

Library Faculty Meeting Minutes

Date: November 30, 2005

Present: Baker, Black, Bryant, Heck, Kerins, O'Shea, Reid, Schneider
Next Meeting: Wednesday, January 11, 2006

Leader: Black

Leader: Bryant

Recorder: Bryant

Recorder: Heck

Observer: Heck

Observer: Kerins

Last Meeting: Minutes of November 10, 2005 approved.

Special Agenda Items:

Camilla Reid led a discussion of the library's current mission statement and how we can make necessary changes in response to the University's report, "Meeting Students Where They Stand: Annual Retention and Graduation Rates Improvement Plan." Several people had thoughts of how the mission statement could be changed, so Camilla asked everyone to send her some ideas. She will put together three or four ideas to discuss at the next meeting.

Area Reports:

Reference: (Fay Verburg): Fay will be out indefinitely following major surgery. We discussed various options for filling in all of the hours Fay works the reference desk while she is gone.

Library Instruction: (Camilla Baker): No report.

Special Collections: (John O'Shea): No report.

Technical Services: (Diane Black): Diane has received the EBSCO invoices. Marsha Reese is reviewing the invoices for accuracy and making changes as needed. Once this procedure is complete Diane will approve and pay.

Carolyn Turner will be out for two weeks. She plans to return December 12.

Automation: (Jeff Heck): The ITS beeper system is no longer operational on nights and weekends.

Project MUSE will be offering digital backfiles of their full-text articles, and one option for providing them employs the LOCKSS (Lots of Copies Keeps Stuff Safe) system to provide access to the articles. Jeff has requested funding to buy the hardware needed for this system.

Deepfreeze, software to prevent changes to each computer in public use, will be updated on Monday, December 5.

Jeff has also requested funding for six new computers to replace six current computers that don't have enough RAM for the upcoming Voyager upgrade. The Voyager Five upgrade will be two upgrades in one. The conversion will take place December 20.

ITS is looking at putting "Internet Favorites" or "Bookmarks" on the Z-drive. ITS is in the process of changing the back-up procedure for each employee's computer. An automated approach for backing up all materials in the "My Documents" folder has been developed.

Outreach Librarian: (Mellie Kerins): Mellie reminded everyone that the Christmas party will be Thursday, December 15 at 12:00 on the second floor.

Electronic Resources: (Martha Bryant): Starting Monday, December 5 *American Humanities Index* will change to *Humanities International Index* in GALILEO. *Humanities International Index* provides approximately 710,000 more records than *American Humanities Index*.

Two new free databases have been added to our GALILEO list: *LISTA* (Library, Information Science, and Technology Abstracts), which is provided from EBSCO; and *In the First Person* (from Alexander Street Press), an index to diaries, letters, oral histories, and other personal narratives.

Government Documents: (Joe Schneider): Deborah and Joe will be attending the Georgia Depository Libraries meeting on December 14.

Deborah and Dar are still in the process of shifting, and Joe has done more weeding.

Media Services: (Rose Axton): No report.

Circulation/Associate Director: (Camilla Reid): Camilla reminded everyone that December 8 is the deadline for additions or changes for the Mid-Year Unit Plan Report.

She is working on the FY2007 New Funding Plan spreadsheet for Dr. Sullivan.

There is a new security guard, Moises Santiago, who will work Mondays through Wednesdays 2:00-5:00 and Thursdays 2:00 to close.

Director: (Bill Nelson): Dr. Nelson is in Hong Kong presenting three workshops on library assessment.

Committee Reports: Jeff gave a report from the Athletic Committee meeting he attended.

Camilla Reid reported that Dr. Nelson, as this year's Chair of the Student Technology Fee Committee, attended the SGA Senate meeting to discuss an increase in Student Technology Fees. SGA supports an \$8 increase that will be voted on by the Campus Fee Committee.

Jeff reported from the IT Security Advisory Committee that soon we will be seeing a notice every time we log in to a computer on campus reminding us that we are using an ASU network computer. They are also concerned about the security of data on campus and are looking at options for storing data for back-up off site.

Brochures are being mailed from the Cullum Committee. They are planning a reception for Dr. David Satcher, the keynote speaker. Class sign up for this series has been strong.

Miscellaneous:

Updated: LibFacMinutes5.doc Sept. 06, 2005 /wrw