

# Library Faculty Meeting Minutes

**Date:** March 18, 2010

**Present:** Camilla Reid, Dar Scarff, Jeff Heck, John O'Shea, Mellie Kerins, Fay Verburg, Ralph Herndon, and Ginny Loveless

**Next Meeting:** Mar. 25th, 2010

**Leader:** Reid

**Leader:** Reid

**Observer:** Verburg

**Observer:** Verburg

**Recorder:** Loveless

**Recorder:** Loveless

**Last Meeting:** Minutes of the March 03, 2010 meeting were approved as distributed.

**Special Agenda Item:** None.

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## Area Reports:

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**Media Services:** (Ralph Herndon): The Phi Kappa Phi Research and Fine Arts Conference presentations were held last week making Media Services extremely busy with printing out posters for the presentations. This resulted in having the biggest record in sales history for Media Services.

**Reference:** (Fay Verburg): A new "Ask a Librarian" form was designed by Owen Angleton for use on the Library webpage. It was created as a supplement to our consultation form and both are to be used to help users who need speedy reference assistance. To further meet the needs of patrons who need immediate assistance, Fay will investigate free text-messaging services such as Trillion and Meebo.

**Library Instruction:** (Camilla Baker): So far during the month of March, twelve ASU classes, one high school (Briarwood High School in Thomson), 265 ASU students and seventeen high school students received Library instruction, as of March 18.

Camilla is working on a document for the Library Committee's subcommittee on information literacy for the justification of placing ILIT 1500 in Area B as a core elective. Six (represents 26%) of the four-year institutions in the University System of Georgia have a library course which fulfills Area B2 of their core. Two other institutions have courses described as computer literacy in the course description, but neither appears to be a library course (Computer Information Systems and Business).

**Special Collections:** (John O'Shea): The environmental data logger quarterly report has been compiled.

**Technical Services:** (Dar Scarff): While Circulation staff were shelf reading, approximately 570 books were identified and brought to Cataloging for spine label repair.

(Fay Verburg): Kate Culver and Fay processed two trucks of donations. One remains.

(Ginny Loveless): Julie Disney, former student assistant for Library Administration, was shifted to Technical Services. She will handle a variety of projects and will work approximately 15 hours per week.

(Camilla Reid): Diane Black was out last week and will be out for the remainder of this week for personal reasons.

**Automation:** (Jeff Heck): Jeff noted a change in NetLibrary. OCLC has sold the division to EBSCO. OCLC has also given up hosting databases, moving to concentrate on WorldCat Local services. All NetLibrary items purchased through OCLC will continue to be available at least through 2013. EBSCO plans to integrate the ebook content into their databases.

Jeff distributed statistics from our GIL Catalog. There were more than 100,000 successful requests in searching for books during the year, July 2008 through June 2009. October and March were the months of heaviest use. Sixty percent of the searches were done on campus. Comcast and Hughes Network are the two most frequent Internet providers supplying access.

Jeff will update the LOCKSS server to version 280 on Friday March 19.

**Outreach:** (Mellie Kerins): An ASU Open House for prospective students will be held Saturday, March 20 in the JSAC breezeway. Security Guard Michael White will represent the Library.

The next Meet the Author will be held April 22<sup>nd</sup> at 2:30 in the lobby on the second floor. *War and Nature: The Environmental Consequences of War in a Globalized World* by Jurgen Brauer will be the focus.

**Electronic Resources:** (LouAnn Blocker): No report.

**Government Documents:** (Yadira Payne): Government Documents is in the process of weeding its microfiche collection.

The LexisNexis trials are still ongoing.

Yadira will be giving a presentation Thursday March 25<sup>th</sup> at 2:30pm in the JSAC Ballroom titled "The Beauty that Invented Today's Beast". This is a way to promote the use of government document resources plus offer a presentation for Women's History Month.

**Circulation:** (Dar Scarff): Circulation will no longer be selling floppy disks since computers on campus do not have floppy disk drives. Students will be encouraged to save their work to their ASU Z: drive or to use flash drives.

Fay Verburg is assisting in selecting books for mending, withdrawal, or replacement.

Circulation will be sponsoring a LYRASIS workshop entitled "The Fundamentals of Book Repair". It will be held June 29<sup>th</sup> and 30<sup>th</sup>. More details to come as the date approaches.

A Loan Specialist in ASU's Business Office, will assist Dar in tracking down individuals who have outstanding Lost Book balances and collecting monies owed to ASU.

**Business Services:** (Ginny Loveless): Library Administration is in the process of updating all the job descriptions for staff members in preparation for annual evaluations to be conducted in August.

With the move of Administration student assistant Julie Disney to Technical Services, our remaining student assistant, Meagan Morgan, will be moved to part-time clerical and will work approximately 30 hours per week.

Eddie Howard, Director of Student Activities, has called for proposals from campus departments who wish to receive Student Activities funding for their programs. With library study rooms in such high demand, Library Administration will submit a proposal for the renovation of the Library to include up to thirteen additional study rooms.

**Acting Director:** (Camilla Reid): Camilla attended the Regents Academic Committee on Libraries (RACL) meeting on March 5, 2010. She complimented the facilities at Macon State College. Some topics of discussion included the USG budget crisis and NetLibrary 9 which will be purchased by GALILEO and provided to all USG institutions.

\$35-40,000 is needed for renovation of space to accommodate the Pilgrim Life collection on the southeast corner of the 3<sup>rd</sup> floor of Reese Library. Therese Rosier, Physical Plant Director, has indicated that this cannot be accomplished before December 2010. The current library budget would be able to support sending the collection to Munter's Chicago facility to be cleaned before the storage contract runs out in mid-May 2010. Upon its return to Reese Library in late July 2010, parts of the collection would have to be stored in various secure nook and cranny locations throughout the library building until an appropriate space could be prepared on the 3<sup>rd</sup> floor.

Several personnel changes reallocating existing resources have been submitted for approval to Human Resources and the VPAA's office.

**Committee Reports:** (Heck): The Library Director Search Committee has concluded its process and a recommendation has been turned over to Dr. Sullivan. Jeff thanked everyone for attending the interview sessions and supplying comments. He also thanked the members of the committee, who concluded the process enjoyably and ahead of schedule.

(Heck): The IT Committee will meet today, with presentations made by an Apple representative about iTunesU and other products, and an update on selecting a new email system for the University.

(Heck): The Library Website Committee has put our site in for evaluation/redesign by a University of Illinois library graduate school class. We will be notified in the summer if they accept our website for redesign.

(Heck): The Discovery Tools Committee (OIIT) has now seen a first demonstration of a variety of next-generation products that allow searching of all media types from one interface and will begin forming an evaluation strategy.

(Kerins): Inreach committee will meet today at 2:00pm.

**Miscellaneous:** None.

**Next Meeting:** March 25<sup>th</sup>, 10:00 a.m. (Special Agenda meeting only)