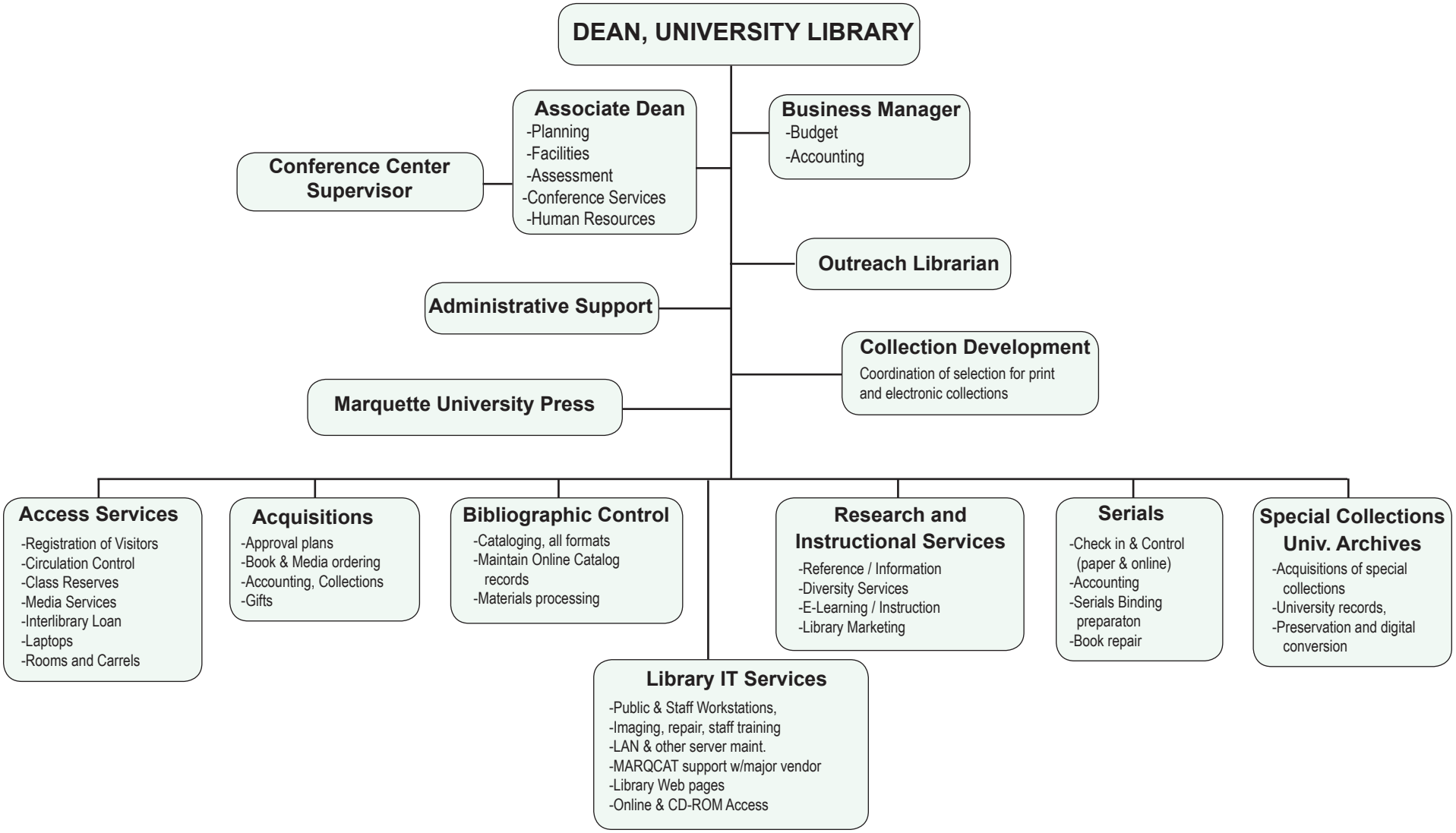
DEAN, UNIVERSITY LIBRARY
Associate Dean
-Planning
-Facilities
-Assessment
-Conference Services
-Human Resources
Conference Center Supervisor
Business Manager
-Budget
-Accounting
Outreach Librarian
Administrative Support
Collection Development
Coordination of selection for print and electronic collections
Marquette University Press
Access Services
-Registration of Visitors
-Circulation Control
-Class Reserves
-Media Services
-Interlibrary Loan
-Laptops
-Rooms and Carrels
Acquisitions
-Approval plans
-Book & Media ordering
-Accounting, Collections
-Gifts
Bibliographic Control
-Cataloging, all formats
-Maintain Online Catalog records
-Materials processing
Library IT Services
-Public & Staff Workstations,
-Imaging, repair, staff training
-LAN & other server maint.
-MARQCAT support w/major vendor
-Library Web pages
-Online & CD-ROM Access
Research and Instructional Services
-Reference / Information
-Diversity Services
-E-Learning / Instruction
-Library Marketing
Serials
-Check in & Control (paper & online)
-Accounting
-Serials Binding preparaton
-Book repair
Special Collections Univ. Archives
-Acquisitions of special collections
-University records,
-Preservation and digital conversion

02/14/08