

Library Faculty Meeting Minutes

Date: July 29, 2010

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

Leader: Reid

Observer: Payne

Recorder: Loveless

Next Meeting: August 17, 2010

Leader: Payne

Observer: Scarff

Recorder: Loveless

Last Meeting: Minutes of the July 1, 2010 meeting were approved as distributed.

Special Agenda Item: Discussion of two vacant library positions and their job descriptions.

Area Reports:

Media Services: (Ralph Herndon): Two Psychology lecture rooms are being redesigned and remodeled, with A/V input from Media Services.

Some equipment for the lecture capture studio has been delivered, and the room is being retro-fitted. Media Services staff are in the process of getting a on-site demo and trial period of the software for the campus.

Curriculum Center: (Cindy Britt): No report.

Reference: (Fay Verburg): Fay continues to work on collection development projects. She is in the process of updating the community users login parameters to more-closely match that of the Georgia voters requirements.

Library Instruction: (Camilla Baker): Camilla has received a few requests for fall classes. A departmental email address (instrform@aug.edu) for Library Instruction has been created for faculty to request library instruction.

Special Collections: (John O'Shea): Munters is scheduled to deliver and unload the Pilgrim Life and Health Insurance Collection to the Pilgrim Life Room on the 3rd floor in the library on August 4th.

Nineteen previously accessioned manuscript collections have been described in DACS (Describing Archives: A Content Standard) and added to the Special Collections webpage since July 1, 2010.

LouAnn Blocker, Carol Waggoner-Angleton, and Mellie Kerins are working on an NEH ALA/Outreach grant on Louisa May Alcott.

July 16, Cynthia Horne, from North Georgia College, gave a presentation at Reese Library about a Lyris digital project she is coordinating at her library.

Acquisitions/Cataloging: (Kyle McCarrell): Kate has completed three carts worth of spine labels and weeded over 140 titles in July 2010. She continues to alternate between these projects until new materials begin arriving.

Kyle participated in ALA Online web sessions on July 7-8, 2010.

Budget allocations for monographic materials have been completed. The numbers will be revised next year after LouAnn Blocker and Kyle gather more data.

With Jeff Heck and LouAnn Blocker's assistance, Acquisitions and Cataloging is working on switching over fund ledgers in Voyager so they are active for this fiscal year.

The position description announcement for Acquisitions Assistant is being drafted.

Kyle attended one webinar on B & T's TitleSource3 program and two webinars on YBP's GOBI system. The library is switching from Baker & Taylor's TitleSource3 Gold program to YBP's GOBI system for the bulk of the acquisitions orders. This will result in improved workflows, increased faculty involvement, and a significant cost savings to the library.

Plans are being made to provide two sessions for department heads and collection development representatives (and any library faculty and staff) to inform these groups on the basics of GOBI. Dates for these have not been finalized as of this meeting. Attending these meetings will give them a chance to introduce ourselves and outline services Reese Library can offer departments.

Automation: (Jeff Heck): All public computers on the third floor have been replaced. Owen provided a system image with all updates for ITS to use in loading the stations, which reduced the installation time to one day.

Outreach: (Mellie Kerins): Mellie distributed a LibQUAL brochure and a Faculty Services handout for everyone to look over and suggest changes.

Electronic Resources/Serials: (LouAnn Blocker): Wiley Interscience will change to Wiley Online Library over the weekend of August 7-8. There will be a downtime during that time. The library will be closed but LouAnn will notify faculty and staff about it in case they were planning to work remotely. Monday August 9 Jeff Heck and LouAnn will do what's necessary to change the access points.

Informaworld journals from Taylor and Francis will have a maintenance downtime on Wednesday August 4 from 3 am to 5 am (those hours should not affect library service). The Library subscribes to about 20 journals from this service; LouAnn will post a list of those titles at the Reference Desk and send a reminder to all who work at the Reference Desk before that date in case the maintenance runs over.

H.W. Wilson will have a mobile platform for their databases sometime after Labor Day.

Online training for the *Augusta Chronicle Archives* will be offered by Readex/Newsbank on September 14, with individual sign-ups from their site. LouAnn emailed everyone who works at the reference desk and selected departments the instructions.

On August 1, EBSCO databases will default to relevancy as the search results display default and instead of phrase searching for keywords, they will search within five words of one another.

JSTOR current scholarship program offers us an opportunity to purchase not just the backfiles of journals from JSTOR, but full-text contents up to the present for many journals. Potential cost savings will be investigated.

Marsha and Arielle have finished organizing issues of journals owned by Dr. William Nelson and identified some that will fill in gaps in our collection.

Government Information: (Yadira Payne): September 30, 2010 STAT-USA will cease operations. Yadira will investigate further whether the library will still have access to USA Trade Online, State of the Nation, and GLOBUS & NTDB databases for free as being a depository library. Will report at the next meeting.

GPO Access is being replaced by FDsys. All federal documents, GPO catalog searching capabilities, and digital documents will be transitioned. The deadline for this transition is August 30, 2010. Upon further investigation, Yadira will report at next meeting.

The Government Information department will work on the next phase of the "Big Shift" project by reviewing all ERIC fiche in the department as well as in the microform room. The review will entail weeding, collection consolidation, and participating as contributor to the ERIC Microfiche Digitization project.

The Depository Item Selection Profile has been revised and all revisions have been submitted to the FDLP. In Reese Library's continued effort to carry a 50% selection profile (currently 63.99%), Yadira has identified and dropped 276 items. Last year, a total of 119 items were dropped.

Jennifer Mansell and Yadira have developed *EDGAR: A Quick Guide*.

ALA's E-Government Committee has developed an e-government toolkit that will potentially aid libraries in assisting users with government resources. Yadira is looking into developing an instruction program and applying for an e-government foundation grant.

Circulation: (Veronica Corradino): Circulation has begun to take in reserve material from faculty for the Fall semester. Lillian Wan is setting aside anything on hard copy and Tina McClarnon has gotten the ball rolling on electronic reserves (book chapters, articles etc.) by scanning them.

Dar Scarff pulled a list of lost books that are about to be completely withdrawn from the catalog. Tina made search slips for each one and Circulation staff have been taking them upstairs to do a thorough search for them. We hope to have all of them searched before the beginning of Fall semester.

While Dar Scarff has been on vacation, we have not been an OCLC supplier. In other words, we are not lending any material to other libraries. However, we have been sending out requests for our patrons, so they are still able to borrow. We will resume lending material on August 2nd.

Business Services: (Ginny Loveless): On July 14 the library participated in the ASU Office Supply Swap. We were able to purge a lot of old supplies and a few of our employees were able to benefit as well.

On July 15 Camilla Reid and Ginny met with Justin Still, the representative from Munters, to discuss the delivery and unloading of the Pilgrim Life Insurance documents to the library. The new addition in the library was evaluated and prepped, and the documents are scheduled to be delivered August 4.

Meagan Morgan has been assisting Acquisitions and Cataloging by taking an inventory of all the books donated by the late Dr. Edward Cashin.

Andy Bruner recently completed a historical database of all electronic resources to which the library has ever subscribed.

Director: (Camilla Reid): Based on an idea from Ray Rowland, Director Emeritus of Reese Library, a group of ASU faculty and staff from Reese Library, the Center for the Study of Georgia History, University Advancement, Public Relations, and ITS are working with him on the production of an online biographical directory of persons who have been associated with Augusta State from its earliest beginnings.

Library support was favorably documented in four program reviews submitted this summer to the VPAA. The reviews were from the following departments: Psychology, Mathematics & Computer Science, Music, and English & Foreign Languages.

Groups from the Library, Media Services, the Curriculum Center and ITS have been working on the SACS/COC documentation project for the Office of Institutional Effectiveness. The group led by Camilla Baker has completed the initial documentation for 3.8.2. The group led by Ginny Loveless has almost completed its work on 3.8.3.

The Regents Academic Committee on Libraries is considering a proposal for the creation of a storage facility to be shared by all University System of Georgia libraries. Reese Library will be giving the RACL planning committee input on the type and number of volumes/items that ASU might send to the facility.

Camilla asked for feedback on the ALA Virtual Conference that we had access to on July 7 and 8. The general consensus was that the experience was worth the time and registration fee.

On July 12 the library hosted a scholarship awards event for the two children that library employees were sending to ASU Kids University the week of July 19. The students were selected by the Literacy Center. Thanks go to all library employees for all their efforts in fund-raising for these two scholarships.

The library is ready to launch GIL-Find, the new interface for the online catalog. Fay has been on the state-wide working group developing GIL-Find. Jeff has let OIIT know that Reese Library is ready to launch.

We have completed the paperwork which will continue all the GALILEO resources for Augusta State in FY11. We will be sharing the cost for several of the resources with other USG institutions under consortial agreements arranged by OIIT. The ASU family will have the same resources as in FY10. Thanks go to LouAnn Blocker for her work on completing the appropriate forms.

Ginny and Camilla have been working with Physical Plant on the development of renovation and efficiency study for the library. They have gotten input from three firms. A scope of work for the project is now being created before the project can move ahead.

The Chief of Public Safety, Jasper Cooke, will be reviewing appropriate library policies with the officers in his department so that we can continue to enjoy good collaboration between the library and public safety.

Committee Reports: (Kerins): Inreach: Staff Development day will be August 6.

Miscellaneous: None.

Next Meeting: August 17, 10:00 a.m. Media Services Conference Room