M. Wiggs

Kristin A. Nielsen
Diane Trap
John Wilcox

FIFTEEN YEARS

William F. Coscarelli
Neil R. Hughes
Sungwon Park

Greg E. Hubbard
Vivian A. Lovern

TWENTY YEARS

Ann J. Hope
Robert E. Kobres, Jr.
Carol L. Wheeler

Gregory A. Kelso
D. Eric Matthews

TWENTY-FIVE YEARS

Peggy Ayers
Betty Fox
Andrea Patterson

Joseph Cote
Susan Landrum
Johnnie D. Sutherland



RETIREMENTS

Presented by
Florence E. King

John G. Wilcox
William E. Loughner

Librarian II
Librarian III

July 8, 1991 – July 6, 2001
September 1, 1972 – January 31, 2001

PROMOTIONS

LIBRARIAN/ARCHIVIST

Presented by
Beth Jedlicka, Chair
Libraries' Faculty Committee on Promotion

Libraries' Faculty promotions approved by the Board of Regents and effective July 1, 2001.

Jill R. Severn	Librarian / Archivist II
Sheila McAlister	Librarian / Archivist II
Bucilla Hawks-Bradley	Librarian III
Eric Griffith	Librarian III
Rene Shoemaker (Adjunct)	Librarian III
Martha Tanner Hughes	Librarian IV
William R. Clayton	Librarian IV

CLASSIFIED STAFF

Presented by
Becky Wortham
Personnel Specialist II

Classified staff who have applied for and been promoted to a position of a higher classification.

Gail Morton	Library Associate II
David Wiltsey	Archival Associate I
Teresa Taylor	Accountant II
Rebecca S. Wortham	Personnel Specialist II
Christine Pesch	Library Assistant III
Andrea "Nikki" Sargent	Library Assistant III
Lauren Capie	Library Assistant III
Margaret "Meghan" Lafferty	Library Technical Assistant
Nicole Jebbia	Library Assistant II
Emily Giles	Library Technical Assistant
Tara Hottenstein	Library Associate II
Angela Pulley	Library Associate II
Shannon Lewis	Library Assistant III
Jesse Griffin	Library Technical Assistant
Rodrecas Davis	Library Assistant III
Heather Houston	Library Assistant II
Venus Jackson	Records Manager
Howard Lewis	Library Assistant II
Ben Davis	Library Assistant III
Ken Henslee	Library Associate II



COMMUNITY/UNIVERSITY SERVICE/PROFESSIONAL ACTIVITIES

- Carol Bishop Acceptance to Master of Library and Information Science program at Valdosta State University for Fall 2001 semester.
- Susan Byers Received her Bachelor of Arts at the University of Georgia.
- Caroline Cason Acceptance to Master of Library and Information Science program at the University of South Carolina for January 2001 semester.
- Rachel Lunsford Acceptance to Master of Library and Information Science program at Valdosta State University for Fall 2001 semester.
- Sheila McAlister Became a certified archivist at the Academy of Certified Archivists in October 2000.
- Gail Morton Began the MLS program at the University of South Carolina Summer 2001.
- Angela Pulley Acceptance to Yale University in Fall 2001 to pursue a Ph.D. in English.



Individual Awards

Outstanding Mentor/Trainer

Presented by
Danny T. Bridges

Nominees

Nomination Excerpt

Kelly Holt
Government
Documents

Kelly has been inspirational to her colleagues in encouraging them to pursue academic studies in the field of Library and Information Science and provides them with the information, guidance and encouragement to succeed in this endeavor.

Kelly has made what can be a daunting process as easy as possible and is always full of encouraging words. From the first application form to acceptance into the program, throughout the first semester, Kelly has been supportive of her colleagues' studies and offered lots of indispensable advice along the way.

She has gone out of her way in the creation of helpful lists of contact information and application procedures, as well as maps and location guides for the college campus. She has shared this knowledge and expertise with many Libraries' staff members and has helped to foster a new class of students in Library and Information Science through both her enthusiastic support and positive experience as a librarian.

Glorian Sipman
Collection
Development

Glorian is not my supervisor, nor my boss... she is a person who exceeds all expectations and goes beyond her daily tasks and duties to help others. She has been a very positive role model as a person who works very hard and displays an extremely positive attitude. She has encouraged others to join various library committees, proofread resumes, and offered advice from applying to graduate schools to insight into the application process.

Rodney Ware
Shelving/Repository

By developing R.A.P.– the Read Aloud Program, Rodney has been able to get books out to the community. This program benefits many children in the community and has helped to motivate them to do more reading. His goals with this program are to hold an annual book fair and to create a resource library for the Rocksprings Community Center. His passion in his belief in the importance of children learning to read in order to get ahead is one of the main reasons we are all working in the library.

Outstanding Mentor/Trainer (continued)

Nominees	Nomination Excerpt
<p>Jenifer Marquardt Cataloging Department</p>	<p>For the past two years, Jenifer Marquardt has been performing an invaluable service not only for the UGA Libraries, but for all of the University System of Georgia Libraries as well. As many of you will recall, GALIN had no authority control capability. With the advent of GIL, we gained that capability but weren't quite sure how to use it. Jenifer was assigned the task of learning the functional aspects of authority control in GIL as well as how the services of our authority vendor – Marcive – would complement our efforts.</p> <p>Jenifer's success in carrying out this task belies the fact that she is only a half-time employee of the Libraries. She single handedly worked through the authority control process from the initial review of our records by Marcive to the actual loading of records into GIL. Her motivation and initiative prompted her to work with the Cataloging Department, Systems Office, Marcive, Endeavor, and pertinent listservs to find the information she needed to clarify issues and answer questions. The Cataloging Department has relied totally on her to lead the way through the authorities' labyrinth and, along the way, she became the resource person to whom Libraries' staff turn to for information and help with authority problems and procedures. She has also participated in developing documents and procedures as well as providing training for staff throughout the Libraries whom catalog and thus have to review the myriad headings that appear in cataloging records.</p> <p>During the past year, Jenifer has given highly praised presentations at system-wide meetings. At the first GIL Users Group Meeting last year, her presentations were extremely well received and established her as a contact person when one has an authority question or problem. Her presentation at the 2001 GIL Users Group Meeting firmly established her presence as an authority on authorities system-wide. Many of the attendees came to her after this presentation with questions about their particular situations and also with thanks for teaching them how to think about the whole global change process – surely the highest praise any trainer can receive.</p>

Outstanding Mentor/Trainer (continued)

Nominees	Nomination Excerpt
Monica Pereira Science Reference	<p>Monica is the librarian in charge of scheduling, publicizing, and (in many cases,) teaching the faculty, staff and students on South Campus how to use the Libraries' resources. In this role, she is the first point-of-contact many people have with the Science Library. For example, before she began working at the Library, the Biology Department used to send in their 1000+ students in Bio107 with little or no library training, causing much suffering. Due entirely to her efforts, the Bio 107 TA's and professors bring in their students for library orientations and we have several thousand underclassmen each semester receiving quality instruction on how to use the Libraries' resources. Monica is responsible for most of the one-on-one training we do with graduate students and faculty. Her continued efforts to show the public how to effectively utilize our resources are a testament to both her competency and her genuine love of teaching. In this regard, Monica is definitely one of the best trainers and mentors this institution has.</p>

Jill Severn
Russell Library

With the same enthusiasm and creativity that we have all come to recognize in Jill Severn's work in exhibits and outreach activities, she has tended the student assistants and staff under her supervision. She works diligently to train the students in the care and handling of archival materials and to provide the broader context of archival management and scholarly research so that they have a better understanding of their jobs and their individual contributions to the Russell Library. In the day-to-day routine of work, Jill consistently fulfills the role of surrogate mom as she learns more about the lives, plans and dreams of her "kids." Mentoring doesn't come close to the nurturing that Jill has given the Russell students: bringing her cat in to participate in a class film project, attending student performances, giving career advice, reviewing resumes, coaching for job interviews, matchmaking, and celebrating birthdays and graduations. Jill listens, observes, and brings the appropriate task and student employee together. Her genuine interest in and caring for their welfare has brought loyalty and dedication in return. Some students stay in contact with Jill after graduation, letting her know of life highlights, seeking advice; she even consults with one of the mothers about "my boy Bobby" and she is very proud of her fledgling archivist. Few birth mothers could give more encouragement, and very few trainers would demonstrate such thoughtful vision in guiding work, setting goals, and making a student's tenure in the University Libraries a very meaningful part of the total educational experience at UGA.



Library Staff Association President's Award

Presented by
Sheila Devaney
2000 LSA President

Recognition for outstanding contribution an employee makes in support of LAS programs and activities. The award will represent the appreciation the former president has for a person or group who s/he feels went above and beyond the normal expectations of volunteer service. The LSA President's Award will be based on the calendar year tenure of the previous president's term. The award presented in 2001 is for service during the 2000 term.



Outstanding Classified Staff Rookie

Presented by
Rodrecas L. Davis

Nominees

Nomination Excerpt

Julie Dyles
Interlibrary Loan

Julie processes all the incoming materials that our patrons obtain on interlibrary loan. She also assists patrons at the ILL patron service window by handing out materials and answering questions. She is fast, efficient, organized, thorough, and amicable not only with patrons but also with her co-workers. As a fellow co-worker said, “she is a joy to work with.” In any given position, most people new to the job excel in one area or another. It is difficult to find an employee who so quickly excels in all facets of her duties and responsibilities. Julie is one such employee. She not only exceeds in all areas of her responsibilities, she does so with grace and apparent effortlessness. Julie’s contribution to the Borrowing Unit is pivotal in our providing the best service possible to our patrons.

Nominees

Nomination Excerpt

Emily Giles
Database Maintenance

Emily has jumped right into the role of Library Technical Assistant. As the Maintenance Technical Assistant, Emily has actively participated in the hiring and training of the Library Assistant IIIs dedicated to the circents (unattached items) project. She has worked diligently to get them up to speed in a short time and to make sure that they understand the issues involved with this project. Furthermore, she has a good understanding of the complexities of unattached items and is willing to work with others in the Cataloging Department to resolve these database issues. In addition to training other staff and resolving problems, she has taken staff training classes to facilitate her abilities as a trainer and supervisor.

Holly Robertson
Russell Library

Holly's contribution to the Russell Library and to the Libraries as a whole, have been substantial, varied, and broad. Before she began working at the Russell Library, Holly worked as a student assistant at the Russell and exhibited strong critical thinking skills, required little supervision, and demonstrated an eager willingness to share ideas and information she thought useful. When she began her job, it was a time of significant transition at the Russell Library. A long-time senior staff person left and we all felt ourselves stretching to cover the activities previously within this person's province. Holly was one of the most elastic among us. She took on the responsibility of managing the students cheerfully, jumped fearlessly into the fray of day-to-day activities at Russell looking for things that needed fixing and doing without waiting to be told to do so. When the architects for the new special collections building asked how many linear feet of framed art works and artifacts there were in Russell, Holly measured the collection in no time flat. When the department needed a quick but exhaustive inventory of our audiovisual collections, Holly took on the job and in the process also developed and implemented a strategy for improved preservation and intellectual control of the collection. In February 2001 two more staff people departed from the Russell leaving only four regular staff members to run the department. Holly once again proved herself to be most elastic. She was (and is) quick to volunteer to carry out mundane tasks like carrying out the trash and emptying the eleven dehumidifiers just as she is quick to volunteer for more intellectual and creative tasks. In a normal year at the Russell Library Holly would stand out, in this most challenging of years she certainly has proven to be an invaluable member of our team.

Outstanding Classified Staff Rookie (Continued)

Nominees	Nomination Excerpt
<p>Melissa Shockley Cataloging</p>	<p>The work that Melissa performs in the Cataloging Department is immediately available in the public catalog. The original focus of her position was to compress and/or update periodical and serial holdings in GIL so that we accurately reflect to our patrons what volumes we own. This involved learning to create holdings patterns for a wide variety of publishing and marking schemes. The MARC holdings format is not an easy thing to master and it is impressive how quickly Melissa has adapted to the use of this format. While many records require only simple updates, many also involve much more detailed attention. Melissa currently updates an average of 1,700 holdings records per month!</p> <p>Although she does not work in a public service position, Melissa's job responsibilities have an immediate impact upon the information the library provides it's users. She understands the need for the accuracy and timeliness of the information we provide, and she constantly strives to increase her pace while maintaining accurate records.</p> <p>Melissa's work ethic and helpful attitude have helped both the Cataloging Department and the library's patrons. Melissa has only been in the Library for a short time, but she has already made quite an impact!</p>
<p>Erica Hardy Access Services – Main Library</p>	<p>Erica has been the driving force of the Circulation Division of Access Services since her hiring in November 2000! Erica's skills as a circulation desk worker are immeasurable: her calmness and positive attitude during pressure situations are incredible to watch. On a daily basis at the desk Erica brightens every patron's day with her big smile and politeness. This magical touch, provided by Erica, puts a smile on everyone's face.</p> <p>Erica library skills have advanced greatly since her first day of work. She has grown from the new girl in the department into quite a leader during her short period of time with us. There is no doubt in anyone's mind that Erica's leadership qualities will continue to grow and that her great personality will make her very successful in the library and also in life!</p>



Outstanding Libraries' Faculty Rookie

Presented by
Sheila A. McAllister

Nominees

Nomination Excerpt

Joan Conger
Reference Department

Joan Conger joined the Reference department at a time when requests for electronic products were burgeoning, but the manpower needed to oversee their receipt was limited. She quickly determined the extent of the problem and went to work designing a tracking system for database orders. While she used the prototype developed by the Taskforce on Electronic Products she added additional details for the post-receipt assessment process.

Joan works closely with Dana Walker in getting electronic resource subscriptions set up. Her attention to the problems, which ensue once the order is placed, has endeared her to the public service staff. Joan has repeatedly explained to vendors why their protocols are inefficient for libraries and how vendors need to assume more responsibility as the middleman between the publisher and the library community. She has written countless notes to frustrated users explaining why they were denied access to a specific journal.

Joan views each transaction in the context of the publishing industry's changes. She tries to explain how our organization will have to change to meet the access demands of the electronic resource user community. Joan is constantly looking for new technology that will make the validation of user name and password more seamless and less labor intensive for libraries and producers.

Aside from the time spent on problems associated with our locally purchased electronic resources, Joan has spent considerable time comparing coverage of two GALILEO vendors, Ebsco and Bell & Howell. The kinds of coverage comparisons that Joan has done are unprecedented. She is to be commended for tackling a complex problem from many directions.

Outstanding Libraries' Faculty Rookie (continued)

Nominees	Nomination Excerpt
Kelly Holt Government Documents Processing	<p data-bbox="521 254 1433 401">It seems strange to consider Kelly Holt a “rookie,” since she has worked in the Libraries as a paraprofessional for a number of years. But she is a rookie faculty member, having accepted the position of Government Documents Cataloger in September 2000.</p> <p data-bbox="521 443 1433 621">Kelly’s contributions to Government Documents Processing and to the Libraries in her rookie year have been outstanding. Because the department has been undergoing many changes as it automates, Kelly has worn many hats, dealt with ambiguity and change, and willingly taken on anything.</p> <p data-bbox="521 663 1433 1031">Some highlights of her contributions include: web editor for the department’s homepage, playing a major role in the planning and execution of the department’s move from the 2nd floor to the basement, creating ACCESS databases as needed to keep track of various types of materials, coordinating moving documents to and from the Repository with Circulation, serving as the department’s liaison to the Cataloging Department, assisting Acquired Cataloging with the backlog of materials needing copy cataloging, providing major assistance with setting up holdings in GIL for documents serials.</p> <p data-bbox="521 1037 1433 1138">Kelly’s can-do attitude, high standards, interpersonal skills, and seemingly endless energy make her a highly productive and valued member of the Government Documents team.</p>

Nominees

Stephen Miller
Digital Library of
Georgia

Nomination Excerpt

As the new director of the Digital Library of Georgia, Stephen Miller was faced with a quasi-new department that ranged over several floors, disciplines (i.e. the digital and newspaper worlds), and across the state and nation. Since arriving last August, Stephen has supervised the launch of the Southeastern Native American documents database; written a Mellon Foundation grant; outsourced the digitization of the Arts of the United States slide collection for inclusion as a foundation collection in the upcoming ARTSTOR database; and made inroads into the state through the coordination of digitization projects with the Camilla Public Library and the Department of Archives and History.

Stephen has successfully navigated the challenges of directing a newly altered department. He has worked hard to bring long-standing projects to fruition. In April, he directed the development of a CD-ROM of Lieutenant Platter's Diary, a project begun in 1998, for use in the Confederate Memorial Day exhibits in the Hargrett Rare Book and Manuscript Library. Stephen has engineered methods of bringing encoding projects awaiting programming time online in a more temporary format. In addition to these projects, he hopes to bring up the Baldy Editorial Cartoon and Arts of the United States databases in the near future. As director of a department rooted in collaboration, Stephen has worked to meet the needs of our partner departments and institutions and to foster growth of future programs here and elsewhere.



Outstanding Supervisor

*Presented by
Carol L. Wheeler
2000 ASSET Awards Recipient*

Nominees	Nomination Excerpt
<p>Wonie Park Collection Development</p>	<p>Wonie is best described as a graceful presence whose efforts do not go unnoticed. She is pleasant to work with, flexible, and she cares about the people she works with. She is always patient when explaining new tasks and is considerate about including others in discussions so that new ideas can be expressed.</p> <p>When Collection Development was formed, Wonie received additional duties and new people to work with. She has been successful in making the transition very smooth for everyone. She has been willing to learn from others and contributes helpful suggestions for improvement so that we can accommodate Humanities and Social Sciences in the most effective manner.</p> <p>Wonie is an asset to the Library and to the Collection Development team. She is truly a resource and an advantage to both. It is important to have supervisors who will encourage staff members to grow and instill in them confidence that will help them to succeed.</p>

Outstanding Supervisor (continued)

Nominees

Steven Brown
Hargrett Library

Nomination Excerpt

Although he knew nothing about records, Steven Brown learned to run the Records Center in only a month when the Records Manager and the Assistant Records Manager had to take maternity leave.

Steven has been an inspiration of determination since he became Head of Archives and Records Management in late summer of 2000. He has jumped into his work with both feet determined to learn even the most tedious details about the job positions that he supervises, whether it be data entry, box tossing, records processing, file hunting, or call taking. He also takes the time to learn and respect the personalities of the people who work with him. He encourages positive productivity by making sure that people are as comfortable as possible in their work environments and that no one person that works under him is feeling neglected. He brought with him a world of knowledge and history from the Science Library to share with Archives and Records, knowledge that is helping us to organize, unite and effectively present our departments to the campus. When Steven prepares his ideas, he is sure to run them by those they will affect, effectively closing the gap of misunderstanding between upper and lower management as much as possible. When changes have come or plans have fallen through, he encourages everyone to work as a team to figure out a way to effectively deal with the change.

Daron Mitchell
Access Services Main

Daron Mitchell is always doing something productive. She trains her staff by example, and has a great deal of respect for her staff as well. She would never ask one of her staff to do something that she is not willing to do herself. She is concerned about her unit's comfort level with the job and she always backs up her staff if there is a conflict with a patron. She treats those under her charge as equals and appreciates the work they do. Her attitude is always pleasant and she is always willing to help solve a problem, whether it deals with Access Services' issues or another department of the library.

**Outstanding Department Head**

Presented by
Tom Cetwinski

Nominees**Nomination Excerpt**

Ann J. Hope
Cataloging

In the six years Ann Hope has been Head of the Cataloging Department, she has seen changes in personnel, organizational structure, systems, policies, and procedures. Through it all she has been the glue that has held the department together and with her hard work and dedication she has earned the loyalty of her staff.

Ann is the best kind of department head. She represents the department armed with full knowledge of its strengths and weaknesses and is able to convey to other department heads what current production levels are, what current projects are, which new projects can be accommodated immediately, and which new projects have to wait. She asks questions of her section heads, listens to their answers, and makes decisions about the department based on her evaluation of those answers. Taking her lead, section heads ask questions to their staff, listen to their answers, and keep Ann informed by evaluating those answers and passing this information on to her. This level of communication makes everyone feel part of the department with an opportunity to express an opinion, a concern, or ask a question about priorities, backlogs, policies, or procedures.

Ann is always open with her staff. She makes it clear what the expectations for the Department are, both from her standpoint and also from the standpoint of the Libraries' Administration. If there are any questions or concerns about these expectations, she is always willing to explain. While Cataloging staff may not always agree with the decisions or priorities that are established, a reason is always given.

Although Ann expects much from herself and her employees, these expectations are tempered with a humanity that is deeply appreciated by her staff. In the past few years, the Department has had its fair share of personal and medical problems. Ann has been more than fair as well as kind in handling each of these situations on an individual basis. Neither the work nor the individual has suffered – truly the mark of what makes the best kind of department head and the best kind of person.

Outstanding Department Head (continued)

Florence E. King

Florence's job description lists her major responsibility as being

Human Resources

“...for administering the Libraries comprehensive personnel program for all levels of faculty, staff, and students in the areas of recruitment, compensation, employee relations, performance review, job analysis, staff development, promotion, and records maintenance; for developing policies and procedures in the above aspects of personnel administration; and for providing information and guidance to the University Librarian, Assistant and Associate University Librarians, and all levels of supervisors and employees in dealing with human resources and related issues.” This description embraces the huge responsibilities of Florence’s job. Florence, however, does so much more for her individual department members as well as others in the Libraries. To be an effective department head, one must foster a spirit of cooperation between all departments within the Libraries. Florence appreciates other department’s priorities and is able to help fit those priorities into the Libraries’ overarching goals. She is genuinely concerned with all Libraries’ employees beyond the expectations of her job. One of Florence’s greatest assets is her ability to maintain and foster a genuine positive attitude regardless of the challenge. She motivates, mentors, and encourages her staff and other Libraries’ personnel to excel in their daily activities. No detail is too small to escape her meticulous attention, from candidate letters to personalizing decorations at Libraries’ functions.



Individual or Small Group Award Categories

Innovation in Operations or Services

Presented by
Susan E. Gants

Nominees

Serials Cataloging

Nomination Excerpt

The Serials Cataloging Unit originated and implemented a novel way to give the Library users access to electronic journals through GIL. By adding a constant, easy-to-maintain URL in the 856 field of a serial record, they enable that serial record to direct a user to an alternative form of content. Over 2,400 such notes have been added in the last six months, an extraordinary number. By adding this new task to their repertoire (without giving up any old ones), they have improved access to Library materials for all our users and for all of us who help those users.

Innovation in Operations or Services (Continued)

Nominees

Nomination Excerpt

**Gayle Williams,
Karen Fischer, and
Will Langford**

Gayle, Karen, and Will each were instrumental in developing and implementing new procedures for the review of gift books. The new process has resulted in more efficient and timely handling of gift materials. Gift books are now searched prior to being put up for review so that reviewers have information essential to making informed decisions. Gift materials are conveniently arranged by subject, and reviewers have access to a computer to check for additional information. Flags with processing instructions have been simplified, requiring little or no writing by reviewers. Because of these improvements, books can be reviewed more rapidly, on a weekly rather than monthly basis, and because a decision is required for every book, there is no possibility that any will be overlooked. The individuals who developed and implemented this new process have demonstrated their willingness to adapt to change and to assume additional responsibilities in order to provide a procedure that saves time for all reviewers and makes better use of materials donated to the Libraries.

**Marcive GPO
Automation Group**

Caroline Cason
Jane Chu
Bill Clayton
Jim Garner
Kelly Holt
Marty Tanner Hughes
Holly Perkins
Bob Trotter
Carol Wheeler

Through the efforts of staff in both Systems and Government Documents Processing, the automation of U.S. documents processing is now a reality. Brief or full MARC bibliographic records, as well as holdings records, are now in GIL for all formats of U.S. documents currently received by the UGA Libraries.

There have been many steps in figuring out how to load and work with Marcive's weekly Shipping List Service records and monthly full bibliographic records: What records and output files were needed from Marcive needed to be determined. Specifications had to be written; and using pre-bulk, pre-processing, or bulk import – testing and loading records in those files had to take place. Clear communication with Endeavor about discrepancies between documentation and how things actually work was crucial. Indexes had to be rebuilt. Staff was trained on MARC format and new procedures. There was much coordination and consultation with Circulation, Reference, Science Binding, Acquisitions, Serials, and various Cataloging units. New procedures and workflow had to be changed and fine-tuned after gaining experience with automated processing.

Thanks to a lot of patience, flexibility, hard work, and good cheer through all the steps of the automation process, everything came together. As a result, people everywhere can tell what U.S. documents UGA is receiving and can check them out through GIL.



Extra Mile/Above and Beyond

(2 Awards)

Presented by

M. Amanda Nash

Richard Shedenhelm & Tim Murray

Nominees

Nomination Excerpt

Access Services Main

Rachel Lunsford
Rebecca Coates
Jermaine King

Often there is a flurry of activity with multiple demands within the office unit of the Access Services Department. This can be very challenging, but Rachel Lunsford, Rebecca Coates, and Jermaine King have incorporated the “going the extra mile” attitude as a team in their daily activities. This has benefited the Access Services Department as well as the Libraries. Together this Access Services office unit brings great enthusiasm and energy to the job, which is particularly well suited for the rigorous demands of public service work. For example, they answer all incoming telephone calls to the Library while assisting patrons at the same time. This might seem simple, but at the beginning of each semester this can be quite a challenge. Rachel, Rebecca, and Jermaine are extremely hard workers. Each in their own way, possesses great qualities that complement each other, such as being organized, resourceful, reliable, dependable, and the ability to quickly comprehend the Library procedures and programs in order to deliver quality service to the patrons even under pressure situations.

Rachel, Rebecca, and Jermaine have each received letters and telephone calls thanking them for their helpful services. Also, there have been times when a patron has asked to inform their supervisor of great their great service. Even through difficult times, these three individuals’ morale remains high as a team, which has played a big role in keeping up others’ morale.

Rachel, Rebecca, and Jermaine are well-liked by patrons, faculty, and their fellow Library co-workers. They have represented the Access Services Department in a caring and professional manner. They possess unique personalities and have deep concerns for patrons and all Library employees. Without a doubt, Rachel, Rebecca, and Jermaine, as an office unit team for the Access Services Department, is one of the most extraordinary groups of employees.

Extra Mile/Above and Beyond (continued)

Nominees

Nomination Excerpt

Binding Unit/Serials

Ann Duffy
 Marcia McDonald
 Paul Van Wicklen

During the past year, all of the departments in the basement have experienced workflow changes. Lately, many of these changes have affected the Binding Office. Ann, Marcia, and Paul have each maintained pleasant attitude – even when the Binding Office has been so full of books that nothing else would fit. The Binding Unit works at a constant, breakneck speed to get everything processed and available to the patrons.

Debbie Dove

Development Office

Debbie Dove always maintains a cheerful attitude, even when she is being inundated with work. Her sincere interest in other people and her eagerness to get the job done are the perfect combination for success. Always willing to stay late and come in on Saturday if need be, she does whatever it takes to complete a project. Debbie has taken on the challenge of party planner, schlepper, event manager, schlepper, office manager, schlepper, travel agent and schlepper with grace and dogged determination. This willing attitude, especially that which requires time served above and beyond a 40-hour work-week, make Debbie Dove an ideal employee!

Traci Drummond

Reference Department

Dealing with the public is never easy. Just ask anyone in public services. However, when you have a talent for dealing with people, it shows. You can't hide that talent when it comes to Traci Drummond!

Reference is never the same job twice. Working with faculty, students, other libraries, the general public, and the occasional prisoner, requires skills that many of us may not have nor want. It takes a quick mind, a thick skin, and a desire to help people. Not many of us can balance all of that – Traci Drummond does it effortlessly.

Of course, the main goal of reference is to provide the information the patrons need. Since moving to reference, she has mastered databases, indexes, Internet sites, GIL searching, web editing, and a lot more. While her ability to retain all of this knowledge is admirable, her ability to communicate this knowledge is even more impressive. From the responses she received, the patrons appreciate it too.

Aside from balancing her full-time job, numerous activities and committees, and a part-time position, Traci also accomplished her dream of being accepted into the School of Library and Information Science, University of Texas at Austin. While this means that the UGA Libraries will be losing a tremendous resource in the Reference Department, the library world will be gaining much, much more.

Extra Mile/Above and Beyond (continued)**Nominees**

Jesse Griffin

Nomination Excerpt

Bringing back items from the Repository sounds easy. Lift the boxes,

Security/Circulation

load them up, and shelve them at the Main Library. Try dealing with numerous classifications, missing call numbers, items in need of major repair, and mistakes from the past. That's what Jesse Griffin took on when he got involved with the shelving and return of the government documents from the Repository.

Jesse paid very close attention to detail. He had (and still has) a great relationship with the staff in the Government Documents department. With Jesse in command of the returning documents, nothing slipped by. In one of many instances, the questioned whether one of the hearings had been classified incorrectly by GPO. Jesse stated that the House and the Senate used a different classification. It turns out that he was right. GPO had made an error and he caught it before anyone else. Through experience, Jesse never assumed that anything was correct – a must-have for working with government documents, along with a great sense of humor!

Jesse has moved on to a higher position in another area of the Libraries. No amount of pleading could convince him to stay with the documents. Although Government Documents has lost his keen insight in dealing with documents, the shelving staff that worked with him will surely continue his legacy.

Systems Department

Bill Clayton
Pete McBrayer
Tim Mixon
Mike Wages

Where would we be without Systems? I wouldn't have a computer; if I somehow had a computer, it wouldn't be wired to the LAN; if it were somehow wired to the LAN, I wouldn't have anything to log into... if it weren't for Systems. They have set all this up for me, and for the rest of the Libraries. When we break it, they fix it. When we think we've broken it – but haven't – they come anyway and don't put us down for not knowing which way is up. They are constantly in demand, but this is not a form of popularity that would be much fun to experience. We are all lucky to have such a fine, dedicated, competent, and generally good-natured bunch of people to help us through our computerized days.

Extra Mile/Above and Beyond (continued)**Nominees****Nomination Excerpt**

Human Resources

Teresa Taylor
Becky Wortham

In late Spring 2000; University employees learned that the University's health plan options were going to change. Instead of one choice, the University System of Georgia would soon offer a choice of three medical plans. In addition to having to absorb all the details of coverage this change would generate, employees also had to make very difficult choices about cost versus amount of coverage and amount of choice in health care providers. It was a very anxiety-provoking and emotional time for everyone.

Becky Wortham and Teresa Taylor took on this challenge as a personal cause. Their desire to provide the Libraries' employees with the best information possible led them to find out everything they could about the new benefit offerings and they were a huge resource for the Libraries' employees. Because their expertise, interest and knowledge, Teresa and Becky were treated as members of the UGA Human Resources staff. They were included in informational and training sessions conducted by the Board of Regents. When the campus information sessions were slow to materialize, they developed and conducted information-sharing seminars for the Libraries' employees to impart information about the choices, answer questions, or find out the answers to questions. Additionally, they used their contacts and expertise to find out specific answers to specific questions from Library staff, frustratingly finding that they would get different answers depending on the source.

Due to an almost 100% turnover in staff last fall, the UGA Human Resources Office frequently found themselves short-staffed, and unable to quickly absorb all the details of the changes. With this knowledge in hand, Becky and Teresa often knew answers to questions even the UGA HR staff hadn't encountered. Becky and Teresa developed a web page that included all the questions they had received, what the answers were, and what the source for the answer was. Not only employees of the Libraries' used this web page, but employees all over campus were able to have access to this valuable resource.

Certainly helping Libraries' employees to interpret benefits information is one of the responsibilities of their jobs, but Teresa and Becky took this responsibility very much above and beyond what is required or expected.

Extra Mile/Above and Beyond (continued)

Nominees	Nomination Excerpt
Kristin Nielsen	Over the past two years Kristin Nielsen, and five colleagues from

Reference Department around the state, have participated in the creation of an electronic class curriculum for the Board of Regents. The class, Online Library Learning, is an introduction to the information literacy skills Georgia college and university students need to ensure success, not only in school, but also in their careers.

Reaching a consensus on what to present and how was the first challenge that the team faced. Kristin took a leadership role in facilitating discussions and email exchanges. Making the units interactive was another of the team's challenges. Minimizing the amount of straight text was important since students are reluctant to read long paragraphs on a screen. Kristin was able to bring to the team many ideas about how instructional design and software can enliven text due to her experience in writing a similar tutorial for the Online@UGA course.

Finally, when the team needed to keep a tight schedule to get its material to a graphic designer, Kristin's organizational skills played no small part in attaining this goal. Despite undergoing training for collection development responsibilities here while continuing her reference responsibilities, Kristin devoted 200 hours to seeing this course through to completion this spring.

Kristin's work will benefit many students throughout the state. Her gift for complex ideas in increments that can be readily understood pervades the structure of the course and the layout of each page.

Extra Mile/Above and Beyond (continued)

Nominees

Nomination Excerpt

Russell Library Staff

“One for all, and all for one!” has been the unifying spirit for the

Jill Severn
Mary McKay
Holly Robertson

Russell Library staff – Mary McKay, Holly Robertson, and Jill Severn – over the past year as the department progressively lost positions through attrition. When the dust settled, the last six months were spent with three full-time people, students, and the department head as we awaited the hiring process. Classification, job description, whatever, was set aside as all pitched in to do everything necessary to keep the department on an even keel and to provide high level public service.

The year 2000/2001 proved challenging for the Russell “musketeers.” An ongoing battle with humidity and mold led to a major inventory and preservation assessment of the audiovisual holdings, stabilizing some items immediately, and constant environmental monitoring and assessment. Three small grant projects were already in process and had to be completed. Development requests for research, exhibits, and ideas intensified over the course of the year. Equally important, the work of those leaving was reviewed and distributed as necessary among the remaining.

At the half-year mark, the staff accepted change as matter of fact. We knew reorganization and position re-evaluation and reassignments were a likelihood and generally for the “greater good.” The staff and department head began meeting in early February to plan strategically for what we wanted to accomplish before moving to the Special Collections building several years out. These sessions, called “aargh,” sometimes dealt with very sensitive topics concerning work assignments and supervisory reporting. What we learned in working through these issues is that the Russell staff is already a team – something we all thought we wanted to work toward. The team took shape in the truest sense without benefit of workshop nurturing but rather trial by fire. While various times were frustrating, and some still are, the Russell team met each new wave of challenge with creativity, flexibility, progress, and a sense of accomplishment.

Jill Severn, Holly Robertson, and Mary McKay have done their job and simply done everything else that needed to be done to maintain a department that is normally operated by seven people. Their loyalty, dedication, and good humor are priceless. This trio has gone beyond many extra miles this past year.

Extra Mile/Above and Beyond (continued)

Nominees
Science Document

Nomination Excerpt
Science Document Delivery consistently and carefully provide

Delivery

hundreds of articles and books to the students, staff and faculty at the Associated Research Facilities' different units. Without the help of Document Delivery's staff, countless hours would be spent tracking down, asking for, processing, and paying for the thousands of items requested by the local constituents. The time between finding and asking for each document and being able to put into the hands of patrons would be extended by weeks and perhaps months.

The average time to receive a document from Science is down to three business days. Many times if requests are sent in before noon, the item appears by noon the next day. When rush requests are made, Betty and her crew are able to get the document to its location right away. Thus, the work of Document Delivery allows others to work more efficiently and provide needed services within the limited staffing levels these facilities can afford to support.

During this past year, Document Delivery department head Betty Ruff did a splendid job of keeping the workflow running smoothly when her key player, Drek Davis, transferred to another department. Along with all the work involved with that, she conducted interviews for Drek's replacement, Chris, and then supervised his learning the job. Betty also has some very able students who well deserve to share in the praise for the department's work. Betty Ruff and her crew daily go the extra mile and above reflecting well on the Libraries to the University, which makes the University reflect well to Georgians, which makes Georgia reflect well to the nation and the world!

Extra Mile/Above and Beyond (continued)

Nominees	Nomination Excerpt
Jill Severn	Jill is a creative force in this library and her amazing talent has been

Russell Library

seen in various exhibits around the Library and around the state as she has generously provided her expertise to design and build traveling exhibits to showcase the three special collections libraries. Jill has often and readily taken on daunting projects with small budgets and even smaller deadlines, with results that are nothing short of spectacular. She makes the Library shine! Dazzling donors is not easy to do, but with Jill's help we have been able to showcase the Library's treasures in very appealing, creative, and professional ways. The most notable brainstorm came when we were trying to come up with a way to showcase the Media Archives at a very chi-chi party in New York. With less than a week to go, Jill came up with the idea of showing clips from the collection on lap top computers carried by "cigarette" students who would mingle through the crowd. The guests loved it!

Jill continually steps up to the challenge – most of which are “other duties as assigned” and so often goes above and beyond. She generously contributes her creative talents all over the Library and is willing to do the dirty work too. She can always be counted on when you really need help in a pinch and we are so fortunate to have her here.

Supply Department

June Bellew

David Nolan

David Shellhorse

Amanda Bridges

One can imagine that working in the Supplies Department is often a thankless duty. It is a job that when done well is often invisible to those served. We decide we need pens, paper, paperclips, and all sorts of other nifty items, we fill out a form, and magically these items appear. We cast off our old desks and computers to make way for new versions and the old things disappear from the hallway without us lifting a finger except to fill out a form. Clearly, there is more going on in this department than meets the eyes of the rest of the Library. When last minute jobs require a quick purchase of art supplies or other non-catalog supplies, June and David and their respective assistants have always made it possible to get what is needed right away. David has cheerfully purchased nail polish remover for a special project, he has located a hardware storage box that was requested. David and his trusted assistant David have assembled desks, disassembled them, reassembled them, carted away old furniture and delivered new furniture; loaned screwdrivers; and answered many silly questions all with patience and good humor!

Extra Mile/Above and Beyond (continued)**Nominees****Nomination Excerpt****Shelving Department**

If you look up the phrase “extra mile” or “above and beyond” in the

Main

dictionary, the definition will read: “a person or group that works under challenging situations that are well beyond their job description; see Shelving Department.” Yearly, the Shelving Department is asked to balance their shelving duties with countless numbers of special library projects, and this year was no exception.

Coming off their very challenging and successful HVAC moving project last year, the Shelving Department had hopes of a relaxing and slow paced year in the Library, of course this dream was too good to be true. The 2000-2001 year began with a bang when Shelving was given the special mission of relocating one of the most popular areas in the Main Library – the Leisure Collection – from it’s previous location and into the new spacious area that would become the Reading Room. With this added shelf room, Shelving not only shifted the current leisure collection into its new home, but also retrieved a number of past favorites from the Repository. Currently, this increased number of books in the Leisure Collection has been a major hit with students, Library Staff, and Faculty.

Transforming the Reading Room into a replica of the first floor entrance of the 1952 Main Library was the Shelving Department’s next special Library project. This process consisted of transferring color-coordinated chairs and tables from the upstairs floors and into the Reading Room area. Also, Main Reference Bibliographies were placed in the outside area surrounding the entrance of the Reading Room area by shelvees. All of this successfully provided the Reading Room with a feel of nostalgia and also provided a quiet reading/study area for students and patrons.

Beside the special Library projects, the Shelving Department had to overcome very challenging conditions within their own department. To many departments, the end of Spring Semester meant the slow down period of the work year, but to Shelving this signaled the beginning of the semester rush period. This end of semester rush was the result of 32,000 outgoing students all returning their books to the Library during the same period of time. The onslaught of returned books and lack of adequate workspace, combined with a decreased number of student workers would have weakened most departments, yet Shelving became stronger as a result! Armed with its reduced staff, Shelving desensitized, sorted and shelved an average of over 2,600 books per day during the end of the Spring semester!

Extra Mile/Above and Beyond (continued)

Nominees	Nomination Excerpt
Diane Trap	Diane Trap is an excellent Reference librarian. Her rapport with

Reference

patrons is fabulous and she is famous for going above and beyond the call of duty to assist patrons. However, for all the effort she puts into her duties in Reference, she is always volunteering her services to her Reference co-workers, and the staff of the Libraries. Many times in the past year, Diane has offered to help with projects others are involved with, lending her graphics skills to make any project better. Not only does she readily lend such assistance, she never hints that she might have other work to attend to, nor does she ever suggest that the request is an interruption. Her creative skills are truly a benefit to her co-workers. Last year, when the Libraries were participating in the Freshman College Summer Experience, she made fantastic posters using her knowledge of locating “cool” graphics, which were the hit of the evening.

Diane is also one of the liaisons to the History Department. In this capacity, Diane has again used her talents to outreach to the faculty, one of the Libraries’ goals and missions. Her creative designs – cards announcing new databases, holiday greeting cards, cards announcing a session on GIL/GALILEO/Internet Resources to Graduate Students and Faculty, to name but a few – have been well received by the faculty and have made our outreach jobs easier.

Besides sharing her vast knowledge and creativity within the Reference Department, Diane has lent a hand to many departments in the Libraries as a whole. She has contributed to the Libraries’ mission by providing assistance to patrons in locating materials, empowering them to do so through the use of signs, as well as assisting her colleagues from other departments. Diane accomplishes all of these tasks with never-failing good humor. Her positive attitude does much to boost the morale in both the department and the Libraries as a whole.



Best Committee/Group Collaboration (2 Awards)

Presented by
Eric C. Griffith & William E. Loughner

Caroline Killens

Nominees	Nomination Excerpt
Georgia Government Electronic Documents Preparedness Committee Courtnie Wolfgang Susan Tuggle Phil Fitzpatrick Brad Baxter Stephen Miller David Wiltsey Gail Sougstad Mary Willoughby	<p>The law declaring the Library as an official depository for state publications was recently amended to mandate submission of electronic documents as well as paper. This created a need to establish a system to receive these new types of documents. There were many technical and procedural problems, which needed to be worked out, without an existing model to build on. The paper documents are received by Government Documents, where they are classified, given call numbers, and where bibliographic data is attached. For electronic documents, the DLG will be retrieving them first, turning the workflow upside down.</p> <p>The group also had to create standards for the type of files we could accept, as well as the best methods for delivering them. There were months of thinking about the problems involved, and planning, and a few marathon meetings – all of which culminated in May. At that time, Susan Tuggle orchestrated a mass mailing to state agencies informing them of the change in the law. We are now prepared to accept state publications in electronic format via ftp, email, or removable storage (CD's, diskettes). This task could not have been accomplished without effective communication between all of the Library staff involved, as well as the outreach to each state agency in order to inform them.</p>

Best Committee/Group Collaboration (Continued)

Nominees	Nomination Excerpt
Phase I Southeastern Native American	For the past two years, Library and University staff and faculty from the University of Georgia and the University of Tennessee, Knoxville

Documents Team

Chuck Barber
 Brad Baxter
 Mary Ellen Brooks
 Katie Brower-
 Gentilello
 Susan Gants
 Bob Henneberger
 Tara Hottenstein
 Judy Kelly
 Katha Massey
 Stephen Miller
 Nelson Morgan
 Nan McMurry
 Angela Pulley
 John Riemer
 Linda Seguin
 Gail Sougstad Morton
 David Baloun
 Adam Bearden
 Bruce Borowski
 Yumi Chang
 Terence Dowling
 Elizabeth Gales
 Carlo Goodson
 Frank Hamrick
 Jonathan Hudson
 Monica Jordan
 Tiffany McCaskill
 Clayton McGahee
 Marietta McMurry
 Rhonda Salter
 Paige Shadek
 Jason Schrapfer
 Lynn Sullivan
 Carla Wood

have worked diligently to create the Southeastern Native American Documents (SENAD) database on GALILEO and make 1,000 important historical documents chronicling Native Americans accessible from any computer in the world. The project, funded by the Institute of Museum and Library Services (IMLS), was so successful in its first phase that its funding was renewed for a second year so that another 1,000 documents could be added.

Before the project officially began, staff from UGA and UTK identified potential partner institutions and their pertinent collections and identified preliminary project guidelines and workflow. The grant, written collaboratively in 1999, was submitted and funded by IMLS to begin in October 2000. Once funded, the partners began the tasks of firming up guidelines, acquiring equipment, and hiring and training of project staff in both Georgia and Tennessee. The normal difficulties of beginning any project were compounded by distance. A significant portion of the project staff was several states away. In the early days of the project, project staff had periodic site visits; however, many discussions over the course of the grant were, by necessity, on the phone, via email, or fax. In addition, early on, levels of expertise varied. For example, student assistants unfamiliar with the care and handling of archival documents needed to be trained to safely and efficiently scan documents; staff knowledgeable in the history of the Native Americans, but unfamiliar with textual encoding or cataloging were trained in their intricacies. To this mix add the volatility of CORC. CORC's metadata capabilities and easy navigability made it ideal for such a project; however, during the first phase, CORC was in its testing phase and its functionality could change daily. Through communication and true collaboration, staff were able to overcome such hurdles. Part of the success of the project was its consultative nature. All team members took part in discussions of how to best navigate the problems and difficulties encountered regardless of their role.

After completing the scanning, encoding, and cataloging of the documents, staff worked to develop an attractive, informative, and easily navigable database. Users encounter a framework of suggested readings and web sites as well as guidelines for undertaking a project such as SENAD. Not only students of history benefit from the site but also institutions interested in beginning similar projects as well.

Best Committee/Group Collaboration (Continued)

Nominees	Nomination Excerpt
SACS Compliance Database Project	The University of Georgia SACS (Southeastern Association of Colleges and Schools) Compliance Documents database was formed

Mary Willoughby
 Steven Brown
 Susan Tuggle
 Brad Baxter
 Caroline Daye
 Bob Henneberger
 Stephen Miller
 Dave Wiltsey

to assist UGA departments in creating reports to submit for the 1999-2000 SACS Self Study. The reports are being made available through GALILEO as a demonstration of the use of electronic documents for accreditation purposes. Establishing this resource required collaboration between the Digital Library of Georgia, Government Documents, LAG, and the Office of Self-Study. Some of the challenges which faced this group included: adapting the Georgia Government Publications database to accommodate the university publications; ironing out the logistics of getting the materials from the Self-Study Office, scanning, and returning them to their library; working out a system of ascribing 'call numbers' and bibliographic data to the documents.

The project began in earnest in Winter 2000, with an eye toward a general deadline of Spring 2001, when a committee from SACS would make a visit to the campus. The group's goal was to have a working database on-line by this time for use by the accreditation team. The goal was met in spite of personnel changes and other obstacles. When the project began, Susan Tuggle initially created a classification system, and worked with a scanning technician, Caroline Daye, on what bibliographic data would be entered. In time, Caroline was promoted to the Archival Associate position in the Georgia Newspaper Project, and Mary Willoughby came on board to continue scanning the documents and adding them to the database. More recently, Steven Brown, as head of the University Archives, took over the bibliographic and quality control responsibilities from Susan.

Various documents related to the self-study continue to be added. This project is anticipated to carry on indefinitely as an on line collection of University Archive materials.

Best Committee/Group Collaboration (Continued)

Nominees

Science Library Staff

Nomination Excerpt

Last year, during the summer and fall semesters, the Science Library's main floor was remodeled. The majority of this project focused on the re-tiling and installation of new lights, ceiling tiles, and paint for most

of the floor. To accomplish this, three large collections – Reference, Government Documents, and Current Periodicals, and three departments – Circulation, Reference, and Copy Services – had to be relocated without interruption of services. Since the area to be re-tiled was so large it had to be done in several stages, necessitating that collections be moved more than once, and departments move to provisional locations in less than ideal circumstances. As all in the Libraries are well aware, Physical Plant and contract work in the Library is disruptive to say the least, not to mention the logistic challenges of staff coordinating services, access, and assistance with the project. The staff at the Science Library deserves recognition for being so patient, creative, determined, and resourceful. Books, computers, and furniture were moved. Workstations and workspace were rearranged. The disruption to services was minimal, if at all. Everyone at Science had a hand in helping to make this project successful, from the excellent advance planning done by Steven Brown, to the student assistants, to the folks who moved out and into their offices again and then helped others do the same.

It is impossible to detail all the work done by the Science Library staff during this project. It should suffice to say that their efforts, creativity, and senses of humor at all stages are greatly appreciated. The success of the remodeling depended on staff involvement and they faced each challenge with wit and fortitude, while always ensuring that the Science Library patrons had the best service possible under the circumstances.

Best Committee/Group Collaboration (Continued)

Nominees	Nomination Excerpt
Staff Resources Web-site Committee Danny Bridges Florence King	Since 1991, employees at the Libraries have had a regularly updated employee handbook that codifies policies, procedures, information, and resources available which has been maintained by the Employee Handbook Committee. In 1995 the employee handbook was

Nicole Jebbia
 Jimmy Brown
 Samantha Mattox
 Cynthia Prosser
 Becky Wortham
 Caroline Cason
 Sheila Devaney
 Gilbert Head
 Mary Miller
 honorary member:
 Sharon Hay

transferred to HTML coding and put on the Libraries' homepage.

This year, in conjunction with the revamping and updating of the Libraries web-site, the Employee Handbook Committee gave itself the monumental challenge of updating, consolidating, and redesigning the employee handbook and staff resources web pages. The goal in this redesign was to meet the changing needs of the site's users, to bring all resources for staff under one web "roof," to bring a different organizational structure to the previously sometimes difficult to find files, and to enhance the appearance and usability of the site.

Each committee member brought a level of expertise to the project. The committee's collective skills and knowledge and their willingness to work with each other made this committee and their resulting web site dynamic.

Under the leadership of Danny Bridges as chair of the committee, and with the tutelage of Sharon Hay, this monumental task was broken into four sections and leaders were tapped: Samantha Mattox, Sheila Devaney, Danny Bridges, and Nicole Jebbia. After going through appropriate training, these four leaders worked with their sub-groups in coding and designing their assigned pages.

The committee successfully updated more than 100 files. Each file had to be reviewed and converted to the new Libraries' standard web page design. Once that task was completed, the files had to be reviewed, file links had to be checked and updated, and the files had to be saved in the new format.

Because of the scope of this project, it has taken the SRWC the entire year to plan for and execute this work. It would have been easy to become overwhelmed or disheartened during the course of this project, but the group just put its nose to the grindstone and plowed forth together. The Staff Resources Web Site Committee has successfully met the challenge of bringing staff resources information to everyone in an easy to explore and find format.

Best Committee/Group Collaboration (Continued)

Nominees

Virtual Services

Susan Gants
 Brad Baxter
 Phil Fitzpatrick
 Alan Horne

Nomination Excerpt

Over the past year, the Reference Department, on behalf of web page users, has made a number of programming requests. Everyone in Virtual Services demonstrated a commitment to outstanding public service through their willingness to come up with creative technical solutions. This commitment enabled the Department to design

Mike Thomas

resources that not only improves access for our users, but increases its productivity.

Brad Baxter's efforts in creating DOOR using Ultimate had the spin-off effect of enabling Reference to create Subject Guides for numerous topics. Mike Thomas spent many hours designing and refining the Subject Guide database and the public interface to it. He met with departmental representatives on numerous occasions, patiently explaining technical issues and demonstrating great flexibility when presented with new ideas. When Mike moved to work full time on GALILEO, Alan Horne assumed his liaison responsibilities with the Reference Department. He, likewise, displayed a sincere interest in our projects, knowledge of Ultimate, patience and creativity. He not only picked up the reins with the Subject Guide, but also tackled the Tracking Database to help us determine the status of our database orders and statistics on their use.

When the Electronic Journal Locator Committee decided that the Locator had outgrown its static web pages and needed a dynamically generated database, Phil Fitzpatrick came to our assistance. Phil understood our goal and devoted a great deal of time and programming expertise to creating the EJJ database. As our use of his first version has pointed to the need for some further modifications, Phil has worked with us to find ways to enhance the functionality and the interface for this widely used and extremely popular product.

The Reference Department appreciates that the programmers have had to squeeze in our projects while working on pressing needs for other units. We commend them, and Susan Gants for their willingness to understand the importance of serving our primary clientele in ways that provide intuitive and helpful products.

Best Committee/Group Collaboration (Continued)

Nominees

Workflow Committee

Bill Potter

Ann Hope

Caroline Killens

Molly Howard

with helpers:

Nomination Excerpt

The Workflow Committee and its adjunct helpers designed and implemented a new process for submitting order requests for the Libraries collections electronically. Bibliographers and selectors now have the capability to capture OCLC records for loading into GIL, accompanied by a macro to add ordering information to these records with minimal effort. Electronic ordering procedures have also been

Jane Chu
Marty Tanner Hughes
Nan McMurry
Pete McBrayer
Bill Clayton

developed for those items that are not in OCLC or that already have GIL records (e.g., ordering added copies or volumes). The group accomplished this by researching and identifying a process to capture records electronically, implementing the technical changes required in GIL, drafting written instructions, and providing training for staff. The new ordering process represents a dramatic improvement in efficiency over the cumbersome paper-based system that preceded it, enabling the Libraries to acquire materials for the collections in a more timely and cost-effective manner.



Past ASSET Award Recipients

1992 ASSET Awards Program May 20, 1992
1993 ASSET Awards Program May 12, 1995
1994 ASSET Awards Program May 11, 1994
1995 ASSET Awards Program May 24, 1995
1996 ASSET Awards Program May 22, 1996
1997 ASSET Awards Program May 29, 1997
1998 ASSET Awards Program May 20, 1998

1999 ASSET Awards Program June 1, 1999
2000 ASSET Awards Program June 13, 2000

Best Committee or Group Collaboration

1992 Preservation Planning Program Study Team.

Nan McMurry, chair, Tom Camden, Bob Henneberger, Susan Morris, Lucy Rowland and Sheryl Vogt.

1993 Faculty Hiring Practices Committee

Ann Hope, chair, Arnold Balk, Angela Dixon, Judy Kelly, Florence King, Nan McMurry, Johnnie Sutherland, Nancy Van Cleve, Carol Wheeler

1994 GALIN Serials Check-In Committee

Bill Clayton, Chair, Sheri Bracewell, James Garner, Brian Lee, Helen Wilkes, Renee Blakey, Paul Van Wicklen, Susan Field, Tere Pages

1995 Merit Review Committee

Florence King, Chair, Clarie Colombo, Lauren Fancher, Ann Hope, Molly Howard, Neil Hughes, Kay Nagel, Diane Roberts, Lucy Rowland

1996 GALILEO Programming Group

Brad Baxter, Sheri Bracewell, Denise Glasscock, Darren Griffis

1997 No nominees

1998 "Flood" of July '97"

Hargrett Library Department

Libraries' Custodial Department

Various Other Libraries' staff

1999 The Wiring Team

Alfred Rucker, Bob Kobres, Bob Henneberger, Mike Wages, Paul Van Wicklen, Gina Matthiesen, Will Langford

2000 Acquisitions Department and Volunteers from Other Libraries' Departments

Innovation in Operations or Services

1992 Helen Wilkes

1993 Bill Loughner

1994 Steven Kirby

1995 Disaster Policy Manual for Hargrett and Russell Library

Pam Hackbart-Dean, chair, Chuck Barber, Linda Aaron

1996 Tim Murray and Richard Shedenhelm

1997 No nominees

1998 William T. Murray

1999 ORCA Task Force

- Christine Walsh, Gail Sougstad, Cynthia Prosser, Rebecca Wortham, Marty Tanner
Hughes, Phillip Fitzpatrick
2000 Eric C. Griffith, Deborah Stanley, William E. Loughner

Extra Mile/Above and Beyond

- 1992** Phyllis McLanahan
1993 Category changed to include one per division.

Extra Mile/Above and Beyond /Administrative Services

- 1993** Bob Trotter
1994 Mona Washburn
1995 Eric Matthews
1996 Guynelle McElroy
1997 William R. Clayton
1998 Linda Tadic
1999 Teresa J. Taylor
2000 Jill R. Severn

Extra Mile/Above and Beyond/Branches (merged with other divisional awards)

- 1993** Cynthia Flack
1994 Elizabeth Bloemer
1995 Robert Willis
1996 Lauren Fancher
1997 W. Stephen Marquardt

Extra Mile/Above and Beyond/Collection Development (changed to Collection Services)

- 1993** Mary Ellen Brooks
1994 Gloria Kiser
1995 Bill Coscarelli
1996 Nelson Morgan
1997 Nan M. McMurry

Extra Mile/Above and Beyond/Public Services

- 1993** Daron Mitchell
1994 **Interlibrary Loan Department**
Susan Morris, Head, Virginia Feher, Cindy Flom, Donna Dorsey, Genevieve Esquivie-Smith, Annette Wiggs, Ted Willi, and Jay Wilbanks
1995 John Prechtel
1996 Susan Tuggle
1997 Cindy L. Flom
1998 Karen S. Hunter
1999 **Government Documents Processing Department**
Traci Drummond, Kelly Holt, Christine Packwood, John Pisano, Carol Wheeler, Susan

Tuggle, John Prechtel
2000 M. Amanda Nash

Extra Mile/Above and Beyond/Technical (Collection) Services

1993 Tim Murray
1994 Bob Henneberger and Bob Kobres
1995 Renee Blakey
1996 Irene Seagraves
1997 Donna B. Askren
1998 Caroline A. Killens and
 Helen H. Wilkes
1999 Jennifer L. Cwiok
2000 Richard S. Shedenhelm and William T. Murray

Excellence in Service to the Public

1992 Marie Ellis
1993 Did not have category
1994 Marie Ellis
1995 Carol Wheeler
1996 Susan Curtis and Judy Kelly
1997 Nelson W. Morgan
1998 Circulation & Document Delivery Department
1999 **Circulation Department/“Public Service Desk Staff”**
 Amanda Allgood, Wes Whitener, Rebecca Wortham, Daron Mitchell, Christine Walsh,
 Tara Hottenstein, Christopher Glenn, Susan Byers, Hope Vaughn, Glynis Walker, Brett
 Hill, Michelle Stiles, Daniel Estile, Robert Lomax, Rachel Nabulsi
2000 Nicole Jebbia

Excellence in Technical Expertise

1992 Marty Tanner Hughes
1993 Did not have category
1994 Helen Wilkes
1995 Betty Fox
1996 Renee Blakey
1997 Donna B. Askren
1998 Shelia A. McAlister
1999 John L. Campbell
2000 Susan E. Gants

Rookie of the Year

- 1992** John Wilcox/contract
Carrie Sullins/classified
- 1993** John Prechtel/contract
Martha Rapp/classified
- 1994** Debbie McAnallen/contract
Linda Sequin/classified
- 1995** Li Yan/contract
Laura Pelletier/classified
- 1996** Bucilla Hawks-Bradley/contract
Heather Howard/classified
- 1997** Paula E. Moehle/contract
Milton L. Johnson/classified
- 1998** Beth Bensman/contract
Nathan D. Holt/classified
- 1999** Ruta M. Abolins/contract
Charlotte Crozier/classified
- 2000** Sheila A. McAlister/contract
Rodrecas L. Davis/classified

Mentor/Trainer of the Year

- 1992** Julia Vereen
- 1993** John McDuffie
- 1994** Jacquie Houston
- 1995** Richard Shedenhelm
- 1996** Greg Kelso
- 1997** Wendy L. Crist
- 1998** Marty Tanner Hughes
- 1999** Katie Brower
- 2000** Danny T. Bridges and Pamela Hackbart-Dean

Supervisor of the Year

- 1992** Neil Hughes
- 1993** Susan Landrum
- 1994** Claire Colombo
- 1995** Danny Bridges
- 1996** Becky Wortham
- 1997** Susan C. Curtis
- 1998** Carol D. Bishop
- 1999** Lucille Davis
- 2000** Carol L. Wheeler

Library School Scholarship/Recognition

- 1992** Rene Shoemaker and Laura Greene

- 1993** Bucilla Hawks-Wallace and Claire Oslund
1994 Sarah Lockmiller, Nelson Morgan, and Anna Hulseberg
1996 Nicholas Graham, Sarah Lockmiller, Nelson Morgan

Libraries Staff Association President's Award

- 2000** M. Amanda Nash

Directors' Award for Outstanding Contributions to the Libraries

- 1992** Bill Clayton and Fred Wendt
1993 Mary Ellen Brooks
1994 **Repository Implementation Team**
Claire A. Colombo, Ann J. Hope, Steven A Brown
1995 Laura Burress
1996 Florence King
1997 **Georgia Documents Scanning Project**
Susan S. Tuggle, Bradley A. Baxter, Robert E. Henneberger, Lanelle W. Keyes
1998 Susan C. Curtis
1999 All Staff
2000 All Staff

The 2001 ASSET Awards Committee would like to give special thanks to the following:

Diane Trap for certificate creation and production.

Steven Brown and Gil Head for their efforts in creating the questions for the trivia contest.

Copy Services for copying the written program.

The Library Staff Association for providing refreshments for the staff art show reception and for the refreshing ice cream social.