

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

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.

Courtesy Committee Rotation

2019-2020	Special Collections Assistant	Reference/Instruction Librarian
	Inter-Library Loan Assistant	Periodicals Librarian
2020-2021	Periodicals Assistant	Public Services Librarian
	KTC Library Assistant	Learning Outreach Librarian (2)
2021-2022	Dean's Assistant	Systems Librarian
	Cataloging Assistant	Learning Outreach Librarian (1)
2022-2023	Circulation Assistant	Special Collections Librarian
	Documents Assistant	Cataloging Librarian
2023-2024	Special Collections Assistant	Digital Resources Manager
	Inter-Library Loan Assistant	Reference/Instruction Librarian
2024-2025	Periodicals Assistant	Periodicals Librarian
	KTC Library Assistant	Public Services Librarian
2025-2026	Dean's Assistant	Learning Outreach Librarian (2)
	Cataloging Assistant	Systems Librarian
2026-2027	Circulation Assistant	Learning Outreach Librarian (1)
	Documents Assistant	Special Collections Librarian
2027-2028	Special Collections Assistant	Cataloging Librarian
	Inter-Library Loan Assistant	Digital Resources Manager

2028-2029	Periodicals Assistant	Reference/Instruction Librarian
	KTC Library Assistant	Periodicals Librarian
2029-2030	Dean's Assistant	Public Services Librarian
	Cataloging Assistant	Learning Outreach Librarian (2)
