<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Department</th>
<th>Office</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah Michalak</td>
<td>University Librarian and Associate Provost</td>
<td>CB# 3900, Davis Library</td>
</tr>
<tr>
<td>Carol Hunter</td>
<td>University Librarian for Collections and Services</td>
<td>CB# 3900, Davis Library</td>
</tr>
<tr>
<td>Will Owen</td>
<td>Associate University Librarian for Technical Services and Systems</td>
<td>CB# 3900, Davis Library</td>
</tr>
<tr>
<td>Rich Szary</td>
<td>Associate University Librarian for Special Collections and Director of the Wilson Library</td>
<td>CB# 3908, Wilson Library</td>
</tr>
<tr>
<td>Jim Curtis</td>
<td>Interim Director of Health Sciences Library</td>
<td>CB# 7585, Health Sciences Lib.</td>
</tr>
<tr>
<td>Catherine Gerdes</td>
<td>Assistant University Librarian for Financial Planning and Administrative Services</td>
<td>CB# 3904, Davis Library</td>
</tr>
<tr>
<td>Tiffany Eatman Allen</td>
<td>Director of Library Human Resources</td>
<td>CB# 3932, Davis Library</td>
</tr>
<tr>
<td>Peggy Myers</td>
<td>Director of Library Development</td>
<td>CB# 3900, Davis Library</td>
</tr>
<tr>
<td>Judy Panitch</td>
<td>Director of Library Communications</td>
<td>CB# 3900, Davis Library</td>
</tr>
<tr>
<td>Joe Williams</td>
<td>Director of Public Services</td>
<td>CB# 3900, Davis Library</td>
</tr>
<tr>
<td>Mitchell Whichard</td>
<td>Circulation Department</td>
<td>CB# 3916, Davis Library</td>
</tr>
<tr>
<td>Luke Swindler</td>
<td>Collections Management Officer</td>
<td>CB# 3918, Davis Library</td>
</tr>
<tr>
<td>Jan Paris</td>
<td>Conservation Lab</td>
<td>CB# 3936, Wilson Library</td>
</tr>
<tr>
<td>Christine Stachowicz</td>
<td>E-Resources &amp; Serials Management</td>
<td>CB# 3914, Davis Library</td>
</tr>
<tr>
<td>Geneva Holliday</td>
<td>Interlibrary Services</td>
<td>CB# 3924, Davis Library</td>
</tr>
<tr>
<td>Danianne Mizzy</td>
<td>Kenan Science Information Services</td>
<td>CB# 3290, Venable Hall</td>
</tr>
<tr>
<td>Tim McGeary</td>
<td>Library &amp; Information Technology</td>
<td>CB# 3900, Davis Library</td>
</tr>
<tr>
<td>Doug Stewart, Interim Hd.</td>
<td>Monographic Services</td>
<td>CB# 3902, Davis Library</td>
</tr>
<tr>
<td>Phil Vandermeer</td>
<td>Music Library</td>
<td>CB# 3906, Wilson Library</td>
</tr>
<tr>
<td>Bob Anthony</td>
<td>North Carolina Collection</td>
<td>CB# 3930, Wilson Library</td>
</tr>
<tr>
<td>Andy Hart</td>
<td>Preservation</td>
<td>CB# 3910, Davis Library</td>
</tr>
<tr>
<td>Susan Wrenn</td>
<td>Purchasing and Facilities</td>
<td>CB# 3904, Davis Library</td>
</tr>
<tr>
<td>Claudia Funke</td>
<td>Rare Book Collection</td>
<td>CB# 3936, Wilson Library</td>
</tr>
<tr>
<td>Robert Dalton, Interim Hd.</td>
<td>Research and Instructional Services</td>
<td>CB# 3922, Davis Library</td>
</tr>
<tr>
<td>Margaretta Yarborough</td>
<td>Resource Description &amp; Management</td>
<td>CB# 3914, Davis Library</td>
</tr>
<tr>
<td>Anne Gilliland</td>
<td>Scholarly Communications Officer</td>
<td>CB# 3900, Davis Library</td>
</tr>
<tr>
<td>Rebecca Vargha</td>
<td>SILS</td>
<td>CB# 3360, Manning Hall</td>
</tr>
<tr>
<td>Heather Gendron</td>
<td>Sloane Art Library/Assessment Coord.</td>
<td>CB# 3405, Hanes Art Center</td>
</tr>
<tr>
<td>Steve Weiss</td>
<td>Southern Folklife Collection</td>
<td>CB# 3926, Wilson Library</td>
</tr>
<tr>
<td>Bryan Gienza</td>
<td>Southern Historical Collection</td>
<td>CB# 3926, Wilson Library</td>
</tr>
<tr>
<td>Jason Tomberlin</td>
<td>Special Collections R &amp; I Services</td>
<td>CB# 3948, Wilson Library</td>
</tr>
<tr>
<td>Eileen Dewitya, Interim Hd.</td>
<td>Special Collections Technical Services</td>
<td>CB# 3926, Wilson Library</td>
</tr>
<tr>
<td>Vacant</td>
<td>Stone Center Library</td>
<td>CB# 5250, Stone Center</td>
</tr>
<tr>
<td>Mona Couts</td>
<td>TRLN</td>
<td>CB# 3940, Wilson Library</td>
</tr>
<tr>
<td>Suchi Mohanty</td>
<td>Undergraduate Library</td>
<td>CB# 3942, Undergraduate Library</td>
</tr>
<tr>
<td>Vacant</td>
<td>University Archives and Records Management Services</td>
<td>CB# 3926, Wilson Library</td>
</tr>
<tr>
<td>Kim Vassiliadis</td>
<td>User Experience</td>
<td>CB# 3918, Davis Library</td>
</tr>
</tbody>
</table>

For phone numbers and email addresses, see [http://library.unc.edu/about/staff-directory/](http://library.unc.edu/about/staff-directory/).
Library Personnel Office  
University of North Carolina at Chapel Hill

The Library Personnel Office at the University of North Carolina is responsible for managing the recruitment, hiring, and retention of library staff; coordinating programs for performance review, salary review, classification review, and promotion; overseeing management development and staff training activities; interpreting personnel policies and procedures; and counseling staff.

Tiffany Allen, Director of Library Human Resources, has primary responsibility for employee relations, the orientation program for new staff, and the Carolina Academic Library Associates program. She provides support for library employee recognition programs, library staff development and training opportunities, and represents the University Library in various forms. She serves on all search committees for professional positions and has responsibility for coordinating activities associated with librarians' governance, such as elections and the process for achieving continuing appointment and promotion. She maintains a close working relationship with the other human resources professionals on campus and communicates regularly with the human resources offices at other major research libraries. She is also professionally active with service to committees and speaking and publishing on library human resources issues.

Beth Ramos, the LPO’s Human Resources Assistant, and Sonya Harris and Freda McClain, the LPO’s Human Resources Facilitators, administer the human resources program for librarians, support staff, temporary staff, research assistants, and student assistant positions. This includes recruitment and retention, classification and compensation, and management of the salary budget.

LPO staff handle personnel matters equitably, sensitively, and confidentially and we work to foster an inclusive, progressive, and satisfying workplace in the University Library at the University of North Carolina at Chapel Hill.
Carolina Academic Library Associates at the University of North Carolina at Chapel Hill

The librarians and staff of the University Library at the University of North Carolina at Chapel Hill value highly the relationship with the faculty and students at the School of Information and Library Science (SILS).

In the Fall Semester of 2000, the University Library introduced the Carolina Academic Library Associates (CALA) program for graduate students in the School of Information and Library Science interested in preparing for careers in academic librarianship. This program is a paid, practice-based supplement to academic coursework. Our goal is to provide an enhanced graduate experience that introduces students to key issues in academic librarianship and to the culture of the profession. This program assists in preparing students for their first job and gives them opportunities for professional networking and activity during their graduate work at the University of North Carolina at Chapel Hill.

Each year, the University Library offers several two-year CALA appointments to first year SILS students. A selection committee composed of the SILS Associate Dean, SILS faculty, and the University Library Director of Personnel selects students for this program based on interest in academic librarianship and academic achievement.

CALAs work twenty hours per week and are assigned to departments throughout the UNC Chapel Hill University Library system in departmental libraries, technical services, special collections, and the library systems department. They are compensated in earnings by the Library and supplemented by funding from SILS. CALAs also receive tuition remission, health insurance, vacation leave, sick leave, and holiday leave. Additional benefits of CALA participation include membership in the Librarians' Association at UNC-Chapel Hill (LAUNC-CH), paid registration for the annual LAUNC-CH conference, and a competitive professional development travel stipend.

For more information on the Carolina Academic Library Associates Program, please contact the University Library Personnel Office at (919) 962-8027.
Welcome to the University of North Carolina at Chapel Hill's Davis Library. In order to protect your right of access, promote your safety, and protect library resources and facilities, the Library prohibits activities that present health or security risks, that damage library resources, are illegal, or interfere with maintaining an environment that is conducive to teaching, learning and research.

The following are illegal under North Carolina or federal law:

- Unauthorized downloading, copying, distributing, altering or translating of copyrighted materials, including software, music or other media without the express permissions of the copyright holder.
- The use of any state property for the viewing or transmission of child pornography.
- Theft, vandalism, graffiti, and other intentional damage to library property and collections.
- Possession or consumption of illegal or unauthorized substances on state property.
- Possession of weapons of any sort on state property, except by a police officer.

Additional Building Use Policies

Animals
Only guide animals and companion animals that assist people with disabilities are allowed in the Library.

Cameras
Use of photographic or video equipment is restricted. Individuals, classes, groups, or organizations desiring to film the Library or its staff or users must first get permission in the Library Administrative Office.

Cell Phone & Pagers
In order to preserve a quiet study environment, we request that library users set their cell phones and pagers to vibrate or a nonaudible signal. We also ask that if you must take a call while in the library that you speak softly and move to an area, such as the elevator lobbies, where you will not disturb others.

Children
Children are welcome, but those under 14 must have adult supervision at all times.

Computer Work Stations
Academic work has priority and use is limited to one hour if others are waiting.

Disruptive Behavior
Behavior that interferes with the appropriate use of the Library is not permitted. This includes excessive noise, altercations, theft, vandalism, inappropriate sexual behavior, and harassment of any kind. Viewing sexually explicit material on a computer in the library may be considered disruptive behavior or sexual harassment if it disturbs or has the potential to
disturb others. Library users may be asked to move to another library computer, discontinue viewing of the disturbing material, or leave the building.

**Food & Drink**
In order to preserve a clean and pleasant study environment, we request that library users be reasonable and responsible when bringing food and drink into the building. Please dispose of any food wrappers or drink containers in the appropriate trash/recycling bins located throughout the library; alert library staff to any spills; and take particular care around library collections and equipment.

**Smoking**
Smoking is prohibited in any university building, including the Library.

**Solicitation**
Soliciting is not permitted in the Library.

*We reserve the right to enforce these laws and policies and will call campus police as necessary. Violators may face criminal prosecution and/or disciplinary action, including, but not limited to, trespass from all UNC Libraries or the UNC campus.*
University of North Carolina at Chapel Hill Libraries
Privacy Policy

The libraries of The University of North Carolina at Chapel Hill respect each library user's right to privacy and confidentiality regarding information sought or received and resources consulted, borrowed, acquired, or transmitted or services provided. The libraries comply with the North Carolina General Statutes regarding confidentiality of library user records. The relevant North Carolina statutes state:

§ 125-19. Confidentiality of library user records

(a) Disclosure. - A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library, except as provided for in subsection (b).
(b) Exceptions. - Library records may be disclosed in the following instances:
   (1) When necessary for the reasonable operation of the library;
   (2) Upon written consent of the user; or
   (3) Pursuant to subpoena, court order, or where otherwise required by law.
   (1985, c. 486, s. 2.)


As used in this Article, unless the context requires otherwise:
   (1) "Library" means a library established by the State; a county, city, township, village, school district, or other local unit of government or authority or combination of local units of governments and authorities; community college or university; or any private library open to the public.
   (2) "Library record" means a document, record, or other method of storing information retained by a library that identifies a person as having requested or obtained specific information or materials from a library. "Library record" does not include nonidentifying material that may be retained for the purpose of studying or evaluating the circulation of library materials in general.
   (1985, c. 486, s. 2.)

In addition, the libraries comply with other privacy laws, including the Family Educational Rights and Privacy Act (FERPA.)
Vacation Leave, Sick Leave, and Community Service Leave

Vacation Leave for EPA and SPA Employees

Permanent employees scheduled to work 20 hours or more per week are eligible for paid vacation leave. Paid vacation leave may be used for absences due to personal obligations, during adverse weather conditions, or in lieu of sick leave. Permanent employees must be in paid status for one-half or more of the regularly scheduled work days in a month (including paid leave and holidays) to earn vacation leave for that month. The amount of leave an SPA employee earns is based on their Total State Service (TSSD). TSSD is the grand total of all permanent employment (full-time or part-time) that an employee has served in State government or other recognized public sectors.

<table>
<thead>
<tr>
<th>Total State Service</th>
<th>Hours Earned Each Month</th>
<th>Hours Earned Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 5 years</td>
<td>9 hours and 20 minutes</td>
<td>112 Hours</td>
</tr>
<tr>
<td>5-10 years</td>
<td>11 hours and 20 minutes</td>
<td>136 Hours</td>
</tr>
<tr>
<td>10-15 years</td>
<td>13 hours and 20 minutes</td>
<td>160 Hours</td>
</tr>
<tr>
<td>15-20 years</td>
<td>15 hours and 20 minutes</td>
<td>184 Hours</td>
</tr>
<tr>
<td>20+ years</td>
<td>17 hours and 20 minutes</td>
<td>208 Hours</td>
</tr>
</tbody>
</table>

Vacation leave earnings for EPA employees are calculated as follows:

<table>
<thead>
<tr>
<th>Hours Earned Each Month</th>
<th>Hours Earned Per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>16 hours and 00 minutes</td>
<td>192 Hours</td>
</tr>
</tbody>
</table>

Vacation leave is cumulative through December 31 of each year. The maximum carry-over amount for a full-time employee is 240 hours (pro-rated for part-time employees); an employee’s January 1 balance can not exceed 240 hours. Hours in excess of 240 are converted to sick leave on December 31 of each year.

Sick Leave for EPA and SPA employees

Permanent employees scheduled to work 20 hours or more per week are eligible for paid sick leave. Eligible employees who are in paid status for one-half or more of the regularly scheduled work days (including paid holidays) in a month will earn sick leave for that month.
A full-time employee earns sick leave at the rate of **8 hours** per month. Sick leave may be used for absences due to medical or dental appointments, illness, injury, or death in the immediate family.

### Part-time Employees and Leave Earnings

Part-time employees (employees regularly scheduled to work 20 hours or more each work week) will earn vacation and sick leave on a pro-rated basis.

### Community Service Leave

Community Service Leave (CSL) combines three separate categories of leave: child involvement, community involvement, and volunteer services. CSL is paid time off for parental involvement in the educational process of children through the high school level and to support other community service volunteer activities for non-profit organizations. Permanent employees earn **24 hours** per year (pro-rated for part time employees) of CSL leave beginning January 1st of each year. If an employee is tutoring or mentoring through a program with a school, they are allowed one hour of leave each week that school is in session, for a maximum of **36 hours** per year. For more information regarding Community Service Leave: [http://hr.unc.edu/policies-procedures-systems/epa-non-faculty-employee-policies/leave/community-service-leave/](http://hr.unc.edu/policies-procedures-systems/epa-non-faculty-employee-policies/leave/community-service-leave/).
Adverse Weather Policy

The libraries of the University of North Carolina at Chapel Hill serve the research and educational needs of UNC-Chapel Hill students and faculty. In spite of adverse weather conditions, students and faculty are often able to use the Library because they live near or on the UNC-Chapel Hill campus.

In order to continue meeting educational and other vital research information needs of faculty and students during adverse weather conditions, the Davis Library and the Undergraduate Library will continue some critical services and be open during regular library hours. The Library Administration will shorten or cancel regular hours of operation only under extraordinary conditions.

Policy regarding critical services varies for different libraries and different departments in the system:

- **Davis Library**
  - Essential services: Limited Circulation and Reference
  - Non-Essential services: All other departments and service desks

- **Departmental Libraries**
  - Essential services: None

- **Undergraduate Library**
  - Essential services: Circulation and Reserves
  - Non-Essential services: All other units and service desks

- **Wilson Library**
  - Essential services: None

### Procedures during an Adverse Weather Event

**Essential Staffing During Adverse Weather**

Department Heads in charge of areas deemed critical will determine basic services offered by their departments during adverse weather conditions.

Essential employees are identified in advance of an adverse weather event and are assigned specific duties within the procedures for the department during adverse weather conditions.

If necessary, the Library will attempt to provide lodging for essential employees during adverse weather conditions.
Non-Essential Staffing During Adverse Weather

The University will announce via the media (see resources listed below) the existing condition of adverse weather using the labels Condition I, II, and III. Under Conditions I and II, all non-essential library employees will decide whether to come to work given the existing weather conditions, not only in the Chapel Hill area, but in the employee’s home community. Employees who are not able to report to work should telephone their immediate supervisor or Department Head. Under Condition III, non-essential staff should not report to work.

Adverse Weather Condition Levels

- **CONDITION LEVEL I**
This is "normal" weather conditions up to moderate snow accumulations, power outages, etc. Staff can still navigate the campus and local areas safely. Classes are in session and University offices are open. Employees are encouraged to exercise caution while traveling. Unless otherwise stated, the University always functions at a Condition Level I for adverse weather.

- **CONDITION LEVEL II**
This is more severe weather -- heavy snow or ice, heavy accumulations, public transportation limited. Sidewalks are in poor condition. Available parking is limited. Classes are canceled, but University offices are open. Emergency employees must report to work, while other employees are strongly urged to consider campus conditions and the weather conditions in their residential area, as well as law enforcement reports of road conditions, before making a decision whether to come to work.

- **CONDITION LEVEL III**
This is extremely bad weather -- unusually large accumulations of snow, ice, sleet, etc. Law enforcement is advising no one to travel except in an emergency. Roads are impassable. Public transportation is canceled. Parking conditions and sidewalks are un navigable. In the interest of safety, the Chancellor has closed the University. Classes are canceled, and University offices are closed. Emergency employees must report for work. Employees who have not been designated "essential" must not attempt to come to their worksites.

Adverse Weather Leave

When adverse weather conditions prevent employees from fulfilling work obligations, the adverse weather policy permits some flexibility in adjusting work schedules to accommodate an employee’s personal needs.

Time missed from work due to adverse weather must be accounted for. The employee elects how this time is accounted for; it may be as paid or unpaid leave, or taken as adverse weather leave to be made up within 12 months.

**Exception:** If the Chancellor or his/her representative closes the University (Condition III) employees will not have to make up the work hours lost due to adverse weather conditions during the period of the closing and will be paid for the hours lost.
Employees who complete Employee Time Records may code "Paid Adverse Weather Leave-University Closed" (Y) for the appropriate number of hours.

When coding Adverse Weather, employees should note the following:

- Time lost due to adverse weather (under Conditions I or II) may be coded as Adverse Weather, charged to an employee's vacation leave account, charged as leave without pay, or any combination of these. Time coded as Adverse Weather must be made up within one year of the date taken.

- Non-exempt employees (employees who complete an Employee Time Record) may not work overtime to makeup adverse weather leave. In order to avoid overtime liability, make-up time for Non-Exempt employees must be scheduled during weeks when the employee does not work 40 hours. It must be made up:
  1) within the same workweek that the time is missed;
  2) in a workweek when the employee uses sick or vacation leave; or
  3) during a workweek when there is a paid holiday.

**Adverse Weather Information**

For information on University operations during an adverse weather event, employees should use the following resources. Please remember: Announcements pertinent to the University will specifically state that the information pertains to UNC-Chapel Hill. Any announcement indicating the closing of State government offices due to adverse weather does not apply to employees of the University.

- **Adverse Weather Hotline**
  Call 919-843-1234 for a recorded message on the adverse weather status for the University.

- **Website**
  Adverse weather condition levels can be found on the University homepage at http://www.unc.edu.

- **Radio**
  Regarding University operations and Chapel Hill buses, tune into Radio Station WNJW, 1610 am, the Travelers Information System. WUNC (91.5 FM) will also broadcast regular announcements regarding any weather-related closings.

- **Television**
  Most local television stations will report weather-related closings during severe weather events.
University Email Policy

Two information security policies, the Email Address Policy and Email Domain Policy, were approved in April 2011.

These policies have been created because of the need for the University to maintain the privacy and security of the information it creates and receives. The University must also be able to provide legally required information for discovery and public records purposes. When third party consumer email systems are used for official business the University does not have assurances that these important obligations can be met.

The new policies set forth the guiding principles on how email will be used for official communications and detail the following requirements:

- All faculty, staff, and student-employees must use University-owned, managed, or approved email addresses for all work-related email correspondence (i.e. Email accounts that end in unc.edu including the HeelMail live.unc.edu service for students). All faculty, staff and student-employees must maintain a University email address in the campus directory;

- Faculty, staff, and student-employees may not automatically forward email from campus email systems to external non-University managed email systems (such as Yahoo, Gmail, or Hotmail);

- Any University department desiring to outsource management of department email services to an external entity must first have a contract in place that has been approved by the Office of University Counsel; and

- Email systems owned or managed by University departments must meet certain management criteria as identified in campus information security policies and have a completed and signed memorandum of understanding on file with the campus Information Security Office.

These policies apply to all faculty, staff, and student-employees at UNC-Chapel Hill, as well as to all email systems owned and/or managed by UNC-Chapel Hill. The policies can be found on the University IT Policies Page at: http://its.unc.edu/about-us/how-we-operate/.
Useful Websites

**LIBRARY SITES**

Library Personnel Office (with links to forms, hiring and employment information, and student assistant information): [http://library.unc.edu/personnel/](http://library.unc.edu/personnel/)

Library Intranet: [https://intranet.lib.unc.edu/](https://intranet.lib.unc.edu/)
   (Use your LAN username and password)

Employee Contact Information: [http://www.lib.unc.edu/staffdir/](http://www.lib.unc.edu/staffdir/)
   (The best way to find current contact information for permanent library employees)

Staff Photo Directory: [https://intranet.lib.unc.edu/AAL/staff_photos/](https://intranet.lib.unc.edu/AAL/staff_photos/)

TRLN: [http://www.trln.org/](http://www.trln.org/)

**UNIVERSITY-WIDE**

UNC-Chapel Hill Office of Human Resources: [http://hr.unc.edu/](http://hr.unc.edu/)

UNC-Chapel Hill Online Campus Directory: [http://dir.unc.edu/dir/search/search.jsp](http://dir.unc.edu/dir/search/search.jsp)

UNC-Chapel Hill Faculty and Staff website: [http://www.unc.edu/faculty/](http://www.unc.edu/faculty/)

Department of Public Safety: [www.dps.unc.edu](http://www.dps.unc.edu)

Employee Fitness: [http://campusrec.unc.edu/fitness](http://campusrec.unc.edu/fitness)

Employee Forum: [http://forum.unc.edu/](http://forum.unc.edu/)

Environment, Health and Safety: [http://ehs.unc.edu/](http://ehs.unc.edu/)


Onyen Services: [https://onyen.unc.edu/cgi-bin/unc_id/services](https://onyen.unc.edu/cgi-bin/unc_id/services)

*University Gazette*: [http://gazette.unc.edu/](http://gazette.unc.edu/)
   (Carolina’s Faculty and Staff Newspaper)

University E-pay site: [https://itsapps.unc.edu/paystub/login.do](https://itsapps.unc.edu/paystub/login.do)
Frequently Asked Questions

How do I find out what's going on in the University Library?

There are a variety of venues for communication within the University Library. Each new employee is added to the All Staff Listserv, which is a self-moderated, closed listserv for University Library employees. Time sensitive, job related information relevant to all staff is posted on this list. The News Share Listserv is an elective listserv for Library employees to post information and announcements that are non-job related.

Library Line is available each week from the All Staff Listserv. Library Line gives newsworthy information about staff activities and accomplishments, upcoming programs, personnel announcements, and pertinent Human Resources information.

The Library Intranet (https://intranet.lib.unc.edu) contains library news, request forms, resources for your job, emergency information, a calendar of events, and a variety of links to other job-related resources. Use your LAN username and password to login.

Where are the staff lounges and who can use them?

Staff lounges are located in Davis Library, the Undergraduate Library, and in Wilson Library. Employees of the University Library may use any of these lounges; all offer food and drink vending machines, a microwave, refrigerator, tables, and chairs. See your supervisor for access codes to the lounge in your library.

If I supervise a student employee, how do I get the information I need?

The Library Personnel Office works with supervisors of student assistants and is happy to answer any question you may have. Additionally, there is a Library Student Representatives listserv that is open to anyone in the library: lib_student_reps@listserv.unc.edu. To join, contact the Library Personnel Office.

Can anyone serve on library committees?

Much of the work in the University Library is performed through the work of committees. Committees are composed of elected and appointed members and all employees are welcome to express an interest in participating. At the beginning of each calendar year,

University Library staff are invited to participate in a committee interest survey. This survey describes each committee’s charge and staff with an interest in serving should complete and return the survey; staff may also contact Tiffany Allen, Director of Library Human Resources, with any additional questions regarding library committees.
**Where can I find a list of committees?**
A list of University Library committees, task forces, and working groups can be found at: https://intranet.lib.unc.edu/index.php?option=com_content&task=view&id=87&Itemid=229.

**Where can I find the Library’s Media Policy?**
The University Library’s media policy can be found on the Library News and Events blog at: http://blogs.lib.unc.edu/news/index.php/media-policy/.

**What is the University Library SPA Forum?**
The SPA Forum is composed of 11 members of the Library’s SPA staff, with the Personnel Librarian serving as ex-officio. The Forum’s charge, a list of delegates, and meeting minutes as well as more detailed information about the Forum can be found on the library’s intranet at: https://intranet.lib.unc.edu/index.php?option=com_content&task=view&id=79&Itemid=221.

**What is LAUNC-CH?**
The Librarians’ Association of the University of North Carolina at Chapel Hill (LAUNC-CH) is open to all staff and provides for the growth and development of all its members, promotes effective library service within the community, and fosters a spirit of cooperation among members of the library profession. For more information: http://www.lib.unc.edu/launcch/.

**May I download software onto my computer?**
Personal use of library computers is permitted within reason. You may download programs and other software to your machine, but please only install on your PC’s hard drive (C:), not the network drive.

For complete Desktop and Network Use guidelines, please see: http://intranet.lib.unc.edu/AAL/depts/systems/.

**What do I do if I injure myself at work?**
The University provides comprehensive occupational health services to employees through the University Employee Occupational Health Clinic located at 145 Medical Drive, 2nd floor (under the Health Affairs Bookstore) (966-9119).

For details see: http://ehs.unc.edu/workplace_safety/worker_comp/.

**What do I do if there’s an emergency?**
All employees are permitted to call 911 in case of emergency. After you telephone 911, notify your facilities manager or in the case of Davis Library and the Undergraduate Library, the Circulation Department. Then, let your supervisor know that you have telephoned 911.
What about parking?

The Parking Coordinator in the Library Personnel Office can give you options for parking on campus. Parking is available according to total state service and the availability of spaces. Park and Ride lots and buses are also available. If you are not able to park in the lot of your choice, the Parking Coordinator maintains a waiting list in case spaces become available during the parking year.

Where else can I get information about Human Resources at UNC Chapel Hill?

University directories, policies, forms, and related websites are all available at: http://hr.unc.edu/.
Preventing Sexual Harassment and Employment Discrimination Training

The University has Policy Statements on Employment Discrimination, Sexual Harassment, and Racial Harassment that apply to all members of the University community. Information on these policies can be found at: http://www.unc.edu/campus/policies.html

New employees are required to complete the two online training programs associated with these University policies to help raise awareness and increase our understanding. The training programs can be accessed at:
http://training.newmedialearning.com/top_level/uncchapelhill_choice.htm

Environment, Health, and Safety Orientation

All new employees are required to complete New Employee Environment, Health, and Safety Orientation. The orientation will inform new employees of specific regulations and safety procedures to follow while employed at UNC and introduce them to such topics as Workplace Safety, Worker’s Compensation, Fire Safety, General Office Safety and Hazardous Chemical Safety.

To begin the online orientation:
1. Go to the Environment, Health & Safety website: http://www.ehs.unc.edu/
2. Select Workplace Safety
3. Under Sections, select Safety Training
4. Select On-line Orientation
5. Select Office Orientation to begin the training

A classroom orientation is also offered and a schedule may be found at:
http://ehs.unc.edu/training/schedule.shtml#office

Upon completion of each training, a post-test will be given to reinforce content and knowledge of key principles. Once you have successfully passed the post-test, please mail a copy of your certification form to the Library Personnel Office, CB# 3932 or email it to LibraryHR@unc.edu.

These trainings are considered work time and must be completed within 30 days of your hire date.
Diversity Statement
University of North Carolina at Chapel Hill

The University Library affirms the University’s core values with respect to diversity. We strive to create an environment in which students, faculty, and staff who differ, for example, in “social backgrounds, economic circumstances, personal characteristics, philosophical outlooks, life experiences, perspectives, beliefs, expectations, and aspirations” [1] feel welcomed and respected.

As we seek to foster a library culture that is supportive of diversity, we commit to:

- Treat coworkers and library users the way we want to be treated, being mindful to respect difference.
- Work together cooperatively for the good of the Library, basing discussion on facts rather than rumor, stereotypes, or assumptions about others.
- Ensure that library staff, services, and collections reflect the diversity of the UNC community – and the world.

Working and learning in this environment enhances the experience for everyone.
