

To: Catherine Nelson, UCSB; Lai-Ying Hsiung, UCSC; Anneliese Taylor, UCSF; Michael Colby, UCD

From: Vicki Grahame, SOPAG sponsor for POT 6

Subject: Request for Assistance (Charge): Campus Technical Services Staffing

Date: October 17, 2011

POT 6, Lightning Team 1B

As you know, Next-Generation Technical Services (NGTS) is an initiative developed by the University Librarians and SOPAG to redesign technical services workflows across the full range of library formats in order to take advantage of new system-wide capabilities and tools, minimize redundant activities, improve efficiency, and foster innovation in collection development and management to the benefit of UC library users.

The Power of Three groups have been empowered to form short-term groups charged with conducting pilot projects or other specific, well-defined tasks that will assist the POT in completing the deliverables outlined in its charge. Composition of the Lightning Teams will depend on the scope of the task. The POT can tap any appropriate experts from within the UC system with consideration of UC location/geography, campus size and decision-making authority.

As recognized experts in the field, you have been selected to serve on a POT6 Lightning Team to develop and conduct a survey of existing campus technical services staffing. The data collected from this survey will help determine the next steps and pilot projects proposed for UC Collections Services Centers.

Your convenor will be Anneliese Taylor. John Riemer will be your POT 6 liaison to facilitate communication and filter questions and concerns. The details of the tasks and the charges may change, and new tasks may arise that need to be addressed.

CHARGE

For this team, the project tasks we've identified so far are listed below with target completion dates.

(1) Develop a survey for POT 6 review on the current staff resources available for the technical service functions cited in the [POT 6 charge](#). Include the collection of information on recently-vacated positions and anticipated near-term vacancies. (Focus more on the activities the positions perform than on the level of the positions.) Also include questions aimed at discovering the skill sets and portfolios not covered by existing staff resources, but which are clearly needed, or will be needed in the next five years.

(2) Pilot test the instrument and make adjustments as warranted. Conduct survey of UC campuses. Compile results, analyze data, and report findings to POT 6.

TIMEFRAME AND TARGET DATES

October 15 – Start work

November 4 – Complete (1). Submit survey in (2) for POT 6 review.

November 18 – Complete pilot test of survey. Send survey out to campuses.

December 9 – Deadline for campuses to respond

January 6 – Submit report to POT 6

Thank you for your willingness to serve UC Libraries in what we believe will be an important step toward improving technical services operations across the campuses.

Please acknowledge your willingness to participate by replying to this email by October 21, 2011.