New Action Items:
Everyone –
  • Let Dana know when you want to meet with Theda for training.
  • Revise departmental training.
    o Bring draft of feedback form.
  • Register for unCoiled which is July 30.
Adrianna –
Dana –

Patrick –
  • Update the faculty handbook. Draft by the 22nd.
Angie –
Verlene –

Discussion:
All –
  • Review and revision of new librarian training.

Adrianna –
Dana –
  • Scheduling Theda’s first couple of weeks
    o Need to know when each librarian wants to train with her
Patrick –
  • Server backup battery needs to be replaced
    o Looking into various options
    o May schedule around the Millenium upgrade

Verlene –
  • Spoke to Bonita Blackburn about meeting with Freshman Seminar Instructors
  • Will be training Jackie on e-reserves

Angie –
  • New display is set up
  • Will be gone the first week and a half of August.
New Action Items:

Everyone –
- Bring drafts of feedback forms with comments.
- Register for unCoiled which is July 30.

Adrianna –
- Check on attrition rates for UNIV1001

Dana –

Patrick –
- Update the faculty handbook. Draft by the 22nd.

Angie –
- Scanning of the Journal will be done by December.

Verlene –
- Check with Bonita Blackburn for # of withdrawn students for UNIV1001
  - % drops & % passing to use for explaining yearly stats.

Discussion:

All –
- Discussed student budget for last fiscal year.
- OLA will be early this year. Plan submissions for presentations.

Adrianna –
- We may be getting a projector for conference room
- For our annual reports we need to choose a common table, font, etc. for formatting so the reports are uniform
- We need to report on workplan updates

Dana –
- Had training for Survey Monkey – 12 attended
- Linda Wood has concerns that items are not being properly withdrawn. Please make sure procedures are followed.
- Working on periodicals now that GovDocs and Cataloging are caught up.
- Budget will be out the second week of August, still waiting for some PO’s to clear.
- Provided copies of student budget for last fiscal year.

Patrick –
- Social work accreditation report is done.
- Millennium update August 7th
- Publicity Awareness Committee chose theme of “Road Trip...Mission to Success”
  - Follow-up meeting planned.

Verlene –
- Checking with Bonita Blackburn for # of withdrawn students for UNIV1001
  - % drops & % passing to use for explaining yearly stats.
• Continuing work on Freshman Seminar modules

Angie –
• More issues of the Journal are up on the website.
• Also scanning other collections.
• Scanning of the Journal will be done by December.
• Working on the reference schedule
New Action Items:
Everyone –
- Comments on faculty information
Adrianna –
- Check on attrition rates for UNIV1001
Dana –
- Eval for Jeannine, Christopher, Linda Wood
- Streamline the format on the new librarian checklists.
Patrick –
- Update the faculty handbook. Draft by the 22nd.
- Eval for Barry
Angie –
- Scanning of the Journal will be done by December.
Verlene –
- Eval for Linda Davis

Discussion:
All –
- Discussed student budget for last fiscal year.
- OLA will be early this year. Plan submissions for presentations.
Adrianna –
- Staff annual performance appraisals need to be done by July 30th.
  - Verlene will do Linda Davis's eval.
  - Patrick will do one for Barry.
  - Dana will do Jeannine, Christopher, Linda Wood.
Dana –
- Laurie is now working on vertical files
- Creating procedure and process manual
- Talked to Mark Sinclair from EBSCO about Electronic Resource Manager
  - Link source is about $15,000
  - Tracks electronic and print use
  - Easier to use
  - Firm cost by January
Patrick –
- Theda's access is set up – phone, email, etc.
- Did a backup of Millenium yesterday
- New tapes have been ordered
- Revised faculty information
Verlene –
- Blackboard modules
- Fixing on-the-fly items
- Meeting w/ UNIV1001
- Purchasing quiz software for modules

Angie –
- Need to purchase plastic sheeting for leak on 4th floor.
New Action Items:
Everyone –
Adrianna –
  • Check on attrition rates for UNIV1001
Dana –
Patrick –
Angie –
  • Scanning of the Journal will be done by December.
Verlene –

Discussion:
All –
Adrianna –
  • Linda Davis is officially on extended leave until mid-October. Updates will be provided as they become available.
Dana –
  • Finalizing budget
  • Working on new librarian training manual.
  • Idea presented for New Librarian Panel at OLA
Patrick –
  • Millennium went down on Monday night but was fixed and running by the end of the shift.
  • Upgrade is coming on August 9th.
  • Gathering quotes for equipment
  • Circulation computer has been fixed
Verlene –
  • Blackboard modules
Angie –
  • Concerns about VOIP programs being used on library computers.
  • Reference schedule has been finalized.
  • Will be gone until start of fall semester.
New Action Items:

Everyone –
Adrianna –
  • Check on attrition rates for UNIV1001
Dana –
Patrick –
Angie –
  • Scanning of the Journal will be done by December.
Verlene –

Discussion:

All –
  • Every fall group pictures of library faculty and staff
  • Would like to create a library scrapbook
    o Include library newsletters, news clippings, info about library events
Adrianna –
  • November 12th is the OCALD Assessment Workshop
    o 2 morning and 2 afternoon tracks with panels and discussion
  • Dana and Christopher may present on WCA
Dana –
  • Finalizing budget
  • Need to meet with staff to make sure everyone is following through with student training/continuous training
    o Possibility of exempt status for continuous training for long term student workers
    o Will meet Wednesday 1:30 for about 30 minutes
  • There is a netbook available for librarians to use for conferences if needed. It is available in Dana’s office.
Patrick –
  • Millennium upgrade on Saturday
  • Attending iCon tomorrow.
  • Still gathering equipment quotes
    o Printers have been ordered
    o Spiral binding machine also ordered
  • Revisions done on the faculty handbook
  • There have been some problems with K:drive accessibility, will be looking into that.
Verlene –
  • Finished blackboard modules!
  • Meeting with UNIV1001 instructors
New Action Items:
Everyone –
- feedback to VS on freshman tours (next Thursday)
- feedback to TS on sudoc/liaison area correlation spreadsheet (next Thursday)
- promote Pimp Your Cart event to liaison areas
- feedback on OLA proposal by 2PM today
Adrianna –
- Check on attrition rates for UNIV1001 – will call Bonita
- Setup reference professional development workshop
Dana –
Patrick –
Angie –
- Scanning of the Journal will be done by December
- Photoshop library cart image w/ aloho-military theme for Pimp Your Cart flyer (end of August)
- Report on how many viewed the newsletter for the last year (next Thursday)
- Send Dana list of databases to include in current events category
Verlene –

Discussion:
All – tutorials needed:
- Census
- OOH
- O*Net
- Political sources
- Westlaw
Adrianna –
- Patrick volunteered to be the liaison to the grants department, but will send specific grant requests to the proper liaison librarian
- OCALD assessment workshop canceled – OK ACRL is doing one on Nov 5 for Instruction Assessment with the Rochester anthropology folks
Dana –
- Beginning to setup EBSCO integrated search by category – still working on the look
- Millennium Acq glitch this week – III has fixed
- OLA program proposal wordsmithed – will end out updated version
- Two BI’s for nursing next week
- OLA meeting tomorrow in Moore
Patrick –
- Working on periodical review
- Light switch in AV hallway broken – waiting on Physical Plant to fix
Old BB links won't work since upgrade – make sure patrons go thru the ECU web to get correct link
1 standing reference computer is out of order - someone stole the network cable
Jackie is now library staff and in the Linscheid Library email group
Waiting on IT to install the new reference computer

Theda –
Steve Beleu will be visiting next Thursday afternoon
Will be emailing sudoc/liaison area correlation spreadsheet – needs feedback by next Thursday
Vertical file proposal – to catalog or not (just like MF – bib records only, no date dues or barcodes – non circulating) – all present agreed to proposal
State poster proposal – do not have to keep posters – wants to route to liaison librarians – can send to departments or use for display in library – all present agreed to proposal
  o Federal posters will not be included – we have to keep for 5 years then put on exchange list

Verlene –
Dana passed out freshman seminar tours schedule – VS needs feedback by next week

Angie –
Working on periodical review
Concerned about cell phones and other devices charging – one was placed on top of a book – this is a fire hazard
Black Thread Society met – this year is the 20th anniversary of ADA – will be doing displays in the library
Newsletter ideas – leisure reading, pimp your cart
Librarian Meeting Minutes from August 26, 2010

Present: Adrianna, Angie, Ben, Dana, Patrick, Renee, Theda, and Verlene

Action Items:

Everyone –
- [Feedback to TS on sudoc/liaison area correlation spreadsheet (Carryover)]
- [Promote Pimp Your Cart event to liaison areas, if not already done (Carryover)]
- Respond to Verlene about Lost & Paid items – keep or discard (9/9)
- Keep a list of Blackboard-related questions asked at Reference desk until 9/2
- If attending the official Blackboard training starting 9/7, coordinate with other librarians so that not everyone is gone at the same time

Adrianna –
- Have Mindy finish writing modules for student training on: emergency procedures, using the photocopier, and using the phones

Dana –

Patrick –

Theda –
- Set up schedule with Verlene for dealing with Lost & Paid, Billed, and Missing items (9/9)
- Draft a form for student-submitted information about theses and dissertations (9/2)

Verlene –
- Set up schedule with Theda for dealing with Lost & Paid, Billed, and Missing items (9/9)

Angie –
- [Photoshop library cart image w/aloha-military theme for Pimp Your Cart flyer (Carryover)]
- [Report on how many viewed the newsletter for the last year (Carryover)]
- [Send Dana list of databases to include in current events category (Carryover)]
- Talk with the Honors and Graduate Studies folks about digitizing theses and dissertations
- Invite Christopher and Jeannine to the Blackboard training on 9/2

Discussion:

All –
- Academic Excellence Day (in April) –
- Camtasia and SnagIt software will be coming
- Circ students are a valid resource for answering questions that a librarian might not be able to readily answer, particularly in the case of Blackboard or happenings on campus
  - This issue will likely be revisited later in the year

Adrianna –
- Reference workshop with Amigos has been scheduled for November 12
- Mindy will be working on writing modules for student training on: emergency procedures, using the photocopier, and using the phones
- Would like the plastic to come off the shelves
Librarian Meeting Minutes from August 26, 2010

Present: Adrianna, Angie, Ben, Dana, Patrick, Renee, Theda, and Verlene

Dana –
  - Decisions on which periodicals to cut (in print):
    - American Libraries – Cut
    - Library Journal – Keep
    - Library Trends – Keep
    - Choice - Cut
    - School Library Journal – Okay cutting this with the School Librarian program
    - African American Review – Cut
    - American Journal of Distance Education – Keep
    - Black Enterprise – Cut
    - Newsweek & U.S. News and World Report - Cut
  - Currently updating URLs with dates of coverage
  - Had two BIs for nursing
  - Sports study halls have started
  - The collection of history books from the donor in Norman are still being looked over

Patrick –
  - Meeting with Dr. Whitney (on 8/27) about creating a link on the library webpage for faculty research. This will include things like tutorials, links, PDFs, posters, etc.
  - Light switch in AV hallway broken (again) – waiting on Physical Plant to fix this
  - New reference printer is set up - another surge protector needs to be added
  - BIs both this week and next
  - Finalizing changes in periodicals for liaison areas

Theda –
  - Locations on items in the Vertical File will show up right after the call # in the record

Verlene –
  - Lost & Paid items handed out by liaison area. Liaison librarians will make keep/discard decisions on this by 9/9
  - After September 9th, will start work on items that have been billed
  - Updated schedule for peer evaluation of BI handed out
  - Stats for the freshman seminar course handed out; in general, completion percentages go down throughout the course
    - Thoughts for improving this include reminding faculty to have students complete these and cutting back the number of modules to eight
  - Faculty BI evaluations were sent
  - Library tour schedule will be sent out today
  - One upcoming BI

Angie –
Librarian Meeting Minutes from August 26, 2010

Present: Adrianna, Angie, Ben, Dana, Patrick, Renee, Theda, and Verlene

- One upcoming BI
- Met with liaison departments about periodicals and budgets
- With three student workers, would like to open Special Collections up M-F from 1-5
  - Room count documentation can be based on Circulation’s
- Will be getting a new computer
- Scanner is now working again
- Reference calendar will be updated by next week
- Looking into digitizing existing ECU theses – possibly this can be done for all future theses
  - Will be meeting with Graduate Studies and Honors folks about this.

Ben and Renee

- Help Desk closes at 8pm
- Blackboard training classes start Sep. 7th – an email will be sent to the faculty. If attending, coordinate with other librarians so not everyone is gone at the same time
- To help the librarians specifically, a general introduction to Blackboard will be held 9/2 at 9:30am in the instruction room
**Action Items:**

**Everyone –**
- [Promote Pimp Your Cart event to liaison areas, if not already done (Carryover)]
- Respond to Verlene about Lost & Paid items – keep or discard (9/9)
- Send lists of new government documents to liaison departments at the end of the month and see what the feedback is (10/7)

**Adrianna –**

**Dana –**
- Look into how to track/count electronic usage of items in the catalog
- Work with the keyword advanced search to get it up and running again

**Patrick –**
- Develop research instruction template with Verlene

**Theda –**
- Set up schedule with Verlene for dealing with Lost & Paid, Billed, and Missing items (9/9)
- Have additions made to student forms so that cataloged theses and dissertations will have good records (11/18)
- Meet with Angie and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

**Verlene –**
- Set up schedule with Theda for dealing with Lost & Paid, Billed, and Missing items (9/9)
- Develop research instruction template with Patrick

**Angie –**
- Meet with Theda and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

**Discussion:**

**All –**
- In general, send the whole monthly acquisitions list to the liaison departments.
  - This shows departments what the library purchases for them
  - It’s a way to emphasize what the library does for faculty (that they forget we do for them).
- For the official Blackboard training: Patrick will go to the Tuesday sessions, and Dana and Theda will go to the Wednesday sessions.

**Adrianna –**
- The library might find it useful to have a list of examples of the kind of reference questions that patrons ask. This would help acclimate a new librarian to ECU and to reference, and it could also be used as a training exercise for all librarians.

**Dana –**
- Continuing to update journal links with dates of coverage – this will take the semester to finish.
Librarian Meeting Minutes from September 2, 2010

Present: Adrianna, Angie, Dana, Patrick, Theda, and Verlene

- Documentation from the Self-Study Committee gave a favorable impression of the library
- Student requested book was ordered.
- Popular lists (of DVDs, new acquisitions, popular reading, etc.) are a great way to get students to use the catalog (without knowing that they are using the catalog).
- The keyword tab of the advanced search page (in the catalog) isn’t working; all the other tabs are.
- The color copier is working really well, in case anyone needs to make color flyers or handouts

Patrick –
- September 24th will be a meeting with faculty to get feedback on a research-oriented page for library users
- Physical inventory of computers, etc. will now be done using barcodes
- Computers in the 2nd floor storage closet can be moved to Science Hall
- Upcoming class on demographics/vital statistics, as well as several other instructions

Theda –
- Master copies of digital microfilm will be stored in Technical Services
- Lists of new electronic government documents are pretty easy to create and email to liaison librarians – try this for a month and evaluate

Verlene –
- Several B.I.s this week
- Making sure that the faculty teaching freshman seminar get through the library modules on schedule; the handbook had an error in it.

Angie –
- The newsletter will come out the week of Labor Day
- Statistics for how many people viewed the library newsletter are good; it might not be necessary to have copies of it printed even at the beginning of semesters. More data is needed, though, to make any broad statements about usage.
- Unexpectedly, a volume of the ECU Journal that was digitized and put online received over 600 views.
- The Honors folks will be getting permission to digitize past theses.
Introduction to Blackboard

- Looked at a student’s view of Blackboard. This includes any number of the following features:
  - Announcements
  - Assessments
    - Make sure to save each answer as it is chosen
    - Answers may be change and re-saved until the student clicks on the “Finish” button
  - Assignments
    - Typing can be done directly in Blackboard or a file can be attached
      - If the student tries to attach a file and nothing happens, it is likely that the latest version of Java needs to be installed (from java.com)
    - If a student saves a draft, on coming back to the assignment have them make sure to click on the drop down box to the right of the assignment’s name – just clicking on the assignment name will erase the draft!
  - Calendar
  - Email
    - Will not send email to addresses outside of Blackboard. Use the “Browse for Recipients” list
  - Chat
  - Discussion
  - Learning Modules
  - Syllabus
  - Weblinks
  - Who’s Online
  - My Grades
  - My Files
  - My Progress
  - Notes

- Some general notes:
  - Spellchecking is available if you use the HTML option for typing
  - Popup problems are legion – make sure that the browser isn’t blocking them
  - Green asterisks next to one of the major sections indicates new content
Action Items:

Everyone –

- (If applicable,) make an appointment with A.L. to go over staff evaluations – appointment should be scheduled for no later than 9/15 (Wed.)
- Send lists of new government documents to liaison departments at the end of the month and see what the feedback is from faculty (10/7)

Adrianna –

- See how the library can a) be a part of HR exit procedures for faculty who are leaving ECU and/or b) can be forwarded the names of faculty who have turned in termination paperwork to HR

Dana –

- Keep looking into the difficulties with the advanced keyword search
- Find out what “print” means in relation to the Media Management Use Statistics – does this strictly mean that the item was physically printed?
- Create a list of overdue books checked out to faculty with D.B. and J.C. (9/23)
- Change checkout period for AV items to 2 weeks for faculty with P.B. (9/23)

Patrick –

- Develop research instruction template with Verlene (10/7)
- Change checkout period for AV items to 2 weeks for faculty with D.B. (9/23)

Theda –

- Have additions made to student forms so that cataloged theses and dissertations will have good records (11/18)
- Meet with Angie and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

Verlene –

- Set up a schedule for dealing with billed items
- Develop research instruction template with Patrick (10/7)
- Create a list of overdue books checked out to faculty with D.B. and J.C. (9/23)

Angie –

- Meet with Theda and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

Discussion:

All –

- There will be NO meeting on 9/16. The next meeting will be on 9/23
- When on evening reference, check the 2nd floor regularly to help the student worker keep order

Jackie –

- Circulation staff meeting Monday morning
  - Will be addressing greeting patrons, how to answer questions, and not chatting with friends while working
  - If you would like something else brought up, let Jackie know
Librarian Meeting Minutes from September 9, 2010
Present: Adrianna, Angie, Dana, Jackie, Patrick, Theda, and Verlene

- Overdue items checked out by faculty
  - Letters that look like bills (but aren’t) have been sent to faculty with very overdue AV items – this has upset some people
  - A large number of billed AV items are checked out to faculty, with some going back years
  - Decisions made:
    - Both overdue books and overdue AV items will generate bills after 21 days
    - The AV checkout time will be extended to 2 weeks for faculty
    - Notes can be added to faculty records to highlight abuses of the system
    - Part of the solution will be to get together with HR so that items checked out to faculty who are leaving can be retrieved

Adrianna –
- The budget came in – several copies will be made
- Higher Learning Commission
  - The library will shoulder some of the cost of poster printing
  - Bookmarks will be placed in the library
  - A PowerPoint about the school’s mission will be added into student training at the library
- Very busy week coming up – won’t be in the library often
- Staff evaluations need to be gone over – make an appointment with A.L. for no later than Wed. (9/15)

Dana –

Patrick –
- Still working on the color laser printer
- New shelving unit up
- New blank DVD cases ordered – this will require some re-processing of materials
- There was a leak by the microform readers on Wednesday – because of rain or AC?
- Upcoming class on demographics/vital statistics with T.S.

Theda –
- The Federal Vertical File is up and cataloged – please be sure to add it to your tour itineraries!
- Upcoming class on demographics/vital statistics with P.B.

Verlene –

Angie –
- Several instructions coming up
- Faculty Senate News
  - 9/18-9/19 – upcoming Antique Motorcycle Rally
  - Faculty stipends will probably be on the Nov. payroll
Present: Adrianna, Angie, Dana, Jackie, Patrick, Theda, and Verlene

- Retirement seminars will be coming up in Nov.
- Will send out emails before future Faculty Senate meetings
Action Items:

Everyone –

- Send lists of new government documents to liaison departments at the end of the month and see what the feedback is from faculty (10/7)

Adrianna –

- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover)

Dana –

Patrick –

- Develop research instruction template with Verlene (10/7)

Theda –

- Have additions made to student forms so that cataloged theses and dissertations will have good records (11/18)
- Meet with Angie and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

Verlene –

- Set up a schedule for dealing with Billed items (Carryover)
- Develop research instruction template with Patrick (10/7)
- Create a list of instructions that have been done this year – how many were repeats?, how many were new?, have faculty completed the evaluation form? (10/07)

Angie –

- How many (and which issues specifically) of the ECU Journal are now online? (10/07)
- Meet with Theda and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

Discussion:

All –

Adrianna –

- November 12th will be the Reference professional development day – this will be in the Instruction Room
- OKALD meeting
  - Budget news was not good, and there was discussion about Question 744 (funding for K-12 schools)
- Christopher will take on the Circulation Department after Fall Break
- Was asked to serve on the Library School’s Advisory Council at OU

Dana –

- Still changing web links – send an email if something isn’t working
- Working on Higher Learning Commission reports

Patrick –

- Demography class went well
- Uninterrupted Power Supplies will be added to computers as new computers are ordered
Librarian Meeting Minutes from September 28, 2010

Present: Adrianna, Angie, Dana, Patrick, Theda, and Verlene

- Faculty research at the library
  - Completed a draft email with DB to be sent to Health & Science faculty
- An animal got into audiovisual and cleanup/repair is underway

Theda –
- Started a collection inventory – this will take quite a while to complete
  - We will revisit this topic later in the Spring

Verlene –
- Several instructions in the past weeks, and several coming up
- Some changes have been made to the tour schedule this week
- Following up with faculty about filling out the instruction evaluation form

Angie –
- Passed out the reference schedule for after Fall Break
- New issues of the ECU journal have been uploaded
- There was another donation of fine press books
- Currently working with an outside researcher on the Black Campus Movement
- Several instructions over the past weeks
- Working on an ADA display for Diversity Day
- AB and VS have switched reference shifts so that AB will work Monday and Tuesday evenings
Present: Adrianna, Angie, Patrick, Theda, and Verlene

Action Items:

Everyone –
- Continue to send lists of new government documents to liaison departments and see what the feedback is from faculty (11/4)
- Review “Techniques of Research Syllabus” handout and have comments ready at the next librarians’ meeting (10/14)
- At the next meeting we will decide whether or not handing print copies of the instruction evaluation form to faculty would be better than having faculty complete an online survey (will this increase the return rate of the evaluation?) (10/14)
  - These evaluations would go in a box similar to the reference card box
- Also at the next meeting, we will go over points 2) and 3) on the Work Plan (the weeding plan and identifying a core course in each academic department for information literacy initiatives) – what is the best way to approach these items? (10/14)
- Go over the following list of VS’s duties, and see which you will be able to cover (10/14)
  - Supervision of Circulation (Circulation staff and reserves) ➔ CC?
  - Liaison duties ➔ TS
  - Statistics (Circulation, reserves, and instruction) ➔
  - Developing instruction materials ➔
  - Freshman Seminar modules ➔
  - Reference desk ➔ ALL
  - Bulletin boards ➔
- Be ready to talk about specific ways to help TS take over liaison duties (10/14)

Adrianna –
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover)
- Have Jenny find a box similar to the reference survey card box, but in a size large enough for the faculty instruction evaluation form

Dana –

Patrick –
- Report on the Staff Committee (10/28)
- Work with TS to get the DVDs tagged with genres

Theda –
- Have additions made to student forms so that cataloged theses and dissertations will have good records (11/18)
- Meet with AB and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)
- Work with PB to get the DVDs tagged with genres

Verlene –
- Set up a schedule for dealing with Billed items (Carryover)
- Email the list of instructions that have been done this year – how many were repeats?, how many were new?, have faculty completed the evaluation form? (10/14)
- Have Jackie come to the next meeting to talk about the circulation manual (10/14)
- Who did VS’s instruction evaluation for Spring 2010? (10/14)
At the next meeting, talk about where the liaison departments are with regard to weeding, instruction, etc. (10/14)

Angie –
- Meet with TS and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)
- What are the statistics/numbers for reference for Spring and Summer/Fall (so far)? (10/14)

Discussion:
All –
- Changes to the Featured Lists:
  - Circulating audiovisual list will be changed to several lists arranged by genre (Science Fiction Movies, Dramas, Comedies, etc.) – this will require some collaboration between audiovisual and cataloging to classify and then tag the records
  - New items added to the collection ("New This Month") will be the first list on the page

Adrianna –
- To make progress on the library’s Work Plan easier to track and report, it should be added to the librarians’ meeting agenda
  - We won’t go over every point every week – just the parts that have been moved forward
  - Bring a copy of the Work Plan to the meeting every week
- Evaluations:
  - Peer reference evaluations are due November 1st
  - The total number of reference cards for Summer and Fall combined needs to add up to 22
  - A date needs to be set for when student evaluations are due
- IMLS has a new 21st Century Library grant, and hopefully we will be able to continue the plan started with a previous AT&T grant

Dana –

Patrick –
- Poster training for Research Day has started (one for Dr. Pappas and one workshop)
  - The deadline for submission of abstracts has been extended
- Currently doing an inventory of equipment to see whether or not older material is still being used
- Setting up a meeting between Cartography/Geography and TS to talk about the map collection
- Had two instructions this week – both went well

Theda –
- Anytime a book is pulled from the collection for any reason, please send it down to cataloging so we can withdraw the record from the catalog
Librarian Meeting Minutes from October 7, 2010

Present: Adrianna, Angie, Patrick, Theda, and Verlene

- Update on the inventory – We have finished the As and the Bs, and already there are around 80 missing items and around 30 items that needed modifications to the record
- GovDocs will be submitting an application to participate in the FDLP Catalog Record Distribution Project
  - Will need to look further into transferring records via FTP and will also need to look at Millennium load tables
- Hired a new student worker (Lindsay) to help with the inventory
- The microfiche backlog (three years worth) has been cataloged by Laurie (in three months!)
- The Featured Lists button is up – see discussion above

Verlene –
- Had some instructions for Ken Hada!
- In the process of moving files from H: drive to the K: drive so nothing is lost
- Continuing to make sure that Jackie has documented circulation procedures
  - She and CC have talked about what is going on in circulation

Angie –
- Several instructions over the last week
- Will have a display of ECU memorabilia in the library set up from 11-1 on Saturday (10/9)
- Working on a Disability Month display
- Black Thread Society will have a table set up on Diversity Day (10/13) in the atrium of the UC
- Issues of the ECU Journal that are currently digitized:
  - 1916-1919
  - 1923-1928
  - 1951-1953
  - 1957-1958
  - 1963-1965
  - 1966-1971 Summer Journal
- Issues of the Journal were digitized based on how easy they were to scan and process – this project will hopefully be completed by January 2011
Librarian Meeting Minutes from October 7, 2010
Present: Adrianna, Angie, Patrick, Theda, and Verlene

Work Plan

2010-2011

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (TS, DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. **Set up meeting with academic departments to discuss collection (10/7)**
     ii. Weed the map collection
     iii. Catalog the map collection
   - Updating local data records
   - Creating popular lists
     i. **Decide on the lists to include (10/7)**
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   -

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   -

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   -

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   -

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   -

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
   - **Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)**
8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG+, IP2, AP1, AP+];
   - Developed new training process, which included reference and instruction, used in training TS (8/1)
   - Revise the training process based on feedback from TS

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL+CC). [SG1, SG+, IP2, AP+];
   -

10. Create procedure manuals for the periodicals and circulations departments (VS, DB). [SG+, AP+];
    - Jackie has finished writing the circulation department manual (10/7)
    -

11. Develop a documentation update schedule (Staff Committee). [SG+, AP+].
    -
**Librarian Meeting Minutes from October 14, 2010**

Present: Adrianna, Angie, Dana, Jackie, Patrick, Theda, and Verlene

**Action Items:**

**Everyone –**
- **Determine which of the majors at ECU fall under the different liaison departments** *(10/28)*
- Librarians should look at one third of the majors in their liaison areas and identify a course that can be targeted for information literacy initiatives *(11/4)*
- Continue to send lists of new government documents to liaison departments and see what the feedback is from faculty *(11/4)*

**Adrianna –**
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR *(Carryover until new HR director is hired)*

**Dana –**
- Update the assessment webpage to include the instruction evaluation to be used by faculty and make the appropriate changes to the Assessment Plan

**Patrick –**
- **Report on the Staff Committee** *(10/28)*
- Meet with TS and the faculty teaching Techniques of Research *(11/18)*

**Theda –**
- **Walk through liaison departments with VS to meet the faculty** *(10/28)*
- Have additions made to student forms so that cataloged theses and dissertations will have good records *(11/18)*
- Meet with AB and Honors and Graduate Studies folks to go over theses and dissertations in the library *(11/18)*
- Meet with PB and the faculty teaching Techniques of Research *(11/18)*

**Verlene –**
- AB, VS, CC, JC will meet to go over how to do circulation statistics *(10/20)*
- Walk through liaison departments with TS to meet the various faculty *(10/20)*
- Email a side by side comparison of last year’s instructions with this year’s instructions *(10/20)*
  - **Which courses have we lost?**

**Angie –**
- AB, VS, CC, JC will meet to go over how to do circulation statistics *(10/28)*
- Create a chart of the reference statistics divided by question levels *(10/28)*
- Meet with TS and Honors and Graduate Studies folks to go over theses and dissertations in the library *(11/18)*

**Discussion:**

**All –**
- Jackie has completed the manual for circulation and for reserves – there is a print version and documentation on the K: drive - this is both when and how to do stuff
- Jackie will be part time from here on out
- Techniques of Research Syllabus
Made some minor changes to the syllabus (font size, relating objectives to the course structure, etc.)
- PB will make these changes and then meet with faculty and TS
- Need to decide how to make content available for online classes (tutorials, videotaped lectures, etc)

- Faculty and student evaluations of instructions will be completed in print after the instruction and put in a locked box
  - If the instruction is not in the library, evaluations will go into a manila envelope which will be sent by the faculty member to Jenny via campus mail
  - This will require that the faculty evaluation form be put online and that changes be made to the Assessment Plan – DB will take care of this

- Weeding
  - Should be done by the end of December
  - 2009 weeding is all either done or in progress
  - 2010 weeding is all in progress

- Information literacy initiatives are being addressed in most of the General Education courses – a student is now going through syllabi to see exactly which of these we are in

- Circulation/Instruction Duties
  - Supervision of circulation (circulation staff and reserves) \( \rightarrow \) CC, AB
  - Liaison duties \( \rightarrow \) TS
  - Statistics (circulation, reserves) \( \rightarrow \) AB
  - Statistics (instruction) \( \rightarrow \) PB
  - Developing instruction materials \( \rightarrow \) PB
  - Freshman Seminar modules \( \rightarrow \) DB
  - Reference desk \( \rightarrow \) ALL
  - Bulletin boards \( \rightarrow \) Andi (until Dec.)

- Popular Lists
  - If circulating VHS tapes will not be on these lists (because there is no demand for them), should we consider removing them entirely from the collection? – this would make a good whiteboard question (i.e. “Do you check out/want to check out movies on VHS?”)
  - Add a 690 to the circulating AV records to specify format? (i.e. “Circulating VHS”, “Circulating DVD”, etc.)
  - Circulating videos will go through AV, where genres will be assigned to them, before ending up in cataloging

Adrianna –
Dana –

- Passed out a list of where the various departments are with regard to their library budgets – some funds are already completely spent (like the replacement fund)
- Make sure your departments are within their budgets!

Patrick –
- Had a few poster sessions
Librarian Meeting Minutes from October 14, 2010

Present: Adrianna, Angie, Dana, Jackie, Patrick, Theda, and Verlene

- Will be meeting with TS and the Cartography/Geography folks before Fall Break

Theda –
- Update on the inventory – we should be finishing the second floor sometime next week

Verlene –
- Passed out this year’s instruction statistics – we are a little behind in # of classes and a little ahead in # of students (in other words, pretty much the same as last year)
- A list for billed items will be run every two years – this has been added to the circulation handbook

Angie –
- Faculty Senate Meeting – discussed SQ744, the faculty stipend for this year, and the level of faculty participation on campus (which is good)
Work Plan

2010-2011

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
     ii. Weed the map collection
     iii. Catalog the map collection
   - Updating local data records
   - Creating popular lists
     i. Decide on the lists to include (10/7)
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   - Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - (Work on this in the Spring)

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   - The Assessment Committee watched Part 1 of a presentation about assessment in libraries (10/14)

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG4, IP2, AP1, AP4];
   - Developed new training process, which included reference and instruction, used in training TS (8/1)
   - **Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)**
   - Revise the training process based on feedback from TS

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL+CC). [SG1, SG4, IP2, AP4];
   - 

10. Create procedure manuals for the periodicals and circulations departments (VS, DB). [SG4, AP4];
    - Jackie has finished writing the circulation department manual (10/7)
    - **Jeannine is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)**

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
    - 

- Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)
Librarian Meeting Minutes from October 27, 2010

Present: Adrianna, Angie, Christopher, Dana, Patrick, and Theda

Action Items:

Everyone –
- Librarians should look at one third of the majors in their liaison areas and identify a course that can be targeted for information literacy initiatives (11/4)
- Continue to send lists of new government documents to liaison departments and see what the feedback is from faculty (11/4)
- Decide with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library) (12/2)

Adrianna –
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –

Patrick –
- Respond to DB about the Instruction Plan (11/4)
- Create comparisons of this year and last year’s instructions (11/4)
- Meet with TS and the faculty teaching Techniques of Research (11/18)

Theda –
- Make appointment to walk through liaison departments with AL (11/4)
- Have additions made to student forms so that cataloged theses and dissertations will have good records (11/18)
- Meet with AB and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)
- Meet with PB and the faculty teaching Techniques of Research (11/18)

Angie –
- AB, CC, JC will meet to go over how to do circulation statistics (11/4)
- Respond to DB about the Instruction Plan (11/4)
- Create a chart of the reference statistics divided by question levels (11/4)
- Meet with TS and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

Discussion:

All –
- The Circulation Assistant and Instruction Librarian positions are now open and have been posted on ECU’s website, several listservs, and higheredjobs.com
  - Circ Assistant has a start date of 12/1/10; librarian has start date of 1/1/11
  - We should ask candidates where they hear about the positions
  - All librarians will be on the search committee for the librarian position; AL, AB, and PB will be on the search committee for the Circ Assistant
- Cable TV in the student lounge?
  - An old TV is being replaced, and it was suggested that we put it in the student lounge
Librarian Meeting Minutes from October 27, 2010

Present: Adrianna, Angie, Christopher, Dana, Patrick, and Theda

- Pros: using the TV, being able to keep up with news, entertainment value
- Cons: distracting to workers, obligated to replace the TV, disrupting to people who study in the lounge, difficult to manage
- Decision: don’t put the TV in the lounge

• Academic majors were divvied up, and the list was emailed to all librarians by AL

• Faculty Survey
  - Gave the results a cursory look over – we will look at these numbers in more detail later
  - Points of interest:
    - What is the scale on Question 4 (how many assignments that require use of the library are given to students?)
    - Which departments’ needs does the collection not serve? (Question 6)
    - How do we address Question 7? (Students should learn library skills prior to college and/or in UNIV1001; students are learning library skills in general education courses or on their own)
    - Many faculty (65%) are teaching their classes to use the library on their own; some would use library services (tutorials, instructions, etc.) if they knew about them (Question 8)
    - 13% responded that they don’t have adequate input into the library’s collection development – who is this? (Question 9)
    - Which departments don’t have enough money to buy requested items? (Question 12)
    - Faculty prefer to be contacted via email (Question 13)
    - We need to look at the responses for Questions 14, 15, and 16 (strengths and weaknesses of the library, areas that need improvement)
    - 97% of respondents were “Somewhat Satisfied” or “Very Satisfied” with the library (Question 17)

• General Education Assessment Rotation Plan (UNIV3001) – This is changing as of this year, and will now include a section for testing library skills (probably using SAILS?)
  - This will give us data to take back to the general education courses and let us push to get library classes in their schedules

• The Assessment Committee (AL, CC, DB, PB, TS) will be giving presentations at OK-ACRL on Friday (11/5) and will be out all day

• WorldCat Collection Analysis
  - To make this manageable, each liaison department will be compared with one or two peer collections
  - Check program lists and consult with faculty to determine which peer collection to use
  - This will be used to help both with weeding and with acquisitions
Librarian Meeting Minutes from October 27, 2010

Present: Adrianna, Angie, Christopher, Dana, Patrick, and Theda

- At the end of the year it might be possible to choose the collection that is furthest behind its peers and use available funds to bring it up to par

Adrianna –

Dana –
- Completing Exiting Employee Checklist for VS and Linda D.

Patrick –
- VS’s phone has been switched over to Circulation and voicemail will be forwarded
- CC will have Jenzabar privileges

Theda –
- Had several instructions on Monday (10/25)
- Laurie will be sending monthly lists of State eDocuments to liaison librarians for their areas
  - Circle the items you want added and return the list to Cataloging - even if you don’t circle anything
- Will be at a cataloging workshop in Midwest City all day on Friday (10/29)

Angie –
- Will be out on Friday (10/29)
Work Plan
2010–2011
(The most current action taken is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
     ii. **Sort and list maps (11/2- )**
     iii. Weed the map collection (begin in January)
     iv. Catalog the map collection
   - Updating local data records (**not until January**)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
     1. **Create and add genre terms for AV (10/11- )**
        ii. Create the lists on the staging site for review
        iii. Make changes to the library’s website

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
   - **The weeding plan has been updated (10/27)**

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   - Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
   - Librarians identified a course from one third of their liaison departments that can be targeted for information literacy initiatives (11/4)

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - **(Work on this in the Spring)**

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   - The Assessment Committee finished Part 1 of a presentation about assessment in libraries (10/29)
6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   *

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
   * Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)

8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG4, IP2, AP1, AP4];
   * Developed new training process, which included reference and instruction, used in training TS (8/1)
   * Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
   * Revise the training process based on feedback from TS

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL+CC). [SG1, SG4, IP2, AP4];
   * Librarians will be deciding with which institutions to compare their liaison departments (10/27)

10. Create procedure manuals for the periodicals and circulations departments (VS,DB). [SG4, AP4];
    * Jackie has finished writing the circulation department manual (10/7)
    * Jeanine is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
    *
Librarian Meeting Minutes from November 04, 2010

Present: Adrianna, Angie, Dana, Patrick, and Theda

Action Items:

Everyone –
- Go over majors in AB and TS’s liaison areas and finalize the courses selected for information literacy instructions (11/11)
- Decide with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library) (Send choices to Christopher by 12/1)

Adrianna –
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –

Patrick –
- Meet with TS and the faculty teaching Techniques of Research (11/18)
- Revise the list of library instructions for 2009-2010 so that it can be sorted by the instructing librarian (12/9)

Theda –
- Meet with DB to get the featured list for new items online (11/11)
- Have additions made to student forms so that cataloged theses and dissertations will have good records (11/18)
- Meet with AB and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)
- Meet with PB and the faculty teaching Techniques of Research (11/18)

Angie –
- Meet with TS and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

Discussion:

All –
- Went through majors in DB and PB’s liaison areas, looking at the courses selected for information literacy instructions – will go over majors in AB and TS’s liaison areas 11/11
  o Trying to catch students both early and mid career
- There was no feedback from faculty about the emailed lists of new eGovDocs
  o Instead of emailing these lists, liaison librarians will select items they wish to add to the collection and email their choices to Laurie (or email her saying that nothing was selected)
- Reference Questions and Evaluations
  o In general, numbers are up for August and September (because of more students this year?)
  o To have 16 cards in the long semesters, about ¼ of the level 3 & 4 questions need to fill out a card – this seems reasonable
Librarian Meeting Minutes from November 04, 2010

Present: Adrianna, Angie, Dana, Patrick, and Theda

- Librarians need a total of 22 reference cards by the end of the semester (Summer and Fall combined) (Current totals are: PB-21, DB-20, AB-17, TS-10)
- The schedule for picking up and recording reference cards will be more standardized next semester
- All peer evaluations were turned in for reference

- Copy Card Machine
  - From now on, the card will be free and the student will get $1.00 of copies
  - Also, the machine will be moved to the 2nd floor near the microform readers

Adrianna –
- Remember the library will be open the Wednesday before Thanksgiving until 3pm
  - TS and AB will be working

Dana –
- Talked with Nursing about WCA and they are excited to compare the collection with a couple of other universities

Patrick –
- Passed out a list of instructions from Spring 2009 – Fall 2010
  - Included is a list of classes lost between 2009 and 2010
  - Will work on a revised version of this for December
- Haven’t heard back from Cartography/Geography about WCA yet
- Netbooks are ready, but the cart still needs to be configured
- Work on the satellite for closed circuit campus broadcasts will (hopefully) begin soon
- The surplus auction is going on Thursday (11/12)
- Working on scheduling a meeting with the Techniques of Research folks

Theda –
- All maps have been pulled from the map room and are now in Cataloging – there is a sign out with Laurie’s extension and my extension if anyone needs a map
- Went to a cataloging workshop last Friday covering some technical bits of cataloging and the (likely) upcoming change in cataloging standards

Angie –
- Finding a time to meet regarding theses and dissertations is proving to be a challenge
- Digitization of the ECU Journal is still ongoing
  - The yearbook is also being scanned, but it is not available to the public yet
- Several books have been found during the inventory process that could use some sort of repair, but before asking to have something repaired ask yourself if you would spend money to buy the book over again
  - Some repairs are expensive!
Work Plan
2010-2011
(The most current action is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
     ii. **Sort and list maps in Cataloging Department (11/2-)**
     iii. Weed the map collection (begin in January)
     iv. Catalog the map collection
   - Updating local data records (not until January)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
       1. **Create and add genre terms for AV (10/11-)**
       ii. Create the lists on the staging site for review
       iii. Make changes to the library’s website

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
   - **The weeding plan has been updated; 2011 weeding areas are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (10/27)**

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   - Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
   - **Librarians identified a course from each of the majors in their liaison departments that can be targeted for information literacy initiatives (11/4)**

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - **(Work on this in the Spring)**

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
• The Assessment Committee finished Part 1 of a presentation about assessment in libraries (10/29)

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   • LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4)
   • Chartwell’s will loan/sell us the equipment and supplies (11/4)
   • This will be in the Circulation area and run by Circulation students with the money going back to LLAF (11/4)
   • This might be implemented by Spring, but we still need to look into whether or not a water line can be put in to the proposed location (11/4)

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
   • Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)

8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG4, IP2, AP1, AP4];
   • Developed new training process, which included reference and instruction, used in training TS (8/1)
   • Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
   • Revise the training process based on feedback from TS

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL+CC). [SG1, SG4, IP2, AP4];
   • Librarians will be deciding with which institutions to compare their liaison departments (10/27)

10. Create procedure manuals for the periodicals and circulations departments (DB, ??). [SG4, AP4];
    • Jackie has finished writing the circulation department manual (10/7)
    • Jeanine is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
Librarian Meeting Minutes from November 11, 2010

Present: Adrianna, Angie, Patrick, and Theda

Action Items:

Everyone –
- Make a final pass on majors in everyone’s liaison areas and finalize the courses selected for information literacy instructions (11/18)
- Decide with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library) (Send choices to Christopher by 12/1)

Adrianna –
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –

Patrick –
- Write a paragraph about Research Day for the library newsletter – turn it in to AB (11/15)
- Send information about Research Day (number of posters printed, number of square feet printed, etc.) to AL (11/15)
- Meet with TS and the faculty teaching Techniques of Research (11/18)
- Revise the list of library instructions for 2009-2010 so that it can be sorted by the instructing librarian (12/9)

Theda –
- Write a paragraph about the Feature Lists for the library newsletter – turn it in to AB (11/15)
- Send information to AL about the Government Record Project (11/15)
- Meet with DB to get the featured list for new items online (11/18)
- Have additions made to student forms so that cataloged theses and dissertations will have good records (11/18)
- Meet with AB and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)
- Meet with PB and the faculty teaching Techniques of Research (11/18)

Angie –
- Meet with TS and Honors and Graduate Studies folks to go over theses and dissertations in the library (11/18)

Discussion:

All –
- Went through majors in TS and AB’s liaison areas, looking at the courses selected for information literacy instructions

Adrianna –
- The office laptop needs to be reimaged – since this could take a couple of days, we’ll send it out today (11/11) so we get it back before Tuesday (11/16)
- There will be an OGET study session in the Instruction Room Wednesday 11/17 – this is on the calendar
Librarian Meeting Minutes from November 11, 2010

Present: Adrianna, Angie, Patrick, and Theda

- We still need to be moving forward with the library’s instruction program, even if we don’t have an instruction librarian
  - Hired Karmen (from the above OGET study session) – she will be working on library instruction projects until December
  - Brainstormed ways to improve the instruction program (see the document on the K: drive)
  - Have already pulled out GenEds that address library skills (or, in some cases, after looking at the syllabi, merely say that they address library skills)
  - In the (near?) future, a student will also check to see who is teaching/has taught the courses that we have selected from each major to see how/if we can get into them
- We can get a water line run from the sink to behind the circulation desk, so hopefully the coffee bar can be implemented before next semester
- Reference Training on Friday!

Dana –

- Research Day is Friday, and AV is busy doing the printing
- The cart for the Netbooks is being configured, and it looks like there will have to be some sort of network hookup put into wherever this cart will be kept (so that it can be automatically updated)
- The meeting with the Techniques of Research folks will be on Thursday 11/18 at 1:30pm
  - There have already been suggestions like making the content of the class available as a podcast or as econtent

Patrick –

- Faculty Senate
  - A stipend will be coming and the merit form will be slightly updated
- The library newsletter will be coming out just after Thanksgiving
  - It will include: a blurb about Research Day (by PB), a notice that the copy card machine has moved, and a note about the Feature Lists on the website (by TS)
  - AL has asked that the January newsletter be a “You Asked – We Answered” – the Assessment Committee will write the piece for this
    - About the whiteboard questions that have answered by students

Theda –

- Anytime an item in the collection changes status (removed from reference or reserve, returned from the bindery, put into the Oklahoma Studies collection, etc.) please send the item and a note down to Cataloging so we can update the record
- We are on the list to participate in the Cataloging Records Distribution Project (CRDP)
  - This is a GovDocs project
  - ODL is also participating

Angie –

- Faculty Senate
  - A stipend will be coming and the merit form will be slightly updated
- The library newsletter will be coming out just after Thanksgiving
  - It will include: a blurb about Research Day (by PB), a notice that the copy card machine has moved, and a note about the Feature Lists on the website (by TS)
  - AL has asked that the January newsletter be a “You Asked – We Answered” – the Assessment Committee will write the piece for this
    - About the whiteboard questions that have answered by students
Librarian Meeting Minutes from November 11, 2010

Present: Adrianna, Angie, Patrick, and Theda

- More editions of the ECU Journal have been uploaded to the CatPac
  - Current articles are available at http://www.ecujournal.com/
  - The easiest issues of the Journal are being added first (which is why the dates are all over the place)
  - Some factors that make issues easier/harder to digitize are: the size of the paper, how the issue is bound, whether or not the binding has to be removed to scan the issue, …
  - Now available in the CatPac are:
    - 2006-2007
    - 2001-2002
    - 1996-1998
    - 1990-1992
    - 1985-1987
    - 1981-1983
    - 1966-1971 Summer Journal
    - 1968-1969
    - 1963-1965
    - 1955-1958
    - 1951-1953
    - 1927-1928
    - 1925-1926
    - 1923-1924
    - 1916-1919

**Work Plan**

**2010-2011**

(The most current action is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     - Set up meeting with academic departments to discuss collection (10/7)
   - **Sort and list maps in Cataloging Department (11/2-)**
   - Weed the map collection (begin in January)
   - Catalog the map collection
   - **Updating local data records (not until January)**
   - Creating popular lists
     - Decide on the lists to include (10/7)
     - **1. Create and add genre terms for AV (10/11-)**
     - Create the lists on the staging site for review
     - Make changes to the library’s website
2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
   - The weeding plan has been updated; 2011 weeding areas are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (10/27)

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   - Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
   - Librarians identified a course from each of the majors in their liaison departments that can be targeted for information literacy initiatives (11/4)

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - (Work on this in the Spring)

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   - The Assessment Committee finished Part 1 of a presentation about assessment in libraries (10/29)

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4)
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7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
   - Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)

8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG4, IP2, AP1, AP4];
• Developed new training process, which included reference and instruction, used in training TS (8/1)
• Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
• Revise the training process based on feedback from TS

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL+CC). [SG1, SG4, IP2, AP4];
   • Librarians will be deciding with which institutions to compare their liaison departments (10/27)

10. Create procedure manuals for the periodicals and circulations departments (DB, ??). [SG4, AP4];
    • Jackie has finished writing the circulation department manual (10/7)
    • Jeanine is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
    • Staff Committee will be meeting before Thanksgiving Break
Librarian Meeting Minutes from November 18, 2010
Present: Adrianna, Angie, Dana, Patrick, and Theda

Action Items:
Everyone –
- Decide with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library) Send choices to Christopher by 12/1

Adrianna –
- See if anyone with access to the K: drive is moving items into the PKZip folder (12/2)
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –
- Check Jeannine’s progress on the manual for Periodicals (12/2)

Patrick –
- Send the voicemail from the Help Desk (about the PKZip folder) to AL (12/2)
- Talk with Frank about updating software on the reference computers (particularly about how computer labs deal with changing IPs) (12/2)
- Keep working on the problem with permissions (or lack thereof) to access various files on the K: drive (12/2)
- Call Kevin to let him know that their print order for posters will take all of the Business dept’s allotment (12/2)
- Revise the list of library instructions for 2009-2010 so that it can be sorted by the instructing librarian (12/9)

Theda –

Angie –

Discussion:
All –
- A reminder that the Presidential Inauguration will be Friday the 19th – meet in front of Circulation at 1:50pm
- We will be interviewing for the Circulation and Records Assistant positions all day on Wednesday 12/1
  - All applicants seem interested in both, though some lean more strongly toward one or the other position
  - Questions for the applicants and their references have been emailed to the librarians
- Phone interviews for the Instruction Librarian position will be taking place 11/29-12/3
  - Be sure to check out the candidates’ portfolios online!
- Staff Committee will be meeting Monday 11/22
- Finalized course selection for information literacy instructions in the various academic majors
  - Karmen will pull syllabi for these classes and look for research/writing projects
  - Finished with this until after Winter break – in January we’ll start deciding where to go with this
Adrianna –
  • President Hargrave stopped in on Wednesday

Dana –
  • HLC report has been turned in
  • Passed out revised amounts available to the different (mostly) academic departments
    ○ Had to account for a larger amount of money spent on serials (about $3,000 more)
    ○ The column to pay attention to is the “Free Balance”

Patrick –
  • Contacted the Help Desk about the files that are moving from the K: drive to the PKZip folder
    ○ They say that someone over here must be doing this
  • Also looking into making files on the K: drive openable by everyone
    ○ Trying to see if this is a problem with Word or if it’s a problem with the K: drive
  • In the process of getting a Jenzabar login so that one of the librarians will be able to access the system
  • Won’t need to pick up the large screen for the Inauguration – it was decided to use a screen that ECU already has
  • ECU Gold’s library requests (books, posters, etc.) come out of the Business dept’s budget

Theda –
  • Inventory is done on the 2nd floor – in general, the 4th floor seems to be in better shape
    ○ Perhaps as many as 400 items missing on the 2nd floor
    ○ After this inventory is done, an inventory will be done on the same 5 year schedule that is used for weeding, but one year ahead

Angie –
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2010–2011
(The most current action is in bold)

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     ii. Sort and list maps in Cataloging Department (11/2–)
     iii. Weed the map collection (begin in January)
     iv. Catalog the map collection
   - Updating local data records (not until January)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
     1. Create and add genre terms for AV (10/11–)
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website
     1. Featured List for new items up on website (11/18)

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
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   - (Work on this in the Spring)

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
The Assessment Committee finished Part 1 of a presentation about assessment in libraries (10/29)

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7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4]
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   - Reference training through Amigos completed; all ECU librarians and 5 area librarians attended. The librarians later met and created a list of ideas/things they learned from the workshop (11/12)

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   - Developed new training process, which included reference and instruction, used in training TS (8/1)
   - Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
   - Librarians will discuss and revise the documentation for the training process (12/9)

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL+CC). [SG1, SG4, IP2, AP4]
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    - Jackie has finished writing the circulation department manual (10/7)
    - Jeanine is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4]
    - Staff Committee will be meeting on Monday 11/22
Librarian Meeting Minutes from December 2, 2010

Present: Adrianna, Angie, Dana, Patrick, and Theda

Action Items:
Everyone –
- Check calendars for professional development at the library for librarians and send to AL (12/9)
- Make a decision about putting Word on all reference computers (after Spring Break)
Adrianna –
- Send Frank an updated email about un-openable files on the K: drive (12/9)
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)
Dana –
Patrick –
- Talk with Jay about updating software on the reference computers (particularly about how computer labs deal with changing IPs) (12/9)
- Revise the list of library instructions for 2009-2010 so that it can be sorted by the instructing librarian (12/9)
Theda –
- Meet with AL to discuss the training handbook (12/9)
Angie –
- Look into the security gate log at Circulation – is it still being kept? (12/9)
- Make a sheet to track Word questions while at reference (12/9)
- Have reference committee meet before the Winter Break (12/16)
- Transfer the reference phone to the circulation desk after some number of rings
  - Ask CC to modify the circulation student training to cover this
  - When the phone rolls over to circulation, what does the caller ID display?

Discussion:
All –
- Living/Learning Communities are exponentially successful at improving student retention
  - The library should do more with these communities, and perhaps the new Instruction Librarian will be able to take this on
- Marketing for events can be quite difficult and have unpredictable results
  - How much difference does marketing make?
  - Is not going to university events just part of the ECU culture?
  - How can the library build a following so that people do come to our events?
- Phone etiquette – we should call and test student workers using standard scenarios
  - The scenarios can be created by the new Circulation Librarian
- Are reference questions and stats related to specific librarians?
  - In other words, do students come in to see specific librarians?
- The security gate has been going off quite a bit recently
  - Checkpoint needs to come out and service this / see what the problem is
  - What are the situations that seem to be setting the gate off?
Librarian Meeting Minutes from December 2, 2010

Present: Adrianna, Angie, Dana, Patrick, and Theda

- Word on all the reference computers?
  - How do papers, research, and Facebook all fit into the hierarchy of tasks?
  - Will this cause problems at closing time (asking students to stop writing papers because the library is closing?) (there also seem to be general issues with getting patrons out of the building at closing time)
  - Will this cause librarians to answer too many writing/editing questions?
  - Let’s keep a record of Word-related questions/problems until Spring Break
    - Redirecting patrons to the Word computers, questions about how to use Word, if it’s difficult to get patrons out of the library because of Word, if it’s difficult to get patrons out of the library in general, and if a line of people waiting to use Word has to be managed.

Adrianna –
- There is an OCLC webinar (Connect users with Content) on December 8th at 1pm, if folks are interested
- HLC would like a list of professional development activities held at the library and for the librarians in the last 5 years
  - Reference workshop (11/12/10)
  - Customer service workshop (with Scout’s sister?)
  - One other customer service workshop?
  - Staff retreat
  - Brenda Wallings’ objectives?
  - Interview skills
  - Any others??

Dana –
- Accepted the nomination for OLA president/vice-president elect
- A shipment to the bindery went out this week
- Will call Destiny’s references (Records Assistant candidate)

Patrick –
- The satellite is now set up behind the library, and the grant paperwork has been sent to Renee Hogue
- Some details still need to be worked out with Cable One so that everything can be connected
- Netbooks should be in this week, but they will still need to be hooked up to the network
  - Should be ready by Spring
- Still working with the Help Desk on getting the reference computers upgraded with current software

Theda –
- Feedback on librarian training → we can talk more about this next week

Angie –
- Still working on the reference schedule for the week after finals week
• Will be moving into VS's office
**Work Plan, 2010-2011**
(The most current action is in bold)

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   - (**We will work on this again in January**)

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   - (**Work on this in the Spring**)

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    • JH is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)
    • JH has given the second draft of the periodicals manual to DB (12/2)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
• Staff Committee will be meeting on Monday 11/22
• **Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)**
Action Items:

Everyone –
- Look over new applications for the Records Assistant Position (1/6)
- Have revised sections of the new librarian training manual ready for a semi-final draft (1/13)
- Make a decision about putting Word on all reference computers (after Spring Break)

Adrianna –
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –

Patrick –

Theda –

Angie –
- Transfer the reference phone to the circulation desk after some number of rings (1/6)
  - Modify the circulation student training to cover this
  - When the phone rolls over to circulation, what does the caller ID display?
- Talk to Jenny about contacting Checkpoint for the security gates (1/6)
- Have reference committee meet before the Winter Break (12/16)

Discussion:

All –
- Records Assistant Position
  - Put off this process until the 2nd week of January – we’ll do another round of interviews
- Chelsea Baker will be our 1st candidate, with the in-person interview during the 2nd week of January
- New Librarian Training
  - Check the handout for specific details
  - Revisions to the training procedure – explicitly make generic librarian training a multiple-step process
  - Revisions to content
    - Re-organize content (DB)
    - Revise information about job-specific duties (ALL)
    - Revise forms (TS)
  - Draft of revisions (next-to-final) will be due 1/13/11
    - This will let us make some changes before implementing the process in February
- The book donation from E. Shaw will be picked up 12/10 (DB, AB, PB)

Adrianna –

Dana –
Librarian Meeting Minutes from December 9, 2010

Present: Adrianna, Angie, Dana, Patrick, and Theda

- All weeding is done for the year
- Will be out at an OLA meeting on 12/17 (Friday)
- Lunch for CC will be 12/16 (Thursday)
- Sent a webinar on integrated searching in EBSCO to everyone – it would be worthwhile to check it out
- When webinars happen in the library media room, post flyers at Circulation and at Reference
  - This will almost never happen, though, because once the satellite is up webinars can be held in another building

Patrick –
- New staff computers are in (Instruction, CC’s, Cataloging, GovDocs, TS’s)
- Netbooks are in the library; still need some work before they are ready to use
- Still working with the Help Desk on getting the reference computers upgraded with current software (this topic tabled for now)

Theda –
- Will be getting all electronic OK documents from 2007 to the present
  - In January, TS will make lists of the eGovDocs up to be weeded
  - Icode1 is empty, if we want to code this for something…

Angie –
- Faculty Senate – remember that committee minutes should be submitted to North Central
- Will be out 12/13 – 12/17
- On call schedule for last week of the semester:
  - Monday - PB
  - Tuesday – DB
  - Wednesday - TS
  - Thursday - TS
  - Friday - PB
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9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL+CC). [SG1, SG4, IP2, AP4];
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10. Create procedure manuals for the periodicals and circulations departments (DB, ??). [SG4, AP4];
    - Jackie has finished writing the circulation department manual (10/7)
    - JH is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)
    - JH has given the second draft of the periodicals manual to DB (12/2)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
• Staff Committee will be meeting on Monday 11/22
• Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Action Items:
Everyone –
- Have revised sections of the new librarian training manual ready for a semi-final draft (1/13)
- Make a list of equipment requests for the coming year and have at least a basic list ready to go (ask PB if you have questions) (1/13)
- Choose which of the liaison departments will be (likely) turned over to the new librarian (1/13)
- Look at the duplicates from the Shaw book donation (in Cataloging), pull any you wish to keep, and let TS know when you’re done (1/14)
- Make a decision about putting Word on all reference computers (after Spring Break)
Adrianna –
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)
Dana –
- Set up a time for a second interview with Destiny (Records position)
Patrick –
- Get netbook cart key copied (need a total of 7 keys)
Theda –
Angie –
- Transfer the reference phone to the circulation desk after some number of rings (1/6)
  - Modify the circulation student training to cover this
  - When the phone rolls over to circulation, what does the caller ID display?
- Schedule a reference committee meeting

Discussion:
All –
- Chelsea Baker’s interview schedule for 1/10-1/12 has been finalized
- There was a problem with the library’s server causing issues with the library’s website and databases for off-campus users (**resolved after the meeting, problem unknown**)
- Jackie has officially started as the Circulation Assistant
- Records Assistant position
  - A second interview with Destiny (with a library tour and more information about what the job entails) will give us a better idea if we want to wait to fill the position
  - Destiny’s start dates could be either March 1st or April 4th
- The door counter is now fixed
- AB will be arranging a Reference Committee meeting in the next couple of weeks
Adrianna –
- Budget information from AAC
Librarian Meeting Minutes from January 06, 2011

Present: Adrianna, Angie, Dana, Patrick, and Theda

- There will be a $1.4 million shortfall in the state with the possibility of an additional 14% cut, however, since ECU has been frugal, the reserves should last for this year and possibly next without and cuts here
- Not being asked to make budget cuts at this time
- Budget is due March 1st, so equipment requests for the year need to get underway

- Work Plan is due Feb. 15th
- The Library Assessment Plan needs to be worked on, and the Assessment Committee will be talking to the UAC 1/13
- Reappointment letter are due 1/28, so it would be nice (but not mandatory) if the annual evaluation meetings could be scheduled for the week of 1/24 (Evaluations aren’t actually due until 2/4)

Dana –
- Asked Jackie to build enrollment/drop dates into the Circulation schedule for patron record cleanup
  - Jackie is also working to get extra patron records out of the system
- Fixed a coding typo, so now Freshmen are coded correctly in Millennium
- There are 7 sections of Freshmen Seminar this semester, so there will be 7 tours scheduled (**we decided on who will do which tours an DB will put this up on the calendar**)

Patrick –
- Updated the observation schedule for instructions
  - NL = new librarian
- As instructions begin to be scheduled remember to invite PB to them and to originate the invitation from your personal calendar (NOT Ilstaff)
- The new reference computers are up and running (Windows 7)
  - Some of the setup still needs to be tested (printing, Flash, etc.)
  - Computer numbers will be on the monitor, NOT the computer itself
  - There are USB slots on the monitors
- Netbooks
  - The cart won’t fit in the instruction room closet, so the network connection to the closet will need to be moved
  - The cart is in the instruction room, the computers are locked in the closet
  - The cart can be locked, so one key will go in the library safe, one will go in the key locker in the Director’s office, and each librarian will have a key
  - Need to add “get netbook cart key back” to the exit procedures
- Still working on getting the staff computers in place

Theda –
- For the liaison librarian training, it would be helpful if the NL trained with a department they would be getting.
  - Choose a department that will likely be transferred over to the NL by next week
- Shaw Book Donation
  - Half of the 5,208 books are up in Cataloging
Librarian Meeting Minutes from January 06, 2011

Present: Adrianna, Angie, Dana, Patrick, and Theda

- Librarians should look through duplicates to see if there are any that the library should keep
- AB will be going through the History books
- TS will be going through the Other books and will give everyone a chance to look at books that will NOT be going into the collection

Angie –

- Reference calendar is updated with the schedule through the end of February
  - Since there are no strong opinions either way, once we’re fully staffed again, we’ll continue to follow the “new” reference schedule
- In the process of changing offices
- Jackie’s training
  - Have been and will continue to be going over documentation and paperwork
Work Plan, 2010-2011
(The most current action is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
   - ii. Sort and list maps in Cataloging Department (11/2-)
   - iii. Weed the map collection (begin in January)
   - iv. Catalog the map collection

   - Updating local data records (not until January)

   - Creating popular lists
     i. Decide on the lists to include (10/7)
   - 1. Create and add genre terms for AV (10/11-)
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website
   - 1. Featured List for new items up on website (11/18)

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
   - The weeding plan has been updated; 2011 weeding areas are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (10/27)
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3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   - Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
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   - Preliminary identification of courses for information literacy initiatives is done; syllabi for these classes will be checked for research/writing projects (11/18)
   - (We will work on this again in January)

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - (Work on this in the Spring)

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
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• Staff Committee will be meeting on Monday 11/22
• Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Librarian Meeting Minutes from January 13, 2011

Present: Adrianna, Angie, Dana, Patrick, and Theda

Action Items:

Everyone –
- Look over the list of equipment requests that PB will be emailing and be ready to discuss (1/20)
- Be ready to vote on equipment requests (1/27)
- Make a decision about putting Word on all reference computers (after Spring Break)

Adrianna –
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –
- Send the list of problems/situations for the Circulation training sheet to other librarians (1/20)
- Send copy of a WOPD training sheet with the “Handouts to be received” wording on it (1/20)
- Call other libraries that use the server plus plan and see: Do they use all of their training coupons? Have they used both of their refreshers? How does their school deal with paying for this plan?

Patrick –
- Get netbook cart key copied (need a total of 7 keys)
- Bring WOPD for AV (with handouts) to meeting (1/20)
- Bring a printed copy of the Inst. Librarian’s job description to meeting (1/20)
- Bring a draft of the K: drive information to meeting (1/20)
- Make list of all the equipment requests with more data and bring to meeting (1/20)

Theda –
- Bring WOPD for Cataloging and Government Documents (with handouts) to meeting (1/20)

Angie –
- Transfer the reference phone to the circulation desk after some number of rings (1/6)
  - Modify the circulation student training to cover this
  - When the phone rolls over to circulation, what does the caller ID display?
- Bring WOPD for Outreach, Reference, and Special Collections (with handouts) to meeting (1/20)
- Bring lists of common reference questions, of reference situations/responses, and answers to the directional questions to meeting (1/20)

Discussion:

All –
- Liaison Departments for CB
  - Sociology, English & Languages, Physics, and Math
- Liaison Departments (General)
  - Is there a better way to divide departments so that the divisions match up with the different Colleges?
Librarian Meeting Minutes from January 13, 2011

Present: Adrianna, Angie, Dana, Patrick, and Theda

○ Pros for the way it is:
  ▪ Forced diversity in departments makes librarians better liaisons and gives librarians more contacts throughout campus
  ▪ The departments are balanced by number of departments, which is good for the weeding schedule

○ Pros for a split by College:
  ▪ Easier to see and be involved with all departments

○ The departments are likely arranged the way they are because at one point HLC said that ECU had too many divisions, so departments like HURES are not split off on their own

• Equipment Requests
  ○ We’re looking at a budget of about $36,500 ([last year’s budget])
  ○ Requests included: a new server (purchased, hosted service, or server plus package), a new color copier, 11 computers, 15 netbooks, a public scanner, and a poster printer
  ○ Discussion about the server plus package from Innovative
    ▪ How would this work with a state-agency and not being able to pay for services in advance? (Cost is $7,500/year for a four year commitment)
    ▪ Would we use the training coupons? (either 1 coupon/year for training in Emeryville or 4 coupons/year for online training)
      • DB will send a link to the list of online training courses to librarians
    ▪ We would probably only use the OPAC refresher service once (it can be used twice in 4 years)
    ▪ Would allow us to re-index the system every year
    ▪ We need to see how other libraries feel about this program

• NL Training Manual
  ○ Went over the reference checklist and checklists for: millennium, webpage training, and circulation
  ○ Will look at individual handouts next week
  ○ Will put together the binder the week after next

Adrianna –
Dana –

○ Destiny is coming next Thursday for a more detailed explanation of the Records Assistant position

Patrick –

○ The reference computer:
  ▪ Is only printing to circulation, not to the duplex printer
  ▪ Is having some problems with Outlook
  ▪ Installations are hit or miss – Millennium seemed to install, but Quicktime wouldn’t

• Skye Garcia would like AV to record a performance on Sunday

Theda –
Librarian Meeting Minutes from January 13, 2011

Present: Adrianna, Angie, Dana, Patrick, and Theda

Angie –
  • It turns out that call rollover and voicemail are mutually exclusive – this will affect having the reference phone rollover to circulation
  • Talked with Jackie about adding student phone training for circulation
    o Caleb is working on something similar for AL
  • Newsletter needs articles
    o Black History Month
    o Census
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     1. **Create and add genre terms for AV (10/11-)**
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   1. **Featured List for new items up on website (11/18)**

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Staff Committee will be meeting on Monday 11/22

Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Action Items:

Everyone –
- Be ready to vote on equipment requests – bring your votes to the meeting! (1/27)
- Check to be sure that you can access/find OCLC and Millennium on the reference computer (if you use these programs) and get back to PB (1/27)
- Choose which IUG conference programs that you would like TS to attend (1/27)
- Make a decision about putting Word on all reference computers (after Spring Break)

Adrianna –
- Order networked duplex printer (3/10)
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –
- Ask Ryan to give us a list of software options for tracking unmanaged content

Patrick –
- Send out revised equipment voting sheet (1/27)
- Get netbook cart key copied (need a total of 7 keys)
- Bring WOPD for AV (with handouts) to meeting (1/20)
- Bring a printed copy of the Inst. Librarian’s job description to meeting (1/20)
- Bring a draft of the K: drive information to meeting (1/20)

Theda –
- Bring WOPD for Cataloging and Government Documents (with handouts) to meeting (1/20)

Angie –
- Call Checkpoint about the security gate (1/27)
- Bring WOPD for Outreach, Reference, and Special Collections (with handouts) to meeting (1/20)
- Bring lists of common reference questions, of reference situations/responses, and answers to the directional questions to meeting (1/20)

Discussion:

All –
- CB’s start date is March 1st
- NL Training Manual
  - Started to go over individual training sheets and handouts (Opening & Closing, Circ Problems & Responses, and Circ Common Questions & Answers)
  - Will continue to look at individual handouts next week
- Equipment Requests
  - Went over the list of items and prices
  - PB will be sending out a revised equipment voting sheet
  - Remember that the new server and server plus options are mutually exclusive – one of them must be marked as not necessary
- Reference Phone
Librarian Meeting Minutes from January 20, 2011

Present: Adrianna, Angie, Dana, Patrick, and Theda

- Will transfer to Circulation after 5 rings, then it will go to Reference voicemail after another 5 rings
- The caller ID at Circ will flash “from 371”, then it will show the caller’s name
- Jackie has written a draft of the phone training for students, and will put this information on a card near the phone with instructions for Circ students
- There are no restrictions on the food policy in the library (users can bring anything in as long as they don’t make a mess)

Adrianna –

Dana –
- Had 3 instructions last week
- **Mentioned after the meeting** Unmanaged Content Tracking
  - Ryan can’t track this information, but suggested that there are programs (both free and fee) that IT can help us install and use to track otherwise unmanaged content

Patrick –
- One of the library’s front doors is difficult to lock – Jenny will be contacting maintenance to have this taken care of
- Reference Computer
  - Remember to log off, not shut down the computer
  - Because of some changes with Windows 7, this computer won’t be able to print to non-networked printers (i.e. records and the color printer)
    - Let’s buy a networked duplex printer with supply money and give the records printer to Jackie
- Met with AL and Jay and Frank to go over computer procedures
  - We will need to document everything that needs to be done for the computers
- Received 10 new headphones for Circulation

Theda –
- Will be at an American FactFinder workshop at ODL on 1/25
  - Will do a workshop on AFF at the library afterwards
- 2 instructions coming up this week (KIN and EDU)
- Since January, we have added 700 items to the collection, the vast majority from the Shaw donation
- The IUG conference schedule has been published – let me know if there’s something that you would particularly like me to attend

Angie –
- Reference committee met and decided:
  - The reference desk will stay where it is
  - We will switch to a split shift once CB is added to the schedule
  - White board questions will start in February (TS will write them)
Work Plan, 2010-2011

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11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
• Staff Committee will be meeting on Monday 11/22
• **Staff Committee will meet on** 12/13 **to work on a draft of the documentation update schedule (12/2)**
Action Items:

Everyone –
- Send a list of top 5 reference resources to AB (2/10)
- Decide what people should say when answering library phones (2/10)
- Revised training materials due in to DB (2/10)
- Rename folders on the K: drive to have departmental (not personal) names
- Make a decision about putting Word on all reference computers (after Spring Break)

Adrianna –
- Order networked duplex printer (3/10)
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –
- Ask Ryan to give us a list of software options for tracking unmanaged content
- Run a database analysis (2/10)

Patrick –

Theda –
- Bring WOPD for Cataloging and Government Documents (with handouts) to meeting (1/20)

Angie –
- Update departmental training handouts (2/10)

Discussion:

All –
- NL Training Manual
  - Continued going over individual training sheets and handouts (AV, Reference, Special Collections)
  - Will continue to look at individual handouts next week
- Documentation on the K: drive
  - Folders with personal names should be changed to departmental names
  - DB and PB will set a deadline for when cleanup of the K: drive should be completed
  - After the K: drive cleanup, someone (JC?) will go through it to make sure that the organization makes sense
- Equipment Requests
  - Voted on equipment requests – winners were: 9 staff computers, server plus package, poster printer, 9 netbooks
  - If we are unable to go with the server plus package, Plan B is: 9 staff computers, a new server, and no contingency money
- Checkpoint was scheduled to come in on 2/2/2011
- Book repairs will now be done in a room in Cataloging – send all items that need physical processing (repair, new stickers, etc.) to Cataloging
The Circulation Librarian and the Circulation Assistant positions will now both get basic training on bibliographic and item records and cataloging

Adrianna –
Dana –
Patrick –
Theda –
Angie –
Work Plan, 2010-2011

(The most current action is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
     ii. **Sort and list maps in Cataloging Department (11/2-)**
     iii. Weed the map collection (begin in January)
     iv. Catalog the map collection
   - Updating local data records (**not until January**)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
     1. **Create and add genre terms for AV (10/11-)**
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website
     1. **Featured List for new items up on website (11/18)**

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
   - The weeding plan has been updated; 2011 weeding areas are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (10/27)
   - **All 2009 weeding is completed (PHY, HIM, MTH, ENG, OTH) (12/2)**

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   - Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
   - Librarians identified a course from each of the majors in their liaison departments that can be targeted for information literacy initiatives (11/4)
   - Preliminary identification of courses for information literacy initiatives is done; syllabi for these classes will be checked for research/writing projects (11/18)
   - **(We will work on this again in January)**

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - **(Work on this in the Spring)**

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
The Assessment Committee finished Parts 1 and 2 of a presentation about assessment in libraries (12/2)

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4)
   - Chartwell’s will loan/sell us the equipment and supplies (11/4)
   - This will be in the Circulation area and run by Circulation students with the money going back to LLAF (11/4)
   - This might be implemented by Spring, but we still need to look into whether or not a water line can be put in to the proposed location (11/4)

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
   - Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)
   - Reference training through Amigos completed; all ECU librarians and 5 area librarians attended. The librarians later met and created a list of ideas/things they learned from the workshop (11/12)

8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG4, IP2, AP1, AP4];
   - Developed new training process, which included reference and instruction, used in training TS (8/1)
   - Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
   - Librarians will discuss and revise the documentation for the training process (12/9)

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL+CC). [SG1, SG4, IP2, AP4];
   - Librarians will be deciding with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library) Send choices to CC by 12/1

10. Create procedure manuals for the periodicals and circulations departments (DB, ??). [SG4, AP4];
    - Jackie has finished writing the circulation department manual (10/7)
    - JH is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)
    - JH has given the second draft of the periodicals manual to DB (12/2)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
• Staff Committee will be meeting on Monday 11/22
• Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Librarian Meeting Minutes from February 10, 2011
Present: Adrianna, Angie, Dana, Patrick, and Theda

Action Items:
Everyone –
  • Email DB the institutions ECU should be compared against for WorldCat Collection Analysis (for 2011 weeding areas) (2/17)
  • Make a decision about putting Word on all reference computers (after Spring Break)
Adrianna –
  • Order networked duplex printer (3/10)
  • See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)
Dana –
  • Get a list of software options for tracking unmanaged content (after Spring Break)
Patrick –
  • Determine what software we do and don’t have, and decide how to organize and keep software license information and disks going forward (work with Jenny and RH to see what we have purchased already) (ongoing)
  • Meet with Sam to finalize the AV genre terms for popular lists (2/17)
Theda –
  • Rename folders on the K: drive to departmental names (2/17)
Angie –
  • Rename folders on the K: drive to departmental names (2/17)
  • Create library trivia FAQ (including # of titles, # of volumes, # of librarians, size of library (sq. feet), # of items checked out per year, oldest item in the library, # of DVDs, # of periodicals, etc.) (2/17)

Discussion:
All –
  • Answering Phones
    o The standard way to answer library phones will be: Library, Department Name, First Name (i.e. “Library Cataloging, Theda speaking”)  
  • NL Training Manual
    o Continued going over individual training sheets and handouts (Reference, Cataloging, GovDocs)
    o Will send updated files to DB, who will compile the training manual
  • Budget
    o Looking at the database analysis, should we increase the amount of money going to databases from the LTF?
      ▪ LTF covers: AV Assistant’s salary, equipment, about $5,000 of supply money, IUG conference costs, and some database funding
      ▪ If we can purchase the Server Plus package, then we won’t have to allow for a very large purchase every 4 years or so and more money can go to databases
      ▪ Decided: Increase the amount going to databases to $140,000 total
Librarian Meeting Minutes from February 10, 2011

Present: Adrianna, Angie, Dana, Patrick, and Theda

- **Server Plus**
  - We can purchase this option if certain wording is added to the contract – we’re waiting to hear back about if the re-wording is acceptable (to III?)

**Adrianna** –
- Will be at OKALD on 2/17
- The budget is due March 1st
- Hired Destiny for the Records Assistant position – she starts April 4th

**Dana** –
- Passed out handouts on LinkSource and an iPhone app for EBSCO – there is also an app for WorldCat
- Will be working on the IES survey this Sunday
- Have been summoned for jury duty February 28th – if chosen will need someone to cover the March 1st book signing for Jennifer McMahon
- The Periodicals’ student computer is fried (virus problems)

**Patrick** –
- Software disks are not all present for staff computer upgrades
  - Jay would like these disks to load programs remotely
  - PB will keep the disks long-term
- Staff committee met this week and requests that all departments update staff manuals
  - The ILL manual is the example for how the formatting should look

**Theda** –
- Will be scheduling training for American FactFinder for the week of March 7th
- Almost done processing the Shaw donation!
- Will create a general handout on MARC records for all librarians/staff

**Angie** –
- Had two instructions this week
- Reference committee will be meeting every other week starting 2/17
  - The committee has already decided that librarians need to be more visible while at reference – three options exist:
    - Name tags
    - A sign with the librarian’s name at the reference desk
    - Posters with pictures of all librarians
      - These could be themed based on OLA, ALA, HLC, or Home Coming themes and would be changed annually
      - Will be first posted on the bulletin board, then hung from ceiling
    - Whiteboard questions will be starting end of this week/beginning of next week
Librarian Meeting Minutes from February 10, 2011

Present: Adrianna, Angie, Dana, Patrick, and Theda

**Work Plan, 2010-2011**

(The most current action is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
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     ii. Sort and list maps in Cataloging Department (11/2-2/10)
   - Weed the map collection (2/11-)
     iii. Catalog the map collection
   - Updating local data records (In Progress)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
     1. Create and add genre terms for AV (10/11- )
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website
     1. Featured List for new items up on website (11/18)

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
   - The weeding plan has been updated (10/27)
   - All 2009 weeding is completed (PHY, HIM, MTH, ENG, OTH) (12/2)
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3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
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   - (We will work on this again in January)

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - (Work on this in the Spring)
5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). SG1, SG2, IP1, IP2, AP1, AP5; 
   - The Assessment Committee finished Parts 1 and 2 of a presentation about assessment in libraries (12/2)

6. Investigate implementation of a coffee bar in the library (AL). SG1, IP1, AP4; 
   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4) 
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   - Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14) 
   - Librarians will discuss and revise the documentation for the training process (12/9 – 2/17)

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL). SG1, SG4, IP2, AP4; 
   - Librarians will be deciding with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library) Send choices to CC by 12/1

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    - JH has given the second draft of the periodicals manual to DB (12/2)
11. Develop a documentation update schedule (Staff Committee). [SG+, AP+].
   - Staff Committee will be meeting on Monday 11/22
   - Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Librarian Meeting Minutes from February 17, 2011

Present: Angie, Dana, Patrick, and Theda

Action Items:
Everyone –

- Update the New Library Training materials on the K: drive and email DB about which files have been changed (2/23)
- Go through the second half of the Shaw donation duplicates (2/24)
- Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information)
- Make a decision about putting Word on all reference computers (after Spring Break)

Adrianna –

- Order networked duplex printer (3/10)
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (Carryover until new HR director is hired)

Dana –

- Get a list of software options for tracking unmanaged content (after Spring Break)

Patrick –

- Finalize list of AV genre terms with TS (3/10)

Theda –

- Finalize list of AV genre terms with PB (3/10)

Angie –

Discussion:
All –

- Remember: CB will be starting 3/1!
- NL Training Manual
  - Looked through the assembled notebook and divided responsibility for making revisions
- Server Plus
  - The new wording was not accepted, so we will not be able to purchase a server this way
- OLA Annual
  - DB will be attending from Wednesday morning (3/30) to Friday afternoon (4/1)
  - AL will be attending from Thursday morning (3/31) to Friday (4/1)
  - Our presentation is Friday morning (4/1) at 8:45am
- WorldCat Collection Analysis
  - Should be ready to use by next Friday (2/25)

Adrianna –

Dana –

- Will be at an OLA meeting on Friday 2/18
- Went to OKULS training on Thursday 2/16
- Will be off Tuesday 2/22
Librarian Meeting Minutes from February 17, 2011

Present: Angie, Dana, Patrick, and Theda

- Jennifer McMahon’s book signing will be in the library atrium on 3/8

Patrick –
- Attending a copyright workshop in Stillwater on Wednesday 2/23
- The poster printer needs $600 in maintenance – need to decide where this money will come from
- The amount spent on printing supplies this year is down from last year
  - Possibly because of the amount of printing done for centennial events last year
  - This coming fall will likely see a lot of printing due to HLC events
- AL’s students will be asking to use the netbooks for a Wimba assignment
  - A circ student must stay in the room with the students using the netbooks
    - When someone needs a netbook, talk to Jackie and she will assign a student worker
  - The netbooks must stay in the Instruction Room
  - Keys for the Instruction Room and netbook cart are in the key cabinet
- Moved a cabinet into AV for storage of software used on library computers
  - Let PB know if you purchase software that is downloaded and does not have an installation disk – he’ll need to make/keep copies of the registration code

Theda –
- Book Repair has been moved down to Cataloging
- The second half of the Shaw donation duplicates are up for review
- IT Program Installation
  - When remotely installing/uninstalling programs on library computers, IT will not log anyone off unless the computer’s owner can be first contacted and advised to close all open programs
  - In the event that IT is told that something must be done quickly, this notification will be taken as approval to log a user off if, after reasonable attempts, the computer’s owner cannot be reached
  - Double monitor setups can be detected by the IT staff

Angie –
- Attending the Honors Student Association forum on the censorship of Twain’s Huck Finn
- Faculty Senate will be meeting this afternoon (2/17)
Work Plan, 2010-2011

(The most current action is in bold)

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     iii. Weed the map collection (2/11-)
     iv. Catalog the map collection
   - Updating local data records (In Progress)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
        1. Create and add genre terms for AV (10/11-)
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   - Staff Committee will be meeting on Monday 11/22
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Action Items:
Everyone –
  • Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information)
  • Make a decision about putting Word on all reference computers (after Spring Break)
Adrianna –
  • Order networked duplex printer (3/10)
  • Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (3/17)
  • See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (after Spring Break)
Dana –
  • Get a list of software options for tracking unmanaged content (after Spring Break)
Patrick –
  • Assign genre categories to DVDs (5/5)
Theda –
  • Add genre terms to DVD records (6/2)
Angie –
  • Go through Shaw duplicates (3/2)
  • Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at (6/2)
  • Draft a display and handout for the library to use at outreach events (6/2)

Discussion:
All –
  • Training Stuff
    o Final revisions to training materials are due to DB 2/25
    o The New Librarian Checklist will go from AL to DB and then to PB before going back to AL, where it will go in the new librarian’s file
    o New Librarian Orientation will be “due” August 1st (goes to AL)
  • Remember that DB has jury duty next week
    o If she can’t be here, PB will replace DB for the “First Day” tasks on the New Librarian Orientation
  • Need to setup lunch for CB on Tuesday
  • Liaison Departments
    o When a librarian leaves, should those departments be taken by the Library Director until there is a new librarian? Something to think about
  • There will be a Librarians’ Meeting on 3/3, but not on 3/10
  • K: Drive Record Retention Schedule
    o We need a record retention schedule so we know what to keep and what to delete
    o Will be on the 2011-2012 Work Plan, and AB will chair this committee
Student Workers & Emergency Situations
  - There should be modules telling students what to do in case of emergency, who’s responsible for what, etc.
  - Brainstormed for 2 min. about what might be in these modules
  - Jackie will handle this

Adrianna –
- Will be out 3/3-3/4 and 3/10-3/11
- Went to OKALD
  - IMLS Grants were up for budget cuts (←this did not go through)
    - This is important because IMLS Grants fund ODL, and this is the money that allows the Regents and ECU to upgrade our databases
  - Be aware of what issues touch on libraries and let AL know when something big is happening, even if it doesn’t seem to touch ECU directly

Budget
- We’ll put off getting a new server until next year
  - At that time we’ll look at the different options in more detail
- Instead of the new server, we’ll: get a server refresher, buy computers for Distance Education folks, and have some contingency money

Dana –
- WCA comparisons should be ready by next Thursday

Patrick –
- Went to a copyright workshop on Wednesday
  - We should put copyright notices on the library copiers, scanners, and the ILL page
  - Issues with course reserves seem to be a common occurrence across academic libraries
- The big poster printer in AV is going to need maintenance soon

Theda –
- Will be off 2/25

Angie –
- Faculty Senate Meeting
  - Looking for feedback on the annual evaluation form
- Starting to work on departmental history/archives training program
  - Tiger Gold and the Music department will be piloting the program
  - This will help departments be ready for things like major ECU anniversaries
- Tiger Connection
  - We need a small display and handout for events like this
  - Don’t necessarily need to have a staffed table/booth
- Reference schedule is up until after Spring Break
Work Plan, 2010-2011

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   - **2011 weeding area are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (2/10)**

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   - Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
   - Librarians identified a course from each of the majors in their liaison departments that can be targeted for information literacy initiatives (11/4)
   - Preliminary identification of courses for information literacy initiatives is done; syllabi for these classes will be checked for research/writing projects (11/18)
   - *(We will work on this again in January)*

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - *(Work on this in the Spring)*
5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   - The Assessment Committee finished Parts 1 and 2 of a presentation about assessment in libraries (12/2)

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4)
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7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
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   - Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
   - Librarians will discuss and revise the documentation for the training process (12/9 – 2/17)

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL). [SG1, SG4, IP2, AP4];
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    - Jackie has finished writing the circulation department manual (10/7)
    - JH is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)
    - JH has given the second draft of the periodicals manual to DB (12/2)
11. Develop a documentation update schedule (Staff Committee). [SG+, AP+].
   • Staff Committee will be meeting on Monday 11/22
   • Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Action Items:

Everyone –
- Check the (final!) batch of discards from the Shaw donation to see if anything should be kept (3/10)
- Find an article on handouts and send it to all librarians (4/7)
- Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information)
- Make a decision about putting Word on all reference computers (after Spring Break)

Adrianna –
- Order networked duplex printer (3/10)
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (3/17)
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (after Spring Break)

Dana –
- Send out the OLA presentation proposal – we’ll discuss this at the next meeting (3/10)
- Get a list of software options for tracking unmanaged content (after Spring Break)

Patrick –
- Assign genre categories to DVDs (5/5)

Theda –
- Add genre terms to DVD records (6/2)

Angie –
- Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at (6/2)
- Draft a display and handout for the library to use at outreach events (6/2)

Discussion:

All –
- There will be a Librarians’ Meeting on 3/10 ← Moved to 3/9!
- The waterline installation for the coffee machine at Circ is now underway
- Reference during OLA
  - Thursday will be on call
  - CB will take Thursday night
  - Friday will be regular reference, covered by CB and JH
- Peer & Supervisor evaluation forms are due April 15th

Adrianna –

Dana –
- Jennifer McMahon’s book signing on Tuesday in the library atrium
- Will be attending the PASIG (Public Access Services Interest Group) meeting on Friday with TS
Librarian Meeting Minutes from March 3, 2011

Present: Angie, Chelsea, Dana, Patrick, and Theda

Patrick –
- Getting student logins to IT so that students can login to the network
- The poster printer is now fixed
  - This maintenance should last for up to 2 years
- What will we do with the old poster printer when the new one is purchased?
  - Put it in the public services area (with the supplies)?
  - Put it in the AV break room?
  - Who will be responsible for this printer’s maintenance?
  - Lack of use will be a problem – neither printer should go unused for any length of time

Chelsea
- Continuing through the checklist

Theda –
- About 1300 books have been added from the Shaw donation
- Have two classes for Steve Benton coming up
- Will be going to a PASIG meeting with DB on Friday

Angie –
Work Plan, 2010-2011

(The most current action is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
     ii. Sort and list maps in Cataloging Department (11/2-2/10)
   iii. Weed the map collection (2/11-)
     iv. Catalog the map collection
   - Updating local data records (In Progress)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
        1. Create and add genre terms for AV (10/11-)
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website
        1. Featured List for new items up on website (11/18)

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
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   - (We will work on this again in January)

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - (Work on this in the Spring)
5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). \[SG1, SG2, IP1, IP2, AP1, AP5\];
   - The Assessment Committee finished Parts 1 and 2 of a presentation about assessment in libraries \(12/2\)

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   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold \(11/4\)
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9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL). \[SG1, SG4, IP2, AP4\];
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    - JH has given the second draft of the periodicals manual to DB \(12/2\)
11. Develop a documentation update schedule (Staff Committee). [SG4, AP4+].
   • Staff Committee will be meeting on Monday 11/22
   • Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Librarian Meeting Minutes from March 9, 2011

Present: Angie, Chelsea, Dana, Patrick, and Theda

Action Items:

Everyone –
- Put all training handouts on the K: drive
- Look at the OLA schedule and decide what you’re going to (3/24)
- Find an article on handouts and send it to all librarians (4/7)
- Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information)
- Make a decision about putting Word on all reference computers (after Spring Break)

Adrianna –
- Order networked duplex printer (3/10)
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (3/17)
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (after Spring Break)

Dana –
- Replace names on the orientation schedule with job titles (for OLA handout)
- Provide link to the complete training binder on assessment page (for OLA)
- Get a list of software options for tracking unmanaged content (after Spring Break)

Patrick –
- Put together a preliminary presentation on Prezi with TS for OLA and send to librarians (3/23)
- Assign genre categories to DVDs (5/5)

Theda –
- Put together a preliminary presentation on Prezi with TS for OLA and send to librarians (3/23)
- Add genre terms to DVD records (6/2)

Angie –
- Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at (6/2)
- Draft a display and handout for the library to use at outreach events (6/2)

Discussion:

All –
- OLA Proposal
  - Topics
    - Why create training? (AL)
    - What was important to us? (AL)
    - Process (DB)
    - Training structure (TS)
    - Introductory materials (TS)
    - Generic checklists (PB, AB, DB)
    - Job specific (PB)
Present: Angie, Chelsea, Dana, Patrick, and Theda

- WOPD (AB, TS)
- Concerns (DB)
- Results (AL)
  - Use Prezi software instead of Powerpoint?
  - Handout → Orientation schedule?
    - Replace all names with job titles
    - Add link to the full notebook and assessment page
  - Will meet on 3/24 to go over the presentation
  - Practice the presentation on 3/28 or 3/29
  - Presentation is 4/1 at 8:45 am
  - 3:45 – 5 is the business meeting where they will announce the new OLA president

- Rides to OLA
  - DB → Leaving Wednesday morning, back Friday evening
  - PB, AB, TS → (school car) Leaving Thursday early morning, back ??
  - AL → Leaving Thursday morning (9-10am), back Friday evening

Adrianna –
Dana –
Patrick –
Chelsea

- April 12th is National Library Workers Day
  - Recognize our staff on this day with a t-shirt or note?

- Have student appreciation day at the end of the semester

Theda –
Angie –
Work Plan, 2010-2011

(The most current action is in bold)

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Librarian Meeting Minutes from March 24, 2011

Present: Angie, Chelsea, Dana, Patrick, and Theda

**Action Items:**

Everyone –
- Find an article on handouts and send it to all librarians (4/7)
- Make a decision about putting Word on all reference computers (after Spring Break)
- Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information)

Adrianna –
- Order networked duplex printer (3/10)
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (3/17)
- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (after Spring Break)

Dana –
- Get a list of software options for tracking unmanaged content (after Spring Break)

Patrick –
- Assign genre categories to DVDs (5/5)

Theda –
- Add genre terms to DVD records (6/2)

Angie –
- Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at (6/2)
- Draft a display and handout for the library to use at outreach events (6/2)

**Discussion:**

All –
- OLA Presentation
  - Went through the presentation with the Prezi
  - Need to improve the table of contents graphic
  - Add some more slides for WOPD and to show the TOC better
  - No job specific examples will be included
- Meet at 8:15 on Friday 4/1/11 before the presentation at OLA
- Rides to OLA
  - DB ➔ Leaving Wednesday AM, back Friday PM
  - PB, AB, TS ➔ (school car) Leaving Thursday at 5:30AM, back Friday PM
  - AL ➔ Leaving Thursday AM (9-10AM), back Friday PM

Adrianna –
Dana –
Patrick –
Chelsea
Theda –
Angie –
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11. Develop a documentation update schedule (Staff Committee). [:SG4, AP4:].
   - Staff Committee will be meeting on Monday 11/22
   - Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Action Items:
Everyone –
  • Email everyone a summary of the OLA presentations that you attended (4/14)

Adrianna –
  • See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (4/21)
  • Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (7/1)

Dana –
  • Get a list of software options for tracking unmanaged content (4/14)
  • Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information) (6/1)

Patrick –
  • Talk to IT to get Word put on the reference computers (4/14)
  • Find out how much it would cost to get a second monitor put in at reference (4/14)
  • Order networked duplex printer (4/14)
    • Bring up buying a networked color printer (4/21 or 4/28)
    • Assign genre categories to DVDs (5/3)

Theda –
  • Add genre terms to DVD records (6/2)

Angie –
  • Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at (6/2)
  • Draft a display and handout for the library to use at outreach events (6/2)

Discussion:
All –
  • Voted for Word on Reference Computers
    o Will go on the reference computers ASAP
    o PB will talk to IT to get the install done
  • Looking Up Books
    o Should we get a second monitor so that patrons can see how to look up a book without logging on?
  • Duplex Printer
    o PB will order a networked duplex printer for DD’s computer
    o DD’s printer will go to Jackie
  • Library Newsletter
    o Next volume should include: new librarian and assistant hired, we did an OLA presentation, “…and philosophy” books?

Adrianna –
  • Will be in Chicago for HLC meeting Monday and Tuesday (4/11-4/12)
• Will schedule the handout workshop with B. Wallings for when she is available

Dana –
• Tracking Unmanaged Content
  o IT uses Google Analytics for managed content, but this might not work for unmanaged content

• Training Destiny
  o Will probably not do the WOPD training any more with new staff positions

• Working on an (HLC?) survey

Patrick –
• AV’s color printer died
  o We need to get a new networked one anyway

Chelsea –
• Working on Captivate tutorials for the plagiarism committee
• Holds can now only be placed on items that are currently not available and items will be held for 1 week
• New bulletin board up – check it out!

Theda –
• Will be gone 4/13 -4/19; back on 4/20 (Wednesday)
• Will be out 4/8 (Friday)
• Doing a class on Access for Renee on 4/12/11
• Had a few instructions with R. Murphy

Angie –
• The small scanner is not working correctly again
• Had an instruction with Dr. Stan
LibGuides Presentation (CB)

1. Went over how to create a new guide
2. Features:
   a. Book lists with cover art from Amazon
   b. Links out to other sites (and can track traffic)
   c. Feedback (so interaction with students is higher)
   d. Can pull in RSS feeds, Facebook pages, videos, etc.
   e. Can share page templates, boxes, etc.
   f. Polls
   g. Library branding at the top of the guide
   h. Can add any widget to the LibGuide
3. Hosted by LibGuides
4. Cost is about $1,100 per year
   a. $899 base charge
   b. $199 charge to store images on their server and download reports to Excel
5. Will Need to Decide:
   a. How much to standardize the pages
   b. How much “stuff” should be included on each page so that the page isn’t too crowded
   c. Who creates the shared content? ➔ Probably CB
   d. How should this be organized
      i. By resource type?
         1. Is this really just library jargon?
      ii. By topics
      iii. Assignment specific?
   e. When to implement
      i. Summer or Fall?
6. CB will look into
   a. Who else is using LibGuides?
   b. Is the pricing stable?
   c. How well does this software work with text to speech, etc.?
   d. What/how much is LibAnswers?
   e. How does creating and sharing a template work?
   f. When is training available? How much is it?
   g. Is there a way to do quizzes with LibGuides?
   h. How many administrators are allowed (i.e. what happens when the designated administrator isn’t available for some reason)
   i. What happens to content when/if the contract with LibGuides isn’t renewed?
Work Plan, 2010-2011

(The most current action is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
     ii. Sort and list maps in Cataloging Department (11/2-2/10)
   - iii. Weed the map collection (2/11-)
     iv. Catalog the map collection
   - Updating local data records (In Progress)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
     1. Create and add genre terms for AV (10/11-)
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website
     1. Featured List for new items up on website (11/18)

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
   - The weeding plan has been updated (10/27)
   - All 2009 weeding is completed (PHY, HIM, MTH, ENG, OTH) (12/2)
   - 2010 weeding is either finished (Kinesiology, Biology, Art) or in progress (Education, HR) (2/10)
   - 2011 weeding area are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (2/10)

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
   - Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
   - Librarians identified a course from each of the majors in their liaison departments that can be targeted for information literacy initiatives (11/4)
   - Preliminary identification of courses for information literacy initiatives is done; syllabi for these classes will be checked for research/writing projects (11/18)
   - (We will work on this again in January)

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - (Work on this in the Spring)
5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   - The Assessment Committee finished Parts 1 and 2 of a presentation about assessment in libraries (12/2)

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4)
   - Chartwell’s will loan/sell us the equipment and supplies (11/4)
   - This will be in the Circulation area and run by Circulation students with the money going back to LLAF (11/4)
   - This might be implemented by Spring, but we still need to look into whether or not a water line can be put in to the proposed location (11/4)

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
   - Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)
   - Reference training through Amigos completed; all ECU librarians and 5 area librarians attended. The librarians later met and created a list of ideas/things they learned from the workshop (11/12)

8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG4, IP2, AP1, AP4];
   - Developed new training process, which included reference and instruction, used in training TS (8/1)
   - Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
   - Librarians will discuss and revise the documentation for the training process (12/9 – 2/17)

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL). [SG1, SG4, IP2, AP4];
   - Librarians will be deciding with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library) Send choices to CC by 12/1

10. Create procedure manuals for the periodicals and circulations departments (DB, ??). [SG4, AP4];
    - Jackie has finished writing the circulation department manual (10/7)
    - JH is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)
    - JH has given the second draft of the periodicals manual to DB (12/2)
Librarian Meeting Minutes from April 7, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

11. Develop a documentation update schedule (Staff Committee). [SG+, AP+].
   - Staff Committee will be meeting on Monday 11/22
   - Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Librarian Meeting Minutes from April 21, 2011
Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

Agenda:
1. Action Items
2. Budget Status
3. IUG Report
4. Work Plan Update

Action Items:
Everyone –
• Email CB and Jackie with circulation scenarios you’d like to know how to deal with when at evening reference (4/28)
• Does anyone need more stickers, printer cartridges, etc. (supplies budget)? (4/28)
• Let DB know if there are any last books that you’d like purchased for this year (4/28)
• Send AB dates that you will be UNavailable over intersession and summer (4/28)
• Talk with Jenny about Procard statements so we’ll know how much we will have left in the supplies budget (4/28)
• Let DB know what you think about the LexisNexus product (5/5)
• Have any equipment requests turned in by May (5/5)
• Make a list of thing that should be on the library homepage (or how the homepage should be organized)

Adrianna –
• See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (4/28)
• Talk to Amy Ford about the status of the [Brumly-Robinson] collection (4/28)
• Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (7/1)

Chelsea –
• Talk to Jackie about adding some of the replacement headphones to the circulating set so that there are 10 in the basket (4/28)
• Look into standard wording for what a sign should say for when the sirens go off and everyone should go to the storm shelter (4/28)
• Get a W9 from the LibGuides folks (4/28)
• Add the list of questions that Circulation has answered “no” to to the annual report (6/2)

Dana –
• Print and distribute the photo directory (4/28)
• Buy 2 fans, 4 radios, and 2 phone chargers for emergencies
• Get a list of software options for tracking unmanaged content (5/5)
• Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information) (6/1)

Patrick –
• Bring up buying a networked color printer (4/28)
• Find out how many headphones we have and how much they cost (4/28)
• Assign genre categories to DVDs (5/5)
Find out how much it would cost to get a second monitor put in at reference (5/26)
Revisit if Word has been put on the reference computers (5/26)

Theda –
- **Get the ECU Journal into the catalog (4/28)**
- **Go over IUG notes at next meeting (4/28)**
- Add genre terms to DVD records (6/2)

Angie –
- **Talk to Amy about getting the DVD Yearbook printed for the library (4/28)**
- Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at (6/2)
- Draft a display and handout for the library to use at outreach events (6/2)
- Add the list of questions that Reference has answered “no” to to the annual report (6/2)

**Discussion:**

All –
- Emergency Procedures
  - We need fans, cellphone chargers and radios for the storm shelters
    - DB will be buying 2 fans (periodicals office), 4 radios (director’s office, refdesk, one in each kit), and 2 phone chargers (one in each kit)
  - Do we need to put a phone in the 1st floor break room? Yes.
  - Do we need a TV there too? Maybe, but probably not
  - Signs should direct people to the shelter
    - One at the front door (laminated)
    - One to point the way to the shelter (to be kept behind the Circ desk)
  - Need a way to account for all employees once in the shelter
- LibGuides
  - Went over CB’s email list of Q&As
  - We’ll have to create a set of standards for our pages
  - Once we have LibGuides’ W9 and know that we’ll have the $$, we can purchase it

Adrianna –
- Selling Coffee
  - LLAF approved the plan (see the cost proposal handout)
  - Key points:
    - No measuring necessary
    - No refills
    - Everyone (staff included) pays
    - Just plain coffee (no flavors)
    - Will happen sometime in May
  - We’ve been frugal with the equipment budget so there is some left for the end of the year
    - Can we use this to help Distance Education catch up on their computer replacement schedule? Yes.
    - Can we use this for supplies? Probably not.
    - Items that we still need:
Librarian Meeting Minutes from April 21, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

- Color networked printer (for AV)
- A networked duplex printer
- A color, non-networked printer (for SB’s office)

- We are on track with the supplies budget
  - June 10th is the deadline for orders (but there’s a lot of paperwork to get through before the deadline, so start on the process soon if you need something)
  - June 17th is the last day for Procard purchases
  - Essentially, we’ll quit spending in June and then start again in mid-July

- Library fee money is mostly spent
- Should be able to buy LibGuides for the summer
- Annual Reports will be due June 2nd
- Can Wansick’s stats class do an analysis of the reference desk’s busy hours?
  - And will this help us staff the reference desk more efficiently?
- There is a box of “Brumly-Robinson” items that has been donated to ECU
  - The library will keep it
  - The EDU department would like to do a display with some of these items

Dana –
- Met with CB about the new web design
  - Maybe we can start on some of these changes on our own
- OCLC Billing Webinar
  - Will talk to AL and Jenny about this
- LexisNexus
  - We have a two week trial of this
  - We’re tied to Westlaw until 2013 (but maybe we can break with them in 2012)
- Attending a mentoring webinar today
- May 2nd there is a free webinar about organizing and evaluating resources using LibGuides

Patrick –
- New network printer is in and connected
  - There might be some trouble with duplex printing
  - Still connecting AB and CB’s computers to the printer – it’s now in IT’s hands…

Chelsea –
- Headsets and webcams from Circ will go to AV and will be able to be checked out
  - Will advertise this to faculty
  - The length of the checkout hasn’t been decided yet
- We need more headphones at the Circ desk
  - 10 in the basket to check out and 10 as backups
- New bulletin board up on the 3rd floor by the Juvenile Lit books!
- Billed Items
  - Jackie will be communicating with the bursar about holds on student records because of billed library items
    - This hasn’t been done (since 2008?)
Librarian Meeting Minutes from April 21, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

- JC will update the manual with this procedure

- A quick guide to overriding various Millennium things, adding community patrons, etc. will be put in at the Circ desk for evening reference

Theda –

Angie –

- Digitization
  - All but 3 years of the ECU Journal are ready to be uploaded to the catalog
    - These are the 3 that will be challenging to digitize
  - Yearbooks will be next up in the digitization project
  - We’ll see if these projects can be wrapped up by Homecoming
  - We did get permission to do all this

- Taynan started in book repair; Jared also started training
Librarian Meeting Minutes from April 21, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

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(The most current action is in bold)

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        1. Featured List for new items up on website (11/18)

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   - (We will work on this again in January)

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   - (Work on this in the Spring)
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    - JH has given the second draft of the periodicals manual to DB (12/2)
11. Develop a documentation update schedule (Staff Committee). [SG+, AP+].
   - Staff Committee will be meeting on Monday 11/22
   - Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
Agenda:

1. Action Items
2. Book Orders

Action Items:

Everyone –

- Let DB know if there are any last books that you’d like purchased for this year (5/5)
- Talk with Jenny about Procard statements so we’ll know how much we will have left in the supplies budget (5/5)
- Go over list of Lost&Paid and Missing items; if you want to reorder, bring to (5/5) meeting; if you want to withdraw, send to Cataloging
- Whoever has a summer instruction should invite CB, arrange to have a peer evaluation done (both CB and one other librarian will fill this out separately, then all discuss together), and plan on doing a self-evaluation
- Let DB know what you think about the LexisNexus product (5/5)
- Have any equipment requests turned in by May (5/5)
- Annual Reports (with lots of real numbers) are due (6/2)
- Make a list of thing that should be on the library homepage (or how the homepage should be organized)

Adrianna –

- See how the library can be a) a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (4/28)
- Talk to Amy Ford about the status of the [Brumly-Robinson] collection (4/28)
- Send thank you to Elvin George’s wife for the donated football scrapbooks (5/5)
- Ask RD if he can fix our arrow signs
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (7/1)

Chelsea –

- Add the list of questions that Circulation has answered “no” to to the annual report (6/2)

Dana –

- Get a list of software options for tracking unmanaged content (5/5)
- Send AL the universities that we compare to for WCA
- Do training for updating local data records (5/26)
- Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information) (6/1)

Patrick –

- Forward email about the meeting-minute.archives for HLC to DB (5/5)
- Assign genre categories to DVDs (5/5)
- Find out how much it would cost to get a second monitor put in at reference (5/26)
- Revisit if Word has been put on the reference computers (5/26)

Theda –
**Librarian Meeting Minutes from April 28, 2011**

*Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda*

- Email CB and Jackie with circulation scenarios you’d like to know how to deal with when at evening reference *(5/5)*
- Get the ECU Journal into the catalog *(5/12)*
- Add genre terms to DVD records *(6/2)*

**Angie** –

- **Send thank you note to Elvin George’s wife for the football scrapbooks (5/5)**
- **Order digital frames; 15” and 19” (if there is enough in the supplies budget) (5/5)**
- **See how much the color yearbook would cost to print ourselves – if less than or equal to $44 per copy, go ahead and print 2 copies**
- Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at *(6/2)*
- Draft a display and handout for the library to use at outreach events *(6/2)*
- Add the list of questions that Reference has answered “no” to to the annual report *(6/2)*

**Discussion:**

**All –**

- Next meeting *(5/5)* will be to go over book orders
- Next regular Librarians’ meeting will be *(5/26)*
- Students are allowed to use the whiteboard for finals studying
  - We will erase the current question and pick it up again later
- Commencement is *(5/7)*!

**Adrianna** –

- The new Assistant Vice President for Academic Affairs is Katricia Pierson
- Dr. Jerry Forbes, Vice President of Student Development candidate, will be on campus on Monday
- Will be out 5/5, 5/16
- Invoice dates need to be after the PO is placed
  - This is becoming more strict
- Will be visiting with DCA about the budget

**Dana** –

- Will be out 5/11-5/13
- Going to SIGALO meeting 4/29 with CB and TS
- Was in Tulsa on Tuesday
- Student worker training meeting will be *(5/9)*
  - Will revise student training materials

**Patrick** –

- Committee on Committees has made recommendations for committee membership
- Headsets and webcams are now in AV
- Will be going over supply money stuff on Friday *(4/29)* with AL and Jenny

**Chelsea** –

- “Textbook responsibility” will come off of the job description
Librarian Meeting Minutes from April 28, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

- Need to observe the peer instruction evaluation sometime this summer
- The responsibility for putting up signs in case of emergency will go to:
  1. Jackie
  2. Reference Librarian
  3. AB
  4. CB
- The sign to be put out will be clipped to the emergency bag’s flap
- Steps to take in case of emergency:
  1. Grab bag
  2. Put sign on the door
  3. Put sign at the top of the stairs
  4. Head to shelter
- Jackie sent a list of outstanding billed items to the bursar

Theda –

- Ran into trouble when uploading the PDF Journal files to the catalog
  - Working with Innovative to fix the keyword searches, list problems, …
- 1208 is the total number of books added from the Shaw donation
- Will be doing a tour for Tishomingo high school with CB today (4/28)

Angie –

- We are pretty far along with digitizing the Pesagi
  - Will be getting the digital files for the color edition of the Pesagi
- Elvin George’s wife donated several football scrapbooks to the library
  - Will be getting copyright permission to digitize these
Work Plan, 2010-2011

(The most current action is in bold)

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     ii. Sort and list maps in Cataloging Department (11/2-2/10)
     iii. Weed the map collection (2/11)
     iv. Catalog the map collection (4/11-
         1. We will be keeping only current maps of OK and bordering counties – other maps will go to the CART/GEO dept.
   - Updating local data records (Will be carryover)
     i. This is essentially letting OCLC know what volumes of what journals we hold
     ii. Will be training Circ and Records assistants (5/26)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
        1. Create genre terms for AV (10/11- 5/5) (4/28)
        2. Add genre terms to AV records (5/5-6/2) (4/28)
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website
        1. Featured List for new items up on website, updated monthly (11/18)
        2. AV lists will be up in June(4/28)
        3. Popular fiction and Children’s Award Winners will be up next year (4/28)

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
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     iv. 2011 weeding area are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (2/10)
        i. All of these are in progress

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
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Librarian Meeting Minutes from April 28, 2011

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- Librarians identified a course from each of the majors in their liaison departments that can be targeted for information literacy initiatives (11/4)
- Preliminary identification of courses for information literacy initiatives is done; syllabi for these classes will be checked for research/writing projects (11/18)
- Hired new Instruction Librarian; will start again with these in the summer (4/28)

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - (Work on this in the Spring)
   - LLAF is working on other things*, so this won’t happen this year (4/28)
   - *Adding board members, setting up a coffee bar in the library, clarifying membership cycle

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   - The Assessment Committee finished Parts 1 and 2 of a presentation about assessment in libraries (12/2)
   - Assessment Committee will be looking into: literature reviews, other libraries’ annual reports, SIGALO, and OKALD for suggestions on how to interpret access numbers, due 6/23 (4/28)

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4)
   - Chartwell’s will loan/sell us the equipment and supplies (11/4)
   - This will be in the Circulation area and run by Circulation students with the money going back to LLAF (11/4)
   - This might be implemented by Spring, but we still need to look into whether or not a water line can be put in to the proposed location (11/4)
   - Waterline installed, machine ordered (4/28)
   - Proposal accepted by LLAF; coffee bar should be completed by June (4/28)

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
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   - Reference training through Amigos completed; all ECU librarians and 5 area librarians attended. The librarians later met and created a list of ideas/things they learned from the workshop (11/12)
   - Professional development for reference complete (4/28)

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- Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
- Librarians will discuss and revise the documentation for the training process (12/9 – 2/17)
- Revisions completed (4/28)

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL). [SG1, SG4, IP2, AP4];
   - Librarians will be deciding with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library)
   - Send choices to CC by 12/1
   - Librarians have chosen comparison universities (4/28)
   - Comparison lists have been printed and distributed (4/28)

10. Create procedure manuals for the periodicals and circulations departments (DB, ??). [SG4, AP4];
    - Jackie has finished writing the circulation department manual (10/7)
    - JH is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)
    - JH has given the second draft of the periodicals manual to DB (12/2)
    - Periodicals and Circulation manuals are complete (4/28)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4];
    - Staff Committee will be meeting on Monday 11/22
    - Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
    - PB and DB will be meeting about this (4/28)
Librarian Meeting Minutes from May 5, 2011

Present: Angie, Chelsea, Dana, Patrick, and Theda

Agenda:
1. Action Items

Action Items:
Everyone –
- Go over list of Lost&Paid and Missing items; withdrawals go to TS, reorders go to DB (5/20)
- Whoever has a summer instruction should invite CB, arrange to have a peer evaluation done (both CB and one other librarian will fill this out separately, then all discuss together), and plan on doing a self-evaluation
- Annual Reports (with lots of real numbers) are due (6/2)
- Make a list of thing that should be on the library homepage (or how the homepage should be organized)

Adrianna –
- See how the library can be a part of HR exit procedures for faculty who are leaving ECU and/or b) forwarded the names of faculty who have turned in termination paperwork to HR (4/28)
- Talk to Amy Ford about the status of the [Brumly-Robinson] collection (4/28)
- Send thank you to Elvin George’s wife for the donated football scrapbooks (5/12)
- Ask RD if he can fix our arrow signs
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (7/1)

Chelsea –
- Add the list of questions that Circulation has answered “no” to to the annual report (6/2)

Dana –
- Do training for updating local data records (5/26)
- Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information) (6/1)

Patrick –
- Find out how much it would cost to get a second monitor put in at reference (5/26)
- Revisit if Word has been put on the reference computers (5/26)
- Whiteboard - take photo, clear the board, and move it to the student lounge (5/26)

Theda –
- Get the ECU Journal into the catalog (5/12)
- Add genre terms to DVD records (6/2)

Angie –
- Order digital frames; 15” and 19” (if there is enough in the supplies budget) (5/6)
- Send thank you note to Elvin George’s wife for the football scrapbooks (5/12)
- See how much the color yearbook would cost to print ourselves – if less than or equal to $44 per copy, go ahead and print 2 copies (5/26)
- Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at (6/2)
- Draft a display and handout for the library to use at outreach events (6/2)
- Add the list of questions that Reference has answered “no” to to the annual report (6/2)
Librarian Meeting Minutes from May 5, 2011

Present: Angie, Chelsea, Dana, Patrick, and Theda

Discussion:

All –

- LexisNexus
  - Virtually no response from anyone – we’ll hold off on this and look into purchasing it next year
- New networked printer is in – it will go to AV
- Whiteboard
  - No one asked to use it, and more people wrote on it so keep it up till 5/6
  - 5/6, PB will take photo, clear the board, and move it to the student lounge
- Commencement is 5/7 – be there at 9:45am!
- Mobile Devices
  - Worldcat, EBSCO – need to publicize that there are mobile device-friendly versions of these
  - AB will take charge of this
- ICON is still looking for presentations
  - LibGuides?
- Book Orders
  - Able to purchase everything on the list and have a buffer of better than $1,000 left over
- Upcoming PASIG meeting
  - From Numbers to Policy : How to Use All That Data
  - Safety Issues in Libraries : Protecting Patrons and Staff
  - AB, CB, DB, PB will go?

Adrianna –

Dana –

- Student employment meeting is 5/9 at 9am in the instruction room
- Will be out 5/10-5/13 (TWRF)
- Unmanaged Content
  - Daniel found a way to track this – he will try it out and then let DB know how it works
- WCA comparison universities have been added to the weeding handbook
- Emergency gear is now all in, and is located in either the emergency kits or in the Periodicals office
  - Periodicals students will be responsible for getting the items from the Periodicals office in case of emergency

Patrick –

- Ordered supplies
- The large format printer had some maintenance issues, but is back up

Chelsea –
• Working on Captivate
• Jackie has been working on moving procedures manual to the correct format

Theda –
• Started authority work
  o Let TS know if you start seeing duplicate records

Angie –
• Faculty Senate is meeting today
• Gone 5/9-5/13
• On call reference schedule is up till the end of May
Librarian Meeting Minutes from May 5, 2011

Present: Angie, Chelsea, Dana, Patrick, and Theda

Work Plan, 2010-2011

(‘The most current action is in bold)

1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];

   • Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
     ii. Sort and list maps in Cataloging Department (11/2-2/10)
     iii. Weed the map collection (2/11)
     iv. **Catalog the map collection (4/11)**

     1. We will be keeping only current maps of OK and bordering counties – other maps will go to the CART/GEO dept.

   • Updating local data records (Will be carryover)
     i. This is essentially letting OCLC know what volumes of what journals we hold
     ii. **Will be training Circ and Records assistants (5/26)**

   • Creating popular lists
     i. Decide on the lists to include (10/7)

     1. **Create genre terms for AV (10/11-5/5) (4/28)**
     2. **Add genre terms to AV records (5/5-6/2) (4/28)**

     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website

     1. **Featured List for new items up on website, updated monthly (11/18)**
     2. **AV lists will be up in June (4/28)**
     3. **Popular fiction and Children’s Award Winners will be up next year (4/28)**

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];

   • 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)

   • The weeding plan has been updated (10/27)

   • All 2009 weeding is completed (PHY, HIM, MTH, ENG, OTH) (12/2)

   • **2010 weeding is either finished (Kinesiology, Biology, Art, HR) or in progress (Education) (5/11)**

   • **2011 weeding area are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (2/10)**

     i. **All of these are in progress**

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];

   • Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
Librarian Meeting Minutes from May 5, 2011

Present: Angie, Chelsea, Dana, Patrick, and Theda

- Librarians identified a course from each of the majors in their liaison departments that can be targeted for information literacy initiatives (11/4)
- Preliminary identification of courses for information literacy initiatives is done; syllabi for these classes will be checked for research/writing projects (11/18)
- **Hired new Instruction Librarian; will start again with these in the summer (4/28)**

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - *(Work on this in the Spring)*
   - LLAF is working on other things*, so this won’t happen this year (4/28)
     i. *Adding board members, setting up a coffee bar in the library, clarifying membership cycle*

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   - The Assessment Committee finished Parts 1 and 2 of a presentation about assessment in libraries (12/2)
   - Assessment Committee will be looking into: literature reviews, other libraries’ annual reports, SIGALO, and OKALD for suggestions on how to interpret access numbers, due 6/23 (4/28)

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4)
   - Chartwell’s will loan/sell us the equipment and supplies (11/4)
   - This will be in the Circulation area and run by Circulation students with the money going back to LLAF (11/4)
   - This might be implemented by Spring, but we still need to look into whether or not a water line can be put in to the proposed location (11/4)
   - Waterline installed, machine ordered (4/28)
   - Proposal accepted by LLAF; coffee bar should be completed by June (4/28)

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
   - Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)
   - Reference training through Amigos completed; all ECU librarians and 5 area librarians attended. The librarians later met and created a list of ideas/things they learned from the workshop (11/12)
   - Professional development for reference complete (4/28)

8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG4, IP2, AP1, AP4];
Present: Angie, Chelsea, Dana, Patrick, and Theda

- Developed new training process, which included reference and instruction, used in training TS (8/1)
- Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
- Librarians will discuss and revise the documentation for the training process (12/9 – 2/17)
- Revisions completed (4/28)

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL). [SG1, SG4, IP2, AP4];
  - Librarians will be deciding with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library)
  - Send choices to CC by 12/1
  - Librarians have chosen comparison universities (4/28)
  - Comparison lists have been printed and distributed (4/28)

10. Create procedure manuals for the periodicals and circulations departments (DB, ??). [SG4, AP4];
  - Jackie has finished writing the circulation department manual (10/7)
  - JH is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)
  - JH has given the second draft of the periodicals manual to DB (12/2)
  - Periodicals and Circulation manuals are complete (4/28)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4];
  - Staff Committee will be meeting on Monday 11/22
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Librarian Meeting Minutes from May 26, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

Agenda:

1. Action Items

Action Items:

Everyone –

- **Annual Reports (with lots of real numbers) are due (6/6)**
- Look at the instruction “map” in the conference room and add ideas on the orange post-its (6/9)
- Make a list of thing that should be on the library homepage (or how the homepage should be organized)

Adrianna –

- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (7/1)

Chelsea –

Dana –

- **Clean up departmental folders on the K: drive so that it is not an archive (with the exception of BI information) (6/2)**

Patrick –

- Install second reference monitor (6/9)

Theda –

- **Get the ECU Journal into the catalog (5/12)**

Angie –

- **Check to see if a digitized copy of the Brumly-Robinson items has been given to the library (6/2)**
- Follow up with Susan Ingram about the Brumly-Robinson collection (6/2)
- Make a copy of the Brumly-Robinson collection disk and give it to Debbie Claxton (6/2)
- Send thank you note to Elvin George’s wife for the football scrapbooks (6/2)
- See how much the color yearbook would cost to print ourselves on the color laser printer – if less than or equal to $44 per copy, go ahead and print 2 copies (6/2)
- Add the list of questions to which Reference has answered “no” to the annual report (6/6)
- Make a calendar of outreach events (like Tiger Connection) that the library should have a presence at (6/9)
- Draft a display and handout for the library to use at outreach events (6/16)
- Have digital photo frames up at Reference and Circulation (6/16)

Discussion:

All –

- The August library newsletter should mention:
  - Word is now on all computers (but only for research)
  - Featured lists
  - Coffee
Librarian Meeting Minutes from May 26, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

- CB, AL, and AB off 5/27

Adrianna –
- Annual reports should have 5 years of data
  - From left to right, the data should be from oldest to newest
  - List the one year differences first, then the 5 year differences after that
- Working on a new instruction plan with CB
- Worked on a collaborative grant to have a speaker do a presentation about interactive instruction
  - Granted $2,200
  - This isn’t enough to cover the speaker, so we’ll see what the grant group decides to do
- Talked with Sharon in Durant about facilitating regular group meetings about topics that are interesting to a lot of folks
  - This would be like our handout workshop in June
- Budget meeting with DCA went well

Dana –
- Acquisitions money has been completely spent
- Work study money is spent

Patrick –
- Reference computers now have Word, Excel, and Powerpoint
- Presenting with CB at iCon on LibGuides
- CETL lab is done and furniture is ordered
  - Ready by the end of July with an open house in August?
- 3rd printer has been ordered

Chelsea –
- Jackie is now being emailed the names of faculty/staff that are leaving ECU – she will forward the names of folks with library books still checked out to the appropriate liaison librarian
- The list of questions to which we have answered “no” went missing from Circulation – a new list will be started
- The coffee machine is in and Circulation has been trained to use the machine
  - Supplies not in yet
- Presenting with PB at iCon on LibGuides
- Second LibGuides training is today

Theda –
- Please delete lists in Millennium once you’ve finished with them and leave the last five lists open for Featured Lists

Angie –
- Presenting at iCon on design and accessibility
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Librarian Meeting Minutes from June 23, 2011

Present: Adrianna, Dana, Angie, Chelsea, and Patrick

Agenda:

1. Brainstorm potential activities for a more participatory new faculty orientation (5-10 minutes)
2. Action items
3. Annual Report discussion
4. SAILS test results discussion

Action Items:

Everyone—

- Read handout articles before Handouts Workshop next Thursday afternoon. AL will “have a complete come-apart” if we are not prepared for the workshop.
- Send overview of Shelby’s activities to all librarians (6/16-7/15)
- Make a list of things that should be on the library homepage (or how page should be organized (7/14)

Adrianna—

- Talk to DCA about adding a part-time person to supervise the library on weekends when librarians aren’t working (6/30)
- Find out where (which department) Shelby might want to work if she works in the library in the fall (7/28)
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (7/1)

Dana—

- Contact Innovative to see how long a webpage redesign would take them, so that we can determine whether we could have a new site up in spring if we did a usability study in the fall (7/14)
- Order another sign holder (like that above Oklahoma Studies Collection) for the Parker Ethics Collection (7/15?)

Theda—

- Forward overview of Shelby’s activities to all librarians (6/30)
- Investigate working with computer literacy classes in the fall on a website usability study that could serve as a service learning project (?)

Chelsea—

- Get three more emergency procedures flip charts from Chief Miller for CETL, Periodicals, and Cataloging (7/7)
- Revise Safety Committee charge to reflect that the committee will devise procedures in accordance with university policy (7/7)
Librarian Meeting Minutes from June 23, 2011

Present: Adrianna, Dana, Angie, Chelsea, and Patrick

- Work with the other members of the Safety Committee to draft a work plan item regarding the safety initiative (7/14)
- Do a "you asked, we listened" bulletin board to match the newsletter (7/28)

Patrick—

- Talk to Whitten folks about moving their sign in the University Center (6/30)
- Call Innovative about back-up issue (6/30)
- Finish printing the yearbooks for Angie (7/7)
- Print stickers for the new Parker Ethics Collection (7/15?)
- Print additional 8” X 10” coffee sign to put in the sign holder on the front door (8/4?)

Angie—

- Discuss with the Reference Committee whether we want to have a second mouse and keyboard at the Reference Desk, along with the new second monitor (6/30)
- Make sure the library receives a digitized copy of the Brumly-Robinson items (6/30)
- Make a copy of the Brumly-Robinson collection disc and give it to Debbie Claxton (6/30)
- Have digital photo frames up at Reference and Circulation Desks (6/30)
- Make revisions to outreach display based on group discussion (7/30)
- Print two copies of the color yearbook, with a plate in front explaining that these are printed from CD, rather than the actual yearbook that was handed out (7/7)
- Follow up with Robert in the University Center regarding our sign holder and give him a specific deadline by which we would like our signage put up (7/7)
- Talk to Amy to get photo release forms for a ‘get your pic taken with Roary’ (7/14)
- Make a “how-to” sheet on using the new scanner (7/14)
- Include a “you asked, we listened” section in the newsletter (7/28)
- Design new sign for the University Center—something that is promotional and celebrates the start of school, like advertising a ‘get your pic taken with Roary’ event (8/4?)
- Make a calendar of outreach events (like Tiger Connection) at which the library should have a presence (8/11)

Discussion:

All—

- Is anyone taking any time off during the rest of the summer?
  - DB may take some time off between 8/4 and 8/10
  - AB may take some time off toward the end of July
  - CB may take some off in July
- Initial impressions on SAILS test
  - Business students did quite well
  - AL surprised that so many students weren’t first-generation
- Outreach event display
Librarian Meeting Minutes from June 23, 2011

Present: Adrianna, Dana, Angie, Chelsea, and Patrick

Revision suggestions:

- Take out “new” in main building because the building is now 13 years old.
- Take or find a new picture of the front of the library building. This picture is tilted.
- Take a new picture of a librarian actually helping a student to replace the picture of CB at the Reference Desk.
- New wording for section about AV: “The Audiovisual Collection includes educational and popular DVDs. Many can be checked out for three days.” The sentence beginning with “unwind” can remain as is.
- Remove “380 students” and add statement communicating that public access computers give students access to databases, internet, email, and word processing.
- Communicate that Library Tech Fee helps pay for 89 databases and printing.
- Make sure that Reference Desk and Circulation Desk are properly capitalized throughout.
- Panel containing photo of the library building should be the center panel. Make sure that gradient is changed accordingly.
- Put mission and “We’re here to help!” on main panel (under photo of library building).

- We will just use handouts and brochures that we have already created

Adrianna—

- The proposed part-time supervisor would cost approximately $1500 per year
- Requested that we use the floor mat sign and the outdoor sign more frequently
- Wants to make annual new faculty orientation a more participatory experience for the new faculty. AL’s idea is to have all the librarians come in, break the faculty into groups based on their discipline, and have their liaison librarians lead them in a discussion or activity.
- Dean of Education candidate visits are this week. There are two candidates. One is David Hand, who came on Monday. He has worked at ORU and University of Tennessee. His wife is a librarian. The other candidate is Buddy Hooper. He has moved around a lot, and has worked at A & M Kingville. He is visiting today.
- OCALD update: Regents generally pay for $310,000 of database access for the participating institutions. They must cut their funding for this by $100,000. The Regents are currently in negotiation with EBSCO to see what we can get for the available funds. The OCALD database priorities were as follows: 1. Academic Search, 2. Business Source, 3. PsycINFO, Newspaper Source. The other institutions agree that their willingness to contribute additional funds depends on the result of the negotiations.
- AL taking off 6/27-28
- Expect Ben’s office to be up and running in the building by the end of July

Dana—

- Assessment committee will begin meeting again in July
**Librarian Meeting Minutes from June 23, 2011**

Present: Adrianna, Dana, Angie, Chelsea, and Patrick

- K: drive cleanup has been completed
- Larger sign advertising coffee sales has been placed in the Circulation Department window which faces the front doors
- A patron suggested that we also put a sign on the front door advertising coffee sales. We will do this in the fall.
- All issues of *The Journal* are now uploaded to the catalog, and Theda is working on the *Pesagi*. Innovative says that we have plenty of room for now, and do not need a new server at this time.
- Has been working on budgets, with Shelby's help. Budget spreadsheets will be done by the end of July, possibly earlier.
- Has been working with Tom Lanis on moving the resources belonging to the Parker Ethics Center to the library. These items will be housed by the Oklahoma Studies Collection. Theda is working to finish cataloging them, and Patrick will print stickers for the collection once we get more ink. The collection should be ready to go by the end of July.

**Chelsea—**

- Spoke with Chief Miller about campus safety procedures. The Campus Policy do not do any campus-wide drills, but they do “tabletop exercises” with faculty and administrators which Chief Miller said he would be willing to include the library in in the future.
- Meet with Safety Committee (AB, PB, CB, and Jackie). During this meeting, the committee drafted a charge, created a list of basic needs with regards to safety at the library, and decided that creating theft procedures would be the committee’s first step.
- Posted a job announcement for a tech-savvy student worker to help with tutorial creation in Captivate.
- Erin has been working on syllabi analysis project for all departments

**Patrick—**

- Was notified this morning by Rob Thompson that our Innovative back-up server failed
- Second monitor is up and running at the Reference Desk
- Has designed and placed a sign in the encyclopedia section of the Reference Collection directing people to seek Word Book Encyclopedias and Encyclopedia Britannicas on the other side of the Reference Desk
- Has been experimenting in LibGuides with a research posters guide
- Went with TS to an Excel workshop on pivot tables. Sees application for pivot tables in recording and organizing survey, ILL, and AV data.

**Angie—**

- Sent follow-up to Susan Brumly-Robinson because AB has not yet received a disc containing this digitized collection
- Could not finish printing copies of the color yearbook because the printer being used ran out of ink
Librarian Meeting Minutes from June 23, 2011

Present: Adrianna, Dana, Angie, Chelsea, and Patrick

- The digital frames will be placed at the Reference Desk soon.
- 3 Leon Polk Smith's are back on the 3rd floor, hanging behind the display case.
- Brad Jessop will mat and frame the drawings of campus buildings for us, too.
- Oklahoma State Historical Society does have complete microfilm of Ada Evening News. They are placing digitized issues on CD, rather than on the web.
- Taking 7/1 off as annual leave
- Brought up issue about students playing movies on their laptops in the Student Lounge without headphones. AB argued that this is exclusionary to other people who might want to use the lounge. All agreed to require use of headphones in this area.
1. Increase the availability of the collection through retrospective cataloging of maps (TS), retrospective updating of local data records (DB) and creating popular lists (TS). [SG1, SG4, IP2, AP4];
   - Cataloging of maps
     i. Set up meeting with academic departments to discuss collection (10/7)
     ii. Sort and list maps in Cataloging Department (11/2-2/10)
     iii. Weed the map collection (2/11)
   iv. Catalog the map collection (4/11)
     1. We will be keeping only current maps of OK and bordering counties – other maps will go to the CART/GEO dept.
   - Updating local data records (Will be carryover)
     i. This is essentially letting OCLC know what volumes of what journals we hold
     ii. Will be training Circ and Records assistants (5/26)
   - Creating popular lists
     i. Decide on the lists to include (10/7)
        1. Create genre terms for AV (10/11-5/5) (4/28)
        2. Add genre terms to AV records (5/5-6/2) (4/28)
     ii. Create the lists on the staging site for review
     iii. Make changes to the library’s website
        1. Featured List for new items up on website, updated monthly (11/18)
        2. AV lists will be up in June (4/28)
        3. Popular fiction and Children’s Award Winners will be up next year (4/28)

2. Implement year 2 of the five-year systematic weeding plan (ALL). [SG1, SG4, IP2, AP4];
   - 2009 weeding is either completed (Physics, HIM, Math, English) or in progress (Other); 2010 weeding is in progress (Education, Kinesiology, Biology, Art, HR) (10/14)
   - The weeding plan has been updated (10/27)
   - All 2009 weeding is completed (PHY, HIM, MTH, ENG, OTH) (12/2)
   - 2010 weeding is either finished (Kinesiology, Biology, Art, HR) or in progress (Education) (5/11)
   - 2011 weeding area are: Nursing, Cartography/Geography, Library (Education), Political Science, and Communication (2/10)
     i. All of these are in progress

3. Work with each academic department to identify a core course for each major suitable for implementing information literacy initiatives (ALL). [SG1, SG2, IP1, IP2, AP1, AP4];
Librarian Meeting Minutes from June 23, 2011

Present: Adrianna, Dana, Angie, Chelsea, and Patrick

- Distributed a list of majors; librarians will decide which of those majors fall within their liaison areas (10/14)
- Librarians identified a course from each of the majors in their liaison departments that can be targeted for information literacy initiatives (11/4)
- Preliminary identification of courses for information literacy initiatives is done; syllabi for these classes will be checked for research/writing projects (11/18)
- **Hired new Instruction Librarian; will start again with these in the summer (4/28)**

4. Conduct a student membership drive for LLAF (AL, DB, LLAF Board). [SG3, SG4, IP5, IP6, AP3];
   - *(Work on this in the Spring)*
   - LLAF is working on other things*, so this won't happen this year (4/28)
     - i. *Adding board members, setting up a coffee bar in the library, clarifying membership cycle*

5. Investigate alternate measures of access to library resources to provide meaningful data (Assessment Committee). [SG1, SG2, IP1, IP2, AP1, AP5];
   - The Assessment Committee finished Parts 1 and 2 of a presentation about assessment in libraries (12/2)
   - **Assessment Committee will be looking into: literature reviews, other libraries’ annual reports, SIGALO, and OKALD for suggestions on how to interpret access numbers, due 6/23 (4/28)**

6. Investigate implementation of a coffee bar in the library (AL). [SG1, IP1, AP4];
   - LLAF will subsidize this, and there is no conflict with the UC because only plain coffee will be sold (11/4)
   - Chartwell’s will loan/sell us the equipment and supplies (11/4)
   - This will be in the Circulation area and run by Circulation students with the money going back to LLAF (11/4)
   - This might be implemented by Spring, but we still need to look into whether or not a water line can be put in to the proposed location (11/4)
   - Waterline installed, machine ordered (4/28)
   - Proposal accepted by LLAF; coffee bar should be completed by June (4/28)

7. Provide professional development for librarians to facilitate meeting performance goals for reference assessment (AL). [SG2, SG4, IP2, AP1, AP4];
   - Reference training through Amigos is scheduled for 11/12/10, from 9am-3pm (10/7)
   - Reference training through Amigos completed; all ECU librarians and 5 area librarians attended. The librarians later met and created a list of ideas/things they learned from the workshop (11/12)
   - Professional development for reference complete (4/28)
8. Implement training process for new faculty, particularly in reference and instruction (ALL). [SG2, SG4, IP2, AP1, AP4];
   - Developed new training process, which included reference and instruction, used in training TS (8/1)
   - Scheduled to give a presentation about the revised training process at the upcoming OLA meeting (10/14)
   - Librarians will discuss and revise the documentation for the training process (12/9 – 2/17)
   - Revisions completed (4/28)

9. Utilize OCLC’s WorldCat Collection Analysis tool to compare our collection to peer institutions for the five designated disciplines (ALL). [SG1, SG4, IP2, AP4];
   - Librarians will be deciding with which universities (regional or otherwise) to compare the collection for liaison departments being weeded in 2011 (Cartography/Geography, Nursing, Communication, Political Science, and Library) Send choices to CC by 12/1
   - **Librarians have chosen comparison universities (4/28)**
   - **Comparison lists have been printed and distributed (4/28)**

10. Create procedure manuals for the periodicals and circulations departments (DB, ??). [SG4, AP4];
    - Jackie has finished writing the circulation department manual (10/7)
    - JH is working on the manual for the periodicals department; the goal is to have a draft finished by the end of the calendar year (10/14)
    - JH has given the second draft of the periodicals manual to DB (12/2)
    - Periodicals and Circulation manuals are complete (4/28)

11. Develop a documentation update schedule (Staff Committee). [SG4, AP4].
    - Staff Committee will be meeting on Monday 11/22
    - Staff Committee will meet on 12/13 to work on a draft of the documentation update schedule (12/2)
    - **PB and DB will be meeting about this (4/28)**
Librarian Meeting Minutes from June 30, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

Agenda:
1. Action items
2. Go over annual reports

Action Items:

Everyone —
- Photos for the Reference and Circulation photo frames are due in to AB (7/7)
- Work on header for handouts that matches our LibGuides (7/7)
- Go over the various parts of the new handout template and revise (7/7)
- Send everyone an overview of what Shelby did in each department (6/16-7/15)
- Make a list of thing that should be on the library homepage (or how the homepage should be organized) (7/14)

Adrianna —
- Talk to DCA about adding a part-time person to supervise the library on weekends when librarians aren’t working (6/30)
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (7/7)
- Set up a meeting with Theresa Rothrock, CB, and the Assessment committee on the 18th or the 21st (7/7)
- Find out where (which department) Shelby might want to work if she works in the library in the Fall (7/28)

Chelsea —
- Get three more emergency procedures flip charts from Chief Miller for CETL, Periodicals, and Cataloging (7/7)
- Revise Safety Committee charge to reflect that the committee will devise procedures in accordance with university policy (7/7)
- Work on the structure of the resources page of a handout template with TS (7/7)
- Work with the other members of the Safety Committee to draft a work plan item regarding the safety initiative (7/14)
- Do a “You asked: we listened” bulletin board to match the newsletter (7/28)
- Get back to librarians with thoughts on SAILS, what we can/should do (7/28)

Dana —
- Work on the footer for a handout template (contact info) (7/7)
- Contact Innovative to see how long a webpage redesign would take so that we can determine whether we could have a new site up in spring if the usability study happened in the fall (7/14)
- Order another sign holder (like the one above Oklahoma Studies Collection) for the Parker Ethics Collection (7/14)

Patrick —
- Finish printing the yearbooks for AB (7/7)
- Ask Rob how much more can we put on the tape backups (7/7)
- Ask Dennis if he knows where we might find a server to store images (7/7)
- Draw research graphic for a handout template (7/7)
Print Stickers for the Parker Ethics Collection (7/14)
Move computer table from annex to 3rd floor (7/14)
Set up scanner (8/4)
Print one more 8”x10” coffee sign to put in the sign holder on the front door (8/4)

Theda –

- Move vertical file cabinets (7/7)
- Call Physical Plant to move the big table (7/7)
- Work on the structure of the resources page of a handout template with CB (7/7)
- Investigate working with computer literacy classes in the fall on a website usability study that could serve as a service learning project

Angie –

- Discuss with the Reference Committee whether we want to have a second mouse and keyboard at the Reference Desk, along with the new second monitor (6/30)
- Make revisions to outreach display based on group discussion (7/7)
- Print two copies of the color yearbook, with a plate in front explaining that these are printed from CD, rather than the actual yearbook that was handed out (7/7)
- Follow up with Robert in the University Center regarding our sign holder and give him a specific deadline by which we would like our signage put up (7/7)
- Have draft of pictures for the digital photo frames ready (7/13)
- Talk to Amy to get photo release forms for a ‘get your pic taken with Roary’ (7/14)
- Make a “how-to” sheet on using the new scanner (7/14)
- Include a “you asked, we listened” section in the newsletter (7/28)
- Design new sign for the University Center—something that is promotional and celebrates the start of school, like advertising a ‘get your pic taken with Roary’ event (8/4?)
- Make a calendar of outreach events (like Tiger Connection) at which the library should have a presence (8/11)
- Write instructions for using the public scanner (8/11)

Discussion:

All –

- Emergency lights
  - The library needs emergency lights installed in bathrooms, AV, and the annex stairwell
  - Kenny has marked emergency lights on the 2nd-4th floors that need new bulbs

- EBSCO
  - Regents have picked up Business Source Premier and PsycINFO
  - Academic Search Premier will be covered by OKALD membership
    - ECU’s share is $2,680, which will come out of the book budget
  - This will likely be a permanent cut

- New Faculty Orientation Brainstorm
  - Icebreakers
Librarian Meeting Minutes from June 30, 2011

Present: Adrianna, Angie, Chelsea, Dana, Patrick, and Theda

- Bingo (“Who is wearing blue?...etc.)
  - What does the library mean to you?
  - What do you do? Here’s how the library can help.
  - What are your research interests?
  - What do you want to be when you grow up?
  - Trivia game with treats (ECU theme, library theme…)
  - Why did you select ECU?
  - How can the library reduce your load?
  - 20 questions – Who am I?

- SAILS
  - We are average
    - Other institutions’ scores included freshmen and ours didn’t what does this say about our scores?
  - Not all our majors are represented (Cartography, Criminal Justice, etc.)
  - What is our goal in doing SAILS?
    - No past ECU history with this, so we don’t have enough for a historical comparison yet
    - Would like for our numbers to get better over time
  - First generation students
    - 1/3 of the test group
      - Question said “attend”, not “graduate” this wording makes a difference
  - Need to set goals
    - This will happen after we have a few years’ worth of data
  - We are a little below other institutions, but not by much
    - Students did well on what their majors focus on/what they are taught
  - What skills can we address?
    - Searching…
  - What impact do the distance education classes have?

- Workshop on Camtasia, Jing, and Captivate is on the 6th CB is going?
- unCOILed is 7/22 from 9am-3pm at the Center for Transformative Learning at University of Central Oklahoma
  - Anyone going?

Adrianna –
Dana –

- Database statistics are in for full-text downloads/views:
  - 22% - Academic Search Complete
  - 16% - PsycARTICLES
  - 8% - JSTOR
  - 4% - Oklahoman Archives
  - 4% - Electronic Journals Service (EJS)
Patrick –
- Backups are taking 3x longer because of the images we’ve added (Journal and Pesagi)
  - Options are:
    - Go with a hosted server ➔ don’t like this because of funding issues
    - Deal with it until we get a new server with a newer (faster) tape drive
    - Put images on another server and point the catalog there
- Door in student lounge has been fortified against roly polies
- Shelby is in AV this week
- New public scanner is in
- Will take vacation 8/5-8/9
- Presenting with CB at iCon August 4-5

Chelsea –
- At ALA last week – update at next meeting
- Presenting with PB at iCon August 4-5

Theda –
- Journal and Pesagi are completely up in the catalog

Angie –
- Book Repair
  - Many of the books that have been sent for repair will be sent back to liaison librarians for a decision on discard/reorder – only reorder if the title is really needed
- The football scrapbooks are being scanned
- Will take vacation 7/25-8/5
Work Plan, 2010-2011

(The most current action is in bold)

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