

Library Faculty Meeting Minutes

Date: August 18, 2009

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

Leader: Payne

Recorder: Reid

Observer: Verburg

Next Meeting:
September 1, 2009

Leader: Reid

Recorder: Verburg

Observer: Baker

Last Meeting: July 22, 2009

Minutes of the July 22, 2009 meeting were approved with minor corrections.

Meeting was called to order at 2:10 p.m.

Special Agenda Items: Discuss and affirm the library mission statement. The following was reaffirmed:

“Reese Library supports the University’s mission of teaching, the advancement of knowledge, and student retention and graduation by providing effective access to a broad range of learning resources, by promoting the use of quality information in all formats, by instructing students in seeking and evaluating information, by creating an environment in which instruction and research can flourish, and by encouraging lifelong learning. Reese Library also supports the community mission of the university as a cultural and intellectual resource.” *Reaffirmed August 18, 2009.*

Area Reports:

Media Services: (Ralph Herndon): Classroom technology upgrades were completed in Science Hall classrooms (Washington Hall 151 and 152 and Science hall 1004 and 1056) this summer. To support student projects new equipment has been purchased including new “tapeless” cameras with hard drives with up to 13 hours of space. The system for hearing impaired students is being used this semester. Disability Services has also placed two new enlargers in Room 214 on the 2nd floor of the library for use by persons needed to enhance printed materials.

Reference: (Fay Verburg): Library Automation and ITS upgraded the “community” computers in the Reference Room with “hand-me down” computers which were replaced by new public access computers. Since flu season is coming up, Fay asked about getting help with or supplies for cleaning the keyboards on the public access computers. Fay and Yadira have worked out a plan to refer patrons from Reference to the public access computers in Government Documents when there is a high demand in Reference and if it does not interfere with providing Government Documents public access.

Library Instruction: (Camilla Baker): Camilla firmed up coverage of the library instruction schedule for August. For September, there have been several requests for library instruction outside the library in the professors’ classrooms. There are five students registered for ILIT1500 which begins on August 18.

Special Collections: (John O'Shea): On September 10, John will be giving a presentation at Brandon Wilde to the College Hill Chapter of the Daughters of the American Revolution (DAR) relating to Ruby Pfadenhauer, the chapter’s founding regent, with information on a few relevant collections. Special Collections will be interviewing for a second student assistant soon. At this time Special Collections is not open on Saturdays.

Technical Services: Francine McCoy and Philip Mixon are continuing to work on the inventory of the circulating collection; they are in the PNs. Francine is placing book orders based on order requests from the academic departments. Carolyn Turner is continuing to process book donations and the new books that are beginning to come in. The full-time cataloging assistant position should be posted soon.

Automation: (Jeff Heck): Jeff created and ran a report in the Voyager system to locate bibliographic records which have no MFHDs (MARC Format for Holdings Data) attached. (MFHDs normally include the holdings information for the title, such as the number of volumes.) The report was sorted by unit within the

library and distributed to the units for review. A first wave of swap-in computers have been installed in Reference. ITS will be bringing a second group of computers next, a group of six new computers that will upgrade specific employees' workstations. A third group of swap-in computers will be refurbished and installed soon, including six to outfit the public computer pod on 2nd floor west (power is currently being installed to that pod); there will also be one computer added to the 3rd floor east pod, and additional other stations installed.

Outreach: (Mellie Kerins): On April 20 at 2:30 pm a picture of all library employees will be taken for Human Resources for their "You Can Count on Me" e-mail announcements spotlighting various campus-wide service areas. Outreach is working on an electronic library newsletter to send out to the ASU community. Mellie has written two articles for the newsletter. Matthew Whittington staffed the library table at "What's the Scoop?" on August 17.

Electronic Resources: (vacant): The Electronic Resources Library Search Committee (Baker, chair; Heck; and Verburg) reported that there are fifteen applicants with the required Masters degree. They will be meeting to narrow down the field to the most qualified. Jeff is putting together a notebook of pertinent information for the electronic resources librarian. Setup of the new SciFinder subscription access is underway.

Government Documents: (Yadira Payne): Former library administration student assistant, Andy Bruner, is working part-time in Government Documents helping with the shifting project. Government Document serials are being pulled from the Serial stacks areas; items in Media Services which can be identified as Government Documents will be added to the Government Documents collections. The Serial stacks can be reconfigured to make it easier to find journal titles at the end of alphabet. Consolidation of all government documents into one collection is necessary to meet Government Depository regulations. Yadira is also working on the Government Documents Collection Development Policy.

Circulation/Associate Director: (Camilla Reid): According to Human Resources beginning January 1, 2010 there will be a 12 % increase in health premiums and the indemnity medical plan will no longer be offered. Open enrollment begins on October 19, 2009. Michelle DeLoach, Library Business Manager, will be leaving the library on September 1 for a position in the ASU Budget Office. In the interim Ginny Loveless, former library business manager, will work temporarily, part-time (9:00 to 2:00 pm, Monday-Friday). Also, Michelle will still be available a few hours a week to handle critical financial and payroll responsibilities. The Library will be closed on the furlough days (September 8, November 25 and December 23, 2009). There are two student assistant positions open in Circulation and Special Collections.

Director: (Bill Nelson): On leave.

Committee Reports: Jeff, as ASU Faculty Secretary, made a presentation on ASU campus committee structure to the current Student Government Association officers.

Miscellaneous: Jeff Heck, Steve Duckworth (ITS) and Damon Armour (ITS) have submitted a paper for the 2009 Georgia Library Association academic paper competition entitled: "Save gas: using your office computer from home." Yadira Payne submitted a paper for the 2009 Georgia Library Association academic paper competition entitled: "Constitution Day at Your Library: Promoting your Federal Depository." The current count of students on campus this fall is 7,080, an all-time high. Pig Out! is September 16. Constitution Day is September 17. Government Documents staff will be in costume again this year. Miniature constitutions have been ordered as handouts. Matthew is working on publicity pieces.