

DRAFT 9/30/09

Departments

Conservation and Preservation Services (Jennifer Banks)

Leads conservation and preservation activities, including digital reformatting of collections. Includes significant role in assessment of collections and donor and foundation proposals for collections-related initiatives.

Discipline and Program Services (Tracy Gabridge)

Develops and maintains a keen understanding of the research and teaching at DLC's to share with the rest of the staff; selects appropriate content to support the DLC's; provides highly specialized research and instructional support; acts as a primary conduit for targeted communication to increase awareness of information resources and services to the DLC's, particularly faculty, research staff, graduate students, and postdocs.

Information Assets Acquisition and Management (Nina Davis-Millis & Marilyn McSweeney, Co-Heads)

Manages and streamlines all functions related to the acquisition, discovery, and management of information resources and the business processes and systems that support their access and use. Responds to growing emphasis on digital content including e-resource management, metadata creation and quality control, and enterprise system support.

Information Assets Strategy (Millicent Gaskell)

Lead role in redefining and managing the selection process for information resources in support of increasing interdisciplinary research and teaching. Coordinates and develops collection policies in accordance with the transition to "one library/one collection" model. Working closely with liaisons in Information Services, emphasizes streamlined selection and processing of core resources in order to devote more time to emergent priorities and new content types.

Institute Archives and Special Collections (Tom Rosko)

Collects, manages, and preserves the primary sources that document MIT's history and people including official records of the Institute and personal and professional papers of members of the MIT community. Serves as the copy of record for MIT theses, collects MIT publications, and maintains the Libraries rare book program. Provides research services to promote use of these collections.

Instruction and Reference Services (Howard Silver)

With a strong focus on undergraduate education and general reference support, develops and delivers core competency training and help to MIT faculty, students, and staff; responsibilities include Ask Us service, video tutorials and other general self-help guides, curriculum development and delivery of general class-related and workshop instruction, collaboration with Stellar and the IS&T Help Desk, and training library service desk staff in core competency reference skills.

Library Access and Delivery Services (Christine Quirion)

Responsible for library-wide circulation, access privileges management, reserves, book and article delivery services, and stack maintenance for all physical locations (including Library Storage Annex). Leads Document Services activities including ILL, ILB, reciprocal partner management, and scanning services.

Software Development and Analysis (Richard Rodgers)

Technical consulting; systems analysis; technical project management; software architecture, design, development, testing, documentation, and training in system maintenance and ongoing operation. Relevant software can be for end-user or business systems, and for Library or research-sponsored projects.

Specialized Services (Ann Whiteside)

Concentrates on delivering and developing services that deal with specialized data formats critical to research and teaching at MIT, including GIS, social science, bioinformatics, images, maps, music, video, and CAD; responsible for selecting appropriate content to support these needs, and providing specialized training and support for these content areas.

User Needs Assessment, Design and Services (Nicole Hennig)

Employs a holistic and user-centered approach to service design in the virtual and physical spaces operated by the Library. Responsibilities include user needs assessment, participation in system-wide marketing and communication to MIT faculty, students, and staff, web site design and production, usability testing, and public space programming and design.

Functions with new or additional scope

Office of Scholarly Publishing and Licensing

Located within the Director's Office, provides and coordinates services and expertise for licensing policy, MIT's open access policy, rights management and scholarly communication.

Office of Strategic Initiatives

Provides the Director's Office with expanded capabilities to support library strategic initiatives. Potential areas include library support for staff diversity, collaboration with the MIT Council for the Arts, MIT's international programs, collaboration with Harvard, and open access.

Marketing and Communications

Expands strategic marketing and communications planning, including market research. Integrates marketing efforts across all media platforms and throughout Library organization. Coordinates Library efforts with MIT news and communications organizations. Manages consolidated marketing and communications budget.

Institutional Research and Business Intelligence

Coordinates assessment efforts, procures expertise as needed, and assures that analytical standards are met. Tracks activities and tools in the field as applied to academia. Manages fiscal resources supporting Library assessment efforts.

IT – Systems Administration and Desktop Support

Joins core IT functions with other support infrastructure in the Administrative Services directorate. Continued physical co-location with other technology staff in CubeSpace.

Finance and Business Operations

Oversees Library central finance and maintains close involvement in cost recovery operations such as AMPS and Document Services.

Functions unchanged

Office of the Director

Office of Stewardship and Donor Relations

Technology Research

Human Resources

Facilities and Operations