

Library Faculty Meeting Minutes

Date: May 03, 2011

Present: Camilla Reid, Camilla Baker, LouAnn Blocker, Jeff Heck, Kyle McCarrell, Ralph Herndon, John O'Shea, Yadira Payne, Rod Bustos, Fay Verburg, and Ginny Loveless

Leader: Blocker

Observer: Bustos

Recorder: Loveless

Next Meeting: May 20, 2011

Leader: Bustos

Observer: Heck

Recorder: Loveless

Last Meeting: Minutes of the April 14, 2011 meeting were approved as distributed.

Special Agenda Item: (Blocker): Review of library's serials and databases. Most of the departments or colleges have returned their lists of renewals, cancellations, and additions.

The library faculty voted to add the Adobe Content Server to allow downloading of ebooks, and to change the library's subscription from the print *Current Biography* to the online version which includes backfiles to 1940.

Other items strongly desired by the library faculty if funding is available are: *RCL Web for collection development* and *Public Administration Abstracts*. Other items discussed which will be reconsidered at our next meeting, are: *Chicago Manual of Style*, *CQ Researcher*, *Opposing Viewpoints in Context*, and *International Medieval Bibliography*.

Items discussed for possible cancellation are *Contemporary Authors*, *Literature Criticism Online*, the current print edition of *The New York Times*, the print *New York Times Index*, and the print *Atlanta Journal-Constitution Index*.

LouAnn will follow up on questions regarding the desired titles and the ones considered for cancellation for further discussion at the next meeting.

Area Reports:

Media Services: (Ralph Herndon): With Media Services' funds, some end-of-year purchases were made.

Through the Student Technology Fund, Media Services was granted a video editing server to store students' video files. Media Services is working with Information Technology on the project.

There is a possibility of using the TouchNet/eMall system for Media Services to accept credit/debit cards.

Curriculum Center: (Cindy Britt): No report.

Reference: (Fay Verburg): An assistant was hired for work on the ASU Biographical Directory. Maryska Connaly-Brown began April 25. She will work Monday-Thursday from 10am-3pm. If you would like more information about the Directory, please see Fay.

Library Instruction: (Camilla Baker): No report.

Special Collections: (John O'Shea): The second Lyrasis digitization shipment has been reviewed by library Special Collections staff. It will be shipped back to Reese Library once revisions have been made.

John and Fay Verburg both participated in a Lyrasis rare book webinar April 19 and 20.

Procedures are in place for the Phi Kappa Phi archives housed in Reese Library. While adhering to the new procedures, John will be performing one more review of the collection to finalize arrangement.

A reception was held for Christina Rodriguez, Special Collections student assistant, April 27 to celebrate her graduation. Please encourage anyone you think may be an appropriate student assistant to Ginny and/or the Special Collections staff.

Carol Waggoner-Angleton, Special Collections assistant, conducted a workshop for 22 participants from the Augusta Genealogical Society on April 26. The workshop covered GALILEO resources including: Digital Library of Georgia, New Georgia Encyclopedia, Georgia Info historic Newspapers, Ancestry and Heritage Quest.

Carol attended the Archivists Technology Boot Camp at Clayton State April 23.

Acquisitions/Cataloging: (Kyle McCarrell): The library sent eight boxes of donated books to Better World Books. These were duplicates within our collection. There has been some discussion about a USG system-wide policy for disposal of weeded and discarded books.

The latest NetLibrary e-books collection (#9), which was purchased by GALILEO, was recently added to our local collection. The load contains many problems, including the unavailability of some items and incorrect information on others. Technical Services, along with Library Automation, is working to correct these problems.

With end-of-the-year library funds, there is a plan to purchase some STEM-related e-book collections from Ebrary.

Kyle attended webinars regarding enhancements to OCLC Connexion and previews/information on E-books at EBSCOHost, which is what NetLibrary will become. Implementation of this changeover will begin around July 1.

Automation: (Rod Bustos): The departmental move to the new space is complete.

GIL kiosk stations are now equipped with computers and ready for student-use.

Furniture for the InfoSquare scanning station and the Presentation rooms on the second and third floors will be installed the morning of May 9.

Outreach: (Mellie Kerins): Mellie will be out for the remainder of the week.

Matthew Whittington, Outreach assistant, is putting together a quote to purchase stanchions for the library Art Gallery.

The peep-kabobs for ASU's Static Snacking were well-received. Al E. Kat participated as well. The leftovers were given to library custodian, Bea, to take to her church.

The library's Finals Frenzy! hours have been emailed to ASU faculty, staff, and students. They have also been posted on the exterior display cases of the Library as well as being posted on the web.

Matthew Whittington and Ralph Herndon have both expressed interest in participating in the Online Education Council for ASU concerning online education, and will be submitting their letters of intent as requested by Ray Whiting.

Reese library participated in the Tri-Iota induction ceremony by setting up the gallery area on the second floor and photographing the inductees.

Electronic Resources/Serials: (LouAnn Blocker): We can now preview E-books at EBSCOhost, which is what all the library's NetLibrary titles will be moving to in July 2011. EBSCO has loaded a few hundred books in the preview area. To get there, either visit www.netlibrary.com and look for the big 'preview' square in the center of the home page, or go to 'new features' at the top right of the screen in any EBSCOhost database the library subscribes to. The user can create a temporary MyEBSCO account to experiment with the features such as notes, saving searches, etc., but this will be separate from any other MyEBSCO account the user has and will not transfer in July. It's just for experimentation.

Government Information: (Yadira Payne): At 2:00pm today, the Georgia Soldiers Memorial Quilt will be unveiled in the library lobby. Thanks to Library student assistant Tristan Nall for helping design and pull this project together.

Business Services: (Ginny Loveless): The 2011 fiscal year is coming to a close. With the exception of a few outstanding purchases to be charged to the library budget, almost all of the library's allocated funds have been expended.

In April, the library completed its yearly departmental petty cash/cash receipting audit initiated by the Office of the President. The field visit was successful and no procedural changes were requested by the Internal Auditor. As a result of purchasing a new cash register, and adding TouchNet eMail to the library's list of services, Ginny revised the library's Cash Receipting-Department Procedures and forwarded the original to Kathy Boyd, ASU Internal Auditor.

Associate Director /Circulation: (Jeff Heck): A new generation of digital microfilm/microfiche reader/printer was demonstrated for Automation. While the device is a great improvement in scanning and footprint, its use of firewire technology for data transfer encourages us to wait on a future model.

Director: (Camilla Reid): The library has submitted yearend requests to both the ASU Foundation and to the VPAA's office. Requests to the VPAA are: first priority items are new current journal shelving and furniture for the study areas as part of the strategy to create more collaborative learning space for students; second priority items are e-resources that will allow library users to discovery more and in-depth content in the Government Information Collection; third priority are new locks for the rest of the first floor of the library building; fourth is replacement of several staff computers; fifth is electronic access to literature from the late 19th to the 1980's. Requests were made to the ASU Foundation for funding for a walk-up digital scanning station and an e-resource for the Department of History, Anthropology and Philosophy. Items not funded this year will be high priority for FY12.

The space planning team from Flynn-Finderup and Harris Interiors will return to ASU for three days sometime in the next few weeks to present and fine tune the interior master plan for the library.

The library has three employees being recognized during the annual employee appreciation and recognition week: Dar Scarff is retiring with over 30 years of service; Lillian Wan has served ASU for 25 years, and Yadira Payne has served ASU for 5 years.

The library was represented at the annual Grants Office recognition luncheon by Kyle McCarrell, LouAnn Blocker, Carol Waggoner-Angleton, and Camilla Reid.

Committee Reports: (Heck): Faculty Policies Committee: Faculty Policies Committee elections were held last week. Jeff will serve as FPC chair for 2011-2012 academic year. The Faculty Secretary selection is nearly completed. Kathleen Boyd, campus auditor, is preparing a campus policies/procedures manual, to provide coverage of policies and procedures beyond the existing Faculty Manual and to pull together such items in use on campus but not formally collected and published.

Phi Kappa Phi: Jeff has stepped down as webmaster of the Phi Kappa Phi chapter.

SACS Accreditation: Contributors to the SACS Accreditation documents will attend a teleconference in June.

(Blocker): GLA Awards: the deadline for nominations has been extended to May 23, 2011. See http://gla.georgialibraries.org/comm_awards.htm for details.

CSRA Library Association Conference: JannMarie Chandler, Government Information assistant, Yadira Payne, and LouAnn Blocker are working on an idea for table decorations. Library faculty and staff will be asked to donate unwanted books from their person collections for the decorations, which will then be available for conference attendees to take if they wish. Any books in good condition for the library swap shelf in the staff lounge will be used, too. Any books left at the end of the conference will be used to replenish the swap shelf.

(Reid): University Ceremonies: 139 faculty (including five from the library) are scheduled to attend graduation Monday May 9 at 10am to be held in the James Brown Arena at the Civic Center.

Miscellaneous: None.

Next Meeting: May 20, 10:00 a.m. Media Services' Conference Room