

Library Faculty Meeting Minutes

Date: August 17, 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, LouAnn Blocker, and Ginny Loveless

Leader: McCarrell

Observer: O'Shea

Recorder: Loveless

Next Meeting: September 8, 2011

Leader: O'Shea

Observer: Payne

Recorder: Loveless

Last Meeting: Minutes of the August 3, 2011 meeting were approved as distributed.

Special Agenda Item: (Reid): Reaffirm library mission and vision statement: The current Mission Statement and Library Vision Statements (2010-2015) were reaffirmed. LouAnn Blocker recommended adding a Value Statement which would encapsulate, in a few words, the primary purpose of Reese Library. Examples included: *Reese Library is ASU's premier information [provider, source, center, place, destination]* or *Reese Library provides quality, highly-personalized information services to the ASU family*. Camilla Reid will ask all library employees to make suggestions on the white board in the Project Room. There will be further discussion of the value statement at the next Library Faculty Meeting.

(Baker): Access to the online library instruction schedule was discussed, in light of access issues when the schedule is either in use or left open by mistake. Access will not be curtailed at this juncture, but library faculty are reminded to be vigilant about closing the file when they are finished consulting it, as this restricts updating or adding new classes by others.

Area Reports:

Media Services: (Ralph Herndon): Echo 360 Lecture Capture equipment is installed in the Science Building, room 1002.

Tim Williams, Media Center Specialist, has completed Advanced Final Cut Pro video editing training.

Media Services has 10 Student Assistants employed for Fall Semester 2011.

Curriculum Center: (Cindy Britt): No report.

Reference: (Fay Verburg): Beginning September 3, Marshall Abuwi, Evening Reference Assistant, will have his hours increased from 29 to 30 per week.

Fay Verburg attended the Augusta Genealogical Society Homecoming event August 6. All of the sessions were excellent.

Library Instruction: (Camilla Baker): ILIT 1500 has students enrolled this semester, so Camilla Baker will not be available to teach course-related sessions on Tuesdays or Thursdays, 4:00 p.m. -5:15 p.m., as this is when the course meets. Library faculty should be mindful of this when volunteering to teach course-related classes.

Special Collections: (John O'Shea): This week, Special Collections has been interviewing applicants for the second student assistant position.

The third Lyrasis shipment is ready for proofing. The legacy yearbook shipment is scheduled to be shipped by mid-November.

Augusta Genealogical Society's homecoming was very successful. Special Collections participated in the event.

Carol Waggoner-Angleton, Special Collections Assistant, and Rhonda Banks, Director of Alumni Relations and Annual Giving, collaborated about the ASU Photo History project. If approved, the project will be announced at the annual A-Day barbeque.

The Society of American Archivists' *Privacy and Health Information* webinar is being offered as a workshop on August 30 at 2:30 p.m. in the library instruction classroom. Off-campus professional participants have been invited.

Acquisitions/Cataloging: (Kyle McCarrell): Collection development representatives for FY12 have been selected and updated on the appropriate web page. They have also been given their allocations for FY12 and are free to select materials to order. There will be a meeting August 19 in room 304 for these representatives to come to the library if they have any questions regarding selecting materials through the GOBI system.

LouAnn Blocker and Kyle McCarrell met with the Teacher Education and Sociology, Criminal Justice, and Social Work departments regarding library resources.

In an effort to welcome new faculty to campus, Library Acquisitions gave out coupons where new faculty can select up to five books or DVDs they would like to see added to the collection. These are due to the library by August 31.

Since the beginning of August, Kate Culver, Cataloger, has cataloged over 200 books, mainly in the popular genre.

Kyle McCarrell attended a webinar on Editing OCLC Records. If the library improves a record, we receive a small credit compensation for that improvement. Original records have a similar compensation system as well.

The library received the go-ahead to sell donated materials that are not added to the collection to 2nd and Charles in exchange for store credit. If items are not accepted by 2nd and Charles, the library is free to hold a book sale or send these items to Better World Books.

Automation: (Rod Bustos): Owen Angleton, Automation Assistant, has been working with the web template that was prepared for the Library by the University of Illinois library students. Automation hopes to have a prototype available for library staff to look at soon.

Information Technology Services informed Rod that the library staff PCs purchased with year end funds should be available for setup by the end of this week or early next week.

Outreach: (Mellie Kerins): Matthew Whittington, Outreach Assistant, is taking a Continuing Education class in photography to expand his knowledge of how to best use our library camera.

We are two employees away from 100% participation in A-Day.

The library, in conjunction with the Advocates for Evening and Non-traditional Students committee, is sponsoring a contest to come up with a design for the door of the Family Room. Prizes are gift certificates to area restaurants.

ASU Report September issue report is due today.

Electronic Resources/Serials: (LouAnn Blocker): Marsha Reese, Electronic Resources and Serials Assistant, returned from medical leave August 16.

The move of the current journals to the new shelving is almost complete. Next steps: plexiglass for front of daily newspaper shelves, shelf tags, and signs on front of display for odd formats that can't fit on the slanted shelves (Chronicle of Higher Education, for example.)

Binding reduction: titles that won't be bound, but put in pamphlet boxes next to the bound volumes, will have a 'bound journals' tag placed on each issue so they won't be confused with current display titles if they are left on tables by patrons. Loose issues of most cancelled titles are already labeled and in boxes; they will be moved to the stacks over the next few days.

Marsha Reese and LouAnn Blocker will review the list of titles to be sent to the bindery so Marsha can identify any which, historically, have needed binding. LouAnn will send the list to the library faculty.

Camilla Baker, Yadira Payne and LouAnn Blocker will give a presentation on using LibGuides in library instruction at the Georgia Conference on Information Literacy on September 24.

LouAnn Blocker reminded the group to look at the trials page <http://guides.aug.edu> for trials from the American Antiquarian Society and Springer; and to highlight the Opposing Viewpoints in Context and Global Issues in Context databases in instruction classes, particularly for Communications and English 1101.

LouAnn Blocker and Rod Bustos will host another question and answer session on Ebooks on EBSCOhost August 19 at 1:00 p.m.

Government Information: (Yadira Payne): In honor of the 10th Remembrance of 9/11 there is a "Remember the Fallen" display on the 2nd floor along with a handout of useful resources. There is also a display for Captain America Constitution/Citizenship Week.

Government Information is currently interviewing student assistants to fill a vacant position.

Business Services: (Ginny Loveless): On September 3, Meagan Morgan's position will become full-time benefits-eligible.

Associate Director /Circulation: (Jeff Heck): Approval has been received to begin the hire process for a Circulation/ILL Manager.

Caitlin O'Grady's last day as a circulation employee will be August 26. Her position will be filled by lateral move by Rhonda Cornell. Her position will be relocated to library administration and filled by Megan Morgan, Administrative Specialist. The part-time Administrative Specialist position will be split to satisfy needs for personnel in other departments, including increasing Marshall Abuwi's hours from 29 to 30 in Reference and providing a 30 hour per week split position to work in Technical Services and Circulation.

Director: (Camilla Reid): Dr. Carol Rychly, interim VPAA has distributed the *Guidelines for Preparing FY 2012 Unit Plans*. The format is much like past years' with minor modifications. No mid-semester or mid-year interim reports will be required. Initial drafts are due to the VPAA by September 2. Feedback from the VPAA will be sent back to directors by September 9. Directors will send the unit plans to the unit heads in their areas for feedback by September 16. By October 12, the unit plans along with minutes from unit plan meetings are due to the Office of Institutional Effectiveness and Research.

The Academic Vice President's Council will be meeting every other Tuesday morning at 9:30 a.m. during fall semester beginning August 23.

Committee Reports: (Loveless): The Staff Advisory Council had lunch with President Bloodworth August 4. The committee discussed plans for this fiscal year and how Dr. Bloodworth can help execute them.

Ginny Loveless was appointed to the Physical Facilities and Safety Committee for the University. No meetings have been scheduled yet.

(Kerins): Inreach: Next meeting is scheduled for September 14.

(Heck): The deadline for submitting items for publication in the Georgia Library Quarterly is September 1.

The Faculty Policies Committee will hold its first meeting August 22. Please forward any concerns relating to faculty.

Miscellaneous: (Payne): The CSRA Library Association is currently accepting submissions for its newsletter "From the Bookshelf". Deadline for submissions is September 1.

(Reid): Fay Verburg and Camilla Reid were captured on the Augusta Chronicle's "Spotted" at the ASU Division I Golf Championship Parade on August 16.

Camilla Reid will be one of three judges for the ASU New Top Model contest on August 17.

Next Meeting: September 8, 2011 10:00 a.m. Media Services' Conference Room