

## **Library Support Services**

**May 5, 2010 – 1:00 MLK**

### **Barb's Unit Report (Curriculum)**

We have been keeping practice stats in preparation for the standardization of all the stats that is to begin about July 1. I haven't really found any surprises in the new stats that we have been keeping. The one thing that I have noticed is that it will be necessary for us to have someone inside the circulation area during all times we are open or at least more than we do at times now. Currently when student assistants are out shelving materials, shelf reading etc. either David and/or I watch from our office and assist patrons as they come to the circulation counter. This is not a good arrangement for counting patrons as they come in. This is one thing we will have to work out somehow.

By keeping some of the stats that we will need to be keeping after July 1, my staff and I have come up with some questions that we would need answers to before we began keeping the official stats. I have shared these questions with Christian and Mr. Urbanski. In so doing I think I have brought to light some issues that might not have been thought about in regards to the stats keeping.

We have been busy with the usual end of the semester hurry to check out materials to complete their reading journals for LLA 313 etc. Since we have had 5 sections of children's literature this semester our reserve for that class has been getting a little more use these last couple of weeks. In the month of April, we charged out 198 more items than did Access services in the Malpass. We also discharged over 300 more items than they did.

I am working on evaluations for each of our student assistants which I will go over with them the last hour they work during finals week. (By the way, I thought that the form on the web was supposed to be fixed so that we didn't have so much trouble typing right into the form itself. I didn't notice any difference when I tried to use it the other day. It might just be because I am using it from outside the Malpass Library though.)

I have also been working on David's evaluation, all the new documentation for his PFEP that will be discussed in my report later, etc. I have suggested some minor changes to the LA job description and forwarded those changes to Mr. Urbanski, but at the current time have not gotten a response to the acceptance of those changes.

Last week I was able to get 12 more shelves of the 813's weeded. This is one of my ongoing goals. We hope this summer to complete the west room shelves for the first time through. I am having to go back and do the 813's again because we won't have room for very many new books from CLEC in that area this year and the coming years if I don't pretty much continually work through weeding that area.

Speaking of CLEC materials, last week we began receiving this year's installment of materials. As of last Friday, we had gotten 770 items. We are not sure how many more we will receive. David has typed a list of all titles currently received and checked all titles against our current collection. He has separated out those that will be duplicates in our collection for my review to determine if we will be keeping them or not. I have gone through all of those that will be new titles to our collection once and pulled all non-fiction items for acceptance into the collection as well as a few of the award winners, ALA notables etc that I was able to spot

quickly. Currently, this has resulted in our having about 6 boxes of materials waiting to be taken to Acq/Cat for cataloging. I have spoken to Tom Finley in the Quad Cities about the procedure we will use for his possible review of what we are not keeping. The remainder of the process will take some time as I will need to review in more detail those materials and then Tom wants to look at what is left and will need to have time to review the materials as well. Finally what he doesn't choose will be boxed and sent to Greg for the book sale. At the current time I have no idea how long all of this will take or how many will go to each location. We do know that we have not even received all the materials that will be coming over from CLEC yet at this point. I know that cataloging will be anguish to get the materials to begin working on them. But with our pinch for space for fiction materials and the process that has been developing to allow Quad Cities a better chance to select some materials out of what is left, the whole process before the materials can be sent to cataloging has become much more complicated and needs more time to be worked through than when we used to just get the books, and send them over to be cataloged in mass for our collection.

### **Haley's Unit Report (ACQ/CAT)**

Budget update—separate

Greg has just received multiple gift items from 2 estates—Robin is assisting him in searching the materials to see if we have in our collection or not

Christian has almost finished the Depot for Acq/Cat

- Heather and Connie are doing the trial run for the unit
- They have discovered a few items that would be useful to change
- Have spoken with Christian and he is working on them
- Connie and Heather noted that it is rather time consuming to stop their work and enter information every hour—they usually keep all stats and then input at end of the day

Marilyn continues to work on the Map Collection—they are moving items from different categories

-she is getting close to completing

Heather, Mike, Sharon, Connie continue to work on the Carli Opac Clean up Reports

Greg and Debbie are working on a report to clean up the serials check-in records in conjunction with Sharon to clean up the opac—this is all in regards to previous renewals/cancellations/ online to print switch that no notification was given to the unit of these titles

Jeff Matlak and Dean are working for the cancellations for FY11- as the materials budget will be cut by \$55,000

I have completed the first review of unit job description and will be meeting with T.J.

I have started the annual evaluations of the Unit and will be starting the PFEP evaluations upon completing the annual evals

## **Peggy's Unit Report (Access Services)**

We are busy at the desk, interlibrary loan, and wing maintenance. Return of books is starting this week but it will pick up more next week.

T. J., Christian, and I went to the Quad Cities on April 13<sup>th</sup>. We went over the statistics that Christian presented to each branch and our LSS meeting. We also interviewed another student for the branch library video started last spring. In addition, we went through the Library Emergency documentation that we had presented to each unit in the libraries.

Library Emergency Coordinator Team (LECT) met with Dana Biernbaum and Joe Harmon to do a table top discussion. The entire unit was involved in the activity because we cover the library after hours and on weekends. The activity went well.

Stephanie and Trent, a student assistant, are still working on shifting the periodicals – we have moved C through E into the original F-M wing. We have also pulled print titles that are now covered in JSTOR by the moving wall. We will be measuring the remaining periodicals in A-E to see how much space we will need to have for the collection.

Stephanie is still working with T. J., Haley and Barb in regard to his liaison duties. His area is the Curriculum collection in Education department. She is continuing to pull 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.

I met with the staff to complete student evaluations for spring semester. We have completed all the evaluations and will be meeting with the students this week and finals. I will be sending exit interviews to 7 students who will not be returning next semester. I will discuss their exit interview with them when I meet with them to discuss their evaluations.

We have finals week schedule completed and will be open Sunday through Tuesday till 3 a.m.; Wednesday till 2 a.m.; Thursday till 9 p.m.; Friday till 5 p.m. and Saturday 10 a.m. to 4 p.m. We extended finals week an hour on Sunday through Tuesday. My staff has adjusted their schedules so we can have more than one staff person during the later hours.

Haley and I discussed workflow for some projects this summer. We will continue to work together for other summer projects. Several of our projects this summer will overlap and we will have to work together to complete them.

I have a student assistant who has been helping Mary clean storage. He has done a great job of organizing and cleaning the areas. Until Mary is ready to have him work on more areas, I have him now cleaning up the periodicals that are down there. He is shifting and sorting them so they are in the correct order. Then we will check the holdings there against our spreadsheet from last summer and work with Acq/Cat to correct holdings in WestCat and SFX.

We are continuing with wing maintenance in both the stacks and periodicals. In addition to this maintenance, we will be doing an inventory with a laptop over break and summer. With wing maintenance, we are actually straightening each shelf and looking at the books for ones out of order in call number.

Ann has updated the information sheet for LibStats. She is working on retraining the students to record the questions under the correct category.

I have worked on the staff's job descriptions. I am currently working on their evaluations. I met with Barb, Haley, T. J. to discuss the PFEP evaluations per the email from the VPAS.

**Linda's Unit Report (Dig):**

Working on the Sequel. 1905-1920 is done and 1920 will be uploaded. Will continue to work on. Working on procedure documents.

Rescanning maps.

**Kathleen's Unit Report (PSL):**

Mary submitted a request for the unstable shelving unit to be removed from PSL. Last Monday Mary submitted the request to physical Plant for removal but we are waiting.

We have selected several old references books that are out-of-date and/or no longer used. T.J. approved the transfer of these old books to the Chemistry and Physics Department graduate offices. I have circulated a list of these books to the departments asking if there are titles they prefer we keep in PSL reference. So far, the faculty has identified only two titles.

T.J. attended meetings regarding cancellations of journals. I submitted the list to Chemistry and Physics and they sent their approval or disapproval for cancellation. Of five titles, the departments wish to retain two titles. T.J. will forward these recommendations.

Reconciliation of PSL/Physics/Chem Book Orders—We have updated our book order database and according to my records still waiting to receive about 28% of the books we ordered. This isn't a criticism—it's just a report after our update.

Since Spring break PSL has been busier than ever. Compared to 2009, traffic during March and April 2010 has increased 72 percent.

5. Attended Undergraduate research day—There were many student poster and podium presentations from Physics and Chemistry. Nine of the chemistry presentations were made by students who were enrolled in the Chem 416 class I taught last fall. Of those nine, three had continued research they began in my class. Of the five physics poster presentations, I assisted one of these students with initial research for their project.

Missing in transits—Stephanie Wagner contacted me with a list of missing in transit books. It turns out that one of them, checked out by a person in Gov pubs for a display, discharged the book before it was returned to PSL and it showed up on the Missing In transit List. Stephanie did a great job tracking this down and correcting this problem.

## Chet's Report

Buying toner and paper

Still short on supplies

- don't know about next fiscal year

Server space is up and going

- Requested accounts

Looking into buying Dig. its own server

- Next fiscal year
- Lib. Server for preservation
- Other server for public

## T. J.'s Report:

- **EPC**
  - Disruptive individuals policy
    - Going to EPC for changes
  - WestCat records clean out
  - Re-cataloging media (DVD/VHS)
    - Worth pursuing?
- **MedLine Plus Grant**
  - Karen is leaving
- **Service Models**
  - Forging non-profit services
  - Need to change
    - Phyllis is doing great job
  - Need to participate whenever possible
    - Decision making process
- **Budget**
  - Can't continue to do things the same way
    - Partially because of state budget
  - Need to redistribute resources
  - Going through period of change

## To Do's:

Send T. J. your self evaluation by 5/12/10

Student evaluation form