

Library Faculty Meeting Minutes

Date: June 02, 2010

Present: Camilla Reid, John O'Shea, Mellie Kerins, Fay Verburg, Ralph Herndon, Ginny Loveless, LouAnn Blocker, Yadira Payne, Jeff Heck, and Camilla Baker

Leader: Heck

Observer: Kerins

Recorder: Loveless

Next Meeting: June 16th, 2010

Leader: Kerins

Observer: O'Shea

Recorder: Loveless

Last Meeting: Minutes of the May 19, 2010 meeting were approved as distributed.

Special Agenda Item: ALA Virtual Conference. Members will look over the proposed agenda and speakers; if there is enough interest, we will register for the conference.

Government Documents Lost Item Policy. The Government Documents lost item policy will be revised so that it is more aligned with the policy for the general collection.

Area Reports:

Media Services: (Ralph Herndon): Five Media Services staff members will be attending InfoComm10 Conference and Exhibition June 5-11 on Las Vegas, Nevada.

Curriculum Center: (Cindy Britt): No report.

Reference: (Fay Verburg): Deborah Holmes, a new part-time reference librarian, begins training May 28. June 5 will be her first full day working in reference.

Library Instruction: (Camilla Baker): In May, eight classes were taught to 145 students. Classes continue to be scheduled, including one class for students in the African American Male Initiative on June 9.

Special Collections: (John O'Shea): Copies of all ASU committee minutes and end of year reports submitted to Special Collections for academic year 2005-present were copied and sent to Juanita Blocker from the Office of Institutional Effectiveness.

The final IMLS (Institute of Museum and Library Services) environmental grant report has been submitted.

Discussions are underway with Laurie Gemmill, from Lyrasis, for a mass digitization project of the ASU catalogs and yearbooks. Cynthia Horne, Archives and Special Collections Assistant at the North Georgia College & State University Library, will make a presentation concerning their experience with a similar project in collaboration with Lyrasis. The presentation will be July 16 in room 304 at 10:00am.

Our first in-house digitized text, Charles Benson's Diaries (Spanish War Diary), was used for Dr. Heather Abdelnur's History 3951 Inter-American Affairs class.

Acquisitions/Cataloging: (Blocker): Kate completed 200 withdrawals of records for weeded items and suppressed 160 records for lost books in May.

Automation: (Jeff Heck): Two computers for children have been installed in the playroom portion of the Family Room. These computers have two CD-ROM programs available for use – Math Blaster (6-9 years) and Reader Rabbit (4-7 years) – which can be checked out by the person signing for the room. The

computers are NOT connected to the network. A reminder, too, that the room is equipped with a phone for users to request help, and the line is dedicated to the Reference Desk.

A scan process was implemented to assist in the scanning of the Charles Benson Spanish War Diary. The project was completed in time for use by the class as a primary source for a class project.

Currently in planning is a move of the primary printers for the public on the ground floor. The two heavier-duty printers will be moved to the corner currently occupied by the physically-challenged access station. That station will be moved into Reference where station LBPAC9 currently resides. Also, with the addition of two pods for students in the Reference room (12 stations), the number of community-access stations will be reduced to four, which will be positioned on the north side of the Reference Desk. These stations will print to a workgroup printer at Circulation. All public stations will print to the two heavy-duty printers in the Infosquare.

A 4TB external USB drive has been configured for use on the Bookeye scanning station, which should allow storage of the large scans developed as part of our digitizing projects. Ultimately, we will hope to have automated backup across the network, in addition, for these files. ITS seeks a large storage device for use on this and other projects.

Expect a Voyager client upgrade June 9. This upgrade will move us to version 7.1.1, and it will allow use of GIL-Find. The change June 9 will be permanent for the 7.1.1 upgrade, but it will not be a production launch of GIL-Find – the product will be available to staff only, for preview.

Poisoned PDF files expanded as a threat this past year. Malware buried in a PDF file can attempt a load of further virus or malware; they even rephrase the confirmation popup to lead you to allow the load. Changing a program setting in the current version of Adobe Reader can help. Head to *Preferences, Trust Manager*, and deselect *Allow opening of non-PDF file attachments with external applications*.

Outreach: (Mellie Kerins): The library has reserved a table for Walk Down Jaguar Lane on June 4 to expose our services to new and transfer students. Volunteers may be needed to man the table.

There will be an Open Access webcast today, June 2, from 12:00-1:00pm.

Outreach Assistant Matthew Whittington has designed a LibQUAL+ flyer to inform the ASU community of the benefits and outcomes of the survey. The rough draft is being distributed to library faculty meeting members for input.

Matthew Whittington has been moved to full-time status as of May 31.

Electronic Resources/Serials: (LouAnn Blocker): Marsha Reese has been working on cleaning up errors on the department spreadsheets and marking titles for cancellation. FY 2011's renewal list for serials from EBSCO has been received.

Marsha has been working in the current display area on the 2nd floor cleaning up the list of items currently received in an effort to aid in planning for new shelving. When student assistant Arielle White straightens the current displays, she will keep a record of numbers of items shelved and also the actual titles used, which will help us assess which print journals are being used.

Marsha began assessing the bound journals area and her estimate for shifting is that all the bound journals will fit along the west wall of the 2nd floor and no longer have to wrap around into the Government Documents.

Thirty new journals are available in Literature Online—some the library already receives through other aggregators and some we don't. LouAnn is adding them to the e-journals list and correcting holdings for about 100 other journals in that collection.

Several library faculty members are downloading trials of Camtasia Studio 7 software for making videos based on screen captures and will assess it for purchase for the library for quick instruction/advertising use.

Jeff removed all the eaudiobook Netlibrary records from the catalog to which the library no longer subscribes.

Government Documents: (Yadira Payne): The library has received the Congressional Directory and the Congressional Pictorial Directory for the 111th Congress. Access is also available online. Department staff can assist with paper and digital access.

There was news coverage of the Memorial Day display. Yadira was interviewed by News Channel 6. Also, the library observed a moment of silence at 3pm on Memorial Day in accordance with PL 106-579.

The department has identified microfiche for weeding and has moved them into temporary storage areas. The microfiche collection has been reduced by 50%.

Circulation: (Dar Scarff): The vacant Library Assistant III position has been posted. It will remain open until Monday, June 7.

Business Services: (Ginny Loveless): Technical Services, Reference offices, and the Project room have all been painted. We anticipate being able to finish the library painting project by the end of the fiscal year.

Construction on the Pilgrim Life room began today, June 2. The room is located along the east side of the 3rd floor.

The Family Room policy and the Reservation Contract have been updated. All changes will be reflected on the library's website. In addition, a new larger version of the policies will be posted in the Family Room.

Director: (Camilla Reid): A search has begun to fill the Associate Director's position. It will be an internal search of ASU candidates. The committee members are: Fay Verburg (chair), Dar Scarff, Cindy Britt, Camilla Baker, LouAnn Blocker, and Carol Waggoner-Angleton.

Committee Reports: (Payne): Acquisitions & Cataloging Search Committee: Kyle McCarrell will be joining the library July 1, 2010. Yadira wishes to extend her appreciation for the committee's assistance in this process.

(Kerins): Inreach: Staff Development will be August 6, in the Washington Hall Towers

Miscellaneous: (Payne): CSRA Library Association: The end of year luncheon, to consist of a business meeting, election of officers, and social time will be Saturday, June 26, 2010 at 1:00 p.m. at Panera Bread. Yadira asks that conference attendees remember to submit your conference survey by the 14th of June to the following link: <http://surveygoldplus.com/s/35DFDA2C7604481B/27.htm>.

Next Meeting: June 16, 10:00 a.m. Media Services Conference Room