

**TRLN COMMITTEE ON HUMAN RESOURCES
ANNUAL REPORT
JULY 2001-JUNE 2002**

The membership on the committee on Human Resources changed this year. Continuing members were Mari Marsh (UNC) who chairs the committee, Wendy Scott (NCSU) and Sharon Sullivan (Duke). Mona Coutts continued to serve as program officer. During his tenure, Dr. George Grant acted as the NCCU contact following the retirement of Shirley Lawrence who had been a member of the committee. Cynthia Ruffin (NCCU Law Library) replaced Carol Nicholson (UNC Law Library) as the separately administered library representative.

Collaborating with the Committee on Information Technology, Angie Ballard (NCSU) and Gwyneth Duncan (Duke), the committee developed a survey to assess job-related technical training needs. The web-based survey was issued to department heads and managers in November 2001. Responses were analyzed across TRLN to determine areas where coordinated training would be cost-effective, and across each campus to determine where local training options might be more effective. The highest categories of needs were those related to web development (XML, HTML, page layout, web graphics, and writing for the web) and to Microsoft Access databases. The committee arranged to repeat a successfully received training session, "Introduction to XML" conducted by Westlake Internet Training on February 13-15, 2002. Fifteen participants attended this session, and their evaluations were overwhelmingly positive. Committee members felt that training in Microsoft Access was better done at a campus level. The committee identified a SOLINET workshop, "Designing Usable Websites", to address the need for web fundamentals training. This workshop was arranged for early August but was cancelled due the uncertainty of the state budget situation.

Recognizing the ongoing need for management training, the committee coordinated the local offering of the ARL Library Management Skills I workshop. Thirty-six librarians attended this three-day course May 29-31, 2002. The evaluations indicated that the attendees found the workshop informative and valuable to their work.

The committee identified several training courses for future consideration. Training opportunities in instructional design and information literacy are becoming more common and the committee would like to consider this topic for the future. One librarian from UNC-Chapel Hill attended a SOLINET workshop entitled "Information Literacy: the Shape of Future Instruction" and recommended that we bring the program to area staff. The Association of Research Libraries has developed a training course on "Web Development with XML: Design and Application". Mari Marsh arranged for two librarians from UNC-Chapel Hill to attend this four-day workshop. Both attendees reported that the workshop was worthwhile for librarians using XML for digitization type activities. They gave favorable reviews of the workshop, which seems to be geared to libraries and not as technical as the Westlake course. Another ARL workshop of interest

is “Electronic Publishing of Data Sets on the World Wide Web”. The committee will consider providing facilities for ARL to conduct this workshop in our area.

Committee members participated in the TRLN Annual Meeting in July 2001. Two members conducted a breakout session on “Managing Student Workers”, and posted an orientation checklist on the TRLN web site. Another committee member was a discussion leader for the acquisitions roundtable.

The committee worked with the Executive Committee and the Council of Directors to recommend a process for the successful recruitment of a TRLN Executive Director. The committee drafted a vacancy announcement, advertisement, and identified targets for publishing the announcement. The committee will continue to participate in the search process.

The committee continued regular discussions of operational issues of interest to all in order to share information and best practices. Topics discussed this year included Personnel Office organization, institutional and library responses to September, 11th events, increased flexibility in personnel issues, calculating turnover ratios, and recruitment issues.

MEMBERSHIP

Mari Marsh, University of North Carolina (Chair)
Cynthia Ruffin, North Carolina Central University Law Library
Wendy Scott, North Carolina State University
Sharon Sullivan, Duke University
Mona Coutts, TRLN staff