

Library Faculty Meeting Minutes

Date: August 03, 2011

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

Leader: Kerins

Observer: McCarrell

Recorder: Loveless

Next Meeting: August 17, 2011

Leader: McCarrell

Observer: O'Shea

Recorder: Loveless

Last Meeting: Minutes of the June 21, 2011 meeting were approved as distributed.

Special Agenda Item: (Blocker): Beginning discussion of reducing binding costs. LouAnn came up with these criteria for continuing to bind a title: Special Collections or Local Interest, format requires binding (such as newspapers), and very expensive or hard-to-replace titles. Titles with art reproductions or illustrations that should be preserved will be added to the list following our discussion. There are some popular titles that the library has decided to keep buying in print, though they are available online from several sources. These will be examined on a title-by-title basis. A list of all titles we currently bind will be sent to the library faculty for decisions. Online availability, with or without embargoes, will be included to assist in decision-making. When Marsha returns to work, she will also give input on titles that it has been important to bind during past binding reductions.

(Bustos): Rod brought up an issue he has discovered with the Nooks having to do with the Barnes and Noble requirement of having a default credit card linked to the Nook account. The group discussed various ways of addressing this. Decided that Ginny would contact the Purchasing office for advice and Rod will contact Bill Gray in the College of Ed to see how they are dealing with the issue. We can also contact Barnes and Noble directly to see if they have any useful information for us.

Area Reports:

Media Services: (Ralph Herndon): The two remaining classrooms in Galloway Hall have been updated with ceiling mounted projectors and touch panels to operate the room equipment.

Curriculum Center: (Cindy Britt): Cindy will be participating in the College of Education's orientation for new students August 9. She will speak to each of the students who have recently been accepted into the program and promote the Curriculum Center. Brochures for the Center are also included in a packet each student will receive.

One evening MAT class has already been scheduled for a scavenger hunt and orientation in August. Another class has been scheduled to come in for a tour.

Reference: (Fay Verburg): With the assistance of Cindy Britt, Fay completed weeding the Juvenile collection. She is now selecting new materials for that collection (such as Newbery, Coretta Scott King, and Printz award winners).

Fay will be attending the Augusta Genealogical Society's (AGS) Homecoming conference on August 6.

Library Instruction: (Camilla Baker): Class requests are coming in for the fall semester. Please check the schedule on Bindery for when/where teachers are needed thus far. Since LouAnn Blocker is already scheduled for three of these, it would be preferable if others volunteer to teach the remaining ones. Most are ASUO 1000.

The pace for class requests will likely begin to pick up next week. Please make a habit of checking the schedule. Camilla B. will make her usual monthly calls of volunteers.

Special Collections: (John O'Shea): Carol Waggoner-Angleton, Special Collections Assistant, will give a presentation on ASU's LyraSis Digitization Project at the Augusta Genealogical Society monthly meeting August 5.

On August 6, Carol will offer two one-hour sessions on electronic resources for genealogy and history at 10:00 a.m. and 2:00 p.m.

Special Collections and the Augusta-Richmond County Historical Society will provide outreach support at the AGS Annual Homecoming meeting August 6.

There were some problems with the third shipment for the Digitization Project. The problem related to shipping issues. It was resolved and tracking numbers will be added to the remaining shipments for added security.

Acquisitions/Cataloging: (Kyle McCarrell): Technical Services completed the quality control of the DVD collection and made appropriate changes in the catalog. All items, with the exception of some Cullum Lectures, should be available and accessible in GIL.

A new monthly statistics sheet for tracking materials added and discarded to the collection was developed and implemented in an effort to align our statistics more closely with our annual library surveys.

Items located in the faculty publication case on the 1st floor have been changed to non-circulating. Circulating copies should be available in the general collection.

Department chairs and unit heads are in the process of naming the library Collection Development Representatives for FY12.

We are looking at the possibility of getting some e-book collections from Springer or Elsevier during FY12.

Automation: (Rod Bustos): Owen Angleton, Automation Assistant, is in the process of updating student computers before fall semester begins.

Through year end funding the library was approved to purchase eight new staff workstations – three PCs for the Circulation desk, two for the Circulation staff, one for Automation, one for the Government Information student assistant workstation and one for the staff training room. They have been received at ITS but there are a number of other computers higher in the priority list to be configured.

Rod has completed a LibGuide on Ebooks. It includes information on the new Netlibrary platform, Ebrary and also freely available content. <http://guides.aug.edu/ebooks>

Outreach: (Mellie Kerins): There is a new display in the library's art gallery, Japanese-style paintings by Meredith McPherson and art quilts by Margaret Hunt.

Changes to the new faculty library flyer are due tomorrow (8/4) so that the changes can be included in the new faculty goodie bags which will be distributed at their orientation August 11.

A-Day activities will begin August 9. Mellie will receive materials Monday (8/8), but all ASU employees should have received A-Day material at their home addresses.

"What's the Scoop?" (JSAC breezeway) and "Flavors of Augusta" (JSAC ballroom) will take place August 15 11:00 a.m.-1:00 p.m.

Electronic Resources/Serials: (LouAnn Blocker): EBSCO has retired the NetLibrary interface and has transitioned to Ebooks on EBSCOhost, which can be found in the GALILEO menu under "E" just as NetLibrary was under "N."

Announcement to all faculty and staff will go out soon. We want to wait until the problem of accessing ebooks through the catalog off-campus was resolved. Here's an overview:

- Book and book chapter results from ASU's former NetLibrary collections and any future titles we purchase from EBSCO, may now appear in all of your searches in any EBSCO database.
- You can limit to publication type 'book' if you only want book and book chapter results.
- Chapters will appear in easy-to-use pdfs instead of the former one-page-at-a-time system.
- If you are accustomed to finding NetLibrary books in GIL, the library catalog, <http://gil.aug.edu>, there will be no changes in searching. When you click on the link for a title, you will be taken to the new EBSCOhost interface.
- If you have a "My EBSCOhost" folder where you save articles, searches, etc., you can use it to perform the same functions that were available from your NetLibrary account, if you had one. However, personal account information from the NetLibrary account did not transfer to the new platform. If you don't already have a My EBSCOhost folder, visit this LibGuide <http://guides.aug.edu/folders> to find out how to create personal folders in EBSCO, ProQuest, and Wilson (soon to merge with EBSCO) databases.

The new databases and services, *Alexandria, VA Gazette, 1808-1876, Counseling and Therapy in Video, Current Biography, Global Issues in Context, International Medieval Bibliography, Opposing Viewpoints in Context*, and *RCL Web* are all listed in GALILEO menu under Databases A to Z and in their subject areas. *Public Administration Abstracts* will be added soon. The email domain access to the *Chronicle of Higher Education* has been activated.

Marsha Reese, Electronic Resources and Serials Assistant, hopes to return to work on August 16.

Government Information: (Yadira Payne): We have complied with a GPO mandated destruction of "sensitive information". The item has been destroyed, the catalog record has been adjusted, and a corrected non-sensitive version has been received.

The FDLP and GPO have established new Legal Requirements and Program Regulations which take effect January 2012. The previous FDLP Handbook 2008 and FDLP Legal Requirements 2009 are no longer valid. There are two new regulations (Regulation 13 and Regulation 38) that the FDLP has identified as vital. Reese Library's depository has been in compliance with both regulations for two years. These regulations will be added to the Government Information homepage under the Department Policies tab.

The GPO has sent a certificate in celebration of our 49th Anniversary as a Federal Depository Library. A committee is being formed to plan the 50th Anniversary Celebration.

We now have password access to the National Climatic Data Center (NCDC) of the National Oceanic and Atmospheric Administration (NOAA). We have requested and are awaiting password access for the Homeland Security Digital Library (HSDL) as well as for the Public Health Reports.

Just like all other call numbering systems, catalog records for SuDocs will be affected by RDA. The GPO has begun RDA protocol on new item catalog records as of July 1, 2011. Full implementation is expected by January 2013.

The Annual Item Selection Update Cycle ended July 31, 2011. We added no new item sets to our profile.

Miriam created a new monthly stats sheet that works with the new library-wide stats sheet Technical Services created. She also created a new stats sheet for our assistance stats – reference, direction, computer, copier, and phone assistance. This will aid in departmental as well as library-wide stats that are reported.

Business Services: (Ginny Loveless): The library was audited June 28. Both Circulation and Administration passed successfully. As with all campus audits, the next one will be random.

Shelving for the current journals is being installed. Once completed, the journals will be shifted onto the new shelving and the old shelving will be dismantled. For the lobby area on the second floor, mobile furniture (table and chairs) will

soon be delivered and installed, so it can easily be rearranged when the library hosts events. Also, there will be mobile white boards on the second for student use.

The former Automation Suite has been converted into quiet reading rooms. To make the suite an extension of the current browsing area, the wooden door leading to the restrooms will be removed. An attempt was made to also remove the door leading to the restrooms on the third floor to better utilize the space in the corridor. However, current fire code regulations prohibit us from making the change.

Based on suggestions received during the all-library meeting, Ginny has been researching the possibility of hiring Federal Work Study students.

On July 27, Camilla R and Ginny met with Dean Smedley, the new Assistant Director of Student Activities. The meeting focused on ways to improve communication between our two buildings to ensure ASU employees and students are continuously kept informed of events, changes of hours, etc.

Associate Director /Circulation: (Jeff Heck):

Caitlin O'Grady, Circulation and Interlibrary Loan Assistant, will be leaving the Circulation Department at the end of the month to move to Atlanta, and we will miss her. We are in the process of reviewing her position for a future replacement.

Veronica Corradino has begun her responsibilities as Interim Manager of the Circulation and Interlibrary Loan department, following the retirement of Dar Scarff.

Circulation personnel shifted the juvenile collection to the third floor as part of the move to accommodate additional student study areas on the second floor.

Director: (Camilla Reid): Camilla reported that since the last Library Faculty Meeting on June 21 that: the FY12 budgets for the Library, Media Services, and the Curriculum Center are unchanged from last year; the Reese Library FY11 Unit Plan Final Report was sent to the VPAA and the Office of Institutional Effectiveness, but she will be making a few updates based on feedback received after July 1; she attended the CSRALA Library Directors' lunchtime meeting on July 8; Library, Media Services and Curriculum Center employees gave input for the FY12 Library Unit Plan at the All-Library meetings on July 19 and 20; Flynn Finderup Architects and Harris Interiors made the final on-campus presentation of the "Reese Library Renovation Master Plan" on July 21 and that the final written report, including a tiered implementation plan, would be ready by mid-August; Maryska Connolly-Brown has entered more than 500 current and former ASU faculty and staff into the ASU Biographical Directory database; VPAA, Dr. Sam Sullivan, who retired on August 1 was honored by the deans and directors reporting to him at a lunch on July 27.

She also reported that she received notification that by the July 27th deadline all of the Library, Media Services and Curriculum Center position questionnaires had been successfully sent from the directors of the Library and Media Services and received by the consultant working with the ASU Compensation Steering Committee.

The Circulation and Interlibrary Loan Manager position left vacant with the retirement of Dar Scarff will be filled as soon as possible with either an administrative faculty librarian or a highly-experienced paraprofessional.

She asked for feedback on the use of webinars and online conferences for continuing education/staff development; the general consensus was that we need to be very selective in what is offered, but that several people attending the American Library Association Virtual Meeting and other online offerings is much more efficient than spending travel funds to send only one or two people.

Camilla reminded everyone to send their travel requests to Ginny for budget planning.

Interior and exterior planning for the new academic building on west campus on Damascus Road is progressing well.

Committee Reports: (Loveless): Ginny was elected to the Staff Advisory Council. She will represent the staff members from the Library, Media Services, Student Activities, First Year Experience, Jag Card Office, and Institutional Effectiveness. The Council will have lunch with Dr. Bloodworth August 4 to discuss our plans for the coming year.

(Heck): The Faculty Policies Committee is hosting the New Faculty / Mentors luncheon in conjunction with the President's Office, to be held September 9 in the JSAC Ballroom.

(Payne): Take Back the Night Committee: Yadira received a thank you letter and a t-shirt from Shannon Nix on behalf of the donations made and webmaster/PR work I did with the LibGuide <http://guides.aug.edu/saam> .

(Blocker): The GLA Awards Committee has selected this year's winners and they have been approved by the Executive Board. Yadira Payne was chosen as this year's McJenkins-Rheay Award winner. This award is given to a librarian early in his or her career who has made significant contributions to the Georgia Library Association.

(Kerins): The two recipients of the Inreach Committee's ASU Kids' University scholarships were honored at a presentation in front of the Reese Room on July 11. Mellie reported on the occasion in the August 2011 *ASU Report*.

Dar Scarff's retirement luncheon on July 26 was well-organized, well-attended, and a noteworthy send-off for her.

Miscellaneous: (Payne): CSRA Library Association: Thank you to all who attended the end of year board meeting and election of officers. Congratulations to the 2011-2012 officers: Yadira, President & Newsletter Editor in Chief; Kyle, Treasurer; Carol, Secretary; and Fay, Newsletter Copy-Editor, and Deborah Tritt of USC Aiken, Vice-President. Members' position is still open. Newsletter submission deadlines are the first of every month: March, June, September, and December and will be published digitally. It will retain its original name "From the Bookshelf". All guidelines and contact information will be available on the Ning under the Newsletter tab.

Yadira received a thank you card and copy of newsletter with pictures from her art demonstration at Brandon Wilde during their May 25 event.

Next Meeting: August 17, 2011 10:00 a.m. Media Services' Conference Room