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## Virginia Tech Staff Employee of the Week

February 4, 2008

**Group Name:** Library Serials Team - Rosemary Bowden, Serials Management Specialist & Ruby Sheppard, Serials Management Specialist  
**Employee's Home Department:** University Libraries  
**Employee's College or VP Area:** Dean of Libraries  
**Nominated For:** Governor's Award for Teamwork  
**Nominated By:** Gail Dalton, Head of Serials



### Summary

Ruby and Rosemary showed extraordinary leadership within the Serials Team during the transition from VTLS to the Millennium integrated library system Integrated Library System (ILS). Working as a team, Ruby and Rosemary were instrumental in making sure that all of our serial subscription information was accurate before the migration to our new ILS. They directed the evaluation of more than 5,454 current subscriptions to verify that subscriptions were current, and that the subscription status matched in the two systems. They identified title groups that needed research, review, and catalog record editing. This work went beyond the normal subscription management duties outlined in their position descriptions.

Ruby and Rosemary work together on a daily basis to ensure that all of the paid subscriptions, especially electronic journals, have accurate and current information about coverage data, format, payment postings, publisher, provider, vendor, etc. Ruby and Rosemary worked closely with the Head of Acquisitions and the Director of Collection Management to ensure that complex electronic journal groups are evaluated, researched, and documented properly. Together they created over 75 new procedures to be used in the Millennium serials module. These procedures had to be written from scratch, with all new instructions for the Millennium workflow.

Ruby has outstanding organizational skills that contribute to her success when managing multiple projects. Rosemary was the driving force behind our regular check-in meetings to discuss and share the new procedures and guidelines. Rosemary was instrumental in implementing the Millennium electronic claiming procedure, which streamlined the work of serials staff, and decreased the amount of time to obtain missing issues.

Working with the new ILS has presented everyone with many new challenges. Within the Serials team, Ruby and Rosemary stepped up to the plate and provided the leadership for the team to ensure that the serials implementation and verification of information was done accurately and with lightning speed. This hard work has many payoffs for the library and university community. Everyone depends upon accurate information on journals in the OPAC (online catalog). Ruby and Rosemary have shown remarkable achievement to this end during the past academic year.

About the ["Staff Employee of the Week"](#) Program

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