

GUAM PUBLIC LIBRARY SYSTEM

FUNCTIONAL ORGANIZATIONAL CHART

Sandra M. Stanley
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 Administrative Officer

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DIRECTOR'S OFFICE

1. To maintain and effectively manage the public library's collections.
2. To ensure an effective management regulation and control the developments determined to be public interest for its continued socioeconomic welfare.
3. To operate with positive and dynamic philosophy of management vital to the effective and efficient operation of the Department.
4. To plan and establish new library services.
5. To automate library processes.

ADMINISTRATIVE SUPPORT UNIT

1. To carry out policies established by the Guam Public Library System Board.
2. To provide technical guidance and assist the program administrators in the fulfillment of the commitment in their respective programs, such as planning, developing and implementing regulations.
3. To provide accountability of Funds, Control of Financial Budget and Expenditures. Prepare all financial reports, status and obligations.
4. To submit annual Departmental Budget.
5. To oversee Personnel, Payroll, Training, maintenance & custodial services, and Safety Management.

SITE SERVICES/PROJECTS/ ACTIVITIES SUPPORT

1. To function as an information center to assist patrons with research needs.
2. To provide instruction in library skills as needed.
3. To provide for recreational reading for children and adults.
4. To implement and maintain existing library services and programs for the community.
5. To provide outreach services to the community.

COLLECTION DEVELOPMENT & MANAGEMENT SUPPORT

1. To select and acquire all print and non-print materials.
2. To catalog all acquired materials using shelf-listing and on-line data.
3. To deselect any materials that is no longer usable.

NETWORK AND INFORMATION SERVICES SYSTEMS SUPPORT

1. To maintain the local area networks (LANS) in Hagatna, Dededo, and the Agat libraries.
2. To use the library management systems software "Horizon Sunrise System" developed by Epixtech with the following models: Cataloging, Circulation, Serials, Reference, Acquisitions, PAC (Public Access Catalog).
3. To automate library processes.
4. Installs and configures new computer hardware and software.