

Unit Reports

Physical Sciences Library (Kathleen):

- Traffic has been very heavy since the start of the semester. Demand for computers has increased significantly. Our new study spaces upstairs are being used frequently. I have been working with several new chem. And physics grad students to help them learn how to use the library webpage and resources and to make ILL requests.
- I participated in department orientation meetings for both Physics and Chemistry the first week of the semester.
- We already had library liaison meetings with both physics and Chemistry. T.J. and I discussed the budget and documented department needs and concerns.
- Working on Forensics Exhibits and Presentations
- Forensic Exhibit and Presentations are scheduled for October 15-November 15th
- Some of the scheduled events include:
 - o “CSI for an Afternoon”—Participants can learn to do and analyze DNA tests
 - o Forensic Anthropology Presentation Dr. Pat Anderson (WIU)
 - o Forensic Psychology Presentation—Dr. Kim McClure (WIU)
 - o Conspiracy Investigations—Dr. Jill Myers (WIU)
 - o Illinois State Police Crime Scene Investigator
 - o Morton ISP Forensic Lab—Overview of Services

Digitization (Linda):

- Digitization has been busy digitizing Interlibrary Loan requests and the Sequel. Homecoming reunions were for the classes of 1960, 1970, and 1985 so the unit digitized those years. Sequels through 1950 have been completed.
- In addition, the staff worked on DEC the office and a display for the student Gala.
- Tammy Sayles created a postcard for homecoming to promote the reunion Sequels and Linda Wade donated some bracelets, sunglasses and candy for handing out homecoming weekend.
- The unit has two new student assistants Megan Welch and Deanne Donley.
- Document delivery has seen a slight increase in Eric documents being scanned for distance learners as these are older documents not found online.
- Been working on the query project to see who and what the procedure might be for weeded or public domain materials.

Curriculum Library (Barb)

- I did a total of 13 tours for C& I classes in the first two weeks of the semester.
- In addition to the tours, we have also already had three classes to come in and use materials during class period time.
- Our monthly gate count and monthly global circ counts were up in August from the previous two Augusts.
- We have logged over 200 questions into LibStats so far this semester.
- I have been communicating with Christian about questions and/or problems we have had with LibTrak during the semester so far.
- I have begun trying to type up instructions for some of the things I do. We have for over the last year or so now been working on writing up and gather various procedures for doing things into a notebook for future use.
- I have been working on adding to the student manual that we have had in some form or another for many years. I have been trying to gather more info into it for our student assistants and trying to centralize some of the info that we have had in various places at the circ desk.
- We have picked up weeding in the 813's where I left off last Spring. As usual David is doing the withdrawals of those items and they will be sent to the Malpass Library for the book sale.
- Earlier this week, I went into three different sections of Reading 383 and did the little mini searching lesson that I have been doing for a while now related to a large assignment the students have for that class.

Acquisition/Cataloging (Haley):

- Procedures manual/workflows all submitted and a unit manual is being created
- JSTOR 5 & 6 purll's have been added with the exception of a few corrections awaiting Hunt
- JSTOR 5 & 6 withdrawals are complete
- Everybody currently working on Voyager check –in cleanup for STO & periodicals
 - o -this stems from the previous 2-3 years of renewal issues/changes/cancellations that
 - o Information was never received for
- Gift materials are being received almost daily
- Weeding shelves are continuing to be used and materials withdrawn after posted date
- Media reclassification was completed 8/29/10
- Opac cleanup reports continue to be worked on in between other projects
- Received news today that the money for the Ebsco renewals has been given to the library for 2011
- Budget issues still remain and everything being looked over before payment
- Standing orders are all currently on hold until further notice
- All newspapers and microfilm have been cancelled/not renewed

- Right now the materials budget received is only \$393,000—we are not sure if or when we will receive more funding
- Only curricular needs materials are being ordered
- If ever any questions concerning budget you may notify me and I will do my best to find the answer

Access Services (Peggy):

- Interlibrary Loan:
 - o Busy with requests through both I-Share and ILLIAD.
 - o Several textbooks are being ordered by students.
- Weeding/Periodicals
 - o Felix is busy weeding in LB.
 - o Chuck is busy weeding in HV.
 - o Have pulled and brought all JSTOR V & VI to Acq/Cat for withdrawal.
- Student Assistant:
 - o Have hired 3 new students – lost 8 students at the end of spring semester.
 - o Revising the student handbook.
- Training Documentation:
 - o Rewriting training documentation for student assistants
 - o Adding some additional training documentation, such as call slips, routing, etc.
- Access Services Webpage:
 - o Worked with Hunt on content with new library webpage for Access Services
 - o Redesigned some content
 - o Worked on policy revision from webpage that involves Access Services
- Media Collection:
 - o All media reclassified with Library of Congress except items checked out before started project.
 - o Worked with Haley on procedures for pulling the material
 - o Revised procedures for reserving media for faculty
- Emergency Documentation:
 - o Worked on revising the Emergency procedures
 - o Christian redesigned the maps for the booklet
 - o Will be sending out revised document to everyone in library
- Storage Project:
 - o Worked with Mary to organize and decide on some shelving to be taken down in storage
 - o Shelving in former paperback collection has been taken down and moved to storage
 - o Opened up more space just inside door by Digital Commons
- Shifting Projects from summer:
 - o Completed shifting all periodicals
 - o Moved paperbacks to 3rd floor behind media
 - o Relabeled all ranges and marked ranges to be taken down by Physical Plant
- Inventory Collection:
 - o Completed inventory of entire collection
 - o Shifted main book collection

- Service Plan Committee:
 - o Serving on Allocation & Resource Committee
 - o Sent email to all Access Services staff with website for minutes of LOA meetings per recommendation from Communication Work Group
- Dean's 4 year review:
 - o Had first meeting with Provost
 - o Received his charge and review procedures

Digital Commons (Chet):

- Windows 7
 - o Added to all classrooms
 - o Not overhauling entire library
 - o Chet and crew will be available for help if you do get switched over
- Service Model Updates
 - o Redesigned the schedule

Liz:

- Working on getting a procedure down for putting the policies in the correct format
- Using an excel spreadsheet to keep track of process

T. J.'s Report:

- Emergency Documentation:
 - o Training Event
 - Sam, OPS, very pleased with outcome
 - Strengths and weaknesses have been identified
 - Team is well prepared to handle most responses
 - Need to be more communicative
 - Team established protocol and carried it out
- ITAC:
 - o September 1st campus website
 - o Nov. 9-11 there will be a feedback area on website during this time
 - o Library website does not fit well w/ University yet
 - o Mobile web for hand held devices
 - o Question about where to find ILLIAD link – will be followed up with Sean.
- EPC:
 - o Phyllis gave budget update
 - o T. J. talked about emergency plan
 - o Staff development
 - Ideas?
- Mobile Computing Taskforce
 - o Reboot for summer.

Other:

- Figge Museum
 - o This collection supports Museum Studies
 - o Catalogers in public libraries are volunteering to do cataloging.
 - o University is supplying:
 - Training, workflow, access to Voyager
 - NOT: labels or other supplies.
- Service Models
 - o Allocations of Priorities and Resources (Peggy)
 - Meet weekly and review
 - o Cross-training (Barb)
 - Came up with proposals
 - List of people to go to with questions
 - Procedural manuals
 - o Promotion (Kathleen)
 - Reporting needs of library users
 - Putting together a list of ways to promote