UNIVERSITY OF HAWAII
Board of Regents

MEMORANDUM

TO: President Albert J. Simone
FROM: Pepper Shiramizu, Secretary of the Board
SUBJECT: Executive Summary of Organizational Changes

I had earlier requested that executive summaries of organizational changes approved by you or your designee contain a clear explanation about the change along with charts showing the current and previous unit structure. While the various units had complied initially, it is apparent that the request needs to be reiterated. I am returning the attached as an example of the absence of a clear explanation and previous charts.

If the Regents are to receive these delegated organizational changes for their information, it is only fair that they be able to understand the changes.

PS: mr
attachment
MEMORANDUM

TO: Dr. Kenneth N. Kato
Chairperson, Board of Regents
University of Hawaii
Bachman Hall 209

FROM: John R. Haak
University Librarian

SUBJECT: EXECUTIVE SUMMARY OF ORGANIZATIONAL CHANGE APPROVED MARCH 16, 1990

Attached are modified copies of Library Services' Organization Charts, I, VI, and VII. Please replace these charts with those originally submitted on March 19, 1990.

Reporting lines have not been affected.

Attachments:
Charts I, VI, VII

cc: Personnel File
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
           MARCH 16, 1990

I. SPECIFIC REORGANIZATION ACTION TAKEN

   The existing Library Technician VII position no. 15476 is transferred from the former Gifts and Exchange Section to the new Gifts and Exchange Department which now reports directly to the Associate University Librarian for Processing Operations and Automation.

   A Library Technician V, position no. 12850 moves from the Search/Copy Cataloging Section to the Gifts and Exchange Department.

   A Library Technician V, position no. 16946 moves from the Search/Verification/Order Section to the Gifts and Exchange Department.

   A Library Technician V, position no. 15468 transfers from the Gifts and Exchange Department to the Search/Copy Cataloging Section.
II. SPECIFIC ISSUE, ITS BACKGROUND AND CAUSES

This organizational change recognizes the broadened function of the Gifts and Exchange Department which completely processes most of the material it receives via exchange or through donations. Gifts and Exchange not only sets up and receives material (a traditional Acquisitions function), but it also performs searching and cataloging functions to process the material and add bibliographic information to the Library's integrated on-line database. These functions have become broader than those of any other unit under the supervision of the Associate University Librarian for Processing Operations and Automation with the implementation of the Library's integrated on-line computer system. There is greater possibility for policy and operational integration to have the Gifts and Exchange function report directly to the AUL.

Gifts and Exchange operated with one Library Technician VII and one Library Technician V (15468). To provide for cross-training to develop the skills of all involved in working with the integrated on-line cataloging system, the incumbents in positions 15468 and 12850 were exchanged for further training. Since the incumbent in position no. 12850 had previous cataloging experience, it makes it easier for Gifts and Exchange to handle the cataloging aspect of the operation. This reorganization would permanently exchange the two positions.

The increased volume of material received, processed and cataloged by the Gifts and Exchange Department warranted an additional Library Technician V position to handle the workload. Following review of relative workload in various processing units, it was determined that position 16946 from the Search/Verification/Order Section would be transferred.

The Library's Functional Statement has been modified to update and reflect the separation of the Gifts and Exchange operation from the Acquisitions Department.

III. HOW REORGANIZATION WILL RESOLVE THE ISSUE

Present organization of the unit under the Acquisitions Department does not provide recognition or support of the fact that more than acquisitions work is required in the unit.
Memo to Rodney Sakaguchi  
March 19, 1990  
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Providing a reporting relation for the Head of Gifts and Exchange, the Library Technician VII with the Associate University Librarian for Processing Operations and Automation gives a higher profile to this necessary and vital operation and provides necessary policy integration with the other processing departments. The present organization does not recognize the need for the Library Technician VII to deal directly with the AUL (and in some cases the UL) to handle sensitive donor relations and agreements involved in establishing exchange relationships.

The Library Technician VII position is already under review for reclassification to a special Library Technician VIII classification by the Civil Service Commission.

IV. EFFECTIVE DATE OF ACTION

March 16, 1990.

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
Approved Organization Charts VI and VII
Functional Statement - Changed Pages 9, 10, and 11

cc: Personnel Files

1) **Search/Verification/Order** -- Provides centralized services for searching and verifying all requested titles for which funds are available. Prepares orders for material, corresponds with suppliers as necessary and maintains appropriate records of all transactions.

2) **Receiving** -- Maintains, through two units, Serials Receiving and Monographic Receiving, records of all ordered material. Verifies delivery and certifies receipt of material. Maintains record of order files, monitors vendor performance, updates outstanding orders and checks in and claims serials received. Integrates material received into processing workflow and authorizes payment of invoices for materials received.

d. **Cataloging**

Provides original, adaptive and descriptive cataloging, classification and subject headings for all library materials entering the collection, and makes this material accessible via the public catalogs; monitors and reviews the card catalogs, and inputs material into national on-line union cataloging system.

1) **Search/Copy Cataloging** -- Searches for cataloging copy from manual and on-line sources, orders catalog cards for material found to have matching cataloging copy, recatalogs titles already in the collection, resolves catalog card conflicts and forwards to Original Cataloging items for which no cataloging copy is available.
2) Original Cataloging -- Provides classification, subject headings, and establishes added entries for all material for which no cataloging copy can be found; maintains authority files.

3) Catalog Maintenance -- Maintains shelflist, files cards in card catalogs; ensures the card catalogs are kept up-to-date and monitors quality control of filing. Prepares card catalog copy for original cataloging and Asia vernacular materials. Withdraws, transfer and provides other record procedures for replaced or reinstated titles.

e. Hamilton Circulation

Prepares library material for the shelves and prepares material for binding when necessary. Provides circulation services for material in Hamilton Library. Authorizes the loaning of library materials. Assists patrons in locating materials not found on the shelves. Maintains records pertaining to the location of materials. Provides security for the collection and the patron. Maintains the order of the physical collection.

1) Physical Processing and Stack Maintenance -- Prepares materials for use by labeling, pasting, stamping, adding call numbers and date due slips; targets material with theft detection devices. Mends damaged materials and makes pamphlets, temporary and special bindings. Prepares all material for binding, maintains records thereon, and returns bound materials to the collection.
Reshelves used and returned books and periodicals and keeps the shelves in order; monitors stack areas and provides the security of the collections and the building. Services coin-operated photocopiers and develops and implements plans for physical expansion of material in the collections.

Oversees the periodicals reading room, provides directional information regarding periodicals and maintains order of periodicals and requests funding of periodical material when necessary.

2) Circulation Records -- Lends, and maintains records of the whereabouts of the circulating materials; recalls and holds books on request; charges material; orders replacement copies; sends notices and bills for lost and overdue books for both Sinclair and Hamilton; maintains and regularly updates a file of borrowers in the delinquent accounts.

f. Gifts and Exchange initiates and monitors exchanges set up with libraries and other research institutions throughout the State and the world, solicits gift materials, responds in an appropriate manner to the unsolicited offers of gifts and exchanges, and then integrates the material acquired into the Library's processing workflow. The Gifts and Exchange department is responsible for searching for appropriate bibliographic records for the material it receives and enters cataloging data into the automated system or other appropriate manual records for all items accepted.
UNIVERSITY LIBRARIAN

PROCESSING OPERATIONS AND AUTOMATION
Associate University Librarian

CATALOGING
Head (Appointed from Specialist Positions)

Original Cataloging
Specialist Positions: 14.5 FTE
Full Time: 083757, 082663, 082880, 083533, 083823, 084017, 084674, 083582, 084220, 082355, 084473, 083130, 083852, 086273, 086269

Bibliographic Files Coordinator
(Appointed from Specialist Positions)

Search/Copy Cataloging
Lib. Tech. VI, SR-13, #13543
Lib. Tech. V, SR-11, #768, #15468, #11100
Lib. Asst. IV, SR-09, #13867

Catalog Maintenance
Lib. Tech. V, SR-11, #6675
Lib. Asst. IV, SR-09, #13540, #13866, #15421, #15588

APPROVED: __________________________
TITLE: University Librarian
DATE: March 16, 1996