Librarian Meeting Minutes from July 7, 2011

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

Agenda:

1. Action items
2. Work Plan

Action Items:

Everyone –

- Pet photos for the Reference and Circulation photo frames are due in to AB (7/13)
- Make a list of thing that should be on the library homepage (or how the homepage should be organized) (7/13)
- Read the Instruction Plan and be ready to discuss it (7/13)
- Look at and comment on the new tri-fold design (7/13)
- Send everyone an overview of what Shelby did in each department (6/16-7/15)

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

Chelsea –

- Work with the other members of the Safety Committee to draft a work plan item regarding the safety initiative (7/13)
- Finalize the Resources page of the handout (7/13)
- 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 –

- Order another sign holder (like the one above Oklahoma Studies Collection) for the Parker Ethics Collection (7/13)

Patrick –

- Finish printing the yearbooks for AB (7/13)
- Move computer table from annex to 3rd floor (7/13)
- Put together three versions of the handout graphic (7/13)
- 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 –

- Call Physical Plant to move the big table (7/7)
- Finalize the Resources page of the handout (7/13)
- 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)
• 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 (7/13)
• 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’ (7/13)
• 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 –
• The next meeting will be Wednesday 7/13 at 8:30.
• Please remember not to interrupt other people when they are talking – we have time to listen to everyone.
• Emergency guidelines are now at the Reference Desk, in AV, and in Cataloging.
• Teresa Rothrock will be coming to the meeting on the 21st to go over the SAILS test.
• Handouts
  o The research process will have 5 steps:
    ▪ Make a plan
    ▪ For a search question
    ▪ Search
    ▪ Evaluate the topic & search results, then refine
    ▪ Organize, cite, and make sure plan requirements have been met
  o This process is not exactly circular
  o The handout will be accompanied by a presentation, so it doesn’t have to include absolutely everything
  o Writing space on the handout
    ▪ Let’s look at:
      • A smaller version of the handout as is
      • A version that only has a single line near each step (no boxes)
      • A version that has a single box in the middle with lines numbered from 1 to 5
  o Keep in mind where the holes will be if the handout goes in a 3-ring binder
  o Header and footer will only be on the resources side of the handout
Librarian Meeting Minutes from July 7, 2011

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- Resources page
  - Difficult to read a two column format?
  - Use Cambria (serif) and Calibri (sans serif) fonts
- Annual Reports
  - They looked really good this year
  - Next year we will look into standardizing the format of charts and linking similar data across departments

Adrianna –
- Procards can be used now
  - Next week the budget will open for requisition
- DCA approved the library budget

Dana –
- Working on HLC
- The budget will be done by next week, and handouts will be ready for librarians in a couple of weeks.
- Went to a Nursing Dept. meeting with CB.
  - They are very interested in the WCA reports.
  - R2 rep is coming to do training with the Nursing faculty.

Patrick –
- Working with IT on the changed IP for the color printer.
- We can add 3-4 more GB of data to the tape drive.

Chelsea –
- Shelby has been working here this week.
  - Has commented on how helpful chat reference is on library sites.
- Interviewing a student [to help with plagiarism education.]

Theda –
- Will be checking with III about what kinds of links we can use in MilMedia.
- Parker Ethics Collection has been processed

Angie –
- Before school starts in the fall, the library will have a poster up in the UC.
- Working on the trifold, Safety Committee, and photos for the RefDesk.
- Presenting at iCon 8/4
- Submitted a proposal for a chapter in a book on PR, libraries, and demonstrating value
  - “Outreach as PR”
Librarian Meeting Minutes from July 13, 2011

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

Agenda:

1. Action items
2. SAILS test review with Teresa Rothrock
3. Layout the new newsletter
4. Re-alignment of liaison areas
5. Discuss committee assignments
6. Work Plan

Action Items:

Everyone –
- Read the Instruction Plan and be ready to discuss it (7/18)
- Make a list of thing that should be on the library homepage (or how the homepage should be organized) and give to DB (7/21)

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

Chelsea –
- 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 –

Patrick –
- Finish printing the yearbooks for AB (7/14)
- Work with TS to put together a handout for Techniques of Research (7/21)
- 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 –
- Work with PB to put together a handout for Techniques of Research (7/21)
- 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)
- 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 (7/14)
- Talk to Amy to get photo release forms for a ‘get your pic taken with Roary’ (7/14)
- Have the Reference Committee sign off on the digital photo frame (7/14) and then share with AL (7/18)
- Bring the final draft of the tri-fold to the librarians meeting (7/21)
- Include a “you asked, we listened” section in the newsletter (7/28)
Librarian Meeting Minutes from July 13, 2011

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

- 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 –
- Handout
  - General:
    - 12 pt Cambria font
    - Headers are 1-2 pts bigger than main text
  - Resources page:
    - Use colon to separate course number and name
    - Two templates – one with tables and one with columns
  - Graphic:
    - No numbers in the middle
    - Two templates: one with the lines in the middle of the graphic and one with lines outside the graphic
    - Revised text in the five research steps
  - Follow-up:
    - Evaluate the handout by putting an additional question on the student instruction survey
    - Participatory element → look into this in the Spring semester

- We will discuss the new Instruction Plan on 7/18/11 – be sure to read the document before then
- Need to print the Parker Ethics sign and the sign for the new scanner (the latter will be designed later)
- Almost done with printing the yearbook, but ran out of ink again – have ordered more
- The scanner is waiting for IT to come in and set it up
- The newsletter needs to go out the 22nd

Adrianna –
- Budgets opened on Monday and are on track
- The President is having a retreat in Sulphur this Thursday and Friday

Dana –
- This year’s budget:
  - Comparison between this and last year
  - HR department usage has dropped dramatically – PB (and AL?) will discuss this with them
- CB’s liaison area are now English, Sociology, Physics, and Biology
Librarian Meeting Minutes from July 13, 2011

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- Purchased five more room fans – fans in the Instruction Room and Group Study Room are to stay there

Patrick –
- Staff Committee met and wrote a charge with Work Plan items – it will be sent to AL

Chelsea –
- Interviewed a student for the tech position and will be calling references
- Met with DB regarding the Blackboard shell for Freshman Seminar

Theda –
- Laurie will be leaving the GovDocs Assistant position – her last day will be July 31st

Angie –
- Since our music resources all link to the same place, there should just be one link for Oxford Music Online
  - Objections to this are:
    - Oxford Music Online is actually four separate resources
    - When this is in the LibGuide it will be the primary entrance for our electronic resources
  - Final decision:
    - Oxford Music Online will have one link, and its description will list the titles that are included
    - Other similar resources will be decided on a case by case basis (Info Trac, for example, will have entries for each of the component resources)
Librarian Meeting Minutes from July 20, 2011

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

Agenda:
1. Action items
2. Work Plan

Action Items:

Everyone –
- Let DB know if you have issues/questions on EBSCO stuff (7/26)

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)
- As provost to get on the Gen Ed Committee – CB is the second choice (7/28)
- Write main “You asked: we listened” for the library newsletter (8/11)
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan

Chelsea –
- Put meeting on calendar to review job applications (AL, CB, TS, AB) (7/28)
- Get back to librarians with thoughts on SAILS, what we can/should do (7/28)
- Talk to our LibGuides rep about the inaccessibility of the admin side of things (7/28)
- Decide when the “You asked: we listened” bulletin board should go up (8/11)
- Do a “You asked: we listened” bulletin board to match the newsletter (8/??)

Dana –

Patrick –
- Set up meeting with Jim and AL for sometime before August (7/28)
- Print one more 8”x10” coffee sign to put in the sign holder on the front door (8/4)
- Write about the public scanner for the library newsletter (8/11)

Theda –
- Write about maps and featured lists for the library newsletter (8/11)
- Investigate working with computer literacy classes in the fall on a website usability study that could serve as a service learning project

Angie –
- Talk to Amy to get photo release forms for a ‘get your pic taken with Roary’ (7/14)
- 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?)
- Get the first library newsletter out in the first couple weeks of the semester (8/11?)
- Send the color yearbook out for binding with an informational plate in the front (8/11)
- 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)
Librarian Meeting Minutes from July 20, 2011

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

Discussion:

All –

- SAILS (with TR)
  - Will occur 1x each year in varying semesters
  - This is a baseline, and we are within the benchmarks
    - Looking at consistent or improving longitudinal and comparison data
  - The library should pick one or two areas to work on – doesn’t have to match up to what the university does
    - Matching the university maybe matters more after several years of data collection
  - 1st Generation?
    - The wording on this question is tricky (attended vs. graduated); question might be changed in future years
  - Comparisons
    - TR will check if we are being compared to other university freshmen – nothing in the report makes this clear
  - Distance Ed?
    - We didn’t test this group
    - A proctored test is impossible, but taking the test can be mandatory in web classes
      - Assigned IDs would let us track who has taken the test
  - The university will be starting using a portfolio soon, but we’d also like to keep SAILS going indefinitely
    - Gen Ed Committee will have some hand in what happens with SAILS
      - This committee will oversee up to (and including?) assessment

- Newsletter
  - “You asked, we listened” – AL
  - Introduction for CB and DD – Already written
  - Parker Ethics Collection - AB
  - Public Scanner - PB
  - Maps now in catalog - TS
  - Featured lists - TS
  - Journal and Yearbooks online - AB
  - Circulating music CDs – AB

- Library Committees
  - Committee assignment is in August
  - Let’s try to even out the participation
    - Staff aren’t required to be on a committee
    - Limit to 2 committees?
Librarian Meeting Minutes from July 20, 2011

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- Electronic Picture Frame
  - Let’s put the pet pictures into a collage with a title like “Dana’s pet” etc.
  - Take the frames down until this change is made

- Electronic Resources in LibGuides
  - Want to have these open in a new tab (if we can figure out how to code it)
    - Also do this in the CatPac if we can
  - We won’t use ratings (for now, anyway)
    - Maybe use this for trials and featured resources

- Work Plan
  - University is wrapping up a strategic plan
    - New plan will be in place Fall 2012
    - Our work plan this year will finish up the library’s current strategic plan
  - Goals in our current strategic plan have been (mostly) met, except for one
    - Goal for staff cross-training, professional development etc. not met
      - Very unclear about what we wanted
      - A lot done with staff that isn’t on this list
      - Staff turnover meant we had to address initial training, not continuing training
      - Did a lot with student training
  - Want a Work Plan ready to present to DCA on 8/9
    - This will include: Review of policies, instruction, the lounge, collection development, and wrapping up the unfinished strategic plan goals

Adrianna –
- Jane Cluck’s art is up in the hallway between AV and Periodicals
- Research Day is November 4th
- Circ and GovDocs Assistant positions have been posted
  - Application review will be August 1st
  - Interviews will likely be August 8th-9th
  - Will probably be just one search committee, but depending on timing, it might need to be one committee for each position
    - Committee is AL, CB, TS, AB
- Sent list of new faculty to liaisons; AL will talk with professional staff
  - Talk about faculty’s classes, research, and other goals for the year/semester
  - This orientation will be 8/10 (Wed.) at 11am, and we’ll have about 5min total to talk to new faculty

Dana –
- DD will cover Circ after JC is gone
- Went over budget info with everyone
  - Providing alternate access to journals by moving from print to electronic
  - Will stop ordering microfiche this year/next year
- EBSCO rep is coming in on Wed.
EJC’s interface in the A-to-Z list will be addressed
Let DB know if you have issues/questions on EBSCO stuff

- Student committee is meeting today
  - Working on modules
- The 28th is the first day of intersession
  - No one works without a work permit, so send all workers over to get one first thing on the 28th
- Looking at doing a lightening talk with TS for OLA on mentorship
- Sierra webinar
  - The early adopter plan from Nathan probably won’t be possible

Patrick –
- Instruction for Bohan coming up
- Public scanner is up and running
  - Circ students can log on in the morning, like the other computers
  - The password is Summer11
  - Doesn’t have a Universal Power Supply (UPS)

Chelsea –
- Juvenile books will be moving back and forth between the shelves and cataloging
  - Call cataloging if you need something
- Jackie will be leaving the Circulation Assistant position
- New student worker (Mica) will start Monday
- JC is working on the QuickStart guide and it will be sent out today
- Working on UNIV freshmen seminar Blackboard shell cleanup with Ben and DB

Theda –
- Topographic maps will be up in the cases within the next week
  - We’re keeping OK maps and maps that directly border OK

Angie –
- LibGuides is not accessible in the admin mode, only on the patron side of things
  - LGs didn’t give a good reason for why this is
  - Not sure how pervasive the accessibility issues are in LGs
Librarian Meeting Minutes from July 27, 2011

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

Agenda:

1. Action items

Action Items:

Everyone –

Adrianna –

- *Ask provost to get on the Gen Ed Committee – CB is the second choice (7/28)*
- Write the weekend circ supervisor job description with CB (8/4)
- Write, revise and send the reply to LibGuides (8/4)
- Write the goals that fall under “Implement year 1 of the information literacy plan” in the Work Plan (8/4)
- Write main “You asked: we listened” for the library newsletter (8/11)
- Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan

Chelsea –

- Write the weekend circ supervisor job description with AL (8/4)
- Write the goals that fall under “Develop and implement procedures for dealing with library-specific safety procedures” in the Work Plan and send to AL (8/4)
- Draft a letter to faculty explaining the SAILS test results (8/25)
- Do a “You asked: we listened” bulletin board to match the newsletter (8/22)
- Work on a LibGuide for popular fiction as time permits

Dana –

- Write the goals that fall under “Develop and implement a library staff and faculty development and continuing education plan” in the Work Plan and send to AL (8/4)

Patrick –

- *Set up meeting with Jim and AL for sometime before August (7/28)*
- Print one more 8”x10” coffee sign to put in the sign holder on the front door (8/4)
- Call Dennis about what was going on with the cable on 7/28 (8/4)
- Find out how to make the research process graphic in the Course Guides more clear (8/4)
- Write about the public scanner for the library newsletter (8/11)

Theda –

- Take “popular fiction” out of records (8/4)
- Write about maps and featured lists for the library newsletter (8/11)
- Investigate working with computer literacy classes in the fall on a website usability study that could serve as a service learning project

Angie –

- 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?)
- Get the first library newsletter out in the first couple weeks of the semester (8/11?)
Librarian Meeting Minutes from July 27, 2011

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

- Send the color yearbook out for binding with an informational plate in the front (8/11)
- 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 –

- SAILS
  - Documenting sources and social & legal issues were our lowest scores
    - Be thinking about these things before instructions
    - We should send a template-based letter out to the various departments to talk about the SAILS results
      - CB will draft by 8/25; revise and send to faculty by 9/15
- LibGuides Accessibility
  - Received an email back from LibGuides president
    - Not our favorite response, but not a deal breaker
    - AL will write the reply stating that we love LibGuides but are disappointed with their handling of this issue
- LibGuides (General)
  - Course guide template is amazing!
  - Can we add a box to tell students how the reference librarian can help them?
- Bulletin Boards
  - Main bulletin board will be a welcome back theme with campus maps, etc. till late August; then it will switch to the You Asked We Listened theme
  - The Juvenile bulletin board will be done by TS starting in September
- Work Plan
  - Main items:
    1. Develop and implement a schedule for library policy review
    2. Find a donor to upgrade the library student lounge to be a more inviting space
    3. Develop and implement a library staff and faculty development and continuing education plan
    4. Implement year 3 of the systematic weeding plan
    5. Develop and implement procedures for dealing with library-specific safety procedures
    6. Implement year 1 of the information literacy plan
      - Items 3, 5, and 6 have sub-items under them that will be written up for the next librarians’ meeting
- COIL
Librarian Meeting Minutes from July 27, 2011

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- Library Instruction Planning
  1. We already do (or will do) all the things presented (b/c we’re awesome)
- Database Derby/Library Death Race
  1. Instructional game for library classes
  2. CB and PB won the COIL game (b/c we’re awesome)

- Summary
  1. WE’RE AWESOME! 😊

Adrianna –
- DCA has asked to see the Weekend Circ Supervisor’s job description and the hours that this person would work
  - AL and CB will write the description
  - Got the okay to not post a job ad and simply hire someone

Dana –
- Parker Ethics Collection up, and more books have been donated.
  - Make sure that new items are given to Circ Assistant so they are shelved in the right place
- New Year starts in Millennium on 7/29
- EJS no longer exists, so ignore it in the A-to-Z list
  - Currently working on updating the links; this will take a while
- Destiny is thinking about taking Library Media Cert. classes at ECU

Patrick –
- Staff Committee
  - Revised Circ. Assistant position job description
  - Making progress on professional development plan
- Lots of computer setups in the last week
- CETL is setting up equipment in the annex

Chelsea –
- COIL (see above)

Theda –
- Popular fiction
  - Will take “Popular fiction” out of records that have it currently
  - English liaison will consider adding genres to this kind of book if time permits
    - Not a high priority
    - This information might go into a LibGuide

Angie –
Librarian Meeting Minutes from August 18, 2011
Present: Adrianna, Chelsea, Dana, Patrick, Angie, and Theda

Agenda:
1. Action items
2. Brainstorm list of questions for
   Theda’s poster idea (see discussion below) and decide when to use this poster idea
3. Go over work plan
4. Look at current website to see what should be removed
5. Committee selection and decision regarding limiting committee membership
6. Discuss LibGuides next steps (9/1)

Action Items:
Everyone –
• Give periodicals change forms to DB (8/25)
Adrianna –
• Revise the weekend circ supervisor job description with CB (8/25)
• Add creation of a record retention policy/schedule for the K: Drive to the 2011-2012 Work Plan (?)
• Write press release about online access to the Pesagi for Jill Frye (?)
• Create a LibGuide for alumni (?)
Chelsea –
• Revise the weekend circ supervisor job description with AL (8/25)
• Draft a letter to faculty explaining the SAILS test results (8/25)
• Do a “You asked: we listened” bulletin board to match the newsletter (8/22)
• Link every possible box in the Course Guide Template so the course guides will be updated automatically when a change is made (8/25)
• Finish all subject guides (9/1)
• Work on a LibGuide for popular fiction as time permits
Dana –
• Meet with Dr. Burke and PB regarding budget (8/25)
• Make immediate changes to the website, including removing Roary’s Website of the Month and the Databases by Description page (8/25)
• Finish all subject guides (9/1)
Patrick –
• Meet with Dr. Burke and DB regarding budget (8/25)
• Print one more 8”x10” coffee sign to put in the sign holder on the front door (8/25)
• Send AB screenshots for public scanner article in the library newsletter (8/22)
• Finish all subject guides (9/1)
Theda –
• Finish all subject guides (9/1)
• Link to The Journal website in the catalog to provide access to the most recent issues (?)
Angie –
• Put up chicken and egg poster in the University Center (8/19)
• Get the first library newsletter out by next Tuesday (8/23)
Librarian Meeting Minutes from August 18, 2011

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- **Send the color yearbook out for binding with an informational plate in the front (?)**
- **Make a calendar of outreach events (like Tiger Connection) at which the library should have a presence (8/25)**
- **Write instructions for using the public scanner (8/25)**
- **Talk to Lanis about Parker Ethics (8/25)**
- **Send out prices for each level of access to Naxos (?)**
- **Talk to Marketing about whether we will be allowed to post the most current yearbook online, and if not, how current we can be (?)**
- **Finish all subject guides (9/15)**

**Discussion:**

All –

- **LibGuides**
  - Due date for subject guides is 9/1, excepting AB who has an extension until 9/15 because of the accessibility issues
  - AB has been continued the conversation with Slaven from LibGuides about making the admin interface more accessible. He has been receptive.
  - All should let Dana when you have published your guides so that she can change the links on the Research Guides page.
  - AL would like to have LibGuides for different user groups. She will do one for alumni.

- **Web Redesign**
  - August—clean up current website
  - September—Decide what we want on the new homepage
  - October—pictures, Innovative works on the design
  - November—web usability study using Freshman Seminar class(es)
  - December—final revisions
  - January—go live with it

- **Color Printing**
  - PB has had problems with patrons and departments requesting multiple color prints of the same document
  - One color print of any given document should be made, and then color copier should be used to make the required number of copies.
  - AV will make the copies for departments, otherwise patrons will be directed to use the color copier themselves.
  - Marketing and Public Relations may also be contacted for some jobs
  - AV staff will be instructed to communicate these rules in the friendliest possible manner

Adrianna –
Librarian Meeting Minutes from August 18, 2011

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

- DCA has asked that the weekend Circulation Assistant job description be revised so that it is more distinct from the full-time Circulation Assistant description
- We have hired new Circulation and Government Documents Assistants. Jolene Poore, who has extensive administrative experience, will start as the Circulation Assistant on Monday (8/22). John Ashcraft, a retired school teacher, will start as the Government Documents Assistant on 9/1.
- AAC was very excited to hear that the Pesagi is now online
- HLC is coming 10/31-11/2. AL has no way of telling whether or not they will visit the library, but she thinks that they will.

Dana –
- Nathan from Innovative will be here on Tues. (8/23) at 2:30 p.m.
- Has four instruction sessions scheduled for next week
- Intends to have a meeting with each member of the nursing faculty regarding weeding in each of their areas of specialization
- Will be gone tomorrow (8/19)

Patrick –
- Dennis and Stan did not know why Cable One was here on 7/28.
- Made the research graphic in the Course Guide Template as clear as it’s going to get
- Working on ordering new computers
- Communicating with the Help Desk regarding Shockwave and Aleks problems

Chelsea –
- Explained confusion about LibGuides templates
  - Just because a box is on the template does not mean it updates automatically. The boxes in the template have to be linked boxes themselves for this to happen.
  - Will make as many boxes as possible on the Course Guide Template into linked boxes
- Has met with all of her liaison departments regarding the budget and periodicals analysis
- Has an instruction session scheduled for Monday for Larry Choate (biology)
- Has been overseeing Destiny’s work as Interim Circulation Assistant and training new student workers

Theda –
- Spoke with computer science instructor about doing a web usability study on the library website as a service learning project this fall
  - This won’t work out for the fall semester
  - If we clarify our expectations then they would be interested in working with us on this in another semester
- Suggested an idea for a promotional poster
  - List of questions about the library (i.e. Can I print at the library?) with word ‘yes’ at the bottom of the list
Leaving for vacation after this meeting and will resume work next Thurs. (8/25).
The library will once again be a textbook viewing site for Language Arts.
  - TS will email local schools to make them aware of this.
  - Cataloging is currently receiving textbooks.
  - The textbooks will be on display until 11/4, at which point we will replace what is upstairs in the Curriculum Collection with these textbooks, and the teachers’ editions will be given to Carolyn Thomas
Phrases such as “also known as” and “other titles” are no longer being indexed in the catalog. This means that searches will return fewer irrelevant results.
Updated the policies webpage
New rules for Federal Depository Program stipulate that we must display the FDLP logo on our homepage by 1/1
Asked for a university nametag update. AL says that we will probably be expected to wear the nametag when we are off-campus on university business, and suggests that we wear them when we are on the Reference Desk. AL does not think that the university will mandate any rules regarding the nametags at first, and does not know when we will receive the nametags.

Angie –
  - Does have stack of model releases for a future “get your pic taken with Roary” event
  - Has met with most of her liaison departments
  - Music would like to get access to the Naxos streaming music service
    - The cost for the lowest number of simultaneous users (5) is $1500
    - DB’s is concerned because we have already purchased two music databases (International Index to Music Periodicals and Grove Music) which don’t get sufficient usage
    - The music department is looking for funds within their department to be used toward the cost of Naxos
Agenda:

1. Action items
2. Discuss poster series question sets, and decide next steps
3. Organize website
4. SAILS letter revisions
5. Discuss LibGuides next steps
6. Discuss parameters for spending library fund & brainstorm ideas
7. Discuss AL’s article “What Students Don’t Know?” (9/8)
8. Around the Horn

Action Items:

Everyone –
- Give periodicals change forms to DB (8/26)
- Read SAILS draft letter and bring suggestions to meeting (9/1)
- Review TS’ email about poster series (9/1)

Adrianna –
- Send out email to staff inviting them to serve on library committees; will tell who chair of each committee is (9/1)
- Write press release about online access to the Pesagi for Jill Frye (9/8)
- Create a LibGuide for alumni (9/8)

Chelsea –
- Put pics of actual periodicals help desk students on bulletin board (9/1)
- Move little coffee sign from circ window to back entrance door (9/1)
- Finish all subject guides (9/1)
- Follow up with Theresa regarding whether or not we are compared to freshman at other schools in SAILS test (9/1)
- Work on a LibGuide for popular fiction as time permits

Dana –
- Finish all subject guides (9/1)
- Include discussion of creation of a record retention policy/schedule for the K: Drive in policy review discussion (9/15)

Patrick –
- Work with AB to post instructions for using the public scanner (9/1)
- Finish all subject guides (9/1)

Theda –
- Draft and email out sets of questions for poster series (4 questions per set, 3 of them serious questions) (8/31)
- Finish all subject guides (9/1)
- Link to The Journal website in the catalog to provide access to the most recent issues (9/1)

Angie –
- Follow up with Robert regarding Whitten poster so that PB may get poster back to Whitten Institute (9/1)
- Work with PB to post instructions for using the public scanner (9/1)
Librarian Meeting Minutes from August 25, 2011

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

- Put main outreach events on LLStaff Calendar (make these recurring) (9/1)
- Put on LLStaff calendar that on July 1 of each year we will have posted the yearbook from 2 years ago (make this recurring) (9/1)
- Have electronic picture frames up at Reference and Circulation Desks with pet photo collages (9/1)
- Finish all subject guides (9/15)
- Send the color yearbook out for binding with an informational plate in the front (9/22)

Discussion:

All –

- Outreach Events Calendar
  - Not just for recruiting, for any events that we may want to have physical or paper presence at
  - AB has had trouble getting in touch with folks at Campus Life & Leadership
  - We do have tri-fold done and mounted, so this can be used at last minute
  - Events are: Tiger Connection (One in Nov. and one in Feb. high school recruiting), Howdy Day (1st day of classes), Tiger Streak/transfer orientation (flyer for freshman packet), Spring transfer orientation
  - Let’s have physical presence at Howdy Day—librarians and student workers. AB will see if we can request a tent for Howdy Day. We will do Howdy Day from now on.
  - Transfer Orientation is Friday 1/6 for spring semester

- Poster Brainstorming
  - Can I print at the library?
  - Can I check out popular movies?
  - Can I find popular fiction?
  - Can I change my password?
  - Can I get coffee?
  - Can I connect to wireless network?
  - Can I bring classmates in to study as a group?
  - Can I eat and drink?
  - Can I read a book?
  - Can I get help with my research paper?
  - Can I scan things?
  - Can I find articles?
  - Can I access the library from home?
  - Can I watch horror (or other genre) movies at the library?
  - Can I print a poster at the library?
  - Can I learn how to make my research poster?
  - Can I do video editing?
Can I check out a book?
Can I check out a camera?
Can I check out headphones?
Can I get a job?
Will someone be nice to me/smile at me at the library?
Can I get help at the library?
Can I find a map of OK at the library?
Can someone get the coffee spill out of my book?
Can I access Blackboard at the library?
Can I look at current/popular magazines at the library (Vogue, newspapers, etc.)?
Can I see great art at the library?
Can I make copies at the library?
Can I make color copies?
Can I make a wish on Adolf’s nose?
Does the library have copies of old yearbooks?
can I find my parents pictures in the library?
can I find evidence of ghosts in the library?
can I meet new people at the library?

- Work Plan

Linscheid Library and Distance Education goals:
- First three from DCA so not up for negotiation

1. Submit final assessments for the Linscheid Library and Distance Education Strategic Plan for 2008-12 by June 30, 2012 [SG1, SG2, SG3, SG4, IP7];

2. Develop a new Linscheid Library and Distance Education Strategic Plan to coincide with the new ECU Strategic Plan for 2012-16 by dates to be determined [IP7];
   - We cannot do this until university strategic plan has been completed

3. Prepare for the HLC Site Visit on October 30 – November 2, 2011 [SG1, SG2, SG3, SG4, IP7];

Linscheid Library goals:
Librarian Meeting Minutes from August 25, 2011

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

1. Develop and implement a schedule for the review of library policies [SG4, IP6];

2. Secure a donation to upgrade the furnishings in the library student lounge [SG3, SG4, IP5, IP6];

3. Develop and implement a library staff/faculty professional development and continuing education plan to include definitions, benefits, resources, and guidelines for approval and tracking [SG2, SG4, IP2, IP7];

4. Implement year 3 of the systematic weeding plan for Cartography/Geography, Nursing, Communication, Political Science, and the School Library Media [SG1, SG4, IP2];

5. Implement year 1 of the revised information literacy plan to include conducting a syllabus assessment, creating an online request form, and researching information literacy scaffolding [SG1, SG2, IP1, IP2];

6. Migrate existing research guides to LibGuides and create course-specific LibGuides [SG1, SG2, IP1, IP2];

7. Develop and implement library-specific safety procedures to include procedures for addressing harassment, violent behavior, and theft [SG3, IP6];

8. Revise the library's website [SG1, SG2, IP1, IP2].
   o Work plan will be kept as separate document in meeting minutes folder (rather than attaching it to minutes each week)

- Current website
  o Love & Keep
    ▪ CatPac
    ▪ Hours
    ▪ Policies
    ▪ FAQs
    ▪ Mission
    ▪ Policies
    ▪ Course Reserves (make radio button on CatPac)
    ▪ Interlibrary loan
    ▪ Document delivery
    ▪ Suggest a purchase
    ▪ Suggest improvements
Librarian Meeting Minutes from August 25, 2011

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

- Keep photos
- LLAF link
- Staff directory
- Assessment in some form
  - Hate
    - Submit button in CatPac should be called Search
    - Links to “student email” and “faculty email”
  - We do want sections for students, faculty, alumni, and librarians
  - Electronic resources, how to guides, research guides, internet search tools, online reference sources will be in folded into LibGuides
  - Immediately change “AV Services” to “Audiovisual Services” or “Audiovisual”
  - Leave “Email Reference” for now, think about how we want to do electronic reference in the future
  - Next step will be thinking about reorganization—how things we want to keep will be reorganized, what has to be on the main page, what headings can be combined to be included on the main page, etc.
  - Remember to email Dana as you publish your LibGuides—each librarian can change their own link on the Research Guides page, or just ask Dana to do that....either way let her know, so that she may delete the old page

- Committees
  - Limiting individual committee membership to balance out membership
  - Assessment-CB will reconsider being on this committee next year. → Dana Theda Patrick
  - Staff – DB will approach Destiny about being on this. TS will approach John about being on this committee. DB is leaving this committee. → Patrick Chelsea Destiny? John? TS will attend until John agrees. AL will attend until Destiny says yes.
  - Safety - PB is leaving this. → Chelsea Angie Jolene?
  - Student – (if staff member supervises more than 5 students, they will be required to be on this committee) CB and PB are leaving this. → Dana Sam Jolene
  - 3 committees all librarians have to be on (librarians’, reference, instruction)
  - DB and CB will consider inviting students to their committees (student and safety)—make it clear that participation is voluntary, and they will be paid for participation

Adrianna –

- Encouraged all to review Beloit Attitude List profiling this year’s incoming freshman (can be found in The Chronicle of Higher Education)
- Claudia Hisle communicated that the library consistently gets the most praise in the transfer orientation evaluations
- Reminded us all that we are lucky that Jeannine is able to cover the Reference Desk when we are in Librarians’ Meetings, but that we should try harder to find another librarian to cover when we need to miss a shift.
- Phil Stanley the Foundation Director, told AL about a library fund
  - Originally had $500,000. A lot was spent on furniture in the late 1990s. Another chunk of the money was spent on art.
The fund now has $26,172.35.
Phyllis Danley said that we may rewrite the guidelines governing the use of this fund.
AL’s recommendations:
- We should respect Hallie Brown Ford’s money and not be frivolous
- Use the $ for things which other funds cannot be used for (i.e. not books)
- Do something with the $ that makes a difference
Possible ideas for spending $:
- New furniture for student lounge
- Replacing the furniture that was bought 14 yrs. ago with this money
- Award for faculty member who designed and implemented the best information literacy initiative
- Faculty training in teaching information literacy
DB reminds us that we also have a Library Memorial Fund for materials purchases
The Foundation is doing a faculty/staff drive this spring in which they will remind everyone what they can donate to, so we should make sure that the library is represented in this reminder

Dana –
- Nathan was here Tues.
  - He will start ball rolling with web refresher project
  - We need to start working with someone by mid-Sept. to meet Jan. roll-out deadline
  - Will get price quotes on all items he demonstrated
  - DB plans to sit down with Nathan before 2/1 to plan uses for next year’s budget
- Dana will bring print-out of Innovative homepage redesign template to next meeting
- Dana will talk with Shari about getting use stats for links on website front page
- Has all links on HLC site done!
- Had 4 instructions this week. All went pretty well.

Patrick –
- Aleks not working on library computers
  - AL will consider this issue, and figure out what to do about it
  - PB will be helping Linda Wood move her computer after the meeting

Chelsea –
- Had instruction with Choate on Monday, three more scheduled for next week
- Jolene is doing quite well. She is very proactive.
- Tony wants to shadow and/or volunteer for us.
  - Will tell him that we don’t have the setup for volunteers
  - We would potentially be able to allow him to shadow us, but we need more information about his goals, schedule preferences, and desired time commitment

Theda –
• Just returned from a week of vacation

Angie –
• 2 yr embargo on scanning yearbook
• Many instruction sessions
• Has published two course LibGuides, about to publish two more
Librarian Meeting Minutes from September 1, 2011

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

**Agenda:**

1. **Action items**
2. Discuss AL’s article “What Students Don’t Know?”
3. Discuss LibGuides next steps
4. Discuss poster series question sets, and decide next steps
5. Narrow down list of use suggestions for library fund
6. Discuss ideas for next library newsletter
7. Around the Horn
   a. CB—“This Week in Instruction”
8. Website layout/organization (9/15)

**Action Items:**

Everyone –

- Read SAILS draft letter and bring suggestions to meeting (end of day 9/1)
- Review TS’ email about poster series (9/8)
- Research and bring price tag for your library fund use suggestions (9/8)
- Design and bring visual representation of what we want library homepage to look like (start from scratch and bring copies for everyone) (9/15)

Adrianna –

- Have student worker test scanner instructions, and send any revisions to PB and AB (9/6)
- Write press release about online access to the Pesagi for Jill Frye (9/8)
- Create a LibGuide for alumni (9/8)
- Send email to campus advertising coffee (?)

Chelsea –

- Incorporate comparison to freshmen into letter to faculty re: SAILS and send letter to Teresa for review (9/8)
- Begin bringing to each Librarians’ Meeting a list of instruction sessions which were given during the last week (“This Week in Instruction”) (9/8)
- Work on a LibGuide for popular fiction as time permits

Dana –

- Include discussion of creation of a record retention policy/schedule for the K: Drive in policy review discussion (9/15)

Patrick –

- Work with AB to revise, laminate, and place on table instructions for using the public scanner (9/8)
- Finish human resources & cartography LibGuides (9/8)
- Follow up with Holli Witherington at Whitten Institute regarding the return of their poster (9/8)

Theda –

- Draft and email out sets of questions for poster series (4 questions per set, 3 of them serious questions) (9/7)
Librarian Meeting Minutes from September 1, 2011
Present: Adrianna, Chelsea, Dana, Patrick, Angie, and Theda

- **Finish kinesiology, psychology, and computer science LibGuides (9/8)**
  Angie –
  - Work with PB to revise (delete last step & any other revisions from student worker), laminate, and place on table instructions for using the public scanner (9/8)
  - Either obtain pdf files of previous issues of The Journal from when we stopped scanning through current or decide that we need to scan them (9/8)
  - Finish all subject guides (9/15)
  - Send the color yearbook out for binding with an informational plate in the front (9/22)

**Discussion:**
All –
- Brainstorming uses for library fund money
  - Furniture for lounge
  - Faculty award and/or stipend
  - Replacement furniture
  - Professional signage
  - Additional art
  - Travel stipend
  - Assessment activities
  - Professional speakers for library events
  - Purchase Sierra
  - Award/scholarship for students
  - ContentDM or similar technology
  - Gift cards for students so that they can buy books for the library at Hastings
  - Banners for atrium (for better acoustics)
  - Remember that $20,000 endowment should generate about $1000 interest/year
- **Website—What We Want (not necessarily on homepage, but accessible from it)**
  - Rotating Pictures of People
  - Big Feedback Link
  - Drop downs/not lists
  - Lists/Not drop downs
  - Reuse LibGuides Banner
  - Simple/Advanced search
  - Icons/White space/ few words
  - Research Guides (Renamed)
  - General Info
  - FAQs
  - Link to ECU Depts
  - LLAF
Librarian Meeting Minutes from September 1, 2011

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

- For Faculty
- For Students
- For Alumni
- Services
- Picture directory of librarians

Adrianna –
- Sent out email to nursing faculty about LibGuides usage stats
  - AL liked the message and tone
  - DB says nursing faculty appreciated the information

Dana –
- Periodicals are being encumbered
- Updating photo directory
- We have sold 102 cups of coffee during August
- Worked on finishing up her LibGuides this week. Still has a few things to update.
- Taking tomorrow (9/2) off

Patrick –
- John Ashcraft (new Gov. Docs. Assistant) is in the computer and phone systems
  - Still needs to give him access to shared calendars
- Sent 2nd email to help desk about printer defaulting to document image writer on public computers
- Has been working on LibGuides
- Has instruction sessions today and tomorrow

Chelsea –
- SAILS data
  - Teresa has found out that we are compared with freshman at other institutions in the overall and major breakouts. Only the breakouts by class level are not compared to freshmen.
  - CB will incorporate this information into the letter to faculty re: SAILS
- Tony followed up about shadowing/volunteering opportunities
  - CB communicated that we are not able to manage volunteers, but would be able to arrange shadowing if he could provide us with a desired schedule and concrete goals
  - Tony said he would get back to us
- Has 3 Freshman Comp II instruction sessions tomorrow

Theda –
- Link to The Journal website in the OPAC
  - This is done but the website only has one issue on it. AB will follow up.
- Today is John Ashcraft’s (new Gov. Docs. Assistant) first day

Angie –
• Has been working on LibGuides
• 3 instruction sessions next week
Librarian Meeting Minutes from September 8, 2011

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

Agenda:
1. Action items (15 minutes)
2. Discuss AL's article "What Students Don’t Know?" (10 minutes)
3. Discuss LibGuides next steps (15 minutes)
4. Around the Horn (15 minutes)  
   a. CB—“This Week in Instruction”
5. Website layout/organization (20 minutes)
6. Decide poster question series next steps (9/29)
7. Safety Committee Report (9/29)

Action Items:

Everyone –
- Send SAILS letter to their faculty, incorporating discipline-specific info as applicable (9/15)
- Review PB’s email about poster template design and email comments to PB (9/15)
- Email ideas to CB about what LibGuides next steps should be (9/13)
- Design and bring visual representation of what we want library homepage to look like (start from scratch and bring copies for everyone) (9/15)

Adrianna –
- Revise press release about online access to the Pesagi for Jill Frye (9/15)
- Finish alumni LibGuide (9/15)
- Set up “Get Pic Taken with Roary” event (9/22)
- Send email to campus advertising coffee (?)

Chelsea –
- Revise SAILS letter based on Teresa’s comments and send to librarians (9/12)
- Work on a LibGuide for popular fiction as time permits

Dana –
- Get quote on replacement office furniture (9/15)
- Set up meeting with coordinator of music, Kelley Alig, about funding Naxos sustainably (9/15)
- Include discussion of creation of a record retention policy/schedule for the K: Drive in policy review discussion (9/29)

Patrick –
- Send a poster question series template design to all librarians (9/15)
- Share with AL correspondence with IT regarding Shockwave installation (9/15)
- Revise poster template design based on librarians’ suggestions (9/22)

Theda –
- Ask 5 student workers about preference for “up-to-date” or “recent” for poster question series (9/15)
- Write newsletter article about textbook shipment (9/22)
Librarian Meeting Minutes from September 8, 2011

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

- Convene and chair an ad-hoc committee which will develop guidelines for awarding of Hallie Brown Ford Student Research Award (?)

Angie –
- **Send student to get pdf files of previous issues of The Journal from Kathy (9/15)**
- **Finish all subject guides (9/15)**
- Send the color yearbook out for binding with an informational plate in the front (9/22)

**Discussion:**

All –
- Meetings are too long!
  - Come prepared for meetings.
  - Attempt to send out materials for discussion before 5 p.m. on Wednesdays to allow everyone time to review the materials
  - Let’s try putting time limits on each of our agenda items and ensure that these time periods do not exceed 90 minutes
- Uses for library fund money (greyed out items were officially taken off the table)
  - **Furniture for lounge → donor**
  - Faculty award and/or stipend
  - Professional signage
  - Additional art
  - Travel stipend
    - Must have rules, such as candidate must be presenting, and be above and beyond what we normally do
    - Must teach what we learn to the rest of the library
  - Assessment activities (e.g. survey incentives)
  - Professional speakers for library events
  - **Purchase Sierra**
    - Early commit by 10/31—$39,975 + $12,500 to replace our server
    - Technically early commit requires 50% but Nathan says he can go lower
    - After 10/31 price may go up $10,000-$20,000
    - AL feels that purchase of Sierra should be a university commitment, coming out of LTF. She wants to see something in perpetuity.
    - Sierra is off the table with this pot of money
    - **ContentCafe (book jacket+excerpts+ton more, and all in the catalog)=$662/yr.** This can be purchased from other funds.
  - Award/scholarship for students
    - Award for well-researched student papers
Present: Adrianna, Chelsea, Dana, Patrick, Angie, and Theda

- Nominated by faculty
- Award of up to $500. If there are multiple good candidates, we can split the pot.
  - ContentDM or similar technology
  - Gift cards for students so that they can buy books for the library at Hastings
  - Banners for atrium (for better acoustics)
    - DB's concern is that these would never be cleaned—we would need to think about maintenance
  - Remember that $20,000 endowment should generate about $1000 interest/year
  - We did a series of votes to narrow it down. Top two are assessment activities and award for students.
  - Up to $500/yr. for student award for faculty-nominated research papers. Rest of earnings each year will be used for either professional development for the library and/or assessment incentives. We will keep the rest in the bank and use it as an endowed fund.
    - TS will head ad-hoc committee which will develop guidelines for awarding of Hallie Brown Ford Student Research Award
      - Must determine how award is dispersed—check or to bursar
      - AB and PB are interested in the committee
      - DB will look into having LLAF host ceremony for student winners and faculty nominees

- Poster Questions
  - Instead of having poster by category, let's have one question from each category on each poster
  - Computer/service
    - Can I print for free
    - Can I change my password
    - Can I connect to the wireless network
    - Can I edit a video
  - Not Academic
    - Can I borrow a video camera
    - Can I check out a movie for the weekend
    - Can I print a poster
    - Can I make a wish on Adolf’s nose
  - Academic
    - Can I find up-to-date/recent journal articles (TS will clarify wording)
    - Can I get help researching my paper
    - Can I ask any question and expect a helpful, friendly answer
    - Can my friends and I have a study group
Librarian Meeting Minutes from September 8, 2011

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

- Practical
  - Can I apply for a job
  - Can I find books, articles, and videos
  - Can I scan documents
  - Can I make black & white and color copies

- Library Newsletter (come out end of Sept./beg. Of Oct.)
  - LibGuides
  - New staff
  - Feature from a discipline—new materials, materials from a particular discipline about a specific topic,
    - Textbook collection (TS)
    - AL would like this to be part of each newsletter
  - Homecoming—display, Pimp your cart, and “Get your pic with Roary” event

Adrianna –
- Phyllis Danley made AL aware of library complex fund, founded in 1988
  - Intended to start the process of funding a new library building, but it was not used
  - Currently has $6600
  - Should still be used for original intent (library building)
    - Could probably be used for replacement office furniture (for staff)
    - Let’s have whole library participate in selection of furniture
    - DB will call for a quote
    - Whatever is left after purchasing replacement furniture will be rolled into the $20,000 library fund
  - AL feels strongly that lounge should be a donor. In other words, that this money should not be used for the lounge.

Dana –
- PB, DB, and TS spoke with computer student who must do some programming and coding for a class assignment. He asked questions about library systems. The library won’t get a product from this, but it was interesting to hear the student’s questions.
- Periodicals and standing orders have been encumbered. DB passed out current departmental free balances.

Patrick –
- Ordered maintenance kit for Circ. Computer since the need for one has been causing printing delays
Librarian Meeting Minutes from September 8, 2011

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

- Shockwave was installed on reference computer and 2 public computers that are closest to the Reference Desk. Flashcard assignment still won’t open. PB is following up via email.

Chelsea –
- SAILS data
  - Teresa has given CB her comments on the SAILS letter to faculty
- Has been finishing up training with Jolene
- Has fixed a few coding problems with LibGuides, but is still communicating with Springshare about the IE footer issue

This Week in Instruction
- Thurs. morning (9/1)
  - PB—SOWK 3833: Research Methods in Social Work with Jim Burke (23 students)
- Fri. morning (9/2)
  - CB—ENG 1213 sections 2-4: Freshman Composition II with Dunbar-Green (75 students total)
  - PB—HNRS 2213: Enduring Questions: Perspectives from Science with Pat Bohan (16 students)
- Tues. morning (9/6)
  - AB—COMM 1113 sections 11 and 13: Fundamentals of Speech with Groetzinger and Edwards (50 students total)
- Wed. morning (9/7)
  - AB—MUS 3633: Music History Through Bach with Hibler (4 students)

Theda –
- Training John this week
- Unpacking a bunch of language arts and math textbooks downstairs

Angie –
- Kathy has at least 2 years of back issues of The Journal. AB will send student over to get files.
- Phyllis has been working with Foundation to find money for Naxos
  - She says we can probably get about $1000
  - AB has made it clear to Starla that we will not be able to do the $2900 use level
  - DB will have a follow-up meeting with Kelley Alig
- Proposed having Assessment and Reference Committee on alternating Thursdays at 10 a.m. All are agreed.
Librarian Meeting Minutes from September 15, 2011
Present: Adrianna, Chelsea, Dana, Patrick, Angie, and Theda

Agenda:
9/22
1. Website layout/organization draft
2. LibGuides next steps (time permitting)

9/29
1. Action items (15 mins.)
2. Discuss LibGuides next steps (15 mins.)
3. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
4. Website design (20 mins.)
5. Decide poster question series next steps (10 mins.)
6. Safety Committee Report (10 mins.)
7. Prepare next week’s agenda
8. Discuss getting faculty buy-in (“What Students Don’t Know” article)

Action Items:
Everyone –
- Design a second website mock-up and bring copies for everyone (9/22)
- Respond to Dana’s retention policy email, even if you have no comments (9/29)

Adrianna –
- Revise press release about online access to the Pesagi for Jill Frye (9/29)
- Set up “Get Pic Taken with Roary” event (9/29)
- Finish alumni LibGuide (9/29)
- Schedule meeting with Theda and Patrick to discuss technology (9/29)
- Send email to campus advertising coffee (?)

Chelsea –
- See how proposed LibGuides next steps fit in with Information Literacy Plan (9/22)
- Investigate feasibility of allowing library media students to create LibGuides (?)
- Work on a LibGuide for popular fiction as time permits

Dana –
- Send SAILS letter to faculty (9/22)
- Get quote on replacement office furniture (9/29)
- Email librarians about creation of a record retention policy/schedule for the K: Drive (9/26)
- See if there is a “corvette” version of Westlaw, and get pricing if so (?)

Patrick –
- Do one poster design without watermark (with themed icons instead of bullets) and one with 2 questions on a side—and include question with the word “current” on these templates (9/29)
- Investigate pricing on purchasing new keyboards and mice for all Reference computers (?)
- Talk with Robert Castleberry regarding library circuits (?)
Librarian Meeting Minutes from September 15, 2011

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

Theda –
- Write newsletter article about textbook shipment (9/22)
- Call Mara to talk more about Moscow book (?)
- Convene and chair an ad-hoc committee which will develop guidelines for awarding of Hallie Brown Ford Student Research Award (?)

Angie –
- Send SAILS letter to faculty (9/22)
- Look in special collections for Moscow book (?)
- Send the color yearbook out for binding with an informational plate in the front (9/22)

Discussion:
All –
- Poster—
  - AB thinks image should be related to questions on poster
  - TS thought that we had decided to have 2 questions on each side of the poster
- “What Students Don't Know” Article
  - We need to get faculty buy-in
    - Extra credit for visiting library?
    - Faculty don’t necessarily know all of these skills either
      - Faculty development workshop—collaborate with Ben—they could put this on their faculty evaluation
      - Profs assuming that students are learning these skills in high school
  - They don’t know how to use Google—need to learn how to search
    - How to search Google like a librarian wksp
  - How can the students know us?
  - Let’s discuss one of these topics a month, or really just discuss one until we’re done discussing it, then we’ll do a different one after that
- LibGuides
  - 1. Improve them Chelsea (lead) + Instruction Committee
    - More Graphics
    - Less text
    - Less white noise
  - 2. Website integration (all of us)
  - 3. Doing more with them (all of us to different extents)
    - Course guides
    - Richer
    - Special topics
Librarian Meeting Minutes from September 15, 2011

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

- Faculty awareness (Instruction plan)
  - 4. Assessment → Assessment Committee
    - Feedback box
  - CB will look at how this fits in with Information Literacy Plan, and we’ll talk about some sort of a timeline

- Website
  - All of us said
    - Catpac
    - Rotating pics
  - 5 said
    - Contact/about/help
    - Type of patron
  - 4 said
    - Elect. Resources./databases/articles
  - 3 said
    - Subject
    - Feedback/tell us
  - 2 said
    - Friends
    - News stories
  - 1 said
    - New books

- Focusing on both design and hierarchy
  - We will still meet next week to talk about website
    - We can collaborate but everyone bring own design sheet
    - All come back with revised design for home page, with copies for everyone

- Ground Rules
  - Do Delphi thing—vote and narrow down
  - Meet for no more than an hour and a half
  - Give AL results of meeting

Adrianna –

- Shared our work plan draft with DCA. He made no changes. Officially discuss at Aac next week
- Moscow book—AB and TS will try to track down the book
- Library Committee met yesterday. It is comprised of C. Thomas, L. Choate, S. Benton, Hudgins, Allie Barton, Mark Davis
  - At Mark Davis’ request, DB will look and see if there is a corvette version of Westlaw and get pricing if so
Librarian Meeting Minutes from September 15, 2011

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

- At Carolyn Thomas’ request, CB will investigate feasibility of allowing library media students to create LibGuides
- At Steve Benton’s request, DB will investigate pricing for an online encyclopedia (such as World Book or Brita)

Dana –
- 15 user limit for Naxos for one year—should have full access by next month
- Books & Print, CareerInsider, and Dance database will be suspended at end of month
- Will investigate switching World Book from print to web access
- Integrated Search was not showing ILL or CatPAC—ILL now fixed, CatPac should be fixed by end of day
- Off this afternoon
- Asked everyone to think about how we want to phrase by databases tab on electronic resources
- Self-study is on the webpage

Patrick –
- Proposed buying new set of keyboard and mice for Reference Computers each year perhaps—> will investigate pricing
- Asked where students use the wireless the most?
  - Very spread out
- After investigating pricing on new poster printer, found an instant rebate deal that can save us $2000
- In communication with Robert Castleberry—re: library circuits

Chelsea –
- Springshare has finally gotten back to us on frozen footer display issue
  - It cannot be fixed without creating a slew of other display problems in IE
  - CB will return the guide attribute information in this footer to its original location
  - If we can’t live with how this looks, we will re-evaluate
- This Week in Instruction
  - Mon. morning (9/12)
    - CB—Freshman Composition I(ENG 1113 sections 3 and 13)with Jim Brockman (48 students total)
    - PB—Employment and Placement Techniques (HURES 3213)with Regina Robertson (59 students)
  - Wed. morning (9/13)
    - DB—Marketing Research (MKTG 4413)with Tom Lanis (16 students)
    - TS—Computer Literacy(CMPS 1513 sections 1 and 2) with Bolin (88 students total)
CB—Freshman Composition I (ENG 1113 sections 5 and 24) with Ashley Hampton (51 students)

262 students this week!

Theda –
- Students liked use of “current” as terminology on posters (instead of up-to-date or recent)
- Still working on training John
- 2 classes yesterday w/ new CMPSC professor Bolin and one today—yesterday’s classes went well

Angie –
- Working on turning recent The Journal files in pdfs
Librarian Meeting Minutes from September 22, 2011

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

Agenda:

1. Action items (15 mins.)
2. Discuss LibGuides next steps (15 mins.)
3. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
4. Website design (20 mins.)
   a. Discuss hierarchy
   b. Brainstorm questions for informal usability study with student workers
5. Decide poster question series next steps (10 mins.)
6. Safety Committee Report (10 mins.)
7. Prepare next week’s agenda
8. Discuss getting faculty buy-in (“What Students Don’t Know” article)

Action Items:

Everyone –

- Email website design to AL and CB (9/28 noon)
- Decide what should be included in each of homepage categories (hierarchy) and email this to all librarians (9/28 noon)
- Respond to Dana’s retention policy email, even if you have no comments (9/29)

Adrianna –

- Revise press release about online access to the Pesagi for Jill Frye (9/29)
- Set up “Get Pic Taken with Roary” event (9/29)
- Finish alumni LibGuide (9/29)
- Schedule meeting with Theda and Patrick to discuss technology (9/29)
- Send email to campus advertising coffee (?)

Chelsea –

- See how proposed LibGuides next steps fit in with Information Literacy Plan (9/22)
- Investigate feasibility of allowing library media students to create LibGuides (?)
- Work on a LibGuide for popular fiction as time permits

Dana –

- Send SAILS letter to faculty (9/22)
- Get quote on replacement office furniture (9/29)
- Email librarians about creation of a record retention policy/schedule for the K: Drive (9/26)
- See if there is a “corvette” version of Westlaw, and get pricing if so (?)

Patrick –

- Do one poster design without watermark (with themed icons instead of bullets) and one with 2 questions on a side—and include question with the word “current” on these templates (9/29)
- Investigate pricing on purchasing new keyboards and mice for all Reference computers (?)
- Talk with Robert Castleberry regarding library circuits (?)
Theda –
• Write newsletter article about textbook shipment (9/22)
• Call Mara to talk more about Moscow book (?)
• Convene and chair an ad-hoc committee which will develop guidelines for awarding of Hallie Brown Ford Student Research Award (?)

Angie –
• Send SAILS letter to faculty (9/22)
• Look in special collections for Moscow book (?)
• Send the color yearbook out for binding with an informational plate in the front (9/22)

Discussion:
All –
• Website
  • AL’s design
    o PB likes Ebsco logo on homepage
    o All agreed that we don’t like research graphic on homepage
    o AB thinks CatPac should be in top left position
    o AB thinks this version is too graphics-heavy from an accessibility standpoint.
      DB agrees, not just for accessibility but for slow internet connections, too.
    o TS doesn’t like having an Academic Search Complete box on the front screen.
      Would prefer a link. AB not crazy about Ebsco box. However, we do need some sort of link to electronic resources, rather than just link to LibGuides.
    o TS likes logo buttons at the top
  • DB and PB’s design
    o AB says their icon graphics probably work just fine because they can be handled better with alt tags
    o All like drop-shadow on CatPac
    o AB would like CatPac in top left instead of top right
    o Multiple access points—staff directory can fit in about the library or contact the library
    o Agreed that it’s a nice clean design
    o LLAF isn’t on the main page, but it just really doesn’t fit in with the design here. Can fit under many of the categories, though.
• TS’ design
  o Tabbed CatPac
    • AB likes
    • DB likes tabs, maybe more than a dropdown
Librarian Meeting Minutes from September 22, 2011

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

- PB would prefer dropdown
- TS likes both dropdown and tabs
  - AB likes text boxes on the left and balance and position of everything
  - TS wanted to keep A-to-Z Journal Title List on the front page and having a link directly to the electronic resources
  - TS wants to make sure that library newsletter gets in the hierarchy
  - TS isn’t sure that she likes the user group box—might like a nav bar better

- CB’s design
  - AB likes black bar in the middle—balances the page
  - Doesn’t like logo in the information for you box—too cluttered
  - TS likes that new books and rotating pics are not right next to each other (might be too much rotation otherwise)

- AB’s design
  - More text heavy
    - Views homepage as a gateway
    - AB says text will be better for slow connections and accessibility
  - AB wants to make sure we have multiple access points
  - “Info for” section could be a little more prominent here

- Let’s think about “Renew My Books” rather than “My Account” or “Your Account”
- TS hates radio buttons in CatPac
- All agreed that we can probably remove or decrease the importance of ISBN in CatPac
- TS says Featured Lists aren’t used and aren’t useful
  - We could use links to set searches
  - Or page of linkable book covers for new books each semester
  - We’re pretty much in agreement that we should seek an alternative to our current Featured Lists implementation
- We need to make sure alt tags are possible for any rotating image display
- We are agreed that course reserves should be a search option in the CatPac
- Homepage categories
  - Between banner and footer
    - About the Library
    - Services
    - User groups
      - Students
      - Faculty/staff
      - Library employees
      - Community/alumni
    - Resources/articles
• Library Research Guides
  o Banner
    ▪ Contact—goes to staff directory with ref email/phone and circ phone
      # very prominent at the top. Have maps on this page too.
    ▪ Hours
    ▪ Library account ("renew books")
    ▪ Tell us/Feedback/Comments
      • Goes to single page with forms for both general comments
  o Footer
    ▪ Phone number for main library (circulation number)
    ▪ Address
  o Next week, we are looking at hierarchy for the above categories (banner, footer, main space)—everyone email hierarchy by noon on Wed.
  o At next meeting we will brainstorm questions for informal usability study for 2 minutes. Then we will redesign and take it to the students.

• New book shelf
  • All liked having a new book area
  • All are okay with using the encyclopedia house since Britannica is going to an online format. World books and Braille books can easily be moved elsewhere.
  • 4 month rotation. New location code in the computer. Sticker on the books.
  • This project will be the sole responsibility of circ and cataloging
  • All regular stacks items + select gov. docs. Will be on this shelf
  • Let’s move display case back under buffalo
  • New book area will stay where encyclopedia house is
  • TS and CB will come up with two furniture options and bring it back for vote

• Georgia Limes account
  • To be used for books only
  • AL’s idea for using this: Every year we have a different dept. that we are doing coll. Dev. for and going through comparison list
    o We can use these funds to purchase any items that our depts. want after looking at comparison collections
    o Nice to be able to enhance a collection in the same year that we are pulling books from it
  • We should all think about this and see if we have any other ideas for using this money
Librarian Meeting Minutes from September 29, 2011

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

Agenda:

1. Action items (20 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Website design (20 mins.)
   a. Discuss hierarchy
   b. Brainstorm questions for informal usability study with student workers
4. Decide poster question series next steps (5 mins.)
5. Safety Committee Report (10 mins.)
6. Policy Review (10 mins.)
7. Prepare next week's agenda (5 mins.)
8. Discuss getting faculty buy-in (“What Students Don’t Know” article)

Action Items:

Everyone –
- Give marked-up hard copies of Community Library Patrons, Displays and Exhibits, and Distance Learners policies to DB (10/4 5p.m.)
- Send vote to DB on whether Expectations of Student Workers and Preservations Tips are actually policies (10/6)
- Respond to Theda’s email about poster question sets (10/6)
- Incorporate sources from old Online Reference Sources page into subject-specific guides as applicable; communicate to AB which of the sites on this page should be on the Online Reference Sources LibGuide, and any additional sites they would like put on this LibGuide (10/13)

Adrianna –
- Attempt to contact Ron Williams again regarding ‘Get Your Pic Taken with Roary’ event (10/6)
- Call Regina about returning Rosetta Stone (10/6)
- Send email to campus advertising coffee (?)

Chelsea –
- Work on a LibGuide for popular fiction as time permits

Dana –
- Send revised drafts of Community Library Patrons, Displays and Exhibits, and Distance Learners policies to all librarians (10/5 noon)
- Get quote on replacement office furniture (10/13)

Patrick –
- Investigate pricing on purchasing new keyboards and mice for all Reference computers (10/6)
- Develop and send to librarians one more poster template design, changing out the journal image, and removing the word “journal” from the question (10/6)
- Talk with Robert Castleberry regarding library circuits (10/13)
- Let AL know if Frank Williams has not implemented a way for us to get past having to provide all Reference Computer ip addresses for updates (10/27)
Librarian Meeting Minutes from September 29, 2011

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

Theda –

- Send poster question list out to all librarians again so that we can finalize the question sets for the year (10/4)
- Schedule meeting with Patrick and Adrianna regarding technology (10/6)
- Give Rosetta Stone back to AL (10/6)
- Convene and chair an ad-hoc committee which will develop guidelines for awarding of Hallie Brown Ford Student Research Award (10/13)

Angie –

- Send link to old Online Reference Sources page to all librarians (10/6)
- Send email to staff inviting them to participate in Events Committee, and encouraging them to talk to their students about serving on this committee as well (10/6)

Discussion:

All –

- Webpage hierarchy
  - Under About the Library:
    - Mission
    - Policies (page to include rules/code of conduct)
    - Hours
    - Departments
    - LLAF
    - FAQs (to be our most general FAQs with links to user-group-specific FAQs)
    - Assessment
    - Newsletter
    - Professional development (to include workshop blurbs, articles, and presentations given by Linscheid Library. Overseen by Professional Development Committee.)
    - Contact
  - Under Services
    - Library account/renew books
    - ILL
    - Document Delivery
    - Reference (includes email and phone #)
    - Stopped during discussion of audiovisual services—to have separate links for poster printing, scanning, etc.? Or put a description under audiovisual services?
Librarian Meeting Minutes from September 29, 2011

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

- AL would like to make the resources/articles section as prominent as the CatPac since so many students come to our website to search for articles

  - Poster question series
    - “Find current articles?” instead of “Find current journal articles?”
    - More generic, but still academic, image for “Find current articles?” → image with a couple of journal covers fanned
    - We all agree on template #2
    - We need to finalize question sets for year (TS will initiate by email), pick first 4 questions, finalize images (PB will send out one more design before next meeting), and choose date when they go up.

- LibGuides Next Steps
  - 1. Improve them → Chelsea (lead) + Instruction Committee
    - More Graphics
    - Less text
    - Less white noise
    - CB sees this fitting in with Goal II, Objective B of the Information Literacy Plan: “Ensure that students seeking research help electronically have access to high-quality instruction resources.” CB will convene the Instruction Committee to address improving our current guides. While this will likely be an ongoing process, CB would like to have a plan well underway for improving the guides by the end of the fall semester.
  
  - 2. Website integration (all of us)
    - CB does not see this fitting in with the IL Plan, and defers to DB to take charge of this item, and ensure that it occurs with the website redesign.
  
  - 3. Doing more with them (all of us to different extents)
    - Course guides
      - These will evolve organically as instruction session requests increase as a result of the IL plan (fall 2012-ongoing).
      - Richer
      - Special topics
        - CB feels that there is no need at this time to place a timeline on individual librarians’ special topics guides.
    - Faculty awareness (Instruction plan)
      - This fits in with Goal I, Objective C, Strategies 1 and 3 of the IL plan which have to do with publicizing our instructional offerings. These strategies will be addressed in Spring 2012.
  
  - 4. Assessment → Assessment Committee
    - Feedback box
CB says that Goal II, Objective B, Strategy 1: “Convert static research guides into up-to-date LibGuides” is nearly complete.

- All that is left is to convert the Online Reference Sources webpage into a LibGuide.
  - AB has started on this
  - CB would like feedback from all librarians of this, with them incorporating resources from the old Online Reference Sources page into their subject guides as applicable, and communicating to AB what they would like to see on the Online Reference Sources LibGuide

- Safety Committee Report
  - Committee will revisit having Linscheid Library Incident Log on the K drive instead of in Google Docs
  - Information about security log was placed in Theft Procedures with the intent that this section in the Student Handbook be substantially shortened
  - These procedures, with the exception of the Patron and Library Responsibilities, are intended to be collected into one Safety Procedures Handbook.
  - The Safety Procedures Handbook and the Patron and Library Responsibilities would likely be linked to from the Policies webpage.
  - Rest of discussion will be tabled until next week to allow everyone time to review documents.

Angie –

- Yearbook has been sent out and will be bound in orange leather
- CB and AB have been planning haunted library event to include:
  - Fortune tellers
  - Nosferatu
  - Pumpkin painting
  - Costume contest
  - And more!
  - Up for approval today

Theda –

- Rosetta Stone
  - Licensing and logistics will not allow us to keep this donation
- Cataloger from Murray State coming next week because they are looking at switching to Library of Congress system
- Wants to change one-record policy—wants to have separate record for online materials.
  - Print and online records will be linked
  - This is a best practice in cataloging
Librarian Meeting Minutes from September 29, 2011

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

- Would like to add item records to vertical file so that location will appear in catalog
- Chicken and EGG poster response—student says it was the wrong question altogether because of Set Theory 😊

Chelsea –

- These 2 weeks in Instruction
  - Thurs. 9/15:
    - CB—American Literature: The Educator (ENG 4523) with Steve Benton (10 students)
    - TS—Computer Literacy (CMPSC 1513) with Bolin (45 students)
  - Friday 9/16:
    - DB—Computer Business Applications (MIS 1903 sections 1, 5, 2) with Jackson (89 students total)
    - DB—Business Communications & Report Writing (BUCOM 3133) with Jackson (24 students)
  - Tues. 9/20
    - PB—Geospatial Research Design & Analysis (GECAR 3233) with Newcomer (18 students)
    - DB—International Business (BUS 4103) with Fountain (33 students)
    - CB—General Humanities I (HUM 2113) with Benton (35 students)
  - Wed. 9/21
    - TS—General Psychology (PSYCH 1113 sections 2 and 3) with Velez (90 students)
  - Thurs. 9/22
    - AB—Fundamentals of Speech (COMM 1113) with Dr. Stan (24 students)
  - Reached 368 students through instruction in the last two weeks, not including the 15 Freshman Seminar tours we’ve done this week

Patrick –

- New poster printer here. Trying to figure out where exactly to put it.
- Got new AV computer. Much faster.

Dana –

- Furniture Replacement
  - Scott Rice rep. will be here next Thurs. around 10 a.m.
  - Most of furniture “replacement” will be reupholstering plus...
  - 4 tall stools for tall tables by legal studies reference materials
  - 7 desks need formica edges repaired
  - DD and AB need new desks
  - CB wants to add a left side return to her desk
  - Couple more little stools for stacks for Circ. Students to use for shelf-reading
Librarian Meeting Minutes from September 29, 2011

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

- Perhaps get stool at Ref. Desk reupholstered in a different color so that it can be differentiated from other stools
  - Drawer partitions for Reference Desk
  - Extra computer chairs for Reference Room

- Policy Review
  - Stack is in order by due date, with date on top
  - First are ones that may not be policies. We will vote on whether these are policies.
  - Ones that are assigned to a particular person, particular person will take responsibility for revision, and send revisions out week before final approval is due
  - Hard-copy revisions due to responsible party by Tuesdays at 5 p.m.
  - Responsible party has revised draft to all by Wednesdays at noon
  - At meeting we will say yea, nay, or go over more comments

- Nursing instruction next week. Created canned searches for course guide. Roberta is really excited.

- LLAF meeting this afternoon
  - 11/10 Al Turner book signing
  - 11/17 open mic here as part of Rotten Apples Symposium

- TS and DB going to SIGALO tomorrow

Adrianna –

- ‘Get Pic Taken With Roary’ event
  - Called Jeff McGaha about ‘Get Pic Taken with Roary’ event. He said that he’s interested if they could do it when they take their team picture. AL said that was fine.
  - AL also emailed all other coaches with no response
  - Also emailed Ron Williams with no response
  - Let’s not do ‘Get Pic Taken With Roary’ as a formal event. Let’s just do spontaneous informal pictures AND at homecoming
  - Will try to contact Ron Williams again

- DCA got SAILS letter. He wanted to make sure this was campus-wide, and is very excited.

- Talked to DCA about Sierra. He did not say yes or no, which means this is a distinct possibility

- AAC
  - AL showed LibGuides and received positive responses
Brenda Walling asked Frank Williams if we could get administrator privileges back. Answer: No, absolutely not. However, Frank Williams said that he could get us past IP issue. [If not done in a month, PB should let AL know]

Frank Williams also looking at some sort of central server that pushes updates automatically

Nancy Thomason (Office of Sponsored Programs and Research) came to see AL about $ for student lounge. There is $5000 for a space for veterans. This money wouldn't get us much, but it could get us blinds. AL is talking with Mary Meeks to see her plans for the money. AL will contact donor when he gets back from traveling.

OCALD last week

Not sure where OCALD is going to go with Values Report

Susan McVey came and talked about ODL, which is now under Office of State Finance

- All technology purchases there must now go through Office of State Finance
- Under a directive to reduce costs by 15%

Betty Black (Library Director at Langston) talked about Big LO (library orientation)

- Themed event
- Held during freshmen orientation event
- Just a party—no tours or instruction
- Station where students signed up for library's Facebook and Twitter and gave phone number for Text-A-Librarian
  - Anyone who signed up for everything got a library t-shirt
- All freshmen got bags of swag
- They see giveaways from this event all over campus
- Did photos of students with favorite book→READ posters
- At noon they had drum line performance, DJ, and pizza
- Had activities on different floors
  - Wii
  - Speed 'dating'
- Suggestions from students: longer, more advertising, more activities
- Funded by program line in budget
- 88% of participants said they had fun or tons of fun
- AL would like to have an ad hoc party committee in conjunction with LLAF
  - AB will chair, with PB and CB participating.
Librarian Meeting Minutes from October 6, 2011

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

Agenda:

1. Action items (20mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction"
3. Website design (20 mins.)
   a. Discuss hierarchy
   b. Brainstorm questions for informal usability study with student workers
4. Safety Committee Report (10mins.)
5. Policy Review (15 mins.)
6. Prepare next week’s agenda (5 mins.)
7. Discuss getting faculty buy-in (“What Students Don’t Know” article)

Action Items:

Everyone –

- Give marked-up hard copies of Documentation, Gift and Exchange, and Internet Acceptable Use policies to DB (10/11 noon)
- Incorporate sources from old Online Reference Sources page into subject-specific guides as applicable; communicate to AB which of the sites on this page should be on the Online Reference Sources LibGuide, and any additional sites they would like put on this LibGuide (10/13)

Adrianna –

- Send email to campus advertising coffee (10/13)

Chelsea –

- Send email to faculty reminding them that, as they begin handing out final paper assignments, we are available to give instruction sessions tailored to these assignments; copy other librarians so they may use this email as a template (10/20)
- Work on a LibGuide for popular fiction as time permits

Dana –

- Send revised drafts of Documentation, Gift and Exchange, and Internet Acceptable Use policies to all librarians (10/12 noon)
- Get quote on replacement office furniture (10/13)

Patrick –

- Talk with Robert Castleberry regarding library circuits (10/13)
- Bring proposal about how to communicate other audiovisual services on the services page (media services?) (10/13)
- Investigate printer situation, particularly DD’s, and DD’s compared to Circ. and show DD how to print a maintenance page (10/13)
- Work with AB to draft a poster calendar (to go through Jan. or end of Spring semester) (10/13)
- Let AL know if Frank Williams has not implemented a way for us to get past having to provide all Reference Computer ip addresses for updates (10/27)
- Put up first ‘Can I’ poster (10/28)
Theda –
- **Convene and chair an ad-hoc committee which will develop guidelines for awarding of Hallie Brown Ford Student Research Award (10/13)**
- **Send ‘Top 10 books all student should read before they die’ to all librarians (10/13)**

Angie –
- **Work with PB to draft a poster calendar (to go through Jan. or end of Spring semester) (10/13)**
- Design and put up poster for Halloween Party in University Center (10/17)
- Develop a display for ‘Top 10 books all students should read before they die’ (?)

**Discussion:**

All –
- **Website Design**
  - **Under Services**
    - Library account/renew books
    - ILL
    - Document Delivery
    - Reference (includes email and phone #)
    - Printing & Scanning
    - Maybe Audiovisual Services (PB is investigating alternatives to this wording)
  - **Under User Groups**
    - Wording will be:
      - Students
      - Faculty & Staff
      - Library Employees
      - Community
  - **Left off at decision that Resources/Articles link should be called “Articles & More”**
- **‘Can I’ Poster Series**
  - **Love it!**
  - **First poster will go up 10/28**
  - **Each poster will stay up for 2-3 weeks. After each ‘Can I’ poster, we will display a poster with a different design.**
    - PB and AB will draft a schedule
- **Policy Review**
  - **Community Patron Policy**
CB thinks that the Community Patron Policy is not pertinent for everyone, and should only be on Circ. And Community webpages
  • All are agreed to leave it on Policy page
• Minimum age changed to 14
• Sections that communicate staff procedures in the process, and which were not relevant to the patrons, were removed
  • Displays and Exhibits Policy
    • It was confirmed that this Policy governs displays created by entities outside of the library and that bulletin boards may not be used by students to sell old textbooks, etc.
    • All agreed with the changes to the policy
• Distance Learner Policy
  • All agreed with the changes to the policy which included adding a definition of “Distance Learners”
• Changed deadline for giving hardcopy revisions to responsible party to noon on Tuesdays
• Safety Committee
  • Overall discussion tabled for next week
  • AB is going to investigate pricing and implementation for a PA/intercom system
  • Linscheid Library Incident Log was moved to an Excel spreadsheet in the Safety Procedures Committee folder of the K Drive

Angie –
• Faculty senate meets tomorrow. If anyone has anything they want passed on, let AB know.
• AB and CB working on planning Halloween Party
• Jeannie Prince of OK Higher Ed. Heritage Society was here Friday

Theda –
• Folks from Murray State came in on Tuesday
  • They were investigating switching to LC

Chelsea –
• This Week in Instruction
  • In addition to the Freshman Seminar tours...
  • Tues. (10/4)
    • DB—Psychiatric Mental Health Nursing (NRSG 4214) with Mowdy (68 students)
    • PB—Poster Workshop
  • Wed. (10/5)
    • PB—Poster Workshop
This is the time of year that instructions basically stop. CB suggests emailing all of our faculty at this time reminding them that we are still available.

Working with AB on Halloween Party

Student from The Journal asked TS and CB to compile list of 10 books every student should read before they die

Has been researching chairs for New Books Area

Working on updating LibGuides based on things AL pointed out in an email to all of us

Looking for chairs for New Book area

Patrick –

$30/set of mouse and keyboard/computer

We will purchase 6 sets every year at the beginning of the fall semester. Replace the mice and keyboard for the computers that are in the third year of the replacement cycle.

New poster printer is set up. Investigating ink issues.

New computers are here

  - Will set up DB’s tomorrow afternoon

Thinks 2 poster workshops this week went well

Lots of printing this week for Homecoming

Working on ordering a couple of fall/harvest cookbooks

  - DB recommended Pioneer Woman

Dana –

Nursing instruction on Tues. went really well

  - Had same students that were in her Maternal-Infant Nursing class last month

  - They were really excited that she did canned searches for them

Scott Rice here this morning

Librarians should call Destiny to get current fund information

Encyclopedia Britannica—taking some time on EB’s end

Upcoming LLAF events

  - Poetry open mic

  - Al Turner book signing

Adrianna –

Met with Phyllis in Foundation

  - She has met with Board

  - Board had concerns that our plans for funds weren’t matching the original intent

  - They asked Phyllis to look at the bylaws, and re-write policy for what to do with ambiguous funds

  - Board won’t meet again until December

  - Phyllis and president are also going to talk to Hallie Brown Ford’s family about this fund

Painting of the library
Librarian Meeting Minutes from October 6, 2011

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

- Something the University will take care of because it will cost $35,000
- AL needs to fill out and submit a form
- AB proposed that librarians are allowed to have their offices painted different colors. AL will think about this.

- LLAF meeting
  - Approved Halloween Party
  - Moving forward with book relay race at basketball games
  - Approved bigger cups
    - Already have posters printed
    - Cups should come in tomorrow
  - Membership Drive coming up
    - Encouraged all librarians to join, and to encourage their faculty and friends to do the same

- Destiny’s printer
  - We are going through a cartridge a month
  - PB will print a maintenance page to see how many pages have been used. PB will show DD how to do this. If one of the librarians changes out the cartridge, they need to leave a note for DD.
Librarian Meeting Minutes from October 13, 2011

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

Agenda:

Tues. (10/18) at 10 a.m.

1. Extended hours
   o Use numbers
   o Writing center numbers
   o Finding Sat. supervisor

2. DB’s report on what is going on with help desk and computer lab hours

Thurs. (10/27)

1. Action items (20mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Website design (20 mins.)
   a. Discuss hierarchy
   b. Brainstorm questions for informal usability study with student workers

4. Safety Committee Report (10mins.)
5. Policy Review (15 mins.)
6. Prepare next week’s agenda (5 mins.)
7. Discuss getting faculty buy-in (“What Students Don’t Know” article)

Action Items:

Everyone –
   • Give marked-up hard copies of Lost and Found, Professional Development and Continuing Education, and Request for Reconsideration of Library Materials policies to DB (10/25 noon)

Adrianna –

Chelsea –
   • Send email to faculty reminding them that, as they begin handing out final paper assignments, we are available to give instruction sessions tailored to these assignments; copy other librarians so they may use this email as a template (10/20)
   • Talk to Holly at the Wellness Center to see if they have specific safety procedures (?)
   • Work on a LibGuide for popular fiction guide and citation guide as time permits

Dana –
   • Clean-up webpage hierarchy document and bring copies for everyone (10/27)
   • Report on any differences between our Computer Use Policy, the ECU Network Usage Policy, and the appropriate section of the Student Handbook (10/27)
   • Send revised drafts of Lost and Found, Professional Development and Continuing Education, and Request for Reconsideration of Library Materials policies to all librarians (10/24 noon)
   • Report on replacement office furniture costs

Patrick –
   • Let AL know if Frank Williams has not implemented a way for us to get past having to provide all Reference Computer ip addresses for updates (10/27)
   • Put up first ‘Can I’ poster (10/28)
Theda –
- Find out about policies for disposition of textbooks which were not adopted, and what our responsibility is after the five-year period (?)
- Schedule meeting with Martha Pennington, Brenda Walling, Carolyn Thomas and AL to discuss textbook situation (?)

Angie –
- **Design and put up poster for Halloween Party in University Center (10/17)**
- Follow-up with Marcus Smith regarding possibility of an intercom system (?)
- Speak with Ben about using Wimba for reference (?)
- Ask contact when s/he expects the date of the in-person EBSCO meeting to be announced (?)
- Develop a display for ‘Top 10 books all students should read before they die’ (?)
- Incorporate librarians’ suggestions regarding Online Reference Sources guide (?)
- Draft record retention policy (11/17)
  - Talk with Amy Ford about this

**Discussion:**

All –
- **Website Design**
  - **Services**
    - **Audiovisual...**will not be used at all. Instead, we will have the following categories:
      - **Digital Services:**
        - Media Transfer
        - Media Duplication
        - Editing Facilities
      - **Equipment Services:**
        - Viewing Stations
        - Video Camera Checkouts
        - DVD/VHS/TV/LCD/Laptop setups
      - **Laminating, Mounting, & Binding:**
        - Lamination – Thick (5 mil), or Thin (3 mil)
        - Mounting – Foam Core
        - Binding – Spiral or Comb
      - **Printing, Scanning, & Copying**
        - Poster
        - Color Laser
        - Scanners
        - Copyiers
    - Articles & More
      - By database title (should be wordsmithed)
      - A to Z (or By Journal Title)
Remote access
   - By department
     - Library Research Guides
       - Main
       - How-to guides
     - DB will bring clean copy of hierarchy next week

Policy Review
   - Documentation
     - After the web redesign, this policy will be housed on library employees page.
   - Gifts and Donations
     - Everyone likes the original second paragraph
     - There should be an asterisk explaining Better World Books and relation to LLAF, etc.
     - AL wants us all to make sure that if someone is discussing making a gift, we show them this policy
   - Computer Acceptable Use
     - DB will double-check to make sure that our policy goes hand-in-hand with Network Usage Policy and appropriate section of Student Handbook

Safety Committee
   - Entire safety procedures manual should be brought to VPs once it is done
   - Make sure to state wherever possible that we are in compliance with university procedures
   - CB will talk to Holly to see if the Wellness Center has safety procedures
   - Theft
     - #3—revise
     - Be sure to address people going out doors also (not just security gates)
     - Make it clearer that Library Security Log is primarily for repeat offenders
     - #3 should be broken into bullets
   - Inappropriate physical behavior procedures
     - Indentation
     - Be sure to include AV and Periodicals as safe places to turn to
   - AB has started investigating intercom systems...will follow-up with Marcus Smith

Angie –
   - Sent newsletter to AL for approval
   - Working on details for Homecoming Exhibit
     - Just got 1984 time capsule back from Charlie Biles. He treated it for mold.
   - Working on Halloween Party
Librarian Meeting Minutes from October 13, 2011

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

- Was invited to serve on political science advisory committee for Ebsco
  - Most of meetings are online. One in-person in Massachusetts.
  - AB will ask her contact when the date for the in-person meeting will be announced

Theda –
- Hallie Brown Ford Student Research Award ad hoc committee
  - PB and AB on committee
  - Met last Fri. meeting again tomorrow

- New bulletin board by Juvenile section
- Textbook viewing center
  - Our policies are not in compliance
  - After adoption, all curriculum materials must be removed from public view
    - Student textbooks may not be circulated
    - Really people shouldn’t even be making copies of them...but that is the patron’s responsibility
  - Proposes that we change sign on end of Curriculum Collection shelves to make it clear that they are non-circulating
  - If we don’t keep the books in the library, we can ship them back to publishers or given to Education
  - We cannot just give even the ones that aren’t adopted to area schools or to Better World Books
  - TS will follow-up and ask about policies for disposition of books which were not adopted, and what our responsibility is after the five-year period
  - TS and AL will meet with Pennington, Walling, and Carolyn Thomas to discuss the textbook issues

Chelsea –
- This Week in Instruction
  - Had our last Freshman Seminar tour on Monday!
  - Tues. (10/11)
    - PB—Poster Workshop-- Language Awareness (ENG 4943) with Mark Walling (12 students)
  - Wed. (10/12)
    - AB—The U.S. Legislatures (PS 3413) with Peaden (13 students)
- Changed design of LibGuides mobile design—check it out when you have a chance
- First Human Diversity Committee meeting on Friday. CB was named Secretary
- New Circ. Student worker—Tabitha Beam
- We have been getting great feedback on Customer Service Trainings
  - Relationship-Building is this week’s topic with a session today at 2 p.m. and one tomorrow at 1 p.m.
• Circulation’s cart for the parade is awesome!!

Patrick –

• Poster Calendar
  o 10/24 – 10/27  Halloween Party
  o 10/28 – 11/09  First Question Series
  o 11/10 – 11/22  Mona Lisa/Scream
  o 11/23 – Finals  Second Question Series
  o 1/12 – 1/25  Welcome Back to School
  o 1/26 – 2/8  Third Question Series
  o 2/9 – 2/22  Black History Month
  o 2/23 – 3/7  Fourth Question Series
  o 3/8 – 3/29  Women’s History Month

• Library circuits
  o Robert said we really shouldn’t have microwaves and refrigerators, but that if we don’t have any other problems, we shouldn’t worry.

• Printer situation
  o DD printer—printed close to 10,000 pages
    ▪ Each cartridge prints 2,000 pages
    ▪ We’ve probably used about 3-4 cartridges
  o Have printed 3400 pages on AV printer and have switched the cartridge out at least once
    o Jenny has ordered high-capacity charges that can handle 6000 pages

• If anyone prints to color laser printer, call down and let AV know how many pages you’re printing so they can do a work order and keep appropriate stats

• Has been doing lots of printing for homecoming

Dana –

• Has been working on ‘Pimp Your Cart’ all week
  o Contest will be judged at 10:30 a.m. in front of library with winners announced at half-time

• 4 new LLAF board members

• Furniture
  o Steelcase is working on it

• Rearranging work flow with new double monitor setup

Adrianna –

• Reference Committee
  o Use Wimba for conferencing with patrons on the phone
  o AB will speak with Ben about this

• Request to extend library hours
  o VP of Student Senate, Blake Scott, asked about extending library hours
Librarian Meeting Minutes from October 13, 2011

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

- AL and Blake are going to have a meeting on Mon. 10/24
- CB will pull weekday evening hours, Saturday and Sunday circ #s (gate count and computer use) by 10/18
- Proposal about opening up the student lounge at night is off the table—no way to open and close the doors
- Staying open late during finals week wouldn’t be a problem...AB volunteers to take the late shift
Agenda:

1. Action items (20mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Website design (20 mins.)
   a. Discuss hierarchy
   b. Brainstorm questions for informal usability study with student workers
4. Safety Committee Report (10mins.)
5. Policy Review (15 mins.)
6. Prepare next week's agenda (5 mins.)
7. Discuss getting faculty buy-in (“What Students Don’t Know” article)

Action Items:

Everyone –
- Give marked-up hard copies of Lost and Found, Professional Development and Continuing Education, and Request for Reconsideration of Library Materials policies to DB (10/25 noon)

Adrianna –
- Talk to Max Oliver about lounge spaces in dorms, specifically hours and availability for non-residential students (10/24)

Chelsea –
- Send email to faculty reminding them that, as they begin handing out final paper assignments, we are available to give instruction sessions tailored to these assignments; copy other librarians so they may use this email as a template (10/20)
- Talk to Holly at the Wellness Center to see if they have specific safety procedures (?)
- Work on a LibGuide for popular fiction guide and citation guide as time permits

Dana –
- Clean-up webpage hierarchy document and bring copies for everyone (10/27)
- Report on any differences between our Computer Use Policy, the ECU Network Usage Policy, and the appropriate section of the Student Handbook (10/27)
- Send revised drafts of Lost and Found, Professional Development and Continuing Education, and Request for Reconsideration of Library Materials policies to all librarians (10/26 noon)
- Report on replacement office furniture costs

Patrick –
- Let AL know if Frank Williams has not implemented a way for us to get past having to provide all Reference Computer ip addresses for updates (10/27)
- Put up first ‘Can I’ poster (10/28)

Theda –
- Find out about policies for disposition of textbooks which were not adopted, and what our responsibility is after the five-year period (?)
Librarian Meeting Minutes from October 18, 2011

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

- Schedule meeting with Martha Pennington, Brenda Walling, Carolyn Thomas and AL to discuss textbook situation (?)

Angie –
- **Design and put up poster for Halloween Party in University Center (10/17)**
- Follow-up with Marcus Smith regarding possibility of an intercom system (?)
- Speak with Ben about using Wimba for reference (?)
- Ask contact when s/he expects the date of the in-person EBSCO meeting to be announced (?)
- Develop a display for ‘Top 10 books all students should read before they die’ (?)
- Incorporate librarians’ suggestions regarding Online Reference Sources guide (?)
- Draft record retention policy (11/17)
  - Talk with Amy Ford about this

**Discussion:**

All –

- **Extended Hours**
  - UC Building Hours
    - M-F: 6 a.m.-10 p.m.
    - Sat.: 9 a.m.- 10 p.m.
    - Sun.: 1p.m.- 10 p.m.
    - Computers in the UC are only for internet use
  - Data (p. 4-5) are fairly neutral—they don’t suggest that we must stay open later, nor do they suggest that it is a bad idea
  - It would be difficult to implement longer hours throughout the semester and then take them away
  - Staying open later the week before finals seems feasible, but would the students be satisfied with this?
    - Should really be an all-or-nothing situation—AB and CB cannot work the late shifts by themselves. All librarians would have to agree to participate.
  - There are no late night establishments in town or on campus that are conducive to studying
    - Is this because there is not enough demand for them?
  - Seems that students don’t need the library per se, they just need someplace to study. Important to make it clear that we are glad that students see the library as a welcoming facility which is conducive to studying. However, it may be that another on-campus solution, such as keeping the UC open later, is more feasible.
  - AL meets with Blake Scott on Monday to discuss student requests concerning extended library hours

- Sat. supervisor
The issue is both safety of student assistants and patrons, and ensuring that student assistants show up for their shifts and complete their assigned tasks.

Idea to contact agencies who work with retired folks or folks with disabilities

Idea that person could work some evenings during the week
  - Working 15-20 hours/week may be more attractive to individuals than working 4 hours/week
  - Think about what this person would do with the rest of their time ➔ perhaps brainstorm this at a future meeting
  - DB will see if budget could support this

Librarians could take on Saturdays as well
  - Instead of working a Sunday a month, we would work a weekend a month
  - Sounds like a recipe for burnout as it would be difficult for us to take off a comparable amount of time during the week

We could require support staff to work a Saturday a month
  - This would likely be met with strong resistance
  - Would require a lot of cross-training
  - Unfair to require existing staff to do this

We do want to stick to our guns about not hiring a student for this position

Angie –
Theda –
Chelsea –
Patrick –
Dana –
  - Computer lab closes at 8 p.m. (M-Th)
  - Open until 5 on Friday
  - Closed on Sat.
  - Open 3-8 on Sunday
  - After 5 p.m. and on weekends, help desk is not available, just a computer lab supervisor

Adrianna –
  - Writing Center
    o They extended hours week before finals.
    o Traffic was so minimal that they stopped after 3 years.
Librarian Meeting Minutes from October 18, 2011
Present: Chelsea, Dana, Patrick, Angie, Adrianna, and Theda

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## Librarian Meeting Minutes from October 18, 2011

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

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Librarian Meeting Minutes from October 27, 2011

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

Agenda:

1. Action items (20mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Website design (20 mins.)
   a. Discuss hierarchy
   b. Brainstorm questions for informal usability study with student workers
4. Policy Review (15mins.)
5. Chairs for new book area (10 mins)
6. Prepare next week's agenda (5 mins.)
7. Discuss getting faculty buy-in (“What Students Don’t Know” article)

Action Items:

Everyone –
- Give marked-up hard copies of Collection Development and Collection Development for Special Collections policies to DB, and vote for preferred User Confidentiality Policy (11/3 noon)

Adrianna –
- Add to agenda the creation of a policy for dealing with objections to library materials (1/5)

Chelsea –
- Send revised Circulation policy to all librarians (11/3)
- Talk to Holly at the Wellness Center to see if they have specific safety procedures (?)
- Work on a LibGuide for popular fiction guide and citation guide as time permits

Dana –
- Send revised drafts of Collection Development and Collection Development for Special Collections policies to all librarians (11/2 noon)
- Report on replacement office furniture costs

Patrick –
- Put up first ‘Can I’ poster (10/28)
- Send revised Audiovisual Services policy to all librarians (11/3)

Theda –

Angie –
- Send revised Preservation policy to all librarians (11/3)
- Follow-up with Marcus Smith regarding possibility of an intercom system (?)
- Speak with Ben about using Wimba for reference (?)
- Ask contact when s/he expects the date of the in-person EBSCO meeting to be announced (?)
- Develop a display for ‘Top 10 books all students should read before they die’ (?)
- Incorporate librarians’ suggestions regarding Online Reference Sources guide (?)
- Draft record retention policy (11/17)
  o Talk with Amy Ford about this
Librarian Meeting Minutes from October 27, 2011

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

Discussion:

All –

- Ref. Peer Evaluations due Nov. 1
- Website design
  - Worked on user groups
  - Completed Students and Faculty & Staff (see last page of minutes)
  - Will begin with Community user group next week
- Sierra—we are likely moving forward with this
- Policy Review
  - Lost and Found policy approved
  - Professional Development and Continuing Education
    - Alternate paragraphs approved
    - Descriptions of suggested training websites will be edited so that the appendix fits on one page
- Idea of developing a one-credit hour information literacy class
  - Seems like a great idea, but we have too much to do
  - Everyone should communicate their responses to AL
  - No reason that such a class would have to be next fall or never. Development of such a class could be on a future Information Literacy Plan.

Angie –

- Halloween Party today!

Theda –

- Meeting with Pennington, Walling and Adrianna tomorrow on textbook stuff

Chelsea –

- Has been working on tying up loose ends for Halloween Party
- This Week in Instruction
  - Mon. (10/17)
    - CB—Critical Approaches to Poetry (ENG 3333) with Ken Hada (10 students)
    - AB—Sasakwa High School juniors and seniors with Lori Lambert (30 students)
  - Wed (10/26)
    - AL—tour--potential transfer students from Seminole (3 students)

Patrick –

- Frank is still working on Reference Computer ip issue (how to get around having to provide all Reference Computer ip addresses for updates)
- Contacted help desk because student couldn’t watch a DVD on a Reference computer
Librarian Meeting Minutes from October 27, 2011

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

- Help Desk said we don’t have the software and we don’t have a license large enough
- Let students know that there is a DVD viewing station down in AV

Dana –

- Remember to attribute LLAF on posters when they have provided funding for the event
- Reminds everyone to put planned absences on llistaff calendar and make sure that we ask people to cover any missed Reference Desk shifts as soon as we know we are going to be gone
- Erin Roberson—student recommended by Kevin Davis
  - Interested in library school
  - Would like to shadow us
  - Was pursuing teaching as a career but has decided it is not for her
  - DB will be working with her next week
  - We are free to devise our own schedule with her
- Has been working on HLC
- Be sure to look at DB’s About the Library LibGuide
- Also working on Assessment LibGuide
  - Found out she can’t link to documents on K Drive
  - Will see about how to make a Word document into an easily editable form
Librarian Meeting Minutes from October 27, 2011

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

Webpage—User Groups

<table>
<thead>
<tr>
<th>Students</th>
<th>Faculty &amp; Staff</th>
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<tbody>
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</tr>
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<td>Digital Collections</td>
<td>Digital Collections</td>
</tr>
<tr>
<td>Your Librarian (liaison link)</td>
<td>Liaison Librarians</td>
</tr>
<tr>
<td>Campus Resources</td>
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</tr>
<tr>
<td>Newsletter</td>
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</table>

Employment Application

| Audiovisual Setup Form       |
| Instruction Request Form     |
| Reserves Request Form        |
| Copy Article Request Form    |
| Suggest a Purchase Form      |

| Library account              |
| Ill                          |
| Document delivery            |
| Reference                    |
| Digital Services             |
| Media Transfer               |
| Media Duplication            |
| Editing Facilities           |
| Equipment Services           |
| Viewing Stations             |
| Video Camera Checkouts       |
| DVD/VHS/TVMCD/LCD/Laptop Setup |
| DVD/VHS/TVMCD/LCD/Laptop Setup |
| Laminting, Mounting, & Binding |
| Lamination - Thick (5 mil), or Thin (3 mil) |
| Lamination - Thick (5 mil), or Thin (3 mil) |
| Mounting - Foam Core         |
| Binding - Spiral or Comb     |
| Printing, Scanning, & Copying |
| Poster                       |
| Color Laser                  |
| Scanning                     |
| Copying                      |
Librarian Meeting Minutes from November 3, 2011

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

Agenda:

1. Action items (20mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Website design (15 mins.)
   a. Finalize structure
   b. Brainstorm questions for informal usability study with student workers
4. Policy Review (20mins.)
5. Work plan report (10 mins.)
6. Prepare next week’s agenda (5 mins.)

Future:

1. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
2. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
3. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)

Action Items:

Everyone –

- Give marked-up hard copies of Audiovisual Services, Circulation, and Preservation policies to DB (11/8 noon)
- Be ready to report on progress of your work plan items [If a committee is responsible for a work plan item, the chair should be prepared to make a report. If a group is responsible, the group should designate an individual to make the report.] (11/10)

Adrianna –

- Talk to Wendell about potential Campbell’s furniture donation (11/10)
- Add to agenda the creation of a policy for dealing with objections to library materials (1/5)

Chelsea –

- Talk to Holly at the Wellness Center to see if they have specific safety procedures (11/10)
- Revise Library Instruction policy and send revised version to all librarians (11/10)
- Look at Rhynes & Rhodes, and any other local options, for new book area chairs with TS (?)

Dana –

- Send revised drafts of Audiovisual Services, Circulation, and Preservation policies to all librarians (11/8 noon)
- Report on date of staff training workshop on domestic violence with Peggy Saunkeah (?)
- Report on replacement office furniture costs

Patrick –

- Put up first ‘Can I’ poster (10/28)
Librarian Meeting Minutes from November 3, 2011

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

- **Revise General Copyright for Audiovisual Materials and ILL Overdue Book policies and send revised versions to all librarians (11/10)**

Theda –
- **Email AL if Linda’s computer is still not working (11/4, 5 p.m.)**
- Look at Rhynes & Rhodes, and any other local options, for new book area chairs with CB (?)

Angie –
- **Revise Collection Development for Special Collections policy based on librarians’ comments, and email to all librarians (11/9, noon)**
  - AB should include any comments that she cannot address so that we may discuss them as a group
- **Follow-up with Marcus Smith regarding possibility of an intercom system (11/10)**
- Follow-up with Ben about using Wimba for reference (11/17)
- Draft record retention policy (11/17)
  - Talk with Amy Ford about this
- Develop a display for ‘Top 10 books all students should read before they die’ (12/1)
- Incorporate librarians’ suggestions regarding Online Reference Sources guide (12/1)
- Research scanning options (12/8)

**Discussion:**

All –
- **Policy Review**
  - *Collection Development* policy revisions were approved
  - *Collection Development for Special Collections* will be revised by AB based on everyone’s comments, and discussed again at next week’s meeting
- **Website design**
  - 2009b design had more votes than 2007
  - DB will be sending mock-up, color scheme, etc. to Innovative today
  - Innovative said it shouldn’t be a problem to get an testing site done by Dec. 1
  - Erin loves that we’re doing user groups for the new web design
  - Worked on community and library employees user groups hierarchy today (see page 6 of minutes)
  - Next week we will look at hierarchy as a whole

Angie –
- Will be putting up Native American book display on Monday
- Display for Top 10 books will be up Dec. 1 through January
- EBSCO meeting will probably occur during first two weeks in May
- Will be helping Teresa Rothrock with an exhibit for Literary Arts Festival
Librarian Meeting Minutes from November 3, 2011

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

- Halloween Party was a success!
  - Has gotten a couple of complimentary emails about party and photos
  - We will do it again next year!
- Going to OK-ACRL tomorrow
  - Running unopposed for chair elect
- Student had trouble scanning images
  - Wonders if we can add Photoshop Elements
  - PB would prefer a different scanning program that will have fewer hiccups and handle color better.
  - AB will research options.
- Planning to take week of Dec. 12 off

Theda –

- Students measuring how many feet of shelving we have in the library
  - Have measured all shelves
  - Starting tomorrow they will measure what is actually on a shelf
- John is adding item records to the maps
- Linda’s computer is not working—it won’t turn on
  - Problem relates to Frank’s emails about spamming and giving out network login
  - Computer has not worked since Monday
  - If it is not fixed by the end of Fri, TS should email AL
- Textbook collection will be moved to Education first week of Dec
  - We will still be review center
  - They will be allowed to circulate them
  - At end of 6 year cycle, they don’t care what we do. We may be allowed to take them to Better World Books at that point, but AL would prefer that we never look at them again once they have been taken to Education.

Chelsea –

- Halloween Party was a success!
- ‘Please Remember Your Flash Drive’ signs have been a huge success
  - Significant drop in the number of forgotten flash drives over the past month
- Going to OK-ACRL tomorrow
- Clarification of summer teaching workshop
  - Purpose of inviting faculty is to get their input on how and when they would prefer to be contacted about instruction
  - Purpose of overall workshop, and the debriefing section after the faculty input section, will be to draft our faculty communication plan
- This Week in Instruction
  - Fri. (10/28)
Librarian Meeting Minutes from November 3, 2011

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

- PB—Introduction to Social Work and Social Welfare (SOWK 2273) with Riley (30 students)

Patrick –
- Working on research posters
- New Reference computers have arrived
- Going to Research Day tomorrow

Dana –
- Supervisor training yesterday for online timesheets
- Student timesheet training today and tomorrow
- Was working on HLC this week
- Al Turner Book signing 11/10. at 2:30 p.m.
- Ben Myers poetry reading and open mic night 11/17 at 7 p.m.
- Open mic night—contact Ken Hada with questions
- Would like to ask Peggy Saunkeah to do a domestic violence staff development workshop (library and distance ed), perhaps in January before classes start

Adrianna –
- OK-ACRL tomorrow—AL will be participating in a panel about friends groups
- CETL open house is 11/7, 2-3:30 p.m.
- Next Friday is OU Library School advisory committee
- In Nov., OCALD is having a presentation by SkyRiver (alternative to OCLC)
  - TS and AL will attend
- (Potential) result of moving curriculum collection
  - Has always bothered AL that book collection is split between 2nd and 4th floors
  - Asked TS to measure shelves and see how possible this is
  - Perhaps make group study room out of modular walls on second floor where book collection currently is
- HLC visit
  - Exit interview=preliminary oral findings
  - Will get a draft report around Dec. 1
  - Final report Jan. 1
  - Site visitors are only a recommending body to HLC, so final findings may differ some from preliminary, but probably not much
  - Preliminary findings
    - Our response to the 01-02 accreditation visit
      - Enrollment management
      - Assessment
      - Diversity
      - They found our responses adequate.
    - The 5 criteria
Librarian Meeting Minutes from November 3, 2011

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

- Mission and integrity—met all elements. Recommended no commission follow-up.
- Preparing for the future—met all elements. Recommended no commission follow-up.
- Student learning and effective teaching—met all elements. Recommended no commission follow-up.
- Acquisition, discovery, and application of knowledge—met all elements. Recommended no follow-up.
- Engagement and service—found this to be our biggest strength. Impressed with what they heard from community members, and with service learning. Met all elements. Recommended no follow-up.

- Substantive change
  - Approval to offer online degree program!
Librarian Meeting Minutes from November 3, 2011

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

Wepage—User Groups

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Services

*This should match other services sections, but exclude services which aren’t available to community patrons.*

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<thead>
<tr>
<th>Instruction &amp; Tours</th>
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<tr>
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<td>University Forms</td>
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<td>Library Forms</td>
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<td>External links (OLA, etc.)</td>
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<td>Training (inc. student)</td>
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<td>Presentations</td>
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Linscheid Library and Distance Education goals:

1. Submit final assessments for the Linscheid Library and Distance Education Strategic Plan for 2008-12 by June 30, 2012 [SG1, SG2, SG3, SG4, IP7];

2. Develop a new Linscheid Library and Distance Education Strategic Plan to coincide with the new ECU Strategic Plan for 2012-16 by dates to be determined [IP7];

3. Prepare for the HLC Site Visit on October 30 – November 2, 2011 [SG1, SG2, SG3, SG4, IP7];

Linscheid Library goals:

1. Develop and implement a schedule for the review of library policies [SG4, IP6];

2. Secure a donation to upgrade the furnishings in the library student lounge [SG3, SG4, IP5, IP6];

3. Develop and implement a library staff/faculty professional development and continuing education plan to include definitions, benefits, resources, and guidelines for approval and tracking [SG2, SG4, IP2, IP7];

4. Implement year 3 of the systematic weeding plan for Cartography/Geography, Nursing, Communication, Political Science, and the School Library Media [SG1, SG4, IP2];

5. Implement year 1 of the revised information literacy plan to include conducting a syllabus assessment, creating an online request form, and researching information literacy scaffolding [SG1, SG2, IP1, IP2];

6. Migrate existing research guides to LibGuides and create course-specific LibGuides [SG1, SG2, IP1, IP2];

7. Develop and implement library-specific safety procedures to include procedures for addressing harassment, violent behavior, and theft [SG3, IP6];

8. Revise the library’s website [SG1, SG2, IP1, IP2].
Librarian Meeting Minutes from November 10, 2011
Present: Chelsea, Adrianna, Dana, Patrick, Angie, and Theda

Agenda:

1. Action items (20mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Website design (15 mins.)
   a. Finalize structure
   b. Brainstorm questions for informal usability study with student workers
4. Policy Review (20mins.)
5. AB’s report on OU-Tulsa library building (10 mins.)
6. Prepare next week’s agenda (5 mins.)

Future:

1. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
2. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
3. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)

Action Items:

Everyone –

Adrianna –

- Add to agenda the creation of a policy for dealing with objections to library materials (1/5)

Chelsea –

- **Follow-up with Holly at the Wellness Center to get copies of specific safety procedures (11/17)**
- Look at Rhynes & Rhodes, and any other local options, for new book area chairs with TS (?)

Dana –

- **Draft document explaining what policies, descriptions, procedures, and plans are and where these should go (11/17)**
- Report on replacement office furniture costs

Patrick –

- **Design 11 X 17 poster for Photo Friday (Dec. 2, 11-1) (11/17)**
- Work with Jenny to order netbooks and budget so that we come in $245 under budget on this (?)
- Add to agenda presentation of the Professional Development/Continuing Education Plan and discussion of how this can be implemented (2/2)

Theda –

- Look at Rhynes & Rhodes, and any other local options, for new book area chairs with CB (?)

Angie –

- **Follow-up with Marcus Smith regarding possibility of an intercom system (11/17)**
- Follow-up with Ben about using Wimba for reference (11/17)
- Draft record retention policy (11/17)
Librarian Meeting Minutes from November 10, 2011

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

- Talk with Amy Ford about this
- Discuss moving display case under the buffalo picture at next Reference Committee meeting (11/17)
- Revise Collection Development for Special Collections Policy and send to DB (12/1)
- Develop a display for ‘Top 10 books all students should read before they die’ (12/1)
- Incorporate librarians’ suggestions regarding Online Reference Sources guide (12/1)
- Research scanning software options (12/8)

Discussion:

All –

- Policy Review
  - Discussed Collection Development for Special Collections
  - Next week, we will not talk about specific policies
    - We will talk about policies in general, and make a new plan
  - Will finish talking about Audiovisual Policy on 12/1
- Website design
  - Library.ecok.edu:2082 is staging port
    - Look at it and do searches in the catalog because they will be integrating new item types and so on
  - “more searches” has to stay
  - If we want the button to say search instead of submit, we have to create it
  - DB will have more discussion with Innovative about what can be customized, and where we can do it
  - They aren’t going to do any of the buttons for us
    - We will stick with icon set from MightyDeals
    - Need to create the user groups icons, and incorporate icons into services, articles & more, library research guides, and about the library buttons
      - We like rounded edges on buttons
      - Select a different icon for Library Research Guides
  - Next time we do web redesign, let’s look at doing it ourselves
    - Take advantage of all related professional development opportunities over the next couple of years
  - Need LibGuides for our sub-pages so that these pages can be linked to from the homepage
    - About the Library (DB—nearly complete)
    - Services (PB)
    - Tell Us (DB)
Librarian Meeting Minutes from November 10, 2011

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

- Students (CB)
- Faculty & Staff (CB)
- Community (CB)
- Library Employees (DB)
- These should all be done by very soon

• Work Plan
  - Linscheid Library & Distance Ed
    1. Submit final assessments for the Linscheid Library and Distance Education Strategic Plan for 2008-12 by June 30, 2012 [SG1, SG2, SG3, SG4, IP7];
    2. Develop a new Linscheid Library and Distance Education Strategic Plan to coincide with the new ECU Strategic Plan for 2012-16 by dates to be determined [IP7];
    3. Prepare for the HLC Site Visit on October 30 – November 2, 2011 [SG1, SG2, SG3, SG4, IP7];
      - Completed!
  - Linscheid Library:
    1. Develop and implement a schedule for the review of library policies [SG4, IP6];
      - Done: Every 3rd year, fall semester, starting with 2011
    2. Secure a donation to upgrade the furnishings in the library student lounge [SG3, SG4, IP5, IP6];
      - AL had called donor but no contact has been made
    3. Develop and implement a library staff/faculty professional development and continuing education plan to include definitions, benefits, resources, and guidelines for approval and tracking [SG2, SG4, IP2, IP7];
      - Development is essentially done
      - Methods for implementation will be discussed in February
  - Implement year 3 of the systematic weeding plan for Cartography/Geography, Nursing, Communication, Political Science, and the School Library Media [SG1, SG4, IP2];
    - Cart/Geog—in progress
    - Nursing—in progress
    - Communication—in progress
    - Political science—in progress
Librarian Meeting Minutes from November 10, 2011

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

5. Implement year 1 of the revised information literacy plan to include conducting a syllabus assessment, creating an online request form, and researching information literacy scaffolding [SG1, SG2, IP1, IP2];
   - Syllabus assessment is in progress—project did get a little bit behind, so CB put another student worker on it. Will be done before Spring semester.
   - Has not started online request form
   - In progress with scaffolding research. Should have a report done before beginning of spring semester.

6. Migrate existing research guides to LibGuides and create course-specific LibGuides [SG1, SG2, IP1, IP2];
   - Migration of research guides is complete. Creation of course-specific LibGuides is ongoing. We have approximately 54 published LibGuides in our system, approximately 25 of which are course guides.

7. Develop and implement library-specific safety procedures to include procedures for addressing harassment, violent behavior, and theft [SG3, IP6];
   - Procedures have been drafted for theft, inappropriate verbal behavior (harassment), and inappropriate physical behavior (violence).
   - CB still finishing revisions to these.
   - Cannot be implemented until all Safety Committee documents are done and have been approved by VPs.

8. Revise the library’s website [SG1, SG2, IP1, IP2].
   - In progress

Angie –
- Discussed preservation issues with Dane Scott, the new Chemistry professor who has experience with preservation
  - Dane is preparing a quote for some equipment
  - Dane also really interested in having AB do instruction in Spring
- Did Mark Twain exhibit for Teresa Rothrock
- OK-ACRL
  - Will brief us next time on presentation about building OU Tulsa library from the ground up, especially how they incorporated information literacy into the design
- Native American book display up
Librarian Meeting Minutes from November 10, 2011

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

- Let’s address moving display case back under buffalo at next week’s reference committee meeting

  Theda –
  - Steve Beleu making rounds of federal repositories
    - Will be here on Dec. 13 in the morning
    - Offered to give classes. If anyone is interested, let TS know.

Chelsea –
- Summer teaching workshop
  - Dr. Walling thinks we won’t get any faculty to participate if we hold it between the last week of May and first week of June
  - She suggests we have the faculty participation section before spring semester is over, and our work session on June 1

- Reorganization of reserves
  - Listed by course name and number in the catalog, with original call number underneath
  - By professor and course on the shelf
    - For each course, the personal copies are to the left, the library copies to the right by call number

- OK-ACRL
  - Attended 3 sessions, all on instruction
  - PASIG elections postponed

- Circulation used prize money from Pimp Your Cart to have lunch from Chicken Express
- Erin Roberson decided not to shadow with us anymore...
- Will be bringing some books to Regents Room for Spotlight on Spain event tonight

- This Week in Instruction
  - Wed. (11/9)
    - TS—Child Development (PSYCH 4443) with Brigman (38 students)

Patrick –
- Linda’s computer is up and running.
  - Cannot get email from off-campus individuals
  - PB will set her up with a yahoo account
  - DB is having trouble with this as well

- The 2 Reference Computers still do not have IE icon
- Still waiting on network drop
- Campus auction is sometime in December. PB is getting items together
- John Turner (retired faculty member) requested ILL
  - His card had social security number
Librarian Meeting Minutes from November 10, 2011

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

- In this case you have to put in entire social security number, rather than just last 6 digits

Dana –
- Domestic violence workshop with Peggy Saunkeah
  - Will try to schedule for afternoon on Jan. 4
  - One hour in length
  - We want a more specific presentation about signs of domestic violence
- Will finish up student training for online timesheets today
- Had 66 people start student satisfaction survey. 58 completed, only 7 signed up for prize.
- Sent out editable word form (for peer instruction evaluation forms)
  - Still working on it
- Book signing with Al Turner this afternoon at 2:30 p.m.
- Off tomorrow

Adrianna –
- Wendell and Campbell’s Furniture
  - Furniture was not to the university’s liking
- Tomorrow is OU SLIS advisory committee meeting
- Pictures in the library
  - We have girls’ basketball team and Halloween photos
  - Need more photos of students in the library
    - Not with backdrop
  - Photo Fridays!
    - Friday of dead week: Dec. 2 from 11-1:00
    - We should all participate so that all the work is not on Angie
    - Flyers need to be up by 11/28
      - Perhaps incorporate “you asked, we listened” theme
- Sierra contract has been approved by Steve Turner
  - President has to sign off on it
  - We have 25% from our budget
  - In June Dr. Anderson will pay 25% from IT budget With this payment we will physically get one of the two servers.
  - As soon as they implement (next fiscal year, probably before school year starts) we will pay other 50%
    - Will take most of money next year
    - We don’t have to give up netbook budget
      - PB will order netbooks. Needs to be $245 under budget
Librarian Meeting Minutes from December 1, 2011

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

Agenda:

1. Action items (20 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Website design (20 mins.)
   a. Brainstorm questions for informal usability study with student workers
4. Policy Review (20 mins.)
5. AB’s report on OU-Tulsa library building (15 mins.)
6. Ebsco’s eBook Presentation (10 mins.)
7. Prepare next week’s agenda (5 mins.)

Future:

1. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
2. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
3. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)

Action Items:

Everyone –
- Look at the “Consolidated General Records Disposition Schedule” from the Archives and Records Commission, and ensure that you are following these guidelines (?)

Adrianna –
- Add to agenda the creation of a policy for dealing with objections to library materials (1/5)

Chelsea –

Dana –
- **Redo policy review schedule and send to all (?)**
- Report on replacement office furniture costs

Patrick –
- Add to agenda presentation of the Professional Development/Continuing Education Plan and discussion of how this can be implemented (2/2)

Theda –

Angie –
- **Follow-up with Marcus Smith regarding possibility of an intercom system (12/8)**
- **Incorporate librarians’ suggestions regarding Online Reference Sources guide (12/8)**
- Revise Collection Development for Special Collections Policy and send to all (1/3)
- Move display case under the buffalo picture (1/5?)
- Put up a display for ‘Top 10 books all students should read before they die’ (1/10)
- Draft record retention policy (end of policy review)

Discussion:
Librarian Meeting Minutes from December 1, 2011

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

All –

• Policy Review
  o DB presented her document explaining the diff. between plans, policies, and procedures (see final page of minutes)
    ▪ Plans measure
    ▪ Policies guide
    ▪ Procedures tell you how to use something
    ▪ Assessment Cmte. will need to figure out what resides on assessment webpage
  o We will pick back up with policy review on 1/5
    ▪ DB will redo schedule

• Website design
  o Keep a running list of all of your comments, DB will send them to Debbie later
  o Mica found javascript code for our rotating picture display
  o We can no longer update our website through CMS, we must go through Shari
    ▪ Let’s step-up migration of all of our webpages
    ▪ Start migrating your departmental webpages over now
      • DB suggests thinking about your departmental webpages in terms of two sections: public vs. internal information
      • Let DB know as soon as you get your departments’ pages done
      • DB suggests doing forms as LibGuides documents rather than linking to unmanaged content URL

Angie –

• Still hasn’t been able to get in touch with Marcus Smith. May have to pass this up the food chain.
• Records retention
  o Will state in the policy that we adhere to the “Consolidated General Records Disposition Schedule,” and this document will be included as an appendix to our records retention policy
  o AB encourages everyone to look at the “Consolidated General Records Disposition Schedule” from the Archives and Records Commission, and ensure that you are following these guidelines

• Large group portraits from WWII memorial which were in student union—AB is working on taking these apart, scanning pictures, and re-matting with archival materials
• Has been working on weeding

Theda –

• John and TS went to ODL yesterday for Annual Oklahoma Depository meeting
Librarian Meeting Minutes from December 1, 2011

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

- Because of major changes in the Government Printing Office, gov. docs. will be working on a report on the current status of our library and our library community
  - Every depository library in Oklahoma will be doing this
  - TS will be helping to compile these reports at the state level in mid-Feb.
- Shelf measuring is done for all floors. They are working on entering this data.

Chelsea –
- Working on user group LibGuides and liaison department book order recommendations
- This week in instruction
  - Wed. 11/16
    - CB—Freshman Comp. I (Eng. 1113-2 sections) with Jason Murray (46 students total)
    - CB—Freshman Comp. II (Eng. 1213) with Jason Murray (18 students)
  - Friday 11/18
    - CB—Freshman Comp. I (ENG. 1113) with Jason Murray (23 students)

Patrick –
- Purchase of netbooks have been placed on hold for a little bit
- New reference computers are all in place
  - Will email IT to get Quicktime, real player, flash on them
  - Has updated computer replacement matrix. Replacement cycle is paying off.
  - Mica’s (CB’s student worker) computer is finally set up!
  - Still no internet icon on those two reference area computers
  - Working on Services LibGuide

Dana –
- Weeding
  - 12/17 is deadline for weeding
  - In January, all librarians need to go to their depts. And ask them who they want to be compared with
- Is going to have to re-prioritize office furniture purchases due to limited budget
- Showed all of us marketing from Amigos which featured a Crunch bar and words “Budget Crunch?”
  - Suggested we keep this in mind for future marketing efforts
- DB reminded us about email from Linda Reese, and suggested that we think about doing this in the future:
  - “In their [OU’s Library] display area on the main floor, they had “Books That Inspire, Modern Classics” (books published 1960-2010). They had various faculty and staff members choose a favorite book and explain why it was such an important book in about a paragraph. The display had the book, and an 8 x 10 page with the photo of the faculty or staff member, their title, and
their paragraph. It was fascinating to see the diversity, but it also highlighted the talent of the people at the university.

I couldn’t help but think of ECU and how cool that would be.”

- Bookmark contest for student assistants
  - Student assistants are invited to create a bookmark highlighting the library’s renewal options
    - Criteria:
      - 8 in. x 2 in. (to get 5 on a page)
      - Simple
      - Eye catching
      - Easily photocopied (black & white or color)
      - Can be double-sided
      - Needs to mention:
      - Linscheid Library
      - The three ways to renew books
      - Include the library’s main phone number (580.559.5376) and website (library.ecok.edu)
      - Anything else you’d like to include
    - Deadline: **Friday, January 13th**
      - Submit entries to Jolene Poore, Circulation Assistant, jollpoo@ecok.edu.
      - The winner will be announced on Friday, January 20th
- Working on Gale migration
**Linscheid Library**

**Plans, Policies, and Procedures**

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<tr>
<th>Plans</th>
<th>Policies</th>
<th>Procedures</th>
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<tbody>
<tr>
<td>Overview (big picture)</td>
<td>Guiding principles</td>
<td>Series of steps</td>
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<tr>
<td>• What you’re going to do and its purpose</td>
<td>• Goals, rules, and regulations governing how to do it</td>
<td>• Detailed steps telling how to do it</td>
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<tr>
<td>• How to <strong>MEASURE</strong> it</td>
<td>• GUIDING principle in decision making</td>
<td>• Guides employees and the public in the <strong>USE</strong> of something</td>
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<tr>
<td></td>
<td>o Just the facts, mam</td>
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<td>o Stick to the point</td>
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<td>o If the description is not needed to GUIDE in decision making, eliminate it</td>
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<td>• Should include related policies and procedures, if applicable</td>
<td>• Dictates the organization of the library</td>
<td>• Internal – cataloging, purchasing</td>
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<td></td>
<td>• Employee policies (rules, human resources)</td>
<td>• Employees and patrons – emergency management, inclement weather, equipment usage</td>
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<td></td>
<td>• Patron policies (borrowing, computer use, behavior)</td>
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Examples:

**Instruction Assessment Plan**

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<th>Plans</th>
<th>Policies</th>
<th>Procedures</th>
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</table>
| • Purpose is stated  
• Measurements are clearly stated  
• Related documentation (assessment tools) is listed | • Library Instruction  
  o Goals are stated  
  o Different audiences and guidelines are provided to aid in the decision making | • Procedures manual doesn’t exist and is really not needed. The few steps to take are included in the plan. |

Fulfills the definition of a plan  
Fulfills the definition of a policy  
Procedures manuals do not have to exist

**Digitization Plan**

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<th>Policies</th>
<th>Procedures</th>
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</table>
| • Purpose is stated  
• No measurements are listed  
• No related documentation | • Dictates goals  
• Provides guiding principles | • Basic scanning and digitization manuals exist |

Does not fulfill the definition of a plan – this is more like a policy  
Fulfills the definition of a policy  
Fulfills the definition of procedures

**Collaboration Plan**

<table>
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<tr>
<th>Plans</th>
<th>Policies</th>
<th>Procedures</th>
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</table>
| • Purpose is stated  
• No measurements are listed (but we do include these on our Liaison Reports – should be stated in the plan)  
• Related documentation is listed | • Collection Development Policy  
  o Goals are stated  
  o Guiding principles are stated  
  o Dictates the organization of the library | • Many handbooks, sops, etc. exist |

Fulfills the definition of a plan  
Fulfills the definition of a policy  
Fulfills the definition of procedures
Librarian Meeting Minutes from January 5, 2012

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

Agenda:

1. Action items (10 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. AB’s report on OU-Tulsa library building (5 mins.)
4. Website migration (15 mins.)
5. Policy Review (20 mins.)
6. Prepare next week’s agenda (5 mins.)

Future:

1. Progress Report on Syllabi Assessment Challenge (February)
2. Create policy for dealing with objections to library materials (March)
3. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
4. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
5. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)

Action Items:

Everyone –

• Send changes to revised Collection Development for Special Collections Policy to DB (1/10, noon)
• Look at the “Consolidated General Records Disposition Schedule” from the Archives and Records Commission, and ensure that you are following these guidelines (1/12)
• Look at your web content to see what has been migrated so that we can set a deadline for complete website migration (1/12)
• Send equipment requests to PB in preparation for budget discussion (1/19)

Adrianna –

• Send all-campus email announcing the new website, assuming that it is ready to go live (1/9)

Chelsea –

• Change title of Student Employment Application box in LibGuides to “Student Application” (1/11)
• Put Library Resources box on Students guide (1/11)
• Work with TS to devise a way to display book covers for new books (?)
  o Ideas include affixing covers to the bookshelf, using a digital photo frame, and using an online mosaic

Dana –

• Ask Debbie to add word “reserves” to course and professor in CatPac drop-down, fix the homepage display issues, and see what could be done about making the font on the catalog results screens larger (1/6)
• **Change title of Student Employment Application box in LibGuides to “Student Application” (1/11)**
• **Remove “A-Z Comprehensive” from A-Z Comprehensive E-Journal Title List link (1/11)**
• Arrange for Kirk from Ebsco to come talk to us about Ebsco eBooks (?)
• Report on replacement office furniture costs (1/19)

**Patrick –**
• **Change title of My Library LibGuides box to “My Library Account” (1/11)**
• Add to agenda presentation of the Professional Development/Continuing Education Plan and discussion of how this can be implemented (2/2)

**Theda –**
• **Create whiteboard display advertising new website (1/10)**
  o To tentatively include an illustration of the new homepage, with some areas annotated
• Find out what sections would have to move to the 2nd floor if we started the A’s on the 4th floor (1/26)
• Work with CB to devise a way to display book covers for new books (?)
  o Ideas include affixing covers to the bookshelf, using a digital photo frame, and using an online mosaic

**Angie –**
• **Revise Collection Development for Special Collections Policy and send to all (1/6, noon)**
• **Move display case under the buffalo picture (1/12)**
  o **Call Brad and see if he is okay leaving the sculptures where they are (1/12)**
• **Put up a display for ‘Top 10 books all students should read before they die’(1/10)**
• **Send newsletter to AL (1/12)**
• **Finish removing and scanning WWII photos (1/12)**
• Follow-up with Marcus Smith on intercom system price quote (1/19)
• Draft record retention policy (end of policy review)
• Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)

**Discussion:**
All –
• Website usability
  • Usability study
    1. Does the library own Twilight?
      • Used catpac on homepage, with keyword search
      • Very smooth
2. Find student employment application
   - Had trouble finding it, lots of clicking and scrolling
   - Home tab in LibGuides caused some problems because student thought that this would take her back to the homepage
   - Tried searching in LibGuides and couldn’t find it
   - CB and DB should change title of box to Student Application

3. Hours on Friday
   - Some clicked on About the Library, some clicked on the icon in the banner
   - Had no problem

4. Log in to your library account
   - Most clicked on My Library
   - AL’s students had trouble finding My Library, even with clicking all over the place
   - CB should put Library Resources box on Students guide (and make sure it is on all user group pages)
   - PB should change title of My Library LibGuides box to “My Library Account”

5. Academic Search Complete
   - Some chose Articles & More, some chose Library Research Guides, some chose Services
   - Most had difficulty
   - For most of the students, the tabs at the top of the page weren’t obvious
     - DB should put a link to the A-Z database page in the Search Tools box in the center of E-Resources page
     - DB should remove “A-Z Comprehensive” from A-Z Comprehensive E-Journal Title List link

6. Phone number for reference desk
   - Some students had trouble finding this
     - Some went to Services, most went to About the Library or Contact
     - All got there, but not in the easiest way
     - Looked for word reference, not concept of phone number

7. Other things they used website for
   - My ECU for filling out time sheet went to library employees and eventually found it
   - Featured lists
   - Searching for DVDs liked the format type icon
Librarian Meeting Minutes from January 5, 2012

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

- ILL→ found this easily
- Finding course reserves→ couldn’t find it
  - Not evident from students or faculty/staff
  - Adding Library Resources box to Students page should help with this
  - DB will also ask to add word “reserves” to course and professor in catpac drop-down

8. Other comments
- When we have special hours, regular hours should still remain on the page
- Articles & more is confusing
- Overall, an improvement
- One person preferred old webpage, because they needed more description
  - Roll-over alt text might help
- Homepage display is not consistent
  - DB will talk to Debbie about this
- Student leaning in close to the screen to see the small font on the catalog results screen
  - DB will talk to Debbie again about making the catalog font bigger
- Orange on either side of the LibGuides is jarring
- More inclusive because we have so much more content

9. Publicity
- All-campus email
  - Send to faculty and student Monday afternoon, assuming the site is ready
- Newsletter article
- Whiteboard
  - Draw website on the whiteboard and invite them to check it out, briefly describing some of what can be found in some of the sections

- Website migration
  - DB handed out checklist spreadsheet with each of the librarians’ webpages and unmanaged content
  - If a page has highlights on it, only the highlighted items are your responsibility
  - Look at all pages and unmanaged content and indicate migration and deletion
  - If you do keep anything on the website, you need to justify it to everyone

- Work Plan Update
Librarian Meeting Minutes from January 5, 2012

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

• Linscheid Library and Distance Education goals:
  1. Submit final assessments for the Linscheid Library and Distance Education Strategic Plan for 2008-12 by June 30, 2012 [SG1, SG2, SG3, SG4, IP7];
     • Will work on this in a couple of months
  2. Develop a new Linscheid Library and Distance Education Strategic Plan to coincide with the new ECU Strategic Plan for 2012-16 by dates to be determined [IP7];
     • Probably won’t get this done
  3. Prepare for the HLC Site Visit on October 30 – November 2, 2011 [SG1, SG2, SG3, SG4, IP7];
     • Completed.

• Linscheid Library goals:
  1. Develop and implement a schedule for the review of library policies [SG4, IP6];
     • Completed. Policy review will be done by the end of spring semester.
  2. Secure a donation to upgrade the furnishings in the library student lounge [SG3, SG4, IP5, IP6];
     • Completed!
  3. Develop and implement a library staff/faculty professional development and continuing education plan to include definitions, benefits, resources, and guidelines for approval and tracking [SG2, SG4, IP2, IP7];
     • Developed, not yet implemented.
  4. Implement year 3 of the systematic weeding plan for Cartography/Geography, Nursing, Communication, Political Science, and the School Library Media [SG1, SG4, IP2];
     • Cartography/Geography, Communication, and Political Science are still in progress
     • Nursing and School Library Media are completed
  5. Implement year 1 of the revised information literacy plan to include conducting a syllabus assessment, creating an online request form, and researching information literacy scaffolding [SG1, SG2, IP1, IP2];
     • Scaffolding research is still in progress
     • Syllabus assessment and online request form are completed
  6. Migrate existing research guides to LibGuides and create course-specific LibGuides [SG1, SG2, IP1, IP2];
     • Completed
7. Develop and implement library-specific safety procedures to include procedures for addressing harassment, violent behavior, and theft [SG3, IP6];
   - In progress
8. Revise the library’s website [SG1, SG2, IP1, IP2].
   - Almost done!

- Budget
  - Due early March
  - Library Tech Fee
    1. Databases
    2. Replacement computer cycle
    3. Any Innovative stuff
    4. Any equipment we need (Equipment costs more than $500)
      - Go back and ask your staff what they need

- Extended hours discussions
  - Amazing gate counts for extended hours in fall (see final page of minutes)
  - We’re all willing to stay open extended hours again in the spring. We will deal with scheduling later

- Policy review
  - DB reiterated that AB’s revised Collection Development for Special Collections Policy is due to everyone tomorrow
  - Next week we will start in again on the policy review
  - Remember to apply new definitions to your revisions

Angie –
- Instruction session today for Mount
- The WWII photo situation was somewhat different than expected when the frame was opened, so the process will take longer
  - Hope to be done by end of next week
- Called Marcus Smith back about the intercom system
  - Couldn’t get contact info for sales rep
  - System they’re looking at using through the phones will not cover the annex, but there is apparently not a way around it
  - Will function from any phone in the library, and just push a button and talk into the phone
    - AB will look further into trying to get coverage in the annex
  - 3 speakers on each floor

Theda –
Chelsea –
- No recent instruction sessions to report
Librarian Meeting Minutes from January 5, 2012

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

- Finished up syllabi analysis
  - Sent an email yesterday issuing a challenge to the librarians to successfully target the identified courses
- Finishing up scaffolding literature review

Patrick –
- New OPAC on 4th floor
  - Has screen-saver, so hit space button
  - ESC is start over button

Dana –
- 95% caught-up with links in the catalog, which means she will be able to start adding JSTOR free links
- BI on Wed. for Nursing
  - Also already got a point for the syllabi assessment challenge
- Tried the Ebscohost for Android app—is going to add a box advertising this to the e-resources page

Adrianna –
- From AAC
  - There is a new handbook in development for Freshman Seminar. It will have a calendar with ECU dates and deadlines on it.
    - If we have any dates for library events, get them to AL within the next couple of weeks
- HLC Report
  - Suggestions
    - University assessment
    - Improve diversity of faculty and staff
    - Early alert program
- Daniel is going to start doing software updates instead of Jay
- Claudia is officially Director of Academic Advising
- Faculty reappointment letters due Jan. 27th
- Campus police now report to Jerry Forbes
- A committee is being created to update the campus website
  - AL recommended DB to this committee
- Freshman seminar has 15% fail, withdraw, or A/W rate
- We’ll be lucky if we don’t get legislative cut to our budget
  - Massive resistance to tuition increase
- Ada has hired a lobbyist who will primarily talk about water and education issues
- Chancellor working on new formula funding methodology
  - Will be based on performance, like graduation rates
- Steve Turner gone, Raymond Johnson back
• AL would like everyone to stop asking for administrative rights to computers because it is not going to happen
• Course evaluations
  o Katricia Pierson wants to implement new electronic system which could replace survey monkey
    ▪ Could also function like iclickers
• Comparing 12/16/2012 with same date in 2011, we are down 2% for undergrad enrollment, staying steady for graduate enrollment
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3. AB's report on OU-Tulsa library building (5 mins.)
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Future:

1. Progress Report on Syllabi Assessment Challenge (February)
2. Create policy for dealing with objections to library materials (March)
3. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
4. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
5. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)

Action Items:

Everyone –

- Send changes to revised Audiovisual Services Policy to DB (1/17, noon)
- Send equipment requests to PB in preparation for budget discussion (1/19)
- Migrate all web content, and give spreadsheets to DB (2/2)
  - Shoot email to DB when your departments’ pages are migrated

Adrianna –

- Email students and faculty about changes in how to find databases (1/19)

Chelsea –

- Send to AL instructions on how to find databases—i.e. Electronic Resources content is now found under Articles & More so that she can email students and faculty (1/13)
  - Include screen-shots
  - Also add information about accessing our tutorials

Dana –

- Report on replacement office furniture costs (1/19)
- Forward to all librarians the email that DB sent to her faculty as a result of the syllabi assessment (1/19)
- Report back on website web stories/photo rotation progress (2/2)
- Arrange for Kirk from Ebsco to come talk to us about Ebsco eBooks (?

Patrick –

- Send revised Audiovisual Services Policy to all librarians (1/13, noon)
- Add to agenda presentation of the Professional Development/Continuing Education Plan and discussion of how this can be implemented (2/2)
Librarian Meeting Minutes from January 12, 2012

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

- Finish Cartography/Geography weeding and inform AL (2/2)
  Theda –
  - Find out what sections would have to move to the 2nd floor if we started the A’s on the 4th floor (1/26)

Angie –

- **Ensure that Adobe Acrobat is installed on conference room laptop** (1/19)
- **Follow-up with Marcus Smith on intercom system price quote** (1/19)
- Have WWII photos back on wall (1/26)
- Draft record retention policy (2/17)
- Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)

Discussion:

All –

- Jolene’s proposed having a departmental set of keys for Circulation so that individual sets of keys will not have to be issued to each closer
  - Proposal was approved
  - AL asked Jolene to send her an email outlining the request, so that she could forward her approval to Robert Hayes
- Archives & Records Commission
  - AB confirmed that it is good enough that to be able to pull records from Millennium. Files do not have to be printed or stored separately.
- Syllabi Assessment Instruction Challenge
  - Worries about consequences of not meeting the challenge
    - At the end of the semester, we will discuss the challenge experience and results. If we didn’t all meet the goal as a group, we will re-evaluate the goal, investigate why we didn’t meet the goal, and how we can do better next semester.
      - Everyone should utilize some means of documenting their efforts to reach 6 points so that we can see what was successful and what wasn’t, and to ensure that everyone made sincere efforts to increase their number of instruction sessions by using the syllabi assessment as an informational tool.

Angie –

- WWII photos are scanned. File tweaking is in progress.
- Has several instruction sessions already scheduled for this semester

Theda –

- Might go down to Denton, TX next Thursday to hear the Superintendent of Documents speak at University of North Texas
Librarian Meeting Minutes from January 12, 2012

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

Chelsea –

- Has finished updating all of the UNIV 1001 tutorials to reflect new website.
- Has been working on tying up loose ends for Human Diversity Committee Dr. Martin Luther King, Jr. Day activities
  - March at 9 a.m. 1/17 on the Campus Mall
  - Dinner Celebration at 4 p.m., 1/17, in the cafeteria
    - Soul food will be served
    - Price will be the same as for a regular dinner
    - Spirit of MLK Service & Leadership Award will be presented at the dinner
      - This award recognizes a student who serves and leads the community in ways exemplified by MLK. Faculty can nominate worthy students by emailing CB with the student’s name and 2 short paragraphs about how the student exemplifies both service and leadership.
    - MLK Essay Award will also be presented at the dinner.
      - Students wishing to apply for this award should submit a 750-1000 word essay discussing either Dr. Martin Luther King, Jr.'s Triple Evils or his Six Principles of Nonviolence. Submissions should be sent to CB.
      - The entry deadline for both awards is Friday, 1/13.

- This Week in Instruction
  - Thurs. afternoon (1/5)
    - AB—Oklahoma Roots (HIST 4983) with Houston Mount (18 students)
  - Friday afternoon (1/6)
    - Transfer Orientation—CB did web tour (first group to be taught the new website) and AB did building tour (25? Students)
  - Wednesday evening (1/11)
    - DB—Nursing Research (NRSG 3883—face-to-face and several ITV sections) with Kristy Lankford (13 students)

Patrick –

- Sent out list of new computers for this year
- Tom gave PB wrong video card info to order, so we have to send that one back and order the correct one
- Brought up email from Susan Ingram about state mandated submission of university documents. AL said that we shouldn’t worry about it because our strategic plans and other important official documents have already been submitted.

Dana –

- Waiting to hear from foundation about furniture budget
Librarian Meeting Minutes from January 12, 2012

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

- BI yesterday + 2 BIs next week for Intro to Nursing. Also got another LibGuide creation request
- Emailed folks from syllabi assessment list
  - Immediately got 2 affirmative responses, and one negative
  - Debating on whether or not to contact Greenstreet
  - When she sent the email she included links to the guides she created last semester and incorporated language from August Instruction Committee meeting.
- 2 new students in Periodicals
- Splitting Sunday Periodicals Help Desk shift into two 3-hour shifts

Adrianna –

- Student Lounge
  - Blinds were quoted at $5000 5 years ago
  - New quote for plain blinds is $2100 and decorative ones are $2200!
  - This sales rep (Beverly) might also be able to help with getting reasonably-priced rugs
  - AL will speak with Phyllis Danley tomorrow to see what the next step is
- Has spoken with Physical Plant about weather-stripping
- Snack machine technician’s lift machinery can only work in warmer weather
- Oklahoma Room remodeling
  - Furniture will be removed
  - Shelley Hamby asked us to look at everything to see what needs to be kept
  - Even if we don’t hang all of the artwork, AL would like us to keep it in some sort of Oklahoma Room Collection
Agenda:

1. Action items (10 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Budget (20 mins.)
4. Policy Review (20 mins.)
5. Oklahoma Crossroads and Sooner Search Show and Tell (7 mins.)
6. Prepare next week’s agenda (3 mins.)

Future:
1. Progress Report on Syllabi Assessment Challenge (February)
2. Create policy for dealing with objections to library materials (March)
3. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
4. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
5. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)

Action Items:

Everyone –
• Send changes to revised Circulation Policies to DB (1/24, noon)
• Migrate all web content, and give spreadsheets to DB (2/2)
  o Email DB when your departments’ pages are migrated
• Newsletter articles due to AB (2/6)
• Talk with departments to determine which university library collection they would like to be compared to (end of Feb.)

Adrianna –
• Bring Sierra figures to meeting (1/26)

Chelsea –
• Send revised Circulation Policies document to all (1/20, noon)

Dana –
• Bring database figures to meeting (1/26)
• Report back on website web stories/photo rotation progress (2/2)
• Move microfilm digitization/scanning equipment into public services area (3/15)
  o DB will have to write documentation, train students, have students train librarians
  o To be done by Spring Break so that we can have a newsletter article in April—something like “Scan, Scan, Scan”

Patrick –
• Bring netbook figures to meeting (1/26)
• Add to agenda presentation of the Professional Development/Continuing Education Plan and discussion of how this can be implemented (2/2)
• Finish Cartography/Geography weeding and inform AL (2/2)

Theda –
• Find out what sections would have to move to the 2nd floor if we started the A’s on the 4th floor (1/26)

Angie –
• Follow-up with Marcus Smith to find estimate of when we would receive intercom system price quote (1/26)
• Have WWII photos back on wall (1/26)
• Finish Political Science and Communication weeding and inform AL (2/2)
• Draft record retention policy (2/17)
• Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)
• Put an article about extended finals hours in last newsletter of the semester (April?)

Discussion:

All –
• Policy Review
  o Made changes to Audiovisual Services Policy
  o DB will send out final draft for approval
• Safety Committee
  o Everyone gave revisions to CB
  o It was confirmed that the Student Lounge will remain a group study area, and that students should use headphones when listening to audio content in this area.
  o CB will send out revised version for final approval

Angie –
• Intercom quotes
  o Selected which speaker would best meet our needs
  o Still working on quote
• Newsletter
  o To come out mid-Feb.
  o Topics
    ▪ Robin Murphy LLAF event (written by Dana)
    ▪ Library party (written by Angie)
    ▪ Focus on a particular aspect of new website
      • Highlight bar at the top (written by Angie)
    ▪ Report on student survey (written by assessment committee)
  o Feb. 6 articles are due
• Schusterman Library at University of Oklahoma
  o Reference Desk is known as “Ask Here Desk”
Librarian Meeting Minutes from January 20, 2012

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

- Staffed by graduate assistants who perform triage
  - Digital gallery
    - Showcase student and faculty work
  - Quiet Reading Room
  - Compact shelving

Theda –
- Went to UNT yesterday to see the Superintendent of Documents
  - Focused on programs and associations with non-depository libraries

Chelsea –
- Reminder from Jolene to all librarians and staff
  - When leaving a note on JP’s desk, please include as much information as you can, especially your name, so she can follow-up with you if needed
  - Please pass this along to your staff
- This Week in Instruction
  - Tues. (1/17)
    - AB—Music in Life (MUS 2533) with Rowe (27 students)
    - AB—History of Musical Theatre (COMM 3503) with Kurt Edwards (7 students)
    - TS—Techniques of Research (EDUC 5113) with Brenda Walling (9 students)
  - Wed. afternoon (1/18)
    - DB—Introduction to Professional Nursing (NRSG 1142) with Roberta Mowdy (71 students)
  - Thurs. (1/19)
    - DB—Community Health & Supervisory Process (NRSG 4186) with Martin & Flowers (66 students)
    - PB—Nutrition (FCS 1513—2 sections) with Jan Long (70 students)
    - DB—Introduction to Professional Nursing (NRSG 1142) with Hart-Miller (36 students)
  - Reached a total of 286 students in the last week
- Student from Murray State wants to intern with us. CB will give contact info to AL.

Patrick –
- Setting up a meeting for Staff Committee
  - John resigned from committee, TS is back on
- Lots of BIs on the schedule!
- budget
  - Computers=$11,500
  - 10 netbooks (inc. extra battery thing)

Dana –
Librarian Meeting Minutes from January 20, 2012

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

- Used *Time* article in which librarians were deemed to not be scary in her first instruction...they thought it was funny
- Bindery shipment is back
- 2/3 of the way through the OCLC LHR Retrospective Project, thanks to the hard work of Destiny and Jeannine

Adrianna –
Agenda:

1. Action items (10 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Budget (20 mins.)
   a. Electronic database analysis
4. Policy Review (20 mins.)
5. Webpage migration (10 mins.)
   a. How many pictures at a time we want to run
   b. How many seconds between pictures – currently at 5
   c. How do we want to link from the pictures
      i. LibGuides
      ii. Blogging – Chelsea is investigating
   d. Who will be responsible for pictures
      i. The actual uploading and linking will be me and/or Theda (MILADMIN)
      ii. Creating – we’re using Corel PhotoImpact X3 – it’s on my computer but only costs $29.99
6. Prof. Dev./Continuing Ed. Plan Implementation
7. Prepare next week's agenda (5 mins.)

Future:

1. Progress Report on Syllabi Assessment Challenge (February)
2. Every Thursday we will discuss shifting pros/cons, etc. (March)
3. Create policy for dealing with objections to library materials (March)
4. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
5. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
6. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)

Action Items:

Everyone –

- **Send changes to revised Preservation Policy to DB (1/31, noon)**
- **Look over electronic database analysis to see if there is anything we can cut (2/2)**
- **Migrate all web content, and give spreadsheets to DB (2/2)**
  - Email DB when your departments’ pages are migrated
- **Newsletter articles due to AB (2/6)**
- **Talk with departments to determine which university library collection they would like to be compared to (end of Feb.)**
- **Decide what we want to do about shifting (4/1)**

Adrianna –

Chelsea –

Dana –

- **Report back on website web stories/photo rotation progress (2/2)**
Librarian Meeting Minutes from January 26, 2012

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

- Add crossroads and sooner search to electronic resources page (?)
- Move microfilm digitization/scanning equipment into public services area (3/15)
  o DB will have to write documentation, train students, have students train librarians
  o To be done by Spring Break so that we can have a newsletter article in April—something like "Scan, Scan, Scan"

Patrick –
- Add to agenda presentation of the Professional Development/Continuing Education Plan and discussion of how this can be implemented (2/2)
- Finish Cartography/Geography weeding and inform AL (2/2)

Theda –

Angie –
- Send revised Preservation Policy document to all (1/27, noon)
- Finish Political Science and Communication weeding and inform AL (2/2)
- Draft record retention policy (2/17)
- Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)
- Put an article about extended finals hours in last newsletter of the semester (April?)

Discussion:

All –
- Budget
  o Equipment
    ▪ Sierra = $26,235
    ▪ Staff computers = $4700
    ▪ Reference computers = $6900
    ▪ 5 netbooks = $2875
    ▪ 5 netbooks = $2875
  o We have $33,418 to work with
  o Netbooks are coming off, but we're still $44000 off.
  o Savings
    ▪ This year we had a savings on our computers of 6206
    ▪ On poster printer we had savings of 1901
    ▪ Contingency money 4768
    ▪ Used above savings to pay part for Sierra
  o We still have 5500 set aside for netbooks this year
  o Plan: Let's buy 4 staff computers this year (at end of year) with netbook money. (We just won't have any contingency money next year)
- Policy Review
  o Made a few changes on Circulation Policy, DB will send out revisions.
Librarian Meeting Minutes from January 26, 2012

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

- Supposed to hear about intercom quote this week. Will follow-up if she doesn’t
- Got thanked for helping a scholar with an article
- Working on a LibGuide for internet safety

Theda –
- Find out what sections would have to move to the 2nd floor if we started the A’s on the 4th floor
  - A-P on 4th floor
  - Q-Z on 2nd floor
  - Filling 6 shelves (everything but the top), 2/3 full, except literature would be 75% full
  - Which would leave 9 rows (a little over half) would be empty
  - Everyone should ruminate on this
- Sooner search & Crossroads
  - Crossroads digitizes a number of state documents.
    - URL not easy to remember, just google it
    - Also have special collections
      - Primary source documents
  - ODL initiative
  - Use browse by collection to select collection, then do search using box in top right
- Sooner Search
  - Soonersearch.net
  - Single search page that lets you search all Oklahoma state websites
  - Can search everything or one site—can’t multi-select a subset of agencies

Chelsea –
- This Week in Instruction
  - Fri. (1/20)
    - CB—Asher High School Seniors for Ms. Steffanie Fleming (18 students)
    - AB—Writing in History (HIST E3883) with Greg Sutton (25 students)
  - Wed. (1/25)
    - DB—Computer Business Applications (MIS 1903—2 sections) with Pamela Jackson (60 students)
  - Wed. (1/25)
    - TS—Children’s Literature (EDLBS 4913) with Becky Compton (30 students)
    - Reached a total of 133 students in the last week
- Performance evaluation & liaison report
- Going to order book cart with slanted shelves—if anyone else wants one, let CB know

Patrick –
Elevator signs are popping off walls. Working on a better solution

Dana –
- Bindery shipment has been posted
- Study hall starts Sunday
  - No librarian should sign anything
- OLA registration
  - When you get to payment screen hit cancel
  - Print the email that you are sent and give it to DB
  - TS and AL not going
- Web refresher
  - Mica is working on image mapping the header
  - New photo directory went out yesterday

Adrianna –
- Oklahoma Room
  - Many things will be hung throughout the library
  - Kitschy things will be hung by Oklahoma Studies Collection
- Foundation
  - Phyllis emailed last night to say that $ for student lounge can't be released without proper documentation. AL will talk with her
  - Foundation Library Fund
    - Phyllis will call Allen Ford to get name of fund changed to Hallie Brown Ford Library Fund
    - Promised this will be on agenda 2/28
Librarian Meeting Minutes from February 2, 2012

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

Agenda:

1. Action items (10 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Budget (10 mins.)
4. Policy Review (20 mins.)
5. Webpage migration (10 mins.)
6. Prof. Dev./Continuing Ed. Plan (5 mins)
7. Intercom system discussion (10 mins)
8. Prepare next week’s agenda (5 mins.)

Future:
1. Progress Report on Syllabi Assessment Challenge (February 23)

Action Items:

Everyone –
- Newsletter articles due to AB (2/6)
- Send changes to revised General Copyright for Audiovisual Materials Policy to DB (2/7, noon)
- Have assigned images and blog posts done. Give image (correctly sized) and blog post URL to DB (2/8, noon)
- Notify all liaison faculty about new instruction and reserves forms (2/16)
- Talk with departments to determine which university library collection they would like to be compared to (end of Feb.)
- Decide what we want to do about shifting (4/1)

Adrianna –
- Prepare budget update (2/9)

Chelsea –
- Draft email to faculty about new instruction and reserves forms, including link to forms box on the faculty page, for all librarians to send to faculty (2/9)
- Notify Mark Walling about addition of Man Booker Award winners to catalog (2/9)

Dana –
- Load images for rotating display into staging port (2/9)
Librarian Meeting Minutes from February 2, 2012

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

- Work with TS to draft a plan to assess graduate education and nursing interest and attitudes regarding eBooks (2/16)
- Move microfilm digitization/scanning equipment into public services area (3/15)
  - DB will have to write documentation, train students, have students train librarians
  - To be done by Spring Break so that we can have a newsletter article in April—something like "Scan, Scan, Scan"

Patrick –
- Send revised General Copyright for Audiovisual Materials Policy to all (2/3, noon)
- Migrate departmental webpages (2/9)
- Finish Cartography/Geography weeding and inform AL (2/9)

Theda –
- See if computer science is accredited by outside body (2/9)
- Work with DB to draft a plan to assess graduate education and nursing interest and attitudes regarding eBooks (2/16)

Angie –
- Email the definition of a “suitable environment” with regards to preservation to DB
- Send all intercom information to all librarians (2/8, noon)
- See if chemistry is accredited by outside body (2/9)
- Draft record retention policy (2/17)
- Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)
- Put an article about extended finals hours in last newsletter of the semester (April?)

Discussion:

All –
- Policy Review
  - Preservation
    - Digitization stays in this policy
    - Categorize: everything we do for the community, what our patrons can do to help our collection, this is what we’re doing to our own collection
    - Don’t include definitions
    - DB will send out revisions
- Ebooks
  - Some disciplines more suited to eBooks than others
  - DB is definitely moving her Rittenhouse eBooks to EBSCOhost platform
  - If we do something by March 5th, we could get a rebate
  - Let’s target distance ed.
    - Ed. Tech
    - Library Science
Librarian Meeting Minutes from February 2, 2012

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

- Kinesiology
- Nursing

- Budget—electronic database analysis
  - Let’s try to bring up the use for Human Body Online, Oklahoma Periodicals Index, and Biography Reference Center over the next year
  - We were able to cut a total of $6000
  - R2 library, AP Images, International Index of Music Publications will be cut, but we’ll probably add in Music Index

- Webpage
  - Mica will help improve the suggestions/purchases page and help train us on Corel, but will then be done with the webpage
  - It can go live as soon as we get our pictures done for the rotating display!
  - Picture rotation
    - AL would like for us to set schedule for picture and have categories of pictures (i.e. highlight some resource, highlight libguide, pics from events that just happened, pics from events that are coming up, highlight a service)
  - DB will upload and link images, but we must provide her with the image and URL
  - 5 seconds between photos is good
  - 3-10 photos at any given time
  - Blogs
    - Everyone is agreed that the blog is the best platform for providing blurbs about the photos, but the blog should be limited to this purpose
  - If it’s your photo or event, you create the photo and the blog post
  - We will have a recurring agenda item (monthly?) to discuss what pictures should be featured and what items need to be taken down
    - DB will track what photos are up and how long they’ve been there
  - Initial features
    - FDLP (TS)
    - Al Turner (DB)
    - Photo Friday (PB)—this was from our first photo Friday, look out for more
    - Coffee advertisement (CB)
    - Featured guide: Internet & Technology Safety (AB)

Angie –
- Was out sick yesterday

Theda –
- Changed catalog so that note field won’t show unless there is a note
Librarian Meeting Minutes from February 2, 2012

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

- Added Man Booker Award to catalog

Chelsea –
- Worked on migrating webpages and instruction this week
- Circulation Department got a pair of two-way radios to improve service to patrons
  - Let CB or JP know if you observe any problems
- Dr. Pierson asked CB to help her revise Freshman Seminar library component for fall
- This Week in Instruction
  - Thurs. (1/26)
    - CB—Freshman Composition II (ENG 1213) with Robin Murphy (25 students)
    - DB—Advanced Business Applications (MIS 4453) with Pamela Jackson (7 students)
    - PB—Elementary Data Collection and Field Studies (CARTO 2713) with Mark Micozzi (13 students)
    - DB—Business Communication and Report Writing (BUCOM 3133) with Pamela Jackson (24 students)
    - CB—Intro to Film (ENG 3143) with Mark Walling (25 students)
  - Mon. (1/30)
    - TS—Techniques of Research (EDUC 5113) with Jack Green (21 students)
  - Tues. (1/31)
    - CB—Freshman Composition II (ENG 1213) with Robin Murphy (24 students)
  - Wed. (2/1)
    - CB—Freshman Composition II (ENG 1213—3 sections) with Jason Murray (76 students)
  - Reached a total of 215 students in the last week

Patrick –
- Dual monitor setup at Circulation Desk
  - IT completed the installation of the video card at Circ Desk
  - PB has to find a monitor with an HDMI port
  - Should be up and running today or tomorrow
- Dennis has agreed to install new projector Friday and Monday, time permitting

Dana –
- Ebooks
  - Remember that this is collection development, not databases
- Departmental webpages
  - Remember to put a contact box on here

Adrianna –
• Reminds us all to let students and faculty know when we have made progress on their suggestions and comments, or have made an effort to improve our services for them
• Taking off Friday and Monday
• Turn in Procards and leave reports today
Agenda:

1. Action items (10 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
   b. Changer copier
3. Policy Review (15 mins.)
4. Prof. Dev./Continuing Ed. Plan (15 mins)
5. Assessment Report (15 mins.)
6. Syllabi Assessment Challenge Report (10 mins.)
7. Prepare next week’s agenda (5 mins.)

Future:
1. Every Thursday we will discuss shifting pros/cons, etc. (March)

Action Items:
Everyone –
- Send changes to revised Library Instruction Policy to DB (2/21, noon)
- Think about how to utilize interest on Georgia Howell Limes fund (2/23)
- Think about financial resources for staff professional development and continuing education and how opportunities should be selected (2/23)
- Notify all liaison faculty about new instruction and reserves forms (2/23)
- Talk with departments to determine which university library collection they would like to be compared to (end of Feb.)
- Decide what we want to do about shifting (4/1)

Adrianna –

Chelsea –
- Send revised Library Instruction Policy to all (2/17, noon)

Dana –
- Add definition of a suitable environment as a footnote to preservation policy (2/23)
- Work with TS to draft a plan to assess graduate education and nursing interest and attitudes regarding eBooks (2/23)
- Move microfilm digitization/scanning equipment into public services area (3/15)
  o DB will have to write documentation, train students, have students train librarians

2. Create policy for dealing with objections to library materials (March)
3. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
4. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
5. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)
Present: Adrianna, Chelsea, Dana, Patrick, Angie, and Theda

- To be done by Spring Break so that we can have a newsletter article in April—something like "Scan, Scan, Scan"

Patrick –
- **Find a link to provide to faculty to assist them in contacting copyright holders (2/23)**

Theda –
- **See if computer science is accredited by outside body (2/23)**
- **Work with DB to draft a plan to assess graduate education and nursing interest and attitudes regarding eBooks (2/23)**

Angie –
- **See if anyone else can install intercom system, like Marcus or Physical Plant (2/23)**
- Draft record retention policy (3/16)
- Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)
- Put an article about extended finals hours in last newsletter of the semester (April?)

**Discussion:**

All –
- Policy Review
- Professional Development and Continuing Education
- Assessment Report
- Syllabi Assessment Challenge Report

Angie –
Theda –
Chelsea –

- **This Week in Instruction**
  - **Thurs. (2/9)**
    - TS—Adolescent Development (PSYCH 4453) with Susan Brigman (44 students)
    - DB—Nursing Research (NRSG 3883) with Heck (42 students)
  - **Mon. (2/13)**
    - DB—Nursing Research (NRSG 3883) with Heck (37 students)
  - **Wed. (2/15)**
    - PB—Introduction to Social Work and Social Welfare (SOWK 2273) with Ann Riley (26 students)
  - **Fri. (2/17)**
    - CB—Freshman Composition II (ENG 1213-2 sections) with Ken Hada (44 students)
Librarian Meeting Minutes from February 23, 2012

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

- Also did hands-on guided research with them on Monday and Wednesday of this week
  - Tues. (2/21)
    - AL—Tour—Freshman Seminar for Shawna Jackson (19 students)
  - Wed. (2/22)
    - PB—Tour—Freshman Seminar for Marc Neufeld (20 students)
    - TS—Tour—Freshman Seminar for Rachel Wiseman (21 students)
  - Reached a total of 253 students in the last two weeks

Patrick –
Dana –
Adrianna –
Librarian Meeting Minutes from February 23, 2012

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

**Agenda:**

1. Action items (15 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Policy Review (15 mins.)
4. Copier Changer (15 mins)
5. Shifting (Theda—20 mins.)
6. Prepare next week’s agenda (5 mins.)

**Future:**

1. Professional Development (3/15)
2. Discuss uses for interest on Georgia Howell Limes (book fund) (3/15)
3. Every Thursday we will discuss shifting pros/cons, etc. (March)

**Action Items:**

**Everyone** –
- Send changes to revised *Poster Printing Policy* to DB (2/27, noon)
- Think about how to utilize interest on Georgia Howell Limes fund (2/29)
- Talk with departments to determine which university library collection they would like to be compared to (end of Feb.)
- Decide what we want to do about shifting (4/1)

**Adrianna** –
- Report on foundation funds (2/29)

**Chelsea** –

**Dana** –
- Move microfilm digitization/scanning equipment into public services area (3/15)
  - DB will have to write documentation, train students, have students train librarians
  - To be done by Spring Break so that we can have a newsletter article in April—something like "Scan, Scan, Scan"

**Patrick** –
- Send revised *Poster Printing Policy* to all (2/24, noon)

**Theda** –
- Notify all liaison faculty about new instruction and reserves forms (2/29)

**Angie** –
- Get wiring quote from Marcus (2/29)
- Draft record retention policy (3/16)
• Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)
• Put an article about extended finals hours in last newsletter of the semester (April?)

Discussion:
All –
• Copier changer
  o A change machine is approximately the same price as three of the change mechanisms
  o Change is equipment, and we are all maxed out on equipment
    ▪ DB and AL will try to find money
• Policy Review
  o DB and CB will work on revising the Instruction Policy and send it out for approval tomorrow or Monday
• Professional Development and Continuing Education
  o Staff committee will meet to come up with parameters for prioritizing professional development and continuing education opportunities
    ▪ May include a written justification requirement for staff
  o Funding possibilities for staff continuing education and professional development
    ▪ Use some of our travel budget
    ▪ Supply monies
    ▪ Keep up with scholarships to take advantage of free opportunities
    ▪ LLAF (currently have $3000 in the bank)
    ▪ Foundation Library Fund (Ford $)
• Assessment
  o Submitted assessment report by 2/10
  o High-quality Reference Service
    ▪ Peer evaluations
      • Surpassed goal of 25% scoring “exceeds expectations”
      • Did not quite meet goal for receiving no “does not meet expectations”
    ▪ Reference Cards
      • Met the goal for receiving 99% positive responses
  o Instruction
    ▪ Peer evaluations
      • Goal of 0% scoring “does not meet expectations” was met
      • Did not meet the goal of 25% scoring “exceeds expectations”
• Attendance at a student interaction and engagement workshop is planned professional development for this area
  ▪ Faculty evaluation
    • Did not meet 100% positive goal
    • Negative comments all demonstrated need to work more closely with faculty
      o Communication with faculty is the focus of our upcoming Summer Teaching Workshop
  ▪ Student responses
    • Did not meet goal of 98% positive responses
  o Access to high-quality resources
    ▪ Assessment data goes up and down with no rationale for why
      • Still no pattern after 4 years
  o Faculty survey—not done this year
  o Student survey—
    ▪ Surpassed goal of 95% satisfaction
    ▪ Response rates are still not great
  o WCA
    ▪ Data not as helpful as we would like
  o Summary of 4th assessment report—
    ▪ Met half of performance goals
    ▪ Ones we didn't meet, we have a plan for approval or we improved from last year
    ▪ Data collection rates are improving
    ▪ According to Teresa Rothrock, we are probably going to revamp our approach to assessment

Angie –
• Marcus Smith said they can do the wiring
  o Working on getting a quote
• Getting Buffy’s 1966 and 1967 yearbooks
• Taking tomorrow off

Theda –
• Computer science is not accredited by an outside body, but they’d like to be
• Ebook student survey
  o Adding definition of coursework
  o Switching order of questions
  o Changing word “journals” to “articles”
  o Three nursing faculty members have said that they would encourage students take the survey, but weren’t willing to offer extra credit
Librarian Meeting Minutes from February 23, 2012

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

- The library may offer an incentive, but we may not need to offer an incentive if it is in the Blackboard shell
- Got an application that allows us to look at how many requests have been sent to our web server
  - Offers IP addresses, browsers used, search queries, and much more
  - Stores logs for 30 days
  - Will store on K Drive
  - Not quite sure how to use the information yet
- Off tomorrow

Chelsea –
- Taking off Monday afternoon
- Has been dealing with Captivate issues this past week

This Week in Instruction
- Thurs. (2/9)
  - TS—Adolescent Development (PSYCH 4453) with Susan Brigman (44 students)
  - DB—Nursing Research (NRSG 3883) with Heck (42 students)
- Mon. (2/13)
  - DB—Nursing Research (NRSG 3883) with Heck (37 students)
- Wed. (2/15)
  - PB—Introduction to Social Work and Social Welfare (SOWK 2273) with Ann Riley (26 students)
- Fri. (2/17)
  - CB—Freshman Composition II (ENG 1213-2 sections) with Ken Hada (44 students)
    - Also did hands-on guided research with them on Monday and Wednesday of this week
- Tues. (2/21)
  - AL—Tour—Freshman Seminar for Shawna Jackson (19 students)
- Wed. (2/22)
  - PB—Tour—Freshman Seminar for Marc Neufeld (20 students)
  - TS—Tour—Freshman Seminar for Rachel Wiseman (21 students)
- Reached a total of 253 students in the last two weeks

Patrick –
- African-American athlete event went very well
- Outdated flash on reference computers (and Circ. Desk computers)

Dana –
- EBSCOhost eBooks
Librarian Meeting Minutes from February 23, 2012

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

- Dana Beauvais informed DB that Rittenhouse is refusing to allow their eBooks to be transferred to Ebsco
  - DB will work with nursing to find comparable books
- Contacted by IUG to be on Steering Committee
- Received Sierra package
  - We are on the Sierra listserv now
  - Implementation scheduled in December, dependent on beta testing
  - We first need to upgrade to 2011 (we are on 2009B)
  - Total downtime for Sierra downtime is 4 hours, so we’ll do it over break
  - We should get servers first
  - Training falls to us
- Wants to do something nice for Mica
  - Warren Theatre
  - Email DB if you want to pitch in for theater package
- AAC update questions
  - Periodicals and circulation students have been forwarded for timesheet testing
- Knee—will only have to do physical therapy, not surgery
- Assessment webpage
  - Call for questions
  - Give DB justification for things that were removed from the assessment page that you don’t want to add to your webpage

Adrianna –

- OCALD met last week
  - Panel of HLC reviewers came
    - Mostly irrelevant for us
    - Interesting example from a reviewer: a library created tutorials geared toward typical reference questions, then compared # of reference questions before and after implementation of tutorials → they went down
  - ODL worries
    - Maintenance of effort with regard to federal input
      - If state reduces funds, federal funds are also reduced
      - Eventually this would trickle down to databases
  - Assessment committee plans to hold workshop in November
  - Bonnie McNeely (UCO)—they are about to start staffing library (with a librarian) until 2 a.m.
- Off next two Thursdays
  - We will meet next Wednesday
  - The next week we will just do policy review via email
Librarian Meeting Minutes from February 29, 2012

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

Agenda:

1. Action items (15mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Policy Review (15mins.)
4. Professional development (10 mins)
5. Shifting (Theda—15 mins.)
7. Prepare next week’s agenda (5mins.)

Future:

1. Every Thursday we will discuss shifting pros/cons, etc. (March)
2. Create policy for dealing with objections to library materials (March)
3. Discuss fact that students don’t know how to search/use Google (“What Students Don’t Know” article) (March)
4. Discuss question of how the students can know us better (“What Students Don’t Know” article) (April)
5. Discuss getting faculty buy-in (“What Students Don’t Know” article) (May)

Action Items:

Everyone –

- Send changes to revised Reserves Policy to DB (3/6, noon)
- Think about how to utilize interest on Georgia Howell Limes fund (3/15)
- Decide what we want to do about shifting (4/1)

Adrianna –

- Talk to Taryn Chubb about our art (3/15)
  - Where are our line drawings
  - Year of the Indian posters
- Write letter to Alan Ford regarding Foundation Library Fund

Chelsea –

- Send revised Reserves Policy to all (3/2, noon)
- Report on breakdown of Syllabi Assessment Challenge (3/15)
- Look into change machines, including pricing and security features
- Check with Rick about whether we need a new changer for the color copier

Dana –

- Move microfilm digitization/scanning equipment into public services area (3/15)
  - DB will have to write documentation, train students, have students train librarians
  - To be done by Spring Break so that we can have a newsletter article in April—something like”Scan, Scan, Scan”

Patrick –

- Call Student Development Office to ensure that there is no such thing as the 1st Year Program (3/5, morning)
• **Redo Poster Printing Policy** by user type, make allotment table a separate document linked to this one, and link to form that needs chair signature (3/5, morning)
• Report on wireless printing (4/5)

Theda –

Angie –

• **Talk with departments to determine which university library collection they would like to be compared to (3/15)**
• **Explain wiring quote from Marcus** (3/15)
  - How much are parts and labor, who’s doing what, and from whom are we buying equipment
• Draft record retention policy (3/16)
• Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)
• Put an article about extended finals hours in last newsletter of the semester (April?)

**Discussion:**

All –

• Copier changer
  - AL thinks that no matter where we place our bill changer, it will be too far for folks to walk
  - Let’s buy copier changers at end of year, assuming we have money
  - If we want a change machine, we will buy that separate on down the road
    - Only concern is that if it’s in the student lounge, it won’t get patrolled often
    - CB will look into change machines, and security thereof
  - CB confirm with Rick that we don’t have to get new changer for color copier
  - What about copy card machine?
    - Need to put in a dollar to get the card, and the dollar hasn’t changed
    - So let’s not do anything with that now

• Policy Review
  - Discussed changes to **Poster Printing Policy**

• Shifting
  - Two options: move A-P to 4th and Q-Z to 2nd floor or just shift everything on 4th floor to fill LT space
  - Massive weeding of microfiche may allow microfiche cabinets to move over in the alcove
  - Could put study rooms in the middle of the 2nd floor...
  - Took 5 weeks to move entire library building (working 12 hour days) in 1997
  - Would we close at all?
Librarian Meeting Minutes from February 29, 2012

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

- No classes during the intersession right before fall
- However, it would be better for us to move during intersession right after spring

Angie –

Theda –
- Year of the Indian posters
  - Wants to hang them, perhaps on 4th floor
  - AL will contact Taryn Chubb to see how they should be hung
- Time zone posters—will put these up in area of map cabinet
- Will start playing around with Google Analytics for webpage
- Pulling reference books which should be shelved elsewhere
  - Will let us know if the books are related to our subject areas
- A student was shocked that we did not have midnight midterm hours

Chelsea –
- Discovered workaround for most recent Captivate issues
  - Should be done with fourth and fifth tutorials by the end of next week
- Tying up loose ends for Roaring 20s Party
- This Week in Instruction
  - Thurs. (2/23)
    - CB—Tour—Freshman Seminar for Buffy Lovelis (13 students)
  - Fri. (2/24)
    - PB—The Police Function (CRJS 2453) with Ed Smith (34 students)
  - Mon. (2/27)
    - PB—Tour—Freshman Seminar for Dana Belcher (19 students)
  - Tues. (2/28)
    - DB—Tour—Freshman Seminar for Allene Warren (18 students)
  - Wed. (2/29)
    - CB—Freshman Composition II (ENG 1213) with Katricia Pierson (22 students)
    - Reached a total of 106 students in the last two weeks

Patrick –
- Can do wireless printing
  - AL would like to know how exactly this works
- Staff committee met—will email out revised documentation

Dana –
- Website redesign working committee met
  - CMS choices have been narrowed down to drupal and wordpress
  - If you know of any cons with Drupal, email DB
  - Not here tomorrow afternoon
Adrianna –

- Out Thurs and Fri, then off Tues-Fri.
- Jenny won’t be here Thurs-wed.
- Foundation Funds
  - Foundation Library Fund
    - Alan would rather money go to scholarships
    - AL needs to write a letter justifying our proposed uses for the money
Agenda:

1. Action items (20 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Policy Review (15 mins.)
4. Professional development (10 mins)
5. Georgia Howell Limes (book) Fund Uses (10 mins.)
6. Discuss summer projects and our capacity for completing them (10 mins.)
7. Prepare next week’s agenda (5 mins.)

Future:

1. Create policy for dealing with objections to library materials (June)
2. Discuss wireless printing (4/12)
3. Discuss future uses of syllabi analysis (May)

Action Items:

Everyone –

- Send changes to Records Retention Policy to DB (3/27, noon)
- Vote for uses of Georgia Howell Limes Fund (4/4, noon)
- Receive training on microform scanner (4/5)
- Invite faculty to Summer Teaching Workshop (4/5)

Adrianna –

- Send final revisions to Reserves Policy to DB (4/5)
- Talk to Taryn Chubb about our art (4/5)
  ○ Where are our line drawings
  ○ Year of the Indian posters
- Bring a draft of letter to Alan Ford regarding Foundation Library Fund (4/5)

Chelsea –

- Draft email that all librarians should use to invite faculty to Summer Teaching Workshop. Send email to all librarians for revision. (3/27)
- Email report of activities at OLA to everyone
- Ensure that Circulation Desk is covered on Easter weekend
- Make new rotating pic about the website tutorial
- Work with TS and DB to find a solution (i.e. clear tubs or designated shelves) to students reshelving materials rather than placing them on a table or handing them in to the Circulation Desk
- Look into change machines, including pricing and security features
- Check with Rick about whether we need a new changer for the color copier

Dana –

- Email report of activities at OLA to everyone
- Ensure that Periodicals Help Desk is covered on Easter weekend
Librarian Meeting Minutes from March 15, 2012

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

- Work with TS and CB to find a solution (i.e. clear tubs or designated shelves) to students reshelving materials rather than placing them on a table or handing them in to the Circulation Desk

Patrick –
- Report on wireless printing (4/12)
- Email report of activities at OLA to everyone
- Make new rotating pic featuring pictures of women’s basketball team

Theda –
- **Send out student survey about eBooks (4/5)**
- Make new rotating pic with FDLP logo
- Work with CB and DB to find a solution (i.e. clear tubs or designated shelves) to students reshelving materials rather than placing them on a table or handing them in to the Circulation Desk
- Report on plan for shifting (4/26)

Angie –
- **Draft Record Retention Policy and send to everyone (3/16)**
- Make sure TS and Jeannine know Reference Desk responsibilities while everyone is gone at OLA (3/27)
- **Draft schedule (timing of shifts only, not who is doing each shift) for extended hours during Dead Week and Finals Week (4/5)**
- Make new rotating pics about extended dead week and finals hours, and about pictures from Roaring 20s Party
- Intercom system follow-up
  - Double-check if this cost includes cost of the wires themselves
  - Clarify that we can call into the system with our cell phone/all options for calling into the system
  - Find out when Marcus would be able to install the system
- Write April newsletter articles regarding microfilm scanner (something like “Scan, Scan, Scan”) and extended finals hours
- Put an article about extended finals hours in last newsletter of the semester (April?)

**Discussion:**

All –
- Policy Review
  - **Library Security Log**—all changes were approved. DB will send out revised version
  - AB needs to have Record Retention Policy out tomorrow
  - Will propose to Assessment Committee that we do policy review on a 5 year schedule in the future

- Shifting
  - A-P on 4th floor and Q-Z on 2nd floor
Librarian Meeting Minutes from March 15, 2012

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

- All are in agreement on this
  - Jolene has agreed to work out which students will be working on this
    - DB wants to Jolene to be reminded that Periodicals students are able to help
  - Let’s have supply of bottled water, soda, and snacks for students to keep them motivated
  - Will probably not want students shifting books for 7 hours straight
    - Shift for a couple of hours, then work on another task for a couple of hours
  - Will probably be doing this shifting during May intercession

- Georgia Howell Limes (book) fund
  - Use it for our wish lists
  - WCA one-on-one comparison lists
  - Divide it between departments being weeded, so we can fill back in the gaps
  - Support for new programs
  - eBooks
    - electronic book subscriptions like AP Style
    - popular books
    - library-specific books
    - CB will send list to AL, who will then ask everyone to vote

- Summer Teaching Workshop Invitees
  - Dwight Myers (Wendell Godwin backup if Myers declines)
  - Todd Philips
  - Chris Browning
  - Andre Ghenciu
  - Micozzi
  - Regina Robertson (Jim Burke if Robertson declines)
  - Choate
  - Latimore
  - McCarty
  - Brigman
  - Houston Mount
  - Pierson (Davis if Pierson declines)
  - Myers
  - If one person says “no” invite another person of their same supporter/non-supporter classification
  - CB will send draft of invitation email

- Faculty Senate Minutes
  - It is looking like guns are going to be allowed on campus
Librarian Meeting Minutes from March 15, 2012

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

- Trying to combine tenure and promotion process for teaching faculty

Angie –
  - Intercom system
    - No labor charge because University is doing all wiring
    - $1010 is total cost of stuff
      - AB will double-check if this cost includes cost of the wires themselves
      - AB will also clarify that we can call into the system with our cell phone/how we call into this thing in general
    - AB will find out when Marcus would be able to install the system
  - Roaring 20s Party
    - 40 people overall
    - Mostly just library folks for Scott Barton’s lecture
    - Tom Lanis commented that he thought people were missing out
    - The people who came had a good time
  - Almost caught up from week of work she missed when sick
  - Next time we meet, we’ll need to finalize newsletter
  - Instruction session for Dane Scott (chemistry) today

Theda –
  - Working on profiles for Google Analytics

Chelsea –
  - Rob has set the library up with a holds screen for Jenzabar. This allows us to add and remove holds from students’ records ourselves.
    - Jolene is working on writing instructions for the Circulation Assistant Manual.
  - CB and Jolene are planning to have a table at Staff Appreciation Day (4/12) to market our services to university staff and collect responses to a survey about what university staff would like to see at the library.
    - We are hoping this will help increase the dismal checkout numbers for university staff.
    - DB volunteered to help work the table.
  - Flash drive checkout
    - Jolene is working on processing our first flash drive for student checkout
    - It will be in a plastic bag with a barcode on the bag, and processed as a reserve item.
    - We have not decided on a standard price to assess for billed flash drives.
    - If you run across any freebie flash drives at OLA, pick them up.
  - Reshelving
    - We suspect that students are reshelving items rather than placing them on a table or handing them in at the Circulation Desk.
    - Tubs like those used in Periodicals were proposed as a solution.
Librarian Meeting Minutes from March 15, 2012

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

- Some think that these tubs are too unattractive to place throughout the building.
- CB, TS, and DB will work together to find a solution.

- Retention Webinar (3/14): Organizing an Integrative First Year Experience: Freshman Academies
  - City University of New York
  - 15,000+ enrollment
  - 6 Freshman Academies based on major areas
    - Every student is part of an academy until they have completed 30 credit hours
    - Academies offer:
      - 2 high impact learning experiences within first 30 hours
        - Service learning, e-Portfolio, cornerstone course, learning communities, writing intensive courses
      - Co-curricular activities and special events related to field of major interest
      - Attention from a freshman coordinator
    - 1 Freshman Coordinator for each academy
      - Freshman coordinators are student services professionals
      - Each is responsible for advising (both formally and informally) 350-400 students at any given time
    - Goal of doubling graduation rate by end of this year—looks like they are going to meet their goal
    - Funding was one million dollars, which constitutes just over 1% of the university’s total budget

- The Last Two Weeks in Instruction
  - Fri. (3/2)
    - CB—Non-Western Literature (HUM 2323) for Ken Hada (32 students)
  - Wed. (3/7)
    - CB—Guided Research—Non-Western Literature (HUM 2323) for Ken Hada (32 students)
  - Fri. (3/9)
    - CB—Freshman Composition I (ENG 1113) for Kevin Davis (24 students)
    - TS—General Psychology (PSYCH 1113—2 sections) for Velez (73 students)
  - Mon. (3/12)
    - TS—Tour—Freshman Seminar for Shawna Jackson (13 students)
    - TS—Tour—Transfer Students from Seminole State for Kyle Gardner (3 Students)
Librarian Meeting Minutes from March 15, 2012

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

Patrick –
- Reached a total of 145 students in the last two weeks
- Reminds all to try not to swing keyboard tray all the way to the back—it gets stuck
- Updated AV equipment setup form after meeting with Charlie Lanis
  - Now sends auto-confirmations and a confirmation prior to setup
  - Learned how to change the settings so that form creator is sent a PDF rather than an xml email when someone submits the form
- Will be working with Jolene and Circ students to clean out 3rd floor closet this afternoon

Dana –
- Microform scanner setup is going well
- Springshare/SLA Award
  - May be something for Assessment Committee to look at because it requires that the innovative activity be assessed
- Rotating pic display
  - Need new pictures
    - CB will make one for website tutorial
    - AB will do one for Reference Extended hours
    - AB will do a new one for pictures from Roaring 20s Party
    - TS will redo the bird
    - PB will do one for the basketball team
- Naxos is discount company through Amigos, so DB is pursuing this
- Will ask LLAF to fund lunch for Summer Teaching Workshop
- Working with CB on OLA Presentation
  - Also proposed a similar presentation for SpringyCamp
- DB wants to make sure we do a student appreciation luncheon—possibly May 4th

Adrianna –
- Easter—we are open on good Friday
  - Double-check that we have students for that weekend
- Blinds have been installed in student lounge
  - Donor was here yesterday. He has to decide what he wants the plaque to look like before we can spend rest of the money.
- AAC
  - Math, nursing (Ardmore), human resources have open positions and/or are conducting searches
  - OneNet is buying a generator for us
  - As of August 1, smoking will be banned on campus (not even in your car)
  - Louise Young Diversity April 18
    - Speaker will be Carol Masheter, the oldest woman to climb Mount Everest
  - George Nigh Luncheon April 25
Librarian Meeting Minutes from March 15, 2012

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

- April 26 Faculty & Staff Recognition
- April 12-13 RUSO will be here
- Huge changes to financial aid rules
  - Summer Pell Grant is gone
Librarian Meeting Minutes from April 5, 2012

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

Agenda:

1. Action items (20 mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Professional development (10mins)
4. Wireless/double-sided printing (20 mins)
5. Intercom (15 mins)
6. Prepare next week’s agenda (5mins.)

Future:

1. Shifting plan (4/26)
2. Discuss management from a staff perspective workshop (5/3)
3. Discuss future uses of syllabi analysis (May)
4. Create policy for dealing with objections to library materials (June)

Action Items:

Everyone –

- Review reference schedule for dead week and finals week (4/12)
- Review intercom system data (4/12)

Adrianna –

- Approve surveys and flyers for staff appreciation event (4/9)
- Talk to Taryn Chubb about our art (4/12)
  o Year of the Indian posters
- Bring a draft of letter to Alan Ford regarding Foundation Library Fund (4/12)
- Talk to DCA about having a better plan for night-time communication (specifically for communicating with Campus Police)

Chelsea –

- Remind librarians to follow-up with faculty about summer teaching workshop (4/10)
- Work with TS and DB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)
- Look into stand-alone change machines, including pricing and security features
- Talk to Jenny about keeping a log of what toners go with what printers

Dana –

- Work with PB to develop selection criteria and a plan for spending the Undergraduate Research Center funds (4/16)
- Work with TS and CB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)

Patrick –

- Confirm Reference Desk shifts during CB’s vacation/IUG Conference (4/9)
- Approve surveys and flyer for Staff Appreciation Event (4/9)
- Let CB know if willing to spend some time working at our table during the Staff Appreciation Event on April 12th (4/9)
- Receive training on microform scanner (4/12)
- Report on wireless printing (4/12)
• Make new rotating pic featuring pictures of women’s basketball team (4/12)
• Select date for photo Friday (4/12)
• Add possible funding sources for professional development activities to Professional Development Policy, and send to all librarians (4/12)
• Work with DB to develop selection criteria and a plan for spending the Undergraduate Research Center funds (4/16)
• Replace USB cable on scanner

Theda –
• Let CB know if willing to spend some time working at our table during the Staff Appreciation Event on April 12th (4/9)
• Confirm Reference Desk shifts during CB’s vacation/IUG Conference (4/9)
• Add “other” to eBook survey question about students’ major and send out the survey (4/12)
• Work with CB and DB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)
• Report on plan for shifting (4/26)

Angie –
• Confirm Reference Desk shifts during CB’s vacation/IUG Conference (4/9)
• Approve surveys and flyer for Staff Appreciation Event (4/9)
• Make new rotating pics about extended dead week and finals hours, and about pictures from Roaring 20s Party (4/12)
• Intercom system follow-up (4/12)
  o Double-check if this cost includes cost of the wires themselves
  o Clarify that we can call into the system with our cell phone/all options for calling into the system
  o Find out when Marcus would be able to install the system
• Write April newsletter articles regarding microfilm scanner (something like “Scan, Scan, Scan”) and extended finals hours (4/12)

Discussion:

All –
• Policy Review
  o Record retention policy
    ▪ Remove “in general” from second paragraph
  o Policy review is done!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
    ▪ However, Safety Committee is still working on various safety policies, and we will be creating a policy for dealing with objections to library materials this summer
• Professional Development
  o Selection criteria were Approved
Librarian Meeting Minutes from April 5, 2012

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

- PB will add funding sources to professional development policy, and send it out again
- Georgia Howell Limes (book) fund
  - We will spend it on wish lists, which can include library-specific books and books to fill in gaps in weeded departments
  - We'll spend the Limes money in July each year, after all of our regular book budgets have been spent

- Summer Projects
  - Strategic plan & work plan
  - Assessment plan
  - Annual reports
  - Shifting
  - Selection and de-selection on gov. docs. List—Theda
  - Microfiche withdrawal—Dana
  - Faculty communication schedule/plan
  - SIGALO
  - Interaction workshop
  - Scaffolding guidelines
  - Converting ppt tutorials into Captivate—Chelsea
  - DB planning on taking vacation early August
  - AB plans to take a couple of weeks in August
  - TS will be gone third week of June
  - PB will be gone last week of July
  - All are agreed that these projects can be reasonably completed this summer

Angie –
- Electrical pole caught on fire on Tuesday night
  - AB feels that Campus Police should have left us know
    - AL will talk to DCA about encouraging better communication across campus, especially at night

Theda –
- Shifting update
  - New plan is to scrunch A-E on 2nd floor, clean 2nd floor shelves, move stuff from 4th floor down, then move scrunched part back up.
  - Scrunch will occur during dead week and finals week.
- Out next Wednesday at a workshop

Chelsea –
- Jolene has mostly completed the cleaning out of the 3rd Floor closet
  - She found 9 toner cartridges that don’t belong to any of our printers
  - AL would prefer that we don’t email the list to the rest of the campus
Librarian Meeting Minutes from April 5, 2012

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

- AL and Jolene are checking with the distance education folks both in the building and at the other sites to see if they can use the cartridges
- Jolene suggested that we keep a log of what toners go with what printers so that we can dispose of cartridges when we stop using a printer
  - AL suggested that CB talk to Jenny about taking on this task

- Double-sided printing
  - In the process of looking into toner/printer compatibility, Jolene found that our public printers can do double-sided printing.
  - We would need to upgrade the printers at a cost of $274 per unit.
  - A new printer with the same capability would cost over $1000.
  - We will discuss this issue during next week’s wireless printing discussion.

- Changers
  - Changer on the color copier does need to be replaced
  - It would cost $400 per unit if we had a technician come to the library to update all four units at the same time.
  - It would cost only $100 per unit if we shipped the units in:
    - We can send in the two downstairs units during intercession
    - We can send in the upstairs ones one at a time when it is convenient
    - Rick would come remove the units for us, but it would be our responsibility to ship them in

- Scissortail Creative Writing Festival
  - Starts today at 9:30 a.m.
  - Natalie Tretheway, 2007 Pulitzer Prize winner, will read at 6:30 tonight in Ataloa

- Staff Appreciation Event
  - Please approve flyer and survey
  - Let CB know if you are willing to help staff the table
  - CB and Jolene proposed that we hand out coupons for a free cup of small coffee to individuals who complete our survey
    - DB approved

- The Last Few Weeks in Instruction
  - Thurs. (3/15)
    - TS—Education Technology (EDUC 4632) for Jack Green (12 students)
    - AB—Instrumental Analysis (CHEM 3484) for Dane Scott (8 students)
  - Fri. (3/16)
    - CB—Enduring Questions: Perspectives from Rhetoric and Research (HNRS 2313) for Kevin Davis (9 students)
  - Tues. (3/27)
Librarian Meeting Minutes from April 5, 2012

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

- CB—Freshman Composition I (ENG 1113—3 sections) for Sunnie Smith (69 students)
  o Reached a total of 98 students

Patrick –
- CB and Barry’s computers would not turn on yesterday
  o The power supply was damaged
  o They were upgraded to Windows 7
- Public scanner
  o AB suggests replacing the USB cable
- Working on basketball pics
- PB will arrange another photo Friday
  o Use the same poster if possible

Dana –
- We will be hosting SIGALO in May
  o During the morning session, we’ll be talking about LibGuides
  o Afternoon session is TBA
  o Need to set a date—either 5/18 or 5/25
    ▪ No objections to either date
  o We need to provide morning breakfast and afternoon snacks
    ▪ DB will ask LLAF for funds
- Book repair machine
  o AB and DB will talk about it later
- Was asked to do a LibGuide this summer for nursing
- Added apps box to electronic resources main page

Adrianna –
- University wrote a grant to fund an Undergraduate Research Center
  o Grant, which was approved, included monies for a collection of supporting materials
  o They are asking us to spend the $7000 for them
  o Most of the materials will not be in the library, and will not be included in our catalog
  o DB and PB will get together and come up with some criteria to develop a plan by 4/16
- Reported that AB invites new faculty to tour the library. AL encouraged us all to do the same.
- OLA summary
  o 3 of 4 of us went to management workshop
  o AL would like to talk more about this in the future
Librarian Meeting Minutes from April 12, 2012

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

Agenda:

1. Action items (20 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Work Plan (15 mins.)
4. Prepare next week’s agenda (5 mins.)

Future:

1. Shifting plan (4/26)
2. Budget discussion (5/3)—bring budget item to meeting inc. double-siding

Action Items:

Everyone –

Adrianna –
• **Talk to Taryn Chubb about our art (4/19)**
  o *Year of the Indian posters*
• **Bring a draft of letter to Alan Ford regarding Foundation Library Fund (4/19)**
• Talk to DCA about having a better plan for night-time communication (specifically for communicating with Campus Police)

Chelsea –
• Work with TS and DB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)
• Look into stand-alone change machines, including pricing and security features
• Talk to Jenny about keeping a log of what toners go with what printers

Dana –
• Work with TS and CB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)

Patrick –
• **Work with DB to develop selection criteria and a plan for spending the Undergraduate Research Center funds (4/16)**
• **Receive training on microform scanner (4/19)**
• Replace USB cable on scanner

Theda –
• Work with CB and DB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)
• Report on plan for shifting (4/26)

Angie –
• **Write April newsletter articles regarding microfilm scanner (something like “Scan, Scan, Scan”) and extended finals hours (4/19)**
  o Follow-up about Greatest Day Ever with Terry Cluck

**Discussion:**

- **Project Build 2012**
  o President Hargrave is working on selecting winning projects
- **Professional Development**
  o Spell out LLAF
  o Qualify Library Technology Fee option as being primarily for IUG and possibly other tech-related activities
  o Remove Ford Foundation Fund until its verified as a possibility
- **Wireless/double-sided printing**
  o There is a way for us to limit the wireless printing to the library
    ▪ Currently unsure about the range for this option
    ▪ Would increase printing
  o No one likes the idea of having a printer that all campus can print wirelessly to
  o We don’t like the idea of having to require people to download a driver
  o Double-sided printing
    ▪ Everyone prefers that we default to double-sided
    ▪ We’d like to wait until May, when Adrianna has had time to look at budget
  o We’ll table wireless until late summer
- **Shifting**
  o Collecting schedules from staff members
  o Next will be doing training
  o Then scrunching
- **Intercom**
  o We want to write a clear policy for how to use the intercom
  o Let’s get the intercom—AL will find $
    ▪ A little over $1000, wiring included
  o Marcus could probably do it over summer, will take him about a month
- **Dead week/finals week**
  o AB will make updates to reference schedules
- **Teaching Workshop**
  o We’ll have a deli bar
  o Track down your people—find someone to invite!
- **Photo Friday**
  o Let’s just do it in the fall

**Angie –**
Librarian Meeting Minutes from April 12, 2012

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

- Sent stats on email reference to DB
  - According to stats, we only did 3 email reference
  - Everyone needs to be more vigilant about putting tallies on the sheet
- Librarians’ Meeting during dead week/finals week
  - Let’s move it to 10 am-11:30 am on Thursday

Theda –
- Workshop yesterday was great
  - Two other people there were from Oklahoma

Chelsea –
- Leaving at noon today, won’t be in until 4/23 (Mon.)
- Staff appreciation event today—thanks to everyone who is helping out
- This week in Instruction
  - Thurs. (4/5)
    - CB—Freshman Composition II (ENG 1213—2 sections) for Robin Murphy (46 students)
  - Wed. (4/11)
    - CB—Freshman Composition I (ENG 1113—2 sections) for Steve Benton (43 students)
  - Reached a total of 89 students
  - Been doing research consultations for Dr. Pierson’s COMP II
    - When professor has the entire class research consultations, it is considered instruction, and should be reported to CB
    - When just a couple of the students meet with the librarian one-on-one, that should be reported as a Level IV Reference

Patrick –
- Been busy with printing
  - Made a banner for CIRCAW
- Student retention webinar
  - Only 2 other people at it
  - Will talk more about it at the assessment meeting
- Been playing with scanner
  - Hasn’t discovered any problems
- Been trying to send PPT research process to southeastern
  - Having trouble getting the email delivered

Dana –
- 5/1 binding guy is coming at 3 pm
  - If anyone wants to observe, let DB know
- ACRL survey done
- Bindery shipment out next month
Librarian Meeting Minutes from April 12, 2012

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

- If you're hoarding things that need to go to the bindery, send them to DB
  - 21 students have completed eBook survey
    - 76% education
    - 76% says they want more eBooks
    - 28% use our stuff once a week or once a month
    - 33% use Kindles
  - Trading in bursar in/out for RSS feeds
  - Off tomorrow
Adrianna –
  - Going to a reception tomorrow in Ardmore
Librarian Meeting Minutes from April 19, 2012

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

Agenda:

1. Action items (20 mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Shifting Update (10 mins.)
4. Prepare next week’s agenda (5 mins.)

Future:

1. Budget discussion (5/3)—bring budget item to meeting inc.
   double-siding
2. Discuss management from a staff perspective workshop (5/3)
3. Discuss future uses of syllabi analysis (May)
4. Create policy for dealing with objections to library materials (June)
5. Wireless discussion (late summer)

Action Items:

Everyone –

- Confirm dead week and finals week reference desk schedule (5/3)

Adrianna –

- Talk to Taryn Chubb about our art (4/19)
  - Year of the Indian posters
- Bring a draft of letter to Alan Ford regarding Foundation Library Fund (4/19)
- Talk to DCA about approval of Library Safety Committee’s procedures (5/10)
- Ask Dr. Charboneau where her furniture is from
- Talk to DCA about having a better plan for night-time communication (specifically for communicating with Campus Police)

Chelsea –

- Work with TS and DB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)
- Look into stand-alone change machines, including pricing and security features
- Talk to Jenny about keeping a log of what toners go with what printers

Dana –

- Work with TS and CB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)
- Email research graphic to Dennis Miles (5/3)

Patrick –

- Replace USB cable on scanner

Theda –

- Work with CB and DB to find a solution (i.e. clear tubs or designated shelves) to patrons reshelving materials (4/26)
- Report on plan for shifting (5/3)

Angie –

- Email link for furniture website to AL (5/3)

Discussion:
All –
- Dunk Tank
  - This is likely not going to happen
- Work Plan
  - The library has completed all items except:
    - Library and Distance Ed. Goal 2 (b/c the University won’t have its strategic plan ready till September at least)
    - Library Goal 7 (AL will get DCA’s approval for the safety plan, after which it can be implemented and this item will be done)
  - Short explanations of what we did will need to be written
    - DB will write for Library Goals 1 & 8
    - PB will write for Library Goal 3
    - AL will write for Library Goal 2
    - CB will write for Library Goals 5 & 7
    - All have included write-ups for Library Goals 4 & 6 in Liaison Reports
  - The Work Plan is up on the assessment page
- Furniture for Lounge
  - AL likes the furniture in Dr. Semira Charboneau’s office
    - Comfortable leather
  - To look for furniture we will:
    - Ask Semira where her’s is from (AL)
    - Check at Mathis Brothers Furniture in OKC
    - Look at catalogs (if absolutely necessary)
- Next Meeting is 5/3

Angie –
- Will be out 4/20 PM
- Put dead week and finals week reference schedule in Outlook

Theda –
- Mold
  - Mold was found in the annex; Dr. Biles identified it and the physical plant has been contacted about what needs to be done to get rid of it
- Attended the first two presentations of SpringyCamp
  - Emailed the notes to everyone, and the sessions were recorded
- Shifting
  - Jolene is talking with the Circ students about this
  - Circ students are almost done confirming measurements for the physical size of the collection
- Display Case
  - Would like to make a top that will sit on the display case for book displays
• Will be at ODL 4/26
Chelsea –
Patrick –
• Poster Printing
  o Psychology has a research event and has been printing a lot of posters
• Research Graphic
  o Dennis Miles from Southeastern still hasn’t gotten back to PB → DB will try to email the graphic instead
• Document Delivery
  o The online form wasn’t working, but has been fixed
Dana –
• Web Committee
  o A trial has been set up in Drupal, WordPress, and one other CMS; Frank sent out the links to the committee and they’ll be meeting about it
  o Probably will go with Drupal
• Instruction Handouts
  o Added QR codes to handouts → will send out a how-to on this
• New York Times
  o Full-text is still available, but who knows how long that will last
  o The bib record for NYT has been changed to show that only indexing is available
Adrianna –
• AAC met on Tuesday
  o Remember Graduation is on May 12th at 10am
• Research Day has been moved from the Fall semester to the Spring semester, and the next one will be on March 8th at UCO
• Gear Up
  o Gear Up helps transition high school students to college
  o The OU Gear Up program has a mandate to go to other campuses with the program and they’d like to come to ECU this summer
    ▪ The library should do something in conjunction with this
    ▪ We should also do more to promote the library with parents
      • DB helped a mother/daughter pair with scanning and copies and the mother said that this help made the day so much better!
    ▪ AL will be going to freshman enrollment on 4/21 for the library
• IT Updates
  o The server that will push updates to computers should be up shortly, and it will include Firefox updates!
• Will be out Friday 4/20
Librarian Meeting Minutes from May 3, 2012
Present: Adrianna, Chelsea, Dana, Angie, Patrick, and Theda

Agenda:

1. Action items (10 mins.)
2. Around the Horn (15 mins.)
   a. CB—“This Week in Instruction”
3. Management from a Staff Perspective Workshop (15 mins.)
4. Instruction Workshop (15 mins.)
5. IUG Report (15 mins.)
6. Staff Appreciation Survey Results (15 mins.)
7. Prepare next week’s agenda (5mins.)

Future:

1. Discuss future uses of syllabi analysis (May)
2. Decide on “hopefully” budget category (5/24)
3. Create policy for dealing with objections to library materials (June)
4. Wireless discussion (late summer)

Action Items:
Everyone –
Adrianna –
• Follow-up with Taryn Chubb about Year of Indian posters (5/24)
• Bring a draft of letter to Alan Ford regarding Foundation Library Fund (5/24)
• Talk to DCA about having a better plan for night-time communication (specifically for communicating with Campus Police) (5/24)
• Talk to DCA about approval of Library Safety Committee’s Procedures (5/24)

Chelsea –
• Report on Flip the Library logistics proposal (5/9)
• Finish implementing solution to patrons reshelving materials (5/10)
• Order changer and duplexing device (5/10)
• Look into stand-alone change machines, including pricing and security features
• Talk to Jenny about keeping a log of what toners go with what printers

Dana –
Patrick –
• See how many netbooks/batteries we can get for $5590, including shipping (5/10)
• Order AV supplies (5/10)
• Replace USB cable on scanner

Theda –
• Give AL shifting progress report (5/18)

Angie –
• Order intercom (get updated quote if necessary) (5/10)

Discussion:
All –
• Budget
  o Still have $5590 in equipment
  o $5850 was budgeted for 9 netbooks
    ▪ PB will see how many netbooks/batteries we can get for $5590, including shipping
  o We have $10,000 left
  o Proposed expenditures = $7209
    ▪ Now = $3732
      • Intercom = $1010.25
      • Paper AV = $820
      • Laminating stuff = $532
      • Ink = $750
      • Printer for DB = $320
      • Foam core = $110
      • Maintenance kit = $300
    ▪ Next = $948
      • Changers (4) = $400
      • Duplex printer (2) = $548
    ▪ Hopefully = $2529
      • Tall chairs (5) = $1500
      • Sign holders (2) = $260
      • Color printer box for AL = $270
      • Mini-DVD camera = $499
  o AB will get intercom PO through Jenny, and possibly new quote from Marcus this week
  o PB will order printer, paper, laminating, ink, maintenance kit, foam core this week
  o CB will get changer machines and duplex printer module this week (either through PO or on Dana or Angie’s ProCard)
  o May 24 we will decide on hopefully category

Angie –
  o Emailed AL link to furniture website. The furniture was too modern for AL.

Theda –
  • Shifting
    o Did trial run of shifting this morning
    o Timeline
      ▪ Will take 146 hours to shift
      ▪ We have 96 hours of intersession that we can schedule (8 hour days)
Librarian Meeting Minutes from May 3, 2012

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

- We can actually do 9 hours a day rather than 8 hours a day (no need for a lunch break)
  - Looks like we will be one week over
  - This will start 5/14
  - Theda guesses we will be done on Tuesday, June 5
  - Ways to get it done over break: work weekends and/or evenings
    - TS will give AL progress report on May 18th so we can evaluate whether extra hours will be needed
- A-F moving upstairs is last part of shift
- Will have a team of 4 students working at one time
  - We will get mixed up if we have more than one team working at one time
  - May hire temporary people to work over intersession only
- Call numbers will be updated when entire range is done
- Wednesday, June 6 server will be down
- May 11 afternoon—TS, AL, PB will do another shifting dry run
- Step 1—scrunch all second floor items on shelves nearest the staircase
- Step 2—move G upstairs
- Step 3--Move Z-Q downstairs
- Publicity
  - Let’s put a whiteboard at the front entrance and also use the arrows to let patrons know what is going on
  - TS will send emails to entire library communicating our progress
  - AL will send out email letting students and faculty know about the changes
  - Flip the Library
    - Pancake breakfast to get the word out
    - Logistics—CB and JP will work on logistics to see if this possible
      - How much would it cost?—would we just have pancakes and syrup?
      - Waffles??
    - JP and CB talk to AL by next Wednesday

Chelsea –
- Solution to reshelving problem: Using a table at the staircase on 2nd and 4th floors, with a sign above it. Fourth floor is done. AL would like this to be treated as an experiment

Patrick –

Dana –
- Will start working on wish lists on Monday
- Georgia Howell Limes fund—we’ll work on this after wish list is spent

Adrianna –
Librarian Meeting Minutes from May 3, 2012

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

- Some art has been hung throughout the library.
- Year of Indian posters—AL needs to talk with Taryn some more about these
- Dr. Charboneau’s furniture came from Woodward
Librarian Meeting Minutes from May 10, 2012
Present: Adrianna, Chelsea, Dana, Angie, Patrick, and Theda

Agenda:

1. Action items (10mins.)
2. Around the Horn (15 mins.)
   a. CB—“This Week in Instruction”
3. Budget—decide on “hopefully” items (10 mins.)
4. Management from a Staff Perspective Workshop (15mins.)
5. Instruction Workshop (15 mins.)
6. IUG Report (15 mins.)
7. EBSCO Meeting Report (5 mins.)
8. Prepare next week’s agenda (5 mins.)

Future:

1. Discuss future uses of syllabi analysis (June)
2. Create policy for dealing with objections to library materials (June)
3. eBook Survey Results (June)
4. Wireless printing and extra printers discussion (late summer)

Action Items:

Everyone –
- Email AB about your intersession schedule with regard to reference (5/11)
- Let DB know if you can bring snacks for SIGALO meeting (5/16)
- Email AB about summer schedule with regard to reference (5/18)
- Send Annual Reports to AL (6/7)

Adrianna –
- Contribute water jug to the shift effort (5/14)
- Follow-up with Taryn Chubb about Year of Indian posters (5/24)
- Bring a draft of letter to Alan Ford regarding Foundation Library Fund (5/24)
- Talk to DCA about having a better plan for night-time communication (specifically for communicating with Campus Police) (5/24)
- Talk to DCA about approval of Library Safety Committee’s Procedures (5/24)

Chelsea –
- Contribute trail mix to the shift effort (5/14)
- Figure out what yearbooks we are missing, and let DB and AB know (5/14)
- Finish implementing solution to patrons reshelving materials (5/24)
- Follow up on Flip the Library logistics proposal (6/7)
- Look into stand-alone change machines, including pricing and security features (8/9)

Dana –
- Contribute snack crackers and Laffy Taffy to the shift effort (5/14)

Patrick –
- See how many netbooks/batteries we can get for $5590, including shipping (5/17)

Theda –
- Contribute assorted candies to the shift effort (5/14)
- Give AL shifting progress report (5/18)

Angie –
- Contribute cups to the shift effort (5/16)
• **Order intercom (get updated quote if necessary) (5/17)**
• **Report on EBSCO meeting (5/24)**
• Report on different reference approaches and social media uses in the library (6/21)

**Discussion:**

All –

• Staff appreciation survey
  o More staff had been to the library than we had expected
  o Top activities when in the library (online research and checking out research material) indicated that many staff may be using the library for coursework
  o Most people rated our service as above average or excellent
  o When asked “What factors do you feel would lead you to use the library more frequently?” answers related to increased marketing and more popular materials (including popular eBooks) topped the list
    ▪ Ideas:
      • Facebook page
      • Handout in new employee packet
      • Bring part of public library’s collection over here—these would be treated as interlibrary loans
      • Advertise “suggest a purchase” page more
      • Add link to public library to popular fiction guide
      • Earmark part of general funds for popular items—AL does not like this idea since popular items are not our purview as an academic institution
      • Let’s talk more with Jennifer about possible collaborations once CB has started the popular fiction guide
      • CB will put other ideas in the Idea File

Angie –

• Had good trip to EBSCO advisory committee
  o Next time she will report what she can about the EBSCO meeting
• Taking Monday and Tuesday off
• Send AB any days that you will be taking off during intercession ASAP
• By end of next week, send her any summer days off, including any Fridays that you can’t be on call during summer

Theda –

Chelsea –

• Flip the Library
  o First week of fall semester, as a fundraiser in conjunction with LLAF membership drive
Librarian Meeting Minutes from May 10, 2012

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

- LLAF members (current and new) get to eat free
  - Pancakes, butter, syrup, and orange drink in a cup would cost us $3.25
  - Adding toppings and sausage links would take our cost to $4.25
  - Rick says that pancakes are not popular in the cafeteria
    - His suggestion is biscuits and gravy with a drink for $2.75. We don’t know how to work this into the “flipping” theme.
  - Rick does not have the equipment that we would need to make the food in front of the library. He would bring the food in warmers, pre-made.
  - Rick thinks that we have to run this by Ron Williams
  - CB will find out if Rick would allow us to not go through catering for this event. Perhaps the food would be cheaper if we bought it ourselves.

- This Week in Instruction
  - We have not done any instruction sessions since last report on 4/12

- Snacks for Shift
  - DB will get peanut butter snack crackers
  - DB will bring up Laffy Taffy
  - AL will bring in her water jug
  - CB will bring in trail mix
  - TS will bring mixed candies
  - AB will bring in more cups

- Annual reports due by meeting time on June 7th

- Two yearbooks have gone missing recently
  - Should we move yearbooks to reserves? We like having them in Reference, but will have to consider this if many more yearbooks go missing.
  - CB will figure out which yearbooks we are missing
  - CB will let DB know which ones are missing so that we can order new ones
  - AB has a contact that collects ECU memorabilia. AB will see how much it would cost to replace the missing ones through him.

Patrick –

- Ordered DB’s printer and AV supplies
- Some of extra toners go with extra printers we do have
  - We could put extra printer in Instruction Room
  - Let’s save this convo for wireless printing discussion

Copier account

- Has money left in it
- PB asks to use $150 more for another roll of paper
- Used $1600 of this money to buy AV supplies (means we will have $1600 more to apply to “hopefully” items)

Dana –
• We will be able to order everything on wish lists
• Destiny sent new weeding lists—something with an update changed how we need to set up the query
• Amigos webinar started yesterday
  o Their server went down in middle, so DB will have to listen to the recordings later
• Was going to do a bindery shipment, but she only had $400 in budget. They will just send a couple of things now and save the rest for December.
• Ebscoadmin
  o Someone changed our password
  o They are looking into how this happened, then DB will talk with our IT department
• Web Committee met yesterday
  o Repetitive
  o They’re going with Drupal
  o Oklahoma Drupal Users are very active
  o DB and PB need to work to remove unmanaged content from the CMS
  o They are going to convert everything from our CMS into Drupal, then do the redesign
• SIGALO will be here next Friday
  o AL will do introduction
  o Needs help bringing in snacks for breakfast and afternoon snack—shoot DB an email if you can make something (fruit, brownies)
  o CB and DB will do abbreviated version of their OLA presentation, with lots of time for questions
• DB at OLA tomorrow

Adrianna –
• Off next Wednesday and Thursday. Since DB will also be gone, Librarians’ Meeting is cancelled.
• Student retention webinar
  o Azusa Pacific University
  o Persistence is a complex issue since so much of it is out of our control
  o Student satisfaction is within our control. Student satisfaction includes:
    ▪ Institutional integrity
    ▪ Commitment to student welfare
    ▪ Communal potential
  o Wanted to find out to what extent does student satisfaction predict retention the next year?
  o Surveyed 30,000 students, many of whom went to private schools
Librarian Meeting Minutes from May 10, 2012

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

- Importance of various satisfaction factors varies by class levels
  - Freshman and sophomores value campus climate most
  - In the second two years, students care about advising and instruction

- Implications for policy:
  - Assessment of student satisfaction does make a difference
  - Aggregating data across class levels may mask important findings

- Students for whom the institution is their first choice are more likely to come back

- All about the relationships—look at building community

- Also looked at high risk students who graduated
  - Asked them how they were able to finish—70% said it was due to a faculty member, 30% said it was due to a staff member

- Especially in the first year—communicate concern for student welfare, particularly with regard to money
  - Maybe we could work with Dr. Pierson to do a display that demonstrates these messages

- Has asked Angie to...
  - Research different approaches to reference
    - AL is considered about the amount of time we spend at the desk, and how this impacts our other work
  - Look into social media/networking
  - AB will report back in middle of June

- Money update
  - Everything on “now” and “next” lists have been ordered except for intercom
Librarian Meeting Minutes from May 24, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (15 mins.)
   a. CB—“This Week in Instruction”
3. Budget—decide on “hopefully” items (15 mins.)
4. Management from a Staff Perspective Workshop (15mins.)
5. eBook Survey Results (15 mins.)
6. Prepare next week’s agenda (5mins.)

Future:

1. Discuss future uses of syllabi analysis (June)
2. Create policy for dealing with objections to library materials (June)
3. Wireless printing and extra printers discussion (late summer)

Action Items:

Everyone –

- Annual Reports due—put a copy on the K Drive and give AL a hardcopy (6/7)
- Email completed Federal Documents Selection Spreadsheets to TS (6/30)

Adrianna –

- Follow-up with Taryn Chubb about Year of Indian posters (5/31)
- Bring a draft of letter to Alan Ford regarding Foundation Library Fund (5/31)
- Communicate the charge and purpose of the “no” list to AB (6/28)
- Let DCA know about the knowledge and ideas that we gained from IUG

Chelsea –

- Ask Patrick to price new printer, and maintenance kit and toner for backup printer (5/29)
- Follow up on Flip the Library logistics proposal (6/7)
- Look into stand-alone change machines, including pricing and security features (8/9)
- Save IUG Report to K drive in a conference reports folder
- Develop copyright committee with PB, Ben, and a faculty member to develop more specific guidelines

Dana –

Patrick –

- Develop copyright committee with CB, Ben, and a faculty member to develop more specific guidelines

Theda –

- Investigate options for how work on Google Analytics should be structured (outside of Assessment Committee) (6/28)
- Look into creating a dummy record for any yearbooks that don’t exist
- Look into whether we need to post a Google Analytics privacy policy

Angie –

- Give DB lists of (6/14):
  - The years that yearbooks existed but we do not own a Special Collections copy,
  - The years that yearbooks existed but we do not own a Reference copy,
Librarian Meeting Minutes from May 24, 2012

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

- The years that yearbooks were not printed, and
- The years for which yearbooks existed but we don't have a digital copy.
  - Report on different reference approaches and social media uses in the library (6/21)
  - Report on Reference Committee's decisions regarding the “no” list norms (7/5)

Discussion:

All –

- Temperature situation
  - The 3rd floor consistently feels warmer than the rest of the library
  - DB will buy thermometer for the Instruction Room to put next to sensor
    - Circ students will read and record thermometer temperature every time they do room count
    - We can leave the Instruction Room door unlocked, but not open
    - When the room feels too warm, we will need to look at the temperature on the thermometer before calling maintenance
  - AB will put datalogger on other side of Instruction Room

- Yearbooks
  - 1963 is the only one we're technically missing
  - We need lists of
    - The years for which yearbooks existed but we do not own a Special Collections copy,
    - The years for which yearbooks existed but we do not own a Reference copy
    - The years that yearbooks were not printed
    - The years for which yearbooks existed but we don't have a digital copy
    - AB will do this and let DB know
    - TS will look into creating a dummy record for any yearbooks that don't exist

- Instruction Workshop
  - We decided to discuss this during the Teaching Workshop next Friday

- Budget
  - One of the Circ printers is down again
    - PB thinks he can fix it by gluing the broken part
    - If not, we could use the backup printer, but it needs a maintenance kit and toner
    - Otherwise, we would need a new Circ printer
    - CB will work with PB to price the different scenarios
      - If we need to buy a new printer, will have to do it by PO
We’ll discuss all other budget items once the Circ printer situation has been resolved

IUG Conference

Competencies session

- Incorporating the ideas of this session would require a major addition to our training documents to include additional skill sets and expectations
- First, we need to remove materials from unmanaged content
- Theoretically we are supposed to do a 6 month evaluation on new employees
  - Would like evaluation to be based on training
- Maybe put on next strategic plan
  - New strategic goal: Develop comprehensive training systems for librarians and staff
    - Include librarians’ manual and revising/adding to the training procedures

Copyright

- Work plan item: PB, CB, and Ben work together to come up with some more specific copyright guidelines for Blackboard and library
  - AL would like a faculty member to join us—Phyllis Isaacs is AL’s first choice. Martha Pennington is AL’s second choice. Brad Jessop/Kurt Edwards is another choice??
  - We may price the Copyright Clearance Center Academic License
  - Wants to be able to be clear about what people can do, what people can’t do, and for everything else, these are the questions you need to ask yourself
  - We’ll work on this next year

Google Analytics

- Speaker said that GA requires us to post privacy policy
  - TS will look into this
- AL wonders if we should have GA workgroup
  - TS will think about possibilities and make recommendations on how we should proceed

Angie –

- Working on annual reports and her reference and social media research
  - List of patron requests that got a “no”
    - Is there a cost to print? –AB would like to remove questions like “Is there a cost to print?” from the “no” notebook
    - We need to norm the “no” notebook
    - AL will communicate the charge and purpose of the “no” list to AB
Librarian Meeting Minutes from May 24, 2012

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

- Reference committee will discuss at 6/28 meeting

- EBSCO meeting
  - EBSCO is very interested in our feedback, particularly criticism
  - 25 people on political science advisory board. They have about 20 advisory boards.
  - EBSCO had received a lot of complaints about interface for Points of View reference Center, particularly that it looked too much like a high school product
    - Working on a new interface
  - Talking about adding value-added content, like timelines, to products
  - Articles in Points of View Reference Center are commissioned for Points of View. All of the articles are written by someone with at least a master’s degree in a relevant area.
  - Discussed difficulty in getting publishers to cooperate in some areas

Theda –
- Major shift is done!
  - Now: minor shifting, making logical splits, shelfreading, straightening, etc.

- Selection profile for federal documents
  - We are able to make changes to our selection profile once a year
  - SuDoc numbers have been matched with the corresponding liaison areas
  - Selection spreadsheet for each librarian is on the K drive
    - We are trying to get away from microform, so if you can get electronic, do it
  - TS will check our spreadsheets to make sure we aren’t removing things that are part of a core collection

Chelsea –
- Working on annual reports
- These two weeks in Instruction
  - Thursday (5/10)
    - CB—Tour—Ardmore Middle School (30 students)
  - Monday (5/14)
    - TS—Children’s Literature (EDLBS 4913) for Becky Compton (30 students)

Patrick –
Dana –
- TS and DB going to OLA leadership after next week’s Librarian’s Meeting
- Has shifted the Current Periodicals section so that it looks nicer
- $400 left in books account
  - 6/12 is last day to use ProCard
  - DB will spend rest
• Dr. Pierson showed interest in group study rooms
• Working on annual reports

Adrianna –
• Night time communication plan
  o Librarians should call AL when situations like power outages arise
  o Upper administration has a process by which they contact the parties that need to know
• Library's Safety Committee procedures
  o DCA said we need to present these to Bronson (soon!), then to Burt
• AAC
  o For AL’s annual reports, she will be including an abbreviated appendix of our strategic plan status
• Would like to move Instruction Teaching Workshop to 6/8
  o Thought it would be nice to go to AL’s house for lunch and conduct the workshop there
Librarian Meeting Minutes from May 31, 2012
Present: Adrianna, Chelsea, Dana, Angie, Patrick, and Theda

Agenda:

1. Action items (10mins.)
2. Around the Horn (20 mins.)
   a. CB—“This Week in Instruction”
3. Summer Newsletter (10 mins.)
4. Future uses of syllabi analysis—CB (20 mins.)
5. Procedures for dealing with objections to library materials—DB (15 mins.)
6. Flip the Library Follow-up (10 mins.)
7. Prepare next week’s agenda (5mins.)

Future:

1. eBook Report—DB & TS (6/28)
2. Library Staff Survey Report—PB (7/5)
3. LinkSource Presentation—DB (7/21)
4. Wireless printing and extra printers discussion (July)

Action Items:

Everyone –
- Annual Reports due—put a copy on the K Drive and give AL a hardcopy (6/7)
- Brainstorm ideas for summer newsletter (6/7)
- Email completed Federal Documents Selection Spreadsheets to TS (6/30)
- Remind all faculty to check over any library usage instructions that they may give their students, and offer to help update them

Adrianna –
- *Follow-up with Taryn Chubb about Year of Indian posters (6/7)*
- *Bring a draft of letter to Alan Ford regarding Foundation Library Fund (6/7)*
- Communicate the charge and purpose of the “no” list to AB (6/28)

Chelsea –
- *Order gate counter (5/31)*
- *Follow up on Flip the Library logistics proposal (6/7)*
- *Put the following statement in Circulation Annual Report: “I attended IUG and 3 of ideas I learned about are going to be part of the work plan for next year.” (6/7)*
- Make an image about the flip for the rotating picture display (6/21)
- Look into stand-alone change machines, including pricing and security features (8/9)
- Save IUG Report to K drive in a conference reports folder

Dana –
- Look into scheduling an eBook presentation for the nursing faculty this summer
- Work with TS to develop an eBook implementation and marketing strategy for nursing and education

Patrick –
- *Order color printer box, Mini-DVD camera (cannot exceed $500), Circulation Desk printer, toner, and maintenance kit (5/31)*
- *Give Student Training Report(s) to DB (6/4)*
- Make a new Photo Friday image for the rotating picture display (6/14)
Theda –

- Investigate options for how work on Google Analytics should be structured (outside of Assessment Committee) (6/28)
- Look into creating a dummy record for any yearbooks that don’t exist
- Look into whether we need to post a Google Analytics privacy policy
- Work with DB to develop an eBook implementation and marketing strategy for nursing and education

Angie –

- Order sign holders (2 @ $130 each) (5/31)
- Give Student Training Report(s) to DB (6/4)
- Develop a timeline for getting the new theme on the LCD screens (6/7)
- Give DB lists of (6/14):
  o The years that yearbooks existed but we do not own a Special Collections copy,
  o The years that yearbooks existed but we do not own a Reference copy,
  o The years that yearbooks were not printed, and
  o The years for which yearbooks existed but we don’t have a digital copy.
- Report on different reference approaches and social media uses in the library (6/21)
- Report on Reference Committee’s decisions regarding the “no” list norms (7/5)

Discussion:

All –

- Budget
  o AB needs to give sign holder info to Jenny today
  o CB needs to give gate counter info to Jenny today
  o PB needs to give color printer box, Mini-DVD camera (cannot exceed $500), Circulation Desk printer ($1300), toner ($176), and maintenance kit ($225) to Jenny today
  o Have until June 10th to use ProCard
- Management from a Staff Perspective
  o Ms. Tracey Thompson from Midwest City Library did a survey of library employees (including librarians, support staff, etc) across the country to determine what staff want the most. Here are the top 9:
    o Autonomy
      ▪ Train staff to make decisions by explaining why our policies and procedures are the way they are.
      ▪ Encourage independence.
      ▪ Let employees control their own workspace.
      ▪ When an employee makes a mistake, first look to yourself for where you as the manager made a mistake, then educate your employee about the correct protocol.
    o Salary
Atmosphere
- Atmosphere is the overall culture of the organization or department.
- Do your employees feel valued? Recognition plays a role in the atmosphere.
- The problem children of the department must be dealt with to create a harmonious environment for the others.
- Communication is the key here.
  - Communicate as soon as a project or change is in the works. Don’t wait until all decisions have been made.
  - Personality tests can help determine a person’s preferred communication method.

Professional development
- Tools to do their job
- Opportunities for innovative thinking
- Benefits
- Recognition
- Flexible working hours
- How does this relate to the rest of the professional world?
  - Uncertain, but it’s probably about the same

Our staff have two levels of management above them
- Would like to see more recognition of our staff
- Would like to ask staff what they think about these items
  - Staff Committee needs to get together to discuss and determine:
    - whether or not we are going to do it
    - What would it look like?
    - Will it be based on the presentation, a lit review, something else?
    - Plan for addressing results (does Staff Committee look at it, do librarians look at it first, etc. so that staff know how we are going to handle their concerns)
  - AL would the survey to acknowledge the difference between the staff members’ immediate supervisor and library director
  - Depending on what survey looks like, we might give it to Distance Ed folks as well
  - Would be odd for us to take survey and then interpret, so librarians will be excluded
  - Everyone can opt-in or opt-out
    - Staff Committee will report plan back to librarians’ meeting at 7/5 meeting
    - Have all data collected and processed by time school starts

- eBook Survey
  - 29 started, 27 finished
  - Mostly education majors
Librarian Meeting Minutes from May 31, 2012

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

- Most (74%) people wanted more eBooks
- 25% people use library resources weekly
- 25% said they didn’t use resources
- Most people read electronic materials on computer or cell phone
- DB and TS recommend that we should look into eBooks for all disciplines, not just nursing or education
- When looking at specific titles to purchase in eBook or print, it is probably better to purchase in print if the item has historical value
- Sometimes difficult for acquisitions to purchase individual e-titles
- AL wants us to focus on education and nursing since they both have many distance classes
- DB will try to give an eBook presentation to the nursing faculty this summer
  - AL wants to come to this
  - DB and TS will come up with a strategy for implementation and marketing

Angie –
- Article about noise in offices
  - Offices are starting to use “pink noise” systems to mask noises
  - May be worth looking into for public areas of the library, given the acoustics of this library
  - We will make the library environment part of next year’s work plan
- Summer newsletter
  - Flip (TS)
  - We will bring more newsletter ideas to next meeting
  - DB suggested that AB send out email several days before she asks for newsletter ideas
  - To be published 6/21
- Reference LCD screens
  - Next theme: favorite books and movies
  - 4-5 books and movies per librarian
  - Items must be in the collection or on order
  - AB will develop a timeline for getting the new theme on the LCD screens

Theda –
- Oklahoma Crossroads has been combined with documents.ok.gov
  - Going to change our persistent links to all of our Oklahoma documents online
    - Link in electronic resources changed as well
- Taking off June 15-25
- Article she’s been working on with Kent folks got accepted!
- Changing WebPac locations per earlier email
Librarian Meeting Minutes from May 31, 2012

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

Chelsea –
- Working on annual reports and gov. doc. selection spreadsheet
- PT weekend Circulation Assistant decided to retract her acceptance of the position
- This last week in Instruction
  - Thursday (5/24)
    - CB & AL—Tiger Transfer Orientation (8 students)

Patrick –
- Ordered new tapes for server conversion
- New student workers in AV (and Circulation)
- New (smaller) elevator signs

Dana –
- Server conversion
  - Server guy is going to be here at 8 a.m. on Wednesday (6/6)
  - Shari Kindrick will change link on ECU site to temporary homepage
  - CB will change link in header to temporary homepage
  - Expected to be down 3-4 hours
  - Servers should be here tomorrow
  - AL and DB will send email to campus on Monday
- Got a call from Dana Bouvier at EBSCO
  - We get LinkSource for free!
  - DB found out that the price of A-Z and Integrated Search go toward Discovery, so Discovery may not be as expensive as we thought
- Rotating picture display
  - Roaring 20s image will be removed
  - CB will make a rotating photo display for the flip
  - PB will do a different photo Friday one
- DB really needs student training report from AB and PB by Monday at the latest

Adrianna –
- Is going to ask Phyllis to help with the letter to Alan Ford
- Work plan
  - Copyright committee
  - Google analytics
  - Training
  - Library environment (noise, temperature, student lounge)?
- Blackboard 9
  - In reviewing every course, she noticed that library instructions are entirely wrong
  - Asks that we contact faculty and remind them to check over their instructions and assignments
• June 14—going to Langston
  o AL is working on renting a minivan
  o Workshop starts at 10, so we need to leave at 7:30
  o Ends at 4
• Communication Plan Development meeting
  o Tomorrow, 1 p.m. in Conference Room (not Instruction Room)
• AL and DB going furniture shopping next Friday
Librarian Meeting Minutes from June 7, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Procedures for dealing with objections to library materials—DB (15 mins.)
4. Flip the Library Follow-up (10 mins.)
5. Prepare next week’s agenda (5 mins.)

Future:

1. eBook Report—DB & TS (6/28)
2. Library Staff Survey Report—PB (7/5)
3. LinkSource Presentation—DB (7/21)
4. Wireless printing and extra printers discussion (July)

Action Items:

Everyone –

- Email completed Federal Documents Selection Spreadsheets to TS (6/30)
- Remind all faculty to check over any library usage instructions that they may give their students, and offer to help update them

Adrianna –

- Bring a draft of letter to Alan Ford regarding Foundation Library Fund (6/21)
- Communicate the charge and purpose of the “no” list to AB (6/28)

Chelsea –

- Follow up on Flip the Library logistics proposal (6/7)
- Make an image about the flip for the rotating picture display (6/21)
- Look into stand-alone change machines, including pricing and security features (8/9)

Dana –

- Look into scheduling an eBook presentation for the nursing faculty this summer
- Work with TS to develop an eBook implementation and marketing strategy for nursing and education

Patrick –

- Make a new Photo Friday image for the rotating picture display (6/14)
- Send “Know Your Library” newsletter article about the DVD collection to AB (6/15)

Theda –

- Send newsletter article about the flip to AB (6/15)
- Investigate options for how work on Google Analytics should be structured (outside of Assessment Committee) (6/28)
- Look into creating a dummy record for any yearbooks that don’t exist
- Look into whether we need to post a Google Analytics privacy policy
- Work with DB to develop an eBook implementation and marketing strategy for nursing and education

Angie –

- Send a timeline to librarians for getting the new theme on the LCD screens (6/7)
- Talk with Jeannine about 6/14 reference coverage
• **Give DB lists of (6/14):**
  - The years that yearbooks existed but we do not own a Special Collections copy,
  - The years that yearbooks existed but we do not own a Reference copy,
  - The years that yearbooks were not printed, and
  - The years for which yearbooks existed but we don’t have a digital copy.
• **Report on different reference approaches and social media uses in the library (6/21)**
• Report on Reference Committee’s decisions regarding the “no” list norms (7/5)

**Discussion:**
All –
• Newsletter articles
  - Coffee sales (with graph)
  - Know your library!
    - DVD checkouts (PB)
  - Flip (TS)
  - Articles due 6/15
• Syllabi assessment use
  - How are we going to use the syllabi analysis in the future?
  - 3 options
    - 1. Challenges
    - 2. Yearly focus with no quotas or goals
    - 3. CB just sends syllabi analysis to each librarian each year. Each librarian uses it as they see fit
  - Everyone was in support of the focus option.
    - CB will meet with each librarian individually in early August to collaboratively develop an individualized focus for the year that is in keeping with the goals of the Information Literacy Plan
    - Each librarian will report their progress on the focus in their liaison report
      - Provides non-quota accountability
  - CB will update syllabi analysis every other year

Angie –
• Wants to have Jared work on sanding down tri-fold doors and repainting them
  - Needs to buy supplies today or tomorrow
• Scanner is down.
  - Not a software fix
  - The company would charge a
o AB looking at other solutions
o All current large format materials have been scanned

Theda –

Chelsea –
• Working on annual reports
• This last week in Instruction
  o Friday (6/1)
    ▪ AL—Tour—Methods in Elementary Mathematics—Intermediate (EDUC 3513) for Debbie Claxton—14 students
      • Instead of telling the students about everything, she asked them questions
      • Students did really well
  o Tuesday (6/5)
    ▪ CB—Tour—Upward Bound—25 students
      • Went pretty well
      • DB suggests that it might be a good idea to come up with prompts for what to say when students ask questions → Instruction Committee will handle this

Patrick –
• Had to reconfigure the clients after the server update
  o Hasn’t gotten to everyone’s

Dana –
• Database and Sierra servers were installed and implemented yesterday
  o Just a couple of glitches
  o We now have a library server (webOPAC, proxy, etc.) and a Sierra server (behind the scenes)
• May be spring break before we go live with Sierra
• Looking at getting LDAP implemented before Sierra
  o LDAP allows patrons to login with network username and password instead of name and ID number
• Rob said to upload as many files to the server as we want
• Rob asked for two more LTO tapes ($60) → PB needs to get them before the 10th

Adrianna –
• CB & AL got proposal accepted to Georgia IL Conference (end of September)
• Year of the Indian posters
  o Taryn wants to use plumber’s tape to hang posters
  o Materials have been ordered
    o Perhaps we will place them in the back hallway on 2nd floor
• Foundation’s 42 Campaign
To raise money for books
Committee formed to decide how to use money
  • DB and JP on it
  • Textbook checkout program, managed by the library, was proposed
  • AL is against it because of sustainability
  • Committee decided against the textbook checkout program

Langston workshop
  • AL renting minivan night before
  • Need to meet by the tennis courts by 7:20 a.m.
  • We will pick up AB
  • AL is driving, DB is navigating
  • Event starts at 10 a.m.
  • AL will resend agenda to all
  • Brenda will probably go with us

Agenda
  • Discussion of brain-based learning
  • We’ll discuss teaching strategies and model them
    • 2 strategies in morning, 2 in afternoon
  • We’ll work in groups to discuss how the teaching strategy can be used in library instruction
  • Then come together to discuss
    • All groups will implement something and report back to rest of group
  • 30 people
  • Goat tour!
  • We’ll be home between 6 and 7
  • AB will talk to Jeannine about covering the library
  • Wear your name tag
Librarian Meeting Minutes from June 21, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Social Media Report (20 mins)
4. Procedures for dealing with objections to library materials—DB (15 mins.)
5. Prepare next week’s agenda (5mins.)

Future:

1. eBook report (DB & TS) (7/12)
2. Library Staff Survey Report—PB (7/5)
3. LinkSource Presentation—DB (7/19)
4. Wireless printing and extra printers discussion (7/19)

Action Items:

Everyone –
- Email completed Federal Documents Selection Spreadsheets to TS (6/30)
- Remind all faculty to check over any library usage instructions that they may give their students, and offer to help update them

Adrianna –
- Bring a draft of letter to Alan Ford regarding Foundation Library Fund (6/28)
- Communicate the charge and purpose of the “no” list to AB (6/28)
- Post the years that the Pesagi wasn’t published and a note about the two year embargo on the Alumni LibGuide

Chelsea –
- Tell AL how many books are in the Forero-Villegas donation and how long it will take to go through all of the materials
- Look into stand-alone change machines, including pricing and security features (8/9)

Dana –
- Send revised Reconsideration of Library Materials Policy to all librarians (6/25)
- Work with TS to develop an eBook implementation and marketing strategy for nursing and education (7/12)
- Look into scheduling an eBook presentation for the nursing faculty this summer (7/19)

Patrick –

Theda –
- Investigate options for how work on Google Analytics should be structured (outside of Assessment Committee) (6/28)
- Work with DB to develop an eBook implementation and marketing strategy for nursing and education (7/12)
- Look into creating a dummy record for any yearbooks that don’t exist
- Look into whether we need to post a Google Analytics privacy policy

Angie –
- Send a timeline to librarians for getting the new theme on the LCD screens (6/28)
- Yearbook business (6/28)
  o Check with TS about whether she has digital versions of the Pesagi for years 1966 and 1967
Librarian Meeting Minutes from June 21, 2012

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

- Find out if yearbook was published in 1918
- Talk with TS about Pesagi double years issues in catalog
- Double check that 1966 and 1967 are actually in Special Collections

- Report on Reference Committee’s decisions regarding the “no” list norms (7/5)
- Put last 2 years of yearbook up (7/5)

Discussion:

All –

- Reconsideration of Library Materials
  - We were already halfway there. Just added a couple of steps.
  - Other academic libraries involved parties other than just librarians (provost and university library committee)
  - Item will be checked out to the liaison during review
  - Liaison has 2 weeks to read it, review, make recommendation, and send it to the other librarians
  - Then we all meet within the next week to discuss and make our decision
  - Then it will be taken to the Provost
  - Appeals will be written to the Library Director, then forwarded to the President
  - AL will have to get policy approved
  - DB will make suggested revisions and send it out again by Monday

- Library Flip
  - Price comparison shows that it would cost under $2.00 a plate to purchase the food and supplies ourselves. This is much cheaper than the catering price.
  - Rick said that we could do it ourselves.
  - Charging $4.00/plate, it would take us 50 plates to break even.
  - Seems like it would not be worth the work, so we will not be proceeding with the idea at this time.

Angie –

- Got materials back from the binder
- Has been working on supplemental annual report stuff and newsletter

Theda –

Chelsea –

- Reminded all that LibGuides review is due at the end of June
  - Send CB an email when you have completed this.

- These two weeks in Instruction
  - Thursday (6/7)
    - AB—Tour—Upward Bound—25 students
  - Friday (6/15)
    - CB—BI—Upward Bound Composition (2 classes)—30 students total
  - Monday (6/18)
Librarian Meeting Minutes from June 21, 2012

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

- CB—Guided Research—Upward Bound Composition (2 classes)—30 students total
  - Wednesday (6/20)
    - DB—Bl—Advanced Nursing Concepts I (NRSG 4617)—17 students

Patrick –
- Staff Committee
  - Working on (library support) staff survey
    - Destiny won’t be part of initial survey interpretation so that she can take the survey
  - Librarian procedures manuals
    - Working on a timeline
    - By December that will likely be a recurring action item at Librarians’ Meeting
    - Will make sure that annual report procedures are part of procedures manuals

- Circ printer
  - Broken one can’t be fixed
  - The one we wanted to buy was sold out
  - We’ll have to have two different printers, meaning two different toner cartridges
  - Has installed duplexing unit in one of the printers
    - Tom has to go to each Ref computer to turn on duplexing
    - PB is going to wait until we get second printer to turn on duplexing
  - Will get maintenance kits replaced soon

- OPAC on fourth floor
  - It will never work again because of the server change
  - Will be removed

- Shelving options for expanding DVD collection
  - PB will make this an agenda item when he is ready to discuss it

Dana –
- Nursing class yesterday
  - 2 people in Ada, 4 ITV sites
  - Several complications, but still went pretty well
  - DB embedded LibGuide into Blackboard
  - Tried an activity comparing the steps of assessing a patient’s health problem in a medical profession to the steps of the research process
    - 1st column: 5 steps in assessing illness
    - 2nd column: 5 steps of research process
    - Had them do 5 steps in research process again at end
    - At bottom of sheet, had them write one thing they learned
Librarian Meeting Minutes from June 21, 2012

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

- Viki (instructor) appreciated the activity
- DB will do write-up for the wiki once she gets activity sheets from ITV sites

- Starting withdrawing JSTOR microfiche. Looking at withdrawing approximately 100.
  - It will take a couple weeks for the catalog to reflect this

- Bindery
  - Came in under budget
  - Going to a December-only bindery shipment

- DB and CB met to discuss patron codes
  - Created a data collection folder on the K drive

- DB will be out tomorrow morning
- Working on budget

Adrianna –

- Safety Committee
  - Dr. Anderson signed off on Safety Committee materials, but said they should be approved by Bronson Warren and Bert Miller
  - CB and AL met with Bronson Warren yesterday to talk
    - Said it looked good but would review it more
    - Suggested we run them past Charlie Babb
    - Made a couple of suggestions
      - When an inappropriate physical situation involves the intent to harm or hitting, punching, or kicking → call 911 immediately and tell the patron that the police have been called
      - In footer say that these procedures are in addition to and in accordance with the Student Handbook
  - CB will retain his notes as documentation of his approval

- Newsletter
  - AL thought newsletter wasn’t substantive
    - We are scrapping it because we didn’t have additional material

- Faculty Communication Plan
  - Charged to Instruction Committee

- Dr. Forero-Villegas donation
  - Wants to send letter to family saying how many books were in donation, and give them some sense of how long it will take (AI for CB to get this info to AL)
  - Then they want us to send list of titles we kept

- Met with Dr. Pierson
  - Scaffolding
    - Two-pronged approach
Librarian Meeting Minutes from June 21, 2012

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

- Work with Gen. Ed. Committee this fall to ensure that gen. ed. syllabi are concretely implementing the gen. ed. outcomes, including information literacy
- She thought that a university wide initiative wouldn’t work because there is no good mechanism
- She suggested that we work with a pilot department for disciplinary information literacy instruction
  - AL and CB are thinking about using psychology as the pilot department, and will discuss this with TS when she returns.
- Furniture coming next Wednesday
Librarian Meeting Minutes from June 28, 2012

Present: Chelsea, Dana, Angie, and Patrick, Sam Baker (guest)

Agenda:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—“This Week in Instruction”
3. Social Media Report (20 mins)
4. Staff Survey discussion (20 mins)
5. 2nd Floor Shelving Removal (15 mins.)
6. Prepare next week’s agenda (5mins.)

Future:

1. eBook report—DB & TS (7/12)
2. Budget Report—DB (7/12)
3. LinkSource Presentation—DB (7/19)
4. Wireless printing and extra printers discussion (7/19)

Action Items:

Everyone –
- Email completed Federal Documents Selection Spreadsheets to TS (6/30)
- Review LibGuides and email CB when completed (6/30)
- Review and make suggestions regarding Staff Survey (7/5)
- Remind all faculty to check over any library usage instructions that they may give their students, and offer to help update them (8/2)
- Email AB if you want additional zone signs

Adrianna –
- Bring a draft of letter to Alan Ford regarding Foundation Library Fund (7/5)
- Communicate the charge and purpose of the “no” list to AB (7/5)
- Post the years that the Pesagi wasn’t published and a note about the two year embargo on the Alumni LibGuide

Chelsea –
- Look into stand-alone change machines, including pricing and security features (8/9)

Dana –
- Work with TS to develop an eBook implementation and marketing strategy for nursing and education (7/12)
- Look into scheduling an eBook presentation for the nursing faculty this summer (7/19)

Patrick –
- Install maintenance kits in Circulation printers

Theda –
- Look into whether we need to post a Google Analytics privacy policy (7/5)
- Work with DB to develop an eBook implementation and marketing strategy for nursing and education (7/12)
- Look into creating a dummy record for any yearbooks that don’t exist

Angie –
- Find out if Pesagi was published in 1918 (7/5)
- Report on Reference Committee’s decisions regarding the “no” list norms (7/5)
- Put last 2 years of yearbook up (7/5)
- Give TS digital versions of 1966 and 1967 Pesagi
Discussion:

All –

- Assessment Report
  - Instruction Committee will review and revise (as needed) the wording of Criterion 3.2 in the fall semester
  - Minor changes were suggested. DB will revise and resend.
- Procedures for dealing with objections to library materials
  - Minor changes were suggested. DB will revise and resend.

Angie –

- 1966 and 1967 Pesagi
  - AB found digital versions and will give them to TS to load
  - AB reported that we currently do not have these in print. However, 1967 was found after the meeting and will be added to Special Collections.
- Pesagi double years issues in catalog
  - TS and AB have decided that these should stay as double years because they are after gaps, and because the title pages identify them as double years
- Taking off week after next
- Scanner
  - Got a consultation estimate of $350 from Freeman’s Business Machines in Ada
    - He thinks he can get it working
    - AB needs to discuss with AL
- Jared has nearly finished repainting the tri-fold doors

Theda –

- Who should examine Google Analytics data?
  - Only found one article in the literature that discussed who had responsibility for looking at data
    - They only had one person looking at the data
  - TS thinks it would be best if she had sole responsibility for reviewing the data on a regular basis
  - If we’re using the data for a specific project, TS would convene an ad-hoc committee
- Staff Survey
  - TS handed out a draft of the Staff Survey
  - Most of the questions were based on the OLA presentation. Those on pg. 6 were from the 2007 staff survey.
  - Look these over before next week’s meeting. We’ll discuss at next week’s meeting and send it out to staff as soon as possible after the discussion.
- Worked with PB on where they might move map cases, Geological Surveys, etc. They propose that these items be moved to the wall beside the stairs and the wall across from the stairs on the 2nd floor. We’ll talk more about this next week.

Chelsea –

- Reminded all that LibGuides review is due at the end of June
  - Send CB an email when you have completed this.
Working on LibGuides review and Forero-Villegas donation

This week in Instruction
  - No instruction sessions, but Theda did complete a stand-alone LibGuide for Susan Brigman’s PSYCH 4443 Child Development Class (22 students)

Patrick –
  - Working on LibGuides review and draft of instruction brochure
  - Plans to take off the last week in July
  - Pamela Armstrong says that Dr. Pierson has decided to discontinue CD catalogs

Dana –
  - TS and DB have met about eBook strategy
    - DB will send it out second week of July
  - Hasn’t been able to get ahold of anyone about nursing meeting
  - Taryn cannot hang Year of the Indian posters where we thought we could. She wants to hang them on the West wall on the 2nd floor.
  - Reminder: use only Command strips on the plaster walls. JP has the Command strips.
  - Working on budget
    - Will probably hand out packets week after next
  - As of 7/1, student payroll will be starting on first day of the month, ending last day
    - Paid on the 12th
    - Still need two work permits each year

Adrianna –