

THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

**RENAISSANCE
TIMES**

Renaissance Times (RT) is the official bi-weekly newsletter of The Melvin Gelman Library at The George Washington University. *R.T.* is proofread by **Valerie Emerson and Chris Granatino**. *R.T.* is published every other week by **Teena Bedola**. Comments and questions should be directed to:

Isabella Montgomery
Editor

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

RENAISSANCE TIMES

THE OFFICIAL NEWSLETTER OF THE GELMAN LIBRARY SYSTEM

Volume XIX • Issue 4

April 6, 2004

GLS NEWS

Reference Department Update

A New But Familiar Face in Reference

by **Gale Etschmaier**
Administration

Look for a new, but familiar face in Reference in the coming weeks. In an initiative to view Gelman Library services "from the inside out" Alicia Miller will be trained in Reference Desk services, participate in the Reference and Instruction Department meetings, and obtain first-hand experience with GW's customers through service at the Reference Desk. This initiative supports one of the principles behind the LibQUAL+ survey, that direct interaction with the customer provides administrators with the most accurate picture of customer needs and service quality.

As Manager of Organization Development, Strategic Planning, and Systems Training, Alicia's work will benefit from experiencing library services and operations from a uniquely internal perspective, i.e., from the "inside out." Our Patrons and Reference Services will benefit from Alicia's computer and teaching skills.

We are all excited about this mutually beneficial pilot, and look forward to Alicia working with Reference through the Fall semester. This is the first of these pilots in which Alicia will work directly to get the "inside view" of library services. Look for Alicia's updates in a new column, "Reference, Inside Out," in future RTs.

Welcome Alicia!

New Instruction and Collection Development Librarian

The working group formed to develop a position description for the two new instruction librarian positions with collection development responsibilities discovered that there was strong interest in one of these two new positions by a highly qualified librarian from our staff, Avril Cunningham. The working group, consisting of Caroline Long, Judy Solberg, Liz Harter, Jennifer Nutefall and I unanimously recommended that Avril be reassigned to one of these two new positions and that her position be advertised. For this reason, one of the two "new" positions is actually a slightly redefined description for Avril's current position.

Jack Siggins approved this reassignment, and we confirmed Avril's interest in this reassignment. All of us agree that

Avril fulfills all required and desirable qualifications, including coursework in the humanities as demonstrated by her Bachelor of Arts in English Literature with a specialization in Women's Studies. In addition to her current duties, she will take on the humanities collection development component, including English (including EFL and linguistics) and Women's Studies.

Avril has done superior work in every aspect of her current position, many parts of which correspond closely to the new position. As a member of the Education and Instruction Group, she has already been involved in planning and teaching in the University Writing Program. Please join me in congratulating and welcoming Avril to her new assignment.

GLS HUMAN RESOURCES **UPDATE**

Vacancy Listing

Please see **Attachment A** for the Gelman Library System's Vacancy Listing.

Celebrating Women's History Month!

by **The GLS Human Resources Department**

For those of you who do not know, March is recognized as National Women's History Month. To celebrate, the GLS HR Department has created a display for everyone to view and enjoy. It is located on the second floor across from the stairway and before the Business Office. This display titled "***Women's History Month***" celebrates women scientists who have contributed to this nation. Short biographies are depicted in

this display honoring women scientists, ranging from Marsha Evans, President & CEO, American Red Cross to Dr. Mae C. Jemison, former NASA Astronaut. Two posters offset these biographies, and includes a poster outside the display that represents the theme, "***Contributing to the Growth and Strength of Our Nation.***" The second poster, which can be found in the display case, celebrates some of the "***20th Century American Women.***" Please join the GLS HR Department to celebrate the rest of Women's History Month. If you have not already, stop by and view the display!

The GLS HR Department has future plans to celebrate other diversity months. If you have any suggestions or would like to participate and help us to celebrate these months, please feel free to stop by the GLS HR Department, Room 205 to give your input. Upcoming diversity months include:

May - "*Asian/ Pacific American Heritage Month;*"
September 15 – October 15 – "*Hispanic Heritage Month;*" **November** - "*American Indian Heritage Month.*"

HR Question & Answer

by **Nia Boykins**

GLS HR - Administration

What benefits will be affected if I am full-time and transfer into a part-time position?

The Health, Life, Disability, and the Retirement Plan are affected. Also affected are annual, sick leave and tuition benefits. In most instances, benefits are reduced by one half.

In case of health insurance, you will be required to pay a premium or higher premium than before. This is because both full and part time staff receive the same health plan. Health plans cannot be divided.

What benefits will change if I transfer or get promoted from a non-exempt position to an exempt position?

Essentially, most of your benefit options will remain the same because the same benefits are given to both exempt and non-exempt employees. However, the one difference is the annual leave accrual. Exempt employees begin with a higher amount of leave to be used within the fiscal year, and the leave accrual rate for the first four years is higher than that of non-exempt employee. After the fifth year, the leave accrual rate for annual leave is the same for both exempt and non-exempt.

If you are transferred or promoted into an exempt position, your supervisor may require that you enroll in the “Mandatory Supervisory Training Program” offered by the Employee Training and Development office here in GW. All GW supervisory staff are expected to complete the mandatory courses within two years of their initial employment or promotion to a supervisory position. These courses are free of charge, and must be taken during normal working hours.

As an exempt employee, you will then be a “salaried” employee, instead of “hourly.” Under the Fair Labor Standards Act, an exempt employee is not eligible to be paid overtime for any hours worked over 40 hours per week; however, non-exempt employees **must** be paid overtime for any hours worked over 40 hours per week.

CAMPUS NEWS

Spring 2004 Benefit Open Enrollment

by **Teena Bedola**
Administration

Please see **Attachment B** about Spring 2004’s Benefit Open Enrollment. This procedure is also available online at <http://www.gwu.edu/~hrs/benefits/openenrollment/>

KUDOS

Brian Mathews’ Lead Article in the 2004 SAGE Full Text Collections Publication

by **Teena Bedola**
Administration

Brian Mathews, Reference and Instruction Librarian at the Virginia Campus Library published the article “*Gray Literature: Resources for Locating Unpublished Research*” in the March 2004 *SAGE Full Text Collections Publications*, pp. 125-128.

OTHER NEWS

GWU Tests Water for Lead at Two Campuses

Attachment C is Thursday, April 1st’s *Washington Post* article about GW’s tests on water for lead at both the Foggy Bottom and Mount Vernon Campuses.

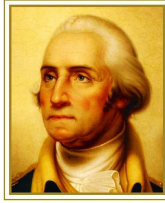
GLS Job Vacancy Listing: Updated March 15, 2004

Req #	Position Title	Grade FT - PT	Incumbent	Vacancy Date	Posting Date	Department/Supervisor	Status
12027	Library Specialist I	09 - PT	Suzanne Nortier	06/30/03	08/15/03	Periodicals J. Whitmore	First offer declined. More applications forwarded to hiring supervisor for review.
12552	Library Specialist I	09 - FT	Dwight Lynch	03/19/04	03/19/04	Collections Management R. Jones	Interviews in process.

Congratulations to the following GLS New Hires

Req #	Position Title	Grade FT - PT	Incumbent	Vacancy Date	Posting Date	Department/Status
12337	Library Specialist I	09 - PT	Alana Connors	12/18/03	12/26/03	USED/ Congratulations to <u>James Morrison</u> who accepted the position of Library Specialist I, beginning on March 22, 2004. Congrats James!!
12492	Library Specialist I	09 - PT	Jane Mak	11/24/03	02/20/04	CIRC/ Congratulations to <u>Joshua Jackson</u> who accepted the position of Library Specialist I, beginning on April 19, 2004. Congrats and Welcome Aboard, Joshua!

rt/03-11-2004/Attachment B



THE GEORGE
WASHINGTON
UNIVERSITY
WASHINGTON DC

Beginning Monday, April 12th and continuing through Friday, April 30th, Spring Open Enrollment will be conducted for the following employee benefits:

- Voluntary Legal Services
- Voluntary Term Life Insurance
- Voluntary Universal Life Insurance
- Voluntary Short-Term Disability Insurance
- Voluntary Supplemental Long-Term Disability Insurance

The Voluntary Benefit Spring Open Enrollment Fair will be held in the Marvin Center 3rd Floor Continental Ballroom, on Monday April 19th, 2004 from 9:00a.m. to 4:00p.m..

Representatives from the HRS Benefit Services Division, Legal Resources, voluntary plan options and retirement plans will be available at the Benefit Fair.

Please take advantage of this opportunity to learn more about your employee benefit plan options. For more information, please contact Benefit Services Division at (202) 994-9620 or click on:

<http://www.gwu.edu/~hrs/benefits/openenrollment/>

To respond to this message, send an email to: benefits@gwu.edu.

(This message has been sent in accordance with The George Washington University mass email policy and procedure. This procedure is available online at <http://helpdesk.gwu.edu> for review. This message was requested by Human Resources and was approved by Vice President and General Counsel, Dennis Blumer.)

The Washington Post

Thursday, April 1, 2004

GWU Tests Water for Lead at 2 Campuses

George Washington University has begun testing drinking water for lead at its Foggy Bottom and Mount Vernon campuses and expects to complete the work this week, a spokesman said yesterday.

Spokesman Matt Lindsay said a contractor began tests last week at all university-owned buildings, including offices, dormitories and classrooms. He said results are expected by mid-April.

One tap will be tested in each building, as close as possible to the point at which water comes into the building from the public pipes, he said. After gathering information from the D.C. Water and Sewer Authority and doing their own visual inspection, the university's facilities managers believe that only one building is served by a lead pipe, which will be replaced, he said. The testing is being done "as a precaution for our students, faculty and staff," Lindsay said.

SIMPLE TIPS

How to Thrive in the Gelman Library System (or any other organization)

Jack Siggins

University Librarian



“The Fastest Way to Create Organizational Change is to Change People.”