

LSS Minutes

December 21, 2010

Unit Reports/Luncheon

Dig (Linda):

- The copier being networked is working well for "flatbed scanning". Also, it will enable us to scan in color and goes up to 600 dpi. DIG has completed two color request photocopy scans. Both were for WIU customers.
- A macro has been written for the DIG server enabling us to backup the master images.
- The Sequel has been images through the 1970 edition (through 1965 is available online). FYI- In 1966 Nixon was on campus and there was an IBM date match dance. Completion of the Sequels is anticipated in the Summer of 2011.
- Weeding procedures were established with Haley for digitization to consider withdrawn materials for scanning.
- Procedures for Digitization of Withdrawn Materials
 1. Acquisitions/Cataloging will pull out all materials dated 1923 or prior
 2. Materials will be given to the Digitization Department
 3. Digitization will review and decide to digitize or not
 4. Upon completion of digitization or the decision to not digitize the material will be returned to Acquisitions/Cataloging
 5. Acquisitions/Cataloging with discard of the material
- If you have any questions about DIG's procedure to evaluate materials to digitize please contact Linda.
- Digitization is getting ready for the 2nd collection to image. The WIU Bulletins from Archives will be unbound and delivered to DIG in January.
- DIG wishes everyone a safe and Happy New Year in addition to a Merry Christmas.

Access Services (Peggy):

Interlibrary Loan:

- Has slowed down a bit for due to end of semester for both I-Share and ILLIAD.
- Busy with books are being returned.

Student Assistant:

- Have hired 2 new students – lost 2 students during October.
- Revising the procedures/training manuals.
- Students signed up for final week hours.

Training Documentation:

- Reviewing training documentation and procedure manual for unit
- Adding some additional material not previously covered in procedures manual.

Access Services Webpage:

- Reviewed policies from webpage that involves Access Services

- Worked on revising them into current format.

Media Collection:

- Continuing with procedure changes for reserving media for faculty
- Retrieved some media that was severely overdue

Emergency Documentation:

- Worked on revising the Emergency procedures
- Sent revised document to T. J. and Chet to print the final revised version

Projects:

- Inventoried entire microfilm collection
- Will be working with paperback collection on 3rd floor to be sure it is neat and in order on the shelves
- Checked the labeling of all ranges and waiting for ranges to be taken down by Physical Plant

Inventory Collection:

- Will be doing more inventory of problem areas in the book collection
- Will continue with wing maintenance of periodical and book collection – includes shelf reading and straightening of shelves.

Preparation for Finals Week:

- Met with Access Services staff to prepare for Finals Week extended hours
- Sent email to T. J. with changes in staff schedules since we had to add a third person to the Sunday shift
- Stephanie, Christian and Ryan will work Sunday, Jennifer will cover Christian's Friday shift, etc.

Dean's 4 year review:

- Met with group – will have final report summary to Provost by the 17th
- Helping write report for one section of summary

Curriculum (Barb):

- We have received the Lueck Collection items for this year. There were only 9 items. They were sent over to cataloging for processing and we have gotten them all back.
- I had the library open for Dr. Ferree's LLA 513 class on Saturday Oct 2 and Oct 30 for a couple of hours.
- Despite the lack of materials budget we are getting a few new materials via duplicate titles that have been received by CLEC. These are going to cataloging for processing within a day or two of being received.
- I prepared and presented the booktalk on informational books that I always do for Mrs. Hommel's LLA 313 class.
- I have still been working on the workflow, procedures, policy manual for our area as I get time and remember something that needs to be put in it.
- At the request of Dean Self, I prepared a Power Point presentation about the Curriculum Library and presented it at the Library Leadership Board on the Nov 3.
- I gathered the information and prepared the reports which we shared with Dean Self when she had her yearly meeting with our area during the week of Thanksgiving.
- Even though our monthly gate total and in-house/pickup usage were both down in October from October of last year, our circulation was the highest since 2007.

- Mrs. Hommel's LLA 313 class came in for a portion of both class periods the first week of November and I worked with them on how to search for books by and about their assigned children's author. We used the COEHS cart of laptops for these two periods.
- During break week, we continued our 800's weeding project. We weeded about 16 shelves of the 800's and pulled 225 items off to be withdrawn in the process. David did the removal of all of the items to be withdrawn from the cataloging module and they are boxed and sent to Greg in the Malpass for possible addition to the book sale items.
- On Dec 2 Mrs. Hommel's LLA313 class came in during a portion of their class period and I gave them a little information about how to search for the traditional literature for the culture they had been assigned and answered questions that they had as they did their searching.

ACQ/CAT (Haley):

- Procedures manual/workflows all submitted and a unit manual is being created
- Gift materials are being received almost daily especially since email about tax credit went out
- Opac cleanup reports continue to be worked on in between other projects
- Periodicals cleanup project is continuing—cancelled, print to online, not activated, etc
- SFX maintenance follows all periodical corrections
- New materials orders are only be taken right now for spring semester curriculum
- Liaisons have been asked to create and compile orders lists to submit to Dean Howd in January
 - -if and when we receive information or budget we will be ordering
- Every standing order, directs, databases, and newspapers are being reviewed before any renewal or payment is processed.

PSL (Kathleen):

- **END of SEMESTER MEMO for PSL STUDENT WORKERS**
This week I had a couple more revisions to make on the spring schedule. I completed student evaluations, received contact information from everyone for break, and set the time and date for the spring semester orientation meeting.
- **A BIT OF GOOD WILL FOR THE HOLIDAYS**
The PSL Students and I made and decorated more than 100 mini Christmas trees for the patients of McDonough District Hospital and Everly House Nursing Home. I bought the paper, glitter, sequins, etc and the PSL students decorated them on their own time on a volunteer basis when they took study breaks during finals week. This was a nice opportunity for the students to do something nice for those who may not be with their families on Christmas. And my students really loved it because some hadn't really made artsy crafty things on their own!
- **Finals Week has been a busy week for PSL.** Daily patron counts have ranged between 250 and 400. Spring
- **Chemistry Orientation**
Rose McConnell, Chair of Chemistry, spoke with me about the orientation sessions for the

chemistry grad assistants on January 13. I will make a brief presentation about the library at 9am that day.

- **OTHER NEWS**

Electricians continue to work on upgrading the lighting here in PSL. By the end of the week, everything except the accent lights are finished.