

THE LIBRARY

MONA

Year ending July 31, 2004



Stephney Ferguson, JP, OD, BA *UWI*, MLS *Indiana*
– University Librarian

Overview

Efforts were concentrated on consolidating gains made during the previous years while moving ahead with programmes designed to improve access to information resources for clients, provide essential information support to the campus community and motivate staff to higher levels of service and productivity. This was attempted in the context of a drastic budget reduction in the face of the increasing cost of books, journal subscriptions, commercial databases and other electronic resources. Developments and achievements included in this report reflect a year of hard work by staff motivated by commitment to the goals of the Library as enunciated in the strategic plan of 2002-2007, despite the financial challenges faced.

Highlights include the following-:

- Revision of the library's Web page and the development of a library portal for improved access to information resources
- Providing access to Electronic Data Bases for Distance Students
- Growth of the Electronic Reserve Collection
- Providing information support through exhibitions and displays for members of the University Community
- Centralization of all cataloguing and retrospective activities within one Section
- Inauguration of the Library's Staff Awards Ceremony

CLIENT SERVICES

Services to clients are offered through the public service areas of the Campus Library System in the Science and Medical Branches as well as in

the Periodicals, Government Serials & U.N. Collection, The West Indies and Special Collections, World Bank, PIC, and The Loans and Reference Section of the Main library which comprise the Circulations Desk, the Reserve Book Collection, The Reference and Help Desks, Mona Electronic Reference and Information Centre (MERIC), Mona Information Literacy Unit (MILU), Visually Impaired Students Technology Assisted Services (VISTAS).

Circulation of Material

In the Main Library circulation of material from both the Reserved Book Collection and the Open Shelf Collection increased. Loans recorded throughout the system totaled 272,536, reflecting an increase of 8.25% over that recorded in 2002/03. Increases in library usage as reflected by loan statistics were also recorded in all public service areas as reflected by the chart and tables below.

Figure 1. Campus Library Comparative Loans 2002/2003 & 2003/2004

Table 1. Percentage Loan Increases 2004

Location	2002/2003	2003/2004	Percentage increase in materials loaned	
Periodicals	6050	6434	384	634.00%
Govt. Serials	1383	1384	1	
U.N.	405	456	51	12.59
WI & SC	14682	17846	3164	21.55
Main Lib Open Shelf	68241	76325	8084	11.84
Main Library RBC	119862	124005	4143	3.45
Science	31068	35000	3932	12.65
Medical	10069	10636	567	5.63

Reserve Book Collections

There was a significant increase in the demand for material from the Reserve Book collections due to the increase in the student intake. This demand was easily satisfied in the branches, but access to photocopies in the Main Library posed challenges. Material returned could not be re-shelved fast enough to ensure speedy retrieval for re-loan and space constraints militated against increasing the collection. As a result the Electronic Reserve Collection was expanded by digitizing photocopied items in great demand. This was done within the provisions of national and international copyright conventions and having regard to accepted practice in the development of electronic reserve collections for easier and wider access by students.

Reference Service

Reference services were offered and well used at all public service points despite staffing challenges. In the Science Branch the installation of a telephone at the Reference Inquiries Desk significantly enhanced the speedy response to telephone queries.

The West Indies and Special Collections staff, assisted many overseas scholars and researchers who visited from as far away as Japan. In the Main Library the pressure of work at the Reference Desk was alleviated somewhat by the Help Desk operated by specially trained graduate student assistants who provided directional assistance, and dealt with simple queries including those relating to the use of the OPAC.

Work was started on the development of a database of Frequently Asked Questions (FAQ) to speed up responses to such queries.

Mona Electronic Reference & Information Centre. (MERIC)

The MERIC operations in the main library and its Branches continued to be well used, providing access by students, faculty and other researchers.

Staff and specially trained Student Assistants assisted students with On-line searches, use of the Microsoft software products, access to Campus Pipeline and, with location of information from printed reference resources.

The MERIC work stations at all three service points were upgraded. This significantly enhanced the operations through speedier downloads much to the satisfaction of students. The growing demand for work stations equipped with word processing software is a challenge in MERIC which was designed primarily as a reference facility to provide access to electronic resources and points to the need for more computer laboratories to serve the student population. During the year the Hopwood Centre in the Medical Library, which was incorporated in that library's MERIC operations, was handed over to the Medical Sciences Faculty.

Mona Information Literacy Unit (MILU)

This Unit, although coordinated by a Librarian assisted by a Clerical Assistant, delivers its services by drawing on the public services librarians and other staff within the Campus Library System. Training sessions were conducted for the expanding group of trainers and a number of Library Assistants and Clerical Assistants were thus equipped to assist with OPAC Training and orientation tours.

Campus Pipeline was used to great advantage in promoting MILU's activities and services to students and academic staff. The positive responses resulted in greatly increased demand for IL training which has placed a strain on the limited staff and facilities, particularly when large groups like UC120 and FD10A are involved.

Newly introduced Faculty Evaluation Forms gave positive feedback about content of sessions as well as teaching styles. In addition 90% of students who completed evaluation forms for FD10A during Semesters 1 and 2, found the sessions useful, informative, interesting, and the presenters stimulating and knowledgeable.

In the Medical Library activities included the following:-

- Presentation on Medical Library at Student Orientation and General orientation sessions for new students
- Two hour sessions to two groups in the Advanced Nursing Programme and three groups in the Master in Public Health Programme

In the Science Library an important development was the assignment of an Information Literacy Librarian specifically to serve the clients of the Faculty of Pure and Applied Sciences, and this was heartily welcomed. In addition to the delivery of Information Literacy modules in the FD 10A and UC 120 courses, staff delivered courses which included library-based electronic resources and citation styles to undergraduate and post-graduate students in the Chemistry, Physics, Life Sciences and the Computer and Mathematics Departments, as well as to post graduate students registered in Natural Resources Management and Water Resources Management Programmes offered by the Department of Geography and Geology.

In the Main Library over 500 sessions (tours, subject-oriented sessions, and foundation-course modules as well as open courses) were offered:-

The sessions, totaling approximately 576 hours, were delivered to over 13,794 users from the Departments of History, Literatures in English, CARIMAC, Economics, Management Studies, Sociology and Social Work, and Government.

Service to Students with Special Needs

Students with special needs comprise those registered in Distance Education Programmes as well as students who are physically or visually challenged.

The Library continued to actively support two groups of distance learners.

- Students in the University Centres in the northern Caribbean, as well as those from the 10 intra-Jamaica UWIDEC sites enrolled in the Social Sciences and Education programmes delivered through UWIDEC
- Students registered in the B.Ed Secondary (Distance) Programme that came on stream in January 2003.

The Library's commitment to providing distance learners with quality service similar to that available to on-campus students was pursued

zealously; and during the period the service was enhanced by the addition of information literacy training and access to data bases.

One OPAC station on the ground floor was adjusted to facilitate use by physically challenged students, and in the absence of elevators, material required by such students were fetched by staff.

VISTAS

Visually Impaired Students Technology Assisted Services is the section of the library that provides a quiet area where the visually impaired students can use JAWS (Job Access With Speech software) or the Kurzweil Reader, and also meet with human readers. This facility was also used as an examination center in Semester 2. VISTAS has proved to be especially useful as the area remains open until 10.00pm, whereas the services in Centre for Students with Special Needs closes at 7:00 pm.

INTERLIBRARY LOAN

Interlibrary loan continues to be one means of providing access to items that the Library does not own. The use of ARIEL software has dramatically speeded up the delivery of material requested through interlibrary loans in the Medical and Science Branches. In the Main Library where ARIEL has not been effective, the use of a local company that provides a US address for delivery of packages and the OCLC Interlibrary loan module have resulted in some improvements to the extent that 90% of the requests made are now satisfied within three weeks. This is still far from satisfactory, however, and it is hoped to introduce procedures and systems that will result in further improvements.

Exhibitions

Exhibitions continued to be an important aspect of the Library's community outreach programme used to highlight sections of the collection, mark important regional, national and university events, and provide facilities for members of the University community to publicise their activities. Altogether thirty-nine exhibitions were mounted in the Main Library's catalogue hall, in the link way to the Elsa Goveia Reading Room of the West Indies and Special Collections Section, as well as in the Medical and Science Branches. Recognizing that students tend to frequent only the Library that serves their faculties, efforts were made to circulate some of the exhibits to all three Libraries.

Notable among the exhibitions mounted by the library were the following-
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- **Haitian Bi-Centenary**
- **Exhibition in honour of Professor Rex Nettleford for Commemoration Week “From Bunkers Hill to the Vice Chancellory, UWI”**
- **Culture, Politics, Race and Diaspora: the Thought of Stuart Hall”**

Collection Development and Management

Liaison Librarians continued to play an important role in the collection development process, and contributing to the acquisition of new general and reference material in many disciplines. Despite these efforts, collection development was severely affected by financial challenges, and the Library was forced to cut its budget by fifty-nine million dollars. This severely affected the acquisition of all types of information resources, particular electronic databases and journals, subscription to print journals and purchase of books. The following table shows the effect of the budget reduction on material acquired during the period.

Table 2 Summary of Print Material Accessioned 1999 – 2004

Year	1999/2000	2000/2001	2001/2002	2002/2003	2003/2004
Titles	2,769	3,745	4,826	5,486	4,546
Volumes	4,703	6,494	8,197	8,130	6,858

The reduction heavily affected the Humanities and Social Sciences disciplines, while the Medical and Pure and Applied Sciences disciplines recorded minimal increases. In keeping with the Library’s five-year development plan to diversify the format of the material acquired, a fair number of non-print material was added but table 3 below shows that increases were recorded only in the CD ROM format.

Table 3. Non-Print Material Acquired

	2002/2003	2003/2004
CD ROMS	174	208
Video Cassettes	172	114
Audio Cassettes	108	65
Diskettes	11	18

Gifts

The Library continued to receive large quantities of gifts. This required a huge investment of time and effort in sorting through these books and journals to identify titles suitable for addition to the collection at Mona as well as in re-routing other titles to appropriate Libraries. Some notable donors include The UWI Alumni, Washington Chapter. The books were transported by Air Jamaica and a handing over ceremony was held. Other donors include Miss Violet Bailey of the New York Public Library, UWI HARP Programme, the widower of the late Dr. Dorian Powell, a former lecturer in Sociology, and Professor Evelyn Higginbotham of Harvard University. The following gifts were also received:

- Photographs and other documents from St. Augustine featuring former Vice Chancellor, Hon. A. Z. Preston donated by Prof. Sir Roy Augier
- Donation of a manuscript collection including poems and letters by Professor Alan McLeod of Rider University. This included correspondence between himself and Professor John Figueroa from 1980 to 1993.
- Donation by Mrs. Grace Hill, Errol Hill's widow, of Errol Hill memorabilia including tributes, reflections, interview, funeral programme and photographs, as well as his recently published book "A History of African American Theatre".
- Dr. Erna Brodber deposited material used for her Doctoral Dissertation including 7 microfilm reels acquired by the Department of History and 5 MG Smith Typescripts on Grenada and Carriacou.

Table 4 below provides a summary of the books and pamphlets acquired

Table 4. Gift Books and Pamphlets Aquired

BOOKS		PAMPHLETS	
Total New Titles	Total Volumes Titles	Total New Titles	Total Volumes
1,429	2,435	387	529

Exchanges

A number of exchange arrangements were terminated. A total of 1,082 copies of West Indian Journals were purchased to fill the requirements of exchange partners – a reduction of 440 below the figure purchased last year. A database of Exchange Journals has been created to assist in the rationalization process.

Serials Acquisition and Management

The ever-increasing cost of journals coupled with the continued devaluation of the Jamaican dollar and a mandatory budget cut pursued by the University, necessitated a reduction in journal subscriptions which accounts for a significant percentage of the Library's material budget. The exercise to identify titles for cancellation was carried out in consultation with faculty members and 176 journal titles were discontinued, yielding savings of approximately US\$38,000.

Late arrival and non-arrival of hundreds of journal issues/volumes sparked a comprehensive periodicals 'claims' project in the Science Branch.

On-Line Electronic Resources

The Library spent approximately US\$95,000 on subscriptions to online databases, US\$5,000 less than the previous year. The budget cut necessitated cancellation of subscription to Cambridge Scientific Abstracts as the usage statistics did not justify the cost. Access to data bases in the Faculties of Medical Sciences, Social Sciences and Humanities/ Education were maintained, as these were well used across the Campus. Unfortunately due to the high cost of databases in the Science and Technical areas, the Faculty of Pure and Applied Sciences is very poorly served.

CATALOGUING

An idea that had been mooted some two decades ago became a reality with the transfer of serials cataloguing, processing and retrospective conversion to the Cataloguing Section in March 2004, thus removing this function from the four Public Services areas. In June, cataloguing and processing of the monographic collection of the Government Serials/United Nations Section was also transferred. Though only a small step towards restructuring, it does ensure that technical services tasks are

no longer performed in public services areas, and allows for greater concentration on reference and information literacy in the public service areas.

Statistics show that 197,789 bibliographical records are presently on the OPAC, up from 185,974 at the end of July 2003, and data entry for 1,279 bibliographic records was completed compared to 190 in 2002-2003. The following were catalogued and processed-:

- 7,230 volumes of monographs
- 129 audiovisual titles
- 21 web-sites
- 842 photocopied articles

In addition, item records for approximately 2,000 photocopies were removed because of withdrawal due to limited use, and as part of the digitization project, approximately 512 digital copies were enhanced with the Electronic Location and Access Field (856) in order to be made accessible on the web.

Table 5. MATERIAL CATALOGUED AND PROCESSED, 2003-2004

SECTIONS	Books	Pamphlets	Theses	CORC	A/V	Video	CD Rom	Total
MEDICAL	441	44	17	–	1	2	12	517
WI&SC	723	26	163	–	1	15	21	947
SCIENCE	875	25	–	–	–	–	3	903
MAIN	4066	115	–	21	1	42	31	4276
WBCPIC 373	–	–	–	–	–	–	–	373
UN	67	–	–	–	–	–	–	67
RECAT/CL	145	–	–	–	–	–	–	145
TOTAL	6690	210	180	21	3	59	67	7230

WBCPIC = World Bank Caribbean Public Information Centre.

RECAT/CL= Recataloguing/Reclassification

UN = United Nations

The above table shows the number and type of material catalogued and processed by location.

Retrospective Records Conversion

This year, the emphasis was on the editing of existing records and creating item records for material already added to the OPAC. In addition, the difficult task of converting West Indian pamphlets was continued.

As was expected, many of these were not on OCLC WorldCat so data entry was required. With staff/student efforts, 1,279 titles were input on the OPAC up from 190 inputs in 2002-2003. Work continued simultaneously with “on the fly” conversion of the circulating material, and 4,167 item records were created for these. In March 2004, the Section also began the bar coding and conversion of the Science open shelf collection. So far 17,154 items have been created for open shelf material in the Science Library and this is being done very cost effectively by using the services of a retired staff member.

In the Periodicals Cataloguing Unit the following was accomplished:-

- 736 Course/lecturer evaluations were catalogued and holdings added.
- 128 non-original and 19 original titles were catalogued and holdings added.
- The unit corrected errors and resolved many conflicts, particularly with the Medical Library records.
- Preparatory work was completed on the Science Library shelf-list. This will facilitate the next major task, which is to add holdings to those Science Library records already on the OPAC.

SYSTEMS

Closer cooperation with Mona Information Technology Service (MITS) was achieved as the Section pursued its mandate to provide technical and software support to the Library. Advancement in the process of the acquisition of the new integrated library system was achieved and Requests For Proposals (RFP) were sent out in March 2004. The evaluation procedures are expected to be completed early in the new academic year.

Migration to UWI-MONA domain was commenced and the process will continue until all the library’s workstations are part of this campus-wide domain. Thirty-Eight Dell GX 270 workstations acquired in January 2004 were used to replace the original machines installed in 1999 in MERIC (Main Library). Four were allocated to Academic Staff Room and two to the Audiovisual Room. There is an urgent need for a minimum of 50 new workstations to replace existing outdated ones and to provide additional services. Many workstations, particularly the OPACS, are still running

Windows NT as, due to memory constraints cannot be run Windows 2000.

Library Web Site

The Library's new web site conforming to the UWI templates was rolled out in December 2003. Visiting Fulbright Senior Specialist Dr. Richard Halapin spent six weeks with the Mona Campus Library System assisting with further revision and development of the Library's Web portal.

Reprography

The Reprographic Services Unit continue to provide valuable support services in preservation microfilming as well as photocopying services to clients. The income generating potential of this unit is being exploited.

Bindery

Productivity level in the Bindery continues to be a source of concern. However, steps have been taken to obtain the services of a consultant, Professor John Dean, Director, Department of Preservation and Collection Maintenance a Cornell University is scheduled to spend six weeks at Mona in February 2005, to advise on the re-organization of the Bindery.

SPECIAL PROJECTS

MEDCARIB

New software for data-entry for MEDCARIB has been installed and bibliographic data is now entered using Windows. In preparation for linking MEDCARIB citations to full-text articles, 30 items already listed in MEDCARIB have been identified from various full-text sources. This process is continuing and when completed will enhance the MEDCARIB database, providing not only bibliographic citations but full text of articles.

Virtual Health Library (VHL) Jamaica Project

A VHL Jamaica website has been developed but technical problems are yet to be solved before the site can become fully functional as a national VHL website. Work is continuing on this and the Library has collected full-text material available on the Internet on Chronic Diseases and Sickle

Cell Disease as its contribution to the VHL Health Information Locator Module.

CARDIN

The CARDIN project funded by European Community Humanitarian Aid Office (ECHO) came to an end during the year. The Project has been fully integrated into the Science Library's operations and will be continued on a smaller scale.

EDT (Electronic Dissertations and Theses) Project

ETD Project has been approved by the Campus Principal, and the UWI Board for Graduate Studies & Research has indicated interest in the project. 'DSpace' (www.dspace.org), an institutional repository software that is available free, is being installed to process ETDs, and it is expected that some theses already accepted by UWI, Mona in digital format will be processed for UWI, Mona ETD database early in the new academic year.

STAFFING

Inauguration of Library Staff Award

The Library held its first awards ceremony on March 22, 2004 in its Multifunctional Room. Awards were made to the following-;

- The Customer Service Group, led by Ms. Sandra Stubbs, received **Team Excellence Award** for achieving quality improvement to systems, processes and services.
- Mr. Anthony Bushay received the **Bold Idea Award** for contributing an idea that has generated income for the Library while at the same time improving services.
- The Administrative Support Group- Staff Development Committee, led by Mrs. Karlene Robinson received the **Campus Librarian's Special Team Excellence Award 2003** for conceptualizing and implementing the staff awards.
- The Research for Development Core Group, led by Mrs. Leona Bobb-Semple and Mrs. Amenu-Kpodo received **Campus Librarian's Special Team Excellence Award 2003** for untiring efforts and outstanding teamwork in documenting, editing and publishing Research for Development Vol. 2: A Bibliography of Staff Publications 1998-2002.

Vice Chancellor's Award for Excellence 2003/2004

Miss Stephney Ferguson, Campus Librarian was a recipient of the Vice Chancellor's Award for Excellence 2003, in the category Service to the University and Contribution to Public Service. She demitted office as University Librarian on the 31st July 2004.

RESEARCH IN PROGRESS

Gracelyn Cassell

- “Annotated Bibliography of Haiti:1990-2004” (with Rosemarie Runcie and Tereza Richards).
- Lamming Bibliography (with Frances Salmon)

Cheryl Kean (and Karlene Robinson)

- Access to HIV AIDS Information n Jamaica: Status Issues and Problems:

Tereza Richards

- Annotated Bibliography of Haiti: 1990-2004 (with Gracelyn Cassell, Rosemarie Runcie)
- Knowledge, Attitude and Practice in the Use of Multiple Choice Questions (MCQs) in Teaching and Examining Students at the University of the West Indies Mona Campus

Rosemarie Runcie

- Annotated Bibliography of Haiti: 1990 - 2004 (with Gracelyn Cassells, and Tereza Richards)

Frances Salmon

- Lamming Bibliography (with Gracelyn Cassell)

Sandra Stubbs

- Students Knowledge and Use of Electronic Journal Resources at the Main Library, University of the West Indies, Mona: A Case Study of Students in the Faculty of Humanities and Education.

PAPERS PRESENTED

Swarna Bandara

- “Global Trends in Communication of Scientific Information: Opportunities & Challenges for the Caribbean” Association of Caribbean University Research and Institutional Libraries (ACURIL), May 2004. 13 pages.

Gracelyn Cassell

- “Hurricanes and Volcanoes (Montserrat)” Pre-Conference Workshop on Mitigating the Consequence of Natural Disasters for Caribbean Libraries and Archives. Association of Caribbean University Research and Institutional Libraries (ACURIL), May 2004. 10 pages

Myrna Douglas

- (with Tameca Thelwell) “Making Sense of the Electronic Resources Maven: A Tale of Two Caribbean Academic Librarians.” ACURIL XXXIV Annual Conference, Port-of-Spain, Trinidad and Tobago, May 25, 2004. Working Paper Series B.5. 15 pages.

Paulette Kerr

- “Wholly and Profane: the 19th century Jamaican Lodging House as Urban Community Centre.” Text and Collective Conference: City Life in Caribbean History: Celebrating Bridgetown. Dec 11-13, 2003. Bridgetown, Barbados. 16 pages.
- “Library and Information Association of Jamaica: Connecting a Diverse Profession for Focussed National Impact.” American Library Association Annual Conference, Orlando, Florida. June 24-30, 2004. 10 pages.

Beverley Lashley

- “The Implementation of a Cooperative Plan: Disaster Planning in the Caribbean.” ACURIL/IFLA PAC pre-conference on Mitigation the Consequence of Natural Disasters for Caribbean Libraries and Archives. Association of Caribbean University, Research and Institutional Libraries (ACURIL), May 2004. 6 pages.
- “A perspective on Disaster Information Networking in Latin America and the Caribbean” Global Disaster Information

Network (GDIN) Conference 2004, Hilton Hotel, Washington, D.C., March 26-29, 2004. 6 pages.

- “From Conception to Reality: The Impact of the Caribbean Disaster Information Network” 6th International Congress on Disaster, Cuba Hotel Palco, Cuba. Nov 25-28, 2003. 6 pages.
- “Disaster Planning in the Caribbean: The Implementation of a Cooperative Model”. 2nd International Conference on Preservation of Archives in Tropical Climates, Curacao. Nov 18-21, 2003. 6 pages.

Tameca Thelwell

- (with Myrna Douglas) “Making Sense of the Electronic Resources Maven: A Tale of Two Caribbean Academic Librarians.” ACURIL XXXIV Annual Conference, Port-of-Spain, Trinidad and Tobago, May 25, 2004. Working Paper Series B.5. 15 pages.

PUBLICATIONS

Refereed

Enid Brown

- * “Electronic Reserves in the Main Library of the University of the West Indies, Mona Campus: The Digitization of the Reserved Book Collection Materials.” *Library and Information Association of Jamaica Bulletin* (2003-2004): 21-5.

Beverley Lashley

- * “Cooperative Disaster Planning: A Model”. *International Preservation News*. 30 (2003)
- * “Are Jamaican Librarians Creating Competitive Advantage” (with Mardene Carr) *Competitive Intelligence Magazine* 6.6. Nov – Dec (2003): 54-55.

Dunstan Newman

- * “Accountability in the Public sector: A Comparative Analysis of Human Resource Management Functions of an Executive agency Vs. a Ministry.” *Caribbean Journal of Public Sector*

Management, Management Institute for National Development, November 2003).

Booklet

Beverley Lashley

- “Pioneers in Caribbean Disaster Information Management” Erin MacLeod and Beverley Lashley. Jamaica: *CARDIN*, 2003.

PUBLIC SERVICE

Norma Amenu-Kpodo

- Executive Secretary, Commonwealth Library Association
- Executive Member, Library and Information Association of Jamaica (LIAJA)
- Executive Member, Management of Library Associations Section of International Federation of Library Associations
- Member, IFLA Management of Library Associations Sections
- Member, IFLA National Association Membership Fees Working Group
- Member, University Council of Jamaica Assessment Team
- Member, UNESCO National Commission for Jamaica, Committee on Information for All

Swarna Bandara

- Member of a four member team to prepare a proposal for establishing Journal Editors Association for UWI under the leadership of Prof. Neville Duncan
- National Coordinator, Virtual Health Library Jamaica Project
- Coordinator, MEDCARIB Project

Gracelyn Cassell

- Member, Organizing Committee, Commemoration and Alumni Celebrations 2004
- Member, UWI Haiti Bi-Centenary Celebration Committee
- Library Representative, WIGUT Executive

Stephney Ferguson

- Justice of the Peace
- Vice Chairman, National Book Development Council of Jamaica
- Chair and Chief Judge, Book Industry Association of Jamaica – National Publishing Awards Committee, 1999
- Member, Soroptimist International (Kingston)

Beverley Lashley

- Chairperson, LIAJA, Fund Raising Working Party January 2004 – January 2005
- Member, LIAJA, Education and Training Working Party January 2004 – January 2005

Ouida Lewis

- Library Representative, UWI, Mona Committee for Students with Disabilities
- Chairperson, Research and Publications Working Party, Library and Information Association of Jamaica

Evadne McLean

- Member, LIAJA's Research and Publication Working Party.

Dunstan Newman

- Executive Member, Inter-Campus Games, UWI, Mona

Karlene Robinson

- Library's Representative, West Indies Group of University Teachers (WIGUT) Jamaica
- Assistant Chief Examiner, Caribbean School's Examination (CSEC) in Principles of Business

Frances Salmon

- External Examiner, Associate Degree in Library Technical Education at the Excelsior Community College
- Member, Collection Development Committee of the National Library of Jamaica as well as advisor to its Jamaica National Bibliography Sub Committee.

- Member, UWI Haiti Bicentenary Celebration Committee

Joan Vacianna

- Secretary, Jamaican Historical Society