Library Annex Manager

Coordinate with the Associate Dean for Research & Instruction and subject specialists to identify and move selected material to the Annex.

Develop and oversee the completion of the next two phases of the inventory of the Annex collection. Update the Libraries’ Catalog as needed to reflect the appropriate locations and status.

Identify print journals titles and holdings for possible withdrawal from the Libraries’ collection which are part of electronic packages that have been purchased (not subscription based). As part of this process, identify titles that may not be appropriate for withdrawal, i.e. colored printing, or heavily illustrated.

Review and update as necessary, the entries on the “databases” page following updated guidelines.

Coordinate with the staff of Library Technology, help fully implement a new Annex database that will insure the growth and maintenance of the collection as well as the continuity of services from the Annex.