

May 9, 2005

LIBRAS Circulation/ILL SIG

2004-2005 Annual Report

Co-Chairs: Gretel Stock-Kupperman, Benedictine University and Carol Warner, Judson College

The Circulation/ILL SIG planned a combined SIG meeting in January 2005 with a member of the Reference and Instruction SIG. This meeting was titled "Managing Student Employees Throughout the Library." Despite bad weather, this meeting was well attended. The full meeting report is attached to this document.

A second SIG meeting was not able to be planned due to the work commitments of the co-chairs. The chairs believe a meeting could be planned by next year's chair or chairs in August or October, as those months are generally best for circulation and ILL staff to get away from their libraries.

Respectfully submitted by Gretel Stock-Kupperman on May 9, 2005

**LIBRAS combined SIG meeting: “Managing Student Employees
Throughout the Library”
Columbia College
January 12, 2005**

36 Members from 11 LIBRAS institutions attended. The following institutions were represented:

Aurora University	North Central College
Benedictine University	North Park University
Columbia College	Trinity Christian College
Concordia University	University of St. Frances
Elmhurst College	Wheaton College
Judson College	

The meeting was hosted on the third floor of Columbia College’s library. Several attendees presented tools and resources that they use in managing student workers:

- Ann Briody presented a training video she produced with the North Park communications department.
- Kathy Willis from Elmhurst shared her training checklist and procedures
- Carol Warner from Judson created a poster for how to put together a personnel folder for student workers.
- Cheryl Grubb from Wheaton shared her student manual and shelving procedures.
- Tippi Price from Trinity Christian showed her student manual and described student worker utilization in a small library.

Belinda Cheek was the main speaker of the event. She shared insights from eighteen years of experience in managing student employees. She described policies, training procedures, rewards, and North Central’s levels of advancement for student workers. Her insights were very valuable to the group, and she garnered many questions at the end of her presentation.

The meeting closed with an open discussion of challenges and rewards of employing students. This session was moderated by the meeting organizer, Gretel Stock-Kupperman.

All attendees received a CDROM with documents and handouts that the presenters used at the meeting. This was to encourage resource sharing and best practices development between libraries in LIBRAS. The CDs were very well received.

Respectfully submitted by Gretel Stock-Kupperman on January 13, 2005