# Annual Report, 2016-17

## LAUCSD Mentoring Committee, 2016-2017

## Committee members

| | |
|---|---|
| Adele Barsh<br>Co-Chair | 2nd year |
| Roger Smith<br>Co-Chair | 2nd year |
| Sibyl Schafer | 2nd year |
| Annalise Berdini | 1st year |
| Suhui Ho | 1st year |
| Michelle Mascaro | 1st year |
| Laura Schwartz | 1st year |
| Xi Chen<br><br>Internship Coordinator, April 2017-19 | 1st year<br><br>Ex officio |
| Amanda Heath<br><br>Internship Coordinator, 2016-July 2018 | Ex officio |
| Maria Din<br><br>LHR Standing Liaison | Ex officio |

## Activities

This year, the Committee held six meetings, hosted Librarian Shadow Day in March, and two interns' presentation events (May and August). We updated on-going work (mentor-mentee list, internal LIS students' email list, checked links and freshness of content on our front facing page) and monitored/contributed to library school listservs. We also worked closely with the LAUC-SD Graduate Internship Program chair and the International Internship with Fudan University program, the latter of which saw its first interns arrive in August 2017. Below are more details about these activities.

### Librarian Shadow Day, March 15, 2017

- We had 20 librarians volunteer and 10 students attend after receiving 12 RSVPs from the 14 student respondents.
- The schedule of the day:

    9:15 - 10:30 Mentees & Mentors One on One Time

    10:45 – noon – two Mini Workshop Sessions featuring choices among Special Collections, Instruction, DLDP and Preservation and RDCP

    12-1:15 Complimentary lunch. Join UCSD Librarians for our annual social at Round Table Pizza.

    1:30-2:30 Round Robin with workshop hosts and other librarians

    2:30- 3:30 Optional session: Get an Edge in the Job Market Workshop

- The committee's working space contains more detailed documentation relating to timeline and schedule. Details on the catering order, gift bag content, survey feedback and other information can be found on the p: drive under 2017 Librarian Shadow Day. As in past practice, we reimbursed LAUC-SD for our Shadow Day attendees as the pizza party guests ($112.70).

*Discussion:* The student participation was lower this year, possibly due to the timing of the event, which fell a couple weeks before many students' Spring Break. We experimented with this March date, earlier than our typical April date, in order to avoid conflicts with a Library Diversity & Inclusion Committee event and the LAUC Assembly. We reviewed the feedback about the day's format from the previous years' participants and designed a slate of one-on-one time, tours, and lunch. We added a new Round Robin activity, which got great feedback because more librarians to participate in Shadow Day with minimal impact on their schedule and the students got quick one-on-one sessions with a wide variety of librarians in a fun way. This year, we anticipated a drop off in attendance from those who had to leave early, and adjusted our schedule to include an optional session for the end of the day. The committee members and attendees agreed we could shorten lunch session by 15 minutes and that would improve the flow of the day's events and possibly allow more students in a future Shadow Day to attend more of the afternoon session(s). Overall, the attendees said they found Librarian Shadow Day very useful. The Mentoring Committee anticipates continuing the event in the future, and most likely will move its timing back into April.

Ideas generated for follow up for next year's Shadow Day: offer head shots to participants using resources and personnel available here.

## LAUC-SD Internship Transition of Coordinators

The LAUC-SD Graduate Internship Program is maturing well. Started in 2013, we are seeing steady and growing interest. The Coordinators serve alternating terms. Xi Chen will become the new Co-Coordinator for the Internship program. One new co-coordinator will need to be identified for next year to replace Amanda Roth.

- We had three placements: Jerry Limberg, Michele Peralta and Frannie Trempe.
- Placed one fellow from the ARL/SAA Mosaic Program.  This was a year long (Aug through May) fellowship related to Special Collections and Archives.

## Interns' Presentations

The Mentoring Committee coordinates sessions that give our interns a chance to present about what they are doing, with the aim of a practice that benefits their professional skills and builds library staff understanding about their work. This year, Jerry Limberg and Michelle Peralta presented on Monday May 8th. They shared their experience working with archival projects, including processing content for Special Collections & Archives and working on digital reformatting endeavors. Frannie Trempe presented on August 8th, shared her experience working on the assessment, rehousing and relocation of Library film collections as well as the Moving Image Archiving and Preservation program in general. That same August event also included the recently-arrived two Fudan interns, Hao Wang and Yafei Di, who introduced themselves, gave an overview of Fudan University Library and co-presented on the current development and trends of Chinese academic libraries.

**Jerry Limberg** has a Master of Arts Degree in  History with a focus in Digital History from California State University San Marcos.  Her thesis, "The Murder of Donna Gentile: San Diego Policing and Prostitution 1980-1993," consisted of a documentary film and paper. She will be completing her Master of Library and Information Science degree from San Jose State University in December of this year. Jerry is an adjunct U.S. History instructor at Palomar College and lecturer at California State University San Marcos. She recently interned at the San Diego State University Love Library in the Research Services Department.  She has been interning in DLDP at the UCSD Geisel Library since January of this year working on the Spanish Civil War Newspaper Digitization Project.

**Michelle Peralta** is a first-year graduate student at San Jose State University pursuing an MLIS degree through the School of Information. She is an intern in UC San Diego's Special Collections and Archives (through the ARL / SAA Mosaic Program) and also works at the Escondido Public Library's local history archive. Michelle's interests include collective memory, information literacy, and digital collections. Working in Special Collections and Archives, Michelle has re-processed faculty papers from the Scripps Institution of Oceanography and has been creating metadata for a large photograph collection.

**Frannie Trempe** is enrolled in the Moving Image Archiving and Preservation Program (MIAP) program at NYU. She has significant experience working in library and archive settings, currently serving as a graduate assistant at NYU Archives and previously as a student aide during her undergraduate years at Northwestern University Archives. At both institutions she aided in reference work and collection management tasks such as writing finding aids, pinpointing holes in the collections, and assisting in exhibition development. This spring, she interned at Film Society of Lincoln Center, assisting with the creation of a collection policy, inventorying various audiovisual formats, and completing a great deal of equipment troubleshooting. Additionally, she has worked as an intern at The Museum of Modern Art, Anthology Film Archives, New York Women in Film and Television, and as a student assistant at the Block Museum and Cinema in Evanston, Illinois.

**Hao Wang** is 2nd year MLS student enrolled in Fudan University's Library and Information Science program. He has an undergraduate degree in Archival Science from Sun Yat-sen University (Zhongshan University). He has conducted research on the development of Data Science education and platform for data publication in China. He participated in the translation project of *Managing and Sharing Research Data (*translated three chapters of the book*)* . Outside the classroom and library, Hao is an avid musician, playing piano since he was 5. He began to study cello in high school, and currently is a member of Fudan Symphony Orchestra. He also enjoys singing and won campus singer competition last year.

**Yafei Di** is also a 2nd year MLS student from Fudan University. He earned his BA of Communications and Transportation from Southeast University. His has research experience in assisting the planning and construction of new medical library of Fudan Unversity. His primary responsibility in this research project involves investigating social network platform (WeChat) for Fudan University Library and analyzing user demands based on survey results. He is also interested in the topic of "smart library". At Fudan, as a student volunteer, he has organized academic seminars on "smart library", library think tank and network resources management.

# Website and Updates Workflows Change

- This year, we updated information on website to ensure currency.
- We adapted to the changed policy about limiting library-wide emails, and started using the workflow to announce Mentoring events via the Weekly Update Content Submission form and Library Events Calendar form, and limited our event reminder "blast"emails to the LAUC-SD email distribution list. We also created a landing space, called LAUC-SD Mentoring Committee Events, for hosting a click-back to a fuller description of our events that are listed in the calendar.

## Library Staff Enrolled in MLIS Programs List

The purpose of this list is to help the committee communicate with UCSD Library staff that are enrolled in an MLIS program about programs and other announcements that may interest them. The Committee put out a call in December 2016 after putting out its annual call to LIB-ALL. At the time, several staff members confirmed that they wished to remain on the list, but no new staff members signed up. The Committee is considering experimenting and converting the list to a slack channel next year.

## Formal Mentoring Pairs

The Committee has a front-facing form to collect requests for mentoring pairs. This year, we fielded one request via this channel and six informal requests that came in to individuals on the committee for 'one-shot' mentoring advice.

## Other Business

In January, the Mentoring Committee communicated with Sue McGuinness, PD of ALP, about our willingness to participate in the Library's efforts to become included **Academic Internship Program** for undergraduates of the Teaching & Learning Commons. Two librarians (Gayatri Singh and Bethany Harris) are working with AIP to develop an instruction workshop to support the students. Mentoring is  strongly interested in supporting the Library becoming an internship site for AIP. Roger, Amanda Roth and Laura Swartz met with the Academic Internship Program this summer to determine next steps for the Library to become a location/host for undergraduate interns. It was determined that a lot more work and planning would need to go into developing such a program in the Library and this is something that LAUC-Mentoring may want to take on next year.

Our Committee viewed a copy of LAUC-LA's new librarian/member orientation report from 2016 that was shared with LAUC-SD Exec, to see if it revealed **additional ideas or best practices**. We concluded most of the practices are specific to on-boarding new employees rather than about Mentoring activities, per se.

We brainstormed about **outreach to undergraduates** about the LIS profession. We didn't get past the initial phase of thinking on this topic, but capture our ideas here in the hopes future Mentoring Committees may be able to use them for developing initiatives. There are two target populations: undergrads generally and undergrads who work for the library. We discussed activities that could build community among both populations, noting we are in a unique position to support developing a pipeline of students aware of LIS as a career option, and also may contribute over time to diversifying the profession, since our student body is so diverse. Ideas included *a reception* where we invited alumni back to talk to student workers about LIS programs and careers, or even possibly one for graduate student assistants that pitches the scholarly activities of LIS. We think interactive outreach would be important and believe *a slack channel* or something like that, possibly in combo with *a static/asynchronous page* dedicated to undergrads' awareness of library careers and career resources would be good. These have potential for pushing our messaging in a way that *piggybacks with LHR training for UG student employees, the student employee website, and the campus Career Center (for possible tabling event opportunities).* We noted possible campus initiatives that affect UCSD students where there might be potential for collaboration: Data Science program under development at CSE, other data science initiatives (edX careers at Extention, graduate program), and the Teaching & Learning Center's Academic Internship Program mentioned above. We also noted Oberlin offers a scholarship ($3500, done in conjunction with their FoL group).

## Leadership for next year

Annalise Berdini and SuHui Ho volunteered to co-chair. However, Annalise got nominated for another position, so she will be stepping down from Mentoring and won't be able to co-chair. SuHui will stay on, and call for a co-chair from among the new members that populate the committee. We find the co-chair model works quite well for Mentoring - the group is large and active enough to warrant this leadership model.

## Budget

Annual budget allocated to this committee is $1,000 and the fiscal year for Mentoring Committee runs with the Library's fiscal year, from July 1 - June 30. Below is the balance sheet.

| Allocation | | $1000 |
|---|---|---|
| Catering expenses | | |
| Interns presentations May 8 | $241.20 | |
| Librarian Shadow Day 2017 | $458.14 | |
| Subtotal | | ($699.34) |
| Supplies | | |
| Interns (parking for Frannie and Michele)* | $94 | |
| Interns name tags (3) | $45.95 | |
| General events supplies | $15 | |
| Subtotal | | ($154.95) |
| Balance | | $ 145.71** |

*Jerry's parking and name tag expenses came out of the AUL contingency fund per Tammy 1/2017.Thank you, Tammy.*

*\*\* The $145.71 balance was "carried forward" into the FY17-18 account and should cover most of the Aug 8 interns' presentation event (the cost incurred to Mentoring for Audrey's catering was $146.65). Total costs for that event was $246.65. ALP also co-sponsored that event ($100). Thank you, ALP.*

# Horizon Issues

- **Internship coordination:** Along with adding new members to the Committee, a new internship coordinator will also need to be selected each LAUC-SD year starting 2018/19.
- **Impact of interns' support on Committee budget:** We anticipate, with the possible increase in parking, that the Committee needs to monitor the costs of supporting the intern program. We estimate that the costs are going to be roughly $130 per intern. This year's costs were closer to $65/per intern. There is some room to adjust down the catering costs, as at each event we have food and drink left over. Other event cost savings can be through potluck formats, and/or using Costco or Trader Joe's for food and drink, or to pursue co-sponsors from other Library programs. For interns outside of the LAUC-SD Graduate Internship Program, it may be possible to approach Admin for AUL contingency funds. The Committee should continue to monitor the impact of number of interns on its budget and planning. Next year, there will be no budget calls about increased funding, however, it will be good to monitor whether Mentoring may need to make a future request to expand the budget if a call for funding proposals occurs.
- **Potential ideas and activities for next year:** Our group brainstormed additional ideas but did not find time to implement them:
  - Consider how we might have more outreach to library school students working in the building, specifically investigate starting a slack channel
  - Consider offering head shots for Shadow Day attendees and/or interns.
  - Make sure we add USC outreach to their new LIS/b-school program in our outreach about events, Shadow Day, etc.
  - Consider further development of outreach to UCSD students, particularly undergrads working in the library about LIS careers; other options are possibly outreach to all undergrads and/or graduate student assistants in research roles (receptions, tabling events or a communication channel/webpage) and doing a more systemmatic scan about what other libraries are doing.
- **Academic Internship Program:** The Committee should consider what, if any, next steps to take about furthering the Library as an internship location within TLC's AIP program, and work with Gayatri and Bethany to see if there are any needs for career awareness building component to any library instruction being done for the AIP interns generally. Laura Schwartz has been involved with information-gathering about AIP and is a continuing Committee member.

A copy of this Annual Report also is posted to the Mentoring Committee's public-facing pages and P: folder.

Respectfully submitted,

Adele Barsh and Roger Smith
LAUCSD Mentoring Committee, Co-chairs 2016/2017
August 30, 2017