

Clemson University

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Summer Workshop Series

University Libraries

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6-24-2021

## **Making the Most of Your Service in the Libraries**

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Maggie Albro

Tara Weekes

DeAnna McEntire

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## **Making the Most of Your Service in the Libraries**

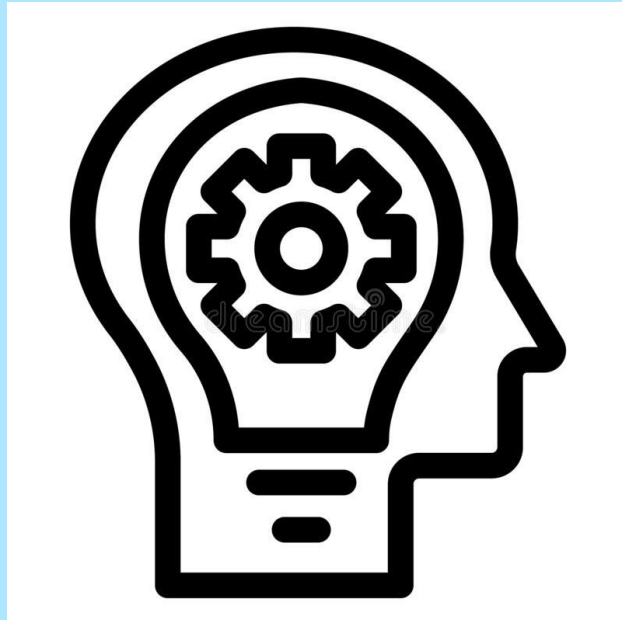
Organizational Development Committee 2021 Summer Workshop Series

Thursday June 24th 10:00am-11:00am

**Camille Cooper, Leah Abbatiello, Maggie Albro, and Tara Weekes**

## Learning Outcomes:

1. Attendees will feel more empowered to contribute service in the Libraries.
2. Attendees will be more knowledgeable about communication and collaboration benefits of service in the Libraries.
3. Attendees will understand how they can use service to expand their impact and ensure equity, diversity, and inclusion is infused in our organization.



# A (Library Faculty) Search is Born



- Library Leadership Team determines position need
- Libraries Advisory Committee suggests search committee members
  - Why most committees are all-faculty
  - Why some search committees include a staff member
    - Expectations of the staff member

# Staff Contributions to Faculty Searches


- Attending the library-wide presentation & asking questions
- Attending unit meetings with the candidate
- Providing feedback



# To Learn More About Faculty Searches



- Library Faculty → Additional Resources → Faculty Search Resources

-  Chapter V: Personnel Practices





## What do we do?

- Provide assistance in the development of the Libraries' Communications Toolkit
- Develop branding guidelines for the Libraries
- Provide support in the development of a unified social media presence
- Assist in marketing the Libraries to specific campus groups
- Act as a sounding board to the Marketing Communication Coordinator





# Projects

## Empowerment (and tools) for Marketing

### Marketing Toolkit:

- [Marketing Toolkit | StaffWeb \(clemson.edu\)](http://MarketingToolkit|StaffWeb.clemson.edu)
- Provides a central location for sought after pieces of information
- One-stop shop for Clemson Libraries Marketing needs

### Social Media:

- Created and/or refreshed Facebook, Instagram and Twitter accounts for Cooper, EMC, Special Collections, and Gunnin branch libraries

### Grand Opening Event:

- 3rd and 6th floor open house (10/16/2019)





## Benefit of Cross Unit Collaboration in Service Committees and Improved Communication

- Serving on the Marketing Communications Committee allows faculty and staff from all units to work together on projects out of their usual job duties and out of their work stations
  - Gain a better understanding of who does what (throughout the library as well as across the university)
  - Generate new ideas
  - Promote information across all branches

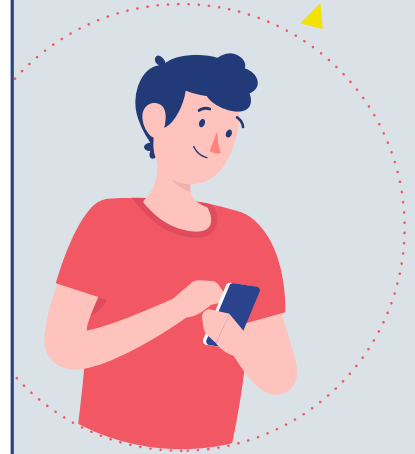
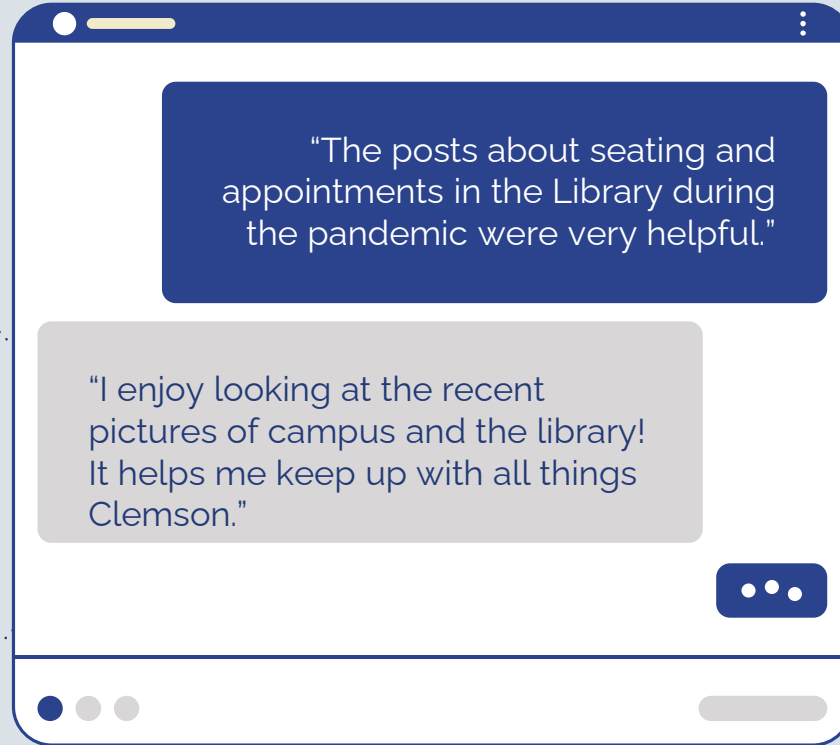


## Get to know the Clemson Community!

- The better we know the Clemson community, we can create learning experiences and environments that students connect with so they can be successful
  - Such as...
    - Events and workshops
    - Learning material
    - Teaching support



# What do they say about us?



# Equity, Diversity, & Inclusion Committee

**Charge:** Oversee Clemson Libraries' diversity, equity and inclusion program to ensure that we provide inclusive collections, programs, services, and technologies that support Clemson University's goals.



# What We Do

- Implement Clemson Libraries' Diversity Plan
  - Identify annual focus areas
  - Assess and communicate progress toward goals
  - Revise the plan as needed
- Create and maintain the Libraries' diversity web site
- Sponsor diversity-related public events
- Work with the Organizational Development Committee to provide training related to EDI for library employees



# The EDI Committee is for Everyone

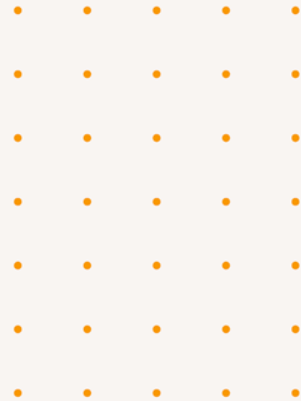
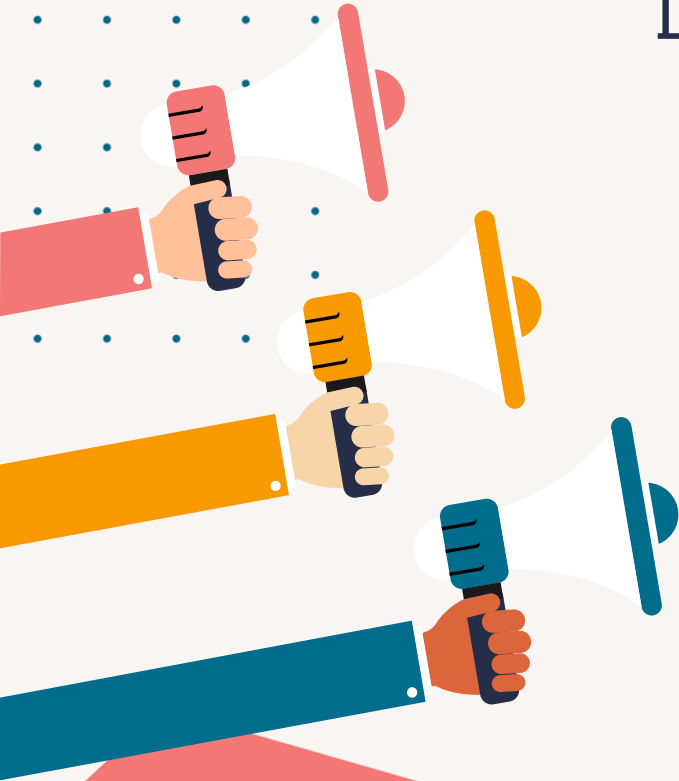


- The Clemson Libraries' Diversity Plan has items that impact every unit.
  - EDI efforts can be infused into every role in the Libraries, even if you aren't formally a member of the committee
- We love suggestions
  - We welcome suggestions for events, trainings, ways to make the Libraries more inclusive, and anything else you can think of

# Learning Together

You don't have to be an expert on EDI to join the committee.

A huge part of what makes the committee work is a willingness to learn together.





# Use and Develop Your Skills

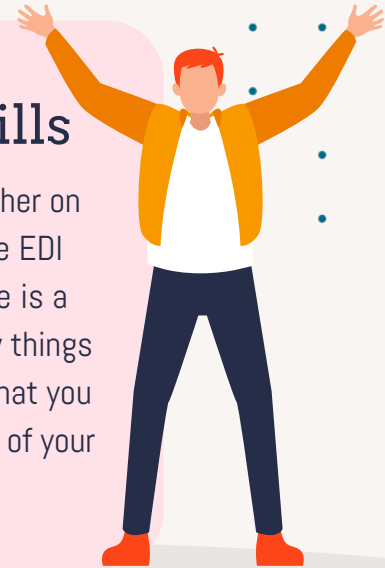


## Use Your Skills

The EDI committee needs people with a variety of skills to be a success. Every strength is valued and can help further our work.

## Develop Skills

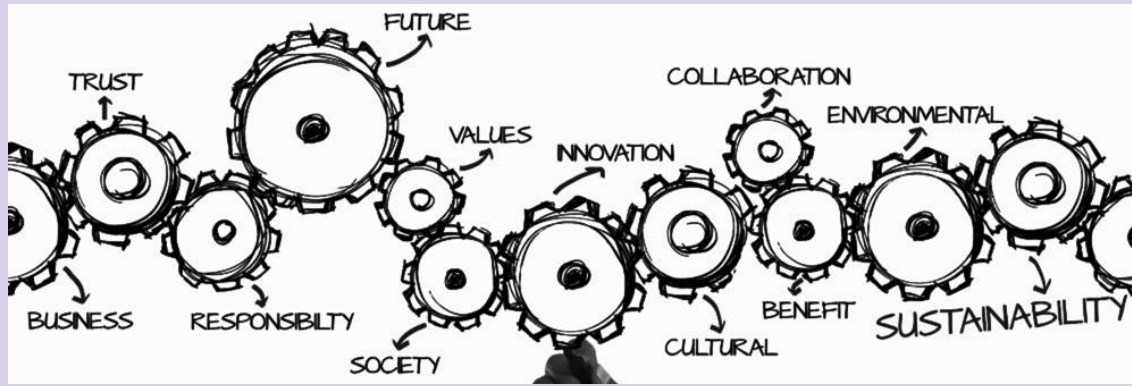
We're all learning together on our journey to promote EDI efforts. The committee is a great place to learn new things and pick up new skills that you can apply to other areas of your job.



## Organizational Development Committee (ODC)



**Charge:** “To foster a positive environment for individuals at Clemson Libraries. To ensure the successful performance of employees through open communication, collaboration, transparency in decision making, professional development, and change management strategies.”



## Projects:

- Address professional development by conducting needs surveys, identifying and marketing events and resources, and facilitating events (ex: newsletter; summer workshop series; annual employee development day)
- Address change management needs by providing literature reviews, reports, presentations, and recommendations to Library Leadership Team
- Address communication across units by assisting Library Leadership Team with improvement ideas and implementation (ex: monthly unit reports; StaffWeb revamp with blog and meetings/trainings archive)
- Address staff satisfaction and development by conducting focus groups and assessments, providing results and reports to Dean, and assisting with follow-up discussions and initiatives

**Members:** Five members of faculty and staff with staggered appointments by Dean via call for volunteers. Project subcommittees can be formed including others from across the Libraries. (ex: Tara Weekes, Megan Sheffield, Jessica Scott, Joshua Morgan, Lisa Bodenheimer, Clayton Ruminski, Jessica Serrao, Maggie Mason Smith, Kellie Marlatt, Anne Grant)

# Making the Most of Your Service

- Organization, Others, and Self
- Skills Contribution and Development
- Scholarship Opportunities
- Leadership Experience



# Resources

<http://library.clemson.edu/depts/staffweb/staff-groups>

<http://library.clemson.edu/depts/staffweb/library-faculty/faculty-search-resources>



**Camille Cooper**  
Search Committees



**Leah Abbatiello**  
Marketing Communications  
Committee



**Maggie Albro**  
Equity, Diversity, and Inclusion  
Committee



**Tara Weekes**  
Organizational Development  
Committee

**Questions? Comments? Applause?**

**T H A N K**

**Y O U**