

## **April 20, 2009 – Minutes**

### **All Present**

#### **Unit Reports:**

##### **Haley - Acquisitions**

Goals for FY10 have been established.

Working with Access Services to clean up the J-Stor 3 & 4 titles left on the shelf

E-serials procedures are being compiled and training will start soon

Job descriptions for catalogers are almost complete in regards to the reorganization.

Doris Craig Brown Memorial Fund books have been ordered

We were awarded \$4000 towards a Grant to order materials in reference to Taiwan & China—1/2 of these have been ordered

In process of reviewing FY09 purchase orders to submit the new FY10 purchase orders for Purchasing

Heather Piper has accepted the cataloging position vacated by Irene Billeter—she will start on April 27<sup>th</sup>

We have finished interviews for the new Acq/Cat position- a decision has been made by the Unit and the paperwork is underway

##### **Kathleen – PSL**

The main two things I have been working on since our last meeting are:

Meetings with T.J. and Physics/Chemistry faculty and documentation regarding lists of titles for cancellation to comply with a request to reduce budgets by 27.5%

Preparation and organization for the 2009 Forensics Exhibit and Forensics Series of Presentations. The exhibit runs through May 1st. This year there are six events which started on April 10th. Although I won't go through all this at the meeting, below are some details that may be of interest to other unit coordinators.

#### **PURPOSE OF PSL FORENSICS EVENTS:**

a. The Physical Sciences Library Forensics Exhibit and Series of Presentations is designed to promote the Physical Sciences Library in Currens, as well as University Libraries as a whole. The presentations are designed to appeal to all areas of general interest and/or undergraduate forensic coursework.

b. In addition, the Physical Sciences Forensic Exhibit and Series is multi-disciplinary and it embodies our growing collaboration with a number of other WIU departments and programs. The PSL programs promote the different degree options that WIU offers for studying forensics. The Chemistry department offers a Bachelor of Science degree in Forensic Chemistry, which is ONE of only NINE programs of its kind in the nation, among public universities. There are also minors in forensic chemistry or forensic science which are often complements to a major in law enforcement or biology. The department of psychology offers a minor in forensic psychology. A major in Anthropology, which will be a new program option in Fall 2009, as well as a minor in anthropology, will include options for coursework in forensic anthropology.

c. Another goal of this year's exhibit and programming is to present a realistic glimpse into the study of forensics as it really is--which is quite different than what is portrayed by TV programs such as C.S.I. This is an excellent opportunity for those interested in forensics to see what the jobs may really be like.

d. The first presentation of the series on Drug Addiction and Process Addictions Friday, April 10th addressed this year's University Theme, Health and Wellness -- Challenges and Responsibilities.

#### EVENTS WE HAVE HAD ALREADY:

a. The first presentation (April 10th) was about Drug Addiccion and other Process Addictions by Dr. Bob Stenander of the Illinois Institute for Addiction Recovery at Proctor Hospital located in Peoria, Illinois. According to Dr. Stenander, ten percent of the general population will become impaired by an addiction during their lifetime and approximately five percent of the population is impaired today. In this presentation Dr. Stenander presented information about chemical dependencies and process dependencies such as gambling, internet, food, shopping, etc; including understanding addictions, the counter-productivity of "shaming addicts", information about young adolescent drug use and addiction; and medications used in recovery.

The other presntations so far have included presentations by Dr. Darrell Ross, WIU's director of the School of Law Enforcement and Justice Administration (April 15th) and a presntation by Mr. Kerry Nilesen of the illinois State Police Forensics division (April 16th).

b. Dr. Ross, the co-author of the book "Sudden Death in Custody" offered a riveting presentation about prisoners who suddenly die in custody. The deaths he discussed were not the result of firearms or lethal force--he discussed deaths of prisoners who were taken into custody using traditional methods of restraint--hand-cuffing, pepper spray, tasers.

Dr. Ross has studied more than 1000 of these cases and deaths among mentally ill individuals who stopped taking medications and/or individuals who chronically abuse substances were most prevalent. The etiology of sudden deaths in custody includes: combative agitation or delerium, violent confrontations with responsding officers, and multiple use of less lethal force. It is necessary to determine the cause of death--and the five causes of death include natural, accidental, homicide,

suicide, and undetermined.

Dr. Ross showed videos of individuals who were out of control in which the individuals were nude (which is because their core body temperatures are so high--sometimes as high as 105-108 degrees); unresponsive to either pepper spray and/or tasers, and it sometimes took four or more officers to bring these individuals to the ground. He explained that often times these individuals die because of heart attacks and that the hearts of chronic drug abusers are greatly enlarged, which contributes to their deaths. This was an eye-opening presentation because the general public may not understand how violent and out of control some individuals become with drug use.

c. Dr. Kerry Nielsen, a graduate of WIU with a B.S. and M.S. in Biology, has been working for the Illinois State Police Forensics Division for the last 16 years. The Illinois State Police Forensics Division is the third largest crime laboratory system in the world, behind only the Forensic Science Service in Great Britain and the FBI. Mr. Nielsen presented an overview of the forensics divisions. In Illinois there are nine forensic laboratories and services may include biology/DNA, trace evidence, firearms, latent prints, footwear/tire tracks, document verification, microscopy, drug chemistry, toxicology, and polygraph. Mr. Nielsen also explained that C.S.I. programs do not portray the investigations and the career adequately. Daily crime laboratory work takes place to establish the scientific truth about evidence for court. Most ISP forensic science work involves laboratory/bench work analysis. Forensic scientists in the ISP respond to crime scenes infrequently. Rather, daily the ISP's forensic scientists: 1) think across disciplines, i.e., "What could chemistry and biology and physics and anatomy tell me about this evidence in this crime scene?" 2) make clear bench notes about work and analysis, which may be introduced as evidence in court, and 3) communicate well with one another so they will be able to testify clearly and withstand challenge in court. Those interested in careers in forensic science at ISP laboratories require an undergraduate degree in forensic science or one of the natural sciences. Commonly recognized natural sciences include college/ university majors in disciplines such as agricultural science, animal science, biochemistry, biology, botany, chemistry, geology, medical technology, physics, preliminary medicine, and zoology. Applicants are required to submit an application, pass an entry exam, pass a rigorous, complete background check, and a polygraph test. Complete background check means exactly that--investigators may contact your teachers, neighbors, employers, etc and this investigation may continue even after training has begun.

3. How large was the turnout for the previous events, and what is expected for the events yet to come?

a. Upcoming Events are: programs on forensic psychology, death certification and coroners, and forensic anthropology.

See the schedule below:

Tuesday, April 21st 3:30pm to 4:30pm—Presentation in Physical Sciences Library, Currens 201, by Dr. Kim McClure, Forensic Psychologist, WIU Psychology Dept., Forensic Psychology: Assessing the Influence of Witness Confidence on Detectives' Perceptions of Accuracy, Reliability, and Probable Cause. Dr. McClure's research includes eyewitness psychology, social cognitive areas of memory and recognition,

accuracy of memory, and eye witness confidence.

Tuesday, April 21st 6:30pm to 9pm, Presentation in Morgan Hall 324 classroom, Ms. Janice Wamhoff, Bureau County Coroner and Mr. Larry Jameson and Mr. Eric Jameson, McDonough County Coroners, Death and the Roles of Coroners, sponsored by Dr. Patricia Anderson, Dept. of Sociology and Anthropology in collaboration with the Physical Sciences Library

Thursday, April 23rd 1pm to 2pm, Presentation in Physical Sciences Library, Currens 201, Dr. Patricia Anderson, forensic anthropologist of the WIU Sociology/Anthropology Dept., An Overview of Forensic Anthropology. Dr. Anderson has completed certification coursework for American Board of Medicolegal Death Investigators at Mercyhurst Archeological Institute in three areas: Death Scene Archeology and Interpretation of Human Remains in Outdoors Contexts, Laboratory Methods in Identification of Human Skeletal Remains, and Analysis of Bone Trauma and Pseudo-Trauma in Suspected Violent Deaths

b. The turn-out for the events has been very good, in spite of all the other events going on this month and last week's nice weather, and a slight delay in publicity of the event. The turn-out has averaged around 40 in attendance, more or less. In planning programs it is difficult to pick the best time to schedule events and I opted to schedule them at times during the day in coordination with meeting times of some classes. I expect the turn-out to continue as before. In general, because of the exhibit and presentations the traffic at the Physical Sciences Library shows more than a 5 percent increase so far.

c. Among items at on display, are: ballistics displays, photos from actual investigations and crime scenes, a "famous crimes" display, a display about mummies and physics, a full-sized cast of a human skull and a functional model of the human skeleton, microscopic comparisons of hair samples, microscopic comparison of latent fingerprints, items seized by OPS such as drug paraphernalia, hard drives, and sample evidence bags, forensic psychology display and "faces" profiling software, samples of biohazard evidence, plaster cast of footprint, and displays on forensic archeology of the grave of a homicide victim.

### **Barb – Curriculum:**

We are figuring out what all will be necessary to do when we get the different shelving from the Malpass and the physical plant paints the walls in our area in late May/early June. The current plan is that we will be closed to the public for the three weeks between the end of Spring semester and beginning of Summer semester.

I have been working on work schedules for our student assistants for the time during our remodeling and summer semester to the end of the fiscal year.

I have been working on what items to remove from our reference area because of their age and/or lack of usage and what will happen with them. Some of the items in question are actually in LC and "on loan" from the Malpass Library.

I completed and sent to Mr. Urbanski a list of projects we hope to work on in the next year or so. This list includes the painting/shelving changes (in the future I am going to refer to this as the remodeling project since it is the closest we will ever come to remodeling in CLB), weeding more of the stacks collection and the test collection. It also includes cataloging what remains of the test collection as I get time.

I have been working on my list of books to use for “Booktalking Informational Books” that I am going to do for a LLA 313 class on April 21.

We continue to be busy with classes coming in, charging and discharging items to patrons etc.

Since we are having an increased amount class related stats to keep track of, David has developed a form for me to track the information in regards to classes like—how many students were in the class, where laptops were used, tours were given, instruction was given etc. I had been keeping some of this on separate pieces of paper.

The Zaner-Bloser representative was in one morning and he left us a donation of the 5<sup>th</sup> grade textbooks in the Voices reading series. Just this past week I received a shipment of the sampler set for the 3<sup>rd</sup> grade from him in this same series. He is going to get us the whole series as quickly as he can. I have been e-mailing Mr. Shaler for almost a year now but this is the first time I have met him.

Since Mrs. Hommel has been receiving duplicate shipments from one or two of the publishers for the CLEC collection, she has been bringing me the duplicates to review and decide if I would like to have them added to the collection right now. This is exciting in that they are 2009 titles and it means that we won't have to wait the two years to get this titles from CLEC as usually happens. It has amounted to about 30 titles so far.

### **Linda – DIG**

Continue polishing policies to present.

Presented office and area layout.

Worked on evaluation.

Attended TECHfest. Completed prize winners.

Sending out thank you notes soon

Worked with Depaul U. to see if an entire article was sent.

Carolyn S. and I discussed missing food and drink from the refrigerators. She is going to report it to Mary.

Attended Quality Webinar by OCLC. Showed a need for a person to do quality control and a new flatbed scanner with a larger scanning area. Also, the walls should be painted gray and the floors should have a gray tint as not to reflect light.

DIG has been having difficulty with the microfilm scanner on 3rd floor. The problems are related to the type of scanner this machine is. A secondary cause could be the inconsistency in the film exposure. On 2 occasions this past week the machine scans the image fine, then suddenly scans it too dark or too light. The problem seems random. It takes an extra half hour to scan a readable image. In addition, the student assistants cannot readily obtain help from the DIG coordinator because this machine is on 3rd and the person who could help is on 2nd. I have allowed them to take their cell phones to call down when there is an issue. Should we continue this practice or seek walkie talkies?

Moving the machine would be ideal for us; however, it is a public use terminal. Print out microfiche copies poses a similar problem. All of the machines are on 3rd, quite old and out dated.

Examined Proquest Digital Microfilm. This is newspapers only. I see some advantages, but mostly disadvantages to this service. First, this data base was not searchable like a database. Access via journal title, article title, or subject (to articles) would be nice. Sorry, having a digital microfilm experience is not any better than looking through the film itself. I had to click everything to get to another page. Scroll, click is annoying. This might be a nice feature for something just looking through the newspaper. Not a nice service for someone looking for a specific article.

Newspapers in the service is very limited. The title coming soon do not add to a long list of available titles yet.

As for making a file, each file was one image only. If the article was several pages one would have to have several files for one article. Not good for ILL or DIG. DIG can convert files to tiff and import them into Illiad to make one file. (TIME consuming.)

Image quality is quite low. Image quality for microfilm, is often low because of the format, this seems worse than from the film itself. Photos cannot be made out.

This service could assist DIG and ILL; however, most of the requests are not from newspapers on microfilm - there are from old journals on microfilm.

DIG has only had 9 newspapers microfilm requests since Jan. 1, 2009. Dig has completed 49 microfilm scans and 5 fiche scans. 40 of the microfilm requests were from microfilmed journals.

Chicago Tribune 3

Chicago Daily Tribune 3

Los Angeles Times 3

This database has a way to go before being used by DIG and ILL. It's a nice idea, but has to develop more to be a staff and user friendly database. Need to be able to make a multipage file from the newspaper.

It needs many more newspapers added to the database. It needs to be searchable by article title or article subject. TIFF images would be a better format for these materials in the database.

## **Peggy - Access Services:**

I completed the goals and job descriptions for all my staff. I have met with each of them and completed the paperwork. All paperwork has been turned in to T. J. to review with Phyllis.

I have been working on evaluations. Christian and Ginger have passed their probation. Stephanie has completed her first 2 months.

I worked with Haley on workflow issues regarding errors in Cataloging and have started completing the error form online.

Stephanie is working on inventory of the collection and we are finding more problems with books being shelved correctly. Stephanie will be working on training issues and with the students to be sure they understand the process. We think part of the problem was with the transition between Paul leaving and hiring Stephanie. The newer students were not trained as well as the veteran students.

The electricians were through the unit last week and Chet showed them where the new connections are going so we should be moving the unit around soon. These changes are causing some cleaning of file drawers.

We will be doing finals week signup next Monday (April 27). The staff will be adjusting their schedules to cover these extended hours. However, the library will close at 9 pm on Thursday and 5 on Friday. Diane and Christian will be working on Saturday of commencement.

I worked with Carolyn and Haley regarding the J-Stor titles. Carolyn and I thought we had pulled the J-Stor 3 and 4 over a year ago but found that we did not get everything pulled from periodicals. We have been pulling from the old list and Jeff Matlak has sent us a new list because J-Stor keeps adding issues to their archives. Acq/Cat is working on the list because we found that it is not exactly accurate before we pull issues that should not be pulled from the collection.

Tech Fest- Text me video

V-team is working on branch library segment.

## **Discussion of Unit Reports:**

- Security is a common issue throughout departments
  - Physical Plant has been notified and will be working with DPS
- Mold in storage
  - Mainly in periodicals
  - Barb needs to clean shelving before she uses it
- Library Hours – further updates for summer changes will be coming
  - A few weekends will be open from 1-5 and evenings till 9

- Precession for summer classes
- One SOAR weekend 8-5 in June
- Documentation: please take time to document everything!
  - Phone calls, emails, etc

#### **TJ's Reports:**

##### **Pay For Exceptional Performance**

- TJ appreciates all of the documentation taking place
- Meeting with Phyllis
  - If you don't hear back then everything is approved
- Document all meetings
  - Quarterly meetings and any other encounters

##### **Dean's Meeting with Provost**

- Benchmarking
  - Example: weeding
- "We are a data driven University" –Provost
  - Documentation and statistics
- Need to review some things as a group
  - Budget - Apply change
    - Materials
- Communication
  - Keep in contact with TJ as much as possible

##### **Itech Advisory**

- Mock ups – new design for WIU homepage
  - Asking for feedback
  - Search tool
  - More graphics
  - Events calendar

##### **Dean's Library Faculty Meeting**

- Project form up and running
- Passed around ACRL Handout
  - Library data



## EMC

- Developing training program
  - Live drills and practice
    - Fire
    - Active shooter
    - Tornado

## **Announcements:**

### **Presentations, Seminars, Training, etc**

Anyone who's been - meeting dedicated to presentation to group

### **Travel for next year**

Need opinions on limits, who pays for what, most important, etc

More restrictive

Pinpoint wants and needs

Feedback by May 1<sup>st</sup>