

Candidate's Statement of Responsibilities (SOR)

Incumbent

Diana Ascher

Functional Title

Director, IS Lab / Digital Instructional Support Librarian

Effective Dates

January 1, 2020 – December 31, 2020

Name of Review Initiator (during effective dates)

Jeff Prager

Description of Unit

The IS Lab is a hub of activity centered on a highly specialized collection of 15,000 items in a variety of formats—and the equipment used to work with these items—serving undergraduate and graduate students, research personnel, instructors, and staff in the Department of Information Studies (IS Dept).

Description of Position & Duties

The IS Lab Director reports to the Chair of the IS Dept and works in consultation with the Instructional Services Committee (ISC) to oversee the operations of the IS Lab. The IS Lab Director's primary responsibilities are to engage stakeholders in the assessment and prioritization of goals, establish the IS Lab as a hub of activity for the IS community, leverage internal and external resources to expand the IS Lab's capabilities and reach, conduct data analyses and research to inform strategic decision making, and facilitate participation in activities that raise the profile of the IS Dept.

The Director supports the curricular needs of the IS Dept's academic programs by creating opportunities for students to gain practical experience and skills. The Director develops, prioritizes, and implements strategic, data-driven initiatives to enhance the IS Lab's services and resources, with special attention paid to equitable allocation of resources, services, and physical space across curricular specializations.

Normally, the IS Lab's activities are organized into several "buckets," as shown in Figure 1.¹ Since pivoting to a virtual environment, the Director and IS Lab Staff members have

¹ These activity areas evolved out of surveys and interviews with faculty, students, and staff in 2018; ongoing participation as an ex officio member of the Program Planning Committee and the Instructional Services Committee; and informal feedback from stakeholders.

concentrated on six of these general activity types to maintain continuity with patrons, produce needed asynchronous resources, and position the IS Lab appropriately to contribute to long-term departmental and UCLA Library efforts. Figure 2 depicts these areas for the IS Lab during the COVID-19 pandemic, and Figure 3 illustrates the reallocation of focus and resources.

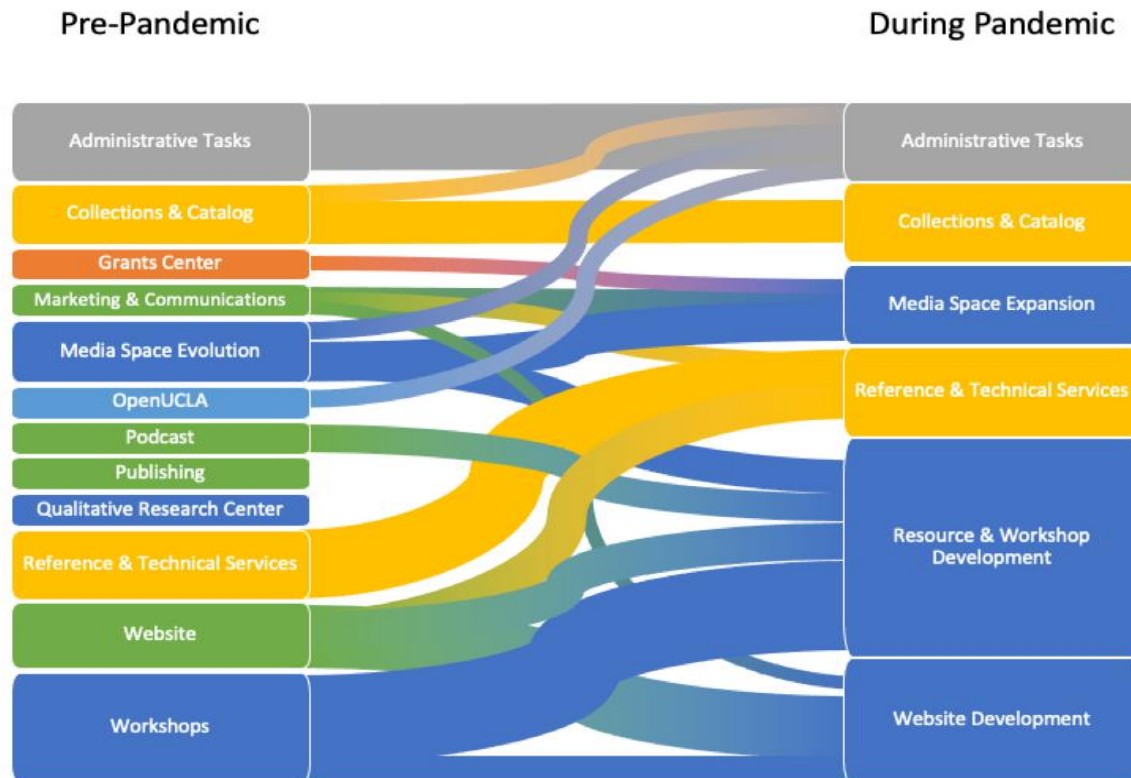
Figure 1: IS Lab Activity Areas, Pre-Pandemic

Administrative Tasks
Collections & Catalog
Grants Center (ON HOLD per request by Jean-François Blanchette)
Marketing & Communications (ON HOLD per request by JFB; permission to restart granted by Jeff Prager)
Media Space Evolution
OpenUCLA
Podcast
Publishing (ON HOLD per request by JFB)
Qualitative Research Center (Requested by Anne Gilliland; ON HOLD per request by JFB)
Reference & Technical Services
Website
Workshops

Figure 2: IS Lab Activity Areas during Pandemic

Administrative Tasks	Budgeting
	Recordkeeping
	Staff supervision
Collections & Catalog	Data preparation & training for transition to Systemwide ILS (SILS)
	Identification & provision of electronic resources in lieu of physical holdings
Media Space Expansion	Equipment acquisition, configuration, deployment, & documentation
	Facilities configuration
	Training development
Reference & Technical Services	Coordination & moderation of virtual gathering spaces
	Fielding & responding to service requests
Resource & Workshop Development	Aggregation of existing resources (internal & external to the Department & UCLA)
	Development of asynchronous resources related to curriculum & professional development (e.g., guides, tutorials, webinars)
Website Development	Aggregation
	Automation
	Redesign

Figure 3: IS Lab Focus Reallocation



Signatures If there are multiple SORs, signatures are only required on the candidate's current SOR.

Diana Ascher
 Diana Ascher, PhD, MBA

 Jeff Prager, Chair