WATSON LIBRARY COMMITTEES

The committees listed below are internal committees for Watson Library and its branch libraries. The branch libraries may have committees unique to their own situation and separate from the ones listed below. Membership consists of Watson Library faculty and staff.

1. Members are appointed annually to a one-year term by the Director of Libraries.
2. The chair of each committee is designated by the Director and is responsible for calling meetings, determining the agenda for each meeting, maintaining and distributing minutes of meetings, and other relevant duties.
3. The Director of Libraries serves as an ex-officio member of each group.
4. The committees and their charges are listed below. Special committees may be created by the director to handle a project or situation not covered by one of the standing committees.

Building

The purpose of the building committee is to advise the Director of Libraries from time to time, regarding the arrangement of physical accoutrements for greater efficiency. The committee is also responsible for recommending improvements in the general appearance of the library, e.g., walls that need painting, replacements of worn carpet, and choices of colors.

The Chairperson of the Committee will oversee the condition of the library, primarily the interior, and make recommendations to the Director as necessary. The Chairperson will supervise the work of Physical Plant personnel in the course of any work to be performed.

The committee should meet at least once a semester for the purpose of gathering recommendations from the full membership.
**Library Planning and Evaluation Committee**

The purpose of this committee is to assist the Director of Libraries in planning goals and objectives for the University’s Continuous Improvement Plan. Allocation of resources, both financial and personnel is critical function of this committee.

**Quiz Bowl**

The purpose of the quiz bowl committee is to assist with the planning and organization of the state quiz bowl tournament that is held during the latter part of March or early April. The committee’s primary duty is to schedule individuals to serve as timekeepers, scorekeepers, moderators, and room coordinators (or judges) for the state tournament.

*Meeting:* In February approximately 6 weeks prior to the tournament.

**Retention, Tenure, and Promotion**

The function of this Committee is to view the annual evaluations of non-tenured faculty and recommend to the Director of Libraries whether an individual is to be retained in office or granted tenure. The committee also reviews applications for promotion in academic rank and makes recommendations to the Director either in support or non-support of the application.

**Student Employee Committee**

The purpose of the student employee committee is to plan social gatherings for student workers to show our appreciation of having them here at Watson Library. The social gathering allows the student employees a chance to enjoy refreshments and to meet and socialize with other student employees and faculty/staff members.

Three parties: beginning of the year, Christmas, and year-end parties are held each year for the students. The year-end party rewards students with certificates for those who have worked three years or more, graduation cards for seniors and bookplate awards for outstanding student workers.

This committee also makes recommendations to the library director for changes in evaluation, training, and other issues relating to student workers.

The chair of the committee is responsible for planning meetings, creating an agenda for the meeting, and supervising the setting up and taking down of materials or decorations for the parties.

*Meeting:* prior to each party and other times as needed.

**Publicity & Marketing**
The purpose of the publicity committee is to promote the librarians and library services of Watson Library in all appropriate media. The chair of the committee is responsible for gathering and disseminating information with the assistance of committee members. Assignments for specific activities may be made by the committee chair. This committee is also responsible for the creation and dissemination of the library newsletter, Ex Libris.

This committee will meet at the beginning of the academic year to make plans and assignments and will meet again as often as necessary.

**Hospitality and Morale Committee**

The purpose of this committee is to plan activities designed to enhance the social environment of Watson Library, and help employees of all ranks feel more comfortable with the University. Examples are birthday celebrations, 4th of July celebrations, wedding celebrations, welcoming parties for new employees, and going-away parties for retiring or resigning employees, and any other social occasions the Committee feels worthy of acknowledgement. The schedule of these events is the responsibility of the Committee at large.

In addition to these activities for faculty and staff, this committee is also responsible for planning and implementing Beginning of the Academic Year, Christmas, and Year End parties for student employees. The year end party culminates in the award of certificates of Appreciation to outstanding student employees as well as bookplate awards.

The Chairperson of the Committee is responsible for the circulation and signing of birthday, wedding, and retirement, etc., cards expressing sympathy or felicitations.