



# DISTRICT-WIDE LOGISTICS GUIDE



**Andrew Boring,**  
Director,  
Library/Learning  
Resource Center



**Mari Dedon**  
Administrative  
Assistant



**Catherine Tully**  
Library  
Specialist



**Brian Martin**  
Instructional  
Assistant -  
Lab Setting



**Milena Seyed**  
Information  
Competency  
Librarian



**Manlia Xiong**  
Information  
Competency  
Librarian



**Raina Yang**  
Adjunct  
Librarian



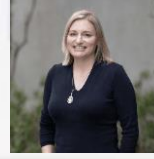
**Josie Reyes**  
Adjunct  
Librarian



**Josie Reyes**  
Library  
Specialist



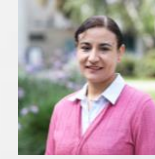
**Justin Gray**  
Instructional  
Assistant - Lab  
Setting



**Emily Campbell**  
Information  
Competency  
Librarian



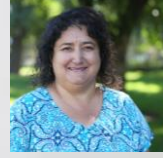
**Dr. Mai Souza  
Lee**  
Information  
Competency  
Librarian



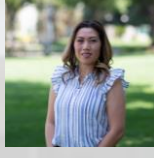
**Araceli Romo  
Sanchez**  
Adjunct  
Librarian



**Kristi  
Yamakawa**  
Adjunct  
Librarian



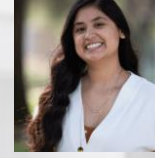
**Leticia Luevano**  
Library  
Assistant



**Seng Saechao-  
Miller**  
Instructional  
Assistant - lab  
Setting



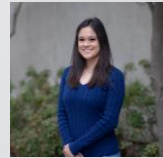
**Justin Aceves**  
Systems &  
Technology  
Librarian



**Jessica  
Andrade-  
Azua**  
Adjunct  
Librarian



**Wen Pulido**  
Adjunct  
Librarian



**Isabella Franco**  
Library  
Assistant

# COS DISTRICT-WIDE LIBRARY/LRC



## Administrative Assistant, Library/LRC

### Luz Mari Dedon

559-730-3824  
Lodgepole, LRC 214  
luzd@cos.edu



- Support the Library/LRC director and staff with administrative duties.
- Support computer classroom and group study room reservations.
- Process library materials through Alma and Primo systems.
- Schedule appointments with the LRC Director.
- Prepare marketing materials for the library and librarians.
- Screen calls to assist students and the general public regarding library-related questions.
- Assist with library engagements and events.
- Receive library material donations (e.g., book collections and materials).

## Library Specialists

### Catherine Tully

559-737-6285  
Lodgepole  
cateri.net@cos.edu



### Josie Reyes

559-737-6284  
Lodgepole  
josier@cos.edu



- Assist students, staff, and the general public in the use of library systems, services and materials.
- Support students with checking in/out library materials at the Circulation desk.
- Catalog new books and other library materials and remove obsolete materials from the collection.
- Collaborate with faculty to develop, purchase and maintain the Textbook Reserves Collection for student check out.
- Coordinate the COS Library/LRC Technology Loan Program District-wide.
- Hire, train, and provide work direction/supervision to library student workers.
- Process and resolve student library overdue fines & replacement fees.
- Maintain the library's physical collections (general collection and donations) including supporting librarians with weeded materials.
- Document policies and procedures and train library staff on circulation and technical services.
- Help students to reserve group study room and support computer classroom reservations for faculties.

## Library Assistants

### Leticia Luevano

559-730-3825  
Lodgepole  
leticial@cos.edu



### Isabella Franco

559-730-3825  
Lodgepole  
isabellaf@cos.edu



- Support students, staff and public users at the Circulation Desk with library transactions (e.g., check out library books, course reserve textbooks, laptops and hotspots, and group study room supplies and materials).
- Answer library-related questions such as loan policy, over fines/fees, reservations, study rooms, etc.
- Direct students to the appropriate departments/locations.
- Help with printing and adding value to student print accounts.
- Process library acquisitions (e.g., books, anatomical models, technology, and other library materials).
- Process textbook scanning requests for students.

# COS DISTRICT-WIDE LIBRARY/LRC



## Instructional Assistant - Lab Setting

Brian Martin  
brianm@cos.edu  
559-737-4851



Justin Gray  
justingr@cos.edu  
559-730-3915



Seng Saechao-Miller  
brianm@cos.edu  
559-737-4851



## The Student Helpdesk...

- Assist students in technology-related issues including troubleshoot, access, connection, and computer systems and software
- Help students properly use equipment including computers, materials, and supplies
- Support students with password reset and multi-factor authentication (One Time Passcode)
- Help students log into their Canvas, MyGiant portal, and BannerWeb accounts
- Assist students and community users on how to access their email, OneDrive, and Office 365
- Support mobile and computer printing, including adding values to student printing accounts and operating copying machine
- Prepare laptop and hotspot for student use and circulation
- Support students on “how to’s” in utilizing certain software functions in programs such as Microsoft Word, PowerPoint, and Excel
- Manage and support live tech chatting services and ticket system to support student services and needs

## Information Competency Librarians



Milena Seyed  
559-737-6177  
Lodgepole, LRC 216  
milenas@cos.edu



Emily Campbell  
559-737-6172  
Lodgepole, LRC 215  
emilyc@cos.edu



Manlia Xiong  
559-583-2583  
Hanford, E47  
manliax@cos.edu



Mai Souza Lee  
559-688-3082  
Tulare, A207M  
maisoual@cos.edu

## Information Competency Librarians

perform all duties that are listed on the last page of this guide. Additionally, Information Competency Librarians have professional responsibilities where they...

- Participate on campus governance committees where library representation is required.
- Serve on district workgroups and taskforces relevant to the library and campus at large.
- Lead library initiatives and programs.

## Systems & Technology Librarian



Justin Aceves  
559-737-6173  
Lodgepole, LRC 206  
justina@cos.edu

## The Systems & Technology Librarian

provides all supports listed on the last page of this guide. In addition to the mirroring professional responsibilities as Information Competency Librarians, the S&T Librarian...

- Provide technical and systems support of the library's management systems.
- Troubleshoot library systems.
- Process library resources and materials through cataloging and acquisition.
- Maintain connectivity of electronic resources and the library's management systems.
- Manage the accessibility and usability of library systems and resources for users.

# COS DISTRICT-WIDE LIBRARY/LRC



## Adjunct Librarians

Ask a Librarian Desks  
Visalia: 559-730-3825  
Tulare: 559-688-3087  
Hanford: 559-583-2538



Raina Yang  
rainay@cos.edu



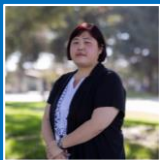
Araceli Romo Sanchez  
aracelir@cos.edu



Jessica Andrade-Azua  
jessicaa@cos.edu



Josie Reyes  
josier@cos.edu



Linda Yamakawa  
linday@cos.edu



Wen Pulido  
wenp@cos.edu

COS Librarians provide support with...

### Ask a Librarian (All Sites) – Primary support for students

- Research help in finding reliable sources for your class projects and assignments
- Support in locating textbooks, eBooks, and articles online including scanning materials and emailing resources
- Support in requesting physical library books for pick-up
- Provide information on citing sources on research papers
- Support hotspot & laptop checkout requests and transactions
- Assist faculty in reserving computer classrooms
- Connect students to other COS departments & staff
- Manage the librarian chat, phone, and email services

### Librarian by Appointment

- Provide research consultation for students 1:1 in person and online

### Liaison Responsibilities

- Library liaison for one or more COS subject areas
- Assist teaching faculty in locating academic resources, including open educational resources
- Create and update online resources (e.g., research guides, curated presentations)
- Meet with faculty to discuss instruction requests to identify information resources and materials

### Library Instruction

- Teach library instruction sessions and facilitate library orientations for instructors
- Prepare library instruction materials and resources for library instruction sessions

### Outreach & Programming

- Teach and/or co-teach library workshops (e.g., Online Databases, Citation, Plagiarism)
- Promote library resources and services to the COS community districtwide through civic engagement

### Collection Development

- Review library materials for adoption and purchasing
- Evaluate and develop collections in one or more subject areas

### Library Courses

- Teach credit-bearing library courses such as LIBR 050, LIBR 101, LIBR 102, and LIBR 103 in person, online, and/or hybrid