



PRESCOTT MEMORIAL LIBRARY

May 1, 2024

To the University Senate Members,

I would like to express my humble gratitude and excitement in being considered for the 2023-2024 Loyalty Award. It has been my great fortune to work for Louisiana Tech University in the same department for 25 years, and during this time, I have remained committed to the University's mission and values. In addition to working here for much of my life, I received a bachelor's degree in Psychology and a master's in Industrial/Organizational Psychology from Louisiana Tech. During my undergraduate and graduate studies, I worked in the User Services (Circulation) Department as a student assistant.

Currently, I am the Library Specialist 4 in the User Services (Circulation) Department at Prescott Memorial Library. I supervise three full-time staff, three graduate assistants, and over six student assistants. I also process Interlibrary Loan Borrowing and Science Direct requests and have presented online at the LOUIS Users Conference (LUC).

In addition to regularly collaborating with other Library faculty and staff to achieve common goals, I am a member of the Library Advisory Council and the Library Web Committee.

I am proud to be a part of this institution. I believe that my dedication and commitment make me a deserving candidate for the Loyalty Award, and I would be honored to receive this recognition.

Thank you for considering my application.

Sincerely,

Regina Foster

Regina Foster



PRESCOTT MEMORIAL LIBRARY

May 1, 2024

Louisiana Tech University
Prescott Memorial Library
P.O. Box 10408
Ruston, LA 71272

Dear Members of the University Senate Awards Committee,

It is my pleasure to nominate Regina Foster for the University Senate Loyalty Award. Regina is an exceptional member of the Prescott Memorial Library team and her contributions to Louisiana Tech University are endless.

Through her hard work, dedication, and loyalty she serves as an example to all. Her career spans over 25 years having served in multiple capacities as a Library Specialist 2, Library Specialist 3, and Library Specialist Supervisor all within the User Services Department. As a Library Specialist Supervisor, she oversees all public service functions within circulation and interlibrary loan and supervises the work of three Library Specialists, graduate assistants, and student workers within the User Services Department. Last year she helped to create a new night/weekend Library Specialist position to coordinate technology gear, handle building maintenance and security issues and oversee public service functions in circulation, research services and serials on a night/weekend basis.

Her work in interlibrary loan includes oversight of borrowing and lending processing, advanced bibliographic citation verification, overdue and billing, and coordination of the ScienceDirect article delivery service. She is highly technical and has mastered complex library systems as ILLiad, SirsiDynix Symphony, and OCLC World Share. Her work is essential to the operation of the library and the university's mission in cultivating student and faculty research.

Noteworthy is Regina's work at the state level with other LOUIS (The Louisiana Library Network) member institutions to advance interlibrary loan services statewide. She is very deserving of the University Senate Loyalty Award, and I hope that you will consider her for this recognition. If you have any questions, please do not hesitate to contact me.

Sincerely,


Angela Dunnington
Executive Director of Library Services

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 10408 • RUSTON, LA 71272-0046 • TEL: (318) 257-2577 • FAX: (318) 257-2579 • www.latech.edu/tech/library

AN EQUAL OPPORTUNITY UNIVERSITY

May 1, 2024



LOUISIANA TECH UNIVERSITY

PRESCOTT MEMORIAL LIBRARY

Members of University Senate Awards Subcommittee

Dear Members:

Please consider this letter a recommendation in support of Regina Foster's nomination for the University Senate Loyalty Award – Classified.

Regina began working at Prescott Library as a freshman student assistant in the Circulation Department. She is a Tech alumna with an undergraduate degree in Psychology and a Master of Arts in Industrial/Organizational Psychology. At this point in her career, she has advanced to being the Library Specialist Supervisor of the User Services (Circulation) Department. In this position, she supervises three full time employees, three graduate students, and six or more student assistants.

The User Services Department is a highly service-oriented area. The staff members are readily visible as students, faculty, and visitors enter the building, and are usually the first staff members to interact with the public. As a member of this department, Regina is not responsible for giving reference assistance or dealing with printer or computer issues, however, she is always able to refer a patron to the appropriate librarian or staff member who can answer the question, and she goes above and beyond what is required of her position.

Regina has been a valuable resource to Prescott Library for 25 years. One of her greatest strengths is the management of Prescott's Inter-Library Loan Service. There are frequent occasions when a faculty member has a need for a journal or resource that we do not own, and when we turn it over to Regina, she finds it almost instantly, borrows it, and makes it available to the patron. There is a need for tact and patience when a researcher is frustrated by time restraints and the inability to locate materials. Regina handles these situations well, and in our annual library survey, she is always mentioned as being helpful, polite, and resourceful.

Regina certainly exemplifies all of the qualities that this award was created to acknowledge. She is truly deserving of it, and I hope that she will be considered and rewarded for her outstanding contribution to Louisiana Tech University.

Respectfully,

Sue McFadden
Business Liaison Librarian
Prescott Memorial Library
Louisiana Tech University

A MEMBER OF THE UNIVERSITY OF LOUISIANA SYSTEM

P.O. BOX 10408 • RUSTON, LA 71272-0046 • TEL: (318) 257-3555 • FAX: (318) 257-2579 • www.latech.edu/tech/library

AN EQUAL OPPORTUNITY UNIVERSITY



Prescott Memorial Library

May 1, 2024

Dear University Senate Staff Subcommittee,

I am honored for the opportunity to recommend Regina Foster for the 2023-2024 Loyalty Award here at Louisiana Tech University.

My name is Jeffrey Stepp and I have worked at Prescott Memorial Library for nearly six years. Before my current position as a faculty librarian, I worked for Ms. Foster in the User Services department of the library for three and a half years.

Ms. Foster is an exemplary employee and supervisor. For over twenty years, her tireless efforts in providing InterLibrary Loan (ILL) services have led to securing the materials from other libraries that are often necessary in order help our students and faculty members achieve their research goals. Having worked under Ms. Foster, I've been privileged to a deeper understanding than most of the "invisible work" and considerations which have to be made for each individual item request, especially when being mindful of maintaining compliance with copyright laws. She attends to each request with swiftness and diligence, and her expertise of the intricacies of ILL is often sought by members of LOUIS, our statewide library consortium.

In addition to securing research materials, Ms. Foster also runs our User Services department and supervises a number of employees, student workers, and graduate assistants. She actively works with our director to create the policies which keep the library running smoothly in order to provide the best service possible to our users. It is in thanks to her efforts that a protocol was established that has enabled faculty and students to check out laptops and webcams since the beginning of the COVID-19 pandemic. As any notable supervisor should, Ms. Foster approaches each situation with equal parts kindness and fairness.

It is my sincere conviction that Ms. Regina Foster is entirely deserving of the 2023-2024 Loyalty Award as she remains as dedicated to serving the campus community now as she did even as a student worker within the library over two decades ago. If you have any further questions, please reach out to me via email at jstepp@latech.edu.

Sincerely,

Jeffrey Allen Stepp
Electronic Resources Librarian & Cataloger