

# Library Faculty Meeting Minutes

**Date:** March 29, 2011

**Present:** Camilla Reid, Camilla Baker, LouAnn Blocker, Jeff Heck, Kyle McCarrell, Ralph Herndon, John O'Shea, Yadira Payne, Rod Bustos, Cindy Britt, Mellie Kerins, and Ginny Loveless

**Leader:** Baker

**Observer:** Blocker

**Recorder:** Loveless

**Next Meeting:** April 14, 2011

**Leader:** Verburg

**Observer:** Baker

**Recorder:** Loveless

**Last Meeting:** Minutes of the March 2, 2011 meeting were approved as distributed.

**Special Agenda Item:** Presentation Room Policy. Two of the library study rooms have been converted into Presentation Rooms where members of the ASU community may go to practice presentations. As a new space in the library, a policy needs to be developed. It was discussed and agreed that the rooms will have the same policy as the other study rooms in the library. Automation will develop a cheat sheet for using the equipment. Ginny Loveless will look into the cost of purchasing acoustic tiles for the room to buffer sound.

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## Area Reports:

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**Media Services:** (Ralph Herndon): No report.

**Curriculum Center:** (Cindy Britt): Seventy-eight new items were cataloged during March. Cindy is starting to weed several items, and shelf reading for the children's section is underway.

**Reference:** (Fay Verburg): No report.

**Library Instruction:** (Camilla Baker): Bibliographic instruction continues as usual.

**Special Collections:** (John O'Shea): The second Lyrasis digitization shipment is being proofed. Once revisions are complete, arrangements for return of the second shipment and preparation to send the third shipment will be done.

The Special Collections LibGuide has been updated and a copy was e-mailed to History faculty, including information about the History Research Clinic on April 11 and Library Career Day on April 14.

Two exhibits have been added on the third floor: "The Railroad in Georgia" and "Don Rhodes: Mystery Author".

**Acquisitions/Cataloging:** (Kyle McCarrell): Final ordering of all library materials is complete. Most of the materials have arrived and are waiting to be cataloged. 150 new items were added to the catalog during the month of March.

Cataloger's Desktop and Classification Web have been subscribed to and are now available to assist with cataloging, metadata standards, government information, and other related fields.

**Automation:** (Rod Bustos): Scanning software for the Minolta microfilm scanner has been updated and is working well. Previously, the scanner was working erratically due to some minor driver issues.

Scanning software on the left flatbed scanner in the InfoSquare has been upgraded and is working well. The scanner on the right will be upgraded shortly.

During Spring Break next week, Owen Angleton, Automation Assistant, will be working on software updates to the public computers.

Rod attended the ILLiad software conference last week in Virginia. He found it be a worthwhile conference that provided practical information on how to use the software more effectively.

**Outreach:** (Mellie Kerins): New "quiet study area" tent cards have been developed by Matthew Whittington, Outreach Assistant, using the picture of the library's Al E. Cat board.

The Advocates for Evening and Non-traditional Students committee and the library are sponsoring a contest to develop a design for the door of the family room. The design will be mounted on a poster-type skin to be attached to the door. Matthew has developed a template of the door. Rules will be posted in the glass case just outside the family room, on bulletin boards, and sent to students. Design entries will be due the week of April 11, National Library Week.

ASU catalog changes are due April 22. Mellie will ask for specific input as necessary to the Reese Library section.

**Electronic Resources/Serials:** (LouAnn Blocker): The e-journals list provider will change from Serials Solutions to EBSCO A to Z March 31. The address is <http://atoz.ebsco.com/search.asp?id=4834&sid=181452174&TabID=4>

Access to *Parliament Rolls of Medieval England* is now available through GALILEO. It's linked under the subjects History, Political Science, and Language.

CCH Omnitax will not be renewed. The Hull College of Business is using RIA Checkpoint. It will be removed from the GALILEO menu March 31.

The deans', department heads', and library representatives' annual serials review letters and spreadsheets will be mailed March 30. As usual, they are asked to look at any individually ordered titles that are in two or more databases from different vendors for possible cancellations. This year, we've made it even clearer that we cannot always guarantee that an individual title will remain in a database.

**Government Information:** (Yadira Payne): New student assistant, Lelyand Elam, began her employment in the Government Information Department March 24.

April is Sexual Assault Awareness Month. Working in conjunction with Shannon Nix and the campus Take Back the Night Committee, Yadira has created a LibGuide highlighting all ASU and Paine College events as well as some of the library resources on the subject. <http://guides.aug.edu/saam>.

Government Information hosted the **FDsys: Advanced Search Techniques and Tips** chat with GPO March 10 at 1:30p.m. in University Hall Room 160. There was a good turn-out by library personnel.

Other Georgia depositories are starting to actively promote their collections and have begun contacting Yadira for ideas, guides, and photos as well as reviewing the 15 LibGuides currently published by Reese Library's Government Information Department.

Yadira's presentation for Women's History Month at Agnes Scott College March 24 went well.

**Business Services:** (Ginny Loveless): All staff and student assistant job descriptions and evaluations have been completed and forwarded to Human Resources.

Andy Bruner, Administrative Specialist, created a LibGuide for the Administration Department. Suggestions are being solicited for additions to the LibGuide which may be helpful to library personnel.

An aged microform machine has broken and is too costly to have repaired and is also too costly to replace. Since the library owns another machine identical to this one, reusable parts have been harvested from the broken machine to be used on the remaining machine when breakdowns occur.

**Associate Director /Circulation:** (Jeff Heck): The American Library Survey from the National Center for Education Statistics has been completed for this year. A thank you goes to all who provided information for the completion of that survey.

Jeff attended the Computers in Libraries conference this past week. Notes will be written up and distributed.

Changes to the microformat digitizing stations provide us an opportunity to review the policies for those stations. Proposed policy is to retain the option for librarian-facilitated public-user logon. Library personnel will review area options for community members to digitize personal microformat materials and base a decision about providing access for that purpose here once we learn what is available externally.

**Director:** (Camilla Reid): Camilla R. is participating in weekly meetings of the QEP Outcomes and Assessment Committee and in frequent meeting of the planning group for the new academic building on West Campus/Wrightsboro Road. She and Jeff Heck attended the AAUP faculty forum for faculty and administrators on March 4. She suggested that discussion of communication and governance issues be a special topic for a future Library Faculty Meeting.

The ASU biographical directory project is about to get underway. Special funding for the project has been donated to the ASU Foundation. The library will be hiring someone to begin working with the VPAA's archival files as soon as the work area is set up.

**Committee Reports:** (Payne): Lyceum Committee: The Afro-Cuban All-Stars will be performing March 29 at 7:00pm. Seating is reserved. This is the last event for the 2010-2011 Lyceum season. Yadira will be making the welcome address and introductions that evening in Spanglish.

(Kerins): Inreach: Staff Development Day will most likely be moved to December because of scheduling conflicts in July/August.

(Blocker): The deadline to nominate someone for a GLA Award is May 9. See [http://gla.georgialibraries.org/comm\\_awards.htm](http://gla.georgialibraries.org/comm_awards.htm) for details.

(Heck): Employee Benefits Committee: A vision plan for campus is proceeding. Opt-in should occur this fall, but changes required to ADP will mean implementation will actually begin January 2012. The sick-leave pool plan also is proceeding and should be turned over to the President's Council soon.

**Miscellaneous:** (Kerins): Library Career Day will be Thursday, April 14 at 2:30 p.m. in University Hall room 157. Publicity information will be widely circulated.

(O'Shea): The King James Bible grant application is on target for completion by April 15. Five ASU faculty are currently participating in the planning. Sheryl James and Dottie Demarest, of the Augusta public library, have confirmed public library participation. Special Collections staff has commitment of support from several area churches.

(Payne): Yadira and Ginny Loveless completed a five-course Management series offered by Lyrasis. Certifications will be final in about one month.

(Payne): Yadira was the featured artist for the month of March 2011 by the Art Guild of Columbia County. Her guild Artists page is <http://www.artistguildcc.org/guild-artists/177-yadira-payne> or visit her virtual art gallery at <https://sites.google.com/site/fallenpetalsart/home>. She is currently working on several more collections in preparation for art displays she will have around Richmond and Columbia counties. For the Columbia County Tag Commissioners offices, she is working on a found objects collection.

(McCarrell): With assistance from Paulette Harris and others in the Literacy Center, Kyle has applied for a grant from Better World Books. The library is requesting \$24,000 to receive resources for training tutors, educational materials for the Family Room, Curriculum Center, and Literacy Center, and new computers for the Literacy Center. If we advance

from the initial grant pitch, the second round is a 30 minute presentation. Final winners will be announced in early May with implementation of the grant occurring by the end of December.

**Next Meeting:** April 14, 10:00 a.m. Media Services' Conference Room