

Edward G. Miner Library Time and Effort Reporting Definitions

for the period

July 1, 2008 - June 30, 2009

Information Resource Categories

Books (print)	Acquisition, processing, selection, cataloging, and shelving for the general and historical collections of books and monographic series.
Journals (print)	Selection, acquisition, processing, binding, use studies, cataloging, and shelving for the general and historical collections of journals and serials.
Electronic Resources	Evaluation, selection, purchase, cataloging, and processing of electronic resources (full-text books and journals; databases -- bibliographic, full-text, etc.). Purchase and processing of public use software goes in "Public computing."
Special Materials	Acquisition, processing, cataloging, shelving of archival collections, photographs, museum objects and the like in Rare Books and Manuscripts section.
ILL/Borrow	Verifying, borrowing and returning materials from other libraries for use by Miner Library clients. Includes time spent on administrative reporting and shipping.
ILL/Loan	Verifying, retrieving, copying, sending and receiving returned materials owned by the Miner Library but loaned to others. Includes administrative reports, billing, deposits, etc.

Information Service Categories

Circulation	Patron registration, fees, fines, check-out and check-in of materials from general collections and reserves. Daily cash handling, reports, retrievals from off-site locations go here. Management of print and electronic reserves goes here.
Copy Service	Administration, record keeping, billing, follow-up, pulling and copying for patron-requested photocopies.
Courseware Management and Student Portal Systems	Activities related to student web portals, Blackboard Online Learning System, and courseware asset management software and hardware, including programming , installation, licensing, administration, and support. Include network support here, <u>not</u> under "Network Management."
Education	Design, preparation, teaching, registration, planning, and evaluation of regularly scheduled and custom classes, as well as orientations,

tours, and projects associated with welcoming new faculty, etc. Consultations with clients on the use of library resources, "Liaisons," "Housecalls," and one-on-one CME consultations are included here.

Information Services	Direct assistance to patrons through Q&A, referrals, and spontaneous, one-on-one assistance in use of the library and its resources and programs. Includes Rare Books and Manuscripts, Reference, Circulation Desk and Computing Center Help Desk. Also includes "live" reference activities and mediated database searching. Individual consultations go in "Education." User support for electronic database resources goes here, but not user support for public computing or public printing. Shelving of index tables and reference materials goes here.
Web Development /Programming	Activities that pertain to managing, creating, updating, or programming the content, organization, usability, or functionality of Miner's Web site, including Miner Library Online. Include Web Management Team meetings and related activities here; support of Blackboard systems under "Courseware Management and Student Portal Systems."
WTG IT Support Services	Administration, management, and technical support for Web Technology Group (WTG) software, equipment, and network infrastructure go here.
Community Outreach/Inreach	Participation in activities supporting non-UR-affiliated entities or users (for example, CLIC-on-Health or WXXI "Second Opinion") where time spent is not separately funded by extramural grants or contracts. Also, participation in significant initiatives supporting UR-affiliated entities or users ("inreach") not separately funded.
SMD Instructional Computing	Maintenance, and technical and user support for dedicated student workstations (MDL, PBLs, and Student Lounge; <u>not</u> Miner's classrooms), and other SMD curriculum-related computing activities, including support services for MMI, but <u>not</u> courseware management and student portal systems.
Public computing	Administration, installation, maintenance, and technical and user support for public-use workstations (including software). (Administration, maintenance, and technical and user support for public printing go under "Print Management.")
General Services	Support for open study space and self-service copying in the library. Assignment of lockers, scheduling of group study rooms, maintenance of self-service photocopiers goes here.

Special Categories

Grants	Time spent on funded extramural grant activities. Also includes all work related to grant submission and reporting, and document preparation and submission. Include unfunded participation in extramural programs in "Community Outreach." DO NOT include MIRACLEnet time here, but rather in the separate MIRACLEnet
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category.

MIRACLEnet	Time spent on the MIRACLEnet project. This can include administrative, clerical, technical (all OVID IS activities), or training support.
Highland Hospital	Any and all activities in support of Highland Hospital.
EDC Support Services	Computing and administrative support services only; all other activities should be reported under appropriate service categories.
Print Management	Any and all activities in support of print management cost recovery system, including Pharos "Omega" Network Terminals hardware and software. Examples include: adding paper or toner to public printers; clearing paper jams in printers; handling patrons' questions about release stations; and time spent in planning or organizational meetings.

Overhead Categories

Administration	Activities that pertain to entire library (e.g., mail delivery, budget management, facilities, staff photocopiers). Include: Senior Leadership Team meetings, SOURCE preparation, Scientific Publishing, and library-wide strategic planning. Include Web Management Team meetings and related activities under "Web Development/ Programming." Administrative duties pertaining to a particular department or function go with that function, and not here.
Professional Development (staff)	Includes University of Rochester employee orientations, as well as formal training sessions, conferences, or self-study for better understanding and application of new technologies.
Staff computing	Planning, administration and management of network and computers for use by library staff.
Network Management	Administration and technical support for network-accessible information resources. Management and support of network software, equipment, and infrastructure go here. Management and support of <u>instructional</u> software server(s) is reported under "Courseware Management and Student Portal Systems." Management and support of print management software, equipment, and infrastructure are reported under "Print Management."