

# Spotlight at Stanford Service Team

- **Current Members (as of April 2019)**

- 1 - UI/UX designer
- 2 - Assistant University Archivist
- 3 - Science Data Librarian
- 4 - Islamic Studies Librarian
- 5 - Product and Service Manager, & *Spotlight at Stanford* service manager

- **Previous Members (as of Sept 2017)**

- 1 - UI/UX designer
- 2 - Assistant University Archivist
- 3 - Science Data Librarian
- 4 - Engineering Librarian, Digital Services and Projects
- 5 - Curator, Germanic Collections and Medieval Studies
- 6 - Digital Production Coordinator
- 7 - Product and Service Manager, & *Spotlight at Stanford* service manager

- **Where do the service team members sit organizationally?**

- Currently, the service team membership is comprised of library staff only, from Stanford Libraries (but not from any of the standalone libraries which are: Law School, Business School, Medical School, Hoover Institution & the Stanford Linear Accelerator Center)
- 1, 6 & 7 (2017 team) are in Digital Library Systems & Services = report up to the the Assistant University Librarian for Digital Library Systems & Services
- 2 & 5 (2017 Team) = report up to the Associate University Librarian for Public Services and Collection Development (Humanities, Social Sciences, and International/Area Studies)
- 3 & 4 (2017 Team) = report up to the Associate University Librarian for the Science and Engineering Libraries

- **What is an example of a task performed by members of the service team?**

- Service team bibliographer representatives (2, 3, 4 & 5, 2017 Team) are charged with providing a Spotlight update every month at each of their respective bibliographer group meetings.
- To inform the service team, each month at our service team meeting, they are provided with answers/info to the following items by the service manager, to share with colleagues:
  - Info on past, current, or upcoming sprints (for past sprints, this would be higher-level than the release notes). For current and future sprints, highlighting the expected functional improvements and timeline.
  - Current high priority Spotlight issues that require workarounds, and what the workarounds are
  - Identity of new or completed exhibits since last meeting, especially edge cases or those that might be relevant for Bibliographers /Special Collections; brief demos of particularly noteworthy exhibits of relevance to the group or that incorporate something novel may be appropriate
  - Anything noteworthy that's come up since the last meeting, including in terms of new or updated communication pathways with service team or availability of slides or recordings of presentations about Spotlight for those who are interested.