

**March 24, 2010 1:00pm in MLK Room**

**Unit Reports:**

**Barbs Curriculum Report:**

Since we last had to do a unit report, I have done the mini searching lessons for all three sections of Reading 383. Both instructors involved had the COEHS laptop cart reserved for the time I was to present and the students were able to work along as I did the explanation. It worked much better in the section I did a couple of days later than it did in the first two. In the later session the instructor had given her class the assignment and their topics for the assignment prior to my presentation. In the first two sections the instructor had not had time to get the assignment out to the students for some reason. Over the time I have been doing this it seems to be more worthwhile for the class and myself if the students have the assignment and their topics before we begin. It seems to give them a purpose to pay attention and get more out of it.

We were pretty busy with check out etc during the month of February. Our number of charges were down from the last couple of years for the same time period but we still managed to charge out more items in February than did the Malpass circ area which is not unusual for us during the month of February.

We are continuing to work with Mrs. Hommel and her LLA313 class. This experience with her and her classes over the last couple of years has been a learning lesson on both sides. It has given the staff in the Curriculum Library a chance to develop some new ideas of how to work with instructors etc.

As time allows we are still working on weeding the collection in those areas that have not had a major weeding in several years. I am continuing to weed the 800's again since we will have difficulty getting in the new CLEC materials we receive this year if I don't.

We received some new textbook series from Mcmillan/McGraw Hill rep. We received a science series, parts of a reading series and a social studies series. The science series alone would be valued at about \$2,000-3,000. I haven't figured the value of the other two series yet. This was all possible through one of our faculty members who has kept in touch with a former student. The rep is a WIU grad and remembered that CLB had textbooks available to students. She wanted to help out with that. It is especially exciting for me since this is the company that was no longer willing to sell me teacher's editions so now that company can once again be represented in our collection.

### **Linda's Dig Report:**

Submitted grant for NEH. We had a good response for support from possible partners. ALS has given us a letter of commitment to announce our training sessions.

We have had a possible first copyright infringement with e-yearbook.com. The site has a digital copy of the 1963 Sequel yearbook and 1918. The 18 would be in public domain, but they are charging for access to the material. The 63 would still be copyright protected. Kristin Dunstan is following up on that.

DIG has passed a few new policies and will have a website by TechFest.

The Sequel has 1904-1913 up loaded to Content DM.

You can access the collection from Archives, DIG sites and Carli collections. All links on the DIG website not public yet.

Working to move our stats to a format fitting in with the document we saw at the last meeting.

DIG has a display ready for TechFest: Digitization: bringing the past to life

### **Haley's ACQ/CAT Report:**

Springer E-book medical collection (Carli) is being loaded and we are waiting on Purl's from Hunt for this project

The unit has finished withdrawing the Physical Sciences Library materials (approx 600)

Catalogers continue to work on the Carli Opac Reports to help clean up the Opac

Greg is working on finishing up his bindery budget & with Jeff Matlak for the online/electronic SFX maintenance

Completed the Spring/Summer 2010 project list in conjunction with Peggy & Access Services

Currently working with Christian for calculating Unit Statistics—this is just the beginning of the process we are using not only for the request from the Provost for statistics but to also set benchmarks for the Unit

Upon Robin's return (vacation) she will be working on the JSTOR moving wall titles to verify what needs to be updated

Annual review of job descriptions have begun

Majority of the Unit workflows have been received and I am currently working on formatting them all into one format

I've been reconciling the budget with Purchasing Office and Business Services

Firm orders are slowing down

Library Materials Budget is being cut by \$55,000 for FY11

Student guidelines have been reviewed and signed by our students—Emailed T.J.

Book Sale stats = \$2678.49

TOTAL ENT.	532
TOTAL PUR.	373

**Peggy's Access Services Report:**

Spring semester has been going strong. We have been busy at the desk, interlibrary loan, and wing maintenance.

Christian has set up meetings with the different areas to go over collection of statistics. T. J., Christian, Phyllis, and I will be going to the Quad Cities on April 13<sup>th</sup> to go over the statistics much like Christian presented at our last LSS meeting. We met with the Music Library last week and Julie is working with Christian for the collection of their data.

Library Emergency Coordinator Team (LECT) met with Dana Biernbaum over Spring Break to go over the documents and discussed her suggestions for it. Diane has gone through the document and made those changes.

Stephanie is still working on shifting the periodicals – we flipped the F-M wing so the flow of the shelves is the same as all other the wings in periodicals. We are moving D and E to the F-M wing and have moved the Mc forward to the original N-Z wing. We are discussing the best place to put the Media so it is easily accessible to the users.

Stephanie is also working with T. J., Haley and Barb in regard to his liaison duties. His area is the Curriculum & Instruction in the Education department. She is pulling books from L-LT, letting T. J. look through them, and then taking the trucks to the Curriculum Library for review by the faculty. She then picks them up each week, brings them back and takes the ones to be withdrawn to Acquisitions/Cataloging. She is completing weekly reports concerning the progress of this project. We are setting the benchmarks so we can perform the same work for

other liaisons in the library. Peggy is working with Stephanie to track the numbers on a spreadsheet.

T. J. and I had a conference call with the CODSULI Task Force regarding 24 hour turn-around time. I am working on a question survey with Tammy from SIU-Carbondale and T. J. will be working with her on gathering statistics.

I am also on the I-Share Resource Sharing Task Force with CARLI. We have conference calls each month. CARLI will work on running the new script so stub records with fines less than \$4.99 will automatically have the fines removed. I talked with Hunt this week regarding Voyager 7.1 and he reported that he does not think we will be going back to it for awhile because it is believed all the issues have not been worked out yet.

I had a staff meeting with my unit over Spring Break. It is hard to get all of them together at one time so we try to do the meetings over breaks. We went over different topics that have been going on in the library, such as gate and alarm counts, budget issues, summer projects, etc.

I met with Haley and we went over the list of summer projects that we both had and how the two units will need to work together much like we have in the past summer.

Instructions for wing maintenance have been created for both the stacks and periodicals. Instead of using the laptop with the inventory program, we are actually straightening each shelf and looking at the books for ones out of order in call number. We will be using the laptop and the inventory program later but the amount of items misshelved has been surprising and has led to retraining of students in the stacks.

We have started cross training in the unit. Jennifer has been working with Ryan, Christian, and Diane on ILLIAD borrowing and lending. Diane works on Saturday with Ryan works on Sunday so we have someone doing ILLIAD every day and Jennifer is not buried on Monday morning.

Ann has been updating our information sheet for the students and staff in regards to LibStats and how to record the questions. It helps them to know which category to put things in when they add the questions to the program.

We are currently going through the missing pages from journals. If we no longer have the journal in print, we are eliminating the pages. If we have the print copy and the article is online, we are changing the label to reflect this information.

Looking at job descriptions for the staff and preparing for their evaluations in April.

### **Kathleen's PSL Report:**

Re-shifting books moved from shelves, that we originally intended to remove to make more study space. One of the shelving units is wobbly and I need to discuss removing it anyway.

Last week or so have had several elementary educ majors in to find sources for a lesson plan/activity assignment for science education. I selected several general books that my students could direct them to for ideas. The instructor requires his students to obtain sources from Malpass, PSL, and the Curriculum Library. Some of the topics we have helped students find materials for are; the human heartbeat, weather, how mirrors reflect images, how glass is made, etc.

I met with Christian to discuss statistics . We had already begun tracking number of patrons every hour at the computers, study tables, comfy chairs, and study carrels. We are also trying to track how many people come in looking for a computer, find there are none available and then leave. We also started keeping stats on pick-up items (books from stacks and reference and journals). These are things we had been doing but stopped temporarily while I was gone.

Just installed a new toner, which Chet told me was the last one they had in stock. At this time, we use one toner about every 2 weeks or so. There has been a lot of printing--lab reports, full-text journal articles, research papers, drafts of thesis chapters, etc.

### **Reporting Document (Christian)**

- Planning on standardizing the collection

### **Kathleen showed concern about statistic numbers**

- PSL is special services
- Not comparable to Malpass
- Held accountable for explanation of stats.

### **Library Emergency Coordinator Team (previously Emergency Response Team)**

- Being used as an example for the University
- Documentation to Phyllis
- Dana is developing training module
- Unit coordinators will be playing a larger role in building teams (Horrabin and Currens)

### **Student Workflow Manuals**

- Need to be completed

## **Job Descriptions**

- Staff need to come first
- Unit Coordinators need to look at staff job descriptions before reviewing with T.J.
  - o Subject to change depending on jobs
- Evaluations due in May

## **Weeding**

- C&I educational books