

# Library Faculty Meeting Minutes

**Date:** November 3, 2009

**Present:** Yadira Payne, Camilla Baker, Camilla Reid, Mellie Kerins, **Next Meeting:** Nov. 16, 2009  
Jeff Heck, John O'Shea, Ginny Loveless

**Leader:** Heck

**Leader:** O'Shea

**Observer:** Payne

**Observer:** Payne

**Recorder:** Loveless

**Last Meeting:** Minutes of the October 14, 2009 meeting were approved as distributed.

**Special Agenda Item:** Government Documents Collection Development Policy

Developed and presented by Yadira Payne, the policy is a compilation of the Federal Depository Library Program's (FDLP) policies as they apply to Reese Library. The Policy was reviewed and underwent minor tweaks to ensure editorial accuracy. When accessible via the internet, links will be provided for pertinent information which the user may need for further reading. Discussion of access to the collection ensued. Reese Library's normal Circulation policy is in place for government document materials. While we must (and do) provide reasonable access to the public and youth, standard check-out privileges must apply. It was also questioned as to whether or not we are the only depository in the 12<sup>th</sup> district. Yadira Payne will investigate.

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## Area Reports:

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**Media Services:** No report.

**Reference:** (Jeff Heck): The public access computers in Reference have been losing/resetting their dates and times. The problem is a result of the computer's CMOS (complementary metal-oxide semiconductor) batteries running out of power. This is a typical, but fixable problem, in aging computers. New CMOS batteries will be purchased.

**Library Instruction:** (Camilla Baker): As of today, for the Fall 2009 semester, there will be a total count of 86 classes taught (84 completed, 2 scheduled). Last year at this time, Fall 2008, the total was 94. The difference of eight classes can likely be attributed to an increase in ASUO1000 classes scheduling only one class during 75 minute sessions. Camilla Baker also noted that the Scavenger Hunt (with answers), which the Library provides, has been a motivator for the students.

The ILIT1500 classes taught by Camilla Baker are still going well. The Library Committee wants her to talk to them about the course at the next meeting. Camilla Baker supports having formal evaluations of the class, by the students, in order to have an arsenal of support for the course. She will investigate using the standard ASU evaluations.

**Special Collections:** (John O'Shea): The confirmed dates for the Pilgrim Life Insurance materials pack-out performed by Munters will be Thursday, November 12th and Friday, November 13th. Special Collections personnel, Camilla Reid and Dr. Lee Ann Caldwell will assist Munters by verifying which items are included in the pack-out.

Carol Waggoner-Angleton will be attending the Society of Georgia Archivists (SGA) pre-conference tomorrow (November 4th) for professional development. John O'Shea will attend the SGA annual conference on November 5th and 6th.

**Technical Services:** (Various): The new cataloging staff member, Kate Culver, began on November 2<sup>nd</sup>. Orientation and training have begun. Carolyn Turner's last day was Oct. 30<sup>th</sup>.

**Automation:** (Jeff Heck): Two new printers have been installed in Circulation. The one working printer which was replaced was moved into the Family Room. The second network card was received for the Bookeye scanner. Once its permanent location is determined, it can be fully utilized. After discussing all possibilities, it was determined that Room 128 will now serve as the Digitization Room as it is: 1) an overall better use of space 2) secures the scanner (and archival materials) out of public areas/view and 3) is in a darker location, which is optimal when scanning archival materials. This will require a few in-house preparatory steps including moving some furniture out of Room 128 and deciding where the key will be kept.

**Outreach:** (Mellie Kerins): On Thursday, November 12th, at 2:30 on the second floor, the Library will be hosting Joseph P. Campbell, Hull College of Business, who will present a copy of *Audens' Revisions* to the library, written by William Quesenbery, Chair of the English Department at Augusta College from 1965-1969. Individuals who knew Mr. Quesenbery are invited to speak.

**Electronic Resources:** (various): The interviewing for the Electronic Resources Librarian has concluded and within the week, the announcement will be made (pending clearance of background check). The new Administrative Specialist position will not only help the Library Administration office, but will aid the new Electronic Resources Librarian in resource management.

**Government Documents:** (Yadira Payne): The final number for the government documents with SuDoc numbers located, verified, and reclassified during July 1, 2009 – October 31, 2009 is **4,778**. The shifting in Government Documents is continuing as scheduled. On November 4<sup>th</sup>, Yadira Payne will attend the 70<sup>th</sup> anniversary celebration of the depository of Georgia Southern's Zach S. Henderson Library. It was brought up that it is time for the biennial survey to be conducted.

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

Circulation: The new staff member in Circulation has been hired. Rhonda Cornell comes to Reese Library with extensive customer service experience from many different fields. Her first day will be Monday, November 9<sup>th</sup>. There was a brief discussion of the rearrangement of the mending/ILL area in Circulation to better accommodate the workflow. Jeff mentioned that networking and electricity should be kept in mind when planning this move.

Administration: Ginny Loveless was appointed as the new full-time Library Business Manager (effective November 2). The new Administrative Specialist position will be posted by week's end. Interviews will then ensue.

**Director:** (Bill Nelson):

No report. Bill Nelson out on business.

**Committee Reports:**

Inreach: (Kerins): The all-library meetings will be held on Tuesday, November 10<sup>th</sup> at 10:30am and Wednesday, November 11<sup>th</sup> at 2:30pm, both in Room 130. Mellie Kerins has emailed information and agenda to all library staff. For the Thanksgiving luncheon, librarians were reminded to turn in their money. Camilla Reid invited the Library Committee members to join us. At the next meeting, we will look more closely at who we should invite to the Holiday luncheon.

IT Committee: (Heck): On Friday, November 13<sup>th</sup>, there will be a University System Faculty Government Committee meeting. Jeff Heck will attend.

Student Technology Fund Committee: (Reid): The students on the committee are very active this year. They were slightly concerned with one of the Library's proposals: new laptops for student checkout. They felt that the laptops might not be used enough to warrant continuous funding and that they might not always be used for academic purposes, among other things. Our in-house stats show that over the past two and one-half years, the laptops have been checked out approximately 2000 times. If this proposal is not funded, then a survey of laptop users could prove useful.

**Miscellaneous:**

Library computer pods will start being filled as displaced computers become available.

ITS is in the process of boosting the Library's wireless capabilities.

**Next Meeting:** November 16<sup>th</sup>, 2:00 p.m.