

Library Faculty Meeting Minutes

Date: September 8, 2010

Present: Camilla Reid, Mellie Kerins, Fay Verburg, Ginny Loveless, LouAnn Blocker, Jeff Heck, Kyle McCarrell, Yadira Payne, Dar Scarff, Cindy Britt, and Jann Chandler

Leader: Verburg

Observer: Baker

Recorder: Loveless

Next Meeting: September 22, 2010

Leader: Baker

Observer: Blocker

Recorder: Loveless

Last Meeting: Minutes of the August 17, 2010 meeting were approved as distributed.

Special Agenda Item: BAIT presentation by Public Safety Chief, Jasper Cooke.

Special Agenda Item: Possible name change for Circulation and Interlibrary Loan Department.

Area Reports:

Media Services: (Ralph Herndon): No report.

Curriculum Center: (Cindy Britt): No report.

Reference: (Fay Verburg): No report. Fay did, however, thank Library Administration for their part in the new Reference Desk.

Library Instruction: (Camilla Baker): There were 38 classes taught for September.

Special Collections: (John O'Shea): The Lyrasis digitization project is continuing. The first shipment of ASU yearbooks has been packed, paperwork has been completed and the shipment is expected to go out early next week.

The Georgia Archives Month program, "Ancient Days in Augusta", at Augusta State will be held at 2:30pm on Tuesday, October 5th in Room 157, University Hall. The transcript of "Ancient Days in Augusta" has been transcribed and the initial digital files have been scanned. Work proceeds on the presentation. Flyers should be completed this week. Dr. Pam Haywood, chair of Communications and Professional Writing, was supportive of the request to find students to do some dramatic readings of the Benson text.

Jessica Fleming, from Lyrasis, will be consulting with us about the Pilgrim Health and Life Insurance Project December 14-15, 2010. Her recommendations will be incorporated in our next grant proposal phase and to write the job description for a project archivist.

Acquisitions/Cataloging: (Kyle McCarrell): Kate Culver has updated the statistics spreadsheet to link different pages on one document instead of 40+ separate pages. The July and August statistics have been completed.

She has continued with spine labels and weeding although is now beginning to copy catalog the new books that are arriving. The first shipment from YBP was received Friday.

The Acquisitions Specialist position has been posted and Human Resources will be accepting applications through September 14. A committee to review the applications will be formed in the near future.

The library gave about 40 donated books to the local Rotary book sale.

Louann and Kyle met with the Psychology department faculty to inform them of what is available to them in the library.

Kyle met with the collection development representatives for Sociology, Music, Learning Support, Psychology, Educational Leadership, and Biology.

Kyle met with a representative from the Book House about their services. We will use them as an alternative to YBP as needed.

Kyle attended a webinar on NetLibrary done by EBSCO and a webinar on controlling authority headings by OCLC.

Automation: (Jeff Heck): See below.

Outreach: (Mellie Kerins): *Reese's Pieces* online library newsletter was sent to campus.

Copies of LibQUAL+ Customer Service Survey Results tri-fold are now in the library.

Mellie reminded everyone to bring non-perishable food for Stop Hunger Now program.

GALILEO's 15th birthday party will be held September 21 after faculty meeting. There will be cake, bookmarks, handouts, and a slide presentation.

LibGuides has been purchased.

Electronic Resources/Serials: (LouAnn Blocker): There will be training from NewsBank/Readex on the new Augusta Chronicle Archives on September 14 from 2-3:30.

Jeff Heck, Camilla Reid and LouAnn are looking into the Adobe Content Server that would allow patrons to download NetLibrary books, and are consulting with our EBSCO representative about this.

When new databases that we add here at ASU go into the GALILEO menu, they will only be available from the A to Z database menu at first. LouAnn has to send the subject and type categories we want them to appear in to the GALILEO staff, who then add them to those categories.

Government Information: (Yadira Payne): September 11, 2010, there will be a 9/11 remembrance at the flagpole at 11:00am.

Constitution Day will be September 15, 2010. Events are planned. Look for flyers.

Circulation: (Dar Scarff): On September 14 the new Circulation desk is scheduled to be installed.

Business Services: (Ginny Loveless): The new Reference desk and community user pod have been delivered and installed.

Associate Director/Automation: (Jeff Heck): The Bindery server was recently at 80 percent full. If there are large files that are duplicates or otherwise not needed that are being stored on the server, library staff might consider removing them.

One phase in the moves associated with the new Circulation Desk will be done at 1 p.m. today, and it will include shifting the heavy-duty printers used by the students, relocating the station for the physically challenged, and placing a printer for dedicated use by community users.

Jeff has been meeting with Media Services personnel to better learn the services they offer.

Director: (Camilla Reid): Camilla is working on SACS documentation.

On August 18, Camilla R, Jeff, Ginny, Therese Rosier (Physical Plant), Fay Verburg, and Maureen Akins (ITS) attended a library renovations seminar.

Committee Reports:

(Heck): The Automation Librarian Search Committee has been receiving applications. Hire date likely will be early November.

The Information Technology Committee will hold its first meeting soon. If you have concerns please let Jeff know.

Jeff will serve this year on the Faculty Benefits Committee. If you have questions please forward them.

(Reid): The Library Committee will have its first meeting on September 28.

The call for proposals for the Student Technology Fee Committee will be go out and be due on October 1.

Miscellaneous: (Loveless): There will be a Fire Safety & Training workshop today from 2:00pm-3:30pm in University Hall, Room 170.

Next Meeting: September 22, 10:00 a.m. Media Services' Conference Room