

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
 - Basic – explains what ILL is
- Vodcasts
 - Stalled right now
 - 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
 - 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
 - Broadening your services
- List of things going on in the library
 - 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
 - Have prizes here
 - Giveaways are ordered and coming in soon
 - Have student volunteers for all times
 - Enchanted florist donated balloons

Haley's Unit Report

- GOBI refresher course for faculty
- Absence request forms
- Group name
 - Library Support Services
- Set up EDI voicing and ordering
- Acquisitions is no longer doing personal binding
- Working on new orders for physical year
 - 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