

Page	Section	Change made	Change Date	Date Approved by Library Department
document	All (primarily sections on grievance procedures)	Corrected grammar and punctuation; added a few hyperlinks	2018-08	N/A
2	Introduction	Edited text to make explicit that librarians follow all University-wide policies and to clarify current procedures for Handbook revision	2018-08	2018-09
33-38	Howard-Tilton Memorial Library Grievance Procedures	Updated for currency, closer alignment with wording of Faculty Handbook and University policy statements, and clarity, as well as to make language more gender-neutral	2018-08	2018-08, 2018-09
32-33	University-wide Grievance Procedures for Librarians	Updated for currency, closer alignment with wording of Faculty Handbook and University policy statements, and clarity, as well as to make language more gender-neutral	2018-08	2018-08, 2018-09
29-30	Benefits	Reinstated updated Benefits section	2018-08	2018-08
26-27	Leave	Added new subsections on pregnancy leave and parental leave	2018-08	2018-08
8	Bylaws	Removed outdated Article 3; renumbered Article 4 as Article 3	2018-08	2018-08
26	Leave	Updated link for Office of Human Resources	2017-09	N/A
13	Rights and Responsibilities Committee	Deleted "professional development"; updated "travel funds" to "funding for professional participation and travel."	2017-09	2017-08
12	Professional Development Committee	Added: "The Committee shall elect its own chair."	2017-09	2017-08
27	Leave	Added subsection 11, "Pre-retirement leave"	2017-09	2017-08 (approved by Library Department chair and parliamentarian 2017-01; policy confirmed 2017-04)
1	Table of Contents	Updated Table of Contents Appendices section.	2017-06	N/A
26	Leave	Updated University unit name from "Workforce Management Organization" to "Office of Human Resources"	2017-06	N/A
37-43	Appendix B	Added Appendix B, "Promotions Committee Procedures and Promotions Guidelines"	2017-06	approved by Promotions Committee 2017-04
9	Officers	Added third element to description of office of secretary.	2017-06	2017-04
document	All	Made font size and line spacing consistent; added selected page breaks	2017-02	N/A
document	All	Made various spellings consistent ("bylaws" vs "by-laws", "Rights and Responsibilities" vs "Rights & Responsibilities," etc.)	2017-02	N/A
document	All	Added hyperlinks within document to refer to related sections and committee names; added links to Tulane's Faculty Handbook	2017-02	N/A
2	Introduction	In the reference to the "Guidelines for Members of Library Department," corrected the obsolete designation "section II" to "part III"	2017-02	N/A
0	Title page; Table of contents	Created separate title page; updated table of contents (section titles and page numbering); added hyperlinks from TOC to the body of the Handbook text	2017-02	2017-01
26	Leave	Restored deleted information on FMLA leave, assigning subsection number 4 and updating the wording; updated language on professional leave (subsection 5)	2017-02	2017-01
25-26	Leave	Revised number 1 to reflect university policy changes in vacation time accrual; separated out an additional number (2) to explain holiday time; revised number 2 (renumbered as 3) to reflect university policy changes in sick time accrual; removed out-of-date maternity leave policy and added a reference to Leave without pay information lower in the section.	2016-07	2016-07
1	Table of Contents	Page numbers updated for heading in Parts II and III	2016-04	2014-04
23-24	Travel	Replaced "Travel" section with a revised section titled, "Professional Participation and Travel"	2016-04	2014-04
11	Bylaws, Committees, Executive	Parliamentarian officer is added to organization and eligibility sections of the Executive Committee.	2016-04	2016-04
9-10	Bylaws, Officers	Added section describing the duties of parliamentarian.	2016-04	2016-04

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7-8	Article I. Bylaws	Added numbers 4 and 5 to establish eligibility for the parliamentarian and to provide procedure for unexpired terms.	2016-04	2016-04
5	Article IV. Constitution	Added parliamentarian as an appointed officer; qualified officers as "elected"	2016-04	2016-04
1	Table of Contents	Page numbers updated for heading in Parts II and III	2016-01	2015-11
11	Part II, By-Laws, Committees, Standing Search Committee	Create a separate section (Eligibility) to describe special eligibility requirements; "will have previous or current experience on an active search committee for a Librarian position at Tulane University, and" struck from Organization paragraph.	2016-01	2015-11
11	Part II, By-Laws, Committees, Rights and Responsibilities Committee	Create a separate section (Eligibility) to describe special eligibility requirements; "with at least one year's experience in Howard-Tilton Memorial Library" struck from Organization paragraph.	2016-01	2015-11
10	Part II, By-Laws, Committees, Promotions Committee	Create a separate section (Eligibility) to describe special eligibility requirements; "from the ranks of Librarian III and Librarian IV, each with minimum of one year's experience at Tulane University Library" struck from Organization paragraph.	2016-01	2015-11
10	Part II, By-Laws, Committees, Professional Development Committee	Create a separate section (Eligibility) to describe special eligibility requirements; "each with a minimum of one year's service" struck from Organization paragraph.	2016-01	2015-11
9	Part II, By-Laws, Committees, Nominating Committee	Create a separate section (Eligibility) to describe special eligibility requirements.	2016-01	2015-11
9	Part II, By-Laws, Committees, Executive Committee	Create a separate section (Eligibility) to describe special eligibility requirements; "years of experience in Howard-Tilton Memorial Library" struck from Organization paragraph.	2016-01	2015-11
7	Part II, By-Laws, Article 1. Officers and Committee Members, Section 3.	Section 3 of Article 1 is renumbered to Section 4.	2016-01	2015-11
7	Part II, By-Laws, Article 1. Officers and Committee Members, Section 1.	Reorganize the descriptions of term limits as subsections a, b, and c to improve legibility and clarity. Changed the order of the offices.	2016-01	2015-11
7	Part II, By-Laws, Article 1. Officers and Committee Members	Added additional section to Article 1 to describe the eligibility requirements for the newly established office of librarian delegate to the University Senate Committee on Libraries. Added section is numbered 3.	2016-01	2015-11
9	Part II, By-Laws, Committees, Nominating Committee, Functions, No. 2	Added an additional Function, Paragraph 3., that describes the committee's role in administering elections and the charge to achieve a balanced representation of candidates is moved from Paragraph 2 to Paragraph 3.	2016-01	2015-11
5	Part II, Section IV. Officers, Committee Members, Representatives	Under Part B, struck the sentence allowing for absentee voting by mail; Added Part C which provides for a seven-day period prior to the convening of the April meeting of Library Department during which time the Nominating Committee will conduct elections in a process approved by a majority vote by the Library Department membership no later than one month prior to the scheduled election.	2016-01	2015-11
2	Part I, Introduction	Update URL of Library Department documents	2015-06	Not required
24	Part III, Guidelines, Discharge, §§ 1-2	Clarify dismissal of librarian procedure by adding the role of the Dean in decision-making process.	2014-10	2014-09, by Exec. Comm.
5	Part II, Constitution, IV and V	Adjust elections and meetings schedule to reflect an academic year cycle, replacing the former calendar year cycle.	2014-10	2014-09
7	Part II, By-Laws, Article 1, §1	Change start date for terms of office to August to reflect change to academic calendar cycle.	2014-10	2014-09
9	Part II, By-Laws, Committees, Nominating Committee, §2	Change election date to April to reflect change to academic year cycle. Terms begin in August, allowing a transition period.	2014-10	2014-09
11	Part II, Committees, Standing Search Committee	Add experience on active search committee as requirement of membership.	2014-10	2014-09
6	Part II, By-Laws, Article I, §§ 1-2	Add term length and eligibility criteria for new officer position: Librarian Delegate to Senate Committee on Libraries.	2014-04	2014-04

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7	Part II, Officers	Add officer position and enumerate duties for Librarian Delegate to Senate Committee on Libraries. Amend duties of Past Chair.	2014-04	2014-04
17	Part III, Evaluation	Remove references to Academic Staff Review.	2014-04	2014-04
23	Part III, Discharge	Remove references to Academic Staff Review, and Appendix 2 (no longer extant).	2014-04	2014-04
4	Part II, Constitution	III, Membership: To part D, add the words "Howard-Tilton" before "librarian" in the phrase "permanent librarian position without going through the Library Department search committee process."	2014-03	2013-11
42465	Part II, Constitution	III, Membership: To part D, add new sections 1, 1a, and 1b defining the means for inclusion and rights of Librarians outside the Howard-Tilton Memorial Library to participation in Library Department meetings.	2014-03	2013-11
2	Part I, Introduction	Cut references to the Staff Handbook. Section now refers only to the Faculty Handbook and Library Department Handbook	2013-09	2013-09
24	Part III, Grievance Procedures	Changed references to librarian status in the footnote at the bottom of page 24. Sentence reading "They are classified as academic staff, but they have many faculty benefits, including sabbatical leave and participation in TIAA/CREF..." now reads "The title Librarian is defined by the Faculty Handbook, and librarians have many faculty benefits, including sabbatical leave and participation in faculty retirement savings plan options..."	2013-09	2013-09
21	Part III, Leave, 1 and 2	Added subsections 1a and 2a, which state that librarians report annual and sick leave in full day increments only.	2013-09	2013-09
19	Part III, Travel, 6e	Cut section reading "Membership in the organization is required." Section reading "Member just attending conference" now reads "Attending conference"	2013-04	2013-01
22	Part III, Leave, 7	Section reading "This leave shall not exceed three working days for a funeral held within a 300-mile radius of the city and shall not exceed five working days for a funeral outside that radius." now reads "In accordance with Tulane University policy leave shall not exceed three working days for a funeral held within a 100-mile radius of the city and shall not exceed five working days for a funeral held more than 100 miles from New Orleans."	2013-04	2013-01
19	Part III, Travel, 6	added "Special consideration may be given to early career or recently hired librarians who apply for travel funding."	2013-01	
19	Part III, Travel, 7	changed "airline ticket stubs" to "airline boarding passes"	2012-11	
5	Part 2, section IV, B	removed "listed in the Manual"	2012-11	2011-01
19	Travel, 2	Added "The Travel Request/Authorization Form, guides on submitting expense reports through CONCUR and more are available on the Administrative Services web page at <a href="http://library.tulane.edu/about/contact/dept/admin">http://library.tulane.edu/about/contact/dept/admin</a> ."	2012-11	2012-11
1	Title and Date	Removed "as of"; updated Revised Date to March, 2012		
2	Part 1, Introduction	Added history of Matas Library; purpose is clarify that Matas Librarians are considered part of the Library Department; e.g. "Hereafter, in this document, Howard-Tilton Memorial Library refers to all libraries within the Howard-Tilton Memorial Library System, including the Matas Library of the Health Sciences."		2012-01
2	Part 1, Library Department Handbook	2nd paragraph, changed "be to "is"		
4	Part 2, Constitution; III Membership D	Changed "any one" to "anyone"		
6	By-Laws, Article II, Committee	Added "Professional Development" to list of committees		2011-04
6	By-Laws, Article II, Committees, 1	Remove references to Library Department Manual		2011-01
6	By-Laws, Article II, Committees, 2	Replaced "Manual" with "Handbook"		2011-01
6	Article 3, Handbook	Removed reference to Handbook		2011-01
6	Article 4, Amendments	changed "be to "is"		

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8	Committees, Executive Committee	Removed reference to Assistant Deans		2011-04
10	Search Committee	Added new text provided by Standing Search Committee that clarifies SSC role		2011-04
12	Ranks, Librarian 1	Changed "months" to "month's"		
12	Assistant/Associate Dean	Added Memorial Library		
13	General Criteria	Deleted <link>		
19	Travel, 2	Added "Associate Dean"; Added "Access the Concur system via Gibson Online ( <a href="https://gibson.tulane.edu/tulane/jsp/login.html">https://gibson.tulane.edu/tulane/jsp/login.html</a> )."		2011-04
24	Grievance procedures	Corrected references to Matas		2012-01
24	Grievance process, paragraph 4	changed "Dean" to "Dean/ Director"		2011-04
25	Informal procedures	changed "Dean" to "Dean/ Director"		2011-04
26	Formal Procedure – several paragraphs	changed "Dean" to "Dean/ Director"		2011-04