August 13, 2008

Library Symbol

- Right now we’re using the university’s symbol – mailings, official documents, etc
  - TJ thought maybe we could create a symbol used just for the library

Organization

- Trying to workout organization for meetings
  - Agenda sheets
  - Send brief abstracts to Liz for unit reports

Barb’s Unit Report

- Has been communicating with Kathleen about tours
- Caught up with staff from being gone from vacation
- Meeting with Andrea, Heather, Connie, TJ
  - The purpose was to discuss how the Curriculum Library and the Main Library can support each other in their endeavors.
  - Wiki – looking into how to add my contact information and possible other related Curriculum Library information.
  - Relationship management

Peggy’s Unit Report

- Circulation is in the process of interviewing for staff members for nights
- Staff Changes – times
  - There will now be a non-faculty member for all open hours
  - Working on holiday coverage
- Working with Rod and Julie in the Music Library to centralize the incident reports
- Hunt changed ERES to be a shortcut from the library webpage to link directly to course reserves

Linda’s Unit Report

- Lost function with power outages
  - Chet helped get back to speed
  - Back up Tuesday afternoon
- Computers have been having problems – ILLIAD
- Software Epidex – pdf files electronically
- Chet is getting ILL a printer
- Maintenance
- 80’s night is moving forward
  - Pictures and Atari
  - Posters and raffles donated by spirit in the sky.
• Made the cancellation of ILLIAD orders more clear
• Worked up a new brochure
  o Basic – explains what ILL is
• Vodcasts
  o Stalled right now
  o Hoping it will be done Sept/Oct
• Wants to be at the new faculty orientation

Kathleen’s Unit Report

• Planned a lunch get-together for our group
• Worked on draft for steps to take when someone is working on a project and needs Kathleen’s help with outreach
  o Going to work with group to come up with an outreach request form
• Outreach: Trying to reach people on campus and in the community who don’t use all the resources or any at all and let them know what is available for them
  o Broadening your services
• List of things going on in the library
  o Calendar
• Inventory
• Brochure
• Wants to work on having a meeting with students and staff about emergency situations

Liz’s Student Report

• Has been working with Andrea on the promo tables
  o Have prizes here
  o Giveaways are ordered and coming in soon
  o Have student volunteers for all times
  o Enchanted florist donated balloons

Haley’s Unit Report

• GOBI refresher course for faculty
• Absence request forms
• Group name
  o Library Support Services
• Set up EDI voicing and ordering
• Acquisitions is no longer doing personal binding
• Working on new orders for physical year
  o Haven’t gotten the materials budget yet
• Working on cross training in department in case of an absence
Cataloging Group – TJ

- Asked them to mirror our group in procedures – centralizing
- Issues about being informed
  - Want to have an informational meeting
  - Official assessment process meeting
- Need a day-to-day representative
  - How does our group feel about them joining us?
  - Doesn’t think it’s fair for them to be on their own
  - Thinks it’s imperative
  - Their operation in the library is crucial
  - Every person from this group works directly with them
  - Group as a whole supports the idea of having a leader from cataloging join us

Gate Alarms

- Bookstore books set off alarms at Circulation, Curriculum Library and Physical Sciences Library
  - Reset the code so they are different

Decisions

- Use existing online form – absence request procedure
- Incident reports
  - Currently working with music library
- Kathleen takes minutes when Liz is absent
- Name of this group is – Library Support Services

Agenda Items for next week

- Information leaks – prevention
- Zimbra calendar training
- Vacation procedures
- Student worker diversity