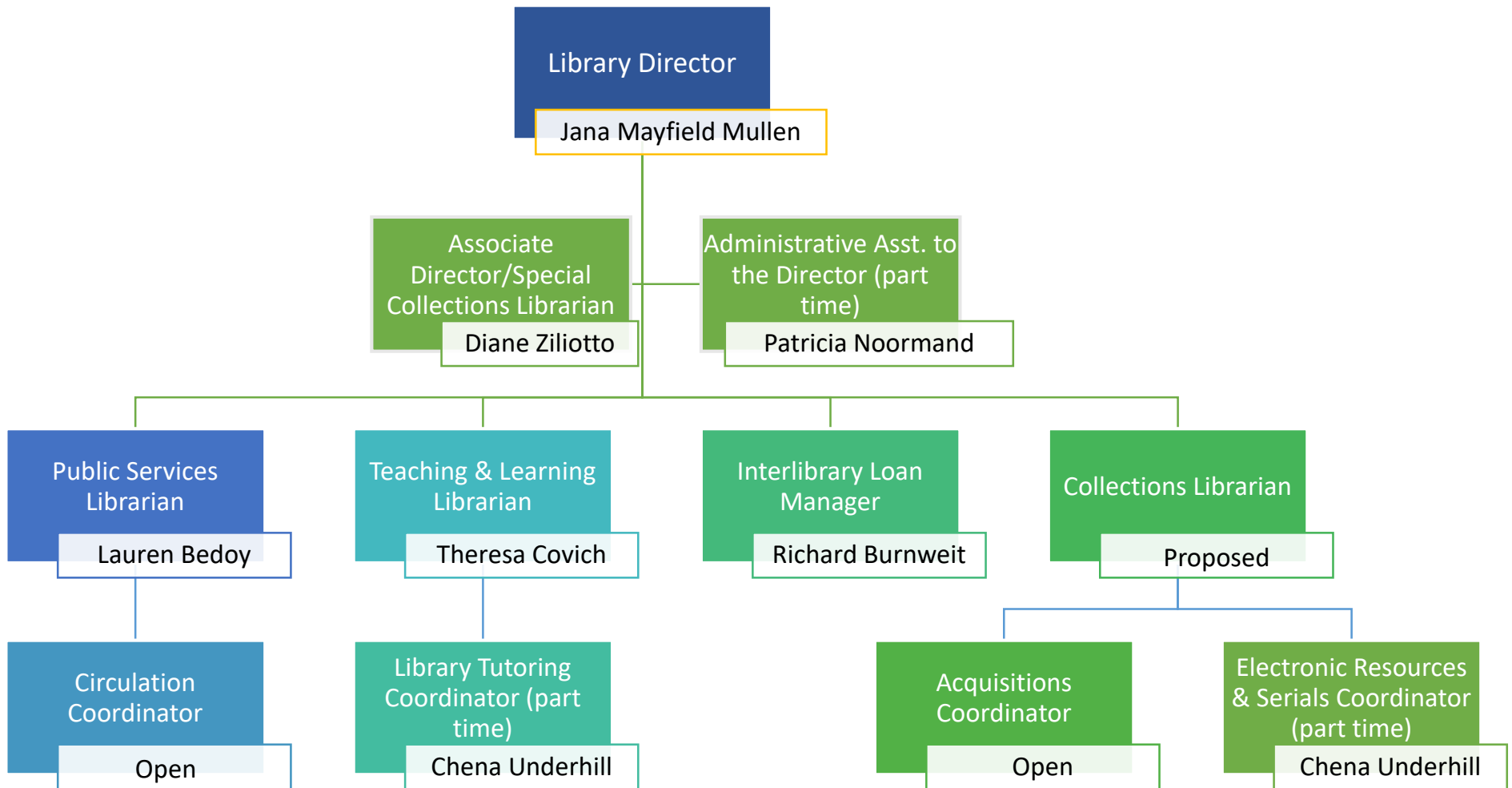




## Organization Chart 2021-2022





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### **Jana Mayfield Mullen: Voskuyl Library Director**

- Supervises all library academic support services and collections, as well as physical library spaces
- 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

### **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, Modern Languages, Music, Sociology, and Theatre Arts

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

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

### **Lauren Bedoy: Public Services Librarian**

- Supervises Circulation of books and materials, including staffing the Circulation Desk
- Schedules the Research Help desk; hires and trains student assistants
- Liaison librarian to Education, Philosophy, Physics/Engineering, Political Science, Psychology

### **Circulation Coordinator – Open position**

- Assists Public Services Librarian with the recruitment, hiring, training and supervision of Circulation student workers
- Oversees physical collection management (check-in and check-out of physical books and DVDs, shelf maintenance, fines and fees)
- Maintains Course Reserves

### **Theresa Covich: Teaching & Learning Librarian –**

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

### **Chena Underhill: Library Tutoring Coordinator (part-time)**

- Recruits, hires, trains & supervises library tutors
- Manages tutor certification
- Manages assessments of tutoring effectiveness and outreach



## Organization Chart 2021-2022

### **Richard Burnweit: Interlibrary Loan Manager**

- Supervises borrowing and lending of materials with our partner libraries
- Supervises ILL student workers

### **Collections Librarian (proposed)**

- Manages library collections, including the acquisition, evaluation, and cancellation of print and eresources
- Keeps abreast of and communicates latest trends in scholarly publishing -- such as Open Access and Open Educational Resources -- to the Westmont community
- Supervises Acquisitions and Electronic Resources & Serials Coordinators
- Academic department Liaison responsibilities - Information Literacy Instruction, Research Help consultations, Collection Development

### **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 of physical materials (labels, covers, tracking)

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

- Maintains and manages electronic resources, including troubleshooting access problems
- Collects and provides usage statistics for purchase and cancellation decisions
- Tracks purchasing and de-selection of electronic resources