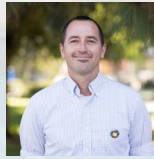# DISTRICT-WIDE LOGISTICS GUIDE

Andrew Boring, Director, Library/Learning Resource Center

Mari Dedon Administrative Assistant

Josie Reyes Library Specialist

Brian Martin Instructional Assistant – Lab Setting

Milena Seyed Information Competency Librarian

Manlia Xiong Information Competency Librarian

Raina Yang Adjunct Librarian

Josie Reyes Adjunct Librarian
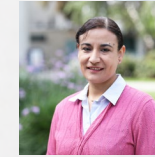
Open Library Specialist

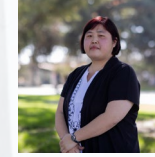**Justin Gray** Instructional Assistant – Lab Setting

Emily Campbell Information Competency Librarian

Dr. Mai Soua Lee Information Competency Librarian

Araceli Romo Sanchez Adjunct Librarian
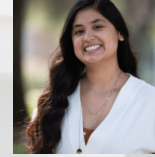
Kristi Yamakawa Adjunct Librarian

Leticia Luevano Library Assistant

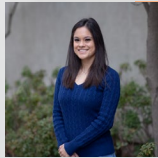**Seng Saechao-Miller** Instructional Assistant – Lab Setting

Justin Aceves Systems & Technology Librarian

Jessica Andrade-Azua Adjunct Librarian

Wen Pulido Adjunct Librarian

Isabella Franco Library Assistant

COS DISTRICT-WIDE LIBRARY/LRC

Administrative Assistant, Library/LRC

Luz Mari Dedon
559-730-3824
Lodgepole, LRC 214
luzd@cos.edu

- Support the Library/LRC director and staff with administrative duties.
- Support computer classroom and group study room reservations.
- Process library materials through Alma and Primo systems.
- Schedule appointments with the LRC Director.
- Prepare marketing materials for the library and librarians.
- Screen calls to assist students and the general public regarding library-related questions.
- Assist with library engagements and events.
- Receive library material donations (e.g., book collections and materials).

Library Specialists

Josie Reyes
559-737-6284
Lodgepole
josier@cos.edu

Open
559-737-6285
Lodgepole

- Assist students, staff, and the general public in the use of library systems, services and materials.
- Support students with checking in/out library materials at the Circulation desk.
- Catalog new books and other library materials and remove obsolete materials from the collection.
- Collaborate with faculty to develop, purchase and maintain the Textbook Reserves Collection for student check out.
- Coordinate the COS Library/LRC Technology Loan Program District-wide.
- Hire, train, and provide work direction/supervision to library student workers.
- Process and resolve student library overdue fines & replacement fees.
- Maintain the library's physical collections (general collection and donations) including supporting librarians with weeded materials.
- Document policies and procedures and train library staff on circulation and technical services.
- Help students to reserve group study room and support computer classroom reservations for faculties.
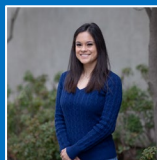
Library Assistants

Leticia Luevano
559-730-3825
Lodgepole
leticial@cos.edu

Isabella Franco
559-730-3825
Lodgepole
isabellaf@cos.edu

- Support students, staff and public users at the Circulation Desk with library transactions (e.g., check out library books, course reserve textbooks, laptops and hotspots, and group study room supplies and materials).
- Answer library-related questions such as loan policy, over fines/fees, reservations, study rooms, etc.
- Direct students to the appropriate departments/locations.
- Help with printing and adding value to student print accounts.
- Process library acquisitions (e.g., books, anatomical models, technology, and other library materials).
- Process textbook scanning requests for students.

COS DISTRICT-WIDE LIBRARY/LRC

Instructional Assistant – Lab Setting

Brian Martin
brianm@cos.edu
559-737-4851

Justin Gray
justingr@cos.edu
559-730-3915

Seng Saechao-Miller
sengs@cos.edu
559-737-4804

The Student Helpdesk...

- Assist students in technology-related issues including troubleshoot, access, connection, and computer systems and software
- Help students properly use equipment including computers, materials, and supplies
- Support students with password reset and multi-factor authentication (One Time Passcode)
- Help students log into their Canvas, MyGiant portal, and BannerWeb accounts
- Assist students and community users on how to access their email, OneDrive, and Office 365
- Support mobile and computer printing, including adding values to student printing accounts and operating copying machine
- Prepare laptop and hotspot for student use and circulation
- Support students on "how to's" in utilizing certain software functions in programs such as Microsoft Word, PowerPoint, and Excel
- Manage and support live tech chatting services and ticket system to support student services and needs

Information Competency Librarians

Milena Seyed
559-737-6177
Lodgepole, LRC 216
milenas@cos.edu

Emily Campbell
559-737-6172
Lodgepole, LRC 215
emilyc@cos.edu

Manlia Xiong
559-583-2583
Hanford, E47
manliax@cos.edu

Mai Soua Lee
559-688-3082
Tulare, A207M
maisoual@cos.edu

Information Competency Librarians perform all duties that are listed on the last page of this guide. Additionally, Information Competency Librarians have professional responsibilities where they...

- Participate on campus governance committees where library representation is required.
- Serve on district workgroups and taskforces relevant to the library and campus at large.
- Lead library initiatives and programs.

Systems & Technology Librarian

Justin Aceves
559-737-6173
Lodgepole, LRC 206
justina@cos.edu

The Systems & Technology Librarian provides all supports listed on the last page of this guide. In addition to the mirroring professional responsibilities as Information Competency Librarians, the S&T Librarian...

- Provide technical and systems support of the library's management systems.
- Troubleshoot library systems.
- Process library resources and materials through cataloging and acquisition.
- Maintain connectivity of electronic resources and the library's management systems.
- Manage the accessibility and usability of library systems and resources for users.

COS DISTRICT-WIDE LIBRARY/LRC

Adjunct Librarians

Ask a Librarian Desks
Visalia: 559-730-3825
Tulare: 559-688-3087
Hanford: 559-583-2538

Raina Yang
rainay@cos.edu

Araceli Romo Sanchez
aracelir@cos.edu

Jessica Andrade-Azua
jessicaa@cos.edu

Josie Reyes
josier@cos.edu

Kristi Yamakawa
kristiy@cos.edu

Wen Pulido
wenp@cos.edu

COS Librarians provide support with…

Ask a Librarian (All Sites) – Primary support for students
- Research help in finding reliable sources for your class projects and assignments
- Support in locating textbooks, eBooks, and articles online including scanning materials and emailing resources
- Support in requesting physical library books for pick-up
- Provide information on citing sources on research papers
- Support hotspot & laptop checkout requests and transactions
- Assist faculty in reserving computer classrooms
- Connect students to other COS departments & staff
- Manage the librarian chat, phone, and email services

Librarian by Appointment
- Provide research consultation for students 1:1 in person and online

Liaison Responsibilities
- Library liaison for one or more COS subject areas
- Assist teaching faculty in locating academic resources, including open educational resources
- Create and update online resources (e.g., research guides, curated presentations)
- Meet with faculty to discuss instruction requests to identify information resources and materials

Library Instruction
- Teach library instruction sessions and facilitate library orientations for instructors
- Prepare library instruction materials and resources for library instruction sessions

Outreach & Programming
- Teach and/or co-teach library workshops (e.g., Online Databases, Citation, Plagiarism)
- Promote library resources and services to the COS community districtwide through civic engagment

Collection Development
- Review library materials for adoption and purchasing
- Evaluate and develop collections in one or more subject areas

Library Courses
- Teach credit-bearing library courses such as LIBR 050, LIBR 101, LIBR 102, and LIBR 103 in person, online, and/or hybrid