

# Library Faculty Meeting Minutes

**Date:** March 25, 2010

**Present:** Camilla Reid, Dar Scarff, Jeff Heck, John O'Shea, Mellie Kerins, Fay Verburg, Cindy Britt, Marsha Reese, LouAnn Blocker, Yadira Payne, Kate Culver, Francine McCoy, Phillip Mixon, Camilla Baker, Ralph Herndon, and Ginny Loveless

**Next Meeting:** April 1<sup>st</sup>, 2010

**Leader:** Reid

**Leader:** Payne

**Observer:** Verburg

**Observer:** Verburg

**Recorder:** Loveless

**Recorder:** Loveless

**Last Meeting:** Minutes of the March 18, 2010 meeting were approved as distributed.

**Special Agenda Item:** Discussion of Acquisitions/Cataloging Librarian position and delegation of duties until the position is filled.

**Cataloging:** Yadira Payne will create original cataloging records and call numbers for theses and other materials which Kate Culver cannot find in any database. John O'Shea will create call numbers for copy-cataloged materials when necessary. For the monthly cataloging statistics, Kate will consult with Diane Black, Jeff Heck and maybe Dar Scarff to learn this task and perhaps change formulas or templates, if needed.

**Acquisitions:** For shelf-ready books, Fay Verburg will verify that records match before the requested books are sent to Circulation. Circulation will continue to notify campus personnel when their materials are ready for check-out. Dar Scarff has already updated the academic calendar with deadlines and dates for FY2010-2011. No immediate support is needed for handling out-of-print orders or assisting with returns and end-of-year ordering. Allocation letters are to be sent to each department in July. If the position is not filled by that time, LouAnn Blocker will work with Camilla Reid to ensure they are sent out. Camilla Reid, in conjunction with Jeff Heck, will gather statistics for the ACRL report. LouAnn Blocker will enter the budgeted funds for the fiscal year into the Serials modules and, if the position is not filled by the new fiscal year, she will do the same for the Acquisitions module.

**Serials:** Until the full-time Electronic Resources/Serials Librarian position is filled, LouAnn Blocker will handle all the duties related to Serials including flagged materials returned from the bindery, the summary of accounts, processing and approving serials invoices, and annually reviewing the journals, with Marsha Reese's help after processing.

LouAnn Blocker will check old files for any new material that has not yet been placed on the online Technical Services Manual and get assistance from Owen Angleton in uploading it.

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## Area Reports:

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**This is a Special Agenda Meeting Only. No Area Reports.**

**Committee Reports:** None.

**Miscellaneous:** None.

**Next Meeting:** April 1st, 10:00 a.m.