

## University Libraries

### RETREAT FAQs

#### **Q. Why are we having a retreat?**

A. The goal of the retreat is to give us all a good chance to review our progress and to look for ways to “re-create” ourselves as necessary in the next three to five years.

#### **Q. How were retreat participants selected?**

A. They were selected by department heads, members of Program Steering Committee, and the library dean and directors.

#### **Q. What are the dates of the retreat and where will it be held?**

A. The retreat will be held May 31-June 1 at the University of Arkansas System Winthrop Rockefeller Institute, which sits atop Petit Jean Mountain near Morrilton. For more information about retreat facilities, please visit their website at <http://www.wrcenter.net/default.aspx>.

#### **Q. What time does the retreat start and when does it end?**

A. The retreat will begin on May 31, 2007 at 11:00 am. The retreat will end on June 1 about 4:00 pm, which will allow enough time to return to Fayetteville before dark.

#### **Q. What will be discussed at the retreat?**

A. An interesting and thought-provoking agenda has been prepared by the Retreat Planning Task Force to stimulate discussion among the participants. Participants may want to review the agenda before the retreat in order to formulate questions.

#### **Q. How is the retreat organized?**

A. The retreat is divided into bigger general sessions, as well as smaller breakout groups that will focus on specific topics outlined beforehand. Each retreat participant will be told which breakout group they have been assigned to *prior to the retreat*.

#### **Q. How will participants of the discussion groups be chosen?**

A. They will be assigned at random to allow for as broad a perspective as possible on issues.

**Q. What are the room accommodations? Will I have to have a roommate?**

A. The Institute has 60 guestrooms, which will allow each participant to stay in an individual room, although married couples may elect to share a room. In order for us to make room assignments accurately, please let Martha Guirl know your room preference. There are a number of smoking rooms. Please do **NOT** call the Winthrop Rockefeller Institute to make your own room reservations.

**Q. Will transportation be provided to the retreat?**

A. The University Libraries will rent minivans/SUVS to transport retreat participants free of charge. If you are interested in volunteering to drive one of the rented vehicles, please let Martha Guirl know.

We prefer that retreat participants use the rented vehicles since the traveling time can be used to discuss pertinent library topics and to converse with fellow library employees. You may, however, choose to drive your own vehicle, but if you do, *mileage will not be reimbursed*, and you are asked to please let Martha Guirl know by May 20, 2007, so that we may assess the number of vehicles to rent.

**Q. What is appropriate attire for the retreat?**

A. This is a working retreat, so you may dress casually, including wearing jeans. The average temperature in Arkansas for the months of May and June is 85° F. Evening temperatures average around 62° F. The Center, however, will be air conditioned, so bring a sweater if you are sensitive to cold.

**Q. How should I prepare for the retreat?**

A. A number of articles relating specifically to the University Libraries, as well as general materials on library trends etc., have been placed on the retreat Web page (<http://libinfo.uark.edu/StrategicPlanning/retreat2007.asp>) so that retreat participants will have the background to participate fully in discussions. **Required** readings are: *Making the Case: The Impact of the University of Arkansas on the Future of the State of Arkansas*, and *Raising the Bar: A Report by the University of Arkansas 2010 Commission*. These can be found under “Retreat Readings” on the Web page. Other documents that you are required to read are the University Libraries’ [Draft Mission Statement](#), [External Library Trends/Issues](#), and [Internal Library Trends/Issues](#). These last three can be found under “Retreat Planning Tasks” on the Web page.

**Q. Do I need to bring anything to the retreat?**

A. Besides yourself, an open mind, and clothes, you are not required to bring anything else to the retreat except a writing utensil and paper for taking notes. On arrival, each

retreat participant will receive an information packet containing the agenda and other helpful documents.

**Q. Will meals be provided, or will I be required to buy my own?**

A. Meals are included in the retreat (Thursday & Friday lunches, Thursday dinner, and Friday breakfast). Snacks and drinks will be available during breaks. The [menus](#) have been posted on the retreat Web page and will be selected prior to the retreat. Either a vegetarian or fish entrée will be served at each lunch and dinner. *If you have other special dietary needs, please inform Martha Guirl before May 20.*

**Q. Is there a checkout time on Friday, or may I keep my bags/luggage in my room until it is time to leave?**

A. Due to another group using the Institute facilities after us, retreat participants will need to check out of their rooms by 11:00 am on June 1. However, a holding area will be available for those not wanting to leave their luggage in vehicles. We recommend that you bring your luggage to the main facility when you come to breakfast on Friday morning and leave it in the holding area.

**Q. Will we be working around the clock, or will there be free time?**

A. This is a working retreat, so most of the two days will be filled with discussion sessions. However, there will be opportunity for relaxation after the Thursday night dinner. Activities available include karaoke, billiards, board games, etc. The temperature should also be pleasant enough for walks around the facility.

**Q. What recreational facilities are available?**

An exercise facility, located within walking distance of the lodging, is open 24 hours a day. There are no swimming facilities.

**Q. With regard to pay, which parts of the retreat are considered “work time”? Will I be compensated for extra hours?**

A. For Thursday, May 31, a total of 12.5 hours are considered work time (including travel to Morrilton)—a total of 4.5 extra hours. The evening's karaoke is not considered work time. For Friday, June 1, a total of 9.5 hours are considered work time (including attending sessions, working lunch, return travel to Fayetteville)—a total of 1.5 extra hours for Friday. Work schedules should be adjusted earlier in the week so that there will be no need for compensatory time accrual for attending the retreat. If you have any questions about this, please contact Kathy Riggle or Juana Young.

**Q. Are wireless Internet connections available at the conference center?**

A. Yes, the Center does have wireless Internet capabilities in the Main lodging complex and in some of the other lodging facilities. Participants may bring their personal laptops to use in their rooms.

**Q. What resources are there in the event of a medical emergency?**

A. The nearest hospital is in nearby Morrilton (19 miles). In an emergency, anyone on the scene with a cell phone should call 911 immediately.