

Guideline Supplement A (1993: revised/approved September 14, 2012; revised/approved 2021; August 2025 )

NAME: The organization shall be called the PSU Library Services Courtesy Committee.

PURPOSE: The organization supports the social welfare of PSU Library Services faculty and staff.

MEMBERSHIP: All faculty and staff of PSU Library Services are eligible for membership. Two unclassified and two university support staff positions will serve on a rotating basis (see below) for a term of one year beginning August 1. A chairperson will be elected by the four active Courtesy Committee members. It will be the Chairperson's responsibility, with the assistance of the committee members, to announce social events; invite the faculty/staff to participate in Library gatherings; and make event sign-up sheets for food and other supplies.

DUES: Per Pittsburg State policy, no annual dues will be collected. Money will be collected from Library Services faculty and staff when needed by the Courtesy Committee members.

OBJECTIVES: Plan social functions such as a fall/Halloween party; setting up and decorating the Christmas tree on first floor; Christmas party; a winter or spring gathering; a summer picnic; retirement/resignation receptions or dinners; new staff welcome coffees; or other gatherings for Library Services faculty and staff.

Purchase for Library Services faculty and staff, appropriate gifts, memorials, or cards for occasions such as weddings (cards); births and adoptions (cards); illness (cards or flowers); new staff ( coffee or other gathering); resignation ( coffee or other gathering); retirement (dinner and/or reception and gift); and deaths (cards and/or flowers/memorial for immediate family).

Respond to other occasions or circumstances within Library Services when such circumstances are deemed appropriate by the Courtesy Committee and with the consensus of membership ( e.g., request supplemental donations for unexpected funeral expenses).

Acknowledge the work of Library Services student employees at least once per year in a way decided by the Courtesy Committee.

Provide a report of all activities and gifts, to be presented to the library staff at the first Library Services staff meeting in August.

2019 – 2020

Special Collections Assistant

Reference/Instruction Librarian

Inter-Library Loan Assistant

Periodicals Librarian

2020 – 2021

Periodicals Assistant

Public Services Librarian

KTC Library Assistant

Digital Resources Manager

2021 – 2022

Dean's Assistant

Learning Outreach Librarian (1)

Document's Assistant

Systems Librarian

2022 – 2023

Circulation Assistant

Special Collections Librarian

Periodicals Assistant

Learning Outreach (2)

2023 – 2024

Special Collections Assistant

Cataloging Librarian

Inter-Library Loan Assistant

Reference/Instruction Librarian

2024 – 2025

KTC Library Assistant

Periodicals Librarian

Dean's Assistant

Public Services Librarian

2025-2026

Documents Assistant

Digital Resources Librarian

Circulation Assistant

Learning Outreach Librarian (1)

2026-2027

Periodicals Assistant

Systems Librarian

Special Collections Assistant

Special Collections Librarian

2027-2028

Interlibrary Loan Assistant

Learning Outreach Librarian (2)

KTC Library Assistant

Cataloging Librarian

2028-2029

Dean's Assistant

Reference/Instruction Librarian

Documents Assistant

Periodicals Librarian

2029-2030

Circulation Assistant

Public Services Librarian

Periodicals Assistant

Digital Resources Librarian