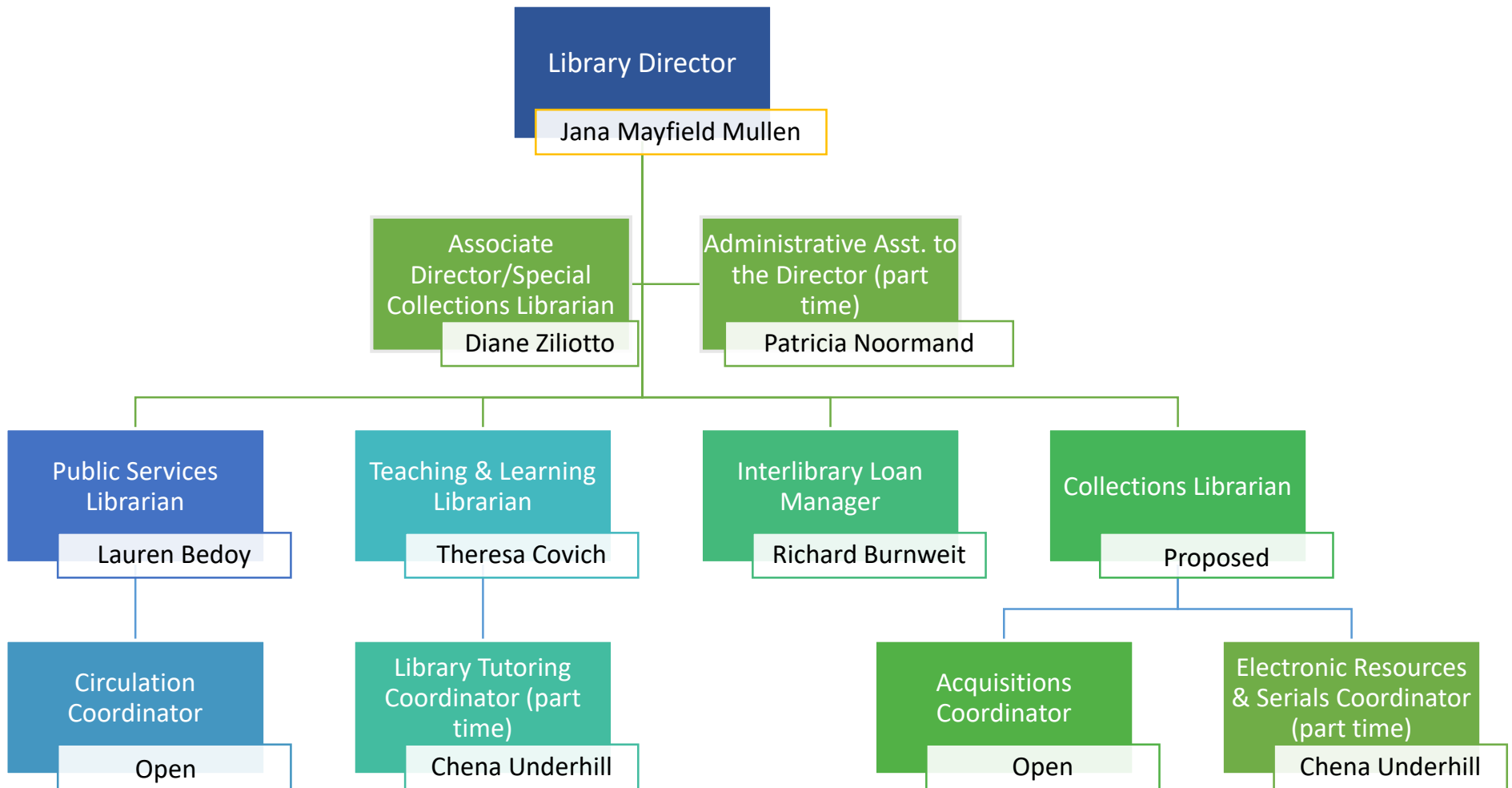




Organization Chart 2021-2022





Organization Chart 2021-2022

Jana Mayfield Mullen: Voskuyl Library Director

- Leads library outreach to the Westmont community, focusing on relationships with other staff departments such as Physical Plant, Student Life, Human Resources, and the Business Office
- Liaison to Communication Studies, Economics & Business, History, Kinesiology, and Religious Studies and the Nursing Program
- Supervises all library academic support services and collections, as well as physical library spaces

Diane Ziliotto: Associate Director & Special Collections Librarian

- Manages Special Collections & Archives
- College Archivist
- Assists Director with Program Review and other projects as assigned
- Liaison to English, Music, Sociology, and Theatre

Patricia Noormand: Administrative Assistant to the Library Director (part-time)

- Manages invoices and Vendorlink
- Assists with managing work orders and communicating with Physical Plant
- Purchases materials as needed for library staff

Lauren Bedoy: Public Services Librarian

- Supervises Circulation of books and other physical materials
- Supervises Research Help
- Plans library outreach
- Liaison librarian to Education, Philosophy, Physics/Engineering, Political Science, Psychology

Circulation Coordinator – Open position

- Recruits, hires, trains and supervises student workers
- Oversees shelving of books and materials
- Maintains Course Reserves



Organization Chart 2021-2022

Theresa Covich: Teaching & Learning Librarian –

- Leads the library Information Literacy instruction program, including assessment of Program Learning Outcomes & the Information Literacy ILO
- Liaison Librarian to Art, Biology, Chemistry, Math, and Computer Science
- Manages the Library Tutoring program of supplemental instruction for select GE and introductory level STEM classes

Chena Underhill: Library Tutoring Coordinator (part-time)

- Recruits, hires, trains & supervises library tutors
- Manages tutor certification
- Manages assessment of tutoring effectiveness

Richard Burnweit: Interlibrary Loan Manager

- Supervises borrowing of materials for patrons from our partner libraries
- Supervises lending of Voskuyl Library materials to our partner libraries
- Supervises ILL student workers

Collections Librarian (proposed)

- Manages library collections development, including the acquisition, evaluation, and cancellation of print and eresources,
- Academic department Liaison responsibilities - Information Literacy Instruction, Research Help consultations, Collection Development
- Communicates latest trends in scholarly publishing -- such as Open Access and Open Educational Resources -- to faculty.
- Leads the Westmont community in adapting curriculum to meet the needs of students and researchers.
- Supervises Acquisitions and Electronic Resources & Serials Coordinators

Acquisitions Coordinator: Open Position

- Manages purchasing and acceptance of donated books and other library materials
- Creates bibliographic and item-level records for new print books, ebooks, DVDs, and music scores for Special Collections
- Supervises Acquisitions student workers who do physical processing (labels, covers,

Chena Underhill: Electronic Resources & Serials Coordinator (part-time)

- Maintains and manages access to eresources
- Provides usage statistics for purchase and cancellation decisions