

OFFICE OF ACADEMIC AFFAIRS

As part of the Chancellor's Office, provides the leadership required to support the academic programs of the University of Hawaii-Hilo.

OFFICE OF THE VICE CHANCELLOR

Serves as the principal assistant to the Chancellor in all academic matters.

- * Plans, organizes, directs, coordinates and evaluates all academic programs, including student information systems and analytical studies requirements of the campus, the system-wide office and the federal government.
- * Directly supervises the personnel responsible for the: College of Agriculture, College of Arts and Sciences, University of Hawaii-West Hawaii, Library and College of Continuing Education and Community Services;
- * Bears senior responsibility for the effectiveness of programs such as the Freshman Year Experience and the Hawaii Small Business Development Program; and
- * Serves as Acting Chancellor in the absence of the Chancellor with all the authority and responsibility pertaining thereto.

JUL 19 1991

COLLEGE OF AGRICULTURE

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, and general agriculture.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture. Directs activities and personnel of the University of Hawaii Hilo Agricultural Farm Laboratory.

- * Coordinates instructional activities.
- * Recruits and retains qualified faculty and research staff members.
- * Formulates and defends financial plans.
- * Allocates funds to various programs.
- * Controls the expenditure of funds.
- * Develops and maintains quality instructional, research, and community service programs.
- * Maintains communications with agricultural governmental agencies, client groups, and the general public.

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- * Provides courses and training for students planning agricultural careers.
- * Ensures that students complete a core of basic science courses and substantial courses in general education.

JUL 19 1991

COLLEGE OF ARTS AND SCIENCES

Provides for baccalaureate degree programs leading to the Bachelor of Arts in the Social Sciences, the Humanities and the Natural Sciences.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- * Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- * Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors and Chancellor.
- * Responsible for overall curriculum development and long-range planning.

DIVISIONS

(Humanities, Social Sciences, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

- * Coordinate curricular offerings among the disciplines.
- * Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- * Consult and cooperate with other divisions on curricular matters.
- * Review and process personnel transactions, administer student help and the operating and equipment budgets.

MAY 22 1992

COLLEGE OF ARTS AND SCIENCES

Provides for baccalaureate degree programs leading to the Bachelor of Arts in the Social Sciences, the Humanities and the Natural Sciences, and the Bachelor of Business Administration.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- * Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- * Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors and Chancellor.
- * Responsible for overall curriculum development and long-range planning.

SUPERSEDED
REORG. 5/22/92

DIVISIONS

(Business Administration and Economics, Humanities,
Social Sciences, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

- * Coordinate curricular offerings among the disciplines.
- * Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- * Consult and cooperate with other divisions on curricular matters.
- * Review and process personnel transactions, administer student help and the operating and equipment budgets.

JUL 19 1991

COLLEGE OF PROFESSIONAL STUDIES

Provides for baccalaureate degree programs in the Business Administration, Economics, and Nursing and the 4th year and 5th year certificate in Education.

OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Professional Studies.

- Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors, Vice Chancellors and Chancellor.
- Responsible for overall curriculum development and long-range planning.

DIVISIONS

(Business Administration and Economics, Education and Nursing

Develop coherent programs among the disciplines within the respective divisions.

- Coordinate curricular offerings among the disciplines.
- Offer courses to meet the major needs of major programs in each discipline.
- Consult and cooperate with other divisions on curricular matters.
- Review and process personnel transactions, administer student help and the operating and equipment budgets.

MAY 22 1992

UNIVERSITY OF HAWAII - WEST HAWAII

Provides for delivery of academic programs from the entire University of Hawaii but with primary emphasis on associate degree programs of Hawaii Community College and baccalaureate programs from the University of Hawaii-Hilo.

OFFICE OF THE DIRECTOR

Responsible for the overall management of programs, personnel, facilities and equipment at the West Hawaii campus.

- * Works collaboratively with the Hilo and Hawaii Community College campuses in the selection and supervision of full and part-time faculty assigned to the West Hawaii campus;
- * Assesses educational needs in West Hawaii and arranges with the Hilo campus and Hawaii Community College (or other campuses in the system) for delivery of appropriate academic certificate and degree programs;
- * Assesses library services needs for the effective management and operation of library services;
- * Assesses facility and equipment needs for effective operation of West Hawaii programs; and
- * Supervises all non-faculty personnel assigned to the West Hawaii operation.

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UNIVERSITY OF HAWAII-WEST HAWAII

Provides for delivery of academic programs from the entire University of Hawaii but with primary emphasis on associate degree programs of Hawaii Community College and baccalaureate programs from the University of Hawaii-Hilo.

OFFICE OF THE DIRECTOR

Responsible for the overall management of programs, personnel, facilities and equipment at the West Hawaii campus.

- * Works collaboratively with the Hilo and Hawaii Community College campuses in the selection and supervision of full and part-time faculty assigned to the West Hawaii campus;
- * Assesses educational needs in West Hawaii and arranges with the Hilo campus and Hawaii Community College (or other campuses in the system) for delivery of appropriate academic certificate and degree programs;
- * Assesses facility and equipment needs for effective operation of West Hawaii programs; and
- * Supervises all non-faculty personnel assigned to the West Hawaii operation.

JUL 19 1991

SUPERSEDED REORG. 5/15/92

LIBRARY SERVICES

ADMINISTRATION

Directs all library and media activities, services and personnel for the University of Hawaii at Hilo.

- * Directs the development of library services, collections, and facilities.
- * Responsible for fiscal planning and management to insure the efficient operation and development of the UHH Library.
- * Provides for staff development and training to insure an adequate level of library services.
- * Directs the evaluation, acquisition and processing of library services.
- * Provides for special collections and services in response to curriculum, academic, and community needs.

MAIN LIBRARY

Public Services:

- * Provides informational and reference services.
- * Responsible for the selection and development of the reference collection.
- * Supervises activities in circulation.
- * Circulates all library materials to faculty, students and the community, including films and reserve books.
- * Provides for stack maintenance for the collection.
- * Provides for automated data base searching for faculty.
- * Supervises operation of special collections.
- * Provides access to Hawaii newspapers through the Big Island Newspaper Indexing Project.
- * Works with faculty in the coordination, evaluation and selection of library materials.

Catalog:

- * Responsible for all cataloging and materials processing procedures.
- * Responsible for developing a data base of machine readable records which will be the basis for the Library's on-line catalog.
- * Responsible for handling the receipt and processing of gift materials.

Government Documents and Periodicals:

- * Provides check-in, claiming and binding of periodicals and newspapers.

JUL 19 1991

- * Responsible for the selection, acquisition, processing and development of the U.S. documents collection.
- * Provides reference information services for U.S. documents.

Acquisitions, Serials, and Interlibrary Loan:

- * Responsible for the ordering of all library materials.
- * Receives and processes library materials including serials and prepares invoices for payment.
- * Maintains budget control over the materials budget.
- * Provides interlibrary loan services for faculty, staff, and students.

MEDIA

Provides support services and resources for the faculty and staff to improve the efficiency and effectiveness of the learning process for all students.

- * Provides production, audio-visual, reprography and curriculum development services.
- * Responsible for the purchase, inventory, repair and maintenance of all media equipment.
- * Explores curriculum problems with the faculty, staff development, delivery systems, utilization of equipment, scheduling and production.

JUL 19 1991

**COLLEGE FOR CONTINUING EDUCATION AND
COMMUNITY SERVICE**

OFFICE OF THE DEAN

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On a year-round, island-wide basis, provides overall supervision, administration and leadership of CCECS. Supervises professional staff of educational specialists, support staff and special projects personnel.

CREDIT PROGRAM

Acts as liaison with UHH College of Arts & Sciences and the College of Agriculture in planning, developing, implementing and evaluating University credit courses offered through CCECS. Acts as liaison with appropriate units of UH-Hilo and UH-Manoa in offering extended graduate programs.

SENIOR PROGRAM

In cooperation with senior citizens and local, state and national organizations, plans, develops, implements and evaluates programs to meet the educational needs of senior citizens.

PERSONAL AND PROFESSIONAL DEVELOPMENT PROGRAM

Plans, develops, implements and evaluates "in-service programs" for Hawaii and Maui County teachers in the State of Hawaii Department of Education system. Plans, develops, implements and evaluates non-credit personal and professional development programs for all citizens, except senior citizens.

INTERNATIONAL PROGRAM

Plans, develops, implements and evaluates international short-term Travel/Study to Hawaii Programs and the year-round Hilo Intensive Language Opportunities (H.I.L.O.) Program. Plans, develops, implements and evaluates English-as-a-Second-Language (ESL) courses.

CONFERENCE PROGRAM

Plans, develops, implements and evaluates UHH and non-UHH conferences, workshops, professional and academic meetings and programs. Full support services and all aspects of program coordination are included as part of program responsibilities.

CENTER FOR CONTINUING EDUCATION AND
COMMUNITY SERVICE

OFFICE OF THE DIRECTOR

Provides overall leadership, program direction, evaluation, and development, coordination and administration of CCECS. Supervision of coordinators, secretary and account clerk, and special project staff. Meets with individual coordinators; conducts staff meetings; oversees new program development.

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- JUL 19 1991
- * Attends meetings of statewide and community agencies in cooperative program planning; developing inter-agency linkages.
 - * Works on assignments made by the Chancellor for broad planning, carrying out university policies and directives, special reports, and other assigned tasks, often in cooperation with other unit heads.
 - * Processing official documents and forms - approval of hires for a constantly changing faculty, purchases, budgetary reports, and other administration paperwork required in the daily administration of CCECS.
 - * Correspondence; report-writing; grantsmanship; other writing tasks.
 - * Supervising special grants and projects; project director's input into a variety of projects.
 - * Liaison with other units of the University System - Manoa: Summer Session, CCECS, CBA, College of Education, School of Social Work, etc.; Community Colleges; East-West Center; Hawaii Loa; UHH colleges.
 - * Solving student and faculty problems; and problems relating to coordination of University services with OSS, Business Office, etc.
 - * Public relations and developing community support; meeting with groups desiring University services; speaking to community organizations about CCECS; organizing publicity efforts.

CREDIT PROGRAM

Acts as liaison with UHH faculty in developing and implementing university courses offered by CCECS during Spring and Fall evening sessions and summer. Works with faculty in the development of new and different delivery systems to aid island-wide clientele attain their educational goals.

- * Works to expand CCECS capabilities to produce local instructional "learning packages" for island wide distribution. Investigates ways to reach large audiences through common electronic media, e.g., radio, television, etc.

Credit Program (continued)

- * Meets with community groups and others to discover educational needs and establish objectives and ways to attain them.
- * Assists in coordination of evening and summer sessions.
- * Acts as a research agent for CCECS in discovering sources of funds for community service programs. Assists individuals and groups in writing program proposal grants for federal, state, and private funding.

- * Plans the establishment of "Learning Centers" in selected areas remote from the Hilo campus which CCECS students can use as a base for guided, individualized instruction.

INTERNATIONAL STUDIES/CULTURE AND ARTS PROGRAM

Plans, develops, and evaluates cultural, artistic and travel/study programs.

- * Serves as liaison with community groups, culture and arts association, and other relevant entities island-wide and abroad.
- * Implements programs and projects involving music, art, theater, dance, lectures and films.
- * Implements travel/study programs.
- * Works with other coordinators to design courses to meet expressed needs.

HUMAN SERVICES PROGRAM

Responsible for total senior citizen educational effort including the operational aspects of Statewide UH Senior Citizens Tuition Exemption program overseeing a budget of \$90,000+ and serving as liaison for UHH with UH-Manoa, West Oahu College and the six community colleges. Assists in the preparation of the final narrative and budget reports as well as quarterly reports to the Executive Commission on Aging.

- * Responsible for the development, implementation, coordination and evaluation of non-credit programs in personal development, credit and non-credit programs, and special programs to meet the educational needs of our growing senior citizen clientele (e.g., Crime Prevention).
- * Acts as liaison between CCECS and the various public and private agencies to facilitate the cooperative utilization of UH resources to better serve the community.
- * Prepares written reports on areas of responsibility and participates in the formulation of the annual budget and other long-term planning.

IN-SERVICE EDUCATION PROGRAM

Develops, coordinates, implements and evaluates functional aspects of educational programs for study abroad, incoming travel, women's programs, career development, education in-service and local senior citizens to meet the needs of the community-at-large.

- * Plans, supervises, and participates in programs through conducting workshops, seminars, conferences; promotes incoming and outgoing travel, women's programs, career development, education in-service and local senior citizen programs by representing the UHH in various committees related to these programs.
- * Serves as overall coordinator in above programs, prepares itineraries and budgets, leads and participates in curriculum development activities.
- * Directs and coordinates conversational English programs for Japanese students; structures lecturers, cultural experiences, tour excursions, and extracurricular activities related to this program.
- * Establishes and maintains liaison with directors and executives for both public and private agencies concerned, as well as private organizations.

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- * Updates instructional materials and organizes new lessons as the need arises.
- * Interviews faculty; establishes and updates rules and regulations.

HEALTH SERVICES/PERSONAL DEVELOPMENT PROGRAM

Identifies, plans and develops credit and non-credit courses in Human Services and personal development.

- * Administers grants from Department of Planning and Economic Development, Energy Division, BIORTA and HCEOC.
- * Plans and implements a Summer Youth Program.
- * Provides liaison and develops continuing education opportunities for target groups in the health service professions.
- * Cooperates with other UHH units in planning for outreach credit programs and administers courses from the professional colleges.
- * Plans programs in community applications of agricultural technology and provides non-credit courses to complement the Culinary Arts program.

CCECS WEST HAWAII PROGRAM

Administration and coordinating of all University of Hawaii at Hilo continuing education and community service programs in the districts of North and South Kona.

- * Acts as liaison with UHH-CCECS divisions at the home campus in Hilo. This includes Study Abroad, Agricultural/Vocational and Technical, Liberal Arts, Non-credit, and Culture and Arts.
- * Acts as liaison with other educational units and existing community organizations.
- * Recruitment of qualified instructors and assistance in the development of course offerings in both academic and non-academic areas.
- * Writing and dissemination of information about programs, courses, and events sponsored by the UHH-CCECS.
- * Acts as consultant and advisor to students seeking academic degrees.

CREDIT AND EXTENDED DEGREE PROGRAM

Academic/Program responsibility: Responsible for planning, developing, implementing and evaluating courses and programs for the business divisions, the UH-Manoa Small Business Management Program, the Small Business Administration, and various professional associations and organizations.

- * Administrative/Supervisory Responsibility: Serves as acting director in his/her absence. Administers and coordinates a broad based summer session and evening credit program; serves as liaison with the academic units, CCECS and the service units. Supervises the implementation of courses and the extended degree programs in the Hilo area, as well as alternatively delivered programs island wide. Supervises the staff of the CCECS Computer Learning Center. Supervises the major publications for the academic sessions.

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- * Maintains comprehensive records of programs and prepares materials, information and reports as required for program planning and budgetary purposes. Maintains professional competencies by keeping abreast of recent trends and advances in professional areas and participates in the planning and implementation of staff training for colleagues and program personnel. Performs related work as required.

SUPERSEDED

REORG.

6/19/92

JUL 19 1991

COLLEGE OF AGRICULTURE

Offers an agricultural program leading to a Bachelor of Science in Agriculture degree with emphasis in crop production, animal production, and general agriculture.

OFFICE OF THE DEAN

Directs activities, curricula, and personnel in the College of Agriculture. Directs activities and personnel of the University of Hawaii Hilo Agricultural Farm Laboratory.

- * Coordinates instructional activities.
- * Recruits and retains qualified faculty and research staff members.
- * Formulates and defends financial plans.
- * Allocates funds to various programs.
- * Controls the expenditure of funds.
- * Develops and maintains quality instructional, research, and community service programs.
- * Maintains communications with agricultural governmental agencies, client groups, and the general public.

SUPERSEDED
7/19/91

INSTRUCTION

Prepares students with broad and full understanding of the basic factors involved in production, management, processing, distribution, marketing, sales and services in the field of agriculture.

- * Provides courses and training for students planning agricultural careers.
- * Ensures that students complete a core of basic science courses and substantial courses in general education.

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OFFICE OF THE DEAN

Responsible for the overall activities, curricula and personnel of the College of Arts and Sciences.

- * Responsible for faculty personnel actions, faculty recruitment and affiliate faculty.
- * Maintains liaison with College Senate and Senate Executive Committee, other Deans, Directors and Chancellor.
- * Responsible for overall curriculum development and long-range planning.

SUPERSEDED
7/19/91

DIVISIONS

(Business Administration and Economics, Humanities,
Social Sciences, and Natural Sciences)

Develop coherent programs among the disciplines within the respective divisions.

- * Coordinate curricular offerings among the disciplines.
- * Offer courses to meet the major needs of major programs in each discipline and the needs of general education and lower division students.
- * Consult and cooperate with other divisions on curricular matters.
- * Review and process personnel transactions, administer student help and the operating and equipment budgets.

**CENTER FOR CONTINUING EDUCATION AND
COMMUNITY SERVICE**

OFFICE OF THE DIRECTOR

Provides overall leadership, program direction, evaluation, and development, coordination and administration of CCECS. Supervision of coordinators, secretary and account clerk, and special project staff. Meets with individual coordinators; conducts staff meetings; oversees new program development.

Superseded

7/19/91

- * Attends meetings of statewide and community agencies in cooperative program planning; developing inter-agency linkages.
- * Works on assignments made by the Chancellor for broad planning, carrying out university policies and directives, special reports, and other assigned tasks, often in cooperation with other unit heads.
- * Processing official documents and forms - approval of hires for a constantly changing faculty, purchases, budgetary reports, and other administration paperwork required in the daily administration of CCECS.
- * Correspondence; report-writing; grantsmanship; other writing tasks.
- * Supervising special grants and projects; project director's input into a variety of projects.
- * Liaison with other units of the University System - Manoa: Summer Session, CCECS, CBA, College of Education, School of Social Work, etc.; Community Colleges; East-West Center; Hawaii Loa; UHH colleges.
- * Solving student and faculty problems; and problems relating to coordination of University services with OSS, Business Office, etc.
- * Public relations and developing community support; meeting with groups desiring University services; speaking to community organizations about CCECS; organizing publicity efforts.

CREDIT PROGRAM

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- * Works to expand CCECS capabilities to produce local instructional "learning packages" for island wide distribution. Investigates ways to reach large audiences through common electronic media, e.g., radio, television, etc.

Credit Program (continued)

- * Meets with community groups and others to discover educational needs and establish objectives and ways to attain them.
- * Assists in coordination of evening and summer sessions.
- * Acts as a research agent for CCECS in discovering sources of funds for community service programs. Assists individuals and groups in writing program proposal grants for federal, state, and private funding.

- * Plans the establishment of "Learning Centers" in selected areas remote from the Hilo campus which CCECS students can use as a base for guided, individualized instruction.

INTERNATIONAL STUDIES/CULTURE AND ARTS PROGRAM

Plans, develops, and evaluates cultural, artistic and travel/study programs.

- * Serves as liaison with community groups, culture and arts association, and other relevant entities island-wide and abroad.
- * Implements programs and projects involving music, art, theater, dance, lectures and films.
- * Implements travel/study programs.
- * Works with other coordinators to design courses to meet expressed needs.

HUMAN SERVICES PROGRAM

Responsible for total senior citizen educational effort including the operational aspects of Statewide UH Senior Citizens Tuition Exemption program overseeing a budget of \$90,000+ and serving as liaison for UHH with UH-Manoa, West Oahu College and the six community colleges. Assists in the preparation of the final narrative and budget reports as well as quarterly reports to the Executive Commission on Aging.

- * Responsible for the development, implementation, coordination and evaluation of non-credit programs in personal development, credit and non-credit programs, and special programs to meet the educational needs of our growing senior citizen clientele (e.g., Crime Prevention).
- * Acts as liaison between CCECS and the various public and private agencies to facilitate the cooperative utilization of UH resources to better serve the community.
- * Prepares written reports on areas of responsibility and participates in the formulation of the annual budget and other long-term planning.

IN-SERVICE EDUCATION PROGRAM

Develops, coordinates, implements and evaluates functional aspects of educational programs for study abroad, incoming travel, women's programs, career development, education in-service and local senior citizens to meet the needs of the community-at-large.

- * Plans, supervises, and participates in programs through conducting workshops, seminars, conferences; promotes incoming and outgoing travel, women's programs, career development, education in-service and local senior citizen programs by representing the UHH in various committees related to these programs.
- * Serves as overall coordinator in above programs, prepares itineraries and budgets, leads and participates in curriculum development activities.
- * Directs and coordinates conversational English programs for Japanese students; structures lecturers, cultural experiences, tour excursions, and extracurricular activities related to this program.
- * Establishes and maintains liaison with directors and executives for both public and private agencies concerned, as well as private organizations.

- * Updates instructional materials and organizes new lessons as the need arises.
- * Interviews faculty; establishes and updates rules and regulations.

HEALTH SERVICES/PERSONAL DEVELOPMENT PROGRAM

Identifies, plans and develops credit and non-credit courses in Human Services and personal development.

SUPERSEDED

7/19/91

- * Administers grants from Department of Planning and Economic Development, Energy Division, BIORTA and HCEOC.
- * Plans and implements a Summer Youth Program.
- * Provides liaison and develops continuing education opportunities for target groups in the health service professions.
- * Cooperates with other UHH units in planning for outreach credit programs and administers courses from the professional colleges.
- * Plans programs in community applications of agricultural technology and provides non-credit courses to complement the Culinary Arts program.

CCECS WEST HAWAII PROGRAM

Administration and coordinating of all University of Hawaii at Hilo continuing education and community service programs in the districts of North and South Kona.

- * Acts as liaison with UHH-CCECS divisions at the home campus in Hilo. This includes Study Abroad, Agricultural/Vocational and Technical, Liberal Arts, Non-credit, and Culture and Arts.
- * Acts as liaison with other educational units and existing community organizations.
- * Recruitment of qualified instructors and assistance in the development of course offerings in both academic and non-academic areas.
- * Writing and dissemination of information about programs, courses, and events sponsored by the UHH-CCECS.
- * Acts as consultant and advisor to students seeking academic degrees.

CREDIT AND EXTENDED DEGREE PROGRAM

Academic/Program responsibility: Responsible for planning, developing, implementing and evaluating courses and programs for the business divisions, the UH-Manoa Small Business Management Program, the Small Business Administration, and various professional associations and organizations.

- * Administrative/Supervisory Responsibility: Serves as acting director in his/her absence. Administers and coordinates a broad based summer session and evening credit program; serves as liaison with the academic units, CCECS and the service units. Supervises the implementation of courses and the extended degree programs in the Hilo area, as well as alternatively delivered programs island wide. Supervises the staff of the CCECS Computer Learning Center. Supervises the major publications for the academic sessions.

- * Maintains comprehensive records of programs and prepares materials, information and reports as required for program planning and budgetary purposes. Maintains professional competencies by keeping abreast of recent trends and advances in professional areas and participates in the planning and implementation of staff training for colleagues and program personnel. Performs related work as required.

SUPERSEDED 7/19/91

LIBRARY SERVICES

ADMINISTRATION

Directs all library and media activities, services and personnel for the University of Hawaii at Hilo.

- * Directs the development of library services, collections, and facilities.
- * Responsible for fiscal planning and management to insure the efficient operation and development of the UHH Library.
- * Provides for staff development and training to insure an adequate level of library services.
- * Directs the evaluation, acquisition and processing of library services.
- * Provides for special collections and services in response to curriculum, academic, and community needs.

Superseded
7/19/91

MAIN LIBRARY

Public Services:

- * Provides informational and reference services.
- * Responsible for the selection and development of the reference collection.
- * Supervises activities in circulation.
- * Circulates all library materials to faculty, students and the community, including films and reserve books.
- * Provides for stack maintenance for the collection.
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- * Responsible for all cataloging and materials processing procedures.
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- * Responsible for the selection, acquisition, processing and development of the U.S. documents collection.
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- * Responsible for the ordering of all library materials.
- * Receives and processes library materials including serials and prepares invoices for payment.
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