

# Library Faculty Meeting Minutes

**Date:** January 11, 2006

**Present:** Camilla Baker, Diane Black, Martha Bryant, Jeff Heck, Mellie Kerins, Dr. William Nelson, John O'Shea, Camilla Reid, Joe Schneider, Steve White

**Leader:** Bryant

**Recorder:** Heck

**Observer:** Kerins

**Next Meeting:** Jan. 25, 2006, 2:30 p.m.

**Leader:** Heck

**Recorder:** Kerins

**Observer:** Reid

**Last Meeting:** Minutes of the last meeting were approved as amended

## Special Agenda Items:

**1. Covering the Reference Desk during Fay Verburg's leave**– David White, a former Reese Library faculty member, has been scheduled in to begin serving one night a week and some weekends. Camilla distributed a weekend schedule including these slots. David will continue at least through February, unless Fay returns sooner than expected. David is also taking some of the hours left uncovered by other part-time librarians unable to work this spring.

**2. Student Retention** – The Board of Regents' effort to improve retention of students in the university system has led to actions we need to take. The library and other support services will be responding to show how we encourage retention and how we might improve that encouragement.

Our first step in working with the BOR retention project is to include retention in our mission statement. The second step is to create a committee to plan assessment of retention efforts. An initial report is due March 3. By April 14, the report, including our measures, has to go to the campus Student Retention Committee.

Phase 1 of the retention report concerns:

\* **advising** – Everyone on campus has an influence in this. Camilla Reid noted that there already are tie-ins with our unit plan.

\* **faculty and staff interaction with students** – This is an area we have more effect in.

Following discussion, the library faculty voted to serve as a committee of the whole. Three staff members and/or three students who work in the library will be asked to join the committee, which will meet for the first twenty minutes or so of each regularly scheduled library faculty meeting time. Dr. Nelson will serve as the chair.

Camilla distributed (see below) a revision to the library mission plan that includes retention. A motion was made to approve the revision. The vote was unanimous in favor of the measure.

## MISSION STATEMENT

Reese Library supports the University's mission of teaching and the advancement of knowledge, and encouragement of student retention and graduation by:

- providing effective access to a broad range of learning resources
- promoting the use of quality information in all formats
- instructing students in seeking and evaluating information

- creating an environment in which instruction and research can flourish
- encouraging lifelong learning.

Reese Library supports the community mission of the university as a cultural and intellectual resource.

Revised and affirmed January 11, 2006 at a Library Faculty Meeting

### **Area Reports:**

**Reference:** (Fay Verburg): on leave

**Library Instruction:** (Camilla Baker):

- \* 61 classes have now been scheduled, up from 43 at the beginning of the week.
- \* On February 16 there are three classes to be taught in the Writing Center lab. Volunteers are needed.
- \* Physical plant looked at the projector in 304 and reported to Bob Shannon. Camilla Baker will follow up on whether repairs have been done.

**Special Collections:** (John O'Shea):

- \* John has been meeting regularly with the campus historic preservation plan committee.
- \* The ASU Archives were transferred without incident from Reference to Special Collections over the break.

**Technical Services:** (Diane Black):

- \* Following upgrades by Baker & Taylor and by our service site for Voyager, some of the new procedures for cataloging and ordering are not working.

**Automation:** (Jeff Heck):

- \* Jeff noted dates for two upgrades to Circulation software packages, ILLiad on January 17<sup>th</sup>; Ariel on January 23<sup>rd</sup>

**Outreach Librarian:** (Mellie Kerins):

- \* Students attending the SOS event received stuffed teddy bears.
- \* Following a future ASU Faculty meeting, the library will host a birthday party for GALILEO.
- \* Tuesday, January 31<sup>st</sup>, Susan Mucha will present her book during our next Meet the Author.
- \* Black History Month is February, and we are preparing a display. Diane suggested black educator John Hope, who was president of Morehouse College and a native Augustan, as a possible focus.

**Electronic Serials:** (Martha Bryant):

- \* Martha read an email from Fay thanking library faculty for their care during her leave.
- \* Martha is using the EBSCO invoice to update our holdings in EBSCO EJournals.
- \* The trial for EBrary will be ending soon.

**Government Documents:** (Joe Schneider):

- \* The biennial survey for 2005 is done and submitted to GPO; reselected items such as Federal Register in paper format already have started arriving.
- \* Deborah Tritt and Joe attended a state meeting of federal depository

librarians in December. There will be no inspections anytime soon, due to funding cuts federally. Other major initiatives also were dropped as a result of reduced funds.

\* Joe and Mellie have discussed a documents workshop for InReach. Joe may focus on why SuDocs numbers change over time. He will work with Mellie on setting a date for the workshop.

**Media Services:** (Steve White, for Rose Axton):

\* Steve noted the department is busy trying to update technology. For example, the Communications department currently uses a different version of the video editing software classes use, and Media Services needs to match the version. They are also trying to purchase new technology for the College of Business conference room.

\* The new poster printer is a hit. Media Services charges \$5 per vertical foot. Several departments are starting to use it. Video editing stations are also getting more use.

**Circulation/Associate Director:** (Camilla Reid ):

\* Camilla reported that Fay may work on a grant proposal while at home, possibly a continuation of the GHRAB grant.

\* A request from the Association of College and Research Libraries for an annual statistical report was divided and distributed to the library faculty responsible for each section. The request asks for statistics for July 2004 through the end of June 2005.

\* The GALILEO quick search has been implemented. Library faculty are asked to try it and provide feedback.

\* The LibQUAL survey will be done this spring. Dr. Nelson will be attending a workshop and will return with materials we will distribute to the community. The effort will be in conjunction with ITS. We need to work on incentives for participation.

\* Moises Santiago, one of the security workers, will begin working part time in the front office.

**Director:** (Bill Nelson):

\* Our Jag Card reader should be funded this semester. Implementation will follow as soon as possible.

\* Dr. Nelson will attend the GLA conference Friday and the American Library Association meeting next week.

\* The University System of Georgia has a program, procedures and policies in place for records management; they identify Reese Library and Media Services as holding materials. As part of this policy, we must ensure we handle social security number information properly.

**Committee Reports:**

\* The Reese Library Promotion and Tenure Committee proposed a change to the library policy, to include a pre-tenure review. The unanimous vote approved the suggested change.

\* Cullum off to a good start with its keynote speaker, Dr. David Satcher, Tuesday night.

**Miscellaneous:**

none