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GS Libraries Department Heads Meetings Essence  
Notes

Library Department Heads Meetings

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# Library Department Head Meeting Essence Notes

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**Library Department Heads Meeting**  
**September 14, 2015**  
**Essence Notes**

Present: Bede Mitchell, Lori Gwinett, Fred Smith, Debra Skinner, Ruth Baker, David Lowder, Alva Wilbanks  
Guest: Jessica Kirkland, COE Practicum Student

Bede introduced Jessica Kirkland, a College of Education student who would like to shadow some of our librarians as part of her practicum program. Jessica will be contacting the department heads to schedule times she may visit their department and attend meetings that may pertain to her related field of media specialist.

***FY17 Budget Requests:*** Department Heads are to submit to Bede their requests for new additions to the library's permanent budget no later than September 22. Requests are to be accompanied by a short paragraph justifying the request. Deadline for request to be submitted to the Provost is September 25. Debra will review the subscription's wish list for submission, prioritizing needs and adding justifications. A request for funds to continue the Knovel subscription will be included. Considering the cutbacks in Student Tech Funding over the past couple of years, David will submit requests (with justifications) for funding to cover upkeep and upgrading of Student Tech equipment.

***Associate Dean Recruitment:*** The search committee will have its organizational meeting on Wednesday, September 23rd. Committee members may begin reviewing applications in preparation for screening applicants at the meeting scheduled for September 30.

***Emergency Plan Updates:*** Fred reviewed several updates and changes made in the library's disaster plan. The group was asked to review the plan in detail and be prepared to offer feedback at the next department heads meeting on October 12. Fred will follow up on the inventory and location of the disaster materials listed in the document.

***Announcements:***

***Latino Americans...The 500 Year Legacy that Reshaped a Nation:*** The library is sponsoring the PBS documentary film series along with faculty members from the history and commercial arts departments. The first of the six series will be held on September 22 in the Nessmith-Lane Assembly Hall from 7 - 9 pm, with the last series scheduled in April of 2016. The event is free and open to the public. Bede reported that plans are to involve the community, reaching out to local individuals and businesses, to encourage individuals from the Latino communities to become involved in the event. Anyone interested in assisting with the event should contact Bede.