New Employee Orientation
Libraries’ Mission

The University of Georgia Libraries provide collections and services in support of the instruction, research, and service missions of the University of Georgia.

Our slogan:

Engage: Connecting with people.

Enlighten: Investing in knowledge.

Enrich: Empowering lifelong learners.
Libraries’ Organization

4 Principal Facilities:
- Main Library
- Science Library
- Zell B. Miller Learning Center
- Richard B. Russell Building, Special Collections Libraries

5 Smaller Facilities:
- Repository
- Curriculum Materials Library
- Vet Med Reading Room
- Music Library
- Dodd Library
Libraries’ Organization

3 Special Collections Libraries:

- Hargrett Rare Book and Manuscript Library
- Richard B. Russell Library for Political Research and Studies
- Walter J. Brown Media Archives and Peabody Awards Collection
# Libraries’ Organization

## 19 Departments:

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<tr>
<td>P. Toby Graham, PhD</td>
<td>University Librarian and Associate Provost</td>
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<td>Jason Battles</td>
<td>Deputy University Librarian &amp; Director of Library Technology</td>
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<tr>
<td>D. Eric Matthews</td>
<td>Director of Administrative Services</td>
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<tr>
<td>Mollie Armour</td>
<td>Executive Assistant</td>
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How Can We Appreciate and Recognize Each Another?

- Share accomplishments (both individual and departmental):
  - Send GRAPEVINE Messages
  - Announce in meetings
- Send thank-you letters, notes or emails
How can I get advice with a problem?

- Your supervisor and the administrative chain
- Libraries HR – libjobs@uga.edu or 2-2716
- Compliance, Ethics and Reporting Hotline http://www.tnwinc.com/uga/
- UGA Ombudsperson http://www.uga.edu/ombudsperson/
Libraries Participative Decision-making Process

Libraries Committees [http://www.libs.uga.edu/employee-resources/committees](http://www.libs.uga.edu/employee-resources/committees)

- Department Heads Group (DHG)
- Digital Curation Work Group (DCWG)
- Faculty Advisory Board (FAB) & Libraries Faculty
- Libraries Staff Association (LSA)
- Staff Representative Group (SRG)
- Technology Oversight Group (TOG)
- Web Advisory Group (WAG)
- Web Editors Group (WEG)
What S.T.E.P.’s can I take for professional development?

- Libraries’ Staff Training & Enrichment Program (S.T.E.P.)
- Libraries’ Professional Development and Research Committee (PDRC)
- UGA Training & Development Center
- UGA’s TAP Tuition Assistance Program
- Use of work time

To read about each of these topics, please visit the Libraries HR Training & Development webpage: [http://www.libs.uga.edu/hr/training](http://www.libs.uga.edu/hr/training)
What training is mandatory?

- Board of Regents Ethics Training Course via eLearning Commons
- Secure UGA – Modules
- Both course can be accessed on eLearning Commons - [https://uga.view.usg.edu/](https://uga.view.usg.edu/)
  - New Hires will be enrolled after notifying the Libraries HR of their UGA email address.
Where can I find Employee Policies, Procedures and Resources?

Employee Resources Website – http://www.libs.uga.edu/employee-resources

Libraries’ HR Department Website  http://www.libs.uga.edu/hr

UGA Self-Service Site – to view your electronic paycheck stub & to access and/or update information related to your employment  https://employee.uga.edu/FacStaff/index.jsp

UGA Finance and Administration policies and procedures  http://policies.uga.edu/FA/
How do I Maintain Updated Personal and Work Information?

HOME address & telephone information:

- Make changes at the UGA Self Service website to update UGA print directory and payroll/personnel systems. [https://employee.uga.edu/FacStaff/index.jsp](https://employee.uga.edu/FacStaff/index.jsp)
- Submit changes to Libraries’ HR department

WORK address & telephone information:

- Submit changes to the Libraries’ HR department
How Do I Learn About the Libraries Computing Environment?

- Use of the G:\ drive – Areas of access dependent on position. Everyone has access to G:\UGALIBS\.

- Use of the H:\ drive – Space for employees personal files. Please do not download tons of photos and videos!

- UGA Computer Usage Policy

- Log off your computer @ night – don’t turn it off. Updates are loaded at night.

- Libraries Tech support – Submit a work ticket if your computer or software not working correctly. [http://helpdesk.libs.uga.edu/tracker/helpdesk/](http://helpdesk.libs.uga.edu/tracker/helpdesk/)
What Security Policies Do I Need to Know About?

- Call Libraries Security at (706) 542-3256 to report emergencies, suspicious behavior, theft & facility problems.

- Emergency procedures for fire, tornado, thunderstorm, bomb threat, power outage, etc. are posted online for Main, Science, MLC, and Special Collections Libraries.

- Hazardous Weather

- Call 9-911 to report medical emergencies, then, call Libraries Security.

- Security personnel enforce the Libraries’ Food, Drink & Tobacco and Conduct policies.

Links to the information on this page can be found at Libraries’ Security web page: http://www.libs.uga.edu/adminservices/security
Important Security Contact Information

**Security Staff:**
Jon Purcell, Facilities Manager, Main Library
Ozzie Araga, Facilities Coordinator, Main Library
Eric Matthews, Director, Administrative Services
Email: security@uga.edu   Phone: (706) 542-0653

**Building Supervisor**
Desk: 2-3120
Cell Phone: 706-542-0610

**Campus Police**
2-2200

**Emergency**
9-911