Agenda for 7-25-13:

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

Future:

1. EBSCO Discovery
2. Outreach Plan
3. Reference Oversized Books
4. Security Camera Update
5. Reference Staffing Report
6. Print Management Systems

Action Items:

Everyone –

- Be prepared to discuss the next assessment steps for the library (7-25)
- Combine committee minutes into a PDF document and load to the Committees web page (7-18)
- Respond to Gov Docs survey question as soon as possible (7-19)
- Complete liaison list for government documents (7-30)
- Have your VHS areas weeded. (7-30)

Adrianna –

- Check with Marcus regarding the intercom situation (7-5)
  - He should be coming next week
  - Met with Marcus – no resolutions yet (7-18)
  - Will check back in early September
- Send committee change email to library staff (7-25)

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 (9-26)

Dana –

Patrick –

- Look through policy for places where new departmental information is required (Change names and titles) (7-25)
- 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. (6-28)
  - Need to find out which tech is responsible for this (7-18)
• **Send remote control to circulation for the public viewing station (7-18)**

Theda –
- Draft library privacy policy (7-2013)
  - Emailed webmaster to see if ECU already has one
  - They have not responded
- Contact ODL to find out what rules are about providing access to government documents

Katie –
- Come back with more information and options to solve the oversized book space issue
- Email the Outreach Plan to the group (7-25)

**Discussion:**

Dana:
- Time to send committee change email to library staff
- TU will take microform collections (LEL and LAC) but they need to find a way to get them there
- Working on VHS collection
  - List of billed and missing VHS is on Dana’s desk
- Destiny is working on electronic resources
- Dana and Theda will be out Friday

Katie:
- Reminder for everyone to check out books when you have them, even if they are just in your office
- Community patron procedures
  - Working on updating the overdue policy
- Oversized books are taking up useable space
  - One possible solution would be to put double-sided shelves next to the vertical files
  - We will revisit. Katie will come back with more information and options.
- One viewing station has been moved to the music listening area to replace one of the record players.
  - Patrick will bring a remote control that will be available to check out.
- Working on a display – blind date with a book – the books will be covered with paper.
- Circulation staff will work on cleaning reference chairs over the August intersession.

Chelsea:
- Is reviewing donations – TLC and Russian materials
- Mica is working on a syllabi analysis
Librarian Meeting Minutes from July 18, 2013

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

- Reference Evaluation cards
  - We are very low on cards this summer and will probably not meet the assessment goal
  - That is fine. The requirement will be suspended for the summer

Theda
- Updating SUDOC prefixes correlation with liaison areas
  - We will all look at them, keeping them only three days each
- Is completing a gov doc survey for institutions
  - Theda will be sending an email asking what areas (mainly federal) we are interested in – answer as soon as possible
- EBSCO Discovery is up on our profile page

Patrick
- The Copyright Committee is finishing the 2nd draft of the Copyright Guidelines
  - There are copyright guidelines in the faculty handbook already.
  - Once this information is approved (it will likely have to go through RUSO counsel), it will go up on a libguide
- Is working on forms for poster printing and work order statistics
- Has requested quotes for new computers
- Has contacted Image Access about the large format scanner

Adrianna
- Jamie (Captivate trainer) has been to Southeastern already for training
  - Dennis from SE will attend training at ECU as a follow-up
- The Budget is out
- The Graduate School is moving Monday.
- Allie-
  - Is mapping electrical outlets in the building (where they are and which are live).
  - Is also mapping furniture.
  - Will be with Katie next week.
- Will send an email to faculty about weeding.
- Katie has been working on an Outreach plan.
  - Katie will send the plan for the rest to review. (7-25)
  - We will decide if it needs to be a future agenda item.
  - Ask Katie for any clarification about the plan.

Safety Committee:
- The following policies/procedures have been approved (with minor edits):
  - Flood Procedures
  - Medical Emergency Procedures
- Utility Failure Procedures
- Elevator Emergency Procedures

- The Safety Committee has another set of procedures that are pending implementation of the intercom.
- Designated Individual
  - If there is not a librarian at reference (on call), the next person on the list (Assistant to the Dean) should be called.

Community Patrons:
- There is a proposal that community patrons (or any patrons) be required to have an official university ID card to check anything out, including headphones.
  - Government documents are required to have free access
  - Theda will find out what exactly gov docs rules are about providing access.
- Community patrons will be allowed to check out 1 DVD at a time for three days.
  - Once fined, the community patron’s privileges will be revoked.
  - This will be revisited in July, 2014.

Next Meeting: July 25
Librarian Meeting Minutes from July 25, 2013

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

Agenda for 8-22-13:

1. Action items (10mins.)

2. Around the Horn (30mins.)

3. EBSCO Discovery (15 min)

4. New Faculty Agenda (15 min)

5. Community Patrons and library cards (15 min)

6. Prepare next week’s agenda (5 min)

Future:

1. Outreach Plan (email)

2. Reference Oversized Books (email)

3. Security Camera Update

4. Print Management Systems

Action Items:

Everyone –

- **Combine committee minutes into a PDF document and load to the Committees web page (7-18)**

- Complete liaison list for government documents (7-30)

- Have your VHS areas weeded. (7-30)

- Read and comment on the Outreach Plan
  - Comments on format – send directly to Katie
  - Other comments – discuss with Katie

August reminders:

- Contact deans to get on College/School meeting agenda at least one week before faculty return
  - Dana will contact SOB
  - Theda will contact CEP
  - Chelsea will contact CLASS
  - Patrick will contact CHS
  - Katie will accompany either Chelsea or Patrick

- Attend new faculty orientation
  - Bring business cards
  - Take instruction brochure to ‘library training’ session
  - Setup & conduct tours for new faculty members

- Attend face-to-face College/School meetings after Convocation – bring liaison flyer
  - Dana will attend SOB
  - Theda will attend CEP
  - Chelsea will attend CLASS
  - Patrick will attend CHS
  - Katie will accompany either Chelsea or Patrick

- Contact department chairs to get on agenda for department meeting – take instruction brochure

- Send emails to departments about instruction, budget, and periodicals analysis – use template below and budget memo template (K:\LIBRARY\Collection Services\Procedures Manuals and Forms\Acquisitions\Allocation Memo)
Adrianna –
- Check with Marcus regarding the intercom situation
  - He should be coming next week
  - Met with Marcus – no resolutions yet
  - Will check back in early September

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 (9-26)

Dana –

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. (6-28)
  - Need to find out which tech is responsible for this (7-18)
- Will take elevator sign revisions back to Media Services (8-1)
- Have Sam combine library meeting minutes (8-1)

Theda –
- Draft library privacy policy (7-2013)
  - Emailed webmaster to see if ECU already has one
  - They have not responded
- Contact ODL to find out what rules are about providing access to government documents

Katie –
- Email the Outreach Plan to the group (7-25)
- Come back with more information and options to solve the oversized book space issue (8-1)
- Katie will be the next minute taker (8-22)

Discussion:

Dana:
- Periodicals analysis is complete
- Working on iCon presentation
- Getting caught up

Katie:
- DVD signs
There was a suggestion to have just one hanging DVD sign as the one behind would be difficult to see.
- We will try both and see how it works
- Circulation is shifting the KFs

Chelsea:
- Preparing for Captivate training
  - The street in front of Admin is open, but blocked at one end

Theda
- Nothing to report

Patrick
- Got quotes for new computers
- Set up Jenny’s new computer – the replaced one went to the Graduate School Office
- Got a quote for the big scanner
  - Year of maintenance puts the amount over our approved amount
  - PB is checking on this
- Tracking down an adapter for Jamie
- Will take elevator sign revisions back to Media Services

Adrianna
- The Graduate School has moved over

Assessment
- We are responsible for meeting the specifications of the grant
  - Someone has to do an Assessment Technique
  - It must be posted to the wiki
  - It must be something not already being done
    - We should do one thing as an institution
    - Our options are:
      - Doing a rubric
      - Writing effective learning outcomes
      - Informal assessment that doubles as interaction
    - We chose to focus on writing effective learning outcomes
      - The Instructional Services Committee will be responsible for writing the document

Since we are not meeting until August 22rd, we will try to have the following discussions through email:
- Outreach Plan
- Oversized books in reference
- Community patron overdue
- Library staff reminders will be added to the action items of these minutes

Library Staff Picture
- When – 4 pm Convocation Day
- Where – In front of the library, 2nd floor is alternate
- Who – an available student worker (Chance) will take the photo

Next Meeting: August 22
Librarian Meeting Minutes from August 22, 2013

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

Agenda for 8-29-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. Vote on Community Patron proposal (5 min)
4. New Faculty Agenda (20 min)
5. Posters for the UC (10 min)
6. Big scanner (5 min)
7. Prepare next week’s agenda (5 min)

Future:

1. Reference Oversized Books (email)
2. Security Camera Update
3. Print Management Systems

Action Items:

Everyone –
- **Come up with two questions for New Faculty Library Seminar (8-29)**
- Revisions to Theda on privacy policy (9-5)
- Send list of non-general VHS to be removed to Media Services (9-18)
- Send list of suggestions for general VHS to Dana (9-18)

Adrianna –
- Check with Marcus regarding the intercom situation (9-16)
  - Should be done with CBCC soon
  - May 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 (9-26)

Dana –

Patrick –
- Follow up with IT on how we can cancel print jobs from individual reference printers (7-5)
  - Kyle is the tech responsible for this
  - This seems to only be an option with an administrator login.
  - IT needs to determine how we can do this with current privileges. (6-28)
- Media Services needs to pull VHS from weeding lists (9-25)

Theda –
- Create two or more options for display of discovery system (10-17)
Katie –

- Email the revised Outreach Plan to the group (8-23)
- Create procedures for missing list, assign dates (8-29)
- Set date for VHS move (8-29)
- Email group with more information and options to solve the oversized book space issue (8-29)

Discussion:

Adrianna:

- How is Lynda use going?
  - General agreement that it is useful, but different librarians were reporting different levels of use
  - Theda had some login problems; Chelsea has taken care of them
  - Reminder to switch within your rotation group if you have conflicts
- How did Captivate training go?
  - General nodding around the table
- Tuesdays she is off-campus, or at AAC and unavailable most of the day
- Okay to review reference evaluation
- Dr. Stan is doing very well after his transplant
  - Bob Vavricka has come back to help handle some of his duties
- Go to CBCC grand opening today
- Asked for Patrick to develop sign for her office with grad school, distance ed, and library listed on it
  - Needs to be able to be removed and/or changed
- New faculty orientation
  - Lots of contact from new faculty
  - Good feedback from participants
- Act 2 donations

Theda

- Item & bib records have been changed
- Sierra codes have been changed
- Kelley Alig has a CD donation

Chelsea

- Presentation at iCon with Patrick
  - Two attendees, likely caused by last-minute schedule changes
  - Both were very enthusiastic, though
- Invited to present at OLA on Safety Committee
- SAILS and UNIV 1001 have had multiple schedule changes
Instruction Services is interviewing potential student workers

Dana
- Destiny had an interview with a public school library, so there are possible future schedule changes for her
- Kelley Haney donation hung by Chance in aesthetically pleasing way all through second floor
- Microform signs are printed & hung
- Two BIs
- LLAF meeting Monday at 4:30
  - Discussing future of “pimp your cart”
- Replacements for VHS
  - Proposal for purchasing high-priority replacements, re-evaluating medium, and then dropping low
  - Approved by Adrianna
    - Wants to hold on to medium-priority replacements for a year

Patrick
- Wants large scanner put on agenda for next week
- Looking at recording studio equipment for Dean Godwin
  - Giving new ideas for Media Services
- Attended webinar about academic video
- Will be giving Reference training to staff tomorrow

Katie
- Inventory of juvenile books & oversized books underway, KF shift halfway through
- DVD move done; inventory of DVDs coming after current inventories finish
- Reference shift is done, & inventory of History, Chemistry, Accounting, Family & Consumer Sciences, and Computer Science are done also.
- Reference chairs have been fully shampooed by Circulation student assistants
- Displays for August done
  - Students suggested for help on bulletin boards
- Draft of newsletter coming at end of week

EBSCO Discovery
- Most of it is up
- Still some IP authentication issues
- Library has control of the HTML; don’t need to contract with Innovative to change site
- Discovery will be set up on staging server
- Theda will develop a few options and present to the group by Fall Break
• EBSCO will send trainer, who can help Theda with back-end and the rest of the library staff with usage

New Faculty Library Seminar Agenda
• New Faculty Library Seminar is September 10th
• Have 90 minutes with new faculty
• Last year:
  o Faculty wrote down questions they had about the library
  o As Chelsea went over webpage, other librarians sorted written questions out by area
  o Librarians came back in and talked to faculty about the answers to their questions
  o Librarians thought that the session petered out; want more interactive activities with faculty
  o Most questions new faculty asked were surface-level
• Ideas for this year:
  o Tours, like UNIV 1001
    ▪ Dana believes that the way we have the freshman seminar tours set up would be too juvenile for faculty
    ▪ Adrianna suggested to keep features to what we want faculty to know—content could be different from UNIV 1001, but the overall idea of the activity is the same.
  o Pulling questions out of a hat
    ▪ Chelsea likes this idea
    ▪ Could assign questions to people to eliminate surface questions
  o Chelsea wants some kind of hands-on activity for faculty to do
    ▪ Suggested walking through purchasing, reserve, or instruction forms
  o Adrianna suggested using Katricia’s idea of using scenarios to make faculty walk through features we want them to know about
    ▪ Share scenarios and solutions with the group, if each scenario is different
    ▪ Poll faculty on their problems through Katricia, and use those problems as basis for scenarios
      ▪ Poll new faculty
        o Would have to wait several weeks to get information on problems from new faculty, which would put it after the seminar
      ▪ One-year faculty?
        o Dana suggested keeping the same style from last year
          ▪ Chelsea strongly believes that content should change every 20 minutes, as was mentioned in the instruction workshop in June
  o Maybe we make up scenarios this year and then poll later
  o Predefine categories?
Librarian Meeting Minutes from August 22, 2013

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

- Scenarios
  - Theda suggested them for the future, but this year just select questions and make people answer them on their own

- Proposed plan
  - write questions
  - briefly review website while librarians pick out surface-level questions for immediate answering
  - Pair up faculty, who then go out/use website to find answers to questions
  - Come back and answer their question to the group

- Librarians will write questions that they would like faculty to know about
- Adrianna suggested that faculty get more questions if they find their answers too quickly
- Group needs to come up with 15 questions for 30 faculty (or 14-10, realistically) for paired groups of faculty

Community patrons and library cards

- Legally, to be a government document repository, there can’t be barriers to access by residence or fees
- We only allow people to use headphones, check out DVDS & VHS with some kind of library card
- Must be a local resident, and pay a $5 fee for card at UC, to get a community patron card
- Could make a new patron type without any restrictions to access, but no ability to check out books
- Adrianna suggested that other institutions have Gov Docs computers for people to watch DVDs and use software
- Computer could be un-networked
- Scanning computer is already non-networked; maybe we could get admin privileges and make that the Gov Doc computer
- Instead of making new patron type, we could just remove fee and residency requirement from community patrons

- Proposal:
  - On Community Patrons
    - Change residency requirements
    - Ask Robert to waive the $5 fee for good
    - Ask IT to allow us administrator privileges on the scanning computer
  - This will be voted on in the 8/29 meeting.

Next Meeting: August 29
Librarian Meeting Minutes from August 29, 2013

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

Agenda for 9-12-13:

1. Action items (10mins.)
2. Around the Horn (30mins.)
3. Vote on Community Patron proposal (5 min)
4. Big scanner (5 min)
5. Oversized Books proposal (10 min)
6. Prepare next week’s agenda (5 min)

Future:

1. Reference Oversized Books (email)
2. Security Camera Update
3. Print Management Systems

Action Items:

Everyone –
- Put your two questions for the New Faculty Seminar on post-its (9-5)
- Revisions to Theda on privacy policy (9-12)
- Send list of non-general VHS to be removed to Media Services (9-18)
- Send list of suggestions for general VHS to Dana (9-18)
- Communicate with individual faculty that have requested instruction (9-30)

Adrianna –
- Check with Marcus regarding the intercom situation (9-16)

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 (9-26)

Dana –
- Call Robert Hayes regarding the $5 fee for community patrons (9-12)

Patrick –
- Call JD Young and see options on trying out a new scanner –either going there or bringing one here (9-12)
- Talk to IT about administrator privileges on the scanning computer & regarding a gov docs computer (9-12)
- Follow up with IT on how we can cancel print jobs from individual reference printers (7-5)
  - Kyle is the tech responsible for this
  - This seems to only be an option with an administrator login.
  - IT needs to determine how we can do this with current privileges. (6-28)
- Media Services needs to pull VHS from weeding lists (9-25)
Theda –
- Create two or more options for display of discovery system (10-17)

Katie –
- **Create procedures for missing list, assign dates (9-12)**
- **Send out newsletter (9-12)**
- **Email group with more information and options to solve the oversized books space issue (9-12)**
- Set date for VHS move (8-29)—set at 10-17

**Discussion:**

Katie
- New student hire for Outreach going well
  - making good versions of the study zones and flash drive signs
- Oversized book inventory is completed
- UC posters nearly complete
- Writing newsletter
  - interviews/questions to librarians about stories to be done this week
  - Dana suggested story about electrical signs and furniture moves

Patrick
- Elevator signs are complete and being hung
- Did instruction classes

Dana
- 2 instructions, one today at 11
- Fire alarm door to the people-mover elevator on 2nd floor keeps being opened
  - Asking Maintenance for large warning signs
  - CB asked her to get some for the 3rd floor people-mover as well
- Found a snake on the 2nd floor—please be on the lookout for baby snakes
- EBSCO renewal sent in today
- Budget meetings done
  - Has a new title
  - Getting new tag today
- Destiny working with school library & it’s going well

Chelsea
- **SAILS testing scheduling**
  - Had first test last night
- Corresponding with departments on budgets, VHS
- Tour training
  - Students wanting additional training should be trained by their departments
Next year more time will be allotted to allow for additional training

Theda
- Due date emails not being sent can be fixed by making an RSS feed in My Library
- Going to Government Documents roundtable on Wednesday

Adrianna
- LLAF Meeting
  - Since there was no quorum, no final decisions were made
  - Votes on Pimp Your Cart were positive
    - Will be a vehicle float instead of making winners push it
- HLC changes
  - Usually HLC visits every 10 years, with most work being done in year 8
  - Now it’s “open pathways”, with a mini self-study every year
  - Since HLC requires use of the Electronic Resource Room, and Dana was the administrator of it, she will now do that all the time for the whole university
  - Dana’s new title is Assurance System Coordinator

Large Scanner
- Have three quotes from three companies
  - ImageAccess BookEye is over budget and has terrible customer service
  - Zeutschel Zeta is larger than PS9000, but expensive, & support is based in Maryland
  - Minolta PS5000 is under budget, though a smaller than the rest, and can be accessed through JD Young in Tulsa
- Dana likes that JD Young is local
- Dana and Adrianna asked why we didn’t present larger-format scanners
  - Patrick, Theda and Katie are fine with smaller, since they’re comfortable with stitching together images
  - All three agree that planetary (i.e. overhead) is most important so that materials aren’t damaged
- Dana and Adrianna would like Patrick, Theda and Katie to evaluate what their use of the scanner would entail
- Field trip to find out how the scanners will function
  - Go to Tulsa to JD Young & bring a scrapbook to see how it’s used
  - AL prefers a machine is brought here so everyone can view it
  - DB wants people to let her know if they are going on the field trip and need their Reference shifts covered

New Faculty Library Seminar Agenda
- New Faculty Library Seminar is September 10th
- Everyone came with two questions
• How does letting faculty out into the library help them?
• Maybe they should pair up and brainstorm
• Librarian talks to them
• Break up questions by library departments
  o Since probably few questions will be about tech services, Theda can answer all non-department questions
• Prompt: instead of giving a set number of questions to ask, “write down any questions you want answered”
  o May cut down on surface questions
• AL runs start of meeting—greeting, website
• Librarians—divide surface questions between themselves
• Count off groups depending on questions
• Get netbooks ready beforehand
• Tours of library at the end
• Timeline
  o Welcome—Adrianna (5 min)
    ▪ “Write down any questions you want answered”
    ▪ Collect questions & librarians go outside
  o Website—Adrianna (10 min)
    ▪ Librarians divide up surface questions in any order
    ▪ Librarians divide up other questions in department sections
      • May not have one for every department
    ▪ Salt collected questions with pre-written ones (if needed)
      • Pre-written questions should be on the same post-its that faculty will be using
  o Getting into groups (5 min)
    ▪ Librarians come back in
      • Answer surface questions immediately
    ▪ Have faculty count off to the number department sections (maybe 3-5)
    ▪ Assign each group one department's questions
  o Brainstorming answers to questions (5 min)
    ▪ They do this by themselves
  o Librarians meet with their groups (15 min)
    ▪ Librarians meet with people with questions in their department
  o Sharing answers to questions (~30 min)
    ▪ Flexible time to allow faculty to go at their own pace
  o Tour of library (~20 min)
    ▪ Flexible time to allow faculty to go at their own pace
    ▪ Two groups—one starts at bottom of library, one starts at top
• Most of this discussion was done through email
• Group offered corrections, alternate wording
• Katie will make changes & send out finalized posters to group
• Posters will be printed & hung before next librarian’s meeting

Next Meeting: September 12
Librarian Meeting Minutes from September 12, 2013

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

Agenda for 9-19-13:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Vote on Community Patron Billing Procedures (5 min)
4. Oversized Books proposal (10 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Reference Oversized Books (email)
2. Security Camera Update
3. Print Management Systems

Action Items:

Everyone –
- Send list of non-general VHS to be removed to Media Services (9-18)
- Send list of suggestions for general VHS to Dana (9-18)
- Communicate with individual faculty that have requested instruction (9-30)
- Meet with Theda regarding patron privacy in your department (10-17)

Adrianna –
- Check with Marcus regarding the intercom situation (9-16)

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 (9-26)

Dana –
- Add questions for the New Faculty Library Seminar to the liaison reminders/calendar instance for next year (9-19)

Patrick –
- Follow up again with IT, and CC Adrianna, about administrator privileges on the scanning computer & regarding a Gov. Docs computer (9-12)
  - Adrianna will follow up with IT after next week
- Media Services needs to pull VHS from weeding lists (9-25)
- Have JD Young set up scanner trial in library (9-30)
- Follow up with IT on how we can cancel print jobs from individual reference printers (7-5)
  - Kyle is the tech responsible for this
  - This seems to only be an option with an administrator login.
  - IT needs to determine how we can do this with current privileges. (6-28)
Theda –
- Post privacy policy pertaining to Google Analytics (9-19)
- Create two or more options for display of discovery system (10-17)
- Update privacy policy with different department’s information (10-24)

Katie –
- Email group with more information and options to solve the oversized book space issue (9-19)
- Talk with Circulation regarding copier needs (9-19)
- Meet with Circulation regarding problems with public copier (9-19)
- Circulation will require a library card to check out headphones (9-19)
- Contact Crowley regarding a trial period for a scanner (9-30)
- Create procedures for missing list, assign dates (10-3)
- Move VHS collection (10-17)

Discussion:
Theda
- Attended student retention webinar
  - Was not what was expected, but it was still informative
- Sent non-repairable books to different departments, and more will be coming
- Going to code reference, Gov. Docs, and Special Collections with liaison areas in icodes
  - Dana had noticed that some items in the H section are coded as business when they should be environment
  - Theda said items like this would be covered in this project
- Since there were no comments or questions about the proposed new loan rules, she will change them over
  - Faculty family has been removed, as it had all the same privileges as community patrons
  - Part time and full time faculty will be treated the same in the system, as will support and administrative staff

- Privacy policy
  - It was commented on as having a narrow focus
  - Right now it’s designed to meet criteria that Google Analytics imposes
  - Since every department uses patron data differently, people would have to meet with Theda to have their department’s use of patron data added to the privacy policy
    - Katie and Patrick were interested in doing this
  - Current version will go up on the website under Policies as soon as possible
    - Expanded version is not as vital and can take longer to be done

Chelsea
There will be a presentation at OCALD regarding the reference desk, with a presentation and discussion, which Adrianna mentioned to Chelsea.

Busy with SAILS testing & results
  o She will send out results letter to faculty

Freshman Seminar class instructions
  o There was some group discussion regarding Freshman Seminar outcomes following this
  o How do you stop students from reading off their paper?
    ▪ TS demonstrates how reading from your paper looks versus how talking to the class directly looks
  o Sales pitches were phenomenal

Dana
- Destiny is currently encumbering periodicals
  o Balances for departmental budgets should more accurately reflect the projected materials budget
- Busy doing a lot of BIs—6 in the past week, and 2 today
- EBSCO representative here today

Patrick
- Catching up
- McAlester instruction on the 26th
  o AL reminded him to submit a travel form
- Teaching Sam Prezi for their presentation at the all-library meeting
  o Reminder: all-library meeting is the 25th
- Got a great note from a patron whom he helped with an interview
- Interested in the Brick & Click conference
  o Sent out information in email to librarians
  o Angie Brunk, former Linscheid librarian, will be there doing a talk on disability

Katie
- Working on newsletter
  o Should be sent out today after meeting with Brian Johnson in Communications and Marketing
  o Adding picture from Chelsea’s instruction session yesterday
- Outreach Student Assistant
  o Designed & made calendar for 2nd floor already
  o Finished with making sample flash drive, study zone signs
    ▪ Will be sending out designs to librarians
- Been in contact with liaisons & new faculty
  o All 3 new faculty members have used librarian help, seem excited about the library
Would like to discuss proposed Community Patron Billing Procedures document at next Librarian’s Meeting

Adrianna

- Pimp Your Cart is set for this year
- Will be buying a new copy machine for her office
  - New one can scan & email
  - Old one may move to Circulation or Public Services office
    - KS will talk with Circulation regarding their copying needs
- Evaluations will be completed this week
  - Set up an appointment with AL if you have not already done so
- Electricity
  - This Sunday’s power outage was a fluke, which should not be happening again
    - OG&E problem
    - Renovation of Education building means that electricity is shut off to that building on Saturdays
  - Wendy should be informed that there will be no power next door on Saturdays in case it affects the library again
- Wendy has started a special project for Blackboard and AL is very excited to have her help.

New Faculty Library Seminar Discussion

- All think it went well and that faculty were more engaged
- Some time for the tour was cut out by AL and KP’s presentations
  - They had to address the maintenance and smart classroom issues, as faculty complained about them heavily while the librarians were out of the room
  - There ended up being only 2 real problems reported, both intermittent
- DB thinks it went incredibly well, given that there was no time to practice beforehand
- CB suggested that next year, before the seminar, faculty are asked to bring their own questions
- TS suggested that bringing any questions gives them an easy out—they could say they don’t have any—and they should focus more on what they want to get out of it
- AL likes the phrasing of “What do I want to get out of this” rather than “what do I want to know about the library”
- There should be a range of questions that faculty brainstorm beforehand, so that they can ask more questions themselves
- Questions that new faculty should bring to the seminar next year:
  - What do I want to know?
  - What is unclear?
  - How can the library make my life easier?
  - What do I want to get out of this seminar?
Next year there should also be more logistical preparation.

Community Patron Policy
- Since fees have been waived, as well as residency, the librarians considered this already effectively in place.
- KS was reminded that handing out anything over the Circulation desk will now require a library card
  - This may affect some young patrons who are known to check out headphones
  - She will pass this on to the rest of the Circulation department

Large Scanner
- JD Young has a Minolta PS5000 on order
- They will set up in library for trial period
- PB hopes this will be set up within the month

Willard School Visit (takes place of Oversized Book Proposal)
- Willard School students will be visiting on Wednesday & Friday of next week
- KS and CB have met and emailed the teacher, and she is okay with having her students check out materials under her account.
  - TS will temporarily increase the number of items that faculty can check out so that the teacher can check out the books to her students
- Should a handout be created to give to parents?
  - Please visit the library with your child; only people 14 and up can check out materials
- Tours—Scheduling and timing
  - Tours should likely be made smaller so that they can be handled efficiently
    - One group for the instruction room, one for the CETL lab?
    - Theda suggested more than two groups, though Chelsea would like to keep them in groups that resemble their classroom locations
  - Timing
    - TS suggested that limiting the locations mentioned on the tour would speed tours along
      - Maybe cutting out Media Services, scanners, etc.
      - Having specific locations in each feature we want to mention might help as well
      - Creating scripts, or reusing ones from the Freshman Seminar tours, would also cut down on time
    - AL suggested perhaps Special Collections should be mentioned as an appetite-whetter
• “Oh, that’s the Special Collection, but we’re not going to visit that today. You’ll have to come back on your own to go inside.”
  ▪ AL also suggested that perhaps one should look at what is needed for their assignment and only keep the tour focused on those
  ▪ Scheduling for tours (for next year, if not possible this year) could be made so that tours don’t run into each other
    - KS needs to check on what’s happening with the public copier on the 3rd floor so that it can be ready before the visit
    - TS volunteered to make rotation plans and scripts for the tours
• Tours—Interaction
  - CB brought up potential interaction activities to do with the tours so that students are engaged
    - Two options
      ▪ Image checklist, where students get handout with images of the library on them, and they have to fill them out as they pass that feature
      ▪ Information slips, where a student has a slip of paper with the name of a feature on one side and a brief explanation on the other; students present this information as they pass the features on the tour
    - AL believes this is a lot of work for this tour, given the short notice, and suggested putting it off to next year
      ▪ If used this year, slips from Freshman Seminar classes are re-used
    - Clipboards for the image checklist may be a problem, given the number of students
    - TS suggested doing half of one format, half of the other
      ▪ Or else making the smaller CETL lab group do checklist, larger Instruction Room group do slips
    - TS volunteered to help create these
• Demonstration of the CatPac
  - What day should this be?
    ▪ Wednesday was the consensus
    ▪ Get them a little familiar with the look of the catalog before making them use it
  - Should they watch without netbooks/iPads, or should this be a follow-along activity?
    ▪ Consensus was that ideally a follow-along would be best, but there would be too little time to do so
    ▪ Hopefully just watching would allow students to remember different portions of what each part of the CatPac does
      - AL suggested that perhaps next time, students are assigned different parts of the CatPac to remember
Librarian Meeting Minutes from September 12, 2013

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

- Helpers
  - Two people help with each tour; one to lead the tour and another to move stragglers along
  - Wednesday needs some helpers, but they are vital on Friday when students go to the stacks
    - Scheduling of the classes in the morning, where they start and end at the 30 minute mark of the hour, may make getting student assistant help more difficult
    - Please urge student assistants to help

Next Meeting: September 19
Librarian Meeting Minutes from September 19, 2013

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

Agenda for 10-3-13:

1. Action items (10 min) 
2. Around the Horn (30 min) 
3. Vote on Community Patron Billing Procedures (5 min) 
4. Scanner Update (5 min) 
5. Oversized Books proposal (10 min) 
6. Staff Reference Policy (15 min) 
7. Prepare next week’s agenda (5 min) 

Future:

1. Security Camera Update 
2. Print Management Systems

Action Items:

Everyone –
- Read through proposed Community Patron Billing Procedures (10-3)
- Communicate with individual faculty that have requested instruction (9-30)
- Meet with Theda regarding patron privacy in your department (10-17)

Adrianna –
- Check with Marcus regarding the intercom situation (9-16)

Chelsea –
- Work on drafting a policy for staff covering the reference desk (10-3)
- Once the intercom is set up:
  - Send out revised intercom policy
  - Include designated individual list with emergency kits

Dana –
- Add questions for the New Faculty Library Seminar to the liaison reminders/calendar instance for next year (9-19)

Patrick –
- Media Services needs to pull VHS from weeding lists (9-25)
- Have JD Young set up scanner trial in library (10-3)
  - Make appointment with both JD Young and IT to install required software (10-3)
- Work on reducing default filesize for feeder tray on scanner (10-3)
- Follow up with IT on how we can cancel print jobs from individual reference printers (7-5)
  - Kyle is the tech responsible for this
  - This seems to only be an option with an administrator login.
  - IT needs to determine how we can do this with current privileges. (6-28)

Theda –
Librarian Meeting Minutes from September 19, 2013

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

- **Post privacy policy pertaining to Google Analytics (10-3)**
- Create two or more options for display of discovery system (10-17)
- Update privacy policy with different department’s information (10-24)

Katie –
- **Email group with more information and options to solve the oversized book space issue (9-25)**
- **Discuss oversized books at next meeting (10-3)**
- **Contact Crowley regarding a trial period for a scanner (9-30)**
- **Create procedures for missing list, assign dates (10-3)**
- Fix public copier (10-17)
- Move VHS collection (10-17)

Discussion:
Adrianna
- Embarrassing amount of kudos from DCA at AAC
  - Wants to look into averaging statistics to compensate for fewer open days during breaks
- Robin Murphy is starting an individual studies program with students interested in working in different fields
  - Library is one of the locations she’s interested in
  - AL believes that job experience, as with Allie, as well as work shadowing would make good use of potential student’s time.

Katie
- **Newsletter went out**
  - 300 reads on this one already; last newsletter had 200 after being up 3 months
  - Suggestion by DB to put up rotating image for newsletter
- Circulation is starting DVD inventory soon
- Graphics for rotating image for DVDs is made
  - Blog post for DVD collection is coming
- Postcard for community patron is underway; should be done for Monday & Willard students

Patrick
- Still shenanigans with printing to Circ 1 from the reference computers
  - Even when switched under the administrator account, all other accounts default to Circ 2
- **Scanning Computer**
  - Hasn’t heard from IT yet
  - KS said that there’s already administrator privileges on the scanning computer
Librarian Meeting Minutes from September 19, 2013

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

- AL considers the work on the scanning computer done, and it can function as the Gov Doc computer

Dana
- Naxos works after 15 months!
  - No more logging in after ECU login for most people
  - Instructors will need the specific login still in order to create playlists
- Regina Robertson will be donating large amounts of classic literature books
- Nursing department meeting
  - Want to order either DVDs or streaming videos
  - Streaming eliminates most of copyright issues w/ putting videos up online, so it’s encouraged

Chelsea
- Busy with Willard School tours
  - Everyone had a positive experience with it
  - Most people were able to get their groups some hands-on time with the catalog
  - Celina has instructed her students well and the librarians were impressed

Theda
- Met with Tulsa City-County Librarians on Tuesday
  - They will be moving to Sierra in 4 weeks
  - Creating 400 logins
- DVD procedures
  - Some sets are missing discs
    - If the disc is a special feature, TS will just add a note to the record and continue to circulate it
    - If the disc is content, i.e. the movie or part of a TV show, then let liaison librarian know and pull set from the shelf.
      - If reordered, TS will hold on to the remaining discs from the first set so that other missing discs can be replaced easily

Next Meeting: October 3
Librarian Meeting Minutes from October 3, 2013

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

Agenda for 10-10-13:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Annual Performance Review
   Revisions (10 min)
4. Halloween Party (5 min)
5. Catalog Station (20 min)
6. Missing List (5 min)
7. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Print Management Systems

Action Items:

Everyone –

- Meet with Theda regarding patron privacy in your department (10-17)
- Test the new EDS service on the staging server (10-31)

Adrianna –

- Check with Marcus regarding the intercom situation (9-16)

Chelsea –

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

Dana –

Patrick –

- Purchase scanner (10-10)
  - Follow up with IT on how we can cancel print jobs from individual reference printers (1-7)
    - Kyle is the tech responsible for this
    - This seems to only be an option with an administrator login
    - IT needs to determine how we can do this with current privileges (6-28)

Theda –

- Create options for display of discovery system (10-17)
- Update privacy policy with different department’s information (10-24)

Katie –

- Meet with Theda to create definition of “oversized” (10-14)
- Meet with Adrianna to refine Community Patron Billing Procedures (10-17)
- Fix public copier (10-17)
• Move VHS collection (10-17)

Discussion:
Adrianna
• Discussing annual performance appraisals next week
• Went to OCALD last week
  o Dr. Sinobi—Vice Chancellor
    ▪ ODL buys psych, business, and some of ASC
    ▪ Contract is almost up with regents
    ▪ Last time there were extensions
  o ODL’s Susan McVeigh came
    ▪ IT staff has been moved
    ▪ From 82 to 50 staff now
  o OU and OSU making open-access repository
    ▪ Mostly for theses

Dana
• Destiny is out until Monday
• There was only one entry to Pimp Your Cart, and they automatically won all the prizes
• Study Hall changes
  o Until a new proctor is assigned, tell athletes to talk to their coaches
• Out tomorrow with SIGALO
• Problems with EBSCO come from representative mistakenly thinking we had EDS already and breaking links; these links are now restored

Chelsea
• Repository for tutorials is all set up
  o Using OneNet
• Meeting with Kurt Edwards regarding SAILS testing on Friday
• New group of sixth graders coming in for tour
  o Only 16 this time
  o Honors students from Holdenville

Patrick
• Reference Printers
  o Mary from IT came over and still had problems
  o Needs to be escalated to Jeremy
• Scanner demo
• DVD rotating image problems
• MS Office products to community patrons
  o Even if they use it, they can’t save anything they make on those programs
  o Disservice to students to have them print everything
  o The problem has been referred back to the IS committee
Theda
- Faculty Senate Meeting
  - Website discussion
- Most government websites are down, which is making things a little harder
  - Should she send out a notice for patrons of this?
  - Consensus was no, patrons will find this out on their own

Katie
- Copy machine is fixed
  - just waiting for part to be returned
  - Other machine’s part will be swapped out once this one comes back in
- Community patron card mix-up
  - Cards were issued to patrons younger than the cut-off
  - This will be handled by posting policies on the Blackboard page that circulation students all have access to
- KF & KFO shift continuing
- Juvenile inventory complete

Community Patron Billing Proposal
- AL is concerned
  - It seems like a solution in search of a problem
  - Only affects 8 people
  - Not crazy about it—feels threatening as written
- DB has concerns about the age of the billed items
  - There should be a policy set in place for how long bills are kept before they are forgiven
- AL would like KS to bring her a list of the 8 community patrons with outstanding bills
- DB would like for the terms in the proposal to be more clearly defined
- AL and KS will work on the proposal together and bring it back to the group

Scanner
- J.D Young came and set up a demonstration with the PS5000
- TS, KS and PB all viewed it
- Can stitch together images through free software
- KS believes she can stitch images together with it
- TS likes that 3-dimensional items can be scanned on it
- AL would like more of the Journal back issues scanned
- The decision: the library is buying it

Oversized Book Proposal
• This proposal covers books that are only slightly too big for their shelves
• KS proposed that shelves are moved to accommodate books, and if they still do not fit, they are moved to a set of shelves in Reference
• TS would not like most shelves moved, as materials shift often enough this would pose problems
  o KS would only like larger collections to have their shelves raised/lowered for easier access
• CB reminded KS that the open shelves in the reference section are there for curriculum materials
• DB said that if more shelving for oversized books is needed, they can be moved to the 2nd floor, behind some of the bound periodicals and facing the stacks
  o This could be applied to existing oversized books, too, since people are trained to think that the third floor means in-house-use only
  o Could easily house all items on the list
• DB would like KS to create definition of “oversized” that can be applied to all books over a certain size
  o If most shelves are 12” wide and seem to cap at 12” tall, this provides an easy measurement

Staff Reference Policy
• AL’s recap of OCALD
  o Reference
  o Sharon Morrison’s presentation
    ▪ Most places are struggling with reference
    ▪ Who needs a reference desk?
    ▪ tracked reference questions—Tuesday afternoons were the most busy time for reference
    ▪ Tried many different models
      • proactive reference (going out and asking to help people who looked lost)—effective, but left librarians tired
      • Moved reference desk to be more visible—increased reference numbers
      • On-call model—barely used at all
      • Had students man the desk at peak hours
        o One-stop service point
        o Some places used online tutorials
        o Do you train students on Microsoft Word?
        o Peer-to-peer interaction is preferred among students
        o Have to train students to know when a question is over their heads
• Tiered reference model may be next—make appointments with librarians for in-depth reference questions
  ▪ Use something called [Reed/Reid/Read] scale
    o Want to free up desk time without hindering students
    o Work in concept of working without librarian
• Chelsea asked for suggestions in policy as it is now
  o Grammatical edits
  o Asking for direct supervisor approval means that the supervisor, not the staff member themselves, contacts the Instructional Services Librarian for staff training

**EBSCO Discovery System**
• Set up on staging server
• Made some modifications to headers & titles of options
  o No “New Features” button on top ribbon
  o Change “E-Journal Title List” to “A to Z E-Journal List” on top ribbon
  o Removing A-Z list and Integrated Search from “Search Tools” box
  o Removing CatPac icon and text for items in the library catalog
  o Changing “Available in Library Collection” to “Full Text + CATPAC”
• Play around with structure and make changes before winter break
  o Theda works on the back end
  o Dana works on look & feel

Next Meeting: October 10
Agenda for 10-31-13:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Missing List (10 min)
4. Comment on EDS (10 min)
5. Discuss staffing changes (20 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. Print Management Systems

Action Items:

Everyone –
- **Test the new EDS service on the test server (10-31)**

Adrianna –
- Talk to Jeremy about:
  - Server Space for Journals and Pesagis
  - Updating security certificate to allow access to Westlaw Next
  - Printing on reference computers:
    - Default Printers (now all are defaulting to Circ 2)
    - Cancelling print jobs from the reference printers
  - Dummy Terminal/Kiosk Mode for 4th & 2nd floors

Chelsea –
- Once the intercom is set up, send out revised intercom policy

Dana –

Patrick –
- **Continue process of purchasing scanner (10-31)**
- Create signs for Special Collections

Theda –
- **Update privacy policy with different department’s information (10-31)**

Katie –
- **Send out updated Lost, Billed, etc. list (10-26)**
- **Meet with Theda to make standard “oversize” definition (10-31)**
- **Fix public copier (10-31)**
- **Move VHS collection (10-31)**

Discussion:
Theda:
- Only here on Monday of week of Fall Break
- Cultural Activities Committee is bringing in Lindsey Allie
  - Theda is taking her to breakfast at the Aldridge when she comes in
  - If anyone would like to accompany her, they are welcome

Chelsea:
- Migrating content to the OneNet server for tutorials
  - It may take about 2 weeks more
  - AL would like CB to see her when she’s done
  - TS used this time to ask about OneNet server space for Journals and Pesagis
    - AL is for using server space for these
    - OneNet is shared space, but library should (or could) have its own ECU-hosted server space for these
    - TS would like to use open-source repository software on servers to store these files
    - AL will talk to Jeremy to see the process for gaining server space or buying a server of our own
- Blackboard training crash course went on last week & continues tomorrow
  - AL would like the common questions on Blackboard sent to her
- KS and CB met with Kurt Edwards to discuss SAILS and information literacy
  - Kurt is very excited and wants to integrate IL into his COMM 1113 courses in the future
  - Brought up IL at another meeting because he’s so excited about it—enough that DB made a joke about slipping him a few dollars to do so

Who purchases tissues at the reference desk?
- These are mostly for librarians, and are available to patrons who ask for them
- Currently these are purchased by individual librarians
- CB would like supply money to purchase these, since alcohol wipes & hand sanitizer are available to the public and purchased through this fund
- AL would not like to use supply money for this, but she will contribute to the tissue boxes herself

Dana
- Rebuilding A-Z links
- Trying to have LinkSource removed from search results in EBSCO

Patrick
- TS helped update firmware on both Reference printers
- Media Services has been extremely busy with printing after homecoming
  - Using some ProCard money on printing supplies
- Things from Faculty Senate:
Librarian Meeting Minutes from October 10, 2013

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

- Committee created for GenEds
- Katricia Pierson has asked for retention plans from each department
  - Kinesology has made one
- AL—these are second year retention plans for sophmores

**Katie**

- VHS move is completed
  - Takes up 33 shelves
  - In back of Circulation Department
- Juvenile inventory is nearing completion
- KF & KFO shift is almost complete
- DB mentioned a problem with Febreeze being sprayed on chairs in the morning
  - KS will bring this to Circulation, since Febreeze is a Friday evening task and shouldn’t occur in the morning
- Shampooing of Group Study Room chairs is completed
  - KS asked if the group approves of the chairs behind the Reference desk being shampooed
  - The consensus is yes

**Adrianna**

- Jami Graham's project
  - More of a staff initiative than a librarian one
- Kaylie Blackwell has been hired as Outreach Assistant

**Annual Performance Review Revisions**

- Decided to remove parts about supervision from the 5th line of the overview
  - This only affects Circulation
  - KS will meet with Circulation to try to revise these
  - If no satisfactory revisions can be made, KS, WM and JP will meet with AL to help revise these.

**Halloween Party**

- Date is set at the 29th
- Rudy cannot do accompaniment; KS is looking to see if he recommends any student workers
- CB suggested to use a floor mat that howls, which is kept in the 2nd floor closet

**Catalog Station**

- TS says this is easy to do with freeware online
- PB talked with IT and they said they didn’t know how they could do it
- TS believes that if IT can’t do the setup, we can do it for IT and they can take charge after
- These stations need network drops
- DB suggested another catalog station for the 2nd floor
Present: Chelsea, Patrick, Dana, Adrianna, Theda, Katie

- By newspapers, against column
- Already a plate for a network line
- We would probably want to test the catalog station setup on a junky computer
- CB suggested that we install some signs for the special collections—students are getting lost looking for them
- There is a sign holder in the 3rd floor closet that may work for this
- Can’t use intercom until policy is finalized

Missing List

- DB, CB dislike the non-specificity of the procedures as written
  - Is the process the same for missing items as it is lost items, or billed ones, etc?
  - Will we really wait 3 years to replace lost & paid items?
  - How often will this list be sent out?
  - How many items are on this list? In each of the categories?
  - Does this include the monthly list of faculty overdues? Will there be a list sent out monthly regarding faculty overdues?
  - Clarify what each of these statuses mean

- TS notes that bills can be uncoupled from patron records
- KS will revise and send out list by the 26th

Next Meeting: October 31
Agenda for 11-7-13:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Missing List (10 min)
4. Theda’s Work List (10 min)
5. Usability test for EDS (30 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. Print Management Systems

Action Items:

Everyone –
• Communicate with liaison departments about budget
• Outreach Librarian will send out the Newsletter

Adrianna –
• Talk to Marcus about the intercom
• Talk to Jeremy about printer selection

Chelsea –
• Once the intercom is set up, send out revised intercom policy

Dana –
• Investigate security certificates for Westlaw Next

Patrick –
• Continue process of purchasing scanner (11-7)
• Create signs for Special Collections
• Connect computer on 4th floor
  o If wire is not hot, let AL know
• Set up scanner demo

Theda –
• Send out old usability test for EDS testing (11-7)
• Put software on 4th floor computer (12-6)

Katie –
• Meet with Theda to make standard “oversize” definition (10-31)
• Fix public copier (10-31)—Find out status & reasons behind delay
• Talk to communication about obtaining their old Macs from their computer labs
• Continue training Kaylie
Librarian Meeting Minutes from October 31, 2013

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

Discussion:

Adrianna:
- OCALD meeting—how to be creative with your budget, find more revenue streams
  - Didn’t find it particularly useful
- New Coke machine to be installed in student lounge
  - PB and TS—will this one be filled more often?
  - DB—call Jenny if there are issues with the machine not being filled
- ECU did well in women’s basketball against OSU
- A student is interested in job shadowing/work experience with the library already

Katie:
- Halloween party wrap-up
  - 58 attendees: 15 kids, 43 adults
  - 7.5 pounds of candy consumed
  - Adrianna:
    - Complements on décor
    - Should fill out non-credit activity reporting form for party
      - CB: would IS need to fill these out for non-university instructions?
      - AL: yes, fill them out back to July
- Circulation wants to put discreet numbers on the bottom of chairs on the fourth floor
  - The librarians have okayed this

Patrick:
- All reference computers have MS Access
- Would like to get Macs for OPAC stations
  - KS will investigate the Communication mac lab and see what they do with their computers when they are done with them
- Current printer problem: take out the paper tray and cancel each job as it shows up
- Wants to demo the new scanner, but is unsure of interest
  - AL suggested to set up an appointment and just invite people to it
- Kaylie is being set up in the system

Dana:
- Student Worker rant & rave on JotForm
  - Came about from Jami Graham's work with staff & students
- Update w/EDS and Linksource

Theda:
- Book repair student is being trained
Librarian Meeting Minutes from October 31, 2013

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

- Faculty senate meeting is upcoming
- Lindsey Alley—chat at Aldridge on Tuesday

Chelsea:
- Super amount of instructions—285 students from October 10th have been instructed by Chelsea
- New repository for IMLS grant videos is up at OneNet
- Jami Graham is already setting next semester’s freshman seminar tours

EDS Comments
- Dana provided a handout with the new look & feel of the search
  - Full Text: content available in full text through EBSCO
  - Linked Full Text: content not hosted by EBSCO, but purchased through them, and not available in the way above.
  - Full Text through LinkSource: anything in AtoZ that is not available in one of the two ways above.
  - AL: is linked full text & full text the same for students?
    - DB: Yes, we will not have to explain them as different things
  - PB: People won’t have to re-log when going to a database through LinkSource?
    - DB: Correct
- LinkSource: updating to show full holdings
  - This is in process
- Retrieve full text—only with integrated search, and that goes away in January
- If there is any hinkiness, send Dana the AN number and database
- Test profile does not have a limit for just CatPac
- Tab naming
  - CB: would like “Books & DVDs” on one tab, then “Everything”
    - AL, DB: Would be confusing, because how do you find articles?
    - Everyone prefers this
  - Pre-limit to everything but books on Articles & more tab
- Tabled briefly for staffing
- After staffing:
  - Remove books in search for articles
  - Include e-books and regular books in “Books & More”
  - Would there be confusion with the “Articles & More” button?
    - Should run some usability tests on EDS site before going live
  - TS will send out the old usability tests to everyone

Staffing Changes
Librarian Meeting Minutes from October 31, 2013

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

- **List from Theda**
  - Google Analytics
    - Held off till next week
    - Somewhat like electronic gate count, so like Public Services; somewhat like reference materials, so like Instructional Services
    - Can report on popular pages or searches, but haven’t beforehand
  - Scanning
    - PB & KS if using D-Space to hold files
    - DB if using Sierra
  - Kiosk Computers—PB
  - ECU Committees
    - Held off till next week: candidates are PB, CB, DB
  - Book Repair—BH
  - Liaison areas:
    - CB takes Psychology
    - KS takes MUS
    - PB takes EDUC
    - DB takes KIN
  - Cataloging
    - Original by DB
    - Copy by BH
  - System updates—DB
  - Discovery—DB
  - Rotating Images—KS
  - ICODE2 cleanup—BH
  - Curriculum materials—BH
    - Adopted: go to Education
    - Not adopted: go to area schools

- **Kaylie’s Arrival**
  - Starts on Nov. 1
  - Tours are tomorrow
    - AL out from 9 – 2:30
  - Create action item for KS for the next few weeks for Kaylie’s training

- **New Technical Services job description**
  - Separate out required and preferred qualifications
  - Add “familiar with Innovative’s Sierra” to preferred qualifications, instead of at beginning
  - Add responsibility for systems
  - AL will make these changes and send out to librarians for review
Next Meeting: November 7
Agenda for 11-14-13:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Technical Services Position
   Discussion: Homework, Questions, Phone Interview (30 min)
4. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Print Management Systems

Action Items:

Everyone –
- Outreach Librarian will send out the Newsletter (11-15)
- Communicate with liaison departments about budget (11-30)

Adrianna –
- Talk to Marcus about the intercom
- Talk to Jeremy about printer selection & server space

Chelsea –
- Once the intercom is set up, send out revised intercom policy

Dana –
- Investigate security certificates for Westlaw Next

Patrick –
- Move staff evaluations, job descriptions to personnel folder & delete from current locations (11-14)
- Set up scanner demo

Theda –
- Draft homework for new librarian (11-14)
- Put software on 4th floor computer (12-6)

Katie –
- Fix public copier (10-31)
- Talk to communication about obtaining their old Macs from their computer labs (11-21)
- Continue training Kaylie

Discussion:

Theda:
Librarian Meeting Minutes from November 7, 2013

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

- News from Faculty Senate
  - ECU Foundation’s Annual Report in a brochure format
    - Mentions the library twice—one with a pic of Linscheid, once with photos of the lounge
  - Instruction surveys are changing to be easier to measure & graph, compare to others in your discipline
  - Campus clubs will soon be required to have their funds on-campus
- Updating loan rule table tomorrow
  - If any problems, let her know

Chelsea:
- Training Kaylie
- Went on field trip to Tulsa with Rebecca Nicholson-Weir’s Modernism class
  - Disappointing visit to the archives
  - Interesting visit to the Philbrook

Dana:
- More training Kaylie
- Can EHost be turned on? KS and PB haven’t gotten back to her
  - Both are fine with it
- Working with Regina at EBSCO on EDS
- Working with librarians on their subject profiles
- Content providers turning on
- Apparently integrated search needs to stay on past January because turning it off could break things
- CB—can you add subjects in integrated search?
  - CB has tried to add subjects, but can only remove them

Patrick:
- Working on getting Kaylie access to the K drive
- A formal request has been sent to the Help Desk to have MS office products available to community patrons
- The microform scanning computer is having some problems related to age
  - SCSI card is needed to have it interface with the reader, but there are problems with this card and Windows 7
  - Updating that computer, perhaps with a SCSI USB interface
  - Would like to update scanner/reader, but that is in the future

Katie:
- Training Kaylie
- Most of her initial training list is done
  - Waiting on K Drive access, Staff tab on MyECU
- Working on Newsletter
Librarian Meeting Minutes from November 7, 2013

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

Adrianna:
- Robin Murphy has brought up Amria, student interested in internship at the library
  - 60 hour internship leads to 4 hours a week
  - Divided by 6—2.5 weeks with each librarian
  - Is everyone okay with having a student for 2.5 weeks?
    - Universal nods
- Rescheduling summer workshop for spring
  - Cannot be on OLA or spring break

Missing, Lost & Paid, Claims Returned, and Billed List:
- AL, DB—Some confusion on when to bring comments/questions
  - KS made edits before the meeting, leading to more copies to read over
- CB: How often does this process occur?
  - KS: That is in the end of the document b/c it uses terms that aren't yet defined
    - CB: It makes more sense to move it to the beginning of the document
    - DB: Define those terms in the definition section
- CB: Why would we withdraw a high-use item?
  - TS: Counts as “withdrawal” if not replacing item with exact same thing
  - DB, CB: So change wording to fit Tech Services and librarian’s expectations
- DB:
  - Is this a document for librarians or for the Circulation department?
    - KS: Made for librarians, but can be expanded for Circulation
  - Who does each step of the process?
    - KS will make this more explicit
  - DB: Can we decide the variables for how many years we will look back for usage and how many times they were checked out?
    - KS: I would like to determine that at this meeting
      - KS: check 4 years back, because classes seem to cycle through every four years
        - DB: we should make this the year marker for both reserves and circulation
      - CB: Items for science classes circulate maybe once, but they get used, so limit should be 1 circulation
- CB, DB: Three years seems like a long time to go without a book
  - DB: If books are returned that we already replaced, it just means we have two copies
  - KS will change this to be a yearly process
- DB has given KS a version with grammar corrections
Theda’s Work List & Librarian Position

- Work List
  - CB takes Faculty Senate position
  - KS takes Google Analytics information for Annual Report
- New Librarian
  - Homework
    - What should be on the homework?
      - Hard to ask about Sierra and OCLC because they’re proprietary
      - AL: Homework should be more skill-oriented, “digging around until you find an answer”
      - TS should work on coming up with something
  - Everyone on search committee?
    - All librarians agree
    - Barry may be on it; hasn’t yet responded
  - Presentation? Everyone did one
    - DB: presentation on e-resources?
  - When will the interviews occur?
    - Intersession?
      - KS will be out week before & week after break
    - AL: Choices are
      - wait until after break to even interview, and get someone late in Spring
      - Do phone interviews during Dead Week and Finals Week and get candidates in earlier
    - Librarians agree to do interviews during Dead & Finals Weeks
      - AL: Interviews will be in the afternoons, so midnight shift person doesn’t have to wake up early for them
  - AL passed out potential interview questions
  - Continue talking about questions, homework, and phone interviews next week

Next Meeting: November 7
Librarian Meeting Minutes from November 14, 2013
Present: Chelsea, Patrick, Dana, Adrianna, Theda, Katie

Agenda for 1-16-14:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Librarian Training: Training article, etc (30 min)
4. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. Print Management Systems

Action Items:

Everyone –
• Communicate with liaison departments about budget (11-30)
• Think about what Amria can do or shadow you on (12-20)
• Develop one-on-one questions for new librarian candidate, if needed/desired (12-20)

Adrianna –
• Revise question 7 for phone interview (11-30)
• Talk to Marcus about the intercom
  o Intercom must be installed by someone else; requires more phone knowledge to install
• Follow up with Jeremy about printer selection & server space

Chelsea –
• Write up guidelines for the presentation/instruction session for new librarian candidates (11-30)
• Revise questions 4 and 5 for the phone interview (11-30)
• Send out materials for “summer” workshop on Feb 1 (2-1)
• Once the intercom is set up, send out revised intercom policy

Dana –
• Revise question 6 for phone interview (11-30)
• Draft homework for new librarian with Theda re: D-Space (11-30)
• Investigate security certificates for Westlaw Next (1-16)
• Introduce Katie to specialty binder

Patrick –
• Mark Job Duties folder on the K drive as a defunct committee (11-22)
• Let AL know if 2nd floor internet jack for dummy terminal is hot (11-30)
• Set up scanner demo (12-20)

Theda –
• Draft homework for new librarian with Dana re: D-Space (11-30)
Librarian Meeting Minutes from November 14, 2013

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

- **Remove responsibility for 3rd floor bulletin board from job duties (12-6)**
- **Put software on 4th floor computer (12-6)**

Katie –
- **Fix public copier (10-31)**
- **Talk to communication about obtaining their old Macs from their computer labs (11-22)**
- **Add 3rd floor bulletin board to job duties (12-13)**
- **Continue training Kaylie**

**Discussion:**

Adrianna:
- KP & Charlie—summer workshop in February
  - CB will send out materials for this workshop on Feb 1
  - KP presented at Women’s Club on Tuesday with her Gen Ed Assessments
    - Scenarios—12 handouts for Mayor assignment alone
    - Some contain bad data, some false data, etc., but students have to use all of it to craft an argument
  - So expect something like this when she comes to our workshops
  - CB liked AL’s question in the meeting about how to have students tackle the assignments—whether it will be trickling down into the Gen Eds or it’s something that will just be thrown at them
  - AL—KP says this will *not* trickle down, but work its way up
    - The library can help instructors build assignments that prepare students for it, however
  - DB—it measures critical thinking skills
  - DB, CB, TS—need a career development class, teaching résumé writing, interviewing, eating in a formal setting
    - AL—since classes outside one’s major aren’t funded by financial aid, it’d be fruitless to offer a class like that
- **Psychology scaffolding**
  - There’s been a lot of progress on this front
  - Talking with Theresa Rothrock about assessment for it
  - Very excited
- **Joni Stein**
  - Still in AR
  - Coming in on Monday for brief tour and then visit with public library
  - Has experience in administration, mostly, but should be hooked up with the library networks in town
- **NKATE is coming in for education accreditation**
• OKALD in Tulsa regarding Distance Education
  • Amria will be coming in the spring
    o What to do with new librarian?
      ▪ AL—Involve her in their training sessions
  • LLAF Meeting
    o Lanis asked what we are wanting for the library
    o Barton is in foundation on collaborative learning
      ▪ Will be training Allie Barton on finding sources of funding
      ▪ Allie will be working with us for 20 hours a week soon

Theda:
  • Will be out on Monday till 6

Chelsea:
  • Tying up loose ends
  • Went to Dr. Stan’s reception with Katie, Tammy
  • Mica is out in the afternoon and tomorrow for her birthday & prenatal checkups
    o Will be coming in with cake colored for the gender of the baby on Monday

Dana:
  • Student appreciation party on Wednesday Dead Week
    o Would the librarians like to contribute towards pizza instead of bringing in items?
      ▪ Universal agreement
  • Theda’s going away party on Friday of Dead Week
  • Holdings list was sent to EBSCO
    o Changes we’ve requested are reflected on main profile
    o Some strange behavior with Cite Books options, but otherwise running smoothly
    o Will be copying these changes to the subject profiles
  • Sending things to the bindery
    o TS—Does this involve calling the special binder at Forever Bound?
    o DB—no, that’s been the Special Collections Librarian’s responsibility
    o DB will introduce KS to the special binder
  • Has been voted the VP of the Gen Ed committee
  • Problems with athletic study hall
    o Proctor not here, forged signatures, etc.
    o Stacy Bridges in Psychology worked on student success in athletics at old job; will be working with athletics to help student athletes here
    o New proctor in the Spring
    o May be working with sECUre Success to have more tutor-oriented study halls

Patrick:
  • Hasn’t heard from Kyle regarding new staff computers
  • Working on computer replacement cycle
Librarian Meeting Minutes from November 14, 2013

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

- Librarian cycle is the same
- Took off ILL computer, added the two Circulation computers
- Schedule as-is has two years of 5 computers, two years of 4
- AL—add more computers to the cycle
  - We will never regret getting 5 computers each year
  - PB will add the public scanning computer and the scanning computer in Media Services to round out the numbers
- Could the microform scanner be added to this?
  - DB—No, because the way the scanner works requires a computer with a SCSI card
- What should be done about job duties?
  - Noticed that job duties are woefully out of date & separate out each aspect of a librarian’s job
  - DB—we made them to write the job descriptions
  - AL—it’s not worth spending time on
  - DB—mark it as a defunct committee on the K drive

Katie:
- Totally reorganized office, files
- Found large amounts of data about Special Collections in the file cabinet in office
  - Will make better record of Special Collections holdings
- Displays are up for November, mostly done with December
  - DB—why is board in front of Circulation a Thanksgiving theme surrounded by book covers about Native Americans?
    - KS—there are 5 books total about Thanksgiving
- Kaylie is almost done with her initial training

Technical Services Librarian Position:
- Theda and Tech Services homework
  - Would like both a presentation and to have them explain the technical side of software they’re not familiar with
    - Create a plan and implementation schedule
    - Could even do it using a product we actually want to use, so that it’s useful for us instead of just busywork
  - AL—can you create a draft of this?
    - DB—Can’t we just explain what we want?
    - TS—Since we have very specific desires and needs, it would be better to lay out what we need specifically & this would help us with use of a system like D-Space anyway
- AL—we need to see that the candidate is detail-oriented, understands systems & cataloging
Librarian Meeting Minutes from November 14, 2013

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

- Can we make them present on a Government Document or cataloging?
  - TS—Dislike idea; no one else had constraints on their presentations
  - CB—The reason that we have them do a presentation is to judge their skills in instructing an undergraduate audience, using activities, handouts etc.
  - TS—also, you could make them talk about cataloging. It doesn't mean that they actually know cataloging.
  - DB—This is more what the hour alone with the candidates is for, so you can see if they know their stuff
    - Also, does everyone really want to sit through a presentation on metadata schemas and RDA?
  - TS—there is some metadata involved in the implementation of D-Space, so you can see some of their skill in that

- Questions & interviewing process
  - AL—I’d always like to make the interviewing process better
    - We want to make sure people can both talk the talk and walk the walk
    - It’s hard with someone as excellent as Theda, because if someone isn’t as excellent people may unintentionally hold it against them
  - KS, CB—the whole process is very intense
  - DB—we can always ask more pointed questions in the hour we have alone with the candidate, especially if they’re written down
  - CB—what is it exactly that we want to know? What are our priorities from the interviews?
    - AL, DB, PB—weeding out candidates during phone interviews
      - Some very odd answers to some questions
    - CB—If our goals for asking these questions are specific, why not specify our goals in our phone interview questions?
      - questions 4 and 5 and hard to answer as-is
  - CB—we should ask them about how they handle change
    - Thought about talking about continuous improvement, but really the library is always changing staffing, scheduling, etc.
  - TS—Question 7 about professional development was hard, because the pat answer is “I want to develop professionally by working somewhere else”
  - AL—CB’s point about change and TS’s point about professional development are two sides of the same coin

- Revising questions for phone interview
  - Adjust them to fit what we’re actually looking for
    - Change 3 to “Innovative and/or integrated library system experience”, since “systems” can mean anything
    - 4 is to gauge reference experience
Librarian Meeting Minutes from November 14, 2013

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

- CB will revise
  - 5 is to gauge instruction experience
  - CB will revise
  - 6 is to gauge liaison & collaboration experience, as well as working with other disciplines & handling diversity
    - DB will revise
  - 7 is to see how they keep themselves updated with changes in the field
    - AL will revise
      - AL—Should we send out the phone interview questions beforehand? Tech Services people don’t tend to be social
        - DB—No, for three reasons:
          - they’ll Google the answers to those questions
          - we won’t know that the experience they talk about is actually theirs
          - Tech Services people are actually getting more social in this current generation of MLIS students
        - CB—We require that everyone does Reference and can think on their feet, even if the answer to a question is “I’m not sure, let me find out for you”

- Timeline
  - Narrow candidates by Dead Week (12-2)
  - Phone interview during Finals Week (12-9—12-13)
    - Even if candidate is local, they will be interviewed by phone
  - On-campus visits
    - Have written questions for one-on-one time, if applicable

Next Meeting: January 16
Librarian Meeting Minutes from January 16, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

Agenda for 1-23-14:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Budget (20 min)
4. Librarian Training: Training article, etc (20 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. Print Management Systems

Action Items:

Everyone –
- Bring list of technological desires to next Librarian’s Meeting (1-23)
- Finish workplan blurbs and send to Adrianna (1-23)

Adrianna –
- Follow up with Jeremy about printer selection & server space

Chelsea –
- Send out revised intercom policy (1-30)
- Bring in Library Management book for Allie Barton to use in her internship (1-31)
- Send out materials for “summer” workshop on Feb 1 (2-1)

Dana –
- Bring database list for budget discussion (1-23)
- Introduce Katie to specialty binder (1-23)

Patrick –
- Communicate with liaison departments about budget (1-30)
- Work on computer equipment needs for budget discussion

Katie –
- Fix public copier (10-31)
- Talk to communication about obtaining their old Macs from their computer labs (11-22)
- Meet with Dana (1-22)
- Status report on Amria

Discussion:
Adrianna:
- Amria’s Internship
  - She needs to work 60 hours for her internship
Librarian Meeting Minutes from January 16, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

- Amria’s class schedule:
  - Monday: 11am – 12pm, 2pm – 3:15pm
  - Tuesday: 9:30am – 10:45am
  - Wednesday: 11am – 12pm, 2pm – 3:15pm
  - Thursday: 9:30am – 10:45pm, unavailable 3:00pm onwards
  - Friday: 11am – 12pm

- If we only have her 4 hours a week, that will mean 2.5 weeks for each librarian
  - 2.5 weeks won’t work, since it goes into finals week

- Making her work 5 hours per week divides neatly into 2 weeks per librarian
  - Schedule now worked out at two weeks each
    - January 21—31: Katie
    - February 3—14: Chelsea
    - February 17—28: Dana
    - February 24—March 3: Patrick
    - March 10—March 14: Flexible week
    - March 17—March 21: Spring Break
    - March 24—April 4: Tech Services Librarian
    - April 7—April 18: Adrianna

- Each librarian works out their schedule with Amria prior to their time with her

- Allie Barton
  - One of her classes was cancelled, which brought her below full-time
  - Now she will be doing internship with AL as class credit
  - This will be an administrative look at libraries
  - CB will bring her Library Management book for Allie to read

- Budget
  - Staying the same this year
  - Bring equipment needs
  - Talk to your people regarding equipment

- Blackboard
  - When there are problems with Blackboard that affect the whole university, copy HelpDesk on them

- Librarian’s meeting
  - Can we move to 9am?
  - All strongly in favor except CB, who is fine with it

- Librarian Candidate instructions
  - May need to make these clearer
  - Agreed change:
    - Instead of 20 min excerpt from 50 minute session, make into series of three 20 min sessions, and have candidate present one of these.

Dana:
• EDS training is set for next Friday
  o The whole Reference staff is included in this training
• Problems with carrot on the upper left in CatPac search
• Several instructions done already for Nursing
• Running for OLA president

Chelsea:
• MLK event
  o Spirit nominees and essays
  o On Tuesday
• Regina Robertson donation done
• OKLSI—revising tutorial procedures
• Instructions for March

Patrick:
• Reference Printing problems
  o OneNote forces itself to be the default
• iMac on Fourth Floor
  o Though it’s limited to library.ecok.edu, it includes the databases (because of proxy)
• Instructions and consultations for follow-ups
• Recording studio in the business building almost done

Katie:
• Event
  o Asked for refreshments—DB says to send requests to her
  o Approval for blurb to be written on the Outreach page—approval given
• Oversized book move is done
  o Hanging sign for books is okayed
  o DB thinks that some signs are in 2nd floor closet
• February displays ready
• New signs for copiers
• ILL required book lists complete & at Reference Desk
• Hauan inventory list discovered, scanned and transcribed
• Rotating images
  o Librarians want lounge and DVD images off rotation
  o When AL was giving transfer student tours, noticed several seemed old

New Librarian Training
• Put plan together for conversation
  o Dana creates sample notebook
Librarian Meeting Minutes from January 16, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

- Flip through pages and see what needs to be changed
- See who gets what duties
- AL and DB schedule meeting to go over this
  - They bring changes to the group
- When can people meet to talk about candidates?
  - Friday at 4pm?
    - CB will be heading out of town
  - 9am on Tuesday
  - Before that, send email only to AL regarding candidate choice and reasoning

Next Meeting: January 23
Agenda for 1-30-14:  

1. Action items (10 min)  
2. Around the Horn (25 min)  
3. Budget (10 min)  
4. Outreach Plan (10 min)  
5. Prepare next week’s agenda (5 min)

Future:  

1. Security Camera Update  
2. Print Management Systems

Action Items:  

Everyone –  
- **Think about databases that you can cut (1-30)**  
- Look at SHAREOK and send Dana vote on including it on e-resources page(2-6)  
- Register for OLA (2-15)  
  - Select Pay Later on conference registration and send invoice to Dana(2-15)  
- Edit & update your portion of the Librarian Training Manual (2-17)
  -

Adrianna –  
- Talk to Jeremy about:  
  - Login problems with Katie and grad students  
  - MS Office for community patrons

Chelsea –  
- **Send out revised intercom policy (1-30)**  
- Send out materials for “summer” workshop on Feb 1 (2-1)  
- Revise instruction session prompt for librarian candidates (2-6)

Dana –

Patrick –  
- **Forward email to Adrianna re: community patrons and MS Office(1-28)**  
- Set up scanner demos with people who scan for ILL—Wendy, Destiny, and Collection Services students

Katie –  
- **Talk to communication about obtaining their old Macs from their computer labs (11-22)**  
- **Status report on Amria (1-30)**  
- Make “Printing Not Available” sign (2-6)  
- Make new versions of rotating images to be cycled every 3 months (2-28)
Discussion:
Adrianna:
- Joni Stine has been offered, and has accepted, the position of Technical Services Librarian
- Will be leaving at 10am on 1-30
Dana:
- Working in the Technical Services area to prepare for new librarian
- Phase boxes
  - Materials have just arrived
  - Students are working on constructing them now
- Shaw Collection
  - Can leave building at the end of the calendar year
  - Dana ordered 100 Better World Books boxes for the move
- SHAREOK
  - Look at it and see if it’s something we want to add to the e-resources page
- Policy update proposal
  - Five year plan was approved
  - Can change policies before official date; this is a tool to make sure that all items are updated regularly
- Teaching Circle
  - AL—Take down materials and throw them away
Chelsea:
- MLK event
  - Went well, positive feedback
  - Video of event is on YouTube
- Freshman seminar training
  - First training with students is done, second is upcoming
- Intercom
  - Does anyone know how these work?
  - AL—talk to Marcus
- Faculty Senate Meeting
  - Now is official senate representative
    - Don’t need to be voted in as only candidate
  - Committee appointment issues
  - Changing distribution on committees—lots of CLASS faculty not able to get on one
  - Might be need to dissolve some committees
  - How to get rid of non-participant members of committees
  - Recordkeeping
Librarian Meeting Minutes from January 23, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

- DB—they need to house minutes and annual reports on the website, but they’re not necessarily needed in the records room
  - DB—Should send minutes to Shari so that they are publicly available, and how else will you know if you want to join a committee?
- Can people make Blackboard shells for their committees?
  - AL—no; MyECU allows you to make groups for this exact purpose
    - CB just on senate, on emerging technologies committee
      - AL—Emerging Technologies Committee should talk to me about Distance Ed, so they can get cool things
      - CB—there were some ITV complaints
    - Survey on class climate—should include technology questions at end
      - Online participation vs. face-to-face participation
    - Proposal to officially change name of class climate surveys in faculty evaluations
- New version of LibGuides coming out soon, LibGuides 2
  - Awesome things like tabbed boxes and spanning columns are coming with this
  - Makes it easier to sort e-resources
  - CB has signed up the library for the beta site testing
    - Beta will have no content
    - When we are happy with it, we will ask them to migrate our content to beta
    - Migration will likely occur during an intersession

Patrick:

- Print management
  - Kyle installed a print management system
  - Can now view & cancel jobs from the Circ desk
  - No more worrying about Circ1 and Circ2; this will pick whichever printer isn’t busy
  - Option will be coming to be able to limit pages printed—if over certain #, print job will be auto-paused and we’d have to release it
- Instructions for Jan Long, more next week
- Scanner demos
  - Did this with Kaylie
  - Much simpler than old ones, went very fast
  - Will do one-on-one demos for people when they ask for it
  - DB—the people who scan for ILL should get to know scanner b/c it will make their lives easier
- Recycling cartridges
  - Now can send out old cartridges to be recycled
  - AL—not pleased that we have to pay to send it to be recycled
Katie:
- Copier updates
  - Rick hasn’t been very communicative
  - AL—the copiers work as-is. We don’t want to push away Rick by making him do something that he clearly doesn’t want to do.
- More Scribd data
- Reserves and e-reserves
- Rotating pictures
  - KS would like to refresh images
  - AL wants these to be rotated out more frequently
  - Put on rotation cycle
    - Make several versions of each picture, which can be swapped out every 3 months or so
    - Doesn’t preclude making more, just makes sure that we have something fresh each time people log on

Conferences
- Who is going to IUG?
  - Dana is due, but new librarians usually jump the queue
  - Between JS and KS
    - KS thinks JS will get more out of it
  - JS will be going to IUG
- OLA
  - CB and Jolene will be presenting
  - DB will be going
  - PB, KS want to go
  - All librarians—except for AL and JS— and Jolene will be going to OLA
  - Select “pay later” when registering on the OLA website
  - Pay for your travel and hotel yourself and get reimbursed through the travel request form

Budget
- PB
  - Computer replacement plan
- CB
  - Projector in group study room
  - AL—love the idea. Should get one with WiDi
- DB
  - ContentDM
    - Need numbers from KS on this
  - Databases
    - More cost than we thought
Librarian Meeting Minutes from January 23, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

- Please check with your liaisons to see what can be cut
  - KS—Adobe Creative Suite; either one copy on a shared computer or two copies on Katie and Kaylie’s computers.

New Librarian Training
- Nuts & Bolts has been folded into Administrative, Mentoring
- Mentoring has been made an explicit part of the training process
- Any edits to be made have to be done before 5pm on February 17

Next Meeting: January 30
Agenda for 2-6-14:

Future:
1. Security Camera Update
2. Print Management Systems

1. Action items (10 min)
2. Around the Horn (30 min)
3. Budget (20 min)
4. Outreach Plan (20 min)
5. Prepare next week’s agenda (5 min)

Action Items:

Everyone –
- Bring ideas about equipment to next Librarian’s Meeting (2-6)
- Look at SHAREOK and send Dana vote on including it on e-resources page (2-6)
- Register for OLA (2-13)
  - Select Pay Later on conference registration and send invoice to Dana (2-13)
- Edit & update your portion of the Librarian Training Manual (2-13)
- Liaison reminders
  - Outreach Librarian will send out the newsletter. (2-14)
  - Communicate with individual faculty who have requested instruction. (2-30)
  - Communicate with liaison departments about budget, including end of March deadline. (2-30)

Adrianna –
- Talk to Jeremy about:
  - MS Office for community patrons

Chelsea –
- Send out materials for “summer” workshop (2-1)
- Status report on Amria (2-6)
- Revise instruction session prompt for librarian candidates (2-6)

Dana –

Patrick –
- Set up scanner demos with people who scan for ILL—Wendy, Destiny, and Collection Services students

Katie –
- Talk to Brad Jessop about obtaining old Macs from Communication computer labs (11-22)
- Email Adrianna for everyone’s praise from reference & instruction evaluations (2-6)
- Make “Printing Not Available” sign (2-6)
- Make new versions of rotating images to be cycled every 3 months (2-28)

Discussion:
Adrianna:
- New car
- Freshman Seminar tour
  - Some great sellers in our groups
    - Candy from the pants
    - Maps to take over the world
- Evaluations
  - Everyone is amazing
- Advertise the reference desk
  - Rotating images, whiteboard, newsletter
  - CB—Testimonials from faculty on instruction
  - Wordles on website leading to testimonials on department webpages for the full text
  - AL—Want to use features in advertising
    - We could advertise that we have the same coffee as Sonic—DB
- EBSCO training thoughts

Chelsea:
- Revising tutorial procedures
- Tutorial widget being bought by office that handles ProCards
- Went to COIL meeting online
  - Will be participating more
  - UnCOILed—July 18
- Will be out Feb 14 for “When Patrons Don’t Show You Love” workshop on library safety
- Recyling
  - Option to have plastic bottle recycling for patrons
    - DB—there have been gnat problems with recycling bottles
    - CB—maybe have students empty these every day?
    - AL—CB need to find out how often these are emptied by Robert Hayes’ people, what kind of bins they offer, etc.
  - Does this recycling include poster printing cartridges?
    - PB—yes, they’ll pick up and let us know if they have problems

Dana:
- OLA
- ACS is no longer charging us for access to fulltext we have already – used to be $75 per title
- Working with Lone Beasley for digital files of the Ada Evening News
- Nursing accreditation—very impressed with library holdings, budget, relationships with libraries at distance sites

Patrick:
- Email from HelpDesk re: print management system
  - Should be fixed
  - Kyle is hand-installing on every reference computer
- Nursing is using the new Media Services laptops & Circ’s backup printer for their accreditation
- ProCard snafus—both billed later and paid at same day, but that was resolved
2 classes this week

Katie:
- Circ’s shelving errors are down to 1% from 2.5% in November
- New UC posters are up
- Bookapalooza books ordered through bookstore
- Newsletter will highlight Nursing Reference Center, Art, and EDS
  - Can put in quotes from evaluations in spare space
- PDF snafus
  - We have 16,776 pages in the journals & pesagis
  - Originals of scanned images are in .jpg format and need to be re-formatted
- Going to Interscholastic Meet Majors Fair
- Amria
  - Oversized posters
- PASIG
  - Infographic of annual report at OU Tulsa—could do condensed version ourselves to hand out
    - AL—not the full annual report, but bite-size version would be nice as marketing tool
  - Whisper Walls in OU-Tulsa: thin soundproofing on walls which is not hideously ugly
    - Could be part of new GSRs—CB
    - AL—we will be getting new GSRs with grant, so make wishlists of new things & updates for current GSR
  - Anyone can join OKARCL PASIG, since it’s free, so staff in public services positions is invited to join

Budget
- DB—Lots of cuts in databases since the last meeting means very little increase in costs, so there might actually be money left over
- AL—with this leftover money, think outside of the box. iPads, 3D printers, something cool

Next Meeting: February 6
Librarian Meeting Minutes from February 6, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

Agenda for 2-13-14:

Future:

1. Action items (10 min)
2. Budget (20 min)
3. Outreach Plan (20 min)
4. (optional) Intercom (15 min)
5. Around the Horn (30 min)
6. Prepare next week’s agenda (5 min)

Action Items:

Everyone –

- **Get prices for your budget wishlist items and send to Adrianna(by 5pm 2-11)**
  - Vote on budget wishlist (2-18)
  - Make final decisions on purchases from budget wishlist (2-20)
- **Register for OLA (2-13)**
  - Select Pay Later on conference registration and send invoice to Dana (2-13)
- **Edit & update your portion of the Librarian Training Manual (2-13)**
- Liaison reminders
  - Outreach Librarian will send out the newsletter. (2-14)
  - Communicate with individual faculty who have requested instruction. (2-30)
  - Communicate with liaison departments about budget, including end of March deadline. (2-30)

Adrianna –

- **Price new security cameras, look into hookups for existing ones (2-11)**
- **Send out list of budget wishlist items (2-13)**
- **Pull out all quotes from reference evaluations for Wordle (2-28)**

Chelsea –

- **Price Lynda.com campus (2-11)**
- **Status report on Amria (2-6)**

Dana –

- **Price new color copier (2-11)**

Patrick –

- **Price additional reference computers, lending laptops, color printer, scanner for 2nd floor, projector for GSR (2-11)**

Katie –

- **Price intercoms, 3D printers, 3D scanners (2-11)**
  - *Talk to Brad Jessop about obtaining old Macs from Communication computer labs (11-22)*
  - *Make “Printing Not Available” sign (2-6)*
• Make new versions of rotating images to be cycled every 3 months (2-28)

Discussion:
Adrianna:
• New car should be coming in time for CB’s workshop on the 14th
• Can’t buy software on ProCards, but if you need to, call Jenny
• Peggy Saunkeah
  o 3 Haney paintings & 1 Remington sculpture to be given to the library on long-term loan
  o Lots of funding now focusing on performance factors, i.e. do students go to work, and are they in their field?
    ▪ This will probably be a collection development focus
• Library Committee meeting this afternoon
  o Members: Adrianna Lancaster, Thomas Lannis, Thomas Parr, Larry Choate, Debbie Claxton
• Had to close on Sunday this week; that was a hard call to make

Dana:
• Lone Beasley—free access to Ada Evening News to 2008
• All EDS profiles now correct
• 9 boxes to BWB from donations
• Shaw collection is starting to be boxed up
• Career Center LibGuide up for Peggy Saunkeah
  o Best Careers in Nursing, resume help, etc.
• Trying to get e-books; if you are looking at a career book, send information to Dana
• Maybe Career Center LibGuide should be advertised on rotating images

Chelsea:
• Diversity Lecture planning
• Revising OKLSI procedures for 10th
• Certificate widget is in place & working—can now add backgrounds! And quiz scores!
• Mica’s baby shower scheduling; all are welcome
• Off next Tuesday for dental work
• Intercom update
  o Marcus will designate button on everyone’s phone—dial-in system
  o Code will be given to librarians, staff
  o Right now, the system will not allow you to hang up
  o Might be possibility of cell phone dialing
    ▪ DB—that’d be great for tornados, since we leave everything unlocked. We’d give updates to new arrivals through the cell phones
    ▪ AL—great idea, but students shouldn’t have access to the cell phone line.

Patrick:
• Adobe information—serial numbers & installations are confusing; some are for multiple devices
• Faculty Senate’s Committee on Committees is meeting and cleaning up committees now—asking if people want off, then recruiting through schools & colleges, then sending on the rest to all faculty
• Creating process to post committee minutes on MyECU
  o CB—I have Senate tomorrow, tell me comments/objections
    ▪ DB—why are they using MyECU? It’s a public forum, put it on the website
    ▪ CB—since these objections were voiced last week, I brought them to the senate already
• Working with David Wier on research day, getting faculty input on the Center for Undergrad Research

Katie:
• Event postcards done, drafting email & asking for it to be put on whiteboard
• Newsletter almost done
• Use of reference praise in newsletter:
  o Wordle sent out with quotes from AL
    ▪ Placement & connotation issues
    ▪ AL—quotes sent out were hand-picked; if we want to do a wordle, I’d rather use all the reference quotes
    ▪ KS—option to do pull quote instead
  ▪ Decisions:
    ▪ Wordle will be for April newsletter, and use phrases, not individual words
    ▪ Pull quotes will be in every newsletter as advertisement of awesome service
• EDS advertising email sent out
  o Please let KS know if you need help with liaison follow-up email
    ▪ DB—could you turn screencaps of button creation into document/PDF?
• Got archival films from Media Services, Admissions & Records
  o $1 bet from AL that films are graduations

Brief break to move bronze statue into display case

Budget
• What are the items that are on this wishlist
  o KS—3D printer & 3D scanner
  o DB—Color copier, subscription upgrades, more reference computers,
  o CB—security cams, more reference computers, laptop lending, color printer for students, 2nd intercom system for annex, public scanner on 2nd floor, Lynda.com campus subscription
  o PB—GSR projector, recording studio
• Security cameras
  o AL—I think this is very important
  o New Cameras
    ▪ CB—On front door, reference floor
    ▪ DB—in elevators, in public services areas on the 2nd floor
    ▪ AL—in student lounge
  o Could also fix existing cameras to that they are tied to something
    ▪ Existing cameras in people mover, staff/back stairwell
    ▪ Marc Jones, from education, is fabulous and asked how our cameras were recording/where they tied in
• AL will send out quotes for each wishlist item in a list on the 13th
  o These will be discussed at the next meeting
Final voting will be on the 20th

Next Meeting: February 13
<table>
<thead>
<tr>
<th>Time</th>
<th>Item Description</th>
<th>Cost</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>1200</td>
<td>3D Printer</td>
<td>$6,000 - $4,800</td>
<td>Katie</td>
</tr>
<tr>
<td>1800</td>
<td>Color Copier</td>
<td></td>
<td>Dana</td>
</tr>
<tr>
<td></td>
<td>Monitors in Reference</td>
<td>$4,800</td>
<td>Patrick</td>
</tr>
<tr>
<td></td>
<td>Security Cameras</td>
<td>$10,000 each</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Laptop Lending</td>
<td>$11,700</td>
<td>Patrick</td>
</tr>
<tr>
<td></td>
<td>Color Printer (stairs)</td>
<td>$12,600</td>
<td>Patrick</td>
</tr>
<tr>
<td></td>
<td>Intercom for annex</td>
<td>$10,000</td>
<td>Katie</td>
</tr>
<tr>
<td></td>
<td>Public Scanner for 2nd floor</td>
<td>$2,500 - $3,500</td>
<td>Patrick</td>
</tr>
<tr>
<td></td>
<td>Lynda.com</td>
<td>$25,000 (15,000?)</td>
<td>Chelsea</td>
</tr>
<tr>
<td></td>
<td>Recording studio</td>
<td>$800 camera 1600 (total $5,000)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Projector Q5</td>
<td>$2,200 - $2,000</td>
<td>Patrick</td>
</tr>
</tbody>
</table>

Security Cameras
- Front door
- 4 2nd floor office
- 4 elevators
- Student lounge 1 computer
- (2) Reference floor 2 circ. desk

Exist
- 4 people mover staff well
- 4 staff mover well
- 1 people mover hallway
- Study area 2nd floor

Present: Chelsea, Patrick, Dana, Adrianna, Katie
Librarian Meeting Minutes from February 13, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

Agenda for 4-3-14:

1. Action items (10 min)                   Future:
2. Around the Horn (30 min)               1. Security Camera Update
3. Staff Reference Evaluation (15 min)    2. Print Management Systems
4. Contingency Money (15 min)             
5. Intercom (15 min)                      
6. Prepare next week’s agenda (5 min)     

Action Items:

Everyone –
• Liaison reminders
  o Communicate with liaison departments about budget, including end of March deadline (3-07)
  o Outreach Librarian will send out the newsletter (3-13)
  o Send out second email about instruction to the entire department (3-31)
  o 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?”) (3-31)

Adrianna –
• Pull out all quotes from reference evaluations for March newsletter’s Wordle (2-28)

Chelsea –

Dana –
• Update on Amria (3-27)
• Check on true orange and trade-in on color copier

Patrick –
• Update on Amria (3-27)

Katie –
• Make new versions of rotating images to be cycled every 3 months (2-28)

Budget
• PB
  o vote for 4 reference computers at a time for ease of replacement cycle
  o wants laptops
  o 4 ms laptops
  o How often are they checked out? 2 almost always
  o Athletics to record basketball games
Librarian Meeting Minutes from February 13, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

- AL—we can’t supplement them in this way; they need to purchase them if their department needs them
  - Requests for laptops
- Contingency money—new things with old money
- Paper budgets—black wire rack behind AL’s desk
- Why is the budget the way it is? —CB
- AL explains budgeting:
  - E & G
    - lots of rules but renews every year
    - university operates out of this
    - from tuitions and state monies
    - No food or clothes can be bought from this
  - 730
    - Grant money, soft money, not in the budget
- Fees
  - Students pay them
  - Spent on what it is designated for
  - Rolling average of STF
  - Library technology fee—AL edits & updates
- Priorities
  - Automation system
  - Databases
  - Computer replacement
  - Sam’s pay
  - Then whatever we want that’s technology-related
  - How do we buy furniture?
    - That’s harder
    - Comes from E & G
  - Physical plant is carpet, more extra on furniture
  - No monies can be added to travel
  - CB—what about IUG? Can other conferences be on tech fee?
    - No, IUG is from tech fee and for better use of automation
  - LLAF—they can spend money on anything
    - KS—could LLAF sell mugs, shirts?
      - AL—they can, but have to think of ways to do fundraisers etc.
    - AL—shirts from other institution had “10 reasons books are better than drugs”
  - CB—root of question was on travel and furniture
    - Can we get access to replacement book fees?
    - AL—may be possible

Outreach Plan
- Needs Originals showcase every spring
- Add cover sheet
- Add reminders to add events to LLstaff calendar
  - AL—only add reminders for products, not processes
• If this is designed for internal use, should add summaries for external audience on Outreach page
• Add changing of picture frame images every semester

Future Meetings
• Haven’t finished Outreach Plan, and AL is out next Thursday
• Solutions:
  o Finish budget on Wednesday, February 19th
  o Mini-librarian’s meeting on Thursday, February 20th to finalize edits on outreach plan & intercom discussion
    ▪ AL will honor any decisions made at this meeting

Next Meeting: April 3
Librarian Meeting Minutes from April 3, 2014
Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

Agenda for 4-10-14:

1. Action items (10 min)  
   Future:
2. Around the Horn (30 min)  
3. Instruction Workshop Debrief (15 min)  
4. Contingency Money (15 min)  
5. Intercom (15 min)  
6. Prepare next week’s agenda (5 min)

Action Items:

Everyone –
- Liaison reminders
  - Outreach Librarian will send out the newsletter (4-18)

Adrianna –
- Send out submitted equipment orders (4-9)
- Converse with Marcus about intercom status (4-9)

Chelsea –
- Email OLA recap (4-16)
- 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?”) (3-31)

Dana –
- Email OLA recap (4-16)

Patrick –
- Send out second email about instruction to the entire department (3-31)
- 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?”) (3-31)
- Email OLA recap (4-16)

Katie –
- Make new versions of rotating images to be cycled every 3 months (2-28)
- 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?”) (3-31)
- Email OLA recap (4-16)

Discussion
- Adrianna
Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Dates
  - Faculty and Staff Appreciation—April 24th in Ballroom
  - George Nigh Luncheon—April 25th, $5
- Car on LLStaff calendar
  - Call Jenny to confirm, then put on calendar as an all-day event, starting with CAR
    - Example: “CAR KS Tulsa”
  - AL reserves the right to override car reservations
- No art from Peggy Saunkeah
- Meeting with Mike Hamil from ExLibris—OU and UCO on OCALD business—consortium pricing
- Library Meeting next week—Public Services and Service Cards
- Assessment workshop at Cameron going on May 2nd
- Annual Reports mentioned favorably by Dr. Anderson

- Patrick
  - Working on ordering streaming content with Education and Human Resources
  - Kelly Kerr—book for Oklahoma Studies
  - OK Research Day—low numbers still
- Chelsea
  - Support with diversity lecture, then done with Human Diversity Committee
  - Working on GLBT scholarship recipient
  - OKLSI procedures manual has been sent out to everyone
  - Faculty senate tomorrow—committee on committees
    - Record-keeping issues
    - Gun control resolutions
    - Editorial in journal re: fees for raises in the Business department
    - Working more closely with student senate
  - Mica visiting next Wednesday afternoon
    - Card & Plant
  - LibGuides 2 is out
    - We have it, but likely won’t have time to implement it until summer
- Dana
  - Funds—order now or by 8am Monday
  - WAM stats
    - Handout with numbers for the fiscal year to date
    - Most logins are in the middle of the day, and 75% of all logins are off-campus
    - Working on normalizing numbers
- Joni
  - Centennial of Government Depository
    - GPO called over break and thought it was 50th anniversary, but JS found out it’s the 100th
    - Plaque
      - Applying for one now online
    - Events
Librarian Meeting Minutes from April 3, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- GPO sends out people for events at 25-year anniversaries
  - KS—it doesn’t have to be a big deal
  - AL—if they pay for it, then let’s invite them
  - AL & DB—it should be a big deal

- Planning
  - Talked with Katie—thinking month of November
  - DB—why not do it on the anniversary of the dedication of the library in October?
  - JS and KS agree to dedication date

- Went to OSU to talk to their Gov Docs librarian
- Talked to state librarian and state Gov Docs librarian
  - DB—sent her there because it was easy to find Gov Docs experts externally, plus there aren’t any in the library now
  - If other librarians find state librarians who are experts in their specialty, that can become part of their training too

- Katie
  - DVD cases in for replacement of old ones
  - New sign holder ordered & hung in the UC
  - Working through donations
  - Getting ready for Lincoln exhibit in Fall
  - Amnesty week for National Library Week
    - Will be during enrollment week
    - AL—UNT had a program where you brought in canned food to get your fines forgiven; could we start a book drive for ours?
  - CB—call it Books for Bills

Staff Reference
- AL—no need for special reference cards
  - Next steps: talk over service desk cards at whole-library meeting

Contingency Money
- KS—can we get Photoshop with this money?
  - AL—no, must be a physical item
- Could get 4 reference computers if they come in under the quoted amount
- Does anyone remember what we voted on getting with the equipment money?
  - AL will send out ordered items to everyone
- Bring suggestions to the next meeting for contingency money

Next Meeting: April 10
Agenda for 4-17-14:

1. Action items (10 min)  
2. Around the Horn (30 min)  
3. E-book status (5 min)  
4. OLA debrief (10 min)  
5. Contingency Money (15 min)  
6. Intercom (15 min)  
7. Prepare next week’s agenda (5 min)  

Future:

1. Security Camera Update  
2. Print Management Systems

Action Items:

Everyone –
- **Check out former graduate school furniture on first floor and decide if you can use it (4/17)**
- Check you & your staff’s room listings in the ECU directory against the ECU map of the library & library annex (5-22)
- Liaison reminders
  - Outreach Librarian will send out the newsletter (4-18)

Adrianna –
- **Poke Marcus about intercom status (4-16)**
- **Send Katricia Pearson’s invite for May workshop to librarians (4-16)**
- Look into the following for library parking:
  - Turn perpendicular spots behind library into slanted parking spots
  - Re-paint parallel parking spots behind library
  - Move handicapped parking sign by Annex to handicapped parking space

Chelsea –
- **Email OLA recap (4-16)**

Patrick –
- **Add turning on overhead lights in Student Lounge to Media Services’ student closing procedures (4-16)**
- **Email OLA recap (4-16)**

Dana –
- **Get statistics on amount of e-books we have, how much they cost, etc. (4-16)**

Katie –
- **Get statistics on use of e-books (4-16)**
- **Email OLA recap (4-16)**
- **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?”) (3-31)**
• *Make new versions of rotating images to be cycled every 3 months (2-28; 5-29)*
• Look over 16mm film, player in MS
• Write t-shirt proposal for LLAF board meeting
• Add monthly reminders for Outreach to LLstaff, and email out these reminders the week before they come up on LLstaff

Joni –
•

**Discussion**

• **Patrick**
  • Liaison departments did not go with streaming
  • Trial with Discovery Education set up for summer
  • Getting rid of video storage in AV storage room
    • Give it to Surplus, they’ll move it
    • DB and AL—also, we want to get rid of old grad school furniture
      • In 1st floor storage area
      • Everyone needs to look at it by next meeting and decide if they want to take it

• **Chelsea**
  • Lots of instructions
  • Faculty Senate
    • No Hargrave, since his father passed
    • Some info on 403b retirement plans
    • One senator proposed a resolution to automatically break classes with over 32 students into multiple sections—was voted down

• **Dana**
  • Working hard on orders
  • Nursing ordered some streaming videos
  • 4 new journals
  • Plenty of money left over for this year, so everyone’s requests were ordered
  • Received donation of books from Hada from Scissortail
  • Lisa Jones
    • Did EDS training with us
    • Will be helping conduct in-service training for area libraries, is having EBSCO pay for lunch
    • This will likely be on August 8, 2014
  • Propose to move handicapped sign over to actual location of handicapped spot
    • AL—yes, we will if we keep it, which we may to ensure the same number of handicapped spots
    • AL will talk to people about this, repainting spaces, and making slanted spaces

• **Joni**
  • Gov Docs
    • Public Access Assessment this summer
    • Designed to be supportive
DB—don’t worry, ODL and state Gov Docs librarians will make sure to help
She and Barry are going to see Steve, the ODL Gov Docs librarian, on Tuesday
  o Dedication day
    DB found this was October 23, so will aim to have 100th anniversary celebrations then
  o Digital Repository
    What is the budget for this?
    AL—doesn’t have one now
      • Could find some money if what we decide on isn’t free
      • Any costs need to be one-time, not ongoing fees

Katie
  o Working on adding fire extinguishers, exits to the library maps
    AL—could we add room numbers?
    KS—rather not, plus map on ECU website has room numbers
  o Students are using the student lounge after dark in ways that verge on inappropriate; could we have some policy on turning overhead lights on?
    DB—wanted to bring it to the librarians because when student lounge light switch was moved, there was agreement that overhead lights would be on when patrons turned them on
    May be good idea in light of recent furniture breaking
    Librarians all agree to implement policy, since students can still turn off the overhead lights if they want
    Easier on student workers to have one agreed-upon time to turn them on, instead of checking for when the sun sets every day
      • DB—make the time 5pm, when shifts change
      • PB—since MS students leave at 5pm, we could just add it to their closing procedures

T-shirts
  o Sent out proposal to have student workers compete to create design for library t-shirts
  o Are these for some kind of uniform, or just for spirit/morale?
    • KS—imagined that they’d be used for spirit at events, raising awareness, etc.
  o AL—do we buy these for everyone?
    • KS—no, plan was to buy one to give away to a student for free and have the rest of the library workers buy their own, either from us or from the t-shirt place
    • AL—we shouldn’t make a profit off of library workers
    • KS—we could have t-shirt vendor store the design, and then people buy them when or if they want them
    • DB—most t-shirt vendors will let you buy in bulk for a discount; we can do that and then see how much it would cost to sell to break even
Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- CB—we should have something we sell with the library logo on it since we’re pretty popular around campus
- KS will write a proposal, including pricing, for LLAF
  - Potential vendors:
    - Vendor OLA uses
    - Vendor Communication & Marketing uses
    - Vendor by Whiterock
    - Vendor on 10th street
  - Amnesty week email went out
    - Will extend one more week since no one’s taken advantage yet
    - DB—do we like the “fine” forgiveness wording? Technically it’s a bill and a fee we’re waiving
      - Other librarians are okay with word “fine” to describe money that people owe the library
  - Library maps are being updated to reflect exits and fire extinguishers
  - Having Circ students help fix OCR in Journals when there’s no work at the desk—slow process, may take years
  - Date due audit & cleaning of items
  - Made stable images of library logo, LLAF logo
- Adrianna
  - Was talking to CJ, former ECU grant writer and current VP for Freed-Hardeman, on the phone before meeting
    - Built a new library for his facility, where 3rd floor is home of all faculty & student support offices
      - CB & DB—met library design firm Pro-Forma, who had suggestions about noise reduction in Linscheid Library
      - AL—we should look at someone who specializes in designing libraries to help make future renovations
      - AL—love to have one service point, glassed-in walls behind reference
      - Could wall off current Circ desk to make offices, make tunnels through the 3rd floor, or even move everything to 2nd floor and open emergency doors by lounge for an entrance
        - This would all be well into the future
  - Copier from Graduate School is available
    - Since everyone already replaced their copiers from the Dean’s Office upgrade, there are no takers
  - Stairs on outside of the building are separating from the ground
    - Ram Jack has been called to fix this
    - DB—saw someone in a work uniform looking out there yesterday
- Outreach plan
  - Now that it’s finished, AL wants to know when things should happen
  - KS—could add these to the monthly liaison reminders
  - AL—no, more like how it’s laid out in the plan week by week
  - KS will add reminders to her calendar, LLStaff calendar for outreach projects—this reminder will have weekly layouts
Librarian Meeting Minutes from April 10, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Interested in the status of our ebooks
  - KS will get use stats
  - DB will get cost, quantity, etc.

**Intercom**
- CB talked to Marcus
  - He said the bug where the intercom didn’t hang up should be fixed
  - She went to janitor’s closet; intercom was unplugged, and on testing still produces error
- AL will poke Marcus again

**Instruction Workshop Debrief**
- Timeline from workshop transcription:
  - Summer 2014
    - 1st ??????? = promotion
    - UNIV 3001
      - Library participates
      - Puzzle assignment
  - Fall 2014
    - Pilot Workshop
      - September 29 – October 3
      - GOAL #1
    - Gen Ed Faculty (12)
      - November 3 – 7–IL
      - Refine Assignments
      - How many to do
  - December 2014
    - Follow up with pilot faculty
      - Are assignments working?
  - Spring 2015
    - Gen Ed faculty (16)
    - Gen Ed faculty (16)
  - Fall 2015
    - Gen Ed faculty (16)
    - Gen Ed faculty (16)
  - Spring 2016
    - Gen Ed faculty (16)
    - Gen Ed faculty (16)
  - Goal #2

- According to this timeline, shouldn’t we be invited to the 3001 workshop Katricia Pierson is holding?
  - AL—she invited me, I just need to send out that invitation to the librarians
- Librarians don’t need to prepare anything, we’re just participants
- Can someone transcribe the notes from this meeting?
  - Mica out on maternity
Librarian Meeting Minutes from April 10, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- CB doesn’t want to give to staff because it’s a lot of work in addition to their regular duties
- Can CB’s student worker Melissa transcribe?
  - May mention sensitive information
  - CB—Melissa is professional; she can redact this information

Next Meeting: April 17
Timeline from instruction workshop:
Librarian Meeting Minutes from April 17, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

Agenda for 5-22-14:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Budget Debrief (15 min)
4. IUG Debrief (15 min)
5. Intercom (15 min)
6. Prepare next week’s agenda (5 min)

Future:

1. Repository Solution Discussion (June)
2. Security Camera Update
3. Print Management Systems

Action Items:

Everyone –

- Check your & your staff’s room listing(s) in the ECU directory against the ECU map of the library & library annex (5-22)
- AAC Reminders for May
  - AAC information: Amount of coffee sold for the FISCAL YEAR
- Liaison Reminders for May
  - Email the professors you worked with earlier in the semester to discuss spring instruction and report LibGuides stats, carbon copying the department chair if desired (end of semester).

Adrianna –

- Call Jeremy to be put on IT’s planning calendar (5-15)
- Poke Marcus again about intercom status (5-22)
- Tell Dennis to clean out things from Media Services’ storage (5-22)
- Tell Ben and Dave to clean out things from Renee’s old office (5-22)
- Add working through Myra Golden’s ideas in the Library Meeting agenda (5-22)

Chelsea –

- Investigate fax option presented in OLA recap (5-22)

Patrick –

- Contact IT for setup of electricity, networking for new Reference computers (5-22)
- Work up cord management solution for reference computers (5-22)

Dana –

- Call surplus to get rid of things in Technical Services’ closet (5-22)
- Send out exact dates of the start of semesters, intersessions; also breakdown of such (Fall, Spring, Summer, etc.) (5-22)
- Poke RD about the status of the whiteboard (5-22)

Katie –
Librarian Meeting Minutes from April 17, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Write t-shirt proposal for LLAF board (5-1)
- Add monthly reminders for Outreach to LLstaff, and email out these reminders the week before they come up on LLstaff (5-1)
- Look for Journal & Pesagi Inventory (5-22)
- Add department, definitions & clarification to the e-book use list (5-22)
- Make new versions of rotating images to be cycled every 3 months (2-28; 5-29)

Joni –
- Write up statement for Gov Docs in LibGuides origin paragraph (5-22)
- Work with Katie to fix blog link for Gov Docs (5-22)
- Get exact date of start of state depository (5-22)
- Set up appointment with Adrianna and Catie Caton about party planning (5-22)
  - Ask for ECU Foundation’s template for invitations (5-22)
- Work on wording for governor’s proclamation (5-22)
- Put Gov Docs event on LLStaff calendar (5-22)
- Create a repository solution proposal & present to librarians (7-1)
- Ask Amy Ford in Communications and Marketing to put an image about the centennial on the main ECU website in Fall

Discussion
- Adrianna
  - Done with Amria
  - OKALD next week
    - Last meeting as chair
  - Read your emails from DCA regarding the Retirement and Recognition Program
    - Faculty are strongly encouraged to attend
  - Nigh luncheon
    - $5 for attendance
  - Both she and DB have been talking to Chance Brown, who graduated in December, about painting a mural in the student lounge
    - He has agreed
    - Will start in May
    - PB—who pays for the paint?
    - AL—we’re just paying him, so he should be buying the paint, but we will ask him
  - Servers went down last night b/c of IT upgrading
    - Everything should be back to normal
  - Media Services is cleaning out their storage room
    - They are keeping one of everything, then will go through checkouts to see if they justify keeping more
    - Hopefully shelving will be added to the room
    - PB—what will we do with Renee’s old room?
      - There shouldn’t be anything in there, but if there is, Ben and Dave need a nudge to keep it tidy

- Katie
Librarian Meeting Minutes from April 17, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Ordering stickers for Date Due project
- Helping Media Services clean out their storage by picking through things for potential Special Collections items
  - VHS is cleaned out, and MS students will view to see if it’s important or not
  - Decided on 16mm that if it doesn’t explicitly say “East Central” on it, it can be tossed
- Disappearing and re-appearing World War II photograph holder in UC
  - Reminder: This is now all Communications & Marketing
  - If something goes missing off the walls, ask Robert Hayes, then ask people to check their offices
- Working on annual report data
  - DB—hold on to that, we’ll come back in my portion

- Joni
  - Batch Loading Training
  - Trip to ODL
    - Tour, assessment, etc. advice
    - Gary said that our website doesn’t highlight our Gov Docs collection well
    - Have to go to Tech Services, then Gov Docs to find things specifically about them
  - Gov Docs Website Editing
    - Proposed new sentence added to “Origins and Mission Statement” box on “About the Library” page about when the depository started
    - Librarians like sentence, but want it within the paragraph instead of at the end, to keep the events in chronological order
    - JS will send out proposed wording

- Centennial celebration
  - Decided to hold from 2 – 3pm on October 23rd
  - List of speakers:
  - List of invitees:
    - DB—should invite current OLA president, as well as Kay Boies and GODORT
    - AL—we should also invite LLAF and the library committee
    - CB—do we have anything fun planned for the students?
      - JS—there are links on the gov docs anniversary website for fun lead-up programs
  - Can apply online for governor’s proclamation
    - Would we like to do this?
    - We have to supply verbiage
      - JS will write verbiage and send to librarians
    - AL—good idea, but it needs to have university approval first
  - Publicity/Event
    - Invitations
      - Picked up samples from Edmon Low library
      - CB—ask ECU Foundation for their template for invitations
    - Party Planning
Librarian Meeting Minutes from April 17, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Will need to make an appointment with Foundation to get advice/help with planning
  - Publicity
    - Ask Amy Ford if this event can be on a rotating image on the main ECU website
- Can we box up items for recycling from the Al Turner donation?
  - Yes, but don’t recycle yet

- Dana
  - Sent out revised EDS questionnaire
  - Continued training with Joni
    - Joni is fixing Dana’s mistakes
    - Made decisions that electronic monographs are in the catalog as e-books, and electronic gov docs are in as electronic documents
      - Wasn’t a standard before, and this will be easier on students
    - Adding e-books is harder than normal books
  - Normalizing data
    - Met with Andrew Wells to talk about how to normalize data
    - He suggested that instead of grouping things together by month, group into semesters to see patterns more clearly
      - CB—months are useful internally, though
      - DB—use both semesters and months your department’s annual report if you want to keep
    - How do you determine when a semester begins and ends?
      - KS—I like exact dates of when they officially begin & end
        - AL—Exact dates are what I was hoping to go with
      - DB—the intersession before fall has no classes meeting, so should we add it to Fall?
        - AL—if we do that and they do add classes, then we can’t compare past years
    - So when would the annual reports start—with Fall semester?
      - Rest of university starts their year with the Summer semester
    - Breakdown should be something like summer—summer intersession—fall—winter intersession—spring—may intersession
      - ACRL survey needs both number of volumes and number of titles added, so keep that in mind when looking at your data

- Chelsea
  - Nothing; time to breathe before annual reports

- Patrick
  - March is Nutrition month
    - Emailed Jan Long, KS for plans for next year
    - Jan Long—Educational cooking program may come to campus; they don’t seem to charge anything
  - Cleaning out storage room
    - Putting in receiving room
 Librarian Meeting Minutes from April 17, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- How should these be tagged?
  - DB—just tag “surplus”; if they want to auction it they’ll make that decision themselves
- Make sure not to lay on whiteboards in receiving room
- Hiring students for summer
- Service learning committee—applications are coming in
  - KS—when do we get committee assignments?
    - CB—goal is before summer

Intercom
- CB, PB tested intercom last Friday
  - Intercom still produces error after first use
  - Marcus tested, but only tested once
- AL will poke Marcus once more

Contingency Money
- Buying:
  - Circ Printer
    - Better to buy one now for backup than wait 1.5 years for next budget
  - 2 Reference Computers
  - Motorized Screen for Instruction Room
- Considered:
  - Intercom for annex
    - AL—don’t want to buy until we know the existing one works
- Setup:
  - DB is on list to buy 4 tall stools to seat everyone at the new 8 reference computers
  - PB can investigate hooks, runners for cord management for current and new reference computers

E-Books
- Amount
  - 121 books in CatPac
    - Biology & Nursing have biggest collections
  - 3,216 in PsychBooks
  - 9085 online government documents
- Use
  - 58 e-books read in the last annual year
  - KS is unsure of what the terms mean in her report
    - Will come back with clarifications
  - AL—I would like to see what departments these books are listed under, so we have a better idea of which department is using what
- LibGuides
  - DB—I have an e-book box on my Business Administration and Nursing guides; feel free to copy & alter for your own (where applicable)

OLA Debrief
- AL:
Librarian Meeting Minutes from April 17, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- From CB’s recap: love fax option, takes care of long-distance worries
- From DB’s recap: Love “this is your librarian” QR codes
  - DB—sadly, no one uses QR codes here; we’ve tried them before
- From PB’s recap: should also Geography & Cartography about the energy session
- From KS’s recap: love the idea of tying mission with program descriptions
  - Also, find out what scheduler Natalie Vaughn uses—would like to use for Graduate School
- Everyone seems to love Myra Golden and her book. Do we want to do some kind of workshop or investigation of her ideas?
  - Main ideas:
    - Connect, Easy, Empower
    - Start, Stop, Continue
  - KS—maybe this could be part of the future of the Library Committee, since we were unsure of where to go to next
    - AL will add it to the Library Committee agenda
  - We could invite her here?
    - DB—she’s too expensive to come out here

Next Meeting: May 22
Timeline from instruction workshop:

- Spring 2014:
  - Gen Ed Faculty
  - Library Faculty
  - Library assignments

- Summer 2014:
  - Library assignment
  - Library workshops

- Fall 2014:
  - Library workshops
  - Library assignments

- December 2014:
  - Library workshops

- Spring 2015:
  - Library workshops
  - Library assignments
Librarian Meeting Minutes from May 22, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Joni

Agenda for 6-5-14:

1. Action items (15 min)
2. Around the Horn (30 min)
3. Faculty workshop (30 min)
4. LibGuides 2 update (10 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Repository Solution Discussion (June)
2. Security Camera Update
3. Print Management Systems

Action Items:

Everyone –
- Turn in annual reports (6-6)
- **Liaison Reminders for June**
  - Look over subject LibGuides as outlined in the Maintenance section of the LibGuides

Adrianna –
- Call Jeremy to be put on IT’s planning calendar (Internet connections for new Reference computers) (6-5)
- **Tell Dennis to clean out things from Media Services’ storage (5-22)**
- Consult Dr. Hamby re: centennial invitation list (6-5)
- Send centennial summary to Dr. Hamby (6-5)
- Let Joni know if revised Governor’s proclamation can be submitted (6-5)
- **Add working through Myra Golden’s ideas in the Library Meeting agenda (5-22)**

Chelsea –
- Ask Jenny to get work order for installation of speakers in 2nd floor lounge and put CB as contact person (6-5)
- Check with Katie re: proposed location of fax kiosk (6-5)
- Check with vendor re: accessibility of stand-alone kiosk (6-5)
- Check with Jolene re: training students in use of intercom system (6-5)
- Check to see of new whiteboard can be moved to 2nd floor (6-5)
- Provide additional LibGuides 2 information for next meeting (6-5)

Patrick –
- **Work up cord management solution for reference computers (5-22)**
- Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5)
- Check with Katie re: water exhibit publicity (End of June 2014)

Dana –
- Check on command strip/basket option for whiteboard (end of June)
- **Send e-mail to Adrianna about misspelling of Linscheid on maps (6-5)**
• Check with Physical Plant about moving Reference computer tables (6-5)

Katie –
• Write t-shirt proposal for LLAF board (5-1)
• Add monthly reminders for Outreach to LLstaff, and email out these reminders the week before they come up on LLstaff (5-1)
• Look for Journal & Pesagi Inventory (5-22)
• Add department, definitions & clarification to the e-book use list (5-22)
• Make new versions of rotating images to be cycled every 3 months (2-28; 5-29)
• Talk to Adrianna about Gerald Williamson’s books (6-5)
• Make minor change to Wordpress page linked from FDLP logo on homepage (6-5)
• Create a new plan for whiteboard displays and present to librarians. (7-17)

Joni –
• Send Centennial summary to Adrianna/Dr. Hamby (6-5)
• Send proposed Governor’s proclamation to Adrianna for approval (6-5)
• Create a repository solution proposal & present to librarians (7-1)
• Ask Amy Ford in Communications and Marketing to put an image about the centennial on the main ECU website in Fall

Around the Horn:

• Joni
  o IUG recap
  o RDA in a nutshell
    ▪ More libraries are converting to RDA since LC 2013 announcement.
    ▪ Several vendors available to convert records; very expensive.
    ▪ All - Something to be said for waiting (learning from others).
    ▪ DB – Wonder if Amigos will offer at some discount?
    ▪ DB – What happens if we don’t convert? (nothing)
    ▪ AL – One advantage to converting sooner rather than later: person with experience currently in Technical Services
  o FDLP Centennial
    ▪ AL will consult Dr. Hamby about invitation list
    ▪ DB – need to make sure all Oklahoma government documents librarians are invited (not all are members of OLA)
    ▪ Date will remain October 23, 2014
    ▪ Proclamation revised and AL will submit for approval

• Dana
  o Whiteboard is here!
    ▪ CB will check to see if whiteboard can be moved to 2nd floor
    ▪ DB – who will do stick figures?
    ▪ AL – check with Katie & Kaylie
    ▪ AL – Lesson learned: not cheaper to build whiteboard
    ▪ AL – Can we add some type of tray/basket for markers and erasers?
Librarian Meeting Minutes from May 22, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Joni

- DB – Will look into a command strip/basket solution
  - Heads up about requests for course paks for summer courses
  - Destiny off week of 5-27 and Barry will cut off AY1314 cataloging stats on 5-23.
  - No money left in Acquisitions
    - All movies have arrived
    - Still needs to hear from David re: Undergraduate Research funds, but those funds don’t have to be spent until end of September
  - Working with Regina Kennedy/EBSCO to display print holdings in A to Z list.
  - Contacted Mary about student assistant’s computer
    - Mary found an abundance of malware
    - DB – Mary will check with Rob re: higher level of security for computers used by student assistants
  - AMIGOS Webinar recap

- Chelsea
  - Attended LibGuides 2 Webinar and will view an additional recorded session and share information at next meeting
    - Customization and coding will need to be redone
    - Recommendation: migration to LibGuides 2 not be implemented this summer so “bugs can be worked out” first
  - Fax/scan options
    - Table or standalone kiosk? (Standalone if accessible)
    - By scanner or copiers? (Check with Katie to see if she agrees near scanner is the better place)

- Patrick
  - Working on cord management.
    - Cords are off the floor and out of the way
  - Printer in Reference working great
  - COIL extended deadline for proposals to June 1
  - Will store third printer for now
  - New Reference computers are almost ready
    - DB – will call Physical Plant re: moving tables
    - AL – might want to wait because maintenance personnel are still busy cleaning dorms
    - PB - We can probably wait until June to move tables because computers won’t be ready until then
  - Didn’t hear from everyone re: water display.
    - AL – Just run with it using feedback from Chelsea and Dana
    - PB will consult with Katie re: publicity
  - CB – Question: what about the dummy terminal on the 4th floor?
    - PB – many searches go out to EDS and LibGuides
    - PB will see if he can sufficiently lock down 4th floor dummy terminal for catalog searches.
• Adrianna
  o Annual reports are due end of day 6-6-14!
    ▪ Save to K: drive
    ▪ Hard copy to Adrianna (report only – don’t print appendices)
  o Will be at Jenzabar Annual Meeting (JAM) all next week (D.C.)
  o We’ll be getting a new conference room sometime this summer
  o Budget hearing with Dr. Anderson went fine
  o Gerald Williamson gave some books to AL; some she will hand over to Katie
  o Faculty evaluation document
    ▪ Should we consider setting individual goals and adding them to section 4?
    ▪ AL wants clear guidelines for Dean’s evaluation (section 5)
    ▪ Bottom line: Changes to document won’t really affect librarians. AL would like to add goal setting to section 4
    ▪ DB – We will fill out sections 2, 3, and 4 and AL will fill out section 5?
    ▪ AL – Correct

Budget Debrief
• AL – no problems, no surprises
  o Money left in equipment will be spent on computers/printers
  o Still $900.00 left

IUG Debrief
• AL – Anything more to add?
• JS – Three things:
  o Focus on APIs/mobile apps
  o Controversy over pricing structure
  o Concerns about customer service in light of Polaris acquisition

Intercom
• Linscheid Library Intercom Scripts
  o Feedback - Put “:” after Linscheid Library 50 code
  o DB - Change 1 to “1 annex”
  o Winner of the voice: option #1 (This voice will be used to record all announcements)
  o JS – Who will be in charge of playing announcement?
  o CB – Audio file will be on desktop at Circ; Circ students will put phone up to speaker at the appropriate time
  o CB will check with Jolene re: how soon training of students in use of intercom system to play announcements can be completed

Next Meeting: June 5, 2014
Librarian Meeting Minutes from June 5, 2014

Present: Chelsea, Patrick, Adrianna, Katie, Joni

Agenda for 6-12-14:

1. Action items (15 min)  
2. Around the Horn (30 min)  
3. Assessment Report (10 min)  
4. Faculty workshop (20 min)  
5. Repository Solution Options (10 min)  
6. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update  
2. LibGuides2 Look & Feel (Spring)  
3. Print Management Systems

Action Items:

Everyone –

- **Refresh yourselves on Instruction Workshop minutes, especially pages 8 -9 (6-12)**
- **Come with 2 – 4 people to invite to Information Literacy Workshop (6-12)**

Adrianna –

- **Report on meeting with Jeremy from IT (6-12)**
- Nudge Dr. Hamby re: centennial (6-5)
- *Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-29)*
- Add working through Myra Golden’s ideas to the Library Meeting agenda (5-22, 7-29)

Chelsea –

- **Send updated fax agreement to AL (6-12)**

Patrick –

- **Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5)**
- Check with Katie re: water exhibit publicity (End of June 2014)
- Print management system
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)

Dana –

- Check on command strip/basket option for whiteboard (end of June)

Katie –

- **Write t-shirt proposal for LLAF board (5-1)**
- **Put up new rotating images (6-12)**
- **Talk to Susan Ingram about taking stock photos in library (6-12)**
- Make 4 standard rotating images to change every semester (6-26)
- Check on copyright notices for Originals (7-31)
- Create a new plan for whiteboard displays and present to librarians (7-17)
Librarian Meeting Minutes from June 5, 2014

Present: Chelsea, Patrick, Adrianna, Katie, Joni

- Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)

Joni –

- **Bring repository solution options to librarians (6-12)**
- Create a repository solution proposal & present to librarians (7-1)
- Ask Amy Ford in Communications and Marketing to put an image about the centennial on the main ECU website in Fall (8-31)

Discussion:

- Chelsea
  - Working on annual reports & loss of Mica
  - Marcus over today to install fax line
  - AL—I need the final agreement for the fax line to me
  - Chose stand-alone kiosk, since it’s handicapped-accessible
  - Intercom
    - Students need to be trained on what to do when it’s set off accidentally
    - AL—can anyone dial into it?
      - CB—yes, but we’re monitoring it
  - OKLSI site needs PHP and Apache help/fixed
    - JS—what is OKLSI?
      - AL—make appointment with me to talk about it
    - Daniel in IT might be able to help translate tech-speak for CB
  - Dr. Nicholson-Weir’s Originals project
    - Dr. Wier, head of Center for Undergraduate Research, is her husband, so she’s eager to use funds for a humanities project
    - Dr. Nicholson-Weir, CB and KS brainstormed and came up with digitizing & creating oral histories for Originals, ECU’s literary magazine
    - Copyright
      - KS—probably ECU owns copyright, but have to check
      - AL—if ECU doesn’t own copyright, this project will grind to a halt before we even begin

- Patrick
  - Tall tables in reference moved today or tomorrow
  - Running electricity today—might be able to get more outlets under current table
  - Print management system
    - AL will be talking to Jeremy about this
    - Made it an agenda & action item
  - At reference computers, people sometimes suddenly unable to print
  - Sam got teaching certification & will be looking for a job by the end of the year
  - Shelly Sharber looking through curriculum materials, holding them until they move into admin
    - CB—where are old adopted curriculum materials?
      - AL—in Resource Room in Education
    - AL—Ed & Psych are moving to Admin building while Education building is being renovated
Librarian Meeting Minutes from June 5, 2014

Present: Chelsea, Patrick, Adrianna, Katie, Joni

- Found agreement with Geography & Cartography where they will hold federal maps for us

  - Adrianna
    - JAM conference last week
      - Jenzabar party with Smithsonian American flag
      - Thought of KS because of severe deterioration & the museum’s preservation work
    - Waiting on annual reports to write hers
    - Library fully spent budget

  - Katie
    - E-book circulation
      - Handed out finished report w/ definitions, etc.
    - Rotating image drafts
      - AL—want these up ASAP
      - CB—for Group Study Room images, we should have pictures of our room or no room
        - KS—we have image of GSR, but it’s a little empty
        - AL—Communications & Marketing does a lot of photography; see if they can do photo shoot in our GSR for us
      - Should have standard set of them to switch to each semester
        - KS will make set of 4 for each topic—GSR, career resources, coffee, hours, research help
    - Circulation working on Missing, Lost & Paid, Claims Returned etc. project
    - DVD audit will make sure discs aren’t accidentally put out on the shelf
    - All editions of the Journal are online & organized

  - Joni
    - Excited about sharing agreement with Geography & Cartography
    - Working with GPO on finding FLDP agreement, since they lost our originals
    - Batch loading Gov Docs
    - Doing inventory of book repair items to make sure they’re in the right location in Sierra
    - Going to book repair workshop in Enid

LibGuides2

- CB—there are a lot of technical things, but the gist is that we don’t want to do the migration yet
  - AL—are there any downsides to waiting?
  - CB—no, it’s just lack of time & documentation
  - AL—since you’re the expert, we’ll go with that
- Will work on look & feel when we migrate

Faculty Workshop

- Set for September 29 – October 3 (one day during that week)
- Since Freshman Seminar tours are September 8 – 12, it will not overlap
Librarian Meeting Minutes from June 5, 2014

Present: Chelsea, Patrick, Adrianna, Katie, Joni

- Everyone invites a few people for pilot, then Gen Ed faculty in November, then follow up with pilot faculty in December
- Are we sure we want to follow up in December when the real thing is in November?
  - CB—yes, because we can tweak workshop with immediate feedback from pilot; December is to get a semester’s glimpse at it, and continue follow-up with pilot instructors until we feel comfortable

Next Meeting: June 12, 2014
Agenda for 6-26-14:

1. Action items (15 min)
2. Around the Horn (30 min)
3. Faculty workshop (30 min)
4. Repository Solution Options (30 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. LibGuides2 Look & Feel (Spring)
3. Print Management Systems

Action Items:

Everyone –

- Refresh yourselves on Instruction Workshop minutes, especially pages 8-9 (6-12)
- Come with a list of people in your liaison areas who taught Gen Eds in Spring or will teach them in Fall, to narrow down invitees for Information Literacy Workshop (6-26)
  - Try to only look at people who weren’t already in Katricia Pierson’s 3001 workshop

Adrianna –

- Nudge Dr. Hamby re: centennial (7-31)
- Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-29)
- Add working through Myra Golden’s ideas to the Library Meeting agenda (5-22, 7-29)

Chelsea –

- Talk to Marcus ASAP about adding a password to the intercom line (6-26)

Patrick –

- Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5)
- Check with Katie re: water exhibit publicity (6-26)
- Print management system
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)

Dana –

- Talk to Ariel about plants by the tall tables (6-26)
- Check on command strip/basket option for whiteboard (end of June)

Katie –

- Write t-shirt proposal for LLAF board (5-1)
- Make 4 standard rotating images to change every semester (6-26)
- Take pictures of tables, GSR for AL to send to Brad Jessop (6-26)
Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Contact each department to find out which student workers want to be photographed & when they're available (7-17)
- Create a new plan for whiteboard displays and present to librarians (7-17)
- Check on copyright notices for Originals (7-31)
- Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)

Joni –
- **Bring non-hosted repository solution options to librarians (6-26)**
- Create a repository solution proposal & present to librarians (7-1)
- Ask Amy Ford in Communications and Marketing to put an image about the centennial on the main ECU website in Fall (8-31)

Discussion:

- Adrianna
  - Will get better at informing people of leaving faculty
    - Kurt Edwards and two social work instructors
    - From 14 – 29 new faculty coming in the fall
  - Intercom
    - Accidental dial-in Wednesday startled people in her meeting
    - It’s already a problem—we need to put a password on it
    - PB—do we turn it off in the meantime?
  - Service Cards
    - Taken to Destiny for the staff committee to work on

- Patrick
  - Email deletions
    - There is a policy at IT regarding when people’s emails are removed, but they got ahead of themselves
  - Water display
    - KS sent gate count data
    - CB talked to him regarding EHS and scheduling
    - Publicity—need to talk to Communications & Marketing
  - Tall Tables
    - These have been moved
    - Now they are crowding the GSR and the standing sculptures
    - Options include moving the tables a few feet in either direction, or moving the sculptures
      - DB—since the sculptures were put there just to fill space, we should be able to move them
      - CB—can we buy other versions of these tall tables so that there’s not a huge gap between the tables?
        - They are probably not sold, and since they are solid wood they would be prohibitively expensive
      - CB—could we put a plant near these tables to break up the big space between them?
        - DB will contact physical plant to get plants moved there
Librarian Meeting Minutes from June 12, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Librarians like the space between them, but want to remove crowding near GSR
  - Recycling batteries
    - Called Robert Hayes and he will pick up batteries for recycle
    - There is now a box in MS for batteries
      - DB—Shouldn’t we centralize these in the shipping area?
      - PB—Hayes’ students come by MS anyway, so it’s not an extra stop
      - As long as it’s not an extra spot for Robert Hayes’ students to get to and empty
      - What about toner? Both MS and Circ collect these—would we want one centralized place?

- Chelsea
  - Fax line installed last week, including a split network line
  - Upward Bound tours & instructions
    - Don’t walk behind the Reference Desk!
  - Meeting with Daniel from IT tomorrow regarding the OKLSI site; Joni also helped with some tech talk
    - AL—since Joni helped with it, shouldn’t she be at the meeting too?
  - Human Diversity lecture up on ECU YouTube channel
  - KS should think about a timeline for the rotating images

- Dana
  - Ordered stools, floor mats, date due stickers
  - Still money left in Hastings’ PO—going tomorrow to pick up extras
  - Some money left in bookstore PO, too
  - Working on OKALD RFPs
  - Master Table & Budget
  - Kay Boies is back in the office
  - OLA leadership
  - Won $50 gift card from Amigos
  - Got work order for Microsoft Office 2013
    - If you want it on your workstation, have to put in work order with IT yourself
  - Off next Thursday and Friday

- Joni
  - Deleting bibs
  - Book repair
  - Catalog cleanup—most inconsistencies come from batch loading
  - Lots and lots of processing!

- Katie
  - Talked with Susan Ingram
    - GSR photos
      - Willing to do these whenever people are available from the library
      - People will have to ask their student workers if they want to be photographed & when they’re available
    - Yearbook
      - Probably not going to be a paper copy next year, but likes to publish it for historical purposes
Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Videos
  - Putting historical videos on ECU YouTube channel—this might be a neat idea for our historic videos too
  - Finding & filling in gaps in ECU catalogs in Archives
  - Working on Reference & Circulation hanging signs
    - Passed out copies at the meeting
    - People like question mark better than information symbol
      - AL—use double circles from information symbol around question mark
    - Circulation—people like circular symbols better, since that’s the theme with the reference signs
    - Will send out revised versions of these signs

Assessment Report
- CB did all work, updated; AL filled in text & analysis
- Minor fixes throughout document, like spacing, bolding, plurals, etc.
- Part 3:
  - 1.2
    - Developed example for assessment
    - AY1213 was just Spring data for 1.2—so there were no first-semester freshman, whereas AY1314 was mostly fall, with some Spring
    - Wait another year and see the results
  - 2.3
    - DB—could we make a tutorial for finding tool features?
    - CB—we could, but we’d need faculty buy-in, because tutorials other than academic integrity series are barely used
    - We’d need to get into upper-level, but even then we wouldn’t know that they’ve had good instruction
    - Problematic—can you ask COIL what their members have done?
      - We could, but they only really share products, not processes
    - This standard would be very easy to meet if there was a required library class
  - 3.0
    - We were very close to meeting
  - 4.1
    - Freshman are getting much better
    - We did give all the tests to many more people this year

Faculty Workshop
- We need to set stage for ourselves:
  - Who’s coming
  - What’s on the agenda
  - People came with names, but were unsure of which classes were Gen Eds
    - AL made copies of listing of Gen Ed classes from the catalog & handed out to librarians
    - Will come back next week with lists of faculty who will be/have been teaching these courses.
Present: Chelsea, Patrick, Dana, Adrianna, Katie, Joni

- Which departments does Joni get?
  - Most people have talked with her and decided what to give her
  - Current list for her is Music, Education, Kinesiology, Psychology

**Repository Discussion**

- JS presented list of hosted repository solutions
  - Setup & annual hosting fees are out of our budget range
  - Was told that we have no server space by IT
- AL—if ECU has no server space, we’ll just buy a server
  - So do we want to look at non-hosted solutions?
  - Consensus is yes
- Could we just have an ECU repository?
  - Money could be an issue with other departments involved
- Could we have a page on the ECU website?
  - Yes, but would still need repository software to host our items

Next Meeting: June 26, 2014
Librarian Meeting Minutes from June 26, 2014

Present: Patrick, Dana, Adrianna, Katie, Joni

Agenda for 7-3-14:

1. Action items (15 min)
2. Around the Horn (30 min)
3. Faculty workshop (30 min)
4. Repository Solution Options (30 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. LibGuides2 Look & Feel (Spring)
3. Print Management Systems
4. Budget (7-10-14)

Action Items:

Everyone –

- **Brainstorm ideas for the library Information Literacy Workshop agenda (7-3)**

Adrianna –

- Nudge Dr. Hamby re: centennial (7-31)
- *Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-29)*
- *Add working through Myra Golden’s ideas to the Library Meeting agenda (5-22, 7-29)*

Chelsea –

Patrick –

- *Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5, expires 8-14)*
- Print management system
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- Make & hang directional signs in elevators (7-31)

Dana –

- **Talk to Ariel about plants by the tall tables (6-26)**

Katie –

- **Bring photographs in Special Collections to Communications and Marketing (7-3)**
- **Contact each department to find out which student workers want to be photographed & when they’re available (7-3)**
- **Make 4 standard rotating images to change every semester (6-26, 7-17)**
- Create a new plan for whiteboard displays and present to librarians (7-17)
- Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)

Joni –

- **Bring more repository solution options using DSpace to librarians (7-3)**
- **Create a repository solution proposal & present to librarians (7-1, 7-17)**
- Ask Amy Ford in Communications and Marketing to put an image about the centennial on the main ECU website in Fall (8-31)
Librarian Meeting Minutes from June 26, 2014

Present: Patrick, Dana, Adrianna, Katie, Joni

Discussion:

- Adrianna
  - Susan Ingram will be full-time instructor in Communication in the fall
  - Assessment Report done and delivered; Library Annual Report done but waiting on completion of Distance Ed report
  - Contacted Amy Ford about next year’s yearbook; no plan yet, even though rumors before on not printing it
  - Moving of statues
    - Taryn Chubb came by and doesn’t think a move is necessary
  - AAC is tomorrow
  - Conference room
    - Hopefully this summer, maybe next summer
  - Two open positions—Mica and Destiny

- Patrick
  - Water Exhibit
    - Bailey is out right now
    - People prefer September as first choice, October as backup
      - Wouldn’t really interfere with Halloween party in October
  - Working on report on library for Holli Witherington & grad program accreditation (CACREP)
  - Making signs for Education’s move into the Administration building

- Dana
  - Master Table & budgets done
    - If you made a mistake in your reports, correct it in next years’ reports
    - Still need to go through the database analysis, but bulk of budgets finalized
  - Incident with coffee cash shortfall
    - Now locked up now & counted at beginning and end of day
    - Destiny will do this when both Dana and Jolene are out

- Joni
  - Change in liaison areas
    - LibGuides ownership has gone off without problems so far
    - Meet with Dr. Green, waiting on Prather
    - CB and KS have to introduce her to their departments
  - Working through adding bindery books to the catalog, as well as doing original cataloging
  - Book repair workshop
    - Met Mason Cole from Chickasaw Cultural Center
    - Will go again in January with Barry for another free workshop
  - Working with Kaylie on promotions for the centennial

- Katie
  - Found interesting new way to OCR through archival presentations
  - Brought revised circulation & reference signs
    - AL—Since everyone’s weighed in on them, now it’s up to Circulation Department and Reference Departments to make final calls
Librarian Meeting Minutes from June 26, 2014

Present: Patrick, Dana, Adrianna, Katie, Joni

- T-shirt and pencil proposals done
- Spring cleaning rampage through Special Collections & donations
  - Linscheid papers, 1917 ECU fight song, Faust collection re-discovered
  - AL—would you also clean up the pictures/photos in the back corner of the archives? Communications & Marketing could use them
- Lincoln exhibit funding
- Newsletter—Library Mural, other library art, upward bound
  - Mural should be done by end of month

Faculty Workshop

- List of potential invitees:
  - DB—Michael Scott and Nancy McLaine
  - PB—Doug Weirick, Mark Micozzi, Robert Newcomer, Jan Long
  - JS—Catherine Roring, Dino Rosato
  - KS—Taryn Chubb, Houston Mount, Donna Graves, Rahmona Thompson, John Ulrich/Charles Peaden
- Want good mix of gender, time spent at university, disciplines
- Next week: Start on agenda for workshop

Repository Discussion

- Since hosted was shot down last week, only one hosted solution was brought this week—SimpleDL
  - Everyone likes the look
  - KS concerned about file size & one image per page
  - $1,500 set-up
  - AL—$3,500 annual fee is a lot of budget money to reserve for this each year
- DSpace is the general winner for non-hosted
  - Bigger user community than other repository options
    - Used around the country and the region
  - Everyone concerned about the ugliness
    - “Communities” language for collections is confusing
    - Is there a way to change this?
      - Since it’s in almost all implementations, probably not
- Space needed
  - Right now, Pesagis & Journals take up 50 GB. Do we want enough space for just this, or more?
    - KS wants enough for high-res files
      - AL—people in this area don’t have amazing internet connections, so high-res is probably not worth it
      - DB—we have 50 GB now, but how much will future Pesagis and Journals take up?
      - AL—plus we might want to show off other collections, like Crawford and Faust
- Costs/Implementations
  - Buying options provided by JS from DSpace wiki
    - Setting up own server space would be anywhere from $600 - $2500 in hardware
Present: Patrick, Dana, Adrianna, Katie, Joni

- Would need to contract with someone to set up server for us, probably up to $2500 in costs
  - JS—Could this be a student project?
  - AL—Since it’s so technical and finicky, it’s better to go with a professional
- Could we look into using SHAREOK?
  - Benefits:
    - Used by two major universities, OSU and OU
    - No set up or waiting for budgets
      - We could upload our collections as soon as we join
    - Did a lot of their own training to support DSpace
    - They’re actively seeking out people to join them
      - May need other institutions to join to justify cost
  - Concerns:
    - What if they shut down the project?
    - Is the cost more than implementing DSpace ourselves?
    - Probably couldn’t brand our own “community”
    - May require lots of clicks to drill down to our collections
    - We’d be the first smaller institution to join with them—why haven’t the others?
- Conclusion
  - JS should inquire as to costs, rules, branding, etc.

Next Meeting: June 26, 2014