MEMORANDUM

TO: Mr. Rodney Sakaguchi
    Director, Budget Office
    University of Hawaii at Manoa
    Bachman Hall 110

FROM: John R. Haak
      University Librarian

RE: EXECUTIVE SUMMARY OF ORGANIZATIONAL CHANGE APPROVED
    NOVEMBER 30, 1988

I. SPECIFIC REORGANIZATION ACTION TAKEN

   To clarify supervisory reporting lines between Civil
   Service Positions in Special Collections: Library Technician
   V, position no. 15420, Library Technician V, position no.
   0767, recently moved to Special Collections effective April
   1988, and two Library Assistant IV position nos. 3833 and
   14369.

II. SPECIFIC ISSUE, ITS BACKGROUND AND CAUSES

   Supervisory responsibilities of the Library
   Technician V, position no. 15420, have increased with the
   addition of a new Library Technician V, position no. 0767.
   There has also been an increased need to review and analyze
   problems associated with cataloging and processing materials
   using the automated, integrated computerized cataloging
   system and to supervise on-going implementation and operation
   of the specialized automated circulation for this "closed"
   collection. Subsequently, we have requested reallocation
   review of position no. 15420.
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The Library's Functional Statement has been modified to emphasize the nature of the Special Collections' independent and self-contained use of the automated circulation system and the maintenance and provision of the service to a protected ("closed") collection that is not directly accessible to the public.

The self-contained operation of the Special Collections circulation system requires a high level of day-to-day supervisory responsibility. The new Library Technician V, position no. 0767 is charged with this task.

III. HOW REORGANIZATION WILL RESOLVE THE ISSUE

The reorganization will recognize the overall supervisory responsibility of Position no. 15420 over Position nos. 0767, 03833, and 14369 and the day-to-day, task-specific supervisory duties of Position no. 0767 over the two LA IVs.

IV. EFFECTIVE DATE OF ACTION

November 30, 1988

Copies of the approved organization chart and changed pages of the Library's Functional Statement are attached.

Should you have further questions regarding this minor reorganization, I will be happy to provide further information.

Attachments

cc: Personnel Files
6. **ASIA COLLECTION:**

- Provides the University community and the State with major resource on Asia for study, research and training. This is accomplished through: selection and acquisition of books, journals, newspapers, non-commercial publications and other printed materials from and about Asia in western and Asian languages; developing and maintaining close contact with libraries and institutions engaged in Asia-related activities throughout the world; making accessible to its clientele the research resources of the collection through provision of specialized reference service, which includes supplying specific information in answer to requests, guidance in the use of the collection and the available aids for research in the Asian field and preparation of other bibliographic aids as time and staff permit.

7. **SPECIAL COLLECTIONS:**

- Provides the University and the State with the most comprehensive collections and services possible relating to Hawaii and the Pacific. The department is responsible for specialized services and the collection development activities required to maintain and develop the unique and internationally acclaimed Pacific Collection (Melanesia, Micronesia, and Polynesia), and the Hawaiian Collection. The Hawaiian Collection serves as a depository for Hawaii State documents. These collections support the University's teaching and research emphases on Hawaiian, Asian and Pacific studies.

a. **Public Services**

   1. Provides indepth reference and bibliographic assistance to resources in the Hawaiian and Pacific Collections, and also for the Rare and other special collections.
2. Operates an independent and self-contained automated circulation system and paging service to provide access to the Hawaiian, Pacific and other Special Collections which are maintained in closed stacks, not accessible to the public.

b. University Archives and Manuscripts

Collects and preserves all University records having legal and historical value and provides access to these materials to scholars and researchers. Maintains and provides access to specialized manuscript collections, including the Jean Charlot Collection.

APPROVED:  

John R. Haak

TITLE: University Librarian

DATE: November 30, 1988