Librarian Meeting Minutes from July 5, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (25 mins.)
   a. CB—“This Week in Instruction”
3. eBook Report—DB&TS (25 mins)
5. Prepare next week’s agenda (5mins.)

Future:

1. LinkSource Presentation—DB (7/19)
2. Wireless printing and extra printers discussion (7/19)
3. Reference Staffing Report

Action Items:

Everyone –

- **Email AB if you want additional zone signs (7/12)**
- Remind all faculty to check over any library usage instructions that they may give their students, and offer to help update them (8/2)

Adrianna –

- Review LibGuides and email CB when completed (7/26)
- Post the years that the Pesagi wasn’t published and a note about the two year embargo on the Alumni LibGuide (7/26)
- Talk to maintenance about removing the shelves on the 2nd floor and figure out where we can store the shelves once they have been removed

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 –

- **Email completed Federal Documents Selection Spreadsheets to TS (7/12)**
- Install maintenance kits in Circulation printers (7/12)
- Talk with TS and report back on whether he wants to pursue bookstore shelving (7/19)
- Produce signs to alert students that printers are now set to duplex automatically

Theda –

- **Work with DB to develop an eBook implementation and marketing strategy for nursing and education (7/12)**
- **Meet with AL about the Staff Survey (7/12)**
- Draft library privacy policy (9/13)
- Update *Pesagi* record to indicate that it was not published in 1918

Angie –

- **Give TS digital versions of 1966 and 1967 Pesagi (7/12)**
- Research the following Facebook questions, discussing them with the other librarians prior to the meeting (7/26)
o Conceptually, what would a relationship that we build through Facebook look like? How would we build that relationship? What is included and what is excluded?

o What concerns are associated with us having a Facebook page, particularly when using it for relationship-building (i.e. politically)? What are the parameters?

o Are any other service units on campus, particularly Continuing Education, Writing Center, and Tutoring Services, using Facebook?

- Report on Reference Committee’s decisions regarding the “no” list norms (8/9)

Discussion:

All –

- Social networking report
  o Who would have responsibility?
    - Upkeep is a main concern.
    - AB would have primary responsibility, others could have access.
  o What other service units on campus are doing this?
    - AB will see if Writing Center, Continuing Ed, tutoring services, and any other service departments have Facebook pages
  o Can we just post our stuff on the main ECU page?
    - Yes, we can, but we lose the relationship-building factor.
    - Conceptually, what would the relationship that we build through Facebook look like? How would we build that relationship? What is included and what is excluded?
    - What concerns are associated with us having a Facebook page, particularly when using it for relationship-building (i.e. politically)? What are the parameters?
    - AB needs to visit with the other librarians about this, and write this up by 7/26

- Staff Survey
  o Revisions were suggested. TS will make revisions, and send it out.
    - We will try to do revisions by email.
    - TS will meet face-to-face with AL.

- 2nd Floor Shelving Removal
  o All agreed with Theda’s plans for the map area and the shelving removal on the 2nd floor
  o AL will talk to maintenance about the removing the shelves and figure out where we can store the shelves once they have been removed

Angie –

- All of Angie’s digging suggests that the 1918 Pesagi was not published. We are content to proceed under the assumption that it was not published that year.
  o TS will update record
- Working with LEAP (Learn & Earn Program) intern
She’s doing graphic design and displays

Out next week

Theda –

Google Analytics
  - We need to create and post a privacy policy
    - Including checkout history, Google Analytics, etc.
    - TS will draft a privacy policy
  - Creating a dummy record for any yearbooks that don’t exist
    - This would requiring creating another item status (“not published”)
    - We agreed that it might not be a good idea to create new catalog codes without good reason, and it might be confusing to include records for years that don’t exist.

Reclassifying census materials.
  - They will all be going in reference

Chelsea –

Working on Forero-Villegas donation
  - Will probably be done this week
  - Other librarians will each have a few books from the donation to look through

This week in Instruction
  - No instruction sessions

COIL
  - AL gave permission for Patrick, Angie, and Chelsea to attend

Patrick –

Help Desk/IT
  - PB has submitted a ticket to get the new printer set up
  - Tom will then come over to set up each computer to duplex
  - Going to set up duplexing to be automatic
  - PB will make signs to alert students

COIL presentation proposal was accepted
  - Embedding Instruction Services into the Minds of Faculty
    - Will discuss communication plan, fliers, etc.

Dana –

Adrianna –

Phyllis said that we can use the Ford money for the library, even though Alan Ford would prefer it be used for scholarships

“No” list
  - AL likes the list
  - Shocked by how many questions had to do with fax machines
  - Asked AB to remind people to write down “no” questions
    - Odd that the max was 4
o AL wants us to record everything we say “no” to
o Wants us to add a “no, but” column that says how we transferred/referred the person
o Can eliminate questions like “is there a cost to print” if “no” is a limiter, and there is no limit, then we don’t put it on the list
o AL wants the committee to decide whether to write down when we don’t have a book

- Bookstore is remodeling
  - They are getting new shelving, so they have removed all of their old shelving
  - May work for DVDs. PB will think about it.

- Sierra
  - Implementation moved to March

- AAC
  - ACT Student Opinion Survey
    - Shows that the library is rated very highly by our students
  - Faculty
    - Ben Harper (end of summer) and Kate Rivers (Dec.) retiring
    - AL read list of names of new faculty. Only DB’s new faculty are recorded here:
      - Sonya Hightower (Accounting)
      - Anna Duran (Nursing—Ardmore)
      - Mary Harper (Math) has been appointed on a permanent basis.
      - Math has an open position that they don’t think they will fill.
      - Terri Kiker (Nursing)

- List of value-added service from Reference Committee
  - Exam proctoring
    - Send them to the testing office which is in academic advising
  - Logging on (to Blackboard) with a student’s password for phone reference
    - AL says that we should have them reset their password, and if that doesn’t work we should send them to the help desk
    - Never ask for a student’s password
  - Kleenex
    - Can we just put them in a drawer to prevent people from taking them without permission?
Librarian Meeting Minutes from July 12, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (25 mins.)
   a. CB—“This Week in Instruction”
3. Wireless printing & extra printers (25mins)
4. Prepare next week’s agenda (5mins.)

Future:

1. New faculty orientation (8/23)
2. LinkSource Presentation—DB (8/30)
3. Reference Staffing Report
4. Staff survey report

Action Items:

Everyone –

- Remind all faculty to check over any library usage instructions that they may give their students, and offer to help update them (8/2)
- Peer review of subject guides (8/10)
- Think about what you want included in the new faculty orientation session on library instruction (8/23)

Adrianna –

- Review LibGuides and email CB when completed (7/26)
- Post the years that the Pesagi wasn’t published and a note about the two year embargo on the Alumni LibGuide (7/26)
- Talk to maintenance about removing the shelves on the 2nd floor and figure out where we can store the shelves once they have been removed
- Follow up with Dr. Pierson about when she thinks she will schedule our new faculty orientation session

Chelsea –

- **Meet with AL to draft letter to Forero-Villegas family (7/19)**
- 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 (7/19)**
- Send eBook email template and marketing flyer to all

Patrick –

- **Email AB if you want additional zone signs (7/19)**
- Talk with TS and report back on whether he wants to pursue bookstore shelving (7/19)
- Get a quote for replacement staff computers
- Produce signs to alert students that printers are now set to duplex automatically
- Let everyone know when COIL presentation is posted to library website

Theda –

- Draft library privacy policy (9/13)
- Update Pesagi record to indicate that it was not published in 1918
Angie –

- Research the following Facebook questions, discussing them with the other librarians prior to the meeting (7/26)
  - Conceptually, what would a relationship that we build through Facebook look like? How would we build that relationship? What is included and what is excluded?
  - What concerns are associated with us having a Facebook page, particularly when using it for relationship-building (i.e. politically)? What are the parameters?
  - Are any other service units on campus, particularly Continuing Education, Writing Center, and Tutoring Services, using Facebook?
- Report on Reference Committee’s decisions regarding the “no” list norms (8/9)
- Make and hang requested noise zone signs

Discussion:

All –

- eBook marketing strategy
  - Provided sample email that outlines the positives of eBooks
    - DB will email the template to everyone and attach the flyer
  - Flyers from EBSCO
    - Show all the platforms that the eBooks will work on
  - Anyone who wants to market eBook availability at this time may do so
  - Dana has not been able to get ahold of anyone in nursing to present the eBooks to them

- Budget
  - DB handed out budget packets
  - We are incorporating WAM numbers by major this year
  - Remember not to share departmental information outside of the applicable department
  - Make an appointment with DB if you want more clarification or assistance

Angie –

Theda –

- Has been studying Google Analytics
  - GA tells us if people were linked to our site or if they did a search engine search to find us
  - When looking at link referrals
    - Majority of people were linked from ECU homepage
    - A fair number of people are coming to us through Facebook, though
  - DB suggests that TS talk to Amy because she does Google Analytics for the ECU website
  - All of Theda’s research suggests that we should have particular questions that we want GA to answer

- Has been adding Tom Cowger’s microfilm to the collection
Librarian Meeting Minutes from July 12, 2012

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

- Going to a workshop tomorrow
- Moving some of the big books shelving to education for their big books collection

Chelsea –
- Double-checking Forero-Villegas donation before sending it down to be cataloged
  - All librarians have made decisions about the items in their areas
- Did the UNIV 1001 scheduling
- Otherwise catching up on loose ends
- This week in Instruction
  - No instruction sessions

Patrick –
- Reference printers
  - Now print duplex, but they need to be set to default to duplex
  - PB sent email to Tom about this
- Computer replacement policy
  - Sierra migration and netbooks have taken so much of our money that we cannot afford all of our computer replacements
  - We only have enough money to buy half of the replacements this year. We’ll try to catch up next year.
  - Do we want to get the 4 staff computers or the 5 reference floor computers?
    - If we do 4 staff computers, we will probably have enough money to buy 1 reference computer this year.
    - All were in favor of purchasing staff computers this year.
    - PB will get a quote for staff computers
- Staff survey
  - Sent out
  - Responses due Friday
  - Staff Committee will meet next week to discuss results
- Going to take off Monday
- Working on COIL presentation
  - Will let everyone know when he has posted his presentation to the presentations page

Dana –
- Budget is done
  - DB and Destiny are going to open up the new year’s books today
- Grime Away is steam-cleaning the dorms
  - Looked at our chairs, couches, and stain on 2nd floor carpet
  - They are going to give us an itemized quote, then we’ll figure out if it is reasonable, and who would pay
- About to start periodicals analysis
Should go much more quickly this year

- LDAP product
  - We’d use network login instead of ID
  - Jeremy is filling out required survey
  - May actually have it before school starts

Adrianna –
- President Hargrave has raised the base pay for staff to $18000
- New Faculty Orientation
  - Dr. Pierson is giving us a whole session to discuss library instruction
    - Everyone should think about what they want included. We’ll discuss on 8/23.
    - Will probably be a one hour session
- When you book the car, see if anyone had it the day before. If so, you should talk with them about getting the keys. Should also see if anyone has the car the day after you do, so that you can make arrangements to get them the keys.
- AL went to retention seminar yesterday on online programs
  - Their programs were really different from ours
  - Looked at predictors of success in online courses
    - Time spent in course
    - Time spent in threaded discussions
    - Grades received on early assignments
    - Did early alerts
  - We need to look at how to tie the data to the action
  - We’re now moving toward tying university data into analysis of library data
  - We’re still trying to figure out what to do with all of this data.
Librarian Meeting Minutes from July 19, 2012

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

Agenda:

1. Staff Survey Report (20 mins.)
2. Action items (10 mins.)
3. Around the Horn (25 mins.)
   a. CB—“This Week in Instruction”
4. Newsletter timeline (10 mins.)
5. Facebook (15 mins.)
6. Prepare next week’s agenda (5 mins.)

Future:

1. Staff survey report continued (8/2)
2. New faculty orientation (8/23)
3. LinkSource Presentation—DB (8/30)
4. Reference Staffing Report
5. Wireless printing (end of September)

Action Items:

Everyone –
- Remind all faculty to check over any library usage instructions that they may give their students, and offer to help update them (8/2)
- Peer review of subject guides (8/10)
- Think about what you want included in the new faculty orientation session on library instruction (8/23)

Adrianna –
- Review LibGuides and email CB when completed (7/26)
- Post the years that the Pesagi wasn't published and a note about the two year embargo on the Alumni LibGuide (7/26)
- Talk to maintenance about removing the shelves on the 2nd floor and figure out where we can store the shelves once they have been removed (7/26)
- Follow up with Dr. Pierson about when she thinks she will schedule our new faculty orientation session (8/2)
- Email frank and DCA about our wireless printing conversation
  o Waste—current and potential future
  o Community patron printing
  o Print kiosk situation
  o Campus-wide discussion about printing?

Chelsea –
- Look into stand-alone change machines, including pricing and security features (8/9)
- Discuss wireless printing in the Instruction Room with PB

Dana –

Patrick –
- Talk with TS and report back on whether he wants to pursue bookstore shelving (7/26)
- Invite Destiny to next week’s meeting (7/26)
- Produce signs to alert students that printers are now set to duplex automatically (8/16)
- Talk to Dave about wireless printing questions listed below (end of September)
- Let everyone know when COIL presentation is posted to library website
• Put the extra printers at the Ref Desk (under the desk) and in AB’s office
• Discuss wireless printing in the Instruction Room with CB

Theda –
• Draft library privacy policy (9/13)
• Update Pesagi record to indicate that it was not published in 1918 (8/2)
• For staff survey, pull out individual numbers on question 4 because the average reporting is rather unclear

Angie –
• Research the following Facebook questions, discussing them with the other librarians prior to the meeting (7/26)
  o Conceptually, what would a relationship that we build through Facebook look like? How would we build that relationship? What is included and what is excluded?
  o What concerns are associated with us having a Facebook page, particularly when using it for relationship-building (i.e. politically)? What are the parameters?
  o Are any other service units on campus, particularly Continuing Education, Writing Center, and Tutoring Services, using Facebook?
• Make & hang requested noise zone signs (7/26)
• Report on Reference Committee’s decisions regarding the “no” list norms (8/9)
• Lead Reference Committee in investigation of why reference numbers are down this year
  o Prepare and send out table of relevant data before the discussion
  o Ask CB to pull computer use numbers before the discussion
• Add Block Party as a recurring event to the lstaff calendar, noting that we don’t participate in this event

Discussion:
All –
• Wireless Printing
  o Don’t want everyone on campus to be able to print to our printer
  o PB thinks that we can have a receiver(s) for the library. Questions to follow up on:
    ▪ Cost?
    ▪ Multiple receivers to one printer?
    ▪ What is the range for the receiver? How far does signal reach?
    ▪ Do students need to load something on their computers and where would they get that?
    ▪ Can we limit it?
    ▪ Is anyone else on campus doing this? If they did, would they use the same driver? Who else is thinking about this?
    ▪ Mac-compatible?
    ▪ PB will talk to Dave about all of this
  o Might only allow wireless printing from the 3rd floor to minimize wasted prints
Librarian Meeting Minutes from July 19, 2012

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

- But do we only want to offer a service halfway?
  - How to measure the amount of waste?
    - PB says that we can print off an analysis every night that tells us how many pages were printed
    - Then Circulation would have to count the number of pages recycled/shredded

- Extra printers
  - Most are non-ip
  - We want printer in Instruction Room if the netbooks can print wirelessly to it
    - We don’t have any extra ip printers except the back-up circulation printer
    - PB can put box on a non-networked printer and use it as a networked printer
    - Wireless printing in Instruction Room is a separate issue from wireless printing throughout the library. PB and CB will decide this, and make recommendation to Librarians’ Committee. Then committee will decide.
      - AL would prefer that it doesn’t cost money
  - We do want a printer at Ref Desk
    - Under desk
  - Angie will take the other extra printer

- Summer Reference
  - Reference numbers for this summer are half of what they were last year
  - They are down from our 5 year average by 30%
  - Enrollment is down, but only by 4% or less
  - Last summer may have been abnormally high because we just put Word on the computers
  - 21 level 3 questions in June of this year, 15 in July → very low
  - AL says that we can waive summer requirement because we all have about the same number of cards, and none of us will meet our required number of cards
  - AL wants Reference Committee to investigate why summer reference numbers down and is there any factual data that would tell us why this is
    - DB wants a table of all of the data before discussion
    - CB should pull computer use numbers

Angie –
- Do we want to do Block Party?
  - No, but put on the calendar the approximate date of the event and that we don’t do this.

Theda –

Chelsea –
- Going to COIL tomorrow
- Gone next week
- Finished Forero-Villegas donation
  - Added 427 items out of 1177 donated
  - They have all been sent down to cataloging

Patrick –
- Staff computers have been ordered
- Has been asked to co-chair the Audiovisual Committee at OLA next year, but it is his year to IUG, so he will have to decline
- Staff Committee is awesome
  - TS sent staff survey results out yesterday
  - Main concern was interpersonal relationships
  - We will discuss more next week

Dana –
- Email from Michelle Seikel (OSU)
  - Has been asked to do a workshop on using LibGuides for your website for the College & University section of OLA
- Still working on Periodicals Analysis
- Destiny has been encumbering
  - Balances may still look wonky
- Grime-away
  - University will pay for steam-cleaning
  - Will probably make an appointment for next week or week after
  - If you’re going to be gone, put a piece of tape on the back of your chair with your name on it
- 14 boxes sent to Better World Books

Adrianna –
- Safety committee
  - Tried to meet with Bert Miller yesterday to obtain his approval of the Theft Procedures, Inappropriate Physical Behavior Procedures, and Inappropriate Verbal Behavior Procedures
  - Bert could not make the meeting, so AL has emailed the documents, stating that if she doesn’t hear from him by July 25 she will take that as approval
- In the fall on the 1st, 2nd, and 4th Tuesdays, she will go to an off-campus site in the fall
- Taryn will come to hang pictures today or tomorrow
Librarian Meeting Minutes from July 26, 2012

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

Agenda:

1. Action items (10 mins.)
2. Around the Horn (25 mins.)
   a. CB—“This Week in Instruction”
3. Newsletter timeline (10 mins.)
4. Facebook (15 mins.)
5. Plagiarism/Academic Integrity Material Push (20 mins.)
6. Prepare next week’s agenda (5 mins.)

Future:

1. Staff survey report continued (8/2)
2. New faculty orientation (8/23)
3. LinkSource Presentation—DB (8/30)
4. Reference Staffing Report
5. Wireless printing (end of September)

Action Items:

Everyone –

- Remind all faculty to check over any library usage instructions that they may give their students, and offer to help update them (8/2)
- Get back to DB with an agree/disagree on the Libguide page responsibilities (8/2)
- Peer review of subject guides (8/10)
- Think about what you want included in the new faculty orientation session on library instruction (8/23)

Adrianna –

- Chelsea –
  - Look into stand-alone change machines, including pricing and security features (8/9)
  - Discuss wireless printing in the Instruction Room with PB

Dana –

- Patrick –
  - Produce signs to alert students that printers are now set to duplex automatically (8/16)
  - Talk to Dave about wireless printing questions listed below (end of September)
  - Let everyone know when COIL presentation is posted to library website
  - Put the extra printers at the Ref Desk (under the desk) and in AB’s office
  - Discuss wireless printing in the Instruction Room with CB

Theda –

- Angie –
  - Draft library privacy policy (9/13)
  - Research the following Facebook questions, discussing them with the other librarians prior to the meeting (7/26)
    o Conceptually, what would a relationship that we build through Facebook look like? How would we build that relationship? What is included and what is excluded?
What concerns are associated with us having a Facebook page, particularly when using it for relationship-building (i.e. politically)? What are the parameters?

- Are any other service units on campus, particularly Continuing Education, Writing Center, and Tutoring Services, using Facebook?

- Make & hang requested noise zone signs (7/26)
- Report on Reference Committee’s decisions regarding the “no” list norms (8/9)
- Lead Reference Committee in investigation of why reference numbers are down this year
  o Prepare and send out table of relevant data before the discussion
  o Ask CB to pull computer use numbers before the discussion
- Add Block Party as a recurring event to the Ilstaff calendar, noting that we don’t participate in this event

Discussion:

All –

- Staff Survey Discussion
  - Question 2
    - Overall, librarians rank well on most supervisory aspects except for interpersonal relationships
  - Question 3
    - Comments about the director are all from a distance, so it’s hard to rank this
    - Keep the question for the next survey, and add to it an open-ended question along the lines of “Based on your interactions with the director, what concerns do you have?”
  - Questions 4 and 5
    - Top three responses are Salary, Interpersonal Relationships, and Flexible Working Hours. Only Flexible Working Hours was positively ranked.
    - What does “interpersonal relationships” mean? Being able to get along with your supervisor? Being friends with your supervisor? Good relationships with everyone in the library?
  - Question 6
    - The comment that people need to be held accountable is a problem ✅ Let’s keep thinking about this
  - Question 7
    - The level of staff business is about what you might expect, with work levels tapering off in the summer
    - On the other hand, librarians have a lot going on in the summer, so this might be a time to include staff on more projects.
  - Questions 8 and 9
    - One staff member felt strongly about their librarian needing to work more on department needs ✅ this is something that we can work on
Librarian Meeting Minutes from July 26, 2012

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

- Questions 10 and 11
  - Faster turn-around in book repair and busy work — the first we can work on; the second might just be part of the job, depending on where the comment came from...

- Questions 12 and 13
  - Responses could indicate very unhappy staff member or generally satisfied staff members who responded negatively on one question
  - What does “satisfied” mean? Happy in current job long-term? Happy in current job because it isn’t long-term? Happy to have a job?
    - Newer employees might be more satisfied because they have prospects for work after the library. Older employees might feel stuck where they are.

- Question 14
  - On “boring and monotonous” work — we can try to restructure positions so that they include some jobs that are more interesting, but we can’t force people to do more work (committees, events, etc.)
  - A more open-ended question would be helpful here next time

- Overall comments
  - In the rankings, people might not have chosen items that they were already happy with
  - Everyone ranked salary as either 1st, 2nd, or 3rd most important
  - Staff might not have felt comfortable saying some things on this survey because of a lack of true anonymity, but a lot of the questions would be better understood if we had more than a simple ranking — this is also a problem if we would have a survey administered by ECU folks because of the small community
    - We could pair up with another library and “trade” staff interviews
    - Have an outside group do staff interviews
    - Staff interviews as a HR service-learning project — good, because the students report back to their instructor, not the library
    - Student internship — Graduate student project
    - ECU Employment Services department

- Solutions
  - Lunches out is not a bad idea, but it’s a little awkward to ask staff to constantly pay for something
  - Short term: ask the staff what they’d like to do (just staff, no librarians)
    - Send out an email asking for suggestions
    - Suggestions can be added to a Word document on the K: drive so that they are anonymous
• Do this so that people can comment on others’ suggestions (multiple column format?)
  ▪ Long term, have an outside group help with this kind of survey
  ▪ More training for new librarians in staff management? ← update the new librarian manual?

• Wireless Printing
  o Looks like IT might already be looking at this ← let’s make sure that this factors into our discussions about wireless printing

Angie –
• Newsletter stories for the next edition
  o Library Flip
  o Featured Feature
  o Coffee ad
  o How can a librarian/the library help you

Theda –
• Indian posters are now up on the 2nd floor
• We are now tracking links to the newsletter and to the tutorials from libguides
  o This only tracks clicks from our websites (library.ecok.edu and ecok.libguides.com)
  o Working on tracking the rotating pictures
• Would like to put informational brochures for other campus offices in the wooden holder that is/was in the instruction room

Chelsea –

Patrick –
• Have been cleaning out the 2nd floor closet, and students are keeping track of the items and serial numbers of equipment in an Excel spreadsheet
• Debbie Allen is printing campus maps for the kiosks on campus
  o Working to figure out how to minimize fading (printing on canvas, UV-resistant coating, etc.)
• On vacation starting Friday 7/27

Dana –
• Periodicals analysis is done, and will be meeting with PB, AB, and TS today
• Timesheet modules have been updated
  o Tina will also be using these training modules
• Libguides responsibilities handout
  o Will meet with CB about the reusable content page
  o Everyone else, make sure that your agree with the pages that you have been marked responsible for

Adrianna –
• Would like to talk about plagiarism and academic integrity stuff next week
How can we push this to the rest of campus without sounding like we want to impose on other departments?

- “Working in collaboration with the College of Education and Psychology...”
Librarian Meeting Minutes from August 2, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (20 mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Angie transition (30 mins.)
4. New faculty initial orientation (10 mins.)
5. Plagiarism/Academic Integrity Material advertising (10 mins.)
6. Minute taker redistribution (5 mins.)
7. Prepare next week’s agenda (5mins.)

Future:

1. LinkSource Presentation—DB (8/30)
2. Committee reappointments (9/13)
3. Staff survey report continued
4. Reference Staffing Report
5. Wireless printing (end of September)
6. Facebook
7. Newsletter timeline

Action Items:

Everyone –

• Make sure you have both staff evaluation meetings scheduled with Adrianna (8/9)
• Peer review of subject guides (8/10)
• Email Angie’s liaison departments about updating library usage instructions and assignments
• Think about what you want included in the new faculty orientation session on library instruction (8/23)

Adrianna –

• Email AB’s liaison departments to introduce new liaisons

Chelsea –

• Post signs identifying which copier machines currently accept all bills, and email Jeannine this information
• Put SAILS proctoring meeting on everyone’s calendar for 8/15 at 8:30 a.m.
• At SAILS meeting, ask Teresa:
  o IRB requirements in giving of SAILS exam (Do we still have to read the letter or did she get blanket approval?)
  o When will Teresa have the information that Dana needs to give her online students?
• Look into stand-alone change machines, including pricing and security features (8/9)
• Discuss wireless printing in the Instruction Room with PB
• Create a reusable content box that links to all of the academic integrity tutorials, and put this box on the Use tab of the course guide template
• Check with Joanna Harris-Young about how she is linking to plagiarism tutorials
• Talk to AB about the newsletter
Dana –
- Email AL any additional comments about Angie transition discussion (8/9)
- Work with TS to look into alternate shelving options for map area

Patrick –
- Produce signs to alert students that printers are now set to duplex automatically (8/16)
- Talk to AB about the scanner situation
- Lead staff committee in next steps regarding staff survey
- Talk to Dave about wireless printing questions listed below (end of September)
- Put the extra printers at the Ref Desk (under the desk) and in AB’s office
- Discuss wireless printing in the Instruction Room with CB

Theda –
- Work with AB to learn digitization, special collections, and book repair duties, and figure out where WWII photo scans should be stored
- Work with AB to move legal size scanner and computer down to cataloging for Jared
- Draft library privacy policy (9/13)
- Work with DB to look into alternate shelving options for map area

Angie –
- Research the following Facebook questions, discussing them with the other librarians prior to the meeting (8/9)
  - Conceptually, what would a relationship that we build through Facebook look like? How would we build that relationship? What is included and what is excluded?
  - What concerns are associated with us having a Facebook page, particularly when using it for relationship-building (i.e. politically)? What are the parameters?
  - Are any other service units on campus, particularly Continuing Education, Writing Center, and Tutoring Services, using Facebook?
- Report on Reference Committee’s decisions regarding the “no” list norms (8/9)
- Copy freshmen fliers (8/9)
- Work with TS to teach her digitization, special collections, and book repair duties, and figure out where WWII photo scans should be stored
- Lead Reference Committee in investigation of why reference numbers are down this year
  - Prepare and send out table of relevant data before the discussion
  - Ask CB to pull computer use numbers before the discussion
- Add Block Party as a recurring event to the llstaff calendar, noting that we don’t participate in this event
- Document important information about temperature statistics, The Journal, The Pesagi
- Talk to PB about the scanner situation
- Talk to CB about the newsletter
- Digital frames
- Arrange ECU memorabilia in the display case
- Talk to JP about continuing shelf-reading and dusting in Special Collections
- Train Jared on book repair
- Work with TS to move legal size scanner and computer down to cataloging for Jared
Librarian Meeting Minutes from August 2, 2012

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

Discussion:

All –

- Minute taker redistribution
  - Proposed that:
    - DB do Librarians’ Meeting
    - PB do Assessment
    - TS do Instruction & reference
    - We’ll confirm at next week’s meeting

- Faculty training session
  - Chelsea’s name will go on the schedule
    - Other librarians may participate
  - Held in instruction room
  - DB and CB think the training should involve topics other than instruction. We’ll talk about topics, etc. later

- Angie is leaving us at the end of August
  - Liaison duties
    - Would rather redistribute departments now. Angie will be a bridge and help us talk to the faculty.
      - Other librarians will take over on budget & periodicals analysis memos and meetings
      - AL will send out email to all departments introducing new liaisons
    - History and political science—DB (Dana really wants this)
    - Communication—PB
    - Art—TS
    - Music—TS
    - Chemistry—CB
    - We don’t have to pick up Angie’s weeding
    - Angie is still in charge of updating her Libguides until she leaves

- Reference schedule
  - Three 4-hour shifts, with reference on-call
  - Each person would take a night and two other shifts
  - Wouldn’t start this until beginning of September
  - DB, CB, TS will figure this out

- What do we need from Angie before she’s gone?
  - Let’s make a clear list so she can prioritize
    - WWII photos—needs to know where the digital files are
      - Perhaps we should use an external hard drive
      - Angie will work with whoever takes over digitization responsibility to figure out where these photos should be stored for the future
This is a high priority

Summer reference statistics
- On the K: drive

Temperature statistics
- Readout program is on the G5 Mac in AB’s office
- AB needs to make sure that we have all necessary info somewhere and that we all know where it is

Digitization: *The Journal, The Pesagi*, and the scanner
- *The Journal* comes to us from Cathy Gardenhire—AB needs to document this process
- Also document information about the yearbook
- Fixing scanner?
  - PB will take over responsibility on getting it fixed

Outreach
- CB will do newsletter
- Party Committee is still up in the air
- Display case
  - DB thought it would be a good idea to put ECU memorabilia
  - Otherwise, we will leave it be for the semester
- Newsletter
  - Angie will still do September newsletter
  - CB will do newsletter after that
- Freshman fliers
  - AB will get these printed this week
- Digital frames
  - AB will do the next digital frame display before she leaves

Special collections
- TS does digitization, Special Collections, and book repair
- JP does shelf-reading, dusting, etc.
- Jared—TS will work with him
  - Can move little scanner and computer downstairs to cataloging
  - AB will also train Jared on book repair, and TS will supervise

Reference
- Schedule—DB
- Committee
  - DB should email AL any comments she has for next week’s discussion, since she will be on vacation
  - We will confirm all of this next week when PB is here

Angie –
- Communications & Marketing is going to give us pdfs of the *Pesagi* so that we don’t have to scan anymore
Invites everyone to come visit her in Kansas!

Theda –
- Big Book Cases
  - Moved most of big book cases to education
  - Two of them are down in juvenile, so now we can expand our collection
- Rotating pictures
  - GA code will not work
  - Will talk to Clay Carley in Computer Science Department to see if he can help
- LLSTAFF calendar
  - Put up note about posting last 5 years of Pesagi
- Staff survey
  - Not all negative comments were from same person
- Map cases got moved yesterday
  - Can’t move shelving there because 2nd floor shelving hasn’t been removed yet
  - Has a call in to maintenance to get map case damage fixed

Chelsea –
- Talked with Cathie Harding about the Forero-Villegas donation for a press release for the Ada Evening News
- Working on getting labs scheduled for UNIV 3001 SAILS testing, which we will be proctoring
- Will need to re-assign UNIV 1001 tours since AB is leaving
- Reminder that UNIV 1001 talking points are due tomorrow
- Almost done with updated syllabi analysis for fall semester
- No instructions over the last two weeks

Patrick –

Dana –
- Periodicals changes
  - One form per title (all formats)
  - Don’t forget to send out memos
- Liaison reminders popped up today
  - Copy these to your calendar
- Committee reappointments have popped up on the LLSTAFF calendar
- DB will begin reporting LLSTAFF announcements at this meeting each week
- On vacation next week
- Linksource has been activated
  - DB is going to look at this afternoon

Adrianna –
- Carolyn Thomas has resigned
- A new person (Shelli Sharber) has been hired, and now has two weeks to get her online classes ready
- AL referred new person to TS
- Fall enrollment is down
- Talked to Robert Castleberry about taking down 2nd floor shelving
  - Couldn't do it until way after school starts
  - Might damage it
  - Could take shelves out and little ends off ourselves...and just leave the guts for maintenance to take out
  - Could maybe put them in second floor closet, but we'd have to get it cleaned out first
    - We're going to table all of this for the time being because we just don't have time
    - TS and DB will look into alternative shelving options for map area
- Plagiarism/Academic Integrity Material advertising
  - A lot of time was invested in the tutorials, so we should market them more widely
  - Wants to advertise that they were developed in collaboration with the College of Education and Psychology
  - DB wants to see a reusable content box that links to all of the academic integrity tutorials
  - Should AL send out an email or should the liaisons market to their departments?
  - We'll talk more about this at next week's meeting
Librarian Meeting Minutes from August 9, 2012
Present: Angie, Chelsea, Theda, and Adrianna

Agenda:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Angie transition (25 mins.)
4. New faculty training session (30 mins.)
5. Prepare next week’s agenda (5 mins.)

Future:

1. Plagiarism/Academic Integrity Material advertising
2. LinkSource Presentation—DB (8/30)
3. Staff survey report continued (9/6)
4. Work Plan (9/6)
5. Committee reappointments (9/13)
6. Reference Staffing Report
7. Work Plan (9/13)
8. Wireless printing (end of September)
9. Facebook
10. Newsletter timeline

Action Items:

Everyone –

- Peer review of subject guides (8/10)
- Email Angie’s liaison departments about updating library usage instructions and assignments (8/16)
- Think about what you want included in the new faculty orientation session on library instruction (8/23)

Adrianna –

- Post signs identifying which copier machines currently accept all bills, and email Jeannine this information (8/16)
- Create a reusable content box that links to all of the academic integrity tutorials, and put this box on the Use tab of the course guide template (8/16)
- Check with Joanna Harris-Young about how she is linking to plagiarism tutorials (8/16)
- Communicate revisions to transition spreadsheet to DB (8/16)
- Look into stand-alone change machines, including pricing and security features (8/23)
- Talk to AB about the newsletter & scribd (8/30)
- Discuss wireless printing in the Instruction Room with PB (9/6)
Dana –
  • Work with TS to look into alternate shelving options for map area (9/27)

Patrick –
  • Make sure you have both staff evaluation meetings scheduled with Adrianna (8/16)
  • Produce signs to alert students that printers are now set to duplex automatically (8/16)
  • Work with AB about the scanner situation, digitization, figuring out where WWII photo scans should be stored, and moving all of our other photos off of AB’s smugmug (8/30)
  • Work with AB and TS to move legal size scanner and computer down to AV for Jared (8/30)
  • Discuss wireless printing in the Instruction Room with CB (9/6)
  • Talk to Dave about wireless printing questions (9/27)
  • Put the extra printer at the Ref Desk (under the desk) (10/4)

Theda –
  • Investigate shelves for textbook viewing area (8/23)
  • Work with AB to learn special collections and book repair duties (8/30)
  • Work with AB and PB to move legal size scanner and computer down to AV for Jared (8/30)
  • Work with DB to look into alternate shelving options for map area (9/27)
  • Draft library privacy policy (10/25)

Angie –
  • Digital frames (8/17)
  • Document important information about temperature statistics, The Journal, The Pesagi (8/23)
  • Transfer Lincoln grant to Adrianna, and document details for Adrianna (8/23)
  • Send newsletter to Adrianna for approval (8/27)
  • Work with PB about the scanner situation, digitization, figuring out where WWII photo scans should be stored, and moving all of our other photos off of AB’s smugmug (8/30)
  • Teach TS special collections and book repair duties (8/30)
  • Add Block Party as a recurring event to the llstaff calendar, noting that we don’t participate in this event (8/30)
  • Talk to CB about the newsletter & scribd (8/30)
  • Arrange ECU memorabilia in the display case (8/30)
  • Train Jared on book repair (8/30)
  • Work with PB & TS to move legal size scanner and computer down to cataloging for Jared (8/30)
  • Follow up with Marcus about intercom (8/30)
  • Talk with AL about events committee responsibilities and transition items (8/30)

Discussion:

All –
  • Transition
    o Center for the Constitution, ALA Public Programs Office, and NEH grant for Lincoln traveling exhibit
      ▪ Fall of 2014
Librarian Meeting Minutes from August 9, 2012

Present: Angie, Chelsea, Theda, and Adrianna

- AB will write up blurb in terms of paperwork, and officially transfer to Adrianna
  - Intercom
    - Marcus says we're next on the list
    - If AB can't get it done before she leaves, it will go to PB
- New faculty orientation
  - AL presents from 10:45 to 11:30 (8/15)
  - Doing distance ed. first
  - We all have new people
  - AL will take staff people
  - Talk about instruction, what are faculty members expectations with regard to the library, making small talk
  - Librarians come between 11 and 11:15
  - AB is exempt
- Minute taker
  - PB will take librarians’ meeting minutes for next year
    - Give it to the new person the year after that
  - CB will take staff committee
  - DB will do assessment

Angie –
- Working on transition items

Theda –
- Millennium code list
  - TS will send this out soon
  - Check over the codes you routinely use and make sure the description attached to the thing is correct, and that codes identified as being inactive ones are actually inactive
- Jolene is ready to put range guides on 4th floor
  - Linda and her students are going through LOC classification list, and only selecting for inclusion those areas in which we have holdings
  - Class lists were on lemon yellow paper. We’d like it to be on orange paper instead.
    - Was decided that the orange makes the text too difficult to read
  - Print on cream/white paper, with orange border, bold font
  - If Linda is not sufficiently done with class lists on Wednesday, Theda will assist so that we can complete the project before school starts.
- Map cases
  - Ordered parts to fix case
  - Maintenance can install it
  - Should be fixed before school starts
- Education textbooks
  - Textbook viewing center should be in a public area
  - Would like to put shelving in map case area for textbook viewing area
  - Would have to tag everything with security stickers
  - Wouldn’t put CDs, large kits, globes in this area. These would be kept in cataloging
    - Will put sign up directing people who are interested in these items to call Linda
  - Concern that students would make copies of teacher editions
    - It seems like an unreasonable amount of trouble for a student to go through
  - We’d need to put stickers on books to identify that they are part of this display so that Circulation students don’t get confused
  - May still be able to leave table and chairs in there
  - Not sure what shelves we’ll use
    - TS will investigate what shelves we have and what could work in this area
  - We’ll sit on it and discuss more at next meeting

Chelsea –
- No instruction sessions
- TS has agreed to work on scaffolding with psychology. CB & TS met to discuss strategy. Will probably meet with psychology chair in the next couple of weeks.
- Working with AL on presentation for Georgia Information Literacy Conference
- Met with Teresa about SAILS
  - She wants CB to do the ordering and administration this year
  - Re-wrote the two questions that we are allowed to add:
    - During your college career, how many times has an ECU librarian spoken to one of your classes about using the library?
      - Zero
      - One
      - Two to three
      - Four or more
    - Rate your ability to find and evaluate information.
      - 1 (novice)
      - 2
      - 3 (proficient)
      - 4
      - 5 (expert)
  - CB will work on it tomorrow, and let AL know if this doesn’t seem feasible

Patrick –
Dana –
Adrianna –
- New plants on 2nd floor
- Jay Poff resigned
- Tom Shannon leaving at end of September
Librarian Meeting Minutes from August 23, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Angie transition (15mins.)
4. New faculty training session (40 mins.)
5. Prepare next week’s agenda (5 mins.)

Future:

1. New Faculty Training (8-30)
2. Plagiarism/Academic Integrity Material advertising
3. Staff survey report continued (9/6)
4. Work Plan (9/6)
5. Committee reappointments (9/13)
6. Reference Staffing Report
7. Wireless printing (end of September)
8. Work Plan (9/13)
9. Facebook
10. Newsletter timeline

Action Items:

Everyone –

• **Think about what you want included in the new faculty orientation session on library instruction (8/30)**
• Reply to Theda about Millennium codes list (9/28)

Adrianna –

• Call physical plant re shelving

Chelsea –

• **Look into stand-alone change machines, including pricing and security features (8/23)**
• Talk to AB about the newsletter&scribd (8/30)
• Discuss wireless printing in the Instruction Room with PB (9/6)

Dana –

Patrick –

• **Put up signs to alert students that printers are now set to duplex automatically (8/30)**
• **Work with Angie to get old Mac with scanner down to AV (8/31)**
• Work with AB about the scanner situation, digitization, figuring out where WWII photos scans should be stored, and moving all of our other photos off of AB’s smugmug (8/30)
• Work with AB and TS to move legal size scanner and computer down to AV for Jared (8/30)
• Discuss wireless printing in the Instruction Room with CB (9/6)
• Talk to Dave about wireless printing questions (9/27)
- Put the extra printer at the Ref Desk (under the desk) (10/4)

**Theda –**
- Work with AB to learn special collections and book repair duties (8/30)
- Work with AB and PB to move legal size scanner and computer down to AV for Jared (8/30)
- Check google analytics stats for academic integrity (8-30)
- Work with DB to look into alternate shelving options for map area (9/27)
- Draft library privacy policy (10/25)

**Angie –**
- Digital frames (8/30)
- Send grant info to Adrianna, and document details for Adrianna (8/30)
- Send newsletter to Adrianna for approval (8/27)
- Work with PB about the scanner situation, digitization, figuring out where WWII photo scans should be stored, and moving all of our other photos off of AB’s smugmug (8/30)
- Teach TS special collections and book repair duties (8/30)
- Add Block Party as a recurring event to the llstaff calendar, noting that we don’t participate in this event (8/30)
- Talk to CB about the newsletter & scribd (8/30)
- Arrange ECU memorabilia in the display case (8/30)
- Train Jared on book repair (8/30)
- Work with PB & TS to move legal size scanner and computer down to cataloging for Jared (8/30)
- Follow up with Marcus about intercom (8/30)
- Talk with AL about events committee responsibilities and transition items (8/30)

**Discussion:**
*All –*
- Transition
  - Center for the Constitution, ALA Public Programs Office, and NEH grant for Lincoln traveling exhibit
    - Fall of 2014
    - AB will write up blurb in terms of paperwork, and officially transfer to Adrianna
  - Intercom
    - Marcus says we’re next on the list
    - If AB can’t get it done before she leaves, it will go to PB
- Minute taker
  - PB will take librarians’ meeting minutes for next year
    - Give it to the new person the year after that
  - CB will take staff committee
  - DB will do assessment

**Angie –**
Librarian Meeting Minutes from August 23, 2012

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

- New email works if anyone needs to get ahold of her
- Making sure everyone has needed info

Theda –
- Subject guides are up
- We have a new property stamp
- Go over Millennium codes list, reply by the end of Sept
- Large donation of juvenile books
- Does not think that control alt delete password change changes the student email
- Watch for a suspicious student at reference
  - Jolene will find out who the student/patron is so we can know him by name
- ERIC is down, but being addressed

Chelsea –
- Dana had a nursing class for Wanda Martin that went really well
- Had Tiger transfer orientation
- Working on maintenance and deletion of patron records
- Many students have not been able to access their H drive
  - Email the helpdesk with the student’s name and id number

Patrick –
- Jolene has been promoting AV’s binding services, so we should reconsider our cost structure
  - Patrick and Sam will meet to discuss revising the AV services cost structure.
- The Staff Committee met and made a suggestion sheet available to follow up the staff survey
- Meeting with departments to discuss periodicals suggestions

Dana –
- Started looking at ebooks
  - Dana and Theda met with R. Ferdinand about budget for buying ebooks
- Has had departmental meetings with everyone except PS
- Has BI today with Accounting
- Online timesheet training with Tina Essary
- New furniture will be here today
- Wants our opinion on getting glass for the bistro tables
- Let faculty know that we can make copies
- Sierra migration – tentatively scheduled for March 19th.
- Naxos and Innovative are now talking to each other

Adrianna –
- Nothing
Angie transition:
- We have a new student worker for book repair
- Intercom – turned over to Chelsea and Jolene – equipment is in the 3rd floor supply closet
- Angie will double-check that all parts are here
- Angie and Chelsea will meet to go over the newsletter and scrib
- Patrick will get Angie’s (old) Mac down to AV next week and learn climate software
- Patrick will contact Zytron (Angie will forward email to Patrick)
- Angie will update digitization plan before she leaves
- Angie needs to decide if she needs anything bound-send it to Dana

New Faculty Training Session:
- Should be a comprehensive session starting with the website
- Should start with questions
  - Budget stuff
  - Other liaison duties
  - Other services, such as making copies, research, resource recommendations, ILL, doc del
  - Copyright
  - Academic Integrity
  - Periodicals list
  - Libguides
  - Course
  - Subject
  - Reserves
  - Collection
Librarian Meeting Minutes from August 30, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Angie transition (5mins.)
4. Staff survey report continued (20 min)
5. Work Plan (20min)
6. Prepare next week’s agenda (5 mins.)

Future:

1. Plagiarism/Academic Integrity Material advertising
2. Committee reappointments (9/13)
3. Reference Staffing Report
4. Wireless printing (end of September)
5. Work Plan (9/13)
6. Facebook
7. Newsletter timeline

Action Items:

Everyone –
• Reply to Theda about Millennium codes list (9/28)

Adrianna –

Chelsea –
• Look into stand-alone change machines, including pricing and security features (8/23)
  o Price tag makes it equipment
  o We will wait until the end of the year (8/30)
• Talk to AB about the newsletter & scribd (8/30)
  o Chelsea has not heard from scribd
• Discuss wireless printing in the Instruction Room with PB (9/6)

Dana –

Patrick –
• Work with Angie to get old Mac with scanner down to AV (8/31)
• Work with AB about the scanner situation, digitization, figuring out where WWII photo scans should be stored, and moving all of our other photos off of AB’s smugmug (8/30)
• Work with AB and TS to move legal size scanner and computer down to AV for Jared (8/30)
• Decide on a timetable for AV service cost re-structure (9/6/)
• Discuss wireless printing in the Instruction Room with CB (9/6)
• Talk to Dave about wireless printing questions (9/27)
• Put the extra printer at the Ref Desk (under the desk) (10/4)

Theda –
• Draft library privacy policy (10/25)

Angie –
• Digital frames (8/31)
• Document important information about temperature statistics, The Journal, The Pesagi (8/31)
• Send newsletter to Adrianna for approval (8/31)
• Add Block Party as a recurring event to the ilstaff calendar, noting that we don’t participate in this event (8/31)
• Arrange ECU memorabilia in the display case (8/30)
• Work with PB & TS to move legal size scanner and computer down to cataloging for Jared (8/31)
• Follow up with Marcus about intercom (8/31)
  o Not done – will get info to pb
• Talk with AL about events committee responsibilities and transition items (8/31)

Discussion:

All –
• Transition
  o Center for the Constitution, ALA Public Programs Office, and NEH grant for Lincoln traveling exhibit
    ▪ Fall of 2014
    ▪ AB will write up blurb in terms of paperwork, and officially transfer to Adrianna
  o Intercom
    ▪ Marcus says we're next on the list
    ▪ If AB can’t get it done before she leaves, it will go to PB

Angie –
• Trying to get everything completed
• Music books by Barry’s area, likely going to BWB
  o ECU history stuff – will talk to Theda

Theda –
• Met with Math and Computer Science department
• Going to start helping Ellen Harwell with research
• Book Repair
  o Status, either:
    ▪ Damaged, but usable - back on the shelf, but not cost effective to replace. If they become unusable, can be replaced with recommendation of the liaison librarian
    ▪ Fixed – repaired in house
• Census training with Steve Beleu at the Chickasaw Nation

Chelsea –
• Preparing for freshman seminar classes
  o Several confusing parts, still doing training for student workers
  o Talking points have been revised
• Instruction
  o Biles-Biology
  o Browning –Acct
Present: Angie, Chelsea, Theda, Adrianna, Dana, and Patrick

- Long – Nutrition
- Petrowski-Demography
- Mowdy-Intro to Prof Nursing
- Newcomer-Intro to Prof Nursing
- 217 students taught overall

Patrick –
- Jolene has been promoting AV's binding services, so we should reconsider our cost structure
  - Patrick and Sam will meet to discuss revising the AV services cost structure.
- Duplexing works on the reference computers
  - Rob is investigating how to make it default
- Had AV student meeting this week
- Instruction for Jan Long this week

Dana –
- Passed out list of dropped periodicals
- 2 instructions this week

Adrianna –
- John and Linda have resigned
  - Tech services is open
  - Short, mid and long term solution
    - Destiny will go down half days (afternoons)
    - We have been approved to hire a temporary person (don’t have to advertise). Ideas are welcome, but no student workers
    - Temporarily, doors will be locked when Destiny is not there
- Lunch, be there at 11:30

Angie transition:
- Db will have manual to the digital picture frame.
  - It should be good for a semester.

New Faculty Training Session (Sept 5th):
Adrianna and Theda will have to leave early
- Should be a comprehensive session starting with the website
- Should start with questions
Order based on the layout of the website
Adrianna will start by asking faculty what they want to know – three topics (hand out sticky notes)
Introductions, ask faculty who belongs to …? Chelsea will take the lead – will be moderator
What do want to know about the library?
Website-how it is laid out, while we arrange the responses into categories

- User types
- Catpac
- Pictures
- Big buttons

Next step is based on responses
Categories – will be decided from sticky note responses
We will try to leave a few minutes for questions that aren’t asked.

- We should each have three bullet points of topics that, if not requested, we need to mention.
Librarian Meeting Minutes from September 13, 2012

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

**Agenda:**

1. Action items (10 mins.)
2. Around the Horn (20 mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Work Plan (20 min)
4. Committee reappointments (15 min)
5. Putting together a packet for folks who donate books to the library (10)
6. Prepare next week’s agenda (5 mins.)

**Future:**

**Action Items:**

Everyone –
- **Send budget and instruction reminders to faculty**
- Reply to Theda about Millennium codes list (9/28)

Adrianna –
- Revise librarian job description and re-send
- Revise work plan and re-send

Chelsea –
- 

Dana –
- Plan the first pot luck for some time in October

Patrick –
- Talk to Dave about wireless printing questions (9/27)
- Put the extra printer at the Ref Desk (under the desk) (10/4)

Theda –
- Draft library privacy policy (10/25)

**Discussion:**

All –
- Transition
  - Center for the Constitution, ALA Public Programs Office, and NEH grant for Lincoln traveling exhibit
    - Fall of 2014
  - Intercom

1
- Marcus says we’re next on the list
- If AB can’t get it done before she leaves, it will go to PB

- Minute taker
  - PB will take librarians’ meeting minutes for next year
    - Give it to the new person the year after that
  - CB will take staff committee
  - DB will do assessment

Theda –
- Lit review for Ellen Harwell
- Book repair is under way
- Whiteboard got changed – double-sided printing
- Shelving – more complicated than thought – Textbooks will be stored on shelves behind the Reference Desk
  - This is temporary until we can find a more permanent location
  - This will happen by next week

Chelsea –
- Working on Biology donation (USDA lab).
  - We only keep a list of
- Instruction
  - Children’s Lit – Compton
  - Research Kin - Williams
  - Legal Research and Writing – Owens
- Do we want copiers to give change without copies?
  - Could cause more problems than it’s worth
- Freshman Seminar Tours
  - 26 total

Patrick –
- Scanner is downstairs
- Going to call image access
- Meeting with Jared

Dana –
- BI today for Fountain – International Business
- History and Political Science libguides are updated
- Westlaw Next – seems more intuitive, but more expensive
- Looking into saving money on print subscriptions
- Liaison reminders – budget and instruction should go out now
- USA Today is in limbo

Adrianna –
- Naxos – still waiting
Librarian Meeting Minutes from September 13, 2012

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

- For now, we are using a direct URL
- Women’s club scrapbooks
  - Have Jared check on them
- Monday and Tuesday is AAC retreat
- Thursday, will be going to Georgia with Chelsea
- Temp person for Tech Services – will start on the 25th
- Charlee will meet again with staff, possibly individually

Angie transition:
- Book repair
  - How aggressively should we do it?
    - If we can repair a book, we should
    - Theda will work on training students to do this

Librarian Job Ad
- We would like to call it Public Services Librarian, if we can.
  - Adrianna will revise and re-send it.

Work Plan
- Slight revisions were made to wording.
  - Adrianna will revise and re-send it.

Staff Survey Discussion
- Initial thoughts
  - What can we do now based on suggestions?
    - Potluck
    - White elephant parties – probably better in the summer
  - When can/should we start
    - Other than planning a potluck, we’d have to wait until after the reorganization
- Suggestions
  - We could do a potluck three times a year.
    - Probably in the Break Room
    - October is the target for the first potluck
  - Monthly meeting
    - Possibly start a monthly all-staff meeting
    - Might be able to use this to determine an annual workshop topic
Librarian Meeting Minutes from September 27, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Georgia recap (20 min)
4. Streaming video update (15 min)
5. Prepare next week’s agenda (5 mins.)

Future:

1. Plagiarism/Academic Integrity
   Material advertising
2. Reference Staffing Report
3. Wireless printing
4. Facebook
5. Discuss purchasing stand-alone change machines (after Spring Break)
6. Newsletter timeline
7. Georgia recap

Action Items:

Everyone –
Adrianna –
   • Send out the revised work plan
   • Write newsletter article for the student lounge (10-15)
Chelsea –
Dana –
   • Write newsletter article for the Linscheid Plaque (10-15)
Patrick –
   • Put the extra printer at the Ref Desk (under the desk) (10/4)
   • Reply to Theda about Millennium codes list (9/28)
   • Write newsletter article for double-sided printing (10-15)

Theda –
   • Draft library privacy policy (10/25)

Discussion:

All –

Theda –
   • Shelving downstairs is moved
   • Barbie started this week
   • 500 book donation from the Art Department
      o Set up a standard packet for giving to donors
      o Theda will put together a packet and present to the librarians
Chelsea –
- Conference presentation
- Progress with the Biology donation – 300 more volumes next week
  o Cannot give an estimate
- Jolene is out through next Wednesday
- Supposed to discuss the next newsletter.
  o Articles to Chelsea by October 15.
    ▪ Student lounge - AL
    ▪ Double-sided printing - PB
    ▪ Linscheid plaque – DB
- Issues with checking headphones – patrons without id cards
  o Patrons without cards can leave collateral
  o There is no reason at this time to change anything
- Instruction
  o Fountain – International Business
  o Jackson – Computer Business Applications
  o Myers – Physical Chem 1
  o Burke – Research Methods in Social Work
  o Pappas – Intro to Political Science
  o Robertson – Employment and Placement Services
  o 222 students total

Patrick –
- Spoke to Rob about Millennium updates – October 6th (Saturday) is good for him
  o Let Rob know that the time might change.
- Spoke with image access about scanner
  o Need to get scan count so we can get an estimate on a trade-in.
  o Get trade-in amount.
  o Call Chickasaws and EPA and ask about their scanners
- Looking into Films on Demand
  o Come up with timeline and strategy

Dana –
- Will have book covers in the catalog (either Syndetics or B & T)
  o Can do this before we get Sierra
- Political Science is happy with Westlaw Next
- Policy review
  o Put off policy review until next September (since it has just been finished
- Consortia discounts for e-books 10-35%

Adrianna –
- Would like to use the staff lounge more
Librarian Meeting Minutes from September 27, 2012

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

- LLAF met Tuesday
  - Will do a membership drive via email
- Lauren Cox wants to do music in unexpected places – would like to do something in the library
- The Library Committee will meet tomorrow
- Went to Georgia for a conference
  - Recap next week
- On Gen Ed Committee
  - Change from an ad-hoc committee to a standing committee which would have a structured membership.
    - It was suggested that the library director serve on that committee.
- The librarian job
  - It can be advertised as soon as DCA approves it

Reorganization:
AL met with Charlee. Staff came up with same positions that we did.
   AV – (Media Services)
   Cataloging/Gov Docs – (Technical Services)
   ILL – (Public Services)
   Periodicals/Acquisitions
   Circulation – (Public Services)
   Add Outreach – (Public Services), and
   Instruction and Reference – (Instruction and Reference Services)
Suggested that the ILL person be evening/weekend person/backup to Circ Assistant

Staff indicated:
1. That they want to meet more often. These meetings could include staff and librarians.
   We could:
   a. Discuss things going on in the library
   b. Use the meetings for cross-training
   c. Use to come up with topics for professional development
2. Wanted some kind of cross training – want to know what others do
3. Had concerns that librarians they don’t work for ask them to do things
4. That they wanted a timeline for when all of this is going to happen.
   a. Most will have to wait until we hire a new librarian
Librarian Meeting Minutes from October 4, 2012

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

Agenda:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Streaming video update (15 min)
4. Prepare next week’s agenda (5 mins.)

Future:

1. Plagiarism/Academic Integrity Material advertising
2. Reference Staffing Report
3. Wireless printing
4. Facebook
5. Discuss purchasing stand-alone change machines (after Spring Break)
6. Newsletter timeline

Action Items:

Everyone –
- Send out second email about instruction to the entire department (10/25).
- Email the professors you worked with earlier in the semester to discuss spring instruction. (“In September, I did this for you/your colleague. Can we do this again in the spring?”) (10/25)
- Communicate with liaison departments about budget. (10/25)

Adrianna –
- Send out the revised work plan
- Write newsletter article for the student lounge (10-15)

Chelsea –
- Prepare newsletter (wait until after new student lounge reception)

Dana –
- Write newsletter article for the Linscheid Plaque (10-15)

Patrick –
- Reply to Theda about Millennium codes list (9/28)
- See if the extra duplexing unit we have will work with the Reference Desk printer
- Write and test manual for Acrobat scanning software
- Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals

Theda –
- Take down maps sign and put up new posters in former map room
- Draft library privacy policy (1/2013)
Discussion:

All –

- Search Committee for librarian position
  - Ad says we will start reviewing on 10/15
  - Committee to be comprised of librarians, Jolene and Jeannine, and Adrianna will invite the other staff to take part if they want
  - Everyone on committee will review applications and send verdicts to Adrianna by Oct. 23rd at 8 a.m.
  - We will meet the afternoon of the 23rd at 2 p.m. to pick our top candidates
  - AL will call them the week of Oct. 23rd to see if they still want the job after they know the salary and set up phone interviews
  - Week of Oct. 29th—phone interviews
  - Week of Nov. 5th—call references and set up the campus interviews
  - Week of Nov. 26th—on-campus interview
    - Try not to schedule anything else this week
  - First week of December—make a decision
  - Start date of 1/3 or 1/14

- Georgia International Conference on Information Literacy
  - AL’s recap
    - Critical thinking in a freshman seminar
      - Identifying information deficits
    - Debate
      - Students do better if they have to argue the side they don’t believe in
      - What if we created debates in which they have to question their assumptions (e.g. google is good/bad)?
    - Classroom response systems
      - Polleverywhere
        - Can put poll in course guides
        - CB do show-and-tell about how to do this at Instruction meeting later on in semester
    - Collaboration between writing center and library
      - Presented toolkit for working with faculty
      - Workshop on teaching students how to analyze assignment prompt coupled with workshop for faculty on how to structure these assignments
      - Heavily advertise reference appointments for individuals and groups
      - Do heavy-duty training for writing center tutors and library students assistants for them to do triage
      - 2 credit course for library/writing center tutors
Librarian Meeting Minutes from October 4, 2012

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

- Cafeteria does a discounted faculty lunch—took this opportunity to do lunch & learn session once a month
  - Could do in conjunction with CETL
  - Investigation of faculty instruction is on the IL Plan for next year
- Focus strongly on the students doing something in instruction sessions
  - Active info lit in college composition
  - Do, do, do, and reflect
  - Incorporating IL into Online Research Guides
  - Need to assess LibGuides
  - Infographics are cool
  - Keynote on transliteracy—lots of cool tech tips
  - Badges
    - Just like girl scout or boy scout badges
    - You have a skill you want people to learn, and then you have 3 different ways that people can show competency in the skill
    - TS reminds us that there was an article recently about how to make the library more like a video game (level up, incentives, etc.)
    - These ideas could work with scaffolding
    - *Now you See It* by Kathy Davidson—DB will order it
    - Open source stuff for creating badges
    - The badges wouldn’t be a long-term program, but the concept of “you gain a skill, you get a prize” could be long-term
    - TS says that they have button system at Disney
    - Dr. Pierson is thinking about a possible points system for campus engagement (get 1 point for sport event, 2 for these lectures, etc.)

- CB’s recap
  - LibAnalytics session
    - The use a LibAnalytics instance to capture usage data and librarian reflection, including perceived student grasp of the IL competencies.
    - Instruction coordinator goes back into the LibAnalytics instance and inputs data from faculty and student evaluations
    - Presenter said there wasn’t much push-back from her librarians because it doesn’t take as long to fill out as you think it will and it’s nice to have all this data compiled nicely for report time
    - Captures audience, prep time, etc.
• Have student evaluations on a tab of the course guide. The evaluations have qualitative questions and 5-6 questions measuring SLOs
• Same evaluation is used for every instruction session, even though some SLO questions may not be applicable to every session.
• Instruction coordinator emails faculty the link to the evaluation form
• They do the faculty and student survey for every instruction session
• Assessment page which links to this presentation: tinyurl.com/LA4Samford. We can copy her instance.
• LibAnalytics allows three free instances, so it shouldn’t cost us anything to do this
• Let’s look at this in the spring/summer with potential implementation in the fall

  Why research? Exploration of why instructors choose to include/exclude research assignments
  • Surveyed faculty to see why they didn’t include library assignments in their courses
  • When asked why they don’t include library assignments, the main responses were:
    o Grading time
    o Students aren’t prepared to do research
    o These two responses came up again and again in other questions
  • Just completing the survey persuaded a couple of faculty members to add library assignments to their classes
  • Based on the comments from the survey, the library is now looking at how to get library supporters to advocate to their colleagues and how to work with local feeder schools to improve the skill set of incoming students.
  • When you encourage faculty to include library assignments in their courses, be sure to offer your assistance with grading

  Faculty adoption of an integrated information literacy program: mining for motivation and impact
  • This is one of the programs that I looked at during my scaffolding literature review.
  • Part of their QEP
  • They offer grants to faculty who want to revise their syllabi to incorporate IL or create a new course that incorporates IL
  • Funding from university president
They’ve had 120 course revisions since 2008.
As our instruction program continues to grow, we may have to think about putting IL instruction in the hands of the faculty, with us serving more of an advisory role.

- Workshop: refocusing the one-shot: using student learning outcomes to design active learning exercises
  - Lots of active learning in this session
  - We did a brainstorming carousel (post pieces of paper on the wall and move around so that you/your group brainstorms on each of the topics) to develop active learning exercises for each of the standards
  - It doesn’t take that long to plan an active learning exercise. We did it in 10 or 15 minutes. Just do it!

- Streaming video on demand
  - PB hasn’t gotten any pricing yet
  - Need to find out if we have to get a whole

Theda –
- Art books—we only had 10 of them in our collection
  - Started to process them
- Maps
  - Folded ones in book format are starting to be moved down to 2nd floor
- Theda will be out tomorrow and out Monday though she will be in for her Ref. Desk shift on Monday
- Our gov. docs. selection profile has been updated
- Display case is now set up with ECU paraphernalia
- K: drive is disorganized
  - The staff committee should handle how to clean up the K Drive

Chelsea –
- This Week in Instruction
  - Thurs. (10/4)—PB—Air Quality (EHS 3603)—Weirick—15 students
- SAILS Tests
  - Ben Rothrock’s class got confused and some of them came during Charlee Lanis’ session…so they won’t be taking the test today. 127 UNIV 3001 students took the test.
  - Otherwise all UNIV 3001 classes, including the online one but excluding the 2nd 8 week one, have taken the test.
  - Chelsea will go ahead and close it and get the invoice sent to the Assessment Office
• Do we need to continue logging temperature in Instruction Room?
  o No. We can start logging it again if we notice a problem.
• Has been handling Circulation issues in Jolene’s absence and prepping for future instruction sessions

Patrick –
• Printer under Reference Desk
  o Don’t kick it 😊
  o Will look into double-sided printing on it
• Public scanner
  o Wants to remove OmniPage. We all agreed.
  o Before removing OmniPage, he needs to make a new manual for Acrobat.
• Large format scanner
  o Dr. Micozzi gave PB a contact at Chickasaw
  o 27,400 scans on large format scanner
  o Image Access said $6000 on new scanner with trade-in
    ▪ Planetary scanner
    ▪ 300 dpi
• Service Learning meeting report
  o Dr. Anderson is working on a proposal.
    ▪ Instead of two required service learning classes, have one required class and then have options: take a second class, do an undergraduate research project, do an honors project, or spend a semester studying abroad
    ▪ Anderson wants to call it civic engagement
    ▪ We will agree that service learning should not be part of gen eds

Dana –
• We all voted to get content café book covers
• Email from WAM manager at Millennium
  o No proof that upgrading to release 2011 will mess up any databases
  o 2 that Dana found must have been site-specific
  o Rob will move forward with upgrade
• Backup failed
  o Hadn’t had confirmed backup since Monday
  o There was a backup this morning, so we are back on track
• Timesheet training
  o Doing two trainings for Dr. Anderson’s folks with Tina
• AL and DB rearranged some furniture on 2nd floor
  o Put 2 tables in former map room
  o AL might purchase a whiteboard to put in former map room
  o Theda’s students will put posters up in former map room
Theda will make sure Maps sign gets taken down

- List Staff Report
  - Send out second email about instruction to the entire department (end of October).
  - Email the professors you worked with earlier in the semester to discuss spring instruction. (“In September, I did this for you/your colleague. Can we do this again in the spring?”)
  - Communicate with liaison departments about budget.
  - Chelsea will send out newsletter.

- DB said that staff committee needs to check over the departmental manuals
  - Staff committee can hold people to deadlines. If they don’t adhere to deadlines, he needs to take these to Adrianna

Adrianna –

- Librarian from Connors gave Adrianna one photo of East Central Normal School, and one of smaller schoolchildren that they thought was from Ada
  - Theda is taking these

- Attended Freshman Seminar Roundtable—our session was unanimously identified as the best class period
Librarian Meeting Minutes from October 11, 2012
Present: Dana, Chelsea, Theda, Patrick, and Adrianna

Agenda for 11-1-12:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Discuss section 5 of the evaluation document (10 min)
4. Plagiarism/Academic Integrity
   Material advertising (15 min)
5. Staff Committee Update (10 min)
6. EBSCO Discover (15 min)
7. Prepare next week's agenda (5 min)

Future:
1. Reference Staffing Report
2. Wireless printing
3. Facebook
4. Discuss purchasing stand-alone change machines (after Spring Break)
5. Newsletter timeline
6. Rotating Picture Schedule
7. Films on Demand discussion (11-29)

Action Items:
Everyone –
- **Think about what section 5 of the evaluation document should look like (10/25)**
- **Send out second email about instruction to the entire department (10/25).**
- **Email the professors you worked with earlier in the semester to discuss spring instruction. (“In September, I did this for you/your colleague. Can we do this again in the spring?”) (10/25)**
- **Communicate with liaison departments about budget. (10/25)**
- **Send follow up email to faculty about Films trial (11-8)**

Adrianna –
- **Send out the revised work plan**
- **Write newsletter article for the student lounge (10-15)**

Chelsea –
- Prepare newsletter (wait until after new student lounge reception)

Dana –

Patrick –
- Create manual for Acrobat scanning software (and have library office staff test it)
- Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals
- Continue trying to contact John Ellis @ Chickasaw Nation re: large format scanner

Theda –
- Take down maps sign and put up new posters in former map room
- Draft library privacy policy (1/2013)

Discussion:
All –
• Search Committee for librarian position
  o Ad says we will start reviewing on 10/15
  o Committee to be comprised of librarians, Jolene and Jeannine, and Adrianna will invite the other staff to take part if they want
  o Everyone on committee will review applications and send verdicts to Adrianna by Oct. 23rd at 8 a.m.
  o We will meet the afternoon of the 23rd at 2 p.m. to pick our top candidates
  o AL will call them the week of Oct. 23rd to see if they still want the job after they know the salary and sent up phone interviews
  o Week of Oct. 29th—phone interviews
  o Week of Nov. 5th—call references and set up the campus interviews
  o Week of Nov. 26th—on-campus interview
    ▪ Try not to schedule anything else this week
  o First week of December—make a decision
  o Start date of 1/3 or 1/14

Theda –
  • Through processing Art donation
  • Geography books are now in the Map Collection
  • There is a new display on the Juvenile bulletin board

Chelsea –
  • Instruction
    o Scott – Chem 1
      ▪ 83 students
  • Completed Chemistry subject guide
  • Class on Monday for Technical Writing
  • Jolene is planning on being here next week. She will let everyone know if she has to leave

Patrick –
  • Has not made contact with John Ellis @ Chickasaw Nation about their large format scanner
  • Staff Committee will meet tomorrow to discuss
    o K: drive maintenance
    o Departmental procedures manuals
  • Switched Sunday Reference with Theda
  • Has ordered memory for the scanner computer

Dana –
  • List Staff Report
    o Nothing new
• Got pricing for Chem Abstracts (abstracts only), now a SciFinder product.
• May or may be not consortium pricing for ACS
  o Within the next year, we will look at alternatives
• Collecting annual report data
• Went to online timesheet training
• Web design committee is meeting today
• Jeannine and Destiny met with departmental students
  o They are excited about reorganizing
• Ebook deadline is December 6th (for OCALD discount)
  o EBSCO is providing conference server – we do not know any more yet.

Adrianna –
• Had a conversation with Jeff Williams
  o Academic Integrity is a big concern
  o Will go to the next Faculty Senate meeting and speak about the efforts of the Plagiarism Committee
  o It would be a good idea to find out what different faculty across campus are doing in their classes
    ▪ Adrianna will send an email to Jeff Williams/Chelsea will draft it.
• Faculty Evaluations
  o Scholarship:
    ▪ Articles need to be in the faculty member’s discipline with primary authorship
    ▪ Changes are largely for clarification on many items
    ▪ Section 5 is for day-to-day faculty responsibilities
      ▪ We should decide on what section 5 should look like.
• Open house (Student Lounge) is the 26Th. There will be many in attendance.
• Next meeting - November 1st
Librarian Meeting Minutes from November 1, 2012
Present: Dana, Chelsea, Theda, Patrick, Adrianna, Jolene, and Jeannine

Agenda for 11-8-12:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Discuss section 5 of the evaluation document (5 min)
4. EBSCO Discover (5 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Reference Staffing Report
2. Wireless printing
3. Facebook
4. Discuss purchasing stand-alone change machines (after Spring Break)
5. Newsletter timeline
6. Plagiarism/Academic Integrity Material advertising
7. Rotating Picture Schedule
8. Staff Committee recommendation on the K: drive
9. Films on Demand discussion (11-29)

Action Items:

Everyone –
- Send follow-up email to faculty about Films trial (11-8)

Adrianna –

Chelsea –
- Prepare newsletter (wait until after new student lounge reception)

Dana –

Patrick –
- Email the professors you worked with earlier in the semester to discuss spring instruction. (“In September, I did this for you/your colleague. Can we do this again in the spring?”) (10/25)
- Create manual for Acrobat scanning software (11-15-12)
- Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals. The Staff Committee will make a recommendation on the k: drive (12-13-12)
- Continue trying to contact John Ellis @ Chickasaw Nation re: large format scanner

Theda –
- Take down maps sign and put up new posters in former map room
- Draft library privacy policy (1/2013)
Discussion:

All –

- Search Committee for librarian position
  - Ad says we will start reviewing on 10/15
  - Committee to be comprised of librarians, Jolene and Jeannine, and Adrianna will invite the other staff to take part if they want
  - Everyone on committee will review applications and send verdicts to Adrianna by Oct. 23rd at 8 a.m.
  - We will meet the afternoon of the 23rd at 2 p.m. to pick our top candidates
  - AL will call them the week of Oct. 23rd to see if they still want the job after they know the salary and sent up phone interviews
  - Week of Oct. 29th—phone interviews
  - Week of Nov. 5th—call references and set up the campus interviews
  - Week of Nov. 26th—on-campus interview
    - Try not to schedule anything else this week
  - First week of December—make a decision
  - Start date of 1/3 or 1/14

Theda –

- Barry is in Tech Services full-time now
- Barbie is in ILL full-time
- Still in the process of training

Chelsea –

- Has been busy teaching classes
- Instruction
  - Thursday 10/11
    - Language Company—basic tour and web overview (12 students—Merrianne Biles)
  - Monday 10/15
    - BI-pb-D. Weirick (EHS 3153 Environmental Health Administration) 15 students
    - CB-BI-S. Peters (ENG 3183 sect. 1—Technical and Professional Writing) 31 students
  - Tuesday 10/16
    - BI-DB - R. Groetzinger (COMM 1113 - Fundamentals of Human Communication) 24 students
    - BI-pb-Dr. Stan (COM 1113 Fundamentals of Human Communication) – 25 students
    - BI-pb-Sewell (EHS 1114 Introduction to Environmental Health Science) 25 students
    - BI-pb-Sewell (EHS 1114 Introduction to Environmental Health Science) 25 students
  - Monday 10/22
Librarian Meeting Minutes from November 1, 2012
Present: Dana, Chelsea, Theda, Patrick, Adrianna, Jolene, and Jeannine

BI-TS- Hibler (MUS 3633 History of Music) 23 students
BI-DB-Lauren McHaney (Advanced Language Company students) 4 students

**Tuesday 10/23**
CB-Sasakwa High School Instruction 25 students

**Wednesday 10/24**
BI-CB & PB - S. Smith (ENG 1213 sect. 1- Freshman Composition II) 3 sections—73 students total

**Monday 10/29**
BI-DB - S. Hightower (ACCT 3413 - Ethics for Accountants) 16 students

**Between Monday 10/29-10/31**
2 sessions for each of Nicholson-Weir’s sections of COMP II 84 students total

382 students over the last 3 weeks.

Patrick –
- Media Services is working on an Acrobat instruction guide for the public scanning computer
- Helped Linda Newcomer and Roberta Mowdy complete a research poster for a nursing conference

Dana –
- Is working on database stats (over 60)
- ACM, ACS – Dana wants criteria broken down (there is indexing in EBSCO databases)
- OLA grid is out
- Has a meeting with the Accounting Department to discuss databases
- Liaison reminders:
  - Reference evals are due
  - Remind departments about their remaining budget

Adrianna –
- Naxos – Dana sent an email to WAM folks (users are supposed to check cache and cookies)
- OCALD
  - State is not meeting maintenance of effort
    - This could hit databases
  - There will be a meeting on the 15th in Tulsa
  - They are conducting a survey on print management systems
Reference Questions:

Jolene and Jeannine attended for a discussion on questions to ask references for our two candidates.
- Dana will revise and send to everyone
- We will call them before our meeting on Monday

Evaluation Document

- Revisions should not be made until the 2013 evaluation
- What should be in section 5:
  - Meeting deadlines/responsibilities
  - Strengths and weaknesses (library dean feedback)
  - Meet designated responsibilities (minute-taking; project oversight)
  - Complete “administrative” obligations (procard statements; leave requests; travel requests; graduation; convocation)
  - Making progress on library priorities (actions items; work plan; strategic plan)

Staff Committee

- The librarians will meet during the November 15th time slot to discuss tables of contents for librarian procedures manuals
- The Staff Committee will make a recommendation on the K: drive at the December 13th meeting

EBSCO Discover

- EBSCO Discover will go one step further than Integrated Search (single search box)
- This would not increase what we already pay
- Dana will work things around with some of the databases to make budget space
- Dana needs to know by January if this it is workable option for us

Next meeting – November 8th
November 15th – the librarians will meet to discuss tables of contents for procedures manuals
Librarian Meeting Minutes from November 8, 2012

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

Agenda for 12-13-12:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Discuss section 5 of the evaluation document (5 min)
4. EBSCO Discover (5 min)
5. Webinars (5 min)
6. Annual Report (30 min)
7. Scanner (15 min)
8. K: drive recommendation – Staff Committee (15 min)
9. Films on Demand discussion (5 min)
10. Rotating pictures schedule (5 min)
11. Prepare next week’s agenda (5 min)

Future:

1. Reference Staffing Report
2. Wireless printing
3. Facebook
4. Discuss purchasing stand-alone change machines (after Spring Break)
5. Newsletter timeline
6. Plagiarism/Academic Integrity Material advertising

Action Items:

Everyone –
- Send follow-up email to faculty about Films trial (11-8 – held over)

Adrianna –

Chelsea –

Dana –

Patrick –
- Create manual for Acrobat scanning software (11-15-12)
- Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals. The Staff Committee will make a recommendation on the K: drive (12-13-12)
- Meet with Chelsea and Theda to discuss computer replacements for Refdesk and Barry’s computer (12-13)
- Meet with Theda to discuss scanner options (12-13)
- Make formal scanner recommendation at the next meeting, including: What to do with the current scanner, and Make a recommendation for a new scanner with pricing
Theda –

- **Investigate Content Café questions:**
  - Can we change how linked pages look (do they have to be that bland beige color)?
  - Can links go to the record display?
  - Do they add cover art over time?
- Take down maps sign
- Draft library privacy policy (1/2013)

**Discussion:**

Theda –

- **Content Café**
  - The label under cover art hasn’t been done
  - Questions
    - Can we change how linked pages look (do they have to be that bland beige color)?
    - Can links go to the record display?
    - Do they add cover art over time?
    - We think we can send them lists of isbn numbers and they can look for images
    - Theda will investigate these issues
- **Faculty Senate**
  - Chelsea and Adrianna came and talked about academic integrity efforts
    - There could be additional presentations, possibly at Faculty Association
  - Complete College America
  - There was a discussion regarding suggestions that only students who meet minimum attendance qualifications should be able to complete faculty evals (only a discussion at this point). Some faculty feel strongly about this
  - Faculty performance:
    - There will be no section 5 for this evaluation period
    - However, new exceptional merit qualifications will stand (with some leniency – next year there will be no negotiation)
    - Dr. Anderson will be speaking to the colleges about the new evaluation document, likely after winter break
  - AAC will meet the Tuesday before Thanksgiving
  - New payment procedure for extra teaching responsibilities will occur more rapidly
- The new bulletin board is up

Chelsea –

- Still busy with instruction
- This week in Instruction:
Librarian Meeting Minutes from November 8, 2012

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

**Friday 11/2**
BI-CB-K. Hada (ENG 2433 sect. 1: American Lit since Whitman) = 20 students

**Monday 11/5**
BI-CB-S. Peters (ENG 1113: Freshman Composition I) 3 sections = 66 students total

**Tuesday 11/6**
BI-CB-K. Hada (HUM 2313 sect. 1: Ethnic Literature) = 34 students

**Wednesday 11/7**
BI-CB-D. Weir (ENG 1113: Freshman Composition I) 3 sections = 64 students

184 students in the last week

Patrick –
- Would like to reimage the old reference computer to use for the scanning computer
  - Patrick will meet with Chelsea and Theda to discuss options for the replaced computers (i.e., circ 2 and the public scanning computer)
- Presented two options for the large format scanner
  - Oce
  - Image Access (Click Scanner)
- Students have been asking for Libre Office, an open-source Office product
  - We can’t be responsible for additional software
- Students have started asking questions about online enrollment
  - We should refer them to the Admissions Office

Dana –
- Accounting Research Manager is being dropped
- There is a snag with Westlaw Next – it requires secure https, which we cannot currently do with our proxy
- Is having students mine WAM data
- Bulletin boards
  - 2nd floor bulletin board will remain Jeannine’s responsibility
  - Jeannine will also be responsible for the main bulletin board
  - Theda wants to keep doing the Juvenile Lit bulletin board as long as she has an Education student
    - She will do this in coordination with Outreach
- Jeremy completed the LDAP worksheet
  - Non-ECU patrons should not have LDAP authorization

Adrianna –
- Met with Dr. Anderson:
  - He did not seem to have objections to our reorganization
There was a concern about the evening/weekend person working more than 8 hours a day

- Met with Robert Castleberry:
  - Asked about automatic flushers
    - They cost $450 each
    - With money left at the end of the year, we will look at starting on the 3rd floor and then doing additional floors
    - Chelsea will report the number of flushers to request

Search Committee for librarian position
- Week of Nov. 26th—on-campus interview
  - Try not to schedule anything else this week
- First week of December—make a decision
- Start date of 1/3 or 1/14

Reference Questions:

Jolene and Jeannine attended for a discussion on interview itineraries for our two candidates.

### Interview Itinerary for Jeff Stinson

<table>
<thead>
<tr>
<th>DAY</th>
<th>Time</th>
<th>Activity</th>
<th>Responsible party</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Noonish</td>
<td>pick-up at airport</td>
<td>Adrianna Lancaster</td>
</tr>
<tr>
<td></td>
<td>3:00</td>
<td>Library Tour</td>
<td>Patrick Baumann</td>
</tr>
<tr>
<td></td>
<td>4:00</td>
<td>Interview</td>
<td>Screening Committee</td>
</tr>
<tr>
<td></td>
<td>6:30</td>
<td>Dinner</td>
<td>Chelsea Baker</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:00</td>
<td>Breakfast</td>
<td>Theda Schwing</td>
</tr>
<tr>
<td></td>
<td>9:00</td>
<td>Interview</td>
<td>Adrianna Lancaster</td>
</tr>
<tr>
<td></td>
<td>10:00</td>
<td>Interview</td>
<td>Dr. Anderson, Provost and VPAA</td>
</tr>
<tr>
<td></td>
<td>11:00</td>
<td>Instruction Presentation</td>
<td>Library staff; possibly teaching faculty</td>
</tr>
<tr>
<td></td>
<td>12:00</td>
<td>lunch</td>
<td>Library staff; possibly teaching faculty</td>
</tr>
<tr>
<td></td>
<td>2:00</td>
<td>Campus Tour</td>
<td>Jeannine Hathcoat</td>
</tr>
</tbody>
</table>
**Librarian Meeting Minutes from November 8, 2012**

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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</tr>
</thead>
<tbody>
<tr>
<td>3:00</td>
<td>Closing paperwork</td>
<td>Jenny Campbell</td>
</tr>
<tr>
<td>4:00</td>
<td>Ada Tour</td>
<td>Dana Belcher</td>
</tr>
<tr>
<td>6:30</td>
<td>Dinner</td>
<td>Jolene Poore</td>
</tr>
<tr>
<td><strong>Wednesday</strong></td>
<td>8:00 am</td>
<td>Departure</td>
</tr>
</tbody>
</table>

**Interview Itinerary for Kevin Wadlow**

<table>
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</thead>
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<tr>
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<td></td>
<td>6:30</td>
<td>Dinner</td>
<td>Chelsea Baker</td>
</tr>
<tr>
<td><strong>Thursday</strong></td>
<td>8:00</td>
<td>Breakfast</td>
<td>Theda Schwing</td>
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<td>Dinner</td>
<td>Jolene Poore</td>
</tr>
<tr>
<td><strong>Friday</strong></td>
<td>8:00 am</td>
<td>Departure</td>
<td>Adrianna Lancaster</td>
</tr>
</tbody>
</table>
- Dana distributed face-to-face interview questions
- Adrianna will schedule a time Monday afternoon, November 12th

Evaluation Document

- Section 5 will not be added until the 2013 evaluation
- What should be in section 5:
  - Meeting deadlines/responsibilities
  - Strengths and weaknesses (library dean feedback)
  - Meet designated responsibilities (minute-taking; project oversight)
  - Complete “administrative” obligations (procard statements; leave requests; travel requests; graduation; convocation)
  - Making progress on library priorities (actions items; work plan; strategic plan)
- Added:
  - High quality of work (meets established standards of work)
  - Preparation (reading emails ahead of time and having any documents printed out and marked up before meetings)
- At the next meeting, we will put these into categories

Staff Committee

- The librarians will meet during the November 15th time slot to discuss tables of contents for librarian procedures manuals
- The Staff Committee will make a recommendation on the K: drive at the December 13th meeting

EBSCO Discover

- Further discussion was pushed back until the December 17th meeting

Next meeting – December 13th
November 15th – the librarians will meet to discuss tables of contents for procedures manuals
Librarian Meeting Minutes from November 15, 2012
Present: Dana, Chelsea, Theda, Patrick, and Destiny

Agenda for 12-17-12:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Discuss section 5 of the evaluation document - put our brainstormed items into categories (5 min)
4. EBSCO Discover (5 min)
5. Webinars (5 min)
6. Annual Report (30 min)
7. Scanner Recommendation (15 min)
8. Films on Demand discussion (5 min)
9. Prepare next week’s agenda (5 min)

Future:
1. K: drive recommendation – Staff Committee (1/31/13)
2. Reference Staffing Report
3. Wireless printing
4. Facebook
5. Discuss purchasing stand-alone change machines (after Spring Break)
6. Newsletter timeline
7. Plagiarism/Academic Integrity Material advertising

Action Items:

Everyone –

- **Send Chelsea intersession dates that you cannot do on-call reference and any Sundays that you cannot work in the spring (12-12-12)**
- **Revise your new librarian training materials (see assignments below) (11-30-12)**
- **Send Patrick your procedures manual table of contents (12-17-12)**
  - Use the same assigned areas as the training materials

Adrianna –

- **Contact Dwight Myers to arrange for the Chemistry Department to meet with the ACS rep (before dead week)**
- **Send hours rotating picture to the librarians (12-12-12)**

Chelsea –

- **Send instructions for Acrobat scanning software to librarians (11-19-12)**
• Send an email to the librarians with our standard copyright statement and ask for wording suggestions (11-19-12)
• Prepare recommendation for a new large-format scanner, including
  o What to do with the old scanner
  o Recommendation of a new scanner with cost
• Follow up with Kyle about reimaged computers (11-20-12)
• Work with DB on the new training graphic (11-30-12)
• Send Quaid Lounge rotating picture to the librarians (12-12-12)
• Have all new computers in place, including reimaged circulation computers and public scanning computer (12-14-12)
• Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals. The Staff Committee will make a recommendation on the k: drive (1-31-13)

Theda –
• Investigate Content Café questions:
  o Can we change how linked pages look (do they have to be that bland beige color)?
  o Can links go to the record display?
  o Do they add cover art over time?
• Draft library privacy policy (1/2013)

Search Committee for librarian position
  o Week of Nov. 26th—on-campus interview
    ▪ Try not to schedule anything else this week
  o First week of December—make a decision
  o Start date of 1/3 or 1/14

Discussion:

Theda –
• New carpet has been installed in the 1st floor Annex and everything is a mess.

Chelsea –
• Almost finished with instruction for this semester
• This week in Instruction:

| (CB) - Classen | Freshman Comp II | 23 |
| (CB) - Classen | Freshman Comp I | 24 |
| (CB) - Classen | Freshman Comp I | 24 |
| (CB) - Classen | Freshman Comp I | 22 |
| (CB) - Classen | Freshman Comp I | 21 |
| (DB) - Browning | ACCT 5023 | 19 |

133 students total

• Finished the Biles Biology donation
• Another donation is coming in Monday, Nov 26th
  o It is a large donation of journals (mostly Science and Nature) from the EPA lab
Librarian Meeting Minutes from November 15, 2012

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

Patrick –
- Rob T said that they are switching our email to a new server, but our inbox is still on the old server, and they are trying to communicate. That’s why we have been experiencing hang-ups lately. The conversion should be completed today
- Would like new wording for our public copyright statement
  - It currently only makes the user of the equipment responsible (the user could actually be us, if we are helping someone)
- New computers have been set up for Chelsea, Jeannine, the ILL assistant, the Reference Desk and libref7
  - Replaced computers have gone to IT to reimage for placement at the two circ computers and the public scanning computer
  - Jeannine’s old computer is still here – Patrick asked if it could be used for the Media Services front desk (where our students use Millennium)

Dana –
- We have received our Nature renewal
- Westlaw - we will try to have Jeremy work on it
  - We are extending the trial until January
- Naxos – has come back to the original firewall issue
  - Dave has the information he needs to fix it
- An ACS rep will be here soon to discuss our subscription
  - We would like for the Chemistry Department to meet with them (Chelsea will contact Dwight Myers)
- Destiny and Jeannine will be switching offices next week
- We need to start thinking about new signage
  - Suggested that an MS student could come up with some designs over break

Rotating Pictures
- We will keep:
  - Coffee
  - Research
  - FDLP
- We will delete the rest of them
- To replace the Photo Friday picture, we will do a Quaid Lounge picture – PB will do this one. There is a link at the Ada Evening News that we can use.
- We liked Theda’s idea of a picture to indicate our current hours, but decided that a general picture linking to a current hours page would be better – CB will do this one.
- These are to be sent to the group for approval by Wednesday, December 12th. They should be approved by that Friday morning
Training Materials Revisions

- Dana passed out training theme document for general information
- We revised the Public Services Librarian job description (included below)
- We do not have a training checklist for the Public Services Librarian (job specific)
  - Dana will draft one and email one to us for discussion (11-30)
- Dana and Patrick will update the training manual graphic
- We assigned revisions to the individual training materials as follows, keeping in mind organizational structure and any new departmental functions or responsibilities:
  - Make sure they are in Cambria

<table>
<thead>
<tr>
<th>Generic</th>
<th>WOPD</th>
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</thead>
<tbody>
<tr>
<td>Administrative – AL</td>
<td>Acquisitions (CS) – DB, DD</td>
</tr>
<tr>
<td>Nuts and bolts – DB</td>
<td>Audiovisual (MS) – PB, SB</td>
</tr>
<tr>
<td>Reference – CB</td>
<td>Cataloging/Gov Docs (TS) – TS</td>
</tr>
<tr>
<td>Instruction – CB</td>
<td>Circulation/Reserves (PS) – JP, CB</td>
</tr>
<tr>
<td>Liaison – PB</td>
<td>Interlibrary Loan (PS) – PB</td>
</tr>
<tr>
<td>Millennium – TS</td>
<td>Instruction (IS) – CB</td>
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<tr>
<td>Student Employment – DB</td>
<td>Outreach (PS) – AL, JH</td>
</tr>
<tr>
<td>Webpages – DB, CB</td>
<td>Periodicals (CS) – DB</td>
</tr>
<tr>
<td></td>
<td>Reference (IS) – CB</td>
</tr>
<tr>
<td></td>
<td>Special Collections (PS) – TS</td>
</tr>
</tbody>
</table>

- All – have these revisions ready for our November 30th meeting. We will meet after the all staff meeting.
- Jolene will do the day-to-day aspects of circulation and Chelsea will do the administrative aspects
- When we come back in January, we will change individual web pages to reflect these updates (Dana will change About the Library)
- We will discuss staff training materials after we have discussed the librarians’
  - Dana will have the staff materials at our Nov 30th meeting

Librarians’ Procedures Manuals

- Each of the librarians is to send drafts of their procedure manual tables of contents to Patrick by December 17th.
  - These are the things that, if you were gone, someone would have to know to do your job
    - Also include things that all us do, such as instruction or liaison duties as we might find small differences

Future meetings – November 30th (after the all staff meeting); December 17th
East Central University
Job Description

**Job Title:** PUBLIC SERVICES LIBRARIAN
**Job Code:** 4037
**Department:** LIBRARY
**Reports to:** LIBRARY DEAN

**SUMMARY**
The Public Services Librarian oversees daily operations of the Public Services Department including circulation, reserves, and interlibrary loan (ILL). The Public Services Librarian also promotes library services and events and oversees Special Collections. As library faculty, this position provides reference and instruction services to the university and surrounding community, and liaison services to faculty and staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

**PUBLIC SERVICES**
Oversees daily operations of circulation, reserves, and ILL
Keep current with Innovative and other job-related software
Maintains a strong focus on customer service

**OUTREACH**
Markets the library to constituents through various avenues, including the library newsletter
Plans library events
Publicizes library events and activities
Creates and maintains displays
Oversees library’s social media presence
Maintains relationships with Ada and university communities, including the Linscheid Library Academic Friends

SPECIAL COLLECTIONS
Oversees Special Collections and Archives in collaboration with Media and Technical Services
Plans digitization projects in collaboration with Media and Technical Services
Makes collection development and preservation decisions
Monitors library environment including climate, pests, and mold

REFERENCE
Responsible for weekly duties at the Reference Desk

LIAISON
Serves as collection development liaison for assigned academic and library departments, including acquisitions, weeding, and repair recommendations
Works with academic departments as to need, such as, accreditation, collection development, and other special projects
Instructs patrons in library use and research skills

ADMINISTRATIVE
Supervises full-time staff members
Participates in library assessment activities
Prepares annual reports detailing activities from areas of responsibility
Prepares equipment requests for annual budget consideration in coordination with appropriate departments
Orders supplies needed by supervised departments
Serves on library and university committees voluntarily or as assigned by the library dean
Participates in professional organizations and activities
Serves on library search committees for support and professional library positions
QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE
Masters degree from an ALA accredited program. Previous library experience is preferred.

OTHER SKILLS AND ABILITIES
Ability to communicate well in written and spoken English; organizational and supervisory skills; strong public service orientation; and computer literacy are all necessary. Familiarization with ILS software technologies is preferred.

PHYSICAL DEMANDS
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical requirements include but are not limited to:

- Sitting:
  - Using hands to finger, handle or feel objects, tools or controls;
  - Speaking intelligibly and hearing at conversation level;
- Regularly lifting and/or moving 25 pounds or more;
- Meeting vision requirements of the job such as close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.
Librarian Meeting Minutes from November 30, 2012
Present: Dana, Chelsea, Theda, and Patrick

Agenda for 12-17-12:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Discuss section 5 of the evaluation document—put our brainstormed items into categories (5 min)
4. EBSCO Discover (5 min)
5. Webinars (5 min)
6. Annual Report (30 min)
7. Scanner Recommendation (15 min)
8. Films on Demand discussion (5 min)
9. Prepare next week’s agenda (5 min)

Future:
1. K: drive recommendation – Staff Committee (1/31/13)
2. Reference Staffing Report
3. Wireless printing
4. Facebook
5. Discuss purchasing stand-alone change machines (after Spring Break)
6. Newsletter timeline
7. Plagiarism/Academic Integrity Material advertising

Action Items:

Everyone –
• Send Chelsea times (for a classes, or regular meetings) that you cannot do reference in the spring and any Sundays that you cannot work (12-12-12)
• Send Patrick your procedures manual table of contents (12-17-12)
  o Use the same assigned areas as the training materials
• Send Patrick your comments about the copyright statement (12-14-12)

Adrianna –

Chelsea –

Dana –

Patrick –
• Prepare recommendation for a new large-format scanner (12-17-12), including
  o What to do with the old scanner
  o Recommendation of a new scanner with cost
• Follow up with Kyle about reimaged computers (11-20-12)
• Send email to librarians about procedures manual TOCs (12-5-12)
• Send revised instructions for Acrobat scanning software to librarians (12-7-12)
• Send Quaid Lounge rotating picture to the librarians (12-12-12)
• Have all new computers in place, including reimaged circulation computers and public scanning computer (12-14-12)
• Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals. The Staff Committee will make a recommendation on the k: drive (1-31-13)

Theda –
• **Investigate Content Café questions (a help ticket has been generated):**
  - Can we change how linked pages look (do they have to be that bland beige color)?
  - Can links go to the record display?
  - Do they add cover art over time?
• Draft library privacy policy (1/2013)

Discussion:

Tutorial Usage:
• Theda handed out analytics for tutorial usage:
  - Hits include those for academic integrity/plagiarism tutorials, other library tutorials, and the library newsletter
  - The Academic Integrity tutorial accounted for 184 out of 393 total events

Training Materials
• The TOC graphic #3 for Public Services won (with Reserves and ILL under Circulation)
• We chose some standard formatting for the training materials
  - No bold headings
  - Indent sub-headings (with no numbers or dashes)
• WOPD training sections will be moved under job-specific for each unique librarian position
  - i.e., the WOPD section for Public Services will be moved under the job-specific section for the Public Services Librarian

Librarians’ Procedures Manuals (TOC)
• Patrick will send an email to the librarians describing what the TOCs should entail

Future meetings – December 17th
Librarian Meeting Minutes from December 13, 2012

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

Agenda for 1-17-13:

1. Action items (10 mins.)
2. Around the Horn (20 mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Section 5 (5 min)
4. Loan Rules for AV materials (10 min)
5. Prepare next week’s agenda (5 min)

Future:

1. K: drive recommendation – Staff Committee (1/31/13)
2. Reference Staffing Report
3. Wireless printing
4. Facebook
5. Discuss purchasing stand-alone change machines (after Spring Break)
6. Newsletter timeline
7. Plagiarism/Academic Integrity Material advertising

Action Items:

Everyone –
- Review current year minutes for appropriate information
- Choose which section five you like best

Adrianna –
- Talk to Distance Ed folks about notifying the Reference Desk when Blackboard is down
- Ask Meredith about their procedures for minutes

Chelsea –
- **Write intercom policy with Jolene (1-17-13)**
- Put together a table with extended hours data

Dana –
- **Make LDAP live (with Theda, 1-9-13)**
- Speak with Jeremy to see what IT can do right now
- **Work on getting E-books into the system (with Theda 1-17-13)**

Patrick –
- **Complete blog post for the Quaid Lounge rotating picture using the newsletter article (1-8-13)**
- **Have large scanner moved to Public Services (12-19-12)**
- Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals. The Staff Committee will make a recommendation on the k: drive (1-31-13)
- Look for streaming video packages (2-1-13)
Theda –
- Investigate Content Café questions (a help ticket has been generated):
  - Can we change how linked pages look (do they have to be that bland beige color)?
    - No new info
  - Can links go to the record display?
  - Do they add cover art over time?
    - These fall to our web administrator (we can play with them)
  - Theda will report on January 17th
- Post Quaid article to the rotating pictures by the January 14th
- Work with Dana to make LDAP live (1-9-13)
- Work on getting E-Books into the system (with Dana 1-17-13)
- Draft library privacy policy (3/2013)

Discussion:
Dana
- LDAP is loaded into the staging port
  - Will get with Theda (will try to have it up and running January 9th)
  - Has not spoken to IT yet
  - Will speak with Jeremy to find out what they can do right now (before the spring semester starts)
- Nursing E-books have been purchased (they are set to a 1-day checkout)
  - Will speak with Theda about getting them into our system in January
- Weeding may not be complete before Thursday
- Staff training documentation
  - Will print a copy and leave in Dana's office

Chelsea:
- Previous Biology donation is not complete yet
- Working on various committee action items
- Met with the ACS rep
  - We don't know yet. The price is still too high
  - Chemistry faculty made some strong arguments to ACS
- The front bulletin board is now Jeannine's responsibility
  - MLK display in January
- Instruction
  - Had three follow-up classes for Sunnie Smith
- What should we do about the January newsletter?
  - We won't do a newsletter for January, but the old one will stay up
  - It will not be a feature for Freshman Seminar
- Intercom policy
  - Chelsea and Jolene will have one prepared in January
  - It should be fairly strict, limited usage (e.g., emergencies, closing)
The plan is to have the intercom working by January

Theda

- Faculty Senate:
  - Changes to sexual harassment policy:
    ▪ There will be a strict statement regarding faculty/student relationships
  - Evaluation form
    ▪ To “exceed expectations” with regards to publication, if you are not the primary author, you can talk with your dean about your contributions to qualify (unsure if this is for only the current year, or for all future years)
  - Teaching section is being worked into tenure and promotion
  - Katricia Pierson is now in charge of Honors Convocation
  - Pat Bohan is now President of Faculty Senate
  - There is discussion of requiring a percentage of attendance for students to complete faculty evaluations
- A student assistant is looking for isbns
- Textbooks are being moved to Education
- Went to a Govdocs meeting in Stillwater
  - There is a new statistical abstract, a faceted database that includes MLA and APA citations
    ▪ Data is available in Excel to be customized
    ▪ Theda will report a webinar summary at the Instruction Committee
- Is looking into importing records into Millennium from the computer (can be used for E-books)
- Can the Reference Desk receive updates on Blackboard outages?
  - Many times it is not down long enough
  - AL will talk to Distance Ed to notify the Reference Desk when Blackboard is down.

Adrianna

- What to do when the reference computers are all being used?
  - Students complain about not enough computers
  - We will table this discussion for a later date
- What to do about sensitive information in the minutes
  - AL will ask Meredith about their procedure
  - We will review current year minutes for appropriate information
- ILL instructions
  - We will table this until we hire the new Circ Assistant
  - Tentatively, Barbie will do a majority of the initial training with Barry as backup; Barry can serve as a resource down the line.
  - We are looking at January 9th for a new Circ Assistant to start
Annual Report:

Structure

1. Work plan items (all participants will report)
   a. This section only requires a brief explanation (more detail will be provided later in the report)

2. Program data and accomplishments
   a. Graphical overview of data goes here (complete data belongs in an appendix)
   b. This is for consistent reporting of data

3. Departmental projects
   a. All departments involved will report

4. Personnel

5. Summation
   a. What we did, where we're going

6. Saving documents – now under departments instead of names

7. We will record statistics for the spring semester, not prior

8. We will not report these in June, but we will have figured out how to report them for the future
   a. This will be included in the report under departmental projects
   b. Meet with Dana to answer any questions
   c. Think of future items, such as digitization and the Group Study Room

Scanner Recommendation:

- Patrick will lead the charge to have the scanner moved to storage (Public Services) – before break
- Patrick will make sure the new scanner gets on the budget request

Ebsco Discover

Ebsco wants us to have it (they are willing to give us an exceptional deal)
- Yes. We will get it
- Linksource and Integrated Search will be part of EDS beginning June
Section 5

Choice 1

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**Strengths/Areas of Improvement**

Choice 2

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**Strengths/Areas of Improvement**

- For the next time, we will choose which one we like the best

**Webinars**

- Challenges of Poor Assessment – March 13th (AL)
- Supplemental Instruction – June 12th (CB)
- Data Mining – September 11th (TS, AL)

**Films on Demand**

- Several faculty would like it if the price were reasonable (3 departments especially liked it) – Let’s look into other services
- Patrick will look into other streaming packages (1st of February)

**Future meetings – January 17th**
Librarian Meeting Minutes from January 24, 2013
Present: Dana, Chelsea, Theda, Patrick, and Adrianna

Agenda for 1-31-13:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Strategic Plan (10 min)
4. Katie’s Training (10 min)
5. Budget (20 min)
6. Intercom Policy (10 min)
7. Prepare next week’s agenda (5 min)

Future:

1. K: drive recommendation – Staff Committee (2/7/13)
2. Reference Staffing Report
3. Wireless printing
4. Facebook
5. Discuss purchasing stand-alone change machines (after Spring Break)
6. Newsletter timeline
7. Plagiarism/Academic Integrity Material advertising
8. Work Plan
9. AV material loan rules (4-13) – see discussion notes from 1-24-13

Action Items:

Everyone –

- Email Section 5 preference to AL (1-30-13)
- Bring equipment requests for budget consideration (1-31-13)
- Read Intercom Policy (1-31-13)
- Look over Strategic Plan draft and bring comments (1-31-13)
- Send work plan updates to Adrianna (2-6-13)
- Review current year minutes for appropriate information (3-14-13)

Adrianna –

- Investigate the security camera situation (2-7-13)
  - Are we supposed to get new ones?
  - Is there an estimated time?

Chelsea –

- Make a sign for the broken handicapped door downstairs by the parking lot (2-7-13)
- Submit the Library Newsletter to the annual list of publications (2-7-13)

Dana –

- **Bring training notebook to the next meeting (1-31-13)**

Patrick –
• Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals. The Staff Committee will make a recommendation on the k: drive (2-07-13)
• Investigate streaming video packages (2-7-13)
• Look into a free trial for Ambrose Video (2-7-13)

Theda –
• Investigate Content Café questions (a help ticket has been generated):
  o Can we change how linked pages look (do they have to be that bland beige color)?
    ▪ No new info
  o Can links go to the record display?
  o Do they add cover art over time?
    ▪ These fall to our web administrator (we can play with them)
  o Theda will report on January 31st
• Add note in the catalog for all non-circulating videos until we decide on the loan rules (2-7-13)
• Draft library privacy policy (3/2013)

Discussion:
Dana
• SSL
  o We will have to buy an SSL certificate for Sierra platform
• Naxos is still working with Innovative to resolve our connection problems
  o It looks like we might have to go to a direct login
• LDAP is now working with a few exceptions
• The bindery is back, periodicals have been pulled
• Destiny is doing well in Collection Services
• Three more instructions this week
• Those going to OLA, book your rooms soon

Chelsea:
• The handicapped door downstairs (on the people-mover side) is not working
  o The Physical Plant has ordered a part
• Has been working on fixing the Academic Integrity certificates (through Captivate)
  o If someone has a problem, have them check for a current version of Flash
  o Also, ask if they can come into the library
• Human Diversity Committee
  o Just had MLK celebration
  o Annual speaker will be February 28th at the Ataloa Theater
    ▪ Navajo Code Talker, Bill Toledo
  o Review of biology donation is now completed and sent to Collection Services.
  o EPA donation has also been reviewed
  o The Library Newsletter is the only item we need to submit to the annual list of publications
  o Instruction
Librarian Meeting Minutes from January 24, 2013

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

- December 18th
  - CB- Cheper BIOL 4982- Seminar Evolution & Origin of Life (17 students)

- January 9th
- CB & AL Tiger Transfer Orientation 25 students

- January 14th
  - BI-DB - J. Heck (NRSG 3883 - Nursing Research) 81 students total (ITV sites)
  - BI-DB - RN to BSN marathon discussion, Debra Ollila
  - NRSG 3333 (RN to BSN)
  - Contemporary Professional Nursing
    - Ada (8), Ardmore (4), Durant (8), Idabel (1), McAlester (4) – 25 students
  - NRSG 3883 (RN to BSN)
  - Nursing Research
    - Ada (7), Ardmore (4), Durant (9), Idabel (1), McAlester (4) – 25 students

- January 18th
  - BI-CB-Fleming, S (Asher High School Seniors) 18 students
  - BI-PB-Retail Fashion Promotion FCS 3623-Long 15 students

- January 22nd
  - BI - PB - Nutrition (FCS 1513) – Long 35 students

- January 23rd
  - BI - PB - Introduction to Social Work SOWK 2273 – Lambeth 17 students
  - BI-DB - P. Jackson (BUCOM 3133 - Business Communication and Report Writing) 29 students
  - BI-DB - P. Jackson (MIS 1903 - Computer Business Applications) 29 students
  - 291 total students since the last meeting

Theda
- Faculty Senate:
  - The policy on sexual harassment passed and is now official
    - There should be an email from administration
    - There should be upcoming training
  - The Ad Hoc Committee to revise faculty evaluation forms has made its recommendations.
    - Faculty will be emailed with explanations and clarifications of the revisions

- Security:
  - Faculty Senate will talk to the Campus Police about a number of items including parking tickets, staying late in offices, and routinely checking the emergency call boxes
Student holds

- Currently, for fines under $500, the hold is removed temporarily until the student can enroll (until a permanent policy can be formed)
- An order is placed once a semester for nametags (if you lose yours)

Patrick

- Ambrose Video
  - Chelsea, Sam and Patrick attended a presentation by a rep from Ambrose Video
    - Pros:
      - Can purchase individual programs
      - Complete streaming access
      - Affordable
      - Content is exclusive
    - Cons
      - Selection is limited
      - There could firewall issues
      - Have to renew titles yearly
    - We would like to take advantage of a free trial to pinpoint any technical issues
    - Once we practice with it, selections will be on a liaison basis (by title)
    - This can be separate from other streaming options

- Signage
  - MS student assistants have been working on new library signage
    - A draft of the elevator signs was brought and commented on
      - MS will revise the elevator signage and present it at the next meeting
      - We would like for new elevator signage to be up before Freshman Seminar tours

- Equipment requests
  - Still waiting to hear from Kyle with Dell computer quotes

Adrianna

- Is there a length of time set for booking the Group Study Room?
  - Yes
- Contacted Raymond Johnson about the damaged carpet in the 2nd floor Annex hallway
  - That section of carpet will be replaced
- Everyone visited their respective Schools and Colleges to promote the Academic Integrity links
- February 18th will be Katie's first day – training will be an agenda item for next meeting.
- Instructional Services Assistant job ad closes tomorrow
  - We will get the applications on Monday
- Circulation Assistant N&W job ad has been re-opened and will close February 4th
- Budget is due March 5th
Librarian Meeting Minutes from January 24, 2013

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

- We will intend to get caught up on the reference computers that were missed last year
- Check with your people to get suggestions for equipment purchases
  - Have that information for the next meeting
- Work Plan
  - Send updates for your work plan items to Adrianna by February 6th
- Strategic Plan
  - Adrianna wrote a draft
  - Look over and bring comments to the next meeting
- Ben will contact the Reference Desk when Blackboard is down
- Section 5 will carry over to the next meeting

Section 5

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Strengths/Areas of Improvement

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Strengths/Areas of Improvement

Work Plan – Item 2: Copyright
- There are concerns about patrons printing copyrighted material from the reference computers
  - The Circ student at the desk will let the Circ Assistant or one of the librarians know
  - The Circ Assistant or librarian will then initiate the conversation with the patron
  - The patron will be informed of the copyright concern and why
  - If the patron is printing items found on Blackboard, the Circ Assistant or librarian will ask for the class and name of the professor and forward the information to Adrianna
  - Adrianna will contact the professor
Loan rules for audiovisual materials:

- It should be more clear to students that some videos/DVDs cannot be checked out
  - Think about the best way to accomplish that. We could:
    - Make a change in the catalog record
    - Make all videos/DVDs circulating
    - Other
  - We will discuss this again in April
  - Theda will add a note in the catalog for non-circulating videos/DVDs for the time being

Future meetings – January 31st
Agenda for 1-31-13:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. K:drive proposal – what the process will look like (10 min)
4. Undergraduate Research (10 min)
5. Work Plan (10 min)
6. Prepare next week’s agenda (5 min)

Future:

1. K: drive recommendation – Staff Committee (2/7/13)
2. Reference Staffing Report
3. Newsletter timeline
4. Work Plan
5. AV material loan rules (4-13) – see discussion notes from 1-24-13 minutes

Action Items:

Everyone –
- Send work plan updates to Adrianna (2-6-13)
- Send articles to Chelsea for the February/March newsletter (2-14-13)
  - Academic Integrity tutorials - CB
  - Katie/new librarian - KS
  - Hot chocolate - DB
  - LDAP-new way to log into our resources - DB
  - Audiovisual is now Media Services - PB
- Review current year minutes for appropriate information (3-14-13)
- Think about an informational item for Adrianna to take to AAC

Adrianna –
- Investigate the security camera situation (2-7-13) – further investigation is required
  - Are we supposed to get new ones?
  - Is there an estimated time?

Chelsea –
- Investigate emergency shelter signage (2-7-13)
- Revise and prepare safety presentation (3-13)
- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits

Dana –
- Send an email asking the librarians for comparison institutions (2-7-13)
- Send undergraduate research email to the librarians (2-7-13)
- Send updated training and orientation schedule (2-7-13)
- Send pre-employment checklist to those who need it (2-7-13)
Patrick –
- **Lead the staff committee in getting K: Drive cleaned up and making suggestions on department manuals.** The Staff Committee will make a recommendation on the k: drive (2-07-13)
- **Investigate streaming video packages** (2-7-13)
- **Look into a free trial for Ambrose Video** (2-7-13)

Theda –
- **Investigate alternative wording for the more information link. Can it say “Summaries and more”?** (2-7-13)
- **Draft library privacy policy** (3/2013)

**Discussion:**

Dana
- We have new weeding areas
  - Accounting
  - Chemistry
  - Computer Science
  - Family and Consumer Sciences
  - History
- What are we doing with the comparison lists? Is it worth keeping
  - It is not worth keeping at this point
  - We have it until June, so we will run lists for this year and next year
  - After June we will not keep it
  - Dana will send the librarians an email to find comparison institution
- IT is still looking into the patron that cannot access library resources through LDAP
- Collection Services has challenged Circulation to a window decorating competition
  - It will be judged by Adrianna and a couple of other people TBD
- Will be gone tomorrow to an OLA workshop

Chelsea:
- Preparing for Freshman Seminar
- Human Diversity Committee is organizing a Black History event
- Has been helping a student from the English Department with their honors thesis
- **This Week in Instruction:**
  - Thursday 1/24
    - BI-DB - P. Jackson (MIS 1903 - Computer Business Applications) 29 students
  - Monday 1/28
    - BI-DB - L. Newcomer (NRSG 1142 - Introduction to Professional Nursing) 41 students
  - Tuesday 1/29
Librarian Meeting Minutes from January 31, 2013

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

- BI - PB - CARTO 2713 ELEM DATA COLL AND FLD STU Micozzi 21 students
- BI-DB - R. Mowdy (NRSG 1142 - Introduction to Professional Nursing) 33 students
- BI - PB - COMM 1113 Foundations of Human Communication) 15 students
- BI-DB - S. Hightower (ACCT 5043 - Forensic Accounting) 10 students
  - Wednesday 1/30
    - BI-TS - K. Gardner (PSYCH 1113 General Psychology) 18 students
  - 167 total

- Newsletter
  - We will prepare one at the end of February (the week of the 18th). Topics will be:
    - Academic Integrity tutorials - CB
    - Katie/new librarian - KS
    - Hot chocolate - DB
    - LDAP-new way to log into our resources -DB
    - Audiovisual is now Media Services - PB

Theda
- Technical Services is half way through weeding
- Faculty Senate is tomorrow
  - Theda will address safety issues

Patrick
- Elevator signage
  - Media Services will revise in alphabetical order
  - Patrick will leave a copy at the Reference Desk for Dana and Chelsea to review
- Will be having a student go around to inventory library computers
  - Which have XP and which have Windows 7
- Doing a poster development session for Dr. Bedford next week

Adrianna
- Will be gone tomorrow and Monday
- Met with the IT consultant
  - The consultant has reported to the President and Provost
- Wants to take a piece of information to AAC (e.g., most search word of the month)
  - Think about what that could be
- Strategic Planning
  - We went over the plan and made a couple of revisions
• We will discuss undergraduate research next week

Section 5
• Choice 1 was the winner
• We will table discussing the details of Section 1 until a later date

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**Strengths/Areas of Improvement**

Security Camera
• More investigation is required – AL

Content Café
• We cannot change the pages
• The only thing we can change is where the more information link is:
  o It is currently at the top
  o It could be at the right
  o It could be under the icon
  o *We will leave it at the top*
  o Theda will investigate if we can change wording
    ▪ Can it say “Summaries and more”?  

Katie’s training
• Dana passed out orientation schedule
• Dana will make revisions and re-distribute
• Dana will do pre-employment checklist and distribute it

Budget
• The proposed items were accepted with the exception of the second Media Services laptop
• New copier
  o Dana investigated a new copier for the Dean’s Office
    ▪ Current Dean’s Office copier will go to Circ
    ▪ Circ copier will go to Ben unless his is better
    ▪ If Ben’s is better, we will see who else needs one

Intercom
• There should be a staff-wide safety meeting
  o It is tentatively scheduled for the March staff meeting
Librarian Meeting Minutes from January 31, 2013

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

- Chelsea will investigate universal emergency shelter signage
- Once the Intercom is operational:
  - Chelsea will send out a revised policy
  - The designated individual list will be added to the emergency kits

Future meetings – February 7th
Librarian Meeting Minutes from February 7, 2013

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

Agenda for 2-14-13:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. AAC topics (10 min)
4. Katie’s Employment Checklist Update (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Streaming Video Update (2-28)
2. Security Camera Update
3. Reference Staffing Report
4. Newsletter timeline
5. AV material loan rules (4-13) – see discussion notes from 1-24-13 minutes

Action Items:

Everyone –
• Send ideas for AAC to Adrianna (2-12-13)
• Send articles to Chelsea for the February/March newsletter (2-14-13)
  o Academic Integrity tutorials - CB
  o Katie/new librarian - KS
  o Hot chocolate - DB
  o LDAP-new way to log into our resources -DB
  o Audiovisual is now Media Services - PB
• Review current year minutes for appropriate information (3-14-13)

Adrianna –

Chelsea –
• Revise and prepare safety presentation (3-13)
• Once the intercom is set up:
  o Send out revised intercom policy
  o Include designated individual list with emergency kits

Dana –
• Send weeding numbers to Adrianna for the work plan update

Patrick –
• Look into a free trial for Ambrose Video (2-7-13)
• Pick up Undergraduate Research books from Dr. Weems
• Investigate streaming video packages (2-28-13)

Theda –
• Send an email to the librarians with More Information label options (2-14-13)
• Draft library privacy policy (3/2013)
Discussion:

Dana

- Liaison reminders:
  - Send email to faculty about:
    - Instruction
    - Budget
  - Newsletter – going out later this month
- Has been working on bindery – receiving and shipping
- Went to a UCD workshop – Home-brewed on do-it-yourself webpages and software
- Doing an instruction for Houston Mount
- Katie’s training
  - Each of the librarians will bring their own handouts when they meet with Katie

Chelsea:

- Has been working on the Human Diversity Committee lecture
- Has been working on a Black History Month lecture for the HDC
- Freshman Seminar is completed
- Received another donation from the Language Company
- Since we will be doing safety at the March all-staff meeting, should we have a separate meeting for Sierra implementation?
  - We will have a separate meeting for Sierra orientation
  - The March all-staff meeting will be about safety
- This Week in Instruction:
  - Thursday 1/31
    - PB-Nnochirionye - COMM 1113 - Guided Research (15 students)
  - Tuesday 2/5
    - 3 Freshman Seminar tours (34 students)
  - Wednesday 2/6
    - 3 Freshman Seminar Tours (65 students)
  - 114 students over the last week
- Emergency Shelter Signage
  - The Physical Plant will purchase it or have it made

Theda

- More Information link
  - We can have two links set up
    - Summaries and more
    - Have another static link to some library page (tutorials), or to run a search at a specified location
    - Theda will send an email with different options
- Faculty Senate
President Hargrave sent the new adopted sexual harassment policy
Campus police will be going to a RUSSO meeting
  ▪ The focus will be on lockdown
  ▪ They will report back to Faculty Senate
University council will address faculty and staff at the next Convocation
  ▪ What constitutes a resignation
Jason Prather is now VP of Faculty Senate
MyECU and Blackboard passwords can be different

• Almost done with weeding

Patrick
• Elevator signage
  ▪ Media Services will be putting up signage soon
• 2 student athletes asked for a signature
  ▪ The proctor should be on the second floor, but does have an evening class
• Vacuuming
  ▪ If it becomes too much of a distraction, ask to wait until later (make sure to indicate that it is only a one-time thing)
  ▪ Custodial staff only have so much time in the library, so they can’t always wait until we close
• Will work on organizing the computer cables at the Reference tables
• Having a meeting with the Blackboard Administrator to discuss copyright issues
• Mobile Macsters will be coming by the library to diagnose problems with 3 Mac computers

Adrianna
• Shelving units
  ▪ The storage room is cleared out – can we start taking shelving units down?
    ▪ Yes – we will try to do this by February 21
    ▪ Someone will contact Tina about extra student hours to help with the project
    ▪ We will consider having study hall meet in that back corner to alleviate noise issues
• Instructional Services Assistant
  ▪ A number of candidates are scheduled for interviews next week
• Circulation Assistant
  ▪ A number of applications are ready to review
• Security Cameras
  ▪ IT indicated that individual departments are buying their own cameras if they want them
  ▪ This item has been moved to a future agenda item
K: Drive Proposal

- Timeline
  - February 15th the Staff Committee will send an email to library staff with a proposed structure and proposed file and folder naming conventions
  - Staff will be asked to email comments to their supervisors by February 27th
  - Librarians will give feedback and discuss at the February 28th librarians’ meeting
  - The Staff Committee will make suggested changes by March 7th
  - The Staff Committee will create new folders and reorganize by March 15th
  - Once organized, unclear files will be placed into a miscellaneous folder
  - Staff will have until April 5th to look through that folder and move needed files
  - Remaining files will then be deleted.

Undergraduate Research Center

- Patrick will serve as the liaison
- The collection will be kept in the library
- Patrick and Theda will discuss location in the library
  - We could shelve in the collection with a bookplate to minimize confusion
- We are responsible for spending money
  - How we do it is yet to be determined
  - Patrick and Dana should have a meeting with some of the key players (Biles, Cluck, Fields, Myers, Andrews, Klippenstine)
  - Patrick will pick up books from Dr. Weems

Work Plan

- Everyone sent work plan updates to Adrianna
  - Only a few minor clarifications were needed

Future meetings – February 28th
Agenda for 2-28-13:

1. Action items (10mins.)
2. Around the Horn (20mins.)
   a. CB—This Week in Instruction
   b. DB—LLSTAFF Report
3. Budget (20 min)
4. K:drive discussion (15 min)
5. Sierra Update (10 min)
6. Prepare next week’s agenda (5 min)

Future:

1. Streaming Video Update (3-14)
2. Security Camera Update
3. Reference Staffing Report
4. Newsletter timeline
5. AV material loan rules (4-13) – see discussion notes from 1-24-13

Action Items:

Everyone –

- **Schedule follow-up meetings with Katie for WOPD areas (2-21-13)**
- Send articles to Chelsea for the February/March newsletter (2-14-13)
  - Academic Integrity tutorials - CB
  - **Katie/new librarian - KS**
  - Hot chocolate - DB
  - LDAP-new way to log into our resources -DB
  - Audiovisual is now Media Services - PB
- Review current year minutes for appropriate information (3-14-13)

Adrianna –

- Revise and prepare safety presentation (3-13)
- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits

Dana –

- **Send Adrianna the number of items the library has purchased (fiscal year) for the next AAC meeting (2-18-13)**
- Make sure web pages are updated with new faculty information (2-28-13)

Patrick –

- **Set up a free trial for Ambrose Video** (2-28-13)
- **Send Adrianna an email about IT’s comments about Katie’s email** (2-21-13)
- Check MyECU login for faculty tab (2-21-13)
- **Call an undergraduate research meeting to include the key players** (2-28-13)
- Investigate streaming video packages (3-14-13)
Theda –
- Set Katie up with OCLC and Innovative logins/permissions (2-18-13)
- Set up meetings with staff and librarians to determine what Sierra permissions student logons will need to have (2-28-13)
- Draft library privacy policy (3/2013)

Discussion:

Dana
- Katie starts Monday
  - Everyone has the training schedule
    - Make follow-up meetings with Katie for WOPD areas
- Will be gone tomorrow
- Bindery is ready to go
- Working on WAM statistics
- Remember to sign up for Friday’s potluck

Chelsea:
- This Week in Instruction:
  - Thurs. 2/7
    - PB-Bedford Poster Session (4 students)
  - Fri. 2/8
    - CB- S. Peters-2 sections of ENG 1213: Freshman Composition II (50 students total)
    - DB - H. Mount-HIST A3883 - Writing in History - American - Oklahoma Roots (23 students)
  - Tues. 2/12
    - DB - P. Jackson- MIS 3453 - Advanced Computer Business Applications (32 students)
- 109 students total
- Safety Committee met
- Making progress on donations
- Human Diversity Committee
  - Will have a screening of the film Windtalkers before the lecture
  - There will be a famous photographer attending the lecture taking pictures

Theda
- Student assistants are cleaning out storage rooms
- Sierra login is going to look different
  - Millennium environment
    - Specific permissions are attached to the user
Librarian Meeting Minutes from February 14, 2013

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

- Things will still show up if you are in your module (even if you can’t use them)
  - Temporary permissions of another user can be used
  - Sierra
    - User logons are permission-based
    - If the user is not allowed to do something, it will not show up.
  - Theda will set up individual meetings with staff and librarians to decide what student assistants need to be able to do.

Patrick
- Organized the computer cables on the Libref 9-12 table, will work on other tables
- Is scheduled to meet with the Blackboard Administrator to discuss copyright guidelines
- Katie’s computer is ready to go
  - Will ask if she has any software requests
- The Staff Committee met and completed the proposed K:drive structure and naming conventions
  - An email will be sent to staff Friday explaining the K:drive plans
- Katie’s email
  - In addition to the Linscheid Library and All Faculty email groups, Katie is also a member of the All Staff group
    - IT says she can’t be removed from this group if she is not teaching a class
- For a free trial of streaming video content from Ambrose, they will require
  - An account administrator – pb
  - List (range) of IP addresses
  - IP address of the proxy server
  - Fully qualified domain name

Adrianna
- Commented on the Instruction Minutes
  - If we decide that the Reference survey cards are no longer needed for assessment, there needs to be a mechanism to measure reference performance for our evaluations

AAC informational items
- Items seem to have good timing
- Some have numbers, some do not
- Time coverage varies (some are yearly, some are by semester)
- We will discuss these at meetings prior to AAC that month (typically the 2nd Tuesday of the month)

July: the master table (from the annual report) - AL
**August:** result of summer project - AL

**September:** Quotes from reference and instruction evaluations, quotes from Freshman Seminar reflections – CB (if we don’t have any from Freshman Seminar, we can consider using comments from instruction survey forms)

**October:** Number of students taught in instructions/tours; Number of instruction sessions – CB (semester)

**November:** Number of hits on library guides (collectively, by department...) – CB (semester)

**December:** Number of people through the gates and Number of people using the computers – KS (semester)

**January:** Number of hits on the library.ecok.edu page/ Tutorial views / Top/total database hits – TS/DB (fall semester)

**February:** Number of items the library has purchased (by college/school) – DB (fiscal year)

**March:** Square feet and number of posters printed (Research Day and other posters) – PB (Research Day and fiscal year)

**April:** Total Number of check-outs – KS (fiscal year)

**May:** Amount of coffee sold – DB (fiscal year)

**June:** Number of items added – KS (fiscal year)

Katie

- Adrianna’s items are done
- She is not in online faculty directory yet
- Web pages still need to be updated
- She needs OCLC and Innovative permissions
- Her welcome to the library will be next week’s potluck

Instructional Services position

- We have three interviews scheduled this week

Circulation Assistant position

- Candidates have been ranked
- Interviews should be scheduled for next week

Future meetings – February 28th
Librarian Meeting Minutes from March 14, 2013

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

Agenda for 3-28-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. Streaming Video (10 min)
4. Newsletter Timeline (10 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Reference Staffing Report
3. AV material loan rules (4-13) – see discussion notes from 1-24-13 minutes
   a. Moving the video collection

Action Items:

Everyone –

- Send out second email about instruction to the entire department (end of March).
- Email the professors you worked with earlier in the semester to discuss summer/fall instruction. (“In January/February, I did this for you/your colleague. Can we do this again in the summer/fall?”)
- Communicate with liaison departments about budget.
- Send ideas for the newsletter to Katie as soon as possible (3-25-13)
- Look through policies for locations where new departmental information is required

Adrianna –

- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits

Chelsea –

- Investigate streaming video packages (3-28-13)
- Find out who is in charge of the university’s SPSS license

Dana –

- Change AV Annex 2nd location to Annex 2nd (4-1-13)
- Draft library privacy policy (5/2013)

Discussion:

Dana

- Reusable content has been re-assigned
Patrick will be responsible for Media Services
Katie will be responsible for ILL
Chelsea will be responsible for Reference and Research

- IT and Innovative have gotten together
  - The problem with Naxos is on Naxos’ end
- SANS certificate is installed. We can now get Westlaw Next
  - We will have to renew the certificate yearly
- The bindery went out
- There are 20 boxes for Better World Books
- We have been getting emails from EBSCO about Discovery
- Look at policies for new departmental information
- There was a 15% increase out of our book budget for databases, so we will have to look at subscription cuts

Katie:
- Is looking through digitized items from Special Collections
  - Would like to create a file structure
- Is looking a templates for the newsletter

Chelsea:
- **This Week in Instruction:**
  - **Friday, February 15**
    - BI - PB – Morrison (Fundamentals of Human Communication COMM 1113) 20 students
  - **Monday, February 25**
    - BI-CB - S. Peters (ENG 1213-03 Freshman Composition II) - 2 sections- 50 students total
    - BI-TS - S. Hibler (MUS 3643: History of Music Since Bach) 22 students
  - **Tuesday, February 26**
    - BI - PB COMM 1113 - Fundamentals of Human Communication (Groetzinger) 22 students
  - **Monday, March 4th**
    - BI--CB-- S. Smith—(ENG 1213 sect. 17) 22 students
  - **Tuesday, March 5th**
    - BI--CB- S. Smith--Freshman Composition II (ENG 1213 sect. 16) 24 students
  - **Wednesday, March 6th**
    - Additional session: BI--CB-- S. Smith—(ENG 1213 sect. 17) 22 students
  - **Thursday, March 7th**
    - BI-TS-Brigman-(PSYCH 4453: Adolescent Development) 23 students
Librarian Meeting Minutes from March 14, 2013

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

- Additional session: BI--CB- S. Smith--Freshman Composition II (ENG 1213 sect. 16) 24 students
  - Friday, March 8th
    - BI-CB-S. Benton (ENG 0123 sect. 1: Fundamentals of English) 15 students
  - 244 students total
- AV location still says AV Annex second floor
  - We should change to Annex 2nd
- Human Diversity lecture was a big success
- HDC is selecting a recipient for an LGBT scholarship
- Is looking for ways to spend some educational grant money on technology
- Will be receiving a donation from Al Turner

Theda
- Faculty Senate elections
  - Library position is up this year

Patrick
- The undergraduate research group met and we have gotten some requests for resources
  - Need to find out who is in charge of the SPSS license on campus
- Research Day went well
  - Media Services printed fewer posters than we have in the past
- There have been strange Outlook calendar issues
  - Some folks calendar availability will not show
    - The best answer we can get is that the new and old mail servers do not seem to talk to each other
- Sam will be back Friday

Adrianna
- Retention Webinar
  - Seemed to be largely a review of literature
  - It is unclear whether the presenters will be sending an updated bibliography
  - Students thrive in a cooperative classroom with quick feedback
  - Five factors:
    - Content
    - Students
    - Faculty
    - Pedagogy
    - Environment
It is unclear whether the June webinar on supplemental Instruction will be happening

- AAC
  - There are a number of faculty retirements
  - Katie will have to attend the new faculty orientation

K: Drive Discussion
- We will keep the *University Information* folder in the root drive
  - It will be changed to *University*
- *Employment* folder should be called *Personnel*
- Move itinerary out a level
- Move *Directories* to *Staff Contacts*
- *Professional Development* – keep where it is
- Liaison reports – separate folder from annual reports
  - We should have 1 combined annual liaison report
  - Mark the calendar for the end of January
- Assessment Report – change *UAC* to *Assessment*
- Things that cross lines (like the PowerPoint for new faculty orientation) can go in the *University* folder
- There should be a main subfolder for grants
- Timeline
  - Send another email to staff letting them know that we will be restructuring the K:drive and what will happen when.

Sierra
- Everyone has tested their logins
- There will be a phone call to touch base with Innovative this afternoon
- Everything left to do is on Innovative’s side
- Both students and staff have gone through training
- If you want to transfer a setting, take a screen shot
- Will clear out WAM info – There will be no database activity from Monday night through the migration (there will be a dummy libguide set up temporarily)
- Migration should be done by 2 on Tuesday

Agenda items
- To save time:
  - Chelsea will email everyone the weekly instruction numbers
  - Patrick will add calendar reminders to action items after Dana has sent them

On the table
- Can we move the meeting back to 9 o’clock?
Future meetings – March 28th
Librarian Meeting Minutes from March 28, 2013

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

Agenda for 4-11-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. AV material loan rules (4-13) – see discussion notes from 1-24-13 minutes
   - Moving the video collection (20 min)
4. Staff Eval Doc (15 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Reference Staffing Report
3. OLA recap (4-18)
4. Newsletter timeline (4-18)

Action Items:

Everyone –
- Send Ambrose streaming video link to faculty (4-11)
- Email OLA blurbs to the group (4-16)
- Look through policies for locations where new departmental information is required

Adrianna –
- Call Marcus about the intercom (4-11)

Chelsea –
- Once the intercom is set up:
  o Send out revised intercom policy
  o Include designated individual list with emergency kits

Dana –

Patrick –
- Email the professors you worked with earlier in the semester to discuss summer/fall instruction. (“In January/February, I did this for you/your colleague. Can we do this again in the summer/fall?”)
- Send staff an email with the k:drive timeline (4-2)
- Get faculty video use numbers by department (4-11)
- Have Justin check the reference computers for Acrobat Reader versions (4-18)

Theda –
- Send out second email about instruction to the entire department (end of March).
- Email the professors you worked with earlier in the semester to discuss summer/fall instruction. (“In January/February, I did this for you/your colleague. Can we do this again in the summer/fall?”)
Draft library privacy policy (5/2013)

Katie –

- **Send total # of checkouts to Adrianna for the next AAC meeting (4-11)**

**Discussion:**

Dana

- Reminder – total # of checkouts is the next AAC item
  - Katie should get them to Adrianna by 4-11
- Working with conference vendors
- Working on lost and billed list for Theda
- The SANS certificate for Westlaw does not currently work with our proxy server
  - Jeremy and Innovative are working on it
- Have not heard from Naxos
- Working with Jolene to move furniture by the microfiche machines
  - There will be extra stools if anyone needs them
- Monday is the last day for orders
- Destiny is looking through research materials and making a list

Katie:

- Working on the newsletter
  - Will be taking pictures of the 2nd floor
- Was excited that a student used Special Collections
  - The student thought that everyone should know about it
  - Let Katie know if you find anything that is falling apart

Chelsea:

- Interviewed a candidate for the LGBT scholarship
  - HDC will recommend a candidate to the foundation
- The new reference schedule has been posted
  - Katie will be on the schedule after OLA
- Working on TLC donation
- Working on departmental orders

Theda

- Practicing with customizing menus in Sierra
  - Let Theda know if you want to re-arrange menus
  - It can be done department-by-department
- Has been adding more Ebooks to the catalog
- Psychbooks can be put into the catalog
- Received a copy of President Wagner’s autobiography as a gift
• Patrick will attend the 4-5 Faculty Senate Meeting

Patrick

• Passed out IUG conference program
  o Select sessions that you are particularly interested in
• Keep a watch for students that might be printing very large documents for a class. They block other patrons’ print jobs
  o Justin will check the reference computers for Acrobat reader version as Acrobat documents have caused problems lately
• Has been busy with Committee on Committee work

Adrianna

• Another candidate for the Circulation Assistant position has been interviewed
  o Waiting for them to return their homework
  o Will meet again Tuesday
• The library is closed tomorrow (Good Friday) and Sunday (Easter)
• Louise Robbins (former ECU librarian) will be speaking at OLA
  o She is planning on visiting ECU next Tuesday
• Next librarians’ meeting will be 4-11
• Next library meeting will be 4-12 (Safety Committee agenda)
  o What can we call the all library meetings?
• Wants to implement a plan of action to have clocks changed on the Sunday of time changes
  o I.e., anyone who wants a clock changed can send them to Jolene prior to that weekend and Circ students could do it that Sunday

Meeting Time:
• We will keep the meeting time at 8:30

Streaming Video

• Patrick passed out a list of some of the more relevant streaming video options
  o Ones that pricing was available seem to be kind of expensive (approx. $130-$600 per program
  o More information on faculty use of videos would be helpful in the decision-making process.
    ▪ Patrick will get numbers of faculty video use by department

Newsletter Timeline:
• Nothing new today
• Will have timeline draft by 4-18

Future meetings – April 11th
Librarian Meeting Minutes from April 11, 2013

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

Agenda for 4-18-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. OLA Recap (15 min)
4. Newsletter Timeline (10 min)
5. Status of AV Collection (20 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. Reference Staffing Report

Action Items:

Everyone –
- Email OLA blurbs to the group (4-16)
- Look through policies for locations where new departmental information is required

Adrianna –
- Investigate casters for the old bulletin board (4-18)

Chelsea –
- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits

Dana –
- Run lists of VHS in librarians’ liaison areas to consider for weeding (4-18)

Patrick –
- Get faculty video use numbers by department (4-11)
- Get a list of videos that are missing (4-18)
- Work with Katie to prepare a proposal for moving the audiovisual collection (4-18)

Theda –
- Email the professors you worked with earlier in the semester to discuss summer/fall instruction. (“In January/February, I did this for you/your colleague. Can we do this again in the summer/fall?”)
- Draft library privacy policy (5/2013)

Katie –
- Send a draft of April newsletter to Adrianna (4-12)
- Set a meeting with Adrianna to discuss the newsletter timeline (4-18)
- Prepare proposal for moving the audiovisual collection (4-18)
- Remove Curriculum Collection signage near the Dean’s Office (4-18)
Discussion:

Dana
- OLA
  - Staff evaluation session wasn’t helpful
- Ordering materials for the Center for Undergraduate Research
- Have wish lists ready to meet the week after finals
- Meeting with Theda to complete a Discovery worksheet
- Bindery shipment is back

Katie:
- Passed out a rough draft of the newsletter
  - It will be sent to AL by 4-12-13
- Is training Wendy
- Bulletin Board
  - We will find out what it takes to put casters on it
  - Painting it will be another discussion

Chelsea:
- Working on lost and paid list
- Completing peer evaluations (reference)
- IMLS grant to purchase technology to produce tutorials
  - Adobe software has been purchased (inc. Captivate 6)
- Has been working one-on-one with students helping them with their research projects

Theda
- Material type icons will be changing
  - There will be more and they will be more accurate
- Students are checking URLs from the Catpac

Patrick
- Attended Dr. Green’s evaluation workshop
  - Even though it was a grant workshop, he spoke of things that we already do as part of assessment
    - Have a plan to track your data
    - Look at your data systematically
    - Data/usage gives you credibility
- Faculty Senate
  - The Faculty Evaluation Form Committee will be meeting soon
  - Dr. Anderson would like for faculty working over the summer to provide coverage in their office at least one day a week
  - A concern was mentioned that some faculty members who consistently don’t meet standards are eligible for raises
  - There is a concern that second 8-week classes are only 6.5 weeks long
• The PDF problem with libref 13 and 14 is most likely a corrupt Acrobat Reader update
Adrianna
• IMLS grant to develop online tutorials
  o Provides $4,000 for technology
  o A trainer has been hired to visit institutions
    ▪ Each institution will produce a tutorial (at least one)
    ▪ We need to schedule the trainer
      • July 26th is our tentative date
    ▪ We also need to schedule our summer assessment workshop
• Katie’s training
  o She is still working on liaison training
    ▪ We will look at July to assign her liaison departments
• Signage
  o Curriculum Collection signs near the Dean’s Office need to be removed (Katie)
• Wendy has started (filling the last of our open positions)
  o Katie is scheduling training sessions with different departments
  o Wendy will not be working Fridays
    ▪ We will need to change the time for the all library meetings
• We should schedule a meeting after the semester as an orientation to the new K:drive structure in case staff have questions or concerns
• Our intercom will have to wait until after the new Business building
  o That is scheduled to be done this month

Audiovisual Material Loan Rules
• Audiovisual materials are either circulating or non-circulating
  o Coding is sporadic and not consistent
• Question: Can we recode all videos as circulating?
  o We could target faculty asking how they would suggest we handle video checkouts for students
  o We need:
    ▪ A VHS list for replacement (Dana)
    ▪ How many videos have been checked out and not returned
  o We first need to decide whether the collection will be moving to Public Services
    ▪ Katie and/or Patrick will bring a proposal to the next librarians’ meeting with plans for moving the collection

Staff Evaluation Document
• It is unclear whether staff have 3 or 4 of the same evaluation criteria on their evaluation document
Question: How do we evaluate staff on what they do while at the same time maintain consistent expectations?

- A majority of the evaluation criteria need to be the same
- Staff do different things, so they should also have an opportunity to be evaluated on the things they do that differ from other positions

Staff should have a say in what goes in the document

- Ponder staff evaluation conversation (should we form an ad hoc committee of staff and no librarians?)

For this year, we will use the existing document as closely as possible (some staff may have multiple supervisors doing the evaluation, but they will still only have one document)

Future meetings – April 18th
Librarian Meeting Minutes from April 18, 2013

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

Agenda for 5-16-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)  
3. OLA Recap (15 min)
4. Summer Projects (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. Reference Staffing Report

Action Items:

Everyone –
- Come to the meeting with a list of summer projects that you can think of (5-16)
- Send Dana comments on/approval of Katie’s proposed liaison areas (4-25)
- Each librarian look through their policies for places where new departmental information is required (May)

Adrianna –
- Call Dee Stoup about her student intern candidate (5-16)

Chelsea –
- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits
- Work on drafting a policy for staff covering the reference desk

Dana –
- Run lists of VHS in librarians’ liaison areas to consider for weeding (5-16) – waiting for Theda to update material types
- Make changes to the committees libguide to reflect that the Staff Committee has been disbanded as a standing committee (5-16)
- Public Services and Collection Services will meet to discuss collection inventory as it relates to weeding (5-16)

Patrick –
- Get a list of videos that are missing to Theda (4-18)
- Get a list of VHS that are not on the shelf and do not have a note in the catalog (5-16)
- Meet with Katie, Jolene and Sam to discuss moving VHS tapes (5-16)
- Set up a time for IT to re-image reference computers that have XP (5-16)

Theda –
• Email the professors you worked with earlier in the semester to discuss summer/fall instruction. (“In January/February, I did this for you/your colleague. Can we do this again in the summer/fall?”)

• Update material types (4-25)
• Draft library privacy policy (5/2013)

Katie –

• Remove Curriculum Collection signage near the Dean’s Office (4-18)
• Ask Communications and Marketing about sending teaser images in mass emails (5-16)
• Public Services and Collection Services will meet to discuss collection inventory as it relates to weeding (5-16)
• Meet with Patrick, Jolene and Sam to discuss moving VHS tapes (5-16)

Discussion:

Dana

• Beginning Center for Undergraduate Research orders today
  ◦ This information needs to be in the annual report
• Be working on your wish lists and prioritizing them
• Bindery shipment is being processed
• Next week is Zombie week
  ◦ Be aware in case any of our student workers act inappropriately or contribute to inappropriate behavior
• IT
  ◦ 2 graduate students still cannot authenticate through LDAP
    ▪ Both have changed their names within the past year
  ◦ Jeremy is working on the security certificate that we will use to access Westlaw
• Katie’s liaison areas
  ◦ Look at and be ready to comment by next week
  ◦ We will work on transferring the areas to her over the summer
• ACS will be conducting librarian summits in the near future and Dana will be attending one

Katie:

• Public Services staff have met
  ◦ Since they are spread out and don’t always connect on a regular basis, they will start having weekly meetings
  ◦ Public Services is looking for a student that can do things like search for clipart
• Working on transferring Angie’s files
  ◦ This will help to go through digitization history
• Newsletter is almost done
  ◦ It will be sent to Communications and Marketing soon
• Jolene had a question about collection inventories for weeding purposes
Librarian Meeting Minutes from April 18, 2013

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

- Public Services and Collection Services will meet to discuss inventories and weeding

Chelsea:
- Spending technology grant money
- The finals and dead week reference schedule is out
  - Mica will now be in charge of doing the reference schedule
- Working on instruction assessment data
- Mica, Jolene, Sam and Jeanine are going through reference training
  - We will need a policy defining when it is appropriate to ask staff to cover the reference desk

Theda:
- We discovered a patron load problem in Sierra and it has been fixed
- ILL
  - There is an issue with barcodes during processing
  - Innovative will get back with us
- For cover art on the staff side of Sierra, we need another product (Web Bridge)

Patrick:
- Instruction netbooks have been updated for Flash, Java, and Acrobat Reader
  - Kyle spoke with Jeremy about setting up a student administrator password (only for netbooks and laptops since they do not have access to the ECU domain)
- We have a list of reference computers with XP
  - Will set up a time to re-image these
- 6 copies of Snagit and 2 copies of Photoshop have been ordered
- Leaving for IUG Tuesday

Adrianna:
- AAC
  - Graduation is May 11
  - HLC – There was a meeting in Chicago
    - We need to track graduates better
      - Gainful employment
      - There is theoretically a state authorization that costs for graduates to work in another state
      - What is the definition of seat time?
      - New concern about Massive Open Online Courses (MOOCs)
        - We may be required to submit a 4-year assurance report
        - Should we do a mini self-study every year?
          - Having an Evidence Room would be a good idea
  - Faculty changes
- 2 new faculty members in Math
- New faculty member in Social Work
- Retiring:
  - Dr. Bridges
  - Dr. Greenstreet
  - Dr. Fine
  - Dr. Lynd
  - Dr. Putnam
  - Drs. Bedford
- Summer Flex time
  - Remember that offices must be covered
  - Vacation time must match your flex schedule (if you work a 9-hour day, 9 hours of vacation would be required to take that day off).
- Retention webinars
  - June 12 – Supplemental Instruction... (Chelsea)
  - July 11 – Raising Retention Rates with Peer-Mentoring
  - Aug 14 – Practical Approach...
  - Sep 11 – Analysis of Retention Using Data Mining Techniques
- Enrollment
  - Down 30% for summer and fall
    - Students’ accounts cannot be cleared temporarily to enroll if they are not in good standing
- Year-end dates
  - June 10th – last day to use a procard
  - June 17th – last day to send purchasing requisitions and purchase orders
    - Any large items have to be approved by the provost
    - Also the last day for travel
    - Procards are also due
- Email server
  - Moving to Exchange 2010 server
    - This has been problematic so they have stopped moving people over temporarily
- Research Day is March 7th at UCO
  - It will be at a different location the following year
- Allie Barton
  - She is interested in going to library school
    - We will be able to come up with projects for her, but she will be a student worker as well as shadowing the librarians

Status of Audiovisual Collection:
  - Proposal:
Librarian Meeting Minutes from April 18, 2013

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

- Move only DVDs
- VHS are essentially non-circulating
- The collection would be more visible
- It would draw attention to other collections (if the covers were shelved in the public area where the music collection is)
- Storage:
  - Keep DVDs behind the Circulation Desk as is
  - Leave blank cases in the public area where the music collection is and store the discs behind the Circulation
    - We would need cabinets (preferably locking) to store the discs
    - We have some cabinets in the library that we might be able to use
    - We would need special permission to purchase cabinets over $500
- Katie and Patrick will meet with Jolene and Sam to discuss moving VHS tapes
  - Once this group meets, they will meet with Adrianna and Dana
  - The VHS collection must be weeded
    - Tentatively by the end of July

Newsletter Timeline:
- 7 months out of the year
- 3 fall, 3 spring, 1 summer
- Katie would need documentation by the last week of the month when the newsletter is coming out
- Would like to send a teaser image with the campus-wide email.
  - Katie will ask Communications and Marketing about sending images in mass emails

Staff Committee:
- The Staff Committee feels that its membership doesn’t always reflect assigned projects, and that there is rarely a significant staff membership on the committee
  - The Staff Committee will now serve as an ad hoc committee
  - Membership will be determined based on relevance to the assigned project
  - The Librarians’ Committee is now in charge of the librarians’ procedures manuals
  - The Staff Committee will write an annual report for this year to reflect what it has done
  - Dana will change the committees libguide to reflect that it is no longer a standing committee

Future meetings – May 16th – Katie’s liaison areas will be finalized via email
Librarian Meeting Minutes from May 16, 2013

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

Agenda for 5-23-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. SAILS presentation (15 min)  
   Future:
4. OLA Recap (15 min)          1. Security Camera Update
5. IUG recap (10 min)          2. Reference Staffing Report
6. Summer Projects (10 min)   3. Print Management Systems
7. Prepare next week’s agenda (5 min)

Action Items:

Everyone –
- **ANNUAL REPORTS ARE DUE JUNE 6**
- Think of ways to minimize time to do projects (5-23)
- Send libguide statistics to faculty that you worked with this semester (5-23)
- Each librarian look through their policies for places where new departmental information is required (6-27)
- Have your VHS areas weeded (7-5)

Adrianna –
- Check with Marcus regarding the intercom situation (5-23)
- Check with Jenny about being Allie’s supervisor (5-23)
- Talk with Robin Murphy about student intern (5-23)
- Email the library about Lynda.com (5-23)
- Email the librarians about end of the year money (5-23)

Chelsea –
- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits
- Work on drafting a policy for staff covering the reference desk

Dana –
- Check into getting the outside payphone repaired (5-23)

Patrick –
- Set up a time for IT to re-image reference computers that have XP (5-23)
- Check with IT about how we can cancel print jobs from individual reference printers, as we do not have access (5-23)

Theda –
- Work with KS to get LP circulation numbers (5-23)
• Meet with AL and DB to discuss next year’s annual report (5-30)
• Draft library privacy policy (5/2013)

Katie –
• Ask Communications and Marketing about sending teaser images in mass emails (5-23)
• Check for IRB approval to survey students (when do you have to clear IRB?) (5-23)
• Work with TS to get LP circulation numbers (5-23)

Discussion:

Dana
• Chance is shifting bound periodicals (almost done)
  o He will begin working on EBSCO bookmarks after that
• Acquisitions
  o The librarians met to talk about book budget
  o Out of $18,000, $7,500 will be used for a package that includes Contemporary Literary Criticism, Twentieth Century Literary Criticism, Children’s Literature and Something About the Author
  o This leaves $2,200 for each librarian to submit their own lists
    ▪ The librarians will have these submitted as soon as possible
• Met with Katie about creating templates for student training materials
  o These would follow the design that Katie has been using for reference signage

• ANNUAL REPORTS ARE DUE JUNE 6
• Would like to use Sharepoint
  o It is a Microsoft product
  o It could be used for:
    ▪ Cataloging e-resources
    ▪ It could trigger reminders
    ▪ It could be used for e-resources licenses
• Leaving today for ACS summit
  o Will be taking use statistics and faculty comments
• Saved $6,000 between Serials Directory and Integrated Search

Katie:
• Moving DVDs and VHS from Media Services
  o This is a two-step project
    ▪ There is a circulating software cabinet that will be used for DVDs
      ▪ We just need the sleeves
    ▪ VHS will be moved at the end of July when they are weeded
• Brought samples of potential reference signs
Librarian Meeting Minutes from May 16, 2013

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

- Brought a prototype for a UC poster
  - The idea is to associate library jargon (reference) with international symbols to make those terms more recognizable
  - Possibly survey students (who do not work in the library)
- LP collection – is it/should it be circulating or non-circulating
  - Right now they are circulating in the system, but have non-circulating stickers on them
  - They are required for accreditation
  - KS and TS will get circulation numbers to see if they are used or not
- Would like to get together a student group for outreach input
  - Could be focus-group oriented – possibly on a continuous basis
  - Could go through Student Senate
  - Could go through Greek council
  - Katie will run any ideas by the Assessment Committee

Chelsea:

- Spent IMLS grant money for technology
  - Mica is getting a new computer
  - Android tablet and protective case
  - Animation software
- Met with Dr. Harris in Psychology about scaffolding
  - June 12 will be the next meeting
- Upward Bound Math Sci will be using the Instruction Room this summer
  - June 4-July 12 from 8:15-10:15
  - They have agreed to default to our needs for that room
- Technology training
  - Lynda.com is a database of online tutorials
  - We have a trial beginning June 17
  - Chelsea will meet with the rep on June 26
- iCon presentation on using libcal for group study rooms has been approved
- Springy camp is today and tomorrow
- Raw data for annual reports
  - Case-by-case basis – if the graphical representation is sufficient, use your best judgment
  - The goal is to be standard – we may not know what standard is yet
  - Use cambria across the board
  - Theda will meet with AL and DB about next year’s report
- SAILS presentation
  - The librarians are the stakeholders
  - Chelsea will present data to the librarians next week
Theda

- Scanning barcodes does not work from IE10 – ILL is using Firefox to print barcodes
- If we cannot renew an ILL item for faculty, Wendy will let us know so we can decide if we want to buy it
- Weeding microfiche – may have questions for individual librarians
- Kelly Alig in Music has given us a donation of LPs and sheet music
- Patron records
  - If you want to look up the last patron to check something out, search through the other index, begin with “.p”, add the patron record, and then add the check digit “a”

Patrick

- The Circ2 printer went down during dead week
  - It is now back and working
  - We were able to get by briefly with our backup printer (without duplexing)
- Libref8
  - It is making a loud grinding noise
  - Kyle says that we may have a replaced computer that can be re-imaged to set up at that station until we can order new computers
- Media Services hired two students for the summer
- Copyright
  - Dana had asked if we could make a DVD copy of VHS tape that nursing uses
    - There is a copyright provision for libraries to make copies (including digital) of materials owned by the library
    - These are considered preservation or archival copies, so the library has to keep the original
    - Any copy made must stay in the library
    - A reasonable attempt has been made to replace the title
    - We decided that if cannot get clearance from the copyright holder, we should not pursue this as an option

Adrianna

- Workshops
  - I - IMLS grant
    - There are the same core players (6 regional institutions)
      - Training to use Captivate
        - There is a trainer that will travel to each individual site
          - ECU is June 26
      - Develop web-based training
  - II – Two-day Assessment workshop in Langston
    - June 20-21
      - AL and TS will leave at 8 pm Wednesday using the school car
Librarian Meeting Minutes from May 16, 2013

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

- The rest will plan their own way
- We will try to go in two groups
  - End result is each institution building one tutorial
- Budget hearing
  - There are fewer credit hours meaning that any budgets coming out of student fees will decrease
    - This will affect our library tech budget
    - We don’t know by how much yet
- Allie Barton
  - Is set to start (June 3)
    - Will work 1-5
    - First 2 weeks in June with Adrianna – research group study rooms
    - Last 2 weeks in June with Theda
    - First week in July – flexible, will be working some for Dana
    - Second week in July – review libguides with Chelsea
    - Third week in July – look into electrical outlets and map possibilities with Dana
    - Fourth week in July – go through special collections, create templates for sketching poster and bulletin board ideas
  - Allie needs a supervisor – Adrianna will check with Jenny about being Allie’s supervisor
- Robin Murphy is interested in a student internship at the library
  - Katie might have a project that can be done in the summer
- Will be gone tomorrow, Monday, and Tuesday
- Problem patron
  - There is a problem patron that has violated our computer use policy twice and been handed a copy of the policy
  - He has been warned twice. If he violates the policy again, he will be banned from the library
    - If you encounter this patron violating the policy, let Adrianna know as soon as possible
    - If Adrianna is not available, then contact Dana
    - We should revisit our community patron policy
  - Patrons using the Circulation phone
    - We are trying to find a solution to patrons using office phones
    - Dana will check into repairing the outside payphone
- IMLS grant
  - Onenet can provide storage for grant tutorials

Summer Projects
• List what we will be doing to start to prioritize what we do
  o Allie (electricity)
  o Reorganizing microfiche/clean/paint the cabinets
  o EBSCO Discovery
  o Phase boxes for periodicals
  o Psychology Department scaffolding
  o Moving DVDs/VHS
  o Ebook record flows
  o Worldshare ILL
  o Libguides maintenance
  o Revision/preparation for Freshman Seminar
  o Liaison – inventory/weeding/budget preparation/Katie
  o Workshops
    ▪ Instruction workshop
    ▪ Assessment workshop
    ▪ Captivate workshop
  o Lynda.com
  o Procedures manuals
  o Revision of new faculty session
  o Training items for Katie
  o Large format scanner/moving equipment
  o Redo section IV of librarian evaluation

• Are there ways or strategies to limit time to complete projects (in general)

End of the year money
  • There is still ciphering to do

Future meetings – May 23rd
Agenda for 5-30-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. LP Circulation (10 min)
4. DVD Move (15 min)
5. Summer Projects (10 min)
6. Prepare next week’s agenda (5 min)

Future:

1. Safety Committee Report
2. Security Camera Update
3. Reference Staffing Report
4. Print Management Systems

Action Items:

Everyone –

• **ANNUAL REPORTS ARE DUE BY END OF DAY JUNE 6.** An electronic version should be saved on the K: drive and a print version should be left in AL’s office.
• Each librarian look through their policies for places where new departmental information is required (6-27)
• Have your VHS areas weeded (7-5)

Adrianna –

• **Check with Marcus regarding the intercom situation (5-23)**

Chelsea –

• Once the intercom is set up:
  o Send out revised intercom policy
  o Include designated individual list with emergency kits
• Work on drafting a policy for staff covering the reference desk

Dana –

•

Patrick –

• Follow up with IT on re-imaging reference computers that have XP (6-6)
• Follow up with IT on how we can cancel print jobs from individual reference printers (6-6)
• **Send libguide statistics to faculty that you worked with this semester (5-23)**

Theda –

• Draft library privacy policy (7-2013)

Katie –

• **Ask Communications and Marketing about sending teaser images in mass emails (5-23)**
• Check for IRB approval to survey students (when do you have to clear IRB?) (5-23)

Discussion:

Dana
• It is too expensive to re-install the payphone outside the library.
  o Kathy Baker suggested seeing if Marcus could install a local line instead; this could give us problems with vandalism
• ACS Summit
  o ACS is not reducing pricing, but is adding more packages
  o The new pricing for different tiers of use is still unknown
  o Emailed notes from the summit to CB and to Chemistry
• Microfilm Cabinets
  o Students are cleaning the outsides of the cabinets and reorganizing the cabinets by title
  o Maintenance has been called to move the large table in the microform area
• Working on Annual Reports

Katie:
• DVD Move
  o JP and WM put together a formal proposal for moving the DVD and VHS collections
• Customer Service
  o Circ student assistants are going through training now
• Working on the June outreach displays
  o JH and KS are working on standards for displays
• Some of the climate data loggers have run out of battery and haven’t tracked any climate/humidity data for up to a year
• Went to a digitization meeting and will email notes later
• Working on Annual Reports

Chelsea:
• Working on Annual Reports

Theda
• Will be doing a talk with Shelli Sharber about DocsTeach for one of the Education Department’s brown bag lunches
• Still working on getting all DVDs on DVD records (not VHS records)

Patrick
• Printer Issues
  o One printer was causing problems because of a bad network card – this was fixed by using parts from another machine
  o AL has asked if the library can order a new printer from this year’s funds
  o We need to better communicate when printers are down
Librarian Meeting Minutes from May 23, 2013

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

- Individuals printing packets for classes or printing copies of items for an entire class have been problematic recently
  - Laptops
    - SB is re-doing the labels that are on the laptops that the library circulates
      - The logon information will now be on the computer
    - Support for laptops is through Media Services only, not through the Reference Desk. The new labels will reflect that technical support is available from 8-5
  - Called the Help Desk and got IT staff, not a student

Adrianna
  - Workshops

General:

1. SAILS
   a. UNIV 1001
      i. 390 students took the test
      ii. “Other” major is high (due to lack of an option for counseling?)
      iii. Many said that they had a librarian visit their class
          1. Due to concurrent enrollment or librarians who were instructors for UNIV 1001?
      iv. Over 75% rated themselves proficient or better at finding and evaluating information
          1. This is really high
      v. Students were best at “Using Finding Tool Features”, “Developing a Research Strategy”, and “Evaluating Sources”
      vi. Institutional comparisons are the better way to judge how we’re going rather than going by absolute numbers
      vii. The SAILS report shows the performance of each major for each skill measured
      viii. Performance can be communicated to liaison departments by liaison departments
   b. UNIV 3001
      i. 127 students took the test
      ii. Librarian visits are up
      iii. 87% rated themselves as at least proficient at finding and evaluating information

2. OLA and IUG Recaps
   a. Gateway to Oklahoma History has been added to the Electronic Resources Page
   b. Outreach should work from the community to the institution (because the focus should be on the community)
c. ECU’s implementation of Sharepoint might not be what we think it is  
d. Adaptive learning platforms  
e. DB will ask Kirk about the EBSCO and III partnering

3. Suggestions for Reducing Project Time  
   a. Do important things first  
   b. Group similar tasks together  
   c. Focus on tasks one at a time  
   d. Don’t stress unimportant details  
   e. Stress deadlines  
   f. Prep the night before  
   g. Follow through the day of  
   h. Delegate parts of projects (don’t do it all yourself)  
   i. No meetings (use email, google docs, etc.)  
   j. Less collaboration  
   k. Limit the number of people that are working on each project  
   l. Have one person write a draft of a project  
   m. Double-dip when possible (use templates, patterns, and lists multiple times)

4. ILL Fees  
   a. Fees up to $50 will be paid by the library to get materials for faculty  
   b. Above $50, the liaison librarian will be contacted so we can purchase the item
Agenda for 6-6-13:

1. Action items (10 mins.)
2. Around the Horn (30 mins.)
3. Safety Committee (15 min)
4. Summer Projects (10 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Reference Staffing Report
3. Print Management Systems

Action Items:

Everyone –

- **ANNUAL REPORTS ARE DUE BY END OF DAY JUNE 6. An electronic version should be saved on the K: drive and a print version should be left in AL’s office.**
- Put your initials next to projects listed on the whiteboard in the conference room that must have your input (6-13)
- Each librarian look through their policies for places where new departmental information is required (6-27)
- Have your VHS areas weeded (7-5)

Adrianna –

- **Check with Marcus regarding the intercom situation (5-23)**

Chelsea –

- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits
- Work on drafting a policy for staff covering the reference desk

Dana –

- 

Patrick –

- Follow up with IT on re-imaging reference computers that have XP (6-6)
- Follow up with IT on how we can cancel print jobs from individual reference printers (6-6)
- **Send libguide statistics to faculty that you worked with this semester (5-23)**

Theda –

- Draft library privacy policy (7-2013)

Katie –

- **Follow up with Communications and Marketing about sending teaser images in mass emails (5-23)**
**Discussion:**

**Dana**
- We can now get the number of ILLs sent via EBSCO, and this number will be emailed to KS monthly
- Students enrolled for summer classes are not to be working before the summer officially starts on June 1
- Microform machines have been moved, along with some microform cabinets
  - The microfiche and some microfilm have also been reorganized
  - The large table that used to be in the microform area has been moved to where the bookcases were taken down last semester

**Katie:**
- Sent email to Communications and Marketing about sending teaser images in mass emails
  - Will keep this item in the Action Items until we hear back from them
- Working on Annual Reports

**Chelsea:**
- 

**Theda**
- The material type menu in the advanced search of the CatPac has been updated
  - Options that would only have helped to find items that the library doesn’t have much (or any) of were left off the list
  - Putting options back on the list is easy to do ← let TS know if you’d like to add a material type back in
- Tech Services is now using the ICODE1 field in item records for statistics, so it can no longer be used for other purposes
- Tech Services will not be processing new or withdrawn material until June 10th
- The EDUC and KIN VHS collections have been weeded

**Patrick**
- 

**Adrianna**
- The library intercom is up next after the new business building; this might mean as early as next week
- Did a transfer orientation; DB did the library tour
- Meeting with DB and Kirk (from EBSCO) to look at the CIHNAL Complete database for OK libraries
- It’s unclear if we will be getting a cut in the LTF
- Filed the final report for the Interaction in Instruction Workshop
- Met with Darryl Overstreet (new Physical Plant Head) to talk about electricity and the group study room
Librarian Meeting Minutes from May 30, 2013

Present: Dana, Theda, Katie, Adrianna, Jolene, and Wendy

- The blank plates on columns and floors are set up to be data lines and pipes, not electricity outlets. However, it looks like we have plenty of spots to run electric lines and electricians will be coming over
- DO will check to see if the business building has any leftover whiteboard paint, or we could repaint the whole room with regular paint

- Assessment Committee is drafting the assessment report. It will be finalized and then it will be presented at the Librarians’ Committee

General:

1. IRB approval is not required if the purpose is internal (assessment or improvement). If the purpose is research or for a presentation, IRB approval is required (per Mai Fields)
2. LPs
   a. Not that many circulate (about 130)
   b. Agreed that these would be made non-circulating
3. Summer Projects
   a. All of the suggestions from the last meeting would be helpful to us
   b. No meetings
      i. When we don’t meet we email more, and this seems to take up more time than the meeting would have
      ii. Some of the suggestions on the main list might help us to limit the time that meetings take, making holding meetings more productive
         1. One-person drafts, limit people working on projects, double-dip, prep the night before, etc.
4. DVD Move
   a. Looked at the proposed location of the DVDs, and decided to keep the Oklahoma Studies and Parker Ethics Collections on the end of the bookcases nearest the computers for greater visibility
      i. DVDs will be sandwiched in-between these two collection and the LPs
   b. DVDs will be moved first, then VHS after July (when VHS weeding should be done)
   c. Would like to start moving the DVDs the week after annual reports are due
      i. The move should take 3-4 days
   d. Call Numbers
      i. It was proposed to re-label the DVDs into the LC classification system and then shelve fiction and non-fiction separately; tentatively accepted at the meeting
# Librarian Meeting Minutes from June 6, 2013

Present: Chelsea, Patrick, Katie, Adrianna,

## Agenda for 6-13-13:

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<table>
<thead>
<tr>
<th></th>
<th></th>
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<tbody>
<tr>
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</tr>
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</tr>
<tr>
<td>4.</td>
<td>Assessment Workshop (20 min)</td>
</tr>
<tr>
<td>5.</td>
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</tbody>
</table>

## Future:

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## Action Items:

### Everyone –

- **ANNUAL REPORTS ARE DUE BY END OF DAY JUNE 6.** An electronic version should be saved on the K: drive and a print version should be left in AL’s office.
- Turn in your Assessment Workshop travel requests as soon as possible.
- Put your initials next to projects listed on the whiteboard in the conference room that must have your input. (6-13)
- Each librarian look through their policies for places where new departmental information is required. (6-27)
- Have your VHS areas weeded. (7-5)

### Adrianna –

- **Check with Marcus regarding the intercom situation (6-17)**

### Chelsea –

- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits
  - Work on drafting a policy for staff covering the reference desk

### Dana –

- *

### Patrick –

- **Follow up with IT on how we can cancel print jobs from individual reference printers (6-6)**
- **Send libguide statistics to faculty that you worked with this semester (5-23)**

### Theda –

- **Draft library privacy policy (7-2013)**

### Katie –

---

1
• Follow up with Communications and Marketing about sending teaser images in mass emails (6-13)

Discussion:

Dana:
  • Not present

Katie:
  • Working on annual reports
  • Jeannine has been working on displays
    o Summer reading
    o Father’s Day

Chelsea:
  • Working on annual reports

Theda
  • Not present

Patrick
  • Working on annual reports
  • Ordering a new printer for the Circulation Desk
  • Will be moving the large scanner to Technical Services
  • ALEKS – Some classes are set up to take assessments only at the Math computer lab
    o If a student receives a message saying that they cannot take an assessment on that computer, they probably have to take it at the Math computer lab.
  • Working on updating the library’s computer replacement cycle to reflect new positions

Adrianna
  • Nothing

General:
  • The Safety Committee agenda item will be postponed until all the librarians are present.
  • Turn in your Assessment Workshop travel requests as soon as possible.
  • Summer Projects – initial the white board next to the projects that must have your input. Do this as soon as possible.

Next Meeting: June 13
Agenda for 6-27-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. Safety Committee (20 min)
4. Other (15 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Reference Staffing Report
3. Print Management Systems

Action Items:

Everyone –
- Turn in your Assessment Workshop travel requests as soon as possible (check with Jenny)
- Each librarian look through their policies for places where new departmental information is required. (6-27)
- Have your VHS areas weeded. (7-5)

Adrianna –
- Check with Marcus regarding the intercom situation (6-27)

Chelsea –
- Meet with Theda to talk about textbooks (6-27)
- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits
- Work on drafting a policy for staff covering the reference desk

Dana –
- 

Patrick –
- Follow up with IT on how we can cancel print jobs from individual reference printers (6-6)

Theda –
- Meet with Patrick and Katie to discuss DVD move (6-27)
- Draft library privacy policy (7-2013)

Katie –
- 

Discussion:
Dana:
- Not present

Katie:
- Envelopes are here for DVDs
- LPs, OK studies & Parker Ethics have all been shifted
- Jeannine is doing hanging signage for DVDs

Chelsea:
- We can upgrade to Captivate 7 at no charge
  - We do not know if others can do this or not
  - Others can work in Captivate 6 from the installation discs we already have
  - Did an instruction for Upward Bound
  - Went to the Supplemental Instruction webinar
    - It largely described a TA situation with peer mentors hired by faculty
    - These instructions would target whatever the instructor thought needed extra work in that class
    - Student attendance is voluntary
  - Withdrawn VHS will be sent to the Sociology Department for their collection
  - Will be working on shifting the Reference collection with Jolene
  - Had second meeting with Psychology about scaffolding
  - Will meet with Theda to talk about textbooks

Theda
- Attended OLA leadership meeting with Dana
  - Agreed to be chair of the Gov Docs Round Table
- Purchased additional labels for the DVDs
- Call numbers for the DVDs should be done this week
- Will meet with Patrick and Katie to discuss how to proceed with the DVD move

Patrick
- The large scanner has been moved to Technical Services
- The printer for the Circulation Desk has been ordered
- Has been working on copyright guidelines

Adrianna
- Appreciates greatly the hard work on the annual reports
  - Everyone followed the template – makes formatting a lot easier
- Will be in Ardmore this afternoon
- Next week:
  - Lynda.com demo is Monday morning
The trial will last for 2 weeks
  - The Assessment Committee will be finalizing the Assessment report Monday
  - Bring comments to the meeting – CB will attend

Summer Projects:
  - Phase boxes was taken off the list
  - CB is concerned that she is the only name next to New Faculty Orientation and Freshman Seminar
    - AL added her name to New Faculty Orientation and Freshman Seminar will be handled through the Instructional Services Committee
    - AL is also added to Section IV

Assessment Workshop:
  - PB, CB and KS will leave around 4 on Wednesday
  - AL, TS and DB will leave around 8 on Wednesday
  - We have the articles to read for homework
  - Hotel:
    - AL will send a letter that we need to present when we check in so that we are not charged

Next Meeting: June 27
Librarian Meeting Minutes from June 27, 2013

Present: Chelsea, Patrick, Dana, Adrianna, Theda

Agenda for 7-18-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. Safety Committee (20 min)
4. Assessment Workshop Disc. (15 min)
5. ALA recap (10 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. Reference Staffing Report
3. Print Management Systems

Action Items:

Everyone –
- Be prepared to discuss the next assessment steps for the library (7-18)
- Combine committee minutes into a PDF document and load to the Committees web page (7-18)
- Each librarian look through their policies for places where new departmental information is required (Change names and titles). (7-5)
- Have your VHS areas weeded. (7-30)

Adrianna –
- Check with Marcus regarding the intercom situation (7-5)
  - He should be coming next week

Chelsea –
- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits
- Work on drafting a policy for staff covering the reference desk

Dana –
- Note the five current collection development areas in the manual (7-18)

Patrick –
- Follow up with IT on how we can cancel print jobs from individual reference printers (7-5)
  - This seems to only be an option with an administrator login.
  - IT needs to determine how we can do this with current privileges.

Theda –
- Draft library privacy policy (7-2013)

Katie –
- Not present
Discussion:

Dana:
- The master table went smoothly
  - Dana handed out notes for completing/formatting the table
- Handed out the latest fund report
  - There was some left in the undergraduate research fund
- Is working on the budget
- We will have to redo elevator signage to indicate the DVD collection
  - Dana requested single signs for inside the elevators
- Microfiche reorganization is done
  - TU is supposed to take part of the collection
    - Library of English Lit
    - Library of American Civilazation
- We have heard from ACS
  - They have changed their usage spread
  - There will essentially be three options
    - $30,000 for the entire package
    - $20,265 for the core collection (15 titles)
    - $11,000 for Science Essentials (5 titles)

Katie:
- 

Chelsea:
- Lynda.com
  - We have to agree to purchase (next fiscal year) to be able to take advantage of the free month

Theda
- Currently labeling DVDs
- Received a donation that was processed
- Working on google analytics – looking at hits to the main website

Patrick
- Working on copyright guidelines
  - Have received permission from Duke and the University of Maryland to use portions of their copyright information
- Attended a workshop on undergraduate research arranged by David Weir
  - Largely a q & a session
  - Attended by mostly CLASS faculty
Librarian Meeting Minutes from June 27, 2013

Present: Chelsea, Patrick, Dana, Adrianna, Theda

- Some of the ideas that came up:
  - Requiring research credits
    - Increased requirements mean higher standards – could lose students
  - Conducting a series of research seminars throughout the semester
  - It is important to get students involved and interested (as well as faculty)
  - Scaffolding – building on research skills, from content-rich –to research theory to thesis
  - What are some ways to get creative with class assignments?
  - Can you have a place where faculty could meet and hang out?
  - Web presence is important
  - There is a new IT staff member – Mary Lamack. She will be taking over some of Jay Poff’s responsibilities
  - DVDs are gone from Media Services
    - We are using the extra space to make room for more computer equipment, specifically scanning

Adrianna

- Carolyn Thomas called to offer donated shelving
  - We haven’t seen it yet, but if we want it, we’ll find a place for it
- We will not weed this year
  - Weeding will not be on our work plan
- The master table is ready to take to AAC
- Assessment
  - This should probably be a multi-step discussion starting with the next steps for the library

Next Meeting: July 18