

- 3.8.3** The institution provides a sufficient number of qualified staff with appropriate education or experience in library and or other learning/ information resources to accomplish the mission of the institution. (**Qualified Staff**)

Judgment of Compliance

Compliance

Narrative

A Sufficient Number of Qualified Staff with Appropriate Education and Experience

Albany State's Library is consistent with the University System Board of Regents policy on the qualifications of librarians. As approved by the board of directors of the Association of College and Research Libraries (ACRL), the library has followed the approved ACRL "Statement on the Certification and Licensing of Academic Librarians" [1]. The Association of College and Research Libraries statement on the "Terminal Professional Degree for Academic Librarians" reads: "The master's degree in a library school program accredited by the American Library Association is the appropriate terminal professional degree for academic libraries" [2].

Albany State employs a sufficient number of qualified staff with appropriate education or experience in order to accomplish the mission of the university [3]. The library is currently staffed with six qualified, professional librarians, a Library Director and five professional librarians, each who have a Master's Degree in Library Science from an ALA accredited institution. Pendergrast Library operates with a staff of a Reference Librarian, a Serials Librarian, a Circulation and Interlibrary Loan Librarian, a Library Assistant in Circulation and Interlibrary Loan, a Cataloger and two Cataloging Assistants, an Archives Assistant, a Media Specialist, a Student Technology Utilization Specialist, and a Library Executive Assistant. Of the library staff assistants, two hold Bachelor of Science Degrees, one in Business Information Systems and the other in Healthcare Management. The following chart shows the staff (by name, degree, accrediting institution, and years of experience):

Table 1. List of Library Staff by Highest Education and Years of Experience

LIBRARIAN	DEGREE	DEGREE INSTITUTION	YEARS OF EXPERIENCE
Bryant, Thedis	BS MSLS	Tuskegee Institute	11
		Louisiana State University	
Carver, Dorothy	BS MSLS	Albany State University	34 ½
		Case Western Reserve University	
Ellis, Mark	BA MA MSLS	Michigan State University	13
		Michigan State University	
		Florida State University	
Lacy, Sharron	BA MSLS	Voorhees College	17
		Atlanta University	

McLaughlin, LaVerne	BA MSLS Ph.D.	Spelman College	31
		Atlanta University	
		Kennedy Western University	
Pearson, Eddie	BS MSLS	Alabama State University	40
		Atlanta University	
Jartu, Seward	BS MPA	Albany State University	3
		Albany State University	
Royal, Kenya	BS	Albany State University	3
Ray, Shabreka	BS	Albany State University	2
Abayomi, Ponza	Diploma, Business Education	Athens Technical College	19
Douglas, Kim	100 semester hours	Tuskegee Institute	10
McFarland, Annie	20 quarter hours	Monroe Area Vocational School	19
Thomas, Vaullery		Albany State University	2
Sellers, Brandon	4+ years	Albany State University	5

Staff comparison with other university system peer institutions [\[4\]](#).

In order to keep the library staff abreast of library and information technology trends, they are encouraged to pursue professional development. The library staff is provided staff development opportunities each semester. The staff and library director attend at least one staff development program per semester. Some sessions have included WebCT, Lexis Nexis Online Academic Searching, Galileo Upgrade Training on New Databases, Customer Service Training, Annual Voyager Reports Training, Ariel Document Delivery System Training for Interlibrary Loan, Disaster Preparedness Workshops, Microsoft Office, Microsoft Outlook, Grant Writing, Microsoft Access, Microsoft Excel, Web Page Training, Risk Management and Emergency Preparedness, Right to Know, Sexual Harassment Workshop, Mentoring Freshman Workshop, and Voicemail Workshop. Library Staff have also visited other campuses to determine best practices when working with the library's automated system modules in Cataloging, Serials, and Acquisitions. Annual User Group Meetings for Galileo Interconnected Libraries. All staff members include one library literature summary in their monthly reports. They are also cross-trained to help facilitate the library operations when employees have extended absences from work due to illness or family emergencies.

In addition, the library staff has been a participant in the HBCU Archives Institutes I, II, III, HBCU Leadership Institute I, II, HBCU Alliance of Library Directors and Deans, National Library of Medicine Database Training at the National Library of Medicine. Title III Grant Writing, Grant

Opportunities Workshop, Solinet Partnership and Fundraising Workshop and Banner and People Soft training.

Weekly meetings are held in order to keep the staff abreast of the operations of the library and library trends. Staff read library literature and report on some aspect of the library field, or library technology as a part of the meeting session. They are also members of the listservs relevant to the library automated system for their department. Each library staff member provides an oral weekly report, and written monthly report of the progression of the goals established for their department.

The library staff is represented on the Regents Committee on Academic Libraries, the Georgia Users Group for Serials, and the Galileo Interconnected Libraries User Groups. They participate in the Electronic Database Collection Development Committee, The Nursing Resources Collection Development Committee, Circulation and Cataloging Committees of the Galileo Consortium. They represent the Albany State campus in the Staff Council, Curriculum and New Programs Committee, Archival Committee, various SACS Committees, and others.

The Albany State University Library organization includes five departments. There are five librarians and the library director who all hold degrees in library science. The library staff also consists of five library assistants, a Media Utilization Specialist, and secretary who also assist in the operation of the library. The departments within the library are Acquisitions and Collection Development, Cataloging, Circulation, Reference, Serials, Archives and Media. The Student Technology Lab Specialist holds a degree in computer science. The Acquisitions staff is responsible for purchasing library resources and acknowledging receipt of gifts, while the Cataloging staff processes materials in preparation for patron use. Circulation is responsible for easy access, and the Reference Department assists patrons in their search for materials. The Library provides library orientation, bibliographic instruction tours and media services to faculty, staff, and students on a regular basis. There is access to three Galileo Labs used for research purposes. And, there is a Student Technology Lab that is used for word processing, special projects, Internet and email. In order to increase the virtual library collection, the library has a wireless network within the library. All departments are organized under the supervision of the library director [\[5\]](#).

Table 2. Staff Allocation by Service Areas

Library Department	Number of Staff	Name of Staff
Library Director	1	LaVerne L. McLaughlin
Secretary	1	Kim Douglas
Acquisitions & Collection Development	2	Thedis Bryant/Librarian Ponza Abayomi/Library Assistant
Cataloging	3	Sharron Lacy/Librarian Lois McFarland / Library Assistant Kenya Royal/ Library Assistant
Archives	2	Shabreka Ray/ Library Assistant, Library Director
Reference	1	Eddie Pearson/Librarian

Circulation & Interlibrary Loan	2	Dorothy Carver/Librarian Vaullery Thomas/Library Assistant
Serials & Systems	1	Mark Ellis/Librarian
Media	1	Seward Jartu
Student Technology Laboratory	1	Brandon Sellers

Table 3. Learning and Information Resources Provided

Learning and Information Resources Provided	Staff Allocated to Resources	Number of Staff
Electronic Database Training Sessions And Internet Resources	Reference, Acquisitions/Collection Development, Circulation & Serials Librarians	4
Bibliographic Instruction Tours Customized for Specific Subjects	Reference & Circulation Librarians	2
Library Orientation Tours	Circulation & Reference Librarians	2
Responsible for purchasing library resources and acknowledging receipt of gifts	Acquisitions/Collection Development Librarian	2
Processes materials in preparation for patron use. Catalogs and exports all library materials To the Voyager Library System	Cataloging Librarian Library & Library Assistant	3
Responsible for easy access to circulating resources	Circulation Librarian & Library Assistant	2
Assistance with Word processing, special projects, WebCT, Internet and email.	Instructional Technology Specialist	1
Orders Print and Non Print Materials	Acquisitions/Collection Development Librarian &	2

For Library Collections, Provides The New Acquisitions List of all recent Purchases of library materials	Library Assistant	
GIL Express/ Universal Borrowing services	Circulation Librarian & Library Assistant	2
The library provides books to be charged and discharged to patrons and Interlibrary Loan	Circulation Librarian & Library Assistant	2
Provides professional journals, newspapers, magazines, bound journals and back issues of newspapers, maintains Serials Collection	Serials Librarian	1
Services to faculty who desire to schedule class activities using video tapes, recorders, projectors, overheads, power point etc.	Media Utilization Specialist	1
Library Systems & Library Technology	Director & Serials Librarian	2

Supporting Documentation

- [1] [ACRL Statement on Terminal Professional Degree for Academic Libraries](#)
- [2] [Georgia State Board for the Certification of Librarians](#)
- [3] [List of Qualified Staff](#)
- [4] [Staff Comparison with Other University System Peer Institutions](#)

[5] [Library Organization Chart](#)