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RENAISSANCE TIMES

THE OFFICIAL NEWSLETTER OF THE GELMAN LIBRARY SYSTEM

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GLS NEWS

HR UPDATE

Applying for a Job Internally in the GLS

by **Sandra Carpenter**

GLS HR

What do we need to do when applying for a job internally?

When you see a job that is posted that interests you, it is important to treat it in the same way that you did when you first applied for your position at George Washington University. It may be an internal job but the rules are still the same. Remember, that other qualified people will also be applying and you will be competing with them for this position.

The HRM Team has put together a tip sheet to remind you of the steps that need to be taken when applying. This will ultimately be placed on GLENN and we hope that it will be a useful tool for you in the future.

So you want to apply for a position at the GLS...

We recommend that you:

- Read the job description carefully, paying close attention to the entry-level qualifications. Do you meet them?
- Update your resume to include your current experience.
- Prepare a cover letter expressing your interest in the position. What strengths do you bring to the position? Be sure to include a paragraph or two on them in your letter. Proofread your work!
- Prepare a complete transfer application.
- Place all jobs and experience, paid and unpaid, on your application.
- Provide current reference information.

If You are Invited to Interview for the Position, Please Do the Following:

- Dress appropriately.
- Review the job description again before the interview, and review what strengths you bring to the position.
- Imagine what questions a search panel may want to ask of you.
- Practice with a friend if you feel that will help you in the interview.
- Be positive – don't answer questions with a yes or no answer. Elaborate on the answer to the question.
- Don't make assumptions that the

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Isabella Montgomery
Editor

The Melvin Gelman
Library
2130 H Street, NW
Room 201
Washington, DC 20052
Voice: (202) 994-6455
Fax: (202) 463-6205

search panel are acquainted with your accomplishments or work at the GLS.

Guiding Principle for Hiring at the Gelman Library System

When hiring someone for positions at GLS, we interview qualified internal applicants, who meet or exceed the minimum qualifications. All things being equal, we try to promote from within, if that internal applicant is assessed to be the most qualified.

GOOD LUCK!



SIMPLE TIPS

Jack Siggins

University Librarian

“Treat Problems like Opportunities.”

Advancement Office Update

Message from Advancement Office

by **Jack Feldman**

Advancement Office

Your Library Advancement Office is still counting gifts from the end of the year. It seems that the gift total is increasing, and more people are sending us larger checks. In the past we received more checks in the \$25.00—\$50.00 range and fewer in the \$100.00 and above ranges. This year looks good. New donors seem to begin at \$100.00, and former donors are renewing at the same level of \$100.00 and then increasing their gifts. This should broaden our donor base. I believe that last year the average gift was \$66.00. This year, the average gift amount should improve as well. We sent over 3000 letters to annual fund donors. Last year, almost 50% of those solicited sent in a check. This is a better return than the University at large, and better than the return at the GW Medical Center, which was my home. People love the Library, and our message is getting out. We take little credit for this. The credit belongs to those of you who maintain top customer service for our visitors. You provide the first-hand experience that turns visitors/users into donors.

Some other notables:

- We now have a signed letter of intent for a Starbucks in the 24-hour Reading Room
- We’re preparing a major proposal for the Gelman family
- We met with representatives from a foundation to provide funding for two electronic classrooms
- We’re establishing a Library System philanthropy board which will meet twice a year,

beginning April 23, 2004

- We're identifying more major donors for the Library
- We celebrated a major gift with the naming of David S. Brown memorabilia Museum

GLS New Procedures

Scheduling Tours and Meetings for Special Visitors

by **Emma Mosby**
Administration

Beginning immediately, scheduling tours and meetings for special visitors (i.e., visiting scholars, librarians, professors) will be coordinated through the Administrative Services Unit by Emma Mosby. These requests often come to ASU from University Relations; other requests may come directly to you as a library staff member. If you receive a request, please use the guidelines outlines below.

1) Notify Emma Mosby (via GroupWise) in the ASU Office of a request for a tour and/or meeting. Please provide the following information:

- Name of visitor(s)
- Date(s) of visit
- Source of request and/or contact
- Visitor(s) Affiliation
- Purpose or interest for the visit—what information are they seeking?

2) After receiving the above information, Emma will work with GLS staff to determine who will meet with or give tours to the visitor(s) and schedule appointments using the GroupWise appointment feature. Confirmed appointments will also appear on the GLS Calendar found in GroupWise.

If you have any questions, please contact Emma Mosby.

Library Information Technology Update

Mike Knapp Leaves GW

by **Blaine D'Amico**
LIT

Due to personal circumstances Mike Knapp has chosen to retire from his nearly 3 decades of work for the George Washington University.

In Mike's career at GWU he has run mainframe computers for both the hospital and the University computer center. Here at Gelman, Mike has filled many responsibilities from installing networks (hand fabricating network patch cables) and computers to recruiting and supervising innumerable permanent and student employees. He has purchased much of the software and hardware we use to build the platforms on which we deliver all our services.

Mike has also contributed a sharply focused insight that often has helped cut through the fog of uncertainty. I will miss his wit and wisdom. Those of you who ever discussed movie trivia with him know that he has an encyclopedic knowledge of movies and songs.