University Libraries
LAC Minutes
April 12, 2016

Present: Gail Barton, Gerald Chaudron, John Evans, Sylverna Ford, Shelia Gaines, Jill Green, Shanika Jones, Elizabeth McDonald, Anna Neal, Bess Robinson, Chris Ratliff, Perveen Rustomfram, Archie Shelton, Lee Slack.

Absent: James Singleton

1. **New Forms in the Preservation & Special Collections Department - Gerald Chaudron**
   Updated forms for the Preservation & Special Collections Department are now available on the library’s website. These forms can be filled out online and include:
   - Researcher Record
   - Duplication Agreement
   - Deed of Gift

2. **Update TLA Conference - S. Ford**
   The 2016 Tennessee Library Association Conference was held on April 5 through April 8, in Kingsport, TN. Several library faculty did presentations at the conference. A topic of discussion during the conference was the restructuring of TLA. Next year’s conference will be in Knoxville, TN

3. **Updated Organization Chart - S. Ford**
   A draft of the University Libraries’ Organization Chart was distributed to the council. After any changes or corrections are made, the Organization Chart will be posted to the library’s website. A copy of the Organization Chart is attached to the minutes.

4. **Additional Agenda Items**
   **Vacant Faculty Positions – S. Ford**
   We still have not received approval to fill the remaining faculty positions.
5. **Announcements**

**Anna Neal**
I will be resigning my position as Head of Libraries Branches and retiring at the end of May.

**Shanika Jones**
Please turn in any travel requests as soon as possible.

**Sylverna Ford**
Today is National Library Workers Day. Please come by the Administrative Office and get a treat. Thank you for the job you do for University Libraries.

**Meeting Adjourned: 8:52 am**
**Minutes Finalized: April 14, 2016**