

# Library Faculty Meeting Minutes

**Date:** March 5, 2009

**Present:** Baker, Black, Heck, Herndon, Kerins, Nelson, O'Shea, Payne, Reid, Verburg.

**Leader:** Payne

**Recorder:** Reid

**Observer:** Verburg

**Next Meeting:**  
March 30, 2009.

**Leader:** Reid

**Recorder:** Verburg

**Observer:** Baker

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**Last Meeting:** Minutes of February 18, 2009 meeting.

**Special Agenda Items:** None

Minutes of the February 18, 2009 were approved with minor corrections.

Meeting was called to order at 2:05 p.m.

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## Area Reports:

**Media Services:** (Ralph Herndon): Student Technology Funds were awarded to upgrade the classroom technology in Allgood Hall. Media Services will be heavily involved in the technology setups for the Phi Kappa Phi Student Research and Fine Arts Conference on March 11. They will also offer a lot of support for the national Science Olympiad competitions which will be at Augusta State on May 14-16.

**Reference:** (Fay Verburg): Fay will be speaking on genealogical resources available at Reese Library at the March 10 meeting of Augusta Chapter of the Daughters of the American Revolution. She will be moderating two contributed paper sessions at the Phi Kappa Phi Student Research and Fine Arts Conference.

**Library Instruction:** (Camilla Baker): The March instruction schedule is set and all the sessions are covered.

**Special Collections:** (John O'Shea): The Institute of Museum and Library Services grant for purchasing environmental monitoring equipment was awarded and received. Thanks to Carol Waggoner-Angleton and Kim Gray for all their work on it. Reports on the grant appeared in the *ASU Report* and the *ASU Grants Office Newsletter*. The GIL Cataloging Group's webinar on metadata and other aspects of cataloging was well-attended by Special Collections and Government Documents Staff. Dr. Nelson asked that anyone working on a grant application let the Library Business Manager know about the grant and the funding details.

**Technical Services:** (Diane Black): Marsha Reese is working on the departmental lists of serials renewals. Carolyn Turner is working on the gifts Yadira Payne acquired for the Women's Studies collection. Francine McCoy is ordering a few items and working on the shelf-reading project. There is evidence that the M and N sections are heavily used. There is also a Special Collections barcoding project.

**Automation:** (Jeff Heck): Since the Electronic Resources Librarian part-time position is not being filled at this point, a group met to divide up that position's responsibilities in the interim. After a discussion of the current electronic resources job description the following work flow was agreed upon: Michelle DeLoach will handle the licensing agreements and payments; Fay Verburg will coordinate the trials; Jeff Heck and Owen Angleton will be responsible for keeping the GLRI and Serials Solutions databases up to date and report usage statistics; Camilla Reid will field questions from the vendors and collaborate with department chairs/faculty about electronic resources collection development issues. When Diane Black comes back part-time after she retires she may play a role in the management of electronic resources. There are current trials of NCJRS, the ACS package, and SciFinder.

**Outreach:** (Mellie Kerins): Miriam Zecharias has been helpful in identifying an artist who would like to display work in the 2<sup>nd</sup> floor gallery during April and May. Mellie and Matthew Whittington are working with Cliff Gardiner, Rick Davis and Rick Pukis on a project to spotlight Dean Robert Parham's poetry in a display, videotaping and as a Meet the Author for National Poetry Month in April. Mellie has also contacted the art department at Augusta Preparatory Day School about the possibility of a student art display during

the summer.

**Electronic Resources:** (vacant): See Automation report.

**Government Documents:** (Yadira Payne): Yadira has obtained the new password for StatUSA! and it is available at the Reference desk. There was 100% participation by the Government Documents staff in the metadata webinar. Government Documents received an 8x10 color portrait of President Obama that has been added to a display case on the 2<sup>nd</sup> floor. Tina McClarnon, Miriam Zecharias and Yadira have recently reclassified into SuDoc over 500 documents. There was a discussion about Georgia Census Records on microfiche that are being held temporarily in the government documents area. Yadira will be serving as a judge for the Phi Kappa Phi Research and Fine Arts Conference on March 11.

**Circulation/Associate Director:** (Camilla Reid): Camilla R., Jeff and Camilla B. will be attending the March 6 Board of Regents workshop on Scholarly Communication at Georgia Tech. Camilla is working on the library mid-semester Unit Plan Report for Dr. Sullivan. Reese Library will be collaborating with USC-Aiken and Paine College to apply to host a Scholarly Communication Event.

**Director:** (Bill Nelson): Diane Black will be retiring at the end of March, but after a month will be coming back part-time to help out during the budget crunch and while the positions vacated by Susie Alvarez and Martha Bryant are open. The Library does have permission to fill the vacant part-time LAII position in Government Documents and the LAIII position in Circulation/Interlibrary Loan. GUGM will be a virtual meeting this year on May 21; Fay is our on-campus contact. There was discussion of the new online Faculty Role Model process and forms. Staff evaluations and job descriptions are due March 18<sup>th</sup>. Dr. Nelson will be at an ACRL meeting on March 12-16.

**Committee Reports:** The Inreach Committee has planned two All-Library Meetings; staff can choose between two sessions—March 25 at 2:30 p.m. or March 26 at 10:00 a.m. The agenda includes a review of fire safety and response policies and procedures and a demonstration of the new ADP system for travel by Michelle DeLoach and a presentation about WebJunction by Carol Waggoner-Angleton.

**Miscellaneous:** Honors Convocation is March 13 at 7:00 p.m.; faculty should be there by 6:45 p.m.