

March 4, 2009 – Minutes

All Present

Unit Reports:

Barb (Curriculum Library):

- David and I have opened the Curriculum Library for Dr. Ferree's Advanced Children's Literature graduate class for two hours on three Saturday afternoon thus far this semester. There are 16 students in the class. We have been checking out a number of items to them as well as answering questions about finding books in the collection and searching for specific subjects etc. We will be open for this class one this coming Saturday as well as one in April. We are not open to all patrons at this time on those Saturdays. We are open only for members of the class. *This is one of the many ways we fulfill the "support student learning" in the strategic plan. It is also a form of outreach for us as a number of the students are area teachers taking the class as an update course.*
- On the morning of Friday February 6, a group of about 18 high school age special education students from Western Illinois Special Education Cooperative in Carthage came in to visit the Curriculum Library. I showed them where the picture books were located and helped them find books on subjects of interest to individual students. One of the teachers ended up reading a big book to them and then they got books to read or have read to them in the Curriculum Library. Almost all of the students had an adult with them to help them read or read to them. *I would call this a form of outreach for us.*
- We recently became aware of the fact that cutter numbers have not been consistently assigned the same with names like San Souci, Van Buren etc. I looked up some rules for that issue and was not able to find anything. At that time, I asked Linda Wade for assistance since I knew she had taken a cataloging class a couple of years ago. She was not able to answer my question but contacted her cataloging instructor who gave me some ideas in regards to this issue. The instructor suggested that they be handled like I remembered it being told to me. She also pointed out something that I had already decided to do when the issue came up. That being -- whatever was decided on how to handle them that the information be written down, passed on to those involved and to be consistent. David has now checked some issues in the catalog. I am still trying to find some hard rules about assigning Cutter-Sanborn numbers and have at least one book on order through ILL. In the interim, I am in the process of writing up some notes on how to assign cutter numbers for the collection so there can be consistency there.

- We have had more items being checked out and being returned as well as an increase in “how do I find” questions. Although some individuals in the LLA313 & LLA311 classes had started right out at the beginning of the semester other classes like block are just beginning to pick up.
- According to the global circulation statistics for the month of February which we received on Tuesday, we charged 3,037 items which was more than any other single circulation desk in the university libraries. I guess that explains why I thought it seemed we had been somewhat busy.
- On Tuesday February 17th, I presented a mini lesson on searching Curriculum Library materials in Voyager OPAC for another section of Reading 383. This is something I began doing for Dr. Campbell’s classes last Spring for the first time. I am changing how I do the instruction each semester. This semester I still went to the classroom. The students had laptop computers and their topics for the assignment so I did a mini instruction on searching and we used the remainder of the period to help them find items for their assignment. This is an evolving process as we do it more and more. *This is another of the many ways that we support student learning from the strategic plan.*
- We had the ESL class from the WESL Institute in on Thursday afternoon of last week. The students and their instructors (about 24 total people) spent about 1 ½ hours in here looking at books and selecting items for the college students to read to improve their reading ability and understanding of English. *(This is supporting student learning from the strategic plan.)*
- I have been working on a schedule for the revamping of our shelving units which we would like to do during the break between Spring & Summer semesters.

Haley (Acquisitions/Cataloging):

- The cubicles in the Acquisitions Area have been torn down. Half of the carpet has been cleaned. We are waiting on the removal of the dismantled furniture to be removed to finish cleaning the carpet. Also waiting on electricians to check wall outlets on the west wall- there appears to be some water damage to the cover plates.
- Acquisitions/Cataloging email has been set up and will be used for the Error report form as well as the project request form and will be monitored by Haley, Sharon and Marilyn on a daily basis.
- Greg has taken on new duties. He will now be performing the SFX maintenance duties. I ask that you give him time to learn the program before requesting reports

and/or immediate changes. He will be reporting to Haley and any inquiries should be made through her.

- Due to the reassignment of job duties, the unit will also be using the Trainer/Learner program to bring in a new position to the department.
- Interviews for Irene's vacant position are to start this Friday with the first candidate.
- Standing orders and periodicals have been asked to be reviewed and cancellations made by the liaisons per Dean Howd and Jeff Matlak
- Currently rewriting job descriptions for all Acq/Cat employees- in reference to the two units combining and in preparation for the Pay for Performance Evaluations

Kathleen (Physical Sciences Library):

- Revised student schedule because two students asked for reduced work hours because of their classes.
- In the process of reviewing the "list" of PSL periodicals and other information received from electronic resources and collection development in preparation for upcoming meeting with T.J., the physics and chemistry chairs, and faculty library representatives. We will meet on Tuesday, March 10th.
- Began preliminary planning for upcoming forensics exhibits and programs. As in the past, I am contacting other campus departments to encourage interdisciplinary participation.
- Discussed security and computer issues at PSL with T.J. and Mary. These issues include items that are missing, finding the door unlocked, finding that someone has been on the computers after closing.
 - Follow up: these issues have been addressed with physical plant and should be getting better. (keep up to date)
- Responding to numerous requests for research assistance from upper level undergrads and graduate students. I believe this can be attributed to my attendance at their fall orientation meetings and also because of my assistance with the chemical literature class last fall.
- Students helped pass out flyers Thursday in the union for game night and others to help at game night.

Linda (Digitization):

- Joined the ImageLib listserv.

- Dean ask for equipment and recommendations from the DIG Comm...
Looking for microfilm/fiche scanner and software. I'm looking at the proscan 2000 will be at ALA in July. I have ask the listserv for feed back on microform scanners. 16 micrfilm scans in FEB. Some microfiche we cannot always do(that is to print only at this time.)
- Looking for project management software.
Put forth 2 servers 1 for preservation one for public access to digital collections. Heather is looking for access software to those collections.
- Created 699 digital objects in Feb.
 - Only 9 rescans
- Lib. DIG. Comm. it producing policies for standards and a request form. Heather will compile them together and we will meet again after viewing the comtemplation.
- Training- Peggy's training is almost complete except for the ILL BLOG and ILLiad Cust. Manager. That means we've been through everything once.
- Continuing to work on manual, workflow and quality control. Only 9 rescans for Feb.
- Faculty copying is now local copying.
- Flatbed scanner experience issues by adding a black line to all scans. Fixed. Minolta 7000 went down for a day...turns out we are using all our RAM. It crashed until some files were deleted.

Peggy (Access Services):

- Access Services have been busy adjusting to Interlibrary Loan in our area. We are learning more about ILLIAD and how the process works. Christian and Diane are processing ILLIAD lending requests on the weekends and have them pulled and ready for Jennifer on Monday morning. There will be some more training on the borrowing aspect of ILLIAD with our staff.
- We have prepared a plan to reorganize our area. We are waiting for the carpenters to come in and take down the short shelves in the front of the unit. We will be adding half of one of the units to the end of the Reserve shelving. There will be 3 desks moved to the front of the unit for Ann, Ginger, and Christian. Diane and Stephanie will be where Ann currently is and the holding shelves on the west wall will be removed from that wall. There will be a small shelving unit put in front of Ginger's desk and it will hold periodical mail, reference books, and government publications items. Shelves for branch library drop off and pick ups will be at the back of the unit. When students from branches come over with call slip items, they will leave them on one shelf and pick up

any material on the shelf for them. However, we will not be able to move desks until the LAN connections that were requested last fall have been installed for the computers.

- We have shifted periodicals in the A-E wing and will be putting all DVDs, VHS tapes, and computer games on the 3rd floor at the beginning of the wing. The DVDs and games will only be the cases and if they want to check one out, they will bring the case to the front desk, we will pull the DVD from a locked area, keep the case and charge out the DVD or the game. The VHS tapes will be located on the 3rd floor. All have been stripped so they will set off the alarms. These cannot be desensitized without erasing them so if someone has one of our videos, they will set off your gate alarm.
- Stephanie Jones started in our area on the 24th. She is going to be doing stacks maintenance, covering the desk, working interlibrary loan and anything that is needed in the unit. We are working on cross training the staff to know all areas of the unit so they can help out with different areas
- Christian is working on an awareness vodcast about the Text Me feature in Voyager. He has been working with Lauren, Josh, and Andrea and the vodcast is really good. They are working revisions to the final version so that they can show it to Phyllis and then see where we go from there.
- Cross training is complete

Materials Budget

- 25.7% materials budget decrease
 - Periodicals

Mobile Computing Taskforce

- Vodcast
- Look at blog once a week

Subgroup meeting

- WIU
- Mock up

Group and Security Policies Approved

EPC

- Literal event
- Incident – off campus bomb threat (Saturday)
 - Library handled well

- Christian
- Multiple calls to check on situation
- Able to answer questions

Summer

- Policy creation/review/editing
 - Start in May
 - Before Phyllis returns in June
- Need to review existing policies first
- Would like to review weekly reports

End of March

- TJ needs a List of projects for summer (all)
- Unsure of what student budget will be
 - Can combine resources

Pay for Performance

- Everyone has gone except Peggy
 - She has been advised to wait towards the end
- Everyone work with Kathleen to recommend policies in regards to
 - How are we going to write goals
 - Questions needed answering
 - What happens in the event of an unplanned project
 - Guide questions to Phyllis
- Need to be prepared to write job descriptions in April
- Concerns
 - Sustainability
 - 1 year definitely
- Centralize how supervisors are viewed throughout all of campus
- 1% for 1 year – base salary

Quarterly Evaluation meetings

- Job discriptions

Lib stats software statistical program

- PSL & Curriculum will be implementing

