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OFFICE

July 25, 2017

To: David Lassner  
Interim Chancellor

Via: ~~for~~ Michael Bruno *Michael Bruno*  
Interim Vice Chancellor for Academic Affairs and  
Vice Chancellor for Research

From: Monica Ghosh *MG*  
Interim Associate University Librarian

Subject: Change in Title from Interlibrary Services/External Services to  
Interlibrary Services

**SPECIFIC ACTION REQUESTED:**

It is requested that approval be granted for a change in title from Interlibrary Services/ External Services to Interlibrary Services.

**RECOMMENDED EFFECTIVE DATE:**

Upon approval.

**ADDITIONAL COST:**

There is no additional cost associated with this request.

**PURPOSE:**

The purpose of this requested change in title is to update the department title to reflect the abolition/abolishment of EP 2.208 University of Hawai'i Library External Services Program.

**BACKGROUND:**

Pursuant to APM A3.101, University of Hawai'i Organizational and Functional Changes (March 2008) unit change is delegated by the Board of Regents to the President and by the President to the Chancellor, provided that the title change is approved two supervisory levels above when the change is proposed.

David Lassner  
July 25, 2017  
Page 2 of 2

The University of Hawai'i Library External Services Program was created as a way to earn revenue while providing services to non-university related patrons. It was envisioned as a self-sustaining operation but has not proved to be relevant or necessary for the community it was intended to serve. The structure of the program as defined in the Executive Policy is no longer viable and several components have been discontinued or dissolved. As such, the Executive Policy needed to be rescinded and reference to that program removed.

EP 2.208 was abolished per the announcement of June 22, 2017.

The abolishment of EP 2.208 does not mean services to non-university related patrons have been stopped. Services are still being provided by library staff on a cost recovery basis as staff and resources allow. This is being done under the existing Interlibrary Services department so the removal of the word "external" will not change the function or services provided. The removal of "External Services" is designed to realign the name in light of the abolishment of EP 2.208.

**ACTION RECOMMENDED:**

It is recommended that approval be granted for a change in title from Interlibrary Services/External Services to Interlibrary Services.

Thank you for your consideration of this request.

**APPROVED / DISAPPROVED:** Please ensure proper notification to appropriate offices pursuant to A3.101.



David Lassner  
Interim Chancellor

AUG 1 2017

Date

c: Lyn Nagoshi, UHM Library Fiscal Administrator  
Tammi Yokogawa-King, UHM Library Human Resources Specialist



**UNIVERSITY**  
*of HAWAII*  
**SYSTEM**

July 28, 2017

**TO:** Michael Bruno  
Interim Vice Chancellor for Academic Affairs and  
Vice Chancellor for Research

**FROM:** Michael Ng   
Budget Director

**SUBJECT:** Change in Title from Interlibrary Services/External Services to  
Interlibrary Services

This is in response to the July 25, 2017 proposal to change the title of Interlibrary Services/External Services to Interlibrary Services.

Per the referenced APM A3.101.9 consultation request, the University Budget Office is of the opinion that the proposed change in organizational title presented in the above referenced Memorandum does not duplicate and will not be confused with the title of any other organization or unit within the University.

If you have any questions, please contact me ([ng23@hawaii.edu](mailto:ng23@hawaii.edu)).