Librarian Meeting Minutes from July 3, 2014

Present: Patrick, Adrianna, Katie, Joni

Agenda for 7-10-14:

1. Action items (10 min)
2. Around the Horn (15 min)
3. Faculty workshop (20 min)
4. New faculty orientation (20 min)
5. Database budget (20 min)
6. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. LibGuides2 Look & Feel (Spring)
3. Print Management Systems
4. Equipment budget
5. Weeding policy for presentation to Deans (September/due:11-1)

Action Items:

Everyone –

- Review proposed agenda for faculty workshop. (7-10)
- Create examples for faculty workshop
- Develop a set of best practices for faculty 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 –

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 –

Katie –

- Bring photographs/paintings in corner of Special Collections to Communications and Marketing (7-3)
- Contact each department to find out which student workers want to be photographed (for GSR) & 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 –

- *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)*

**Discussion:**

- Adrianna
  - Per Dr. Anderson, a proposed weeding policy will be presented to Deans by 11-1-14.
    - Current policy likely just needs some updating/tweaking; however, we will need some examples of items that do not belong in our collection.
    - Will be critical to emphasize the need for a sound weeding policy/process in an academic library of this size.
  - “Ask Amigos” service
    - “Amigos’...staff provide advice and brief consultations on all aspects of library operations for all types of libraries. This service, free of charge to Amigos members, includes advice, referral, and resources delivered by phone and e-mail.”
    - Could we use this service to research reference staffing models?
    - Could we use this service to help us find research indicating information literacy impacts student success?
  - Next Thursday (7-10-14) will be President’s retreat, but AL could still attend a 9:00 a.m. meeting that day.
  - AL gave history of library assessment report.
  - University Assessment Committee has a new process:
    - Assessment reports will now be approved, approved with conditions, or not approved.
    - New assessment report due date is May 26.
    - Library will go before University Assessment Committee in AY15/16.

- Patrick
  - New signs in elevators – do we like location?
    - KS & AL – yes, but could we place a similar sign by the buttons?
    - PB – yes, we can try that.
  - KS – can we also trim the new sign by the people mover to make it look a little more professional?
  - PB - yes
  - Looking through Weirick donations
  - Working on a COIL presentation on EDS
  - Reporting on reference articles

- Joni
  - What do we think of Kaylie’s suggestion for a centennial slogan: Preserving documents by the people, for the people?
    - JS – Would like the emphasis to be on accessibility instead of preservation.
    - AL – I agree.
Librarian Meeting Minutes from July 3, 2014

Present: Patrick, Adrianna, Katie, Joni

- KS – That’s no problem.
- PB – What about “100 years of documents by the people, for the people”? 
- All: yes!

  o Signage for Centennial, courtesy of Outreach
    - 8 ½ by 11 signs in acrylic holders
    - Bulletin board
    - Double-sided A-frame: one side Lincoln, one side Centennial
    - JS to KS: Will there be enough room for Lincoln exhibit and celebration on 10-23-14?
      - KS: yes, plenty of room

- Katie
  - New July displays are up and newsletter draft has been sent
  - Talking to Jennifer McMahon (English Dept.) about a possible book signing to coincide with Halloween event (Book: The Philosophy of Tim Burton)
  - Reading a book on marketing libraries and is super excited about implementing some of the ideas at the Linscheid Library
  - Revised library maps
    - Now include emergency exits, fire extinguishers, elevators
    - Better contrast
    - Vector images
  - Waiting for Jolene and Chelsea to return to discuss hanging signs

Repository Discussion
- JS has corresponded with SHAREOK, and will hopefully have a figure from the appropriate parties by mid-July.
- JS sent out Luna example; AL liked it, and PB didn’t care for it.
  - KS – Why would we consider Luna at $5,000 if we shot down Simple DL for less money?
  - AL – more storage, and AL is coming to terms with the fact that a significant amount of money may need to be spent on this project.
- Discussion of available options will continue after conversation with SHAREOK.

Faculty Workshop
- AL discussed workshop plan as outlined on p. 9
  - AL – do we need to add anything?
  - KS – Can we put in a plug for liaison librarians? (We’re here to help!)
    - AL – Absolutely.
- AL – it’s important that the faculty (not the librarians) drive the train.
- Workshop will last 90 minutes; pilot will be 2 hours in length.
- AL – let’s use groups of 3-4 people; it otherwise takes a great deal of time to report.
Faculty Workshop Agenda

1) Faculty bring an assignment they would like to revise to incorporate information literacy.
   a) Discuss assignment goals (7 min)
   b) Discuss instructional gaps (8 min)
      i) What are they not getting in this current assignment that they want to get?
      ii) What is disappointing about this assignment?
2) Librarians discuss information literacy and tie it to goals and gaps. (15 min)
3) Look at provided examples (in small groups or as a group) and discuss. (10 min)
4) Collaboratively develop a list of best practices. (Librarians should have a prepared list.) (10 min)
5) Work individually on revision of assignments (20 min)
   a) Work on the most difficult part of the assignments.
   b) Be prepared to share accomplishments.
6) Group wrap-up (20 min)
   a) Does anyone want to share their work?
   b) What was frustrating about this exercise?
   c) What worked and what didn't?
   d) Don't forget your liaison librarians – they’re here to assist you!

Afterward:
7) Pilot group discussion (30 min)
   a) What worked about the workshop?
   b) What didn’t work?
   c) What happens next?

Next Meeting: July 10, 2014
Librarian Meeting Minutes from July 10, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

Agenda for 7-17-14:
1. Action items (10 min)
2. Around the Horn (15 min)
3. Faculty workshop—best practices (30 min)
4. New faculty orientation—review outline (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. Equipment budget
5. Weeding policy for presentation to Deans (September, due 11-1)

Action Items:

Everyone –
• Faculty Information Literacy Workshop
  o Bring minutes from February workshop (7-17)
  o Create at least one bad example (7-24)
  o Develop a set of best practices
  o Draft invitation verbiage
• Liaison reminders
  o Outreach Librarian will send out the newsletter.
  o Combine yearly (July-June) committee minutes into one PDF file and add to Committees webpage
  o Send memos and periodical analysis to liaison department chairs before Convocation

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, 7-31)
• Add working through Myra Golden’s ideas to the Library Meeting agenda (5-22, 7-31)

Chelsea –

Patrick –
• Take minutes (7-17)
• Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5, expires 8-14)
• Print management system
  o Send out options for system (7-10)
  o Discuss in meeting (7-17)
• Make & hang small signs for each floor in people-mover elevator (7-31)

Dana –
• Send weeding manual to everyone
Katie –

- **Contact each department to find out which student workers want to be photographed (for GSR) & 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)
- Prod Amy Ford re: Tigers through Time (8-14)
- 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
  - Going to President’s retreat today
  - Weeding policy
    - Everyone pull something out from their liaison areas that was wanted but needs to be removed
    - Focus on History, Physics, Business, Accounting
    - History: pull something from someone accused of plagiarism
    - Something standards-based
    - Maybe something with the genome in biology?
  - Budgets have been released
    - Buy the budgeted computers etc.
      - PB is in charge of computers & cameras orcering
  - Help Desk may have new software & new person

- Katie
  - Cleaning out 3rd floor closet
    - Found frames for displays
  - Newsletter done
  - Map on ECU website now has correct spelling
  - Events
    - Talks of combined Halloween & Book Signing
    - Posters for Lincoln Exhibit have arrived
  - August displays—aviation theme
  - Testing new Jenzabar system
  - Pesagi
    - 5-year-old: should we wait on new person before putting it up?
      - AL—let’s hold on it, but put in mechanism to re-evaluate
      - DB will add reminder to calendar in 6 months to check on this
    - AL—also, check if we have 1966 version in print—will ask at retreat if anyone has it
  - Box of Swag
    - KS and CB discussed having one location for things to offer student assistants as prizes for things

- Dana
  - Budget has been all-consuming for a month
  - Working to bring in mom for couch coverings in the Tiger Room
Librarian Meeting Minutes from July 10, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

- Chelsea
  - ALA
    - Lots of swag
      - Will offer these to librarians & staff before adding to Box of Swag
    - Working on write-up
    - Won 100 zines in random drawing
      - KS and CB would like to donate them to someone who actually collects them
      - Will have to see about restrictions etc.
  - OKLSI website is almost fixed
    - Joni left lots of documentation for her
  - Applications for instructional services assistant
  - Do we have to do anything with the Ask Amigos information from last week?
    - AL—no, just know that it’s there for your information & anyone’s use

- Patrick
  - Guy Sewell
  - Electricity at the tall tables
  - Nothing yet on the new reference computers
    - AL—call Kyle and have them sent over
  - Working with Amy Ford about the water exhibit
  - Working on COIL presentation

Joni’s Resignation Discussion

- Job Duties
  - Everyone retakes their liaison areas
    - Wording for liaison emails: “Due to personal reasons, Joni unexpectedly resigned”
  - Dana takes over Tech Services
  - Patrick takes some systems/backup duties
    - Can relieve Dana of some emails, explain them
  - Katie takes Librarian’s Meeting minutes, Centennial celebration, and Google Analytics
    - DB will still be contact for GPO and other offices for Centennial, since they prefer dealing with one person
      - AL, DB and KS will meet to discuss the event
    - KS will talk to Theda about problems with Google Analytics
  - Repository discussion is tabled until people have time to talk about it

- Job ad will be posted Friday
  - KS—where do we post these? Some new websites have come up in the last 2 – 3 years
  - Look on K drive and add websites there

Faculty Workshop

- Morning or afternoon?
- CB—could we add a break after #4?
  - AL—worried that people would leave during a break
Librarian Meeting Minutes from July 10, 2014

Present: Chelsea, Patrick, Dana, Adrianna, Katie

- Could build-in break into work time on #5—e.g. “Work on this yourselves for the next 20 minutes, and make sure to give yourself a small break too”

  - Creating bad examples
    - Things like: everyone uses one resource, lists outdated resources, etc
    - Use any assignment you’ve had for your liaisons that irritates you
    - Combine a bunch of things together to make a better bad example

New Faculty Orientation

- Not the general new faculty orientation; this is focused on our solo orientation in the library after the general one

  - Structure
    - 2012: mostly lecture
    - 2013: worked in groups to answer faculty-derived questions

- All think last year was great, no real change needed
  - Did we make this reminder for ourselves on the LLStaff calendar before or after we had the orientation?:
    - 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?

- Probably need minute paper reflection for better analysis & followup
  - Couldn’t this be done just before the tour?
    - No, last year a lot of questions were answered by the tour
  - Should we send out email afterward?
    - Probably should be a survey
      - One-question survey to be fast
      - Free-write to allow open-ended answers

- Shorten or standardize tour
  - Who gets which people?
  - AL—just break into liaison areas
    - What if one person has 10 new faculty and another has 1?
    - Just combine the groups

- General Faculty Orientation Details
  - 45 min of both distance education and the library
  - In Regents Room
  - Probably 50 people or so
  - Get there at 11:20

Database & Periodicals Budget

- General budget breakdown
  - Budgets for departments, general, reference all somewhat smaller to cover database costs
Present: Chelsea, Patrick, Dana, Adrianna, Katie

- Included usage numbers as well as FTE and class weights in trying to determine fair budget
  - Usage numbers make no sense in this context, but people are welcome to look at the numbers
  - Can share usage numbers with anyone, since there’s no financials in there
- Departmental periodicals budgets
  - Changed wording on to be more clear on who’s paying what
  - Meetings with Dana on this are now optional since all have been through process
- Database analysis
  - Now includes our cost, actual cost, and cost-per-use
    - Just in case we lose funding for these through regents/ODL
  - Some cost-per-use is astronomical—makes better case to eliminate or advertise
- If you want to meet with Dana about these, she will be off the Wednesday and Friday before school starts
- Digital copies of all of these are available—ask Dana for more

Next Meeting: July 17, 2014
Agenda for 7-24-14:

1. Action items (10 min)
2. Around the Horn (15 min)
3. Faculty workshop—best practices and bad examples (40 min)
4. New faculty orientation—review outline (10 min)
5. Prepare next week’s agenda (5 min)

Future:

1. SAILS 7-31-14
2. Security Camera Update
3. LibGuides2 Look & Feel (Spring)
4. Print Management Systems
5. Equipment budget
6. Weeding policy for presentation to Deans (September, due 11-1)

Action Items:

Everyone –

- Look for questions that we asked faculty at last year’s new faculty orientation (7-24)
- Faculty Information Literacy Workshop
  - Bring minutes from February workshop (7-17)
  - Create at least one bad example (7-24)
  - Develop a set of best practices (together)
  - Draft invitation verbiage (together)
- Liaison reminders
  - Send memos and periodical analysis to liaison department chairs before Convocation (8-13)

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, 7-31)
- Add working through Myra Golden’s ideas to the Library Meeting agenda (5-22, 7-31)

Chelsea –

- Take minutes (7-17, 7-24)
- Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5, expires 8-14)
- Print management system – have not heard from IT yet
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)

Dana –

Katie –

- 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)
Librarian Meeting Minutes from July 17, 2014

Present: Chelsea, Patrick, Dana

- Prod Amy Ford re: Tigers through Time (8-14)
- 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 (Not Present)
- Katie (Not Present)
- Dana
  - Has been interviewing for Collection Services Assistant position
  - Has been spending money on databases
  - EBSCO training for area librarians will be 8-1. Chelsea and Patrick will be there
- Chelsea
  - Has been interviewing for the Instructional Services Assistant position
  - Has been working on Libguides maintenance – will be letting us know if we need to make any changes (including Joni's guides)
  - Is still going through the Psychology donation (part 1) – will likely be receiving more
- Patrick
  - Tall tables have electricity
  - 2 new reference computers should be here soon.
  - Will be ordering new staff and reference computers
  - Ordering of cameras and switches might have to wait a while (until Dave can get official quotes)
  - Will be gone to COIL tomorrow

Faculty Workshop Best Practices Discussion
- We will have faculty brainstorm best practices, but we should have our own list, and a handout for a takeaway
- We did some wordsmithing, but we need to do more
- We want to include questions with each best practice
  - Meaningful course-content driven assignment
    - What are your course goals?
    - How does this assignment accomplish/achieve these goals?
  - Focus on process, not product
    - Would chunking the assignment make it more effective?
  - Communicate instructions and expectations clearly
    - Have you defined vague or unfamiliar terminology such as “internet sources” and “journals”?
  - Not over or under-specified (needs wordsmithing and a question)
  - Critical thinking and research process (needs wordsmithing and a question)
  - Contact your liaison librarian for assistance designing and piloting the assignment
New Faculty Orientation

- **Timeline**
  - **Meeting preparation (ahead of time)**
    - IS Assistant will have already placed post-it pads and pencils at tables
    - 2 netbooks per group will be prepared and kept at circulation until faculty get into groups later
  - **Welcome—Adrianna (5 min)**
    - We will offer coffee and water as faculty enter
    - Adrianna will greet
    - “Write down any questions you want answered”
    - Collect questions & librarians go outside
  - **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 – we will search for last year’s questions
  - **Getting into groups (5 min)**
    - Librarians come back in (With netbooks)
    - Have faculty count off to the number department sections (maybe 3-5)
    - Assign each group one department’s questions
  - **Brainstorming answers to questions (5 min)**
    - They do this by themselves – Librarians will wait 3 minutes to join their groups
  - **Librarians meet with their groups (15 min)**
    - Librarians meet with people with questions in their department
  - **Sharing answers to questions (~30 min)**
    - Flexible time to allow faculty to go at their own pace
    - Answer surface questions
  - **Tour of library (~20 min)**
    - Flexible time to allow faculty to go at their own pace
    - Two groups
      - We will try to do this by liaison area, determined by list of new faculty
      - The two groups will proceed by floor in the following order to diminish the chance of meeting at the same place
        - Top-bottom-main
        - Main-top-bottom
Librarian Meeting Minutes from July 17, 2014

Present: Chelsea, Patrick, Dana

Next Meeting: July 24, 2014
Librarian Meeting Minutes from July 24, 2014
Present: Chelsea, Patrick, Dana, Adrianna

Agenda for 7-31-14:
1. Action items (10 min)
2. Around the Horn (15 min)
3. Faculty workshop—best practices and bad examples (30 min)
4. New faculty orientation—discuss questions (10 min)
5. SAILS (20 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. LibGuides2 Look & Feel (Spring)
3. Print Management Systems
4. Equipment budget
5. Weeding policy for presentation to Deans (September, due 11-1)

Action Items:

Everyone –
- **Come up with two questions for the new faculty orientation (7-31)**
  - Several have already been brainstormed
- **Faculty Information Literacy Workshop**
  - Bring minutes from February workshop (7-17)
  - Create at least one bad example (7-24, 7-31)
  - Develop a set of best practices (together)
  - Draft invitation verbiage (together)
- **Liaison reminders**
  - Send memos and periodical analysis to liaison department chairs before Convocation (8-13)

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, 7-31, ...)**

Chelsea –
- **Check on report timing for SAILS (8-7)**

Patrick –
- **Take minutes (7-17, 7-24)**
- **Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5, expires 8-14)**
- **Print management system – have not heard from IT yet**
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- **Order new computers (7-31)**

Dana –
- **Send Adrianna how-to instructions for periodicals duplicate exchange to send to Mason Cole at the Chickasaw Cultural Center (7-31)**
Katie –
  • Create a new plan for whiteboard displays and present to librarians (7-17)
  • Talk to Dana about how to promote our database changes (8-7)
  • Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)
  • Prod Amy Ford re: Tigers through Time (8-14)
  • 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
    o Still in the process of hiring new staff
    o The Search Committee for the Technical Services Librarian will meet this afternoon
    o The Circulation Assistant position is in the paper, but not yet on the website
    o Should we promote our database changes (i.e., those going to Proquest)
    o AL, BH, and PB visited the Chickasaw Cultural Center in Sulphur
      • They have an amazing large format scanner
      • They have a partial Chronicles of Oklahoma collection. Dana will send Adrianna how-to instructions for duplicate exchange to share with Mason Cole
      • They are building a new facility – when this opens, artifacts and the book collection will be separate
      • Mason Cole is interested in some sort of collaboration with us
  • Katie (Not Present)
  • Dana
    o Has been working on database maintenance
    o ACS has dropped off integrated search connecters
    o Is getting retroactive non-print titles into A-Z
    o Is working on new staff training book
  • Chelsea
    o Went to COIL last Friday
    o Is working on scheduling for Freshman Seminar and SAILS
      • We might have to do SAILS for 3001 in the fall
    o Has been working on Libguide analysis. Corrections will be sent to us as needed
  • Patrick
    o The 2 new reference computers are here and set up
    o Went to COIL last Friday
  • Allie
    o Through Dr. Petrowski, Allie has been using Z-Scores to compare unalike data from the annual reports. Allie gave us a handout that compares when reference,
Librarian Meeting Minutes from July 24, 2014

Present: Chelsea, Patrick, Dana, Adrianna

gate count, computer use, GSR, and electronic resources are the busiest by both day and hour.

Faculty Workshop Best Practices Discussion
- The list was revised a bit from last week:
  - Meaningful course-content driven assignment
    - What are your course goals?
    - How does this assignment accomplish/achieve these goals?
  - Focus on process, as well as product
    - Would chunking the assignment make it more effective?
    - Does the assignment require students to think critically and use the research process?
  - Communicate instructions and expectations clearly
    - Have you defined vague or unfamiliar terminology such as “internet sources” and “journals”?
    - Is your assignment too over or under-specified?
    - Do you have enough details to get a proper response?
    - Are there so many guidelines that students have no room for creativity?
  - Clear Assessment
    - Did the student demonstrate meeting the learning objective?
    - How do you know if a student is successful?
  - Contact your liaison librarian for assistance designing and piloting the assignment
    - Is it clear to your students what resources are available to help?
    - Are students encourage to ask a librarian for assistance?

New Faculty Orientation
- Timeline
  - Meeting preparation (ahead of time)
    - IS Assistant will have already placed post-it pads and pencils at tables
    - 2 netbooks per group will be prepared and kept at circulation until faculty get into groups later
  - Welcome—Adrianna (5 min)
    - We will offer coffee and water as faculty enter
    - Adrianna will greet
    - “Write down any questions you want answered”
    - Collect questions & librarians go outside
  - 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
      - This step will determine the number of groups
    - Salt collected questions with pre-written ones (if needed)
      - Pre-written questions should be on the same post-its that faculty will be using – we will search for last year’s questions
Librarian Meeting Minutes from July 24, 2014

Present: Chelsea, Patrick, Dana, Adrianna

- Getting into groups (5 min)
  - Librarians come back in (With netbooks)
  - Have faculty count off to the number department sections (maybe 3-5)
  - Assign each group one department’s questions

- Brainstorming answers to questions (5 min)
  - They do this by themselves – Librarians will wait 5 minutes to join their groups

- Librarians meet with their groups (15 min)
  - Librarians meet with people with questions in their department

- Sharing answers to questions (~30 min)
  - Flexible time to allow faculty to go at their own pace
  - Answer surface questions

- Tour of library (~20 min)
  - Flexible time to allow faculty to go at their own pace
  - Two groups
    - We will try to do this by liaison area, determined by list of new faculty
    - The two groups will proceed by floor in the following order to diminish the chance of meeting at the same place
      - Top-bottom-main
      - Main-top-bottom

- Brainstorming of faculty questions:
  - I’d really like a librarian to teach research sills to my class but I don’t have the time. What are some options?
  - I notice that the library doesn’t have the most up-to-date resources. Will the library add more current resources if I ask?
  - Can I get help with my research needs, especially getting copies made?
  - Some of my students have good research skills but some don’t. Can something be done for those students without taking class time?
  - My students seem to have trouble chosing good sources. What can the library do to help with that?
  - I’ve heard from other faculty in my department that we have trouble with students cheating. Does the library offer any help with that?
  - I have an idea for an event. Will the library help plan it? Can the library host it?
  - I heard that you print research posters. Is it just for faculty or for students as well? Can you tell me more about how to do it?
  - The library owns a DVD that I want to show to my class. How can I get it streamed on Blackboard?

Next Meeting: July 31, 2014
Agenda for 8-7-14:

1. Action items (10 min)
2. Around the Horn (15 min)
3. Faculty workshop—best practices, bad examples and verbiage (50 min)
4. New faculty orientation—discuss questions (10 min)
5. Prepare next week’s agenda (5 min)

Future:
1. SAILS (8-21)
2. Security Camera Update
3. LibGuides2 Look & Feel (Spring)
4. Print Management Systems
5. Equipment budget
6. Weeding policy for presentation to Deans (September, due 11-1)

Action Items:

Everyone –

- Faculty Information Literacy Workshop
  - Edit bad examples (if needed) (8-21 – come prepared)
  - Develop a set of best practices (together)
  - Draft invitation verbiage (together) (8-21)

- Review Proquest access to New York Times and give Dana a yes or no on whether we should discontinue the digital microfilm (8-7)

- Discuss whether we need to talk about assignments for the workshop outside of the librarian meeting (8-7)

August liaison reminders –

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

- Attend new faculty orientation
  - Bring business cards
  - Follow-up with email to new faculty by the end of the day
  - Take instruction brochure to New Faculty Orientation session held later in the semester (Instructional Services will make 200 copies and distribute)

- Attend face-to-face College/School meetings after Convocation – bring liaison flyer (Outreach will update, make 200 copies, and distribute)
  - Dana will attend SOB
  - Patrick will attend CEP
  - Chelsea will attend CLASS
  - Katie will attend CHS

- Contact department chairs to get on agenda for department meeting – take instruction brochure
Librarian Meeting Minutes from July 31, 2014
Present: Chelsea, Patrick, Dana, Katie

- 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 –
- **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, 7-31, ...)
- Ask specified faculty (emailed by Patrick) if larger research poster size is required (8-14)

Chelsea –

Patrick –
- **Take minutes (7-17, 7-24, 7-31)**
- **Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5, expires 8-14)**
- **Print management system – have not heard from IT yet**
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- **Edit bad assignments to make them more anonymous (8-7)**
- Complete cord management in reference (8-14)

Dana –
- **Send out updated liaison reminders (8-7)**
- **Edit bad assignments to make them more anonymous (8-7)**

Katie –
- **Create a new plan for whiteboard displays and present to librarians (7-17, 9-18)**
- **Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)**
- **Vote on remaining Technical Services librarian candidates (8-1)**
- **Look for previous faculty invitation for workshop (8-7)**
- **Have a proposed idea for the whiteboard for the beginning of school (8-7)**
- **Talk to Dana about how to promote our database changes (8-7)**
- **Update and make 200 copies of the liaison flyer (8-13)**
- **Prod Amy Ford re: Tigers through Time (8-14)**
- **Change: (8-21)**
  - UC posters
  - electronic picture frame theme
  - flash drive signs
  - rotating images on website
  - zone signs
- **Newsletter—email library asking for thoughts/ideas (8-21)**
- **Event—present proposal & drafts of marketing materials at Librarian’s Meeting (8-21)**
- **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 July 31, 2014

Present: Chelsea, Patrick, Dana, Katie

Discussion:
- Adrianna (Not Present)

- Katie
  - Catching up from vacation

- Dana
  - EBSCO training for area librarians will be tomorrow, 8-1
    - Sam is going to videotape it
    - Sam will discuss Media Services since Patrick won’t be able to be there
  - Has a candidate for Collection Services Assistant
    - Will be meeting with Dr. Pierson
  - Still working on retrospective holdings for A-Z – there’s been a hold-up
  - PsycInfo is no longer available through EBSCO
    - It is available through Proquest, and will be a partner with EDS, hopefully before school starts
  - Newspaper Source will drop off soon
  - Library closing on Tuesday – a number of students asked why we were closing early since they had finals that evening
    - We think most students were able to find an alternate location (Business Building)
    - These are online classes that weren’t official listed on the finals calendar
    - This is up for discussion next year

- Chelsea
  - Has been working on scheduling Freshman Seminar, 1001 SAILS, reference
    - Still working on 3001 SAILS
    - 3001 SAILS will still be in the fall
      - If it was in the spring, we wouldn’t get results until June
  - Psychology pt. II book donation is done
  - New Instructional Services Assistant, Natalie, starts Monday
    - Chelsea sent Natalie’s orientation schedule
    - Patrick will meet with Natalie Tuesday morning to get her set up with her login and email
    - Chelsea is clearing the desk area
  - Chelsea is working with Steve Benton to bring National Theater production screenings to ECU
    - The first screening is 9-20
    - There is a possibility of collaboration with the Public Library for a book discussion
      - We will be willing to offer our space
      - Dana will see if she can order the book

- Patrick
  - New computers (17) have been ordered
  - Circulation printers are still having issues
Librarian Meeting Minutes from July 31, 2014

Present: Chelsea, Patrick, Dana, Katie

- IT responded to the request from earlier this week, but it has occurred since
  - While IT responded to a specific request, the real problem has not been fixed.
  - Patrick has left a message for Kyle
- A number of research posters have been printed this semester, mostly from faculty that are larger than our typical research poster size
  - Adrianna is going to ask specific faculty if these larger sizes are required

Instruction Email Template

As you’re gearing up for the fall semester, please remember that I am available to provide your students with instruction in research and library skills.

1. I can tailor instruction to the needs of your students, and accommodate you. I can:
   - Provide instruction when you are out of town
   - Do a series of brief sessions, rather than taking up an entire class period
   - Cover whatever topics you find most relevant, including, but not limited to:
     - Citations
     - Peer-reviewed vs. popular materials
     - How to find specific types of materials
     - The research process in general
     - Any other assignment-specific topics

2. Why provide library instruction?
   - To improve the quality of your students’ research.
   - To increase students’ comfort level with the library. Library anxiety is a real barrier for some students.
   - Remember that students don’t learn everything in UNIV 1001. Freshman Seminar just provides a brief introduction to library and research skills.

3. How is library instruction delivered?
   - Our instruction isn’t just face-to-face in the library. I can do an instruction session in your classroom, live online, schedule one-on-one research consultations with your students, or create a tutorial or research guide for your class.
   - I can also help you develop research assignments, select materials for your class, and assess your students’ research skills.

Please let me know how I can help!

Faculty Workshop Best Practices Discussion

- The list was revised a bit from last week:
  - Design a meaningful course-content driven assignment
    - What are your course goals?
    - How does this assignment accomplish/achieve these goals?
  - Focus on process, as well as product
    - Would chunking the assignment make it more effective?
Librarian Meeting Minutes from July 31, 2014

Present: Chelsea, Patrick, Dana, Katie

- Does the assignment require students to think critically and use the research process?
  - **Communicate instructions and expectations clearly**
    - Have you defined vague or unfamiliar terminology such as “internet sources” and “journals”?
    - Is your assignment over or under-specified?
      - Do you have enough details to get a proper response?
      - Are there so many guidelines that students have no room for creativity?
  - **Incorporate clear assessment**
    - Did the student demonstrate meeting the learning objective?
    - How will your students know if they are successful?
  - **Use campus resources**
    - Have you utilized the applicable resources for assistance designing and piloting the assignment, such as your liaison librarian, CETL, the Writing Center, etc.?
    - Have you included the applicable resources for student use within the assignment?

New Faculty Orientation

- **Timeline**
  - **Meeting preparation (ahead of time)**
    - IS Assistant will have already placed post-it pads and pencils at tables
    - 2 netbooks per group will be prepared and kept at circulation until faculty get into groups later
  - **Welcome—Adrianna (5 min)**
    - We will offer coffee and water as faculty enter
    - Adrianna will greet
    - “Write down any questions you want answered”
    - Collect questions & librarians go outside
  - **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
      - This step will determine the number of groups
    - Salt collected questions with pre-written ones (if needed)
      - Pre-written questions should be on the same post-its that faculty will be using – we will search for last year’s questions
  - **Getting into groups (5 min)**
    - Librarians come back in (With netbooks)
    - Have faculty count off to the number department sections (maybe 3-5)
    - Assign each group one department’s questions
Librarian Meeting Minutes from July 31, 2014

Present: Chelsea, Patrick, Dana, Katie

- Brainstorming answers to questions (5 min)
  - They do this by themselves – Librarians will wait 5 minutes to join their groups

- Librarians meet with their groups (15 min)
  - Librarians meet with people with questions in their department

- Sharing answers to questions (~30 min)
  - Flexible time to allow faculty to go at their own pace
  - Answer surface questions

- Tour of library (~20 min)
  - Flexible time to allow faculty to go at their own pace
  - Two groups
    - We will try to do this by liaison area, determined by list of new faculty
    - The two groups will proceed by floor in the following order to diminish the chance of meeting at the same place
      - Top-bottom-main (use the back stairs/elevator)
      - Main-top-bottom (use the main stairs/elevator)

- Brainstorming of faculty questions:
  - I’d really like a librarian to teach research skills to my class but I don’t have the time. What are some options?
  - I notice that the library doesn’t have the most up-to-date resources. Will the library add more current resources if I ask?
  - Can I get help with my research needs, especially getting copies made?
  - Some of my students have good research skills but some don’t. Can something be done for those students without taking class time?
  - My students seem to have trouble choosing good sources. What can the library do to help with that?
  - I’ve heard from other faculty in my department that we have trouble with students cheating. Does the library offer any help with that?
  - I have an idea for an event. Will the library help plan it? Can the library host it?
  - I heard that you print research posters. Is it just for faculty or for students as well? Can you tell me more about how to do it?
  - The library owns a DVD that I want to show to my class. How can I get it streamed on Blackboard?

- Added questions:
  - What are your hours? What help is available after the library has closed?
  - I design a lot of group projects. Do you have a place where students can actually talk and work on these together?
  - Do the librarians have office hours?
  - How much are overdue fees? There are times that I would need a book for an extended amount of time.
  - There is a book that I would like to use, but it is library use only. Can I check it out?
Present: Chelsea, Patrick, Dana, Katie

- I have a book that I want my students to use. Does the library have a way to ensure they can all use it?

Next Meeting: August 07, 2014
Librarian Meeting Minutes from August 7, 2014

Present: Adrianna, Chelsea, Dana, Katie

Agenda for 8-21-14:
1. Action items (10 min)
2. Around the Horn (15 min)
3. Workplan (10 min)
4. Faculty workshop— bad examples and verbiage (30 min)
5. SAILS (20 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Security Camera Update
2. LibGuides2 Look & Feel (Spring)
3. Print Management Systems
4. Equipment budget
5. Weeding policy for presentation to Deans (September, due 11-1)
6. Workplan Items

Action Items:

Everyone –
- **Faculty Information Literacy Workshop**
  - Edit bad examples and come prepared to discuss them (8-21)
  - Develop a set of best practices (together)
  - Draft invitation verbiage (together) (8-21)
- Discuss whether we need to talk about assignments for the workshop outside of the librarian meeting (8-7)

Adrianna –
- **Look for previous faculty invitation for workshop (8-21)**
- *Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, ...)*
- Ask specified faculty (emailed by Patrick) if larger research poster size is required (8-14)
- Send out committee reappointment email once the Circulation Assistant is hired

Chelsea –

Patrick –
- *Edit bad assignment to make more anonymous (8-7)*
- *Determine whether dummy terminal for fourth floor can be sufficiently locked down for student use (6-5, expires 8-14)*
- *Print management system – have not heard from IT yet*
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- *Complete cord management in reference (8-14)*

Dana –
- **Edit bad assignments to make them more anonymous (8-7)**

Katie –
- *Create a new plan for whiteboard displays and present to librarians (7-17, 9-18)*
- **Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)**
Librarian Meeting Minutes from August 7, 2014

Present: Adrianna, Chelsea, Dana, Katie

- Talk to Dana about how to promote our database changes (8-7)
- Update and make 200 copies of the liaison flyer (8-13)
- Prod Amy Ford re: Tigers through Time (8-14)
- Change: (8-21)
  - UC posters
  - electronic picture frame theme
  - flash drive signs
  - rotating images on website
  - zone signs
- Newsletter—email library asking for thoughts/ideas (8-21)
- Event—present proposal & drafts of marketing materials at Librarian's Meeting (8-21)
  - 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
  - Conference Room well underway; hopefully nearly completed
    - Carpenters done, carpet should be coming soon, countertop should be delivered today, sink will be done whenever the plumbers come
  - Can we have the signage for Special Collections moved to the right-hand side of the door for visibility?
    - AL—Yes
  - Watches will be placed along the new wall, near conference room door
  - Hanging clock will be hung on adjacent wall (i.e. wall that marks Jenny’s workspace)

- Chelsea
  - Natalie’s training
    - Very eager and gung-ho
    - Working on Lynda and Captivate
    - Scheduled almost all WOPD
  - Will be out Friday, Monday, and morning of Tuesday

- Dana
  - Do I have to present on book at next Library Meeting?
    - All agree that next Library Meeting will be discussion of options, rather than jumping into presentations
  - New directory form is at switchboard, so manually adding new people to directory will be added to the checklist
  - Natalie’s picture from the Yearbook will be sent over to Dana
  - Public Access Assessment (PAA) for Government Documents is tomorrow
    - Housing agreements from Ardmore and Cartography?
      - AL—we don’t have one with Ardmore anymore because they’re no longer sending us microfiche; we do have a Cartography one somewhere
Present: Adrianna, Chelsea, Dana, Katie

- DB will look in the Tech Services librarian’s desk to try to find Cartography’s agreement
  - Most everything for this is online
- Hired three new students
  - Johnna, Jake, Zach
  - Re: work study—hire people if you need to, and we’ll worry about work study later
- New assistant!
  - Brandi Schur from Konowa
- Attended webinar on LibAnalytics preview
  - Would function as an ERM replacement
  - Extremely customizable
- More meetings with the area librarians planned
  - Next one is at Ada HS

- Katie
  - Jolene’s Leaving
    - Going-away party
      - Good with ice cream social idea
      - KS providing food
      - KS will send out invites as soon as the meeting is over
    - Position
      - Wendy will join search committee
      - Collection Services apps should be given to this committee
      - Will be meeting soon
  - OLA Marketing committee met yesterday
    - Cannot attend any more meetings this fall but seems good
- Display theme for September is Banned Books Week
- Lincoln Exhibit
  - History responding a little slowly
  - AL—just go over and talk with them if they continue to do so

**New Faculty Orientation**

- Some wordsmithing of seeded questions:
  - Can I get help with my own research needs, especially getting copies made?
- All other factors approved
- Use ECU post-its for faculty, seeded questions
  - Can also put these, ECU notebooks in UNIV 1001 goodie buckets

**Faculty Workshop Discussion**

- Best practices
  - The list was revised even more from last week:
    - *Design a meaningful course-content driven assignment*
      - Does this assignment accomplish/achieve your goals for this course?
      - Are the assignment expectations appropriate for the course level?
    - *Focus on process, as well as product*
Librarian Meeting Minutes from August 7, 2014

Present: Adrianna, Chelsea, Dana, Katie

- Would chunking the assignment make it more effective?
- Does the assignment require students to think critically and use the research process?
  - **Communicate instructions and expectations clearly**
    - Have you defined vague or unfamiliar terminology such as “internet sources” and “journals”?
    - Is your assignment over or under-specified?
      - Do you have enough details to get a proper response?
      - Are there so many guidelines that students have no room for creativity?
  - **Incorporate clear assessment**
    - Does the assessment match the assignment?
      - Did the student demonstrate meeting the learning objective?
      - Does the weight of the assignment correspond to the level of work required to complete it?
    - How will your students know if they are successful?
  - **Use campus resources**
    - Have you utilized the applicable resources for assistance designing and piloting the assignment, such as your liaison librarian, CETL, the Writing Center, etc.?
    - Have you included the applicable resources for student use within the assignment?

- Sample assignment editing
  - Why do we have these again?
    - These are for faculty to rip apart and get used to the process
    - They need to be as generic as possible so that people don't feel like they need to hold back
  - Chelsea's example
    - Will it have the problems outlined in the final draft?
      - No, these are for our understanding of why it's a “problem” assignment
      - May be useful to list all the problems with our samples somewhere so we can address them in the workshop
    - Assignments might be numbered so the read easier
    - Combine assignments 1 & 2 on the handout to faculty, otherwise people with first assignment won't have much to do
    - Assignment 3: remove everything but the assigned topic for prompt #3—wording is too recognizable
  - Adrianna's example
    - Got from internet
    - Likes that it's not an ECU assignment
    - Add wording indicating this is a solo project
  - Dana's example
    - Still retains a lot of features of the original
    - Melissa will look over it and try to make it more general
Librarian Meeting Minutes from August 7, 2014

Present: Adrianna, Chelsea, Dana, Katie

- Should likely be in a related science field like Biology or Chemistry so that CHS is still represented in the examples
  - Katie’s example
    - Change it to be a business topic, so then all colleges/schools are represented
    - Remove sub-bullets from #3 since they make it too clear
- Problems with example assignments:
  - Chelsea:
    - Assignment 1:
      - Not specific
      - Library doesn’t actually have the article
      - Students only have the author’s name
    - Assignment 2:
      - Too remedial for an upper-level class
      - Incorrect or unclear terminology
      - Outdated information
      - Mostly unrelated to course content
      - Teaches inefficient habits
    - Assignment 3:
      - Unequal expectations among the prompts—prompts will require much different amounts of work
      - Unclear expectations (what kind of secondary sources/secondary research? How many sources? How long should the paper be)
  - Adrianna:
    - Says “a library”, not “the university library”, meaning students will go to the public library for help
    - “No internet sources”, “Do not plagiarize”—doesn’t define what these mean
    - Annotated bib comes out of nowhere
    - Annotated bib is disproportionately hard compared to rest of assignment
    - Asks for double-spaced, but APA requires single-spaced
    - “Work on this alone” verbiage would scare students off from asking librarians for help
    - Only worth 100 points
  - Dana:
    - Wall of text increases anxiety
  - Katie:
    - Worth too much for a 4 – 5 page paper
    - Far too vague in requirements and rubric
    - Far too specific in examples
    - Asks for too much for a mid-level course

Next Meeting: August 21, 2014
Librarian Meeting Minutes from August 21, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Future:

**Agenda for 8-28-14:**
1. Action items (10 min)
2. Around the Horn (30 min)
3. Faculty workshop—bad examples and verbiage (30 min)
4. New Faculty Orientation warm-up
5. Prepare next week’s agenda (5 min)

**Future:**
1. Security Camera Update
2. LibGuides2 Look & Feel (Spring)
3. Print Management Systems
4. Equipment budget
5. Weeding policy for presentation to Deans (September, due 11-1)
6. Workplan Items
7. Discuss hours for move-in weekend (June)

**Action Items:**

Everyone –
- **Faculty Information Literacy Workshop**
  - Edit bad examples and come prepared to discuss them (8-21)
  - Work on invitation verbiage (together) (8-21)
- Have periodical revisions to Dana (8-27)

Adrianna –
- *Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, …)*
- Send out committee reappointment email once the Circulation Assistant is hired
- Talk to Jeremy regarding getting the new reference computers hooked up, network line at tall tables, and wireless in building (9-30)

Chelsea –
- Have Melissa edit Patrick’s bad assignment to make more anonymous (8-28)
- Follow up on fax machine (8-28)
- Send instruction workplan items to Adrianna (8-27)

Patrick –
- *Print management system – have not heard from IT yet*
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- Continue cord management in reference (8-28)

Dana –
- Call Rick regarding boxed lunches for faculty workshop
- Send publication finder, ERM workplan items to Adrianna (8-27)

Katie –
- Create a new plan for whiteboard displays and present to librarians (7-17, 9-18)
- *Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)*
- Talk to Dana about how to promote our database changes (8-7)
Librarian Meeting Minutes from August 21, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- **Make flash drive signs for new reference computers (8-28)**
- **Wordsmith repository workplan item (8-27)**
- Ask Amy Ford in Communications and Marketing to put an image about the centennials on the main ECU website in Fall (8-31)

**Discussion:**

- **Adrianna**
  - Do we have the 6 reference computers that we ordered?  
    - PB—yes, but they are in Kyle’s office  
    - We also need network hookups at the table closest to the GSR  
    - Wireless in library has not been worked on
  - **Workplan**
    - Chelsea: Add planning for LibGuides 2, instruction assessment, and scaffolding  
    - Dana: Add items about adding periodicals to the publication finder, ERM  
    - Katie: Wordsmith the repository item
  - **Conference room**
    - Want to add:  
      - Phone line  
      - Old large whiteboard on the east wall  
      - A projector aimed towards the south wall  
      - PB will price these  
    - Clock above door
  - **Anthony’s itinerary**
    - Since we’ve decided to have no breakfasts, his itinerary should be set
  - **Extended IMLS grant**
    - Hopefully another assessment workshop in October/November and another Captivate workshop

- **Katie**
  - Doing a lot to keep up with Jolene leaving
  - **Event planning**
    - Lincoln events  
    - Book signing/Halloween event with McMahon and English faculty
  - **Interviewing for Circ Assistant position**

- **Patrick**
  - Problems with print spooler after Windows 7 update, but should be fixed
  - **New staff training with Natalie and Brandi**
  - **Liaison work and ordering for Marc Jones**
  - **Periodical Analysis meetings**

- **Chelsea**
  - **Natalie’s Training**
    - All done but the job-specific trainings
  - **Working on a press release for National Theater Live**
    - Halloween will have a showing of Frankenstein
  - **Safety training on Sunday was a success**
Librarian Meeting Minutes from August 21, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- 25 students, 5 full-time people to help
- Follow-up training on Saturday with just 5 students, Chelsea and Wendy
  - OKLSI
    - Offers grants for presentations
    - Several members, including Chelsea, are presenting at ACRL
  - Move-in weekend
    - A lot of people were trying to get into the library last Saturday when the transfer student tours were going on. We should probably be open that weekend to show ourselves off to students.
    - All agree
    - 9am – 1pm might be too short for that Saturday; we might want to be open for as long as the tours are going on & even advertise to students that library tours are available
- Dana
  - Ordered book with Lincoln grant money, but there are issues with the digital edition and our software
  - Periodical changes are due Wednesday
  - Brandi is amazing and getting more comfortable
  - Glitches finally showing in Publication Finder
    - Problematic ones are serials with gaps in coverage—EBSCO is aware and is working on fixing
  - Bought 100 new screws for footrests on new tall stools
    - Circ should probably have students check weekly for problems with these
  - LLAF meeting on Monday
    - Pimp Your Cart—going to propose leaving the carts in the library instead of pulling them in the parade
    - T-Shirt proposal with Katie attending
  - Handout of how to do journal alerts for liaisons
    - Will send out copy of this to the librarians
  - BI for nursing this week & next week
  - Potential BIs for Accounting & Business
    - Research project in Accounting
  - Will order book for showing of Curious Incident of the Dog in the Nighttime
  - New Limes balance

Faculty Workshop Discussion
- September 30 proposed as date
- Schedule
  - Pilot slated at 2 hours with embedded lunch
    - Maybe start in the morning so we don't have a sleepy after-lunch crowd
  - We will combine lunch and post-workshop discussion
- Lunches
  - Could we do box lunches or sandwiches?
    - That way invitees would have to tell us their order & we'd have a more clear head count
- Examples
Librarian Meeting Minutes from August 21, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Everyone approves of Melissa’s edit of Dana’s example
- Melissa will edit Patrick’s example as well
- Do we need to discuss these further after getting the revisions in our email?
  - All agree that there is no need to discuss
  - AL may send these examples on to KP for review

- Best Practices
  - Is this list of best practices going to faculty?
    - No—they’re making their own
    - These are more to guide us as we have them brainstorm
  - So then why are we wordsmithing this so heavily?
    - If we hand them our fully-formatted list after they brainstorm, it makes the whole exercise seem futile
    - We could take these and stick them in a template, then re-word/format them to fit what attendees say
    - KS will make a template for these

SAILS 2013 analysis
- CB presented extensive analysis of SAILS results

Next Meeting: August 28, 2014
Agenda for 9-04-14:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Workplan (25 min)
4. Faculty workshop—10 minute talk about information literacy (25 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Print Management Systems
3. Equipment budget
4. Weeding policy for presentation to Deans (September, due 11-1)
5. LibGuides2 Look & Feel (Spring)
6. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

Adrianna –
- *Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, ...)*
- Send out committee reappointment email once the Circulation Assistant is working (9-15)
- Talk to Jeremy regarding getting the new reference computers hooked up, network line at tall tables, and wireless in building (9-30)

Chelsea –
- *Send instruction workplan items to Adrianna (9-3)*

Patrick –
- *Print management system – have not heard from IT yet*  
  - Send out options for system (7-10)  
  - Discuss in meeting (7-17)  
- *Continue cord management in reference (8-28)*

Dana –
- *Send publication finder, ERM workplan items to Adrianna (9-3)*

Katie –
- *Create a new plan for whiteboard displays and present to librarians (7-17, 9-18)*
- *Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)*
- *Make flash drive signs for new reference computers (8-28)*
- Ask Amy Ford in Communications and Marketing to put an image about the centennial on the main ECU website in Fall (8-31)
- *Wordsmith repository workplan item (9-3)*

Discussion:
- Dana
Librarian Meeting Minutes from August 28, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- EBSCO renewal
- FDLP centennial—Steve Beleu got the wrong date, but should now be coming on the right one
- Brandi is awesome and finishing her training

**Katie**
- Presenting at Promoting Undergrad Research conference on the 26th
  - Talking about Chubb’s & Nicholson-Weir’s projects
- Newsletter topics:
  - New hires
  - EDS and new databases
  - Conference Room
  - All events
- New circ assistant—Jen Donnelly
- Patron loads & reserves slowing down
- Passed out preview of Halloween materials
- Picture frame image edits

**Patrick**
- Orders
  - Have a new quote for laptop for MS
  - Dennis helping with wireless projector for the GSR
  - Waiting on new cameras & switches
- Several new students in MS
- Will be moving to a new house

**Chelsea**
- Natalie is undergoing reference training
- SAILS & 1001 prep
  - Melissa is working on SAILS infographic
- Safety training went well this weekend
- Still working on fax machine
- Originals digitizing & oral history project with Rebecca Nicholson-Weir
  - Had some issues with copyright information, but finding the info seems to be manageable
  - Center for Undergrad Research funds for a repository?
- Will be writing part of an ECU composition textbook
- We should also cancel the meeting on the 11th, since we’ll be in 1001 sessions then.

**Adrianna**
- Jenzabar upgrades are coming

**Faculty Workshop Discussion**
- Everyone approves of revised assignments
- AL will be meeting with Katricia to discuss our workshop
  - We won’t invite her to the workshop itself, though
  - Approach faculty as allies against mean new rules
- Wordsmithing invite language—make sure to include that they need to bring an assignment
Librarian Meeting Minutes from August 28, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Who is inviting who?
  - DB—(Michael Scott or Randall Stone) and Nancy McClain and Dino Rosato
  - PB—(Doug Weirick or Mark Micozzi) and Jan Long
  - CB—Catherine Roring and Rebecca Nicholson-Weir and Dane Scott and Marc Petrowsky
  - KS—Houston Mount and Donna Graves

- When do we send out the invite?
  - Event is the 30th
  - Send on the 9th
  - Reminder on the 16th
  - RSVP by the 23rd
  - Reminder to bring an assignment on the 29th

- Chelsea will send out the revised invite
  - Each librarian invites their own people & sends reminders as above

- What do we want to do for breakfast?
  - Muffins & bagels—dozen each

- What assignments do we hand out?
  - They will be handed out randomly

Next Meeting: August 28, 2014
Agenda for 9-25-14:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Faculty workshop—Plan out our 10 minute talk about information literacy (45 min)
4. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Print Management Systems
3. Equipment budget
4. Weeding policy for presentation to Deans (September, due 11-1)
5. LibGuides2 Look & Feel (Spring)
6. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

• Information Literacy Workshop
  o Send out invitations to selected faculty (9-9)
  o Remind faculty (9-16)
  o Get final RSVP (9-23)

• Communicate with individual faculty, and those you’ve targeted from the Syllabi Analysis, who have requested instruction.
• Outreach Librarian will send out newsletter.
• AAC information: quotes from reference/instruction evaluations; freshman seminar tours (use previous spring, if needed)

Adrianna –

• Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, ...)
• Send out committee reappointment email once the Circulation Assistant is working (9-15)

Chelsea –

Patrick –

• Print management system – have not heard from IT yet
  o Send out options for system (7-10)
  o Discuss in meeting (7-17)
• Continue cord management in reference (8-28)

Dana –

Katie –

• Create a new plan for whiteboard displays and present to librarians (7-17, 9-18)
• Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)
• Create handout with wordle & UNIV 1001 graph & quotes for AAC (9-11)
Librarian Meeting Minutes from September 4, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Discussion:
- Katie
  - Catching up on Circ Assistant Work
- Patrick
  - Thick laminator down
  - Jenzabar
  - Upcoming BIs
- Chelsea
  - SAILS and 1001 prep
  - Fax machine agreement signed
  - Repository and CUR funding probably not going to happen
    - Nicholson-Weir is anxious about our repository
      - AL—send her to me
  - Tutoring from sECUre Success going to be here in the library
- Adrianna
  - Thought that the new faculty orientation session was awesome

Workplan Items
- Wordsmithing
- AL will add an item about seeking funding for more group study rooms

Faculty Workshop Discussion
- AL met with KP
  - First thing she said about the sample assignments is “oh my god these are bad”
  - She loves them, thinks the idea is fantastic
  - Building a rubric for scaffolding out the skills students will use in 3001
- Could we mash together these rubrics and other standards to become the outline of our point #2?
  - “If your students have these skills, then you won’t see the gaps”
  - Show ACRL and SAILS standards—“If you Googled information literacy, you might see these standards, but we’ve distilled them into a much easier format”—then show the research process graphic
  - Map each of the ACRL, SAILS, and library’s info lit standards to a part of the research process
- Try to make the information literacy skills seem official, but also approachable
- “You can see this in rubrics”—do we want to show them rubrics to make it tangible?
  - Here’s how you can deal with complex things using easy steps
  - May be too much to include this
  - CB: Feels artificial, but I’ll ruminate on it
- Eventually we need to break down who does what
- How do we present this information?
  - Powerpoint slides? Website? Posters?
  - AL likes posters—reusable and can do carousel
  - CB likes tying to posters
  - AL—can tie to website and permanent thing they can review
Librarian Meeting Minutes from September 4, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- AL—can continue to refer back to things because there’s a concrete example in front of people, show how things are closely tied to standards even though they’re simplified
  - Can Natalie work on developing poster or powerpoint?
  - Can the research cycle graphic be a poster?
  - Or maybe slide with the research cycle graphic, slide with circle and explanations, and then plain circle again
    - Could type in gaps on plain circle slide
    - Or gaps listed on a flip chart?

- Problem with these ideas is that they would take 10 minutes of typing alone
  - We don’t even have an introduction!
  - How do we save time?
    - Maybe we can take out the standards and have more time?
    - Maybe breeze past standards?
    - Maybe goals & gaps on sticky notes? Then do a carousel, i.e. put your sticky on what you think might help
      - What about non-IL gaps?
        - Really, most everything is IL gaps except for “my students can’t write”

- What do we do next?
  - Schedule new meeting just to go over this
    - At this meeting, go over detail on part 2
    - Posters of circle instead, or just circle slides?
    - Poster for each step—Plan, Search, Evaluate, Use with correlated ACRL and SAILS standards—then do carousel
    - Then what do we do after they post their sticky?
      - Talk about each step?
    - How do we get from steps to bad assignments?
      - Could we move #1 to before #3?
        - KS will make alternate agenda
  - Make sample slides/posters as pieces of paper

Next Meeting: September 25, 2014
Librarian Meeting Minutes from September 25, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Agenda for 10-2-14:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Faculty workshop—Debrief and next steps (10 min)
4. Flipped Classroom (20 min)
5. Percentages & goal statement for evaluation (10 min)
6. Collection Development policy (15 min)
7. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Print Management Systems
3. Equipment budget
4. Weeding policy for presentation to Deans (September, due 11-1)
5. LibGuides2 Look & Feel (Spring)
6. Discuss hours for move-in weekend (June)
7. Policy Review

Action Items:

Everyone –
- Look through librarian applicants on the K drive. If you feel strongly about one of them, call a meeting to discuss them. (10-2)
- Send out second email about instruction to the entire department (10-31).
- Email the professors you worked with earlier in the semester to discuss spring instruction. (“In September, I did this for you/your colleague. Can we do this again in the spring?”)
- Communicate with liaison departments about budget
- Outreach Librarian will send out newsletter.
- AAC information: number of instruction sessions and students taught for the semester

Adrianna –
- Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, …)
- Send out committee reappointment email (10-2)

Chelsea –
- Go through LibGuides with ADA report in mind (11-1)
- Communicate with individual faculty, and those you’ve targeted from the Syllabi Analysis, who have requested instruction.

Patrick –
- Print management system – have not heard from IT yet
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- Continue cord management in reference (8-28)
- Communicate with individual faculty, and those you’ve targeted from the Syllabi Analysis, who have requested instruction.

Dana –
- Fix ADA compliance issues outlined in report (10-9)
Katie –

- *Create a new plan for whiteboard displays and present to librarians (7-17, 10-9)*
- Add alt text to rotating images (10-30)
- **Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)**
  - Send scans of blueprints
  - Send SketchUp files
- Put rotating images into ADA-accessible format (2-1)
- Communicate with individual faculty, and those you’ve targeted from the Syllabi Analysis, who have requested instruction.

**Discussion:**

- **Chelsea**
  - Fax machine up and being used
    - We should be getting either monthly or quarterly reports on usage
  - Some scheduling issues with sECUre success
    - No advertising
    - Seems uneven
  - ECU Screens
    - 30 people on Saturday
    - Medea is next on 10/8 at 1pm and 6:30pm
  - Rebecca Nicholson-Weir and CB met with AL to talk about repository
    - Grant for CUR is only for one-time print purchases

- **Patrick**
  - Met with David Weir
  - Big laminator fixed
  - Consistent printing problems with circ 2 printer—may have to replace with newest printer

- **Katie**
  - All overdues entered in Jenzabar
  - Notices issues solved
  - Jen coming next week—orientation schedule soon to follow
  - Lincoln exhibit
    - Opening was a dud, but 25th was excellent with turnout & participation
  - Centennial invitations sent
    - KS will meet with AL about them
  - Jeannine hired at UCO in Education
  - Presenting at Undergrad research conference tomorrow, so would someone check on Circ students

- **Dana**
  - Discovery tools web conference with Amigos
  - Will be handling the Pimp Your Cart event this year
  - Attended webinar about the full-text finder from EBSCO—will look like results page in EDS and no needing exact title
Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Met Tuesday with Sarah Peters about use numbers and adding things like ILL, instruction sessions, etc. to their budget
- Filled out Google Scholar linking form, which should now be working
- **Adrianna**
  - Shari Kendrick released ADA accessibility report
  - Flipped classroom summary coming next week
- **OKALD**
  - finances & tax cuts
  - Next time working on space planning
  - Stewart—institutional report
- **AAC Retreat**
  - 2 year plan for technology
  - Degree audits will be added to Jenzabar in January
    - Will be available for the grad school in the fall of 2015
  - Adding degree planners
  - Workplans—list the 3 most important things
  - Mentioned GSRs and lots of discussions followed
  - Helpdesk staff position should be filled soon
- **Evaluations**
  - What kind of percentage split do we want?
  - Where do we fit in the goal statements?

Next Meeting: October 2, 2014
Librarian Meeting Minutes from October 2, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie (left early)

**Agenda for 10-8-14:**

1. Action items (10 min)
2. Around the Horn (30 min)
3. Collection Development Policy (20 min)
4. Faculty workshop—Debrief and next steps (20 min)
5. Flipped Classroom (? min)
6. Prepare next week’s agenda (5 min)

**Future:**

1. Security Camera Update
2. Print Management Systems
3. Equipment budget
4. Weeding policy for presentation to Deans (September, due 11-1)
5. LibGuides2 Look & Feel (Spring)
6. Discuss hours for move-in weekend (June)
7. Policy Review

---

**Action Items:**

Everyone –

- **Look through additional librarian applicants on the K drive. If you feel strongly about one of them, call a meeting to discuss them. (10-8)**
- Send out second email about instruction to the entire department (10-31).
- Email the professors you worked with earlier in the semester to discuss spring instruction. (“In September, I did this for you/your colleague. Can we do this again in the spring?”) (10-31)
- Communicate with liaison departments about budget (10-31)
- Outreach Librarian will send out newsletter. (10-17)
- **AAC information: number of instruction sessions and students taught for the semester (10-8)**
- **Send thank you's to faculty that attended the Information Literacy Workshop (10-9)**
- **Send a list of as many gen ed faculty and their availabilities to AL before the next meeting (10-8)**
- Start looking through VHS in your areas for replacements out of the Limes fund

Adrianna –

- **Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, ...)**
- **Email staff about committee appointments (10-9)**

Chelsea –

- Go through LibGuides with ADA report in mind (11-1)

Patrick –

- **Print management system – have not heard from IT yet**
  - **Send out options for system (7-10)**
  - **Discuss in meeting (7-17)**
- Communicate with individual faculty, and those you’ve targeted from the Syllabi Analysis, who have requested instruction. (10-9)
Librarian Meeting Minutes from October 2, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie (left early)

- Check with Mason Cole to see if there is more information on Daniel Hayes for Shawna Jackson
- Contact Debbie Claxton about involvement in Cyberawareness event
- Send a workshop pitch to librarians by Tuesday at noon

Dana –

Katie –

- Create a new plan for whiteboard displays and present to librarians (7-17, 10-9)
- Add alt text to rotating images (10-30)
- **Follow up with Dr. Plumb re: corrections for library maps on ECU website (8-1)**
  - Send scans of blueprints
  - Send SketchUp files
- Put rotating images into ADA-accessible format (2-1)
- Communicate with individual faculty, and those you’ve targeted from the Syllabi Analysis, who have requested instruction. (10-9)

Discussion:

- Chelsea
  - Faculty Senate tomorrow
    - We need to recommend members for the Tenure Review Committee
- Patrick
  - Met with David Weir
    - He is able to roll over remaining budget into next year’s
    - He can make an argument for continuing costs as long as someone else agrees to take on the cost past the first year
  - IT has been setting up new computers
    - They still haven’t set up the two new reference computers
  - Met with Jen for basic IT training
  - Looking for information about Dan Hayes, a Chickasaw that donated land for initial East Central campus per a request through Shawna Jackson
    - Patrick will contact Mason Cole at the Chickasaw Cultural Center – pb will find out what ks has found so far
  - Offered to make simple door nameplates for Skye Garcia and Music faculty – pb will talk to KS about this
  - We have received two projectors – one is for the Group Study Room; pb will find out where the second one is going
- Katie
  - Has been training with Jen; Jen will be shadowing student assistants to see what they do.
  - Attendance at the last Lincoln lecture:
    - 24 first session
    - 17 second session
Present: Adrianna, Chelsea, Patrick, Dana, Katie (left early)

- There was a good mixture of Admin, students and community.
- The Halloween flyer has been updated per Dr. McMahon’s request
  - Still working on posters
- Has met with the Cultural Activities Committee
  - The Cultural Activities Committee contributes to the Fine Arts Season
  - The Cultural Activities Committee has $3,500 in grant money to work with

- Dana
  - Rob has been contacted about a student who has not been able to connect to the library server, most likely an LDAP problem
  - We now have access to JoVE – cell and molec videos for Biology – how to do lab things – Free access until December and then paid subscription begins in January
  - Working on WAM stats
  - Making progress with Publication Finder
  - There is money in the Limes fund – start looking over VHS collections for replacements - $1,000 each

- Adrianna
  - We will call Michael Waller for a phone interview
    - Mary and Amy are second tier candidates
  - AL will send committee appointment email to the library for:
    - Safety Committee
    - Student Committee
    - Events Committee
  - The faculty workshop went well – we should send thank you’s to the faculty that attended
  - Those interested in helping the the Cyberawareness event should contact Debbie Claxton directly
  - AL’s cousin – Greg Mills – who is an education student here, may contact Patrick for help getting started using resources

Faculty Workshop

- Based on comments from the workshop, we should:
  - Re-do the invite –
    - be more descriptive on the assignment
    - include a hook – that is – how can this workshop benefit faculty?
  - Add additional time to work on assignments
  - Explore possible rubric training
- There was a suggestion to market as a 60 minute workshop with an optional 30 minutes to work on assignment – with assistance from librarians
  - We decided that it would be better to stick with the 90 minutes, because many faculty would leave without receiving the full benefits of the workshop.
Faculty showed interest in modeling – that is, exhibit what you want
- We should identify faculty sooner rather than later (as many gen ed faculty as we can in our areas), and determine their availability (should be available in myECU
  - Send this list to AL
  - We will pick a time between Nov 3-7

Faculty Evaluation Forms
- We have to have stated goals in our evaluation document to be tracked from one year to the next – that is, did you address your goals during the year?
  - Our suggestion is one generic goal and one job-specific goal for each librarian
  - These are personal goals to be set between the librarian and the dean
- Faculty decided against a sliding scale for the percentages
  - We decided to go with option 2
  - AL will finalize with Katie since she was absent and send to Dr. Anderson

<table>
<thead>
<tr>
<th>Scholarship</th>
<th>Service</th>
<th>Librarianship</th>
</tr>
</thead>
<tbody>
<tr>
<td>15%</td>
<td>10%</td>
<td>50%</td>
</tr>
</tbody>
</table>

Collection Development Policy
- AL wants to take a cart of books to AAC in October to show faculty
- She will then go back with the plan in November

Next Meeting: October 8, 2014
Agenda for 10-20-14:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Collection Development Policy (20 min)
4. Faculty workshop—Debrief and next steps (20 min)
5. Flipped Classroom (? min)
6. Prepare next week’s agenda (5 min)

Future:

1. Security Camera Update
2. Print Management Systems
3. Equipment budget
4. LibGuides2 Look & Feel (Spring)
5. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

- **Look through additional librarian applicants on the K drive. If you feel strongly about one of them, call a meeting to discuss them.** (10-8)
- Send out second email about instruction to the entire department (10-31).
- Email the professors you worked with earlier in the semester to discuss spring instruction. (“In September, I did this for you/your colleague. Can we do this again in the spring?”) (10-31)
- Communicate with liaison departments about budget (10-31)
- **Outreach Librarian will send out newsletter.** (10-17)
- Start looking through VHS in your areas for replacements out of the Limes fund (12-15)

Adrianna –

- **Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, …)**
- If maps are not done by Nov. 1, contact Greg Plumb (11-1)
- Talk to Mary LaMack about piloting a print management system (11-1)

Chelsea –

- Go through LibGuides with ADA report in mind (11-1)

Patrick –

- **Print management system – have not heard from IT yet**
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- **Communicate with individual faculty, and those you’ve targeted from the Syllabi Analysis, who have requested instruction.** (10-9)

Dana –

Katie –

- **Create a new plan for whiteboard displays and present to librarians** (7-17, 10-30)
- Add alt text to rotating images (10-30)
- **Follow up with Dr. Plumb re: corrections for library maps on ECU website** (8-1)
Librarian Meeting Minutes from October 8, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Send scans of blueprints
- Put rotating images into ADA-accessible format (2-1)
- Communicate with individual faculty, and those you’ve targeted from the Syllabi Analysis, who have requested instruction. (10-9)
- Make examples of invitations (10-20)

Discussion:
- Adrianna
  - DCA confirmed that our evaluation decisions would be reflected in our documents
  - Catie Caton sent out Centennial invitations and we’re expecting gobs of people
  - Print management system
    - Upset that community patrons are printing 100+ pages for free
    - Could we beta test a print management system, since one came with our current IT setup?
    - Could we disable printing on the generic login, or would this cut down on student use?
- Chelsea
  - Medea showing today
  - Faculty senate—not much exciting
    - Infectious disease plan
    - Most okay with new faculty evals
    - Class climate survey—errors with switched poles, no title
    - Hargrave brought concealed weapons statement to the Capitol
- Patrick
  - Jaime Worden with tech and public school libraries
  - Working with Pat Bohan on Ebola project
- Katie
  - Halloween
    - Approval of posters, events
  - FDLP brochures passed around for approval
  - Training Jen
    - DB—make sure she knows to open and close the library 10 minutes before the listed time
- Dana
  - Dexter Evans is our new EBSCO rep
  - JOVE—link to streaming videos in articles & more section?
    - No, they are videos, and articles & more is reserved for research resources
    - Should at least be linked somewhere in the Biology libguide

Weeding Discussion
- Examples of the MUSTI criteria were brought
- Adrianna selected examples to bring to the Deans
Faculty Workshop

- Scheduling
  - People brought the times to the meeting, but they are in all sorts of different formats
    - CB’s format is preferred since it is so comprehensive
    - KS’s student worker Armel will format all lists into this format
- Invitation
  - Look is attractive
  - Confusing wording
    - AL thought it was about time management
  - Do we want to focus on getting what you want from students?
  - How to hook without blaming students or faculty for assignments
    - Great Expectations (with book cover)
    - Two-way graphic
    - Better communication (i.e. all greek to me)
    - Hit them with questions
    - Don’t need one-word titles—just something punchy for the subject line
    - Disappointment? ROI?
  - KS will send out drafts by next meeting

Scheduling

- AL will be out on Thursdays for the rest of the semester
- Could we move to Wednesday mornings?
  - Next week will be Monday the 20th at noon

Next Meeting: October 20, 2014
Agenda for 10-29-14:
1. Action items (10 min)
2. Around the Horn (30 min)
3. Faculty workshop—Content and Timing (20 min)
4. Prepare next week’s agenda (5 min)

Future:
1. Flipped Classroom
2. Security Camera Update
3. Print Management Systems
4. Equipment budget
5. LibGuides2 Look & Feel (Spring)
6. Discuss hours for move-in weekend (June)
7. Policy Review

Action Items:

Everyone –

- Assignment Workshop
  - Send out invitations to everyone on your list (10-23)
  - Follow up with invitees (10-30)
  - Get RSVPs (11-6)
- Send out second email about instruction to the entire department (10-31).
- Email the professors you worked with earlier in the semester to discuss spring instruction. ("In September, I did this for you/your colleague. Can we do this again in the spring?") (10-31)
- Communicate with liaison departments about budget (10-31)
- Start looking through VHS in your areas for replacements out of the Limes fund (12-15)

Adrianna –

- *Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, …)*
- If maps are not done by Nov. 1, contact Greg Plumb (11-1)
- Talk to Mary LaMack about piloting a print management system (10-28)

Chelsea –

- Go through LibGuides with ADA report in mind (11-1)

Patrick –

- *Print management system – have not heard from IT yet*
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)

Dana –

- Update collection development policy (10-23)

Katie –

- Create a new plan for whiteboard displays and present to librarians (7-17, 10-30)
- Add alt text to rotating images (10-30)
Librarian Meeting Minutes from October 20, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Send Dr. Plumb scans of blueprints re: corrections for library maps on ECU website (10-30)
- Put rotating images into ADA-accessible format (2-1)

Discussion:
- Adrianna
  - Will be inviting Christina to campus sometime in November
  - Government document centennial
    - No one from GPO or doing gov docs will be there
    - Proclamation just ordered because of miscommunications
      - Student senate president will read it
  - Art collection with Taryn Chubb
  - Sent out synopsis of Georgia Conference
  - Jason Prather is interested in flipped classrooms
- Chelsea
  - Nothing of interest
- Patrick
  - Mason Cole re: Daniel hayes
  - Mary about additional reference computers
    - Just waiting for new network hub
- Katie
  - Amping up for centennial and Halloween
  - Cultural Activities Committee meeting this afternoon
  - Undergrad Research Conference
    - Met Dr. Weirick there and explained scaffolding
    - he’s starting scaffolding with Patrick and Chelsea
- Dana
  - Tom Zeni in business administration is sending over students doing research projects on organizational culture and justice
  - 3 out of 4 Pimp Your Cart bookcarts are out on display; Instructional Service’s should be out soon
  - Meeting with Gen Ed Committee
  - Tree on 2nd floor fell over, but should be cleaned up & re-potted before Thursday
  - Going to OLA on Friday
    - Grid for OLA is out
    - KS will not be attending OLA since she’s going to IUG
    - iCon will be held in August of 2015 if anyone wants to present
  - Centennial
    - Tell your students to dress up
    - More dusting will be done on second floor

Collection Development Policy
- Meeting at AAC was not a success
  - Business and Education want to weed but no one else does
Librarian Meeting Minutes from October 20, 2014

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Replacing with superceded items (i.e. the S in MUSTI) was the only aspect of weeding okayed by everyone
  - DCA also approved of not taking donations which we don’t want to add to the collection
- Draft will not be due in November
  - What is the next step?
  - Maybe only a policy on superceded items, discarded donations, or irreparably damaged items (if relevant to the collection)
  - DB will draft wording of this policy to bring to AAC

Faculty Workshop
- Making schedule and invitation today
- When can we schedule this?
  - Week of November 10th
  - 12th is agreed upon as best date
- Who are we inviting?
  - Dana: Wang, Santmyer, Dougherty, Rosato, Lyman
  - Patrick: Micozzi, Toni Jones
  - Chelsea: McMahon, Gardner, Latimore, Karen Williams, McInnes
  - Katie: Ulrich, Chubb, Thompson, Reifsnider, Mount
- Send invites to everyone on your list
- Chelsea will draft email and send out to everyone

Next Meeting: October 29, 2014
Agenda for 11-06-14:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Faculty workshop—Dry Run (30 min)
4. Security Camera Update (20 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Flipped Classroom
2. Print Management Systems
3. Equipment budget
4. LibGuides2 Look & Feel (Spring)
5. Discuss hours for move-in weekend (June)
6. Policy Review

Action Items:

Everyone –

- Assignment Workshop
  - Follow up with invitees (10-30)
  - Get RSVPs (11-6)
- Send out second email about instruction to the entire department (10-31).
- Email the professors you worked with earlier in the semester to discuss spring instruction. (“In September, I did this for you/your colleague. Can we do this again in the spring?”) (10-31)
- Communicate with liaison departments about budget (10-31)
- Start looking through VHS in your areas for replacements out of the Limes fund (12-15)

Adrianna –

- Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, ...)
- If maps are not done by Nov. 1, contact Greg Plumb (11-1)
- Talk to Mary LaMack about piloting a print management system (10-28)

Chelsea –

- Go through LibGuides with ADA report in mind (11-1)

Patrick –

- Print management system – have not heard from IT yet
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- Worksheet for faculty workshop (11-5)

Dana –

- Update collection development policy (12-19)

Katie –

- Create a new plan for whiteboard displays and present to librarians (7-17, 10-30)
• **Send Dr. Plumb scans of blueprints re: corrections for library maps on ECU website (10-30)**
  • Put rotating images into ADA-accessible format (2-1)

**Discussion:**

• **Adrianna**
  o Talked to Mary LaMack about the print management system
    ▪ Currently using PaperCut and prints would be linked to logins
    ▪ So each student could have X number of free prints before paying
    ▪ However, we’d want to remove the X number of free prints for the community login
    ▪ libref login currently prints 18K to 36K every thirty days
    ▪ Circulation student login currently prints 5K every thirty days
    ▪ Printing out 1.6 trees in the last 31 days
  o IMLS report done Sunday
    ▪ 1 year no-cost extension
  o Creating schedule for bringing candidates to campus
    ▪ Switched Tech Services tour with Search Committee meeting
    ▪ Switched Tour of Ada with Tour of Campus

• **Katie**
  o Gate counter problems—who is our vendor?
    ▪ Will talk to Jenny and Jolene
  o Creating amnesty week for fines for enrollment
  o Book signing and Halloween party tomorrow goes from 4 – 6
  o 62 people were at FDLP centennial

• **Patrick**
  o Working with Weirick on scaffolding, but had to reschedule after enrollment
  o Creating Ebola LibGuide for Bohan
  o Security cameras in elevators—electricity and placement

• **Dana**
  o Working on google scholar authentication issues
  o Cataloged ECU from A to Z books
    ▪ Two in Juvenile, one in Reference, one in Special Collections
  o Problem with Sierra
    ▪ Students can view Social by hovering over the information button on a patron record
    ▪ Will be working to resolve this
  o Have a BI on the 21st for Accounting
  o OKALD survey to ease RFP for newspapers

• **Chelsea**
  o Swamped with instructions
  o Went to Respondus testmaking training
  o Patrick will be subbing for November 14th faculty senate
  o **NT Live**
    ▪ Frankenstein will be playing at Estep Wed & Thurs
Granito is free and at Ataloa on Saturday
  - Looking into ADA updating for LibGuides—is this necessary or will LibGuides 2.0 take care of this?

Faculty Workshop
  - Copies made of AL’s debrief notes
  - Refining timing
    - Will create packet of assignments and number them
    - Getting rid of carousel and adding worksheets
      - Using mini post-its to better fit on sheet
    - PB will draft worksheets
    - CB will revise text on first slide
    - Instead of hastily formatting best practices, why don’t we send those out after the workshop as a reminder?
      - Since they take home the worksheet, they’ll still have something physical to work with immediately
      - Should we put the additional resources on back of worksheet instead of best practices?
  - How few people are required for this workshop?
    - At least 4 people needed
  - Do we want to try e-vites? Cardstock?
    - Let’s try a new one each time
  - Are all librarians required for each workshop?
    - Let’s revisit after this one

Next Meeting: October 29, 2014
Librarian Meeting Minutes from November 6, 2014

Present: Adrianna, Chelsea, Patrick, Dana

Agenda for 11-19-14:
1. Action items (10 min) Future:
   1. Print Management Systems
2. Around the Horn (30 min) 2. LibGuides2 Look & Feel (Spring)
3. Workshop Debrief (15 min) 3. Discuss hours for move-in
4. IT Update (15 min) weekend (June)
5. White Board Display Plan (15 min) 4. Policy Review (Jan)
6. Prepare next week’s agenda (5 min)

Action Items:

Everyone –

- Liaison: Communicate with liaison departments about budget.
- Liaison: Outreach Librarian will send out the Newsletter.

Adrianna –

- **Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, …)**
- **If maps are not done by Nov. 1, contact Greg Plumb (11-1)**
- **Send out Christina’s itinerary (11-11)**
- **Talk to IT about closing work orders too soon and the following priorities (11-19):**
  1. New reference computers installation
  2. Wireless
  3. Print management
  4. Security cameras
  5. Intercom
     - Move speaker out of the Conference Room
     - Add speaker to Quaid Lounge
  6. Installation of phone in the Conference Room

Chelsea –

- **AAC: number of hits on LibGuides, collectively, by department for the semester (11-17)**
- Report from SpringShare on ADA/LibGuides2 problems (1-15)

Patrick –

- **Print management system – have not heard from IT yet**
  - Send out options for system (7-10)
  - Discuss in meeting (7-17)
- **Update Worksheet for faculty workshop (11-10)**
- Start looking through VHS in your areas for replacements out of the Limes fund (12-15)
- Create log for printing problems (1-15)

Dana –
Librarian Meeting Minutes from November 6, 2014

Present: Adrianna, Chelsea, Patrick, Dana

- Discuss SSN/Barcode match point w/KB and IT (11-19)
- Update collection development policy (1-15)

Katie –
- Create a new plan for whiteboard displays and present to librarians (7-17, 10-30)
- Send Dr. Plumb scans of blueprints re: corrections for library maps on ECU website (10-30)
- Put rotating images into ADA-accessible format (2-1)
- Start looking through VHS in your areas for replacements out of the Limes fund (12-15)

Discussion:

- Chelsea
  - Busy with instructions and DC screenings – Frankenstein did quite well
  - Looked more into ADA compliance with LibGuides using the WAVE tool:
    - Most issues are minor
    - Alt Text for images
      - Decorative images don’t need alt text but must show null by using quotations –“”
      - Accessibility images do need alt text – print buttons, linking images, etc.
    - Underlined text should only be used for links, not emphasis
    - No script element – not sure what this means
    - Language not specified – this is automatic in LG2
    - Instances of 8 point font – has been fixed in reusable content – fonts need to be 10 point or larger
    - Form labels not specified – could be an issue for our search boxes
    - DON’T do anything yet – CB still talking with SpringShare

- Patrick
  - Workshop handout discussion
    - AI & DB like the squares; CB likes the circle
    - Agreed to use the squares for next week’s workshop – PB will make suggested changes
  - Has class for Newcomer this afternoon – will pin him down for next week’s workshop
  - Lots of research posters lately for EHS and Cartography
  - Printer maintenance kits from CDW had problems – printers are fine for now – will get good kits
  - Some reference computers are still not connecting or are defaulting to the circ print manager. PB will create a log for the Reference Desk

- Dana
  - EDS specialist coming on the 20th to discuss discipline mapping to databases
  - Added the rest of ‘journal’ titles to AtoZ
  - Brandi has been trained to update/add local holding records in OCLC
  - Facilities Maintenance will be bringing at least 4 sanitizer stands to the library
Present: Adrianna, Chelsea, Patrick, Dana

- Student Committee will meet tomorrow – changes to confidentiality statement
- SSN showing in Sierra w/student logins
  - Only way to change is to have IT match on the barcode instead of SSN then wipe SSN from the records
  - All are in favor
  - DB will discuss with KS then take to IT

- Adrianna
  - Will send out Christina’s itinerary
  - DB and AL will see who takes her back to airport on the 18th

Faculty Workshop

PB – 1 maybe, no confirmations
CB – 1 yes, 1 maybe, 1 no, 1 no contact
DB – 2 no’s, 2 maybes, 1 yes
KS – 2 yes’

We have at least 4 coming – that was our goal – workshop will proceed.

Email/calendar invites don’t work
Next time:
  1. Personal contact – phone or f2f
  2. Then calendar evite

Security Cameras

6 priority on list, 3 of which are in elevators
- Option 1, keep list as is and wait to see if elevators can be wired
- Option 2, change elevator sites to non-elevator sites

All agreed to keep option 1. AL will talk to IT about wiring

Camera slated for people mover elevator will be moved to the annex elevator. If we have money to purchase another camera, it will go into the people mover elevator.

Next Meeting: November 19, 2014
Agenda for 01-15-15:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Workshop Date Setting (10 min)
4. Workplan (20 min)
5. A-Z Update (10 min)
6. IT Update (10 min)
7. Prepare next week’s agenda (5 min)

Future:
1. Print Management Systems
2. LibGuides2 Look & Feel (2nd meeting of Spring 2015)
3. Discuss hours for move-in weekend (June)
4. Policy Review (Jan)

Action Items:

Everyone –

- Liaison Reminders
  - December
    - Communicate with liaison departments about budget. (12-19)
    - Send LibGuides stats to individual faculty members, and cc the department chair if desired (end of semester). (12-19)
    - Contact department chairs to get on agenda for spring department meeting. (12-19)
  - January
    - Send emails to liaison departments about instruction. (1-30)
    - Communicate with liaison departments about budget, including end of March deadline. (1-30)

Adrianna –

- Tell Dennis to clean out things from Media Services’ storage whenever Surplus gets Media Services’ things (5-22, 7-31, …)
- If maps are not done by Nov. 1, contact Greg Plumb (12-1)
- Talk to IT about closing work orders too soon and the following priorities (11-19):
  1. New reference computers installation
  2. Wireless
  3. Print management
  4. Security cameras
  5. Intercom
     - Move speaker out of the Conference Room
     - Add speaker to Quaid Lounge
  6. Installation of phone in the Conference Room

Chelsea –

- Report from SpringShare on ADA/LibGuides2 problems (1-15)

Patrick –
• **Start looking through VHS in your areas for replacements out of the Limes fund (12-15)**
• **Create log for printing problems (1-15)**

Dana –
• **Update collection development policy (1-15)**

Katie –
• **Create a new plan for whiteboard displays and present to librarians (7-17, 10-30)**
• **AAC information: number of people thru the gates; number of people using computers for the semester (12-9)**
• **Start looking through VHS in your areas for replacements out of the Limes fund (12-15)**
• **Put rotating images into ADA-accessible format (2-1)**
• **Work on a plan involving crafts in Fall and service dogs in Summer for Finals/Dead Weeks (2-1)**

**Discussion:**
• **Adrianna**
  o Sound-dampening by Katie King
  o Out until December 1
  o Miles and Associates discussion about collaborative learning spaces
• **Chelsea**
  o COIL
    ▪ Nothing LibGuides 2 specific
    ▪ Talk about templates, migration, textbook use at OU
    ▪ Migration and going-live dates should be close together
    ▪ For us: should we migrate in summer? End of May?
      • All agree that first of summer semester is best for timing
  o 2nd meeting
  o ECU Screens—Skylight and Promised Land
  o Comp book is chugging along, and rough draft of chapter has been sent to the librarians
• **Patrick**
  o Reference printer problems log sheet finalized
  o Working on getting full list of PuTTY and CARS users
• **Katie**
  o Re-worked library maps on library website
  o Meeting with donor for artists’ books
  o Princeton prof came to see the Crawford Collection and is getting us in touch with the National Holocaust Museum
  o Returning broken gate counter
  o Coffee machine out of order
    ▪ Jen should always inform Dana to keep LLAF stats accurate
  o Could we put together an end-of-semester craft for Dead/Finals weeks?
Present: Adrianna, Chelsea, Patrick, Dana

- Idea for paper-based crafts to use up Outreach surplus
  - Since the idea isn't fully formed, should bring it back to the next librarians meeting to be implemented next winter
- CB: Could we bring in a service dog sometime too?
  - May be better to bring the dog in summer since there aren't transportation hurdles
- KS should work on a plan involving crafts in Fall and service dogs in Summer for Finals/Dead Weeks
- DB will see if vendors can give us stress balls to give out to students

- Dana
  - Student committee
    - Expanded confidentiality agreement in handbook
  - Proposed putting signage in front of Collection Services which looks like old-fashioned waysigns
    - KS will design and Media Services will print
  - Dana @ EBSCO will be doing a special migration for the fulltext finder
    - Dexter will be making a presentation on EDS

**IT Update**

- Only subject that IT got back to us on was print management
- Can disable free printing for libref login, and then Circ students release it when community patrons ask
  - Would be confusing for Circ students—could we have a few separate libref logins so that they know which person’s print is which?
  - Maybe have only one copy of each login and people need to show the login slip when picking up prints?
- KS would need to add cost of printing to community patron agreement
  - Would also require 2 students on desk at all times
    - DB: we can use the student budget to do this

Next Meeting: January 15, 2015
Agenda for 01-15-15:

1. Action items (10 min)  
2. Around the Horn (30 min)  
3. Workshop (10 min)  
4. Whiteboard Proposal (10 min)  
5. Springshare Migration (15 min)  
6. Budget (20 min)  
7. Prepare next week’s agenda (5 min)

Future:

1. Master Table Proposal (January)  
2. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

- **Bring equipment requests (1-22)**
- **Talk to staff about ordering Lynda.com (1-22)**
- Mark up policy review packets and get the hard copies back to Dana (2-12)
- Liaison Reminders
  - Send emails to liaison departments about instruction (1-30)
  - Communicate with liaison departments about budget, including end of March deadline (1-30)

Adrianna –

- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)
- Forward KS’s email about map status to Greg Plumb (1-29)
- Call Darryl Overstreet about bringing elevator specialists in to hook up security cameras (1-22)
- **Talk to IT about closing work orders too soon and the following priorities (11-19):**
  1. Intercom
     - Move speaker out of the Conference Room
     - Add speaker to Quaid Lounge
  2. Installation of phone in the Conference Room

Chelsea –

Patrick –

- **Schedule meeting with Adrianna about updating Computer Replacement Policy (1-22)**
- **Schedule meeting with Adrianna and Dana about using CURL money for servers (1-22)**
- Work with Sam to mark all items going to Surplus Auction in Media Services storage (4-27)
- Look over Collection Development Policy and let Dana know of any edits (2-2)

Dana –
• **Send email to AL providing proof that enough time has passed to remove Shaw donation (1-22)**
  • Meet with Adrianna regarding weeding (5-31)

Katie –

• **Send AL email regarding status of map updates (1-22)**
• **Check if alarm has gone off since Winter Break (1-22)**
• **Bring 3D printer options to equipment discussion (1-22)**
• **Put rotating images into ADA-accessible format (2-1)**
  o **Send email on status, options, and needs on updating rotating pictures to AL (1-22)**
• Work on a plan involving crafts in Fall and service dogs in Summer for Finals/Dead Weeks (2-2)
• Look over Collection Development Policy and let Dana know of any edits (2-2)
• Outreach Reminders
  o **2nd week January**
    • Event—Once event is approved, Outreach adds date & time of event to LLStaff calendar, and posts blurb on Outreach & LLAF webpages
    • UC posters—Switch
    • Picture frames—Posts updated pictures
  o **3rd week January**
    • Event—Outreach emails librarians promotional images for approval
    • Newsletter—Outreach Librarian sends out email to library asking for thoughts/ideas
  o **4th week January**
    • Event—Outreach will:
      • post promotional rotating image on website
      • put postcards at public services desks
      • place posters around campus

Discussion:

• Adrianna
  o Surplus auction will take place the week after graduation, and all surplus items will be collected then
  o Has an intern, Ashely Bean, for a semester
    • If anyone has projects she can handle, let AL know
  o Community patron printing is in full swing
    • Dr. Holland (community patron) met with Dr. Anderson to ask to have free printing privileges back
    • This is now for Chemistry to work with him on
    • Brooklyn asked where the money is going—it is going into the printing fund to pay for printing supplies
  o Budget
    • Situation looks dire
      • Gas prices are down, and OK makes its money on the taxing of gas
Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Very low income taxes
- Permanent tax cuts just went into effect
- Rainy day funds across the state have been used up
  - University will be looking to cut spending
    - May reduce positions
    - Need to fill librarian position to show that it’s needed
    - Try to figure out how to reduce budgets
  - Equipment budget will be unchanged b/c it’s based on student fees
    - May want to order more cameras even though the first ones haven’t been set up
    - DB & PB are looking at networked microform scanner
    - What has already been bought from the equipment budget wishlist:
      o 11 reference & staff computers as part of the replacement plan
      o 7 new computers for reference
      o 6 security cameras (for reference, main entry, the three elevators, and student lounge)
      o 2 screens
      o A projector
      o Circulation printer
- State of the university
  - DCA is retiring
    - No plans yet on replacement
  - Weems retired
    - Did not name interim dean, so KP is serving as interim dean of CHS
  - Admissions & Records
    - Admissions is now part of recruitment and managed by Student Development
    - Records is still under Academic Affairs
    - Right now they are still in the same office, but they may separate sometime
  - Kyle Gardner will move to only advising, after training someone to replace him as transfer enrollment manager
  - Nancy Thomason in Sponsored Programs and Research is retiring
  - Rebecca Nicholson-Weir is pregnant again
  - Lark Powers just had her baby
  - Nursing is in serious flux
  - Faculty Association
    - Blackboard problems with shells disappearing
      o Emerging Technologies Committee will be talking with AL and Jason Prather about what to do
- Patrick
  - Printing logs—do we want to keep them in the same format?
    - Everyone agrees to
Librarian Meeting Minutes from January 14, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Meeting with David Weir regarding Undergrad Research Day at 10
- Meeting with Dr. Weirick about scaffolding at 11
- Working through requests with SB
- Brick & Click conference coming up
- Water Exhibit grant has unofficially gone through at OU
  - Will pass on to EHS when officially completed

- Chelsea
  - ADA and LibGuides2
    - Noscript element and language attribute both solved by LibGuides2
    - Things like alt text, font size, no underlining, and form labels will be built into the library's LibGuides2 migration
  - Working with DB to present 6 sessions to Ada High School in February with Julie Lawson
  - Working with PB to team-teach for Lorraine Lattimore
  - Invited to join board of Pontotoc Literacy Coalition
  - OKLSI is meeting here to prepare for presentation
  - Errol King is working on Big Read grant
    - May involve KS in help for this

- Katie
  - Book signing with Mount coming up
    - Hopefully can move back a week for more advertisement time
    - AL—should put flyers for this in the public library
  - Should we change zone signs every semester, or every year?
    - All agree to move to one-year change routine
  - Picture frames will be based on a rebus theme
  - Some hiccups in changing from SSN to university ID # in patron records, but working now to clean up records

- Dana
  - Updated Collection Development Policy
    - CB has given edits, but KS and PB need to do so
  - 50 boxes sent to Better World Books from Shaw donation
  - Three BIs today
  - Working through kinks of Full Text Finder
    - Google Scholar has to wait, both with proxy problems and because Google Scholar doesn’t support Full Text Finder
  - Gen Ed Committee
    - Chairs marked up courses based on learning outcomes
      - Several physics and computer science classes marked that they did a lot of information literacy work, but have never come to the library
      - May be misunderstanding of what the learning outcomes mean
  - Policy review time
    - We work through the 5 oldest policies every year
    - Everyone has a packet to mark through
  - Work study money
    - This needs to be spent
Librarian Meeting Minutes from January 14, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Have barely hit 50% this year
- However, in the last 5 years, 3 years saw almost total use
- Could be due to financial aid changes
  - As part of budgeting, university could be cutting department’s allowance in this fund
  - Since housing saves up WS money and uses it in one big burst to paint the dorms, could we use it similarly to paint the library during the summer?
    - No librarians opposed
    - Library art
      - May have to take pictures of art with existing labels
      - Should we talk to Taryn Chubb?
      - Could give us opportunity to sensibly group & organize art

IT Update
- Wireless upgrading is a huge problem with the infrastructure of the university
  - IT is developing a massive upgrade plan
  - Ours will be updated when everyone else’s is
- Cameras aren’t hooked up because IT wants elevator maintenance people to do hook up elevator cameras before anything else
- New reference computers are installed and operational
- Print management is in place

Workshop Date Setting
- We need to check faculty schedules, since changes have been made since the last spreadsheet was sent out
  - KS will have her student worker do this and have it sent out by Monday
- Who do we invite?
  - First we should re-invite the people from last semester’s cancelled workshop
- Do we want to cut down the presenters?
  - Options at prior meetings involved two librarian presenters
    - If we have two librarians, do we then limit it to those presenters’ liaison areas?
    - We will come back to this in later semesters, since we are re-inviting everyone from last time
  - AL does not need to attend if she is blocking scheduling

Next Meeting: January 22, 2015
Agenda for 01-29-15:

1. Action items (10 min)  
   1. Master Table Proposal (January)
   2. Discuss hours for move-in weekend (June)

2. Around the Horn (30 min)

3. Workshop (10 min)

4. Whiteboard Proposal (5 min)

5. Springshare Migration (20 min)

6. Budget (20 min)

7. Prepare next week’s agenda (5 min)

Future:

1. Master Table Proposal (January)
2. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

- **Update your workplan items & send to Adrianna (1-29)**
- Mark up policy review packets and get the hard copies back to Dana (2-12)
- Liaison Reminders
  - Send emails to liaison departments about instruction (1-30)
  - Communicate with liaison departments about budget, including end of March deadline (1-30)

Adrianna –

- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)
- Call Darryl Overstreet about bringing elevator specialists in to hook up security cameras (1-29)
- Follow up with IT on the following priorities (2-19):
  1. Intercom
     - Move speaker out of the Conference Room
     - Add speaker to Quaid Lounge
  2. Installation of phone in the Conference Room

Chelsea –

Patrick –

- Talk to Mary about options for color printing at Circulation (2-2)
- Look over Collection Development Policy and let Dana know of any edits (2-2)
- Work with Sam to mark all items going to Surplus Auction in Media Services storage (2-12)
- Create Student Computer Replacement Plan and bring to librarians (2-26)

Dana –

- Meet with Adrianna regarding weeding (2-2)

Katie –
• Find available times for faculty invited to last semester’s workshop & email to librarians (1-23)
• Redraft Whiteboard Plan and send to librarians before next meeting (1-28)
• Re-price intercom system for the Annex (1-29)
• Put rotating images into ADA-accessible format (2-2)
• Work on a plan involving crafts in Fall and service dogs in Summer for Finals/Dead Weeks (2-2)
• Look over Collection Development Policy and let Dana know of any edits (2-2)
• Outreach Reminders
  o 4th week January
    ▪ Event—Outreach will:
      • post promotional rotating image on website
      • put postcards at public services desks
      • place posters around campus

Discussion:
• Adrianna
  o Working with PB to update the computer replacement policy and extend it to 5 years
    ▪ Added AL’s computer and MS laptops
    ▪ General office computers are not on this plan, but it may be worthwhile to make a plan that spells that out
    ▪ PB will work on this
• Dana
  o Some kinks in the transition to Full Text Finder
    ▪ Entered 1500 holdings into system but FTF is only showing 90, etc.
  o Working on getting numbers from EBSCO and analytics
• Katie
  o Promotional materials for the book signing are being printed
  o Cleaning Circulation K: drive files
  o New cash box for printing is working out well
    ▪ AL would like an update on how much money this is making per week for the short-term
• Chelsea
  o Freshman Seminar coming up
    ▪ AL will take PB’s section
  o OKLSI presentation prep went well
  o Went to the MLK celebration on Tuesday
  o Faculty Senate met on Friday
    ▪ Colleges and schools will be talking to Jeremy about their IT concerns
      ▪ AL would like CB to remind Jeremy that we are faculty and would like to talk to him too
    ▪ Emerging Technologies Committee will be talking to AL about Blackboard problems
    ▪ Helpdesk and FAQ
Librarian Meeting Minutes from January 22, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- DCA spoke
  - Enrollment down 3%
  - Graduate enrollment is down 11%
  - Evaluation numbers are confusing and thus may take longer to calculate
- Patrick
  - Reference computer problems
    - Logins are now temporary on this computer, which resets settings
    - Will talk to Mary to see if that can be resolved
  - Has working draft of computer replacement plan drawn up
  - Service learning committee
    - Trying to do systematic review of service learning classes
    - Meeting this afternoon
  - Meeting with David Weir this afternoon re: costs for a repository
  - Printing tiger room banner
    - AL—if this isn’t finished by Friday, we will go back to the drawing board
    - DB—could we get periodic updates on this through email?

Workshop
- KS will find all available times for faculty and email to everyone
  - We will narrow to a specific day over email
- Focus on the weeks of the 9th and the 16th of February
- AL—we are scheduling this early enough to do two, since it preserves momentum from last semester’s even though it was cancelled

Whiteboard Plan
- PB—should this be an official document?
  - All agree it should be
  - Official footers will be added
- Needs more explanation of purpose and timing
- KS will make the suggested edits

Springshare Migration
- CB handed out plan for migration
- For the next two weeks, we will work on the first bullet, which is working on webinars and testing
- Use help button in LibGuides2
  - The emails for this may have gotten caught in your spam filters
- Since the projected finish date is Summer, this will give us a buffer before Fall if we don’t meet it
- Wording changes
  - Blueprint=a standard guide used for a specific purpose
  - Template=formatting the tabs on the side of the guide or the top

Budget
- Items for wishlist
  - $2,000 for LibAnalytics Insight (recurring)
Librarian Meeting Minutes from January 22, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- $2,000 for 3D printer (Lulzbot TAZ 4)
- Security cameras ($700 each)
  - Up to 10
- Annex intercom ($1,470)
  - Can we use this from the Circulation Desk like the current intercom?
  - Maybe we could conference call it?
- Can we buy Captivate 8 through this budget?
  - AL—no, but give prices
  - $400 per copy, and 2-3 copies needed
- Microform scanner ($10,000)
- Color laser printer at Circ ($1,000)
  - Can this even be used with our current setup?
  - PB will check with Mary about this
- Can we buy a new paper cutter with this money for $750?
  - No, it has to be something that plugs into a wall
- Digital Camera ($2,000)
- AL will provide everyone with a spreadsheet of the options on it, and we will vote in two week's time

Next Meeting: January 29, 2015
Agenda for 02-05-15:
1. Action items (10 min)
2. Around the Horn (30 min)
3. Workshop (10 min)
4. Springshare Migration (20 min)
5. Budget (15 min)
6. Prepare next week’s agenda (5 min)

Future:
1. Master Table Proposal (January)
2. Discuss hours for move-in weekend (June)

Action Items:

Everyone –
- Send out workshop invitation (1-29)
- Give budget sheet w/your votes to Adrianna by Wednesday, Noon (1-4)
- LibGuides/LibCal Migration - Complete ALL of step 1(a-d) (2-5)
- Mark up policy review packets and get the hard copies back to Dana (2-12)
- Liaison Reminders
  - Communicate with individual faculty who have requested instruction.
  - Communicate with liaison departments about budget, including end of March deadline.

Adrianna –
- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)
- Call Darryl Overstreet about bringing elevator specialists in to hook up security cameras (1-29)
- Follow up with IT on the following priorities (2-19):
  1. Intercom
     - Move speaker out of the Conference Room
     - Add speaker to Quaid Lounge
  2. Installation of phone in the Conference Room

Chelsea –
- Revise workshop invite (1-29)
- Resend LibApps invite to Adrianna (1-29)
- Send hateful reminder email, per Adrianna’s request, about LibGuides/LibCal migration step 1.a-d. (2-2)

Patrick –
- Talk to Mary about options for color printing at Circulation (2-12)
- Work with Sam to mark all items going to Surplus Auction in Media Services storage (2-12)
- Create Student Assistant Computer Replacement Plan (include Collection Services’ scanning computer) and bring to librarians (2-26)
Librarian Meeting Minutes from January 29, 2015

Present: Adrianna, Chelsea, Patrick, Dana

Dana –
- AAC information: Number of items the library has purchased by college/school for the FISCAL YEAR – Collection Services Librarian (2-12)
- Send hateful reminder email, per Adrianna’s request, about policy review (2-9)
- Send out Database Analysis (2-5)
- Update calendar for Feb/Mar meetings (1-30)

Katie –
- Re-price intercom system for the Annex (1-29)
- Put rotating images into ADA-accessible format (2-12)
- Work on a plan involving crafts in Fall and service dogs in Summer for Finals/Dead Weeks (2-12)
- Outreach Reminders
  - 1st week February
    - Newsletter—Outreach emails to library for review
  - 2nd week February
    - Newsletter is sent out
  - Event—Outreach will:
    - Send mass emails to campus about event
    - Update rotating picture to say “next week” by end of week
  - 3rd week February
    - Newsletter—Outreach Librarian sends out email to library asking for thoughts/ideas
  - 4th week
  - Event is held

Discussion:
- Adrianna
  - Campus computers labs are not being used, but we don’t have enough
  - Why aren’t they being used – see Computer Lab discussion below
  - LLAF met on Tuesday – only 2 board members showed – looking for new members (Jolene’s at the top of the list)
  - Appreciates all the evals in on time. Letters have been written and sent to DCA
  - Need to look at applications for TS job – Tuesday @ 8
  - No info on provost or registrar positions

- Dana
  - Removing ‘juvenile literature’ subject headings in Opposing Viewpoints, Global Viewpoints, and Information Plus series
  - Received database quotes from EBSCO, student is working on use stats – will get to everyone next week

- Katie
Librarian Meeting Minutes from January 29, 2015

Present: Adrianna, Chelsea, Patrick, Dana

- Chelsea
  - Met with Rebecca Nicholson-Weir about the Originals project.
    - Undergraduate Research is paying for the student
    - Student is working on personal laptop in Instructional Services space
      - Create a list of authors for copyright clearance
      - Future authors will automatically sign copyright notice
      - Some copyright questions arose that were referred to Adrianna to take to university counsel
  - Psychology scaffolding
    - Going quite well
    - Curriculum matrix is complete
    - Met with all designated fall classes; working on spring schedule
      - Pre- and post-tests were giving in hardcopy for the fall
      - Tests administered via Blackboard for the spring
      - Will be creating Collaborate recordings for both General Psychology and History & Systems courses
  - Faculty Senate’s Emerging Technologies Committee has met with Adrianna about Blackboard concerns
    - Email has been sent to all faculty to voice concerns
    - A few select faculty have been invited to join the committee
  - Will be out Friday (work Sunday)

- Patrick
  - Met with Chelsea and Doug Weirick about EHS scaffolding
    - Doug is excited that Chelsea showed him standards for science & technology
    - He’s picked out several courses to target
    - Doug is adding this as one of his goals on his evaluation document
  - Met with Adrianna and David Weir about undergraduate research funds
    - With last year’s and this year’s money, there’s roughly $13,000
    - David needs specifics by July to purchase what we need

**Computer Labs**
- Why are campus computer labs being used?
  - Restrictions (specific disciplines)
  - Not open at night/weekends
  - Library folks are helpful so students come to us
- Do we want to add more computers to library (used to be opposed to being a ‘computer lab’ but we have changed that thought over the last few years)? YES
- Issues with adding more:
  - Need to use matching tables ($$)
    - Could use existing carrels
    - Could use larger, long tables in reference area
Librarian Meeting Minutes from January 29, 2015

Present: Adrianna, Chelsea, Patrick, Dana

- DCA would have to give us $$ to sustain them – Computer Lab Replacement Budget
- Carpeting around shelves in reference area was cut when new carpet was laid
- Electricity
- Network lines
- More printers
- More printing
- More student assistants to help
  - Juvenile collection could be moved to 2nd floor
  - A lot of reference materials could be removed from reference or go to e-access
  - Adrianna with open the conversation with AAC

Workshop
- CB will update invite email
- Invites need to be sent out today

Whiteboard Plan
- Edits were made and sent out by KS – no discussion

Springshare Migration
- CB handed out plan for migration
- By 2/5, everyone needs to complete the first bullet
- Chelsea walked thru the entire migration plan

Budget
- Everyone needs to vote 3 on the 11 replacement computers ($14,300) by noon, Wednesday, February 4th
- The last security camera (study area) is for the couch area on 2nd floor
- Our total to spend is roughly $33,000

Next Meeting: February 5, 2015
Librarian Meeting Minutes from February 5, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Agenda for 02-09-15:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Master Table Proposal (10 min)
4. Springshare Migration (20 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Renewal of databases (3-3)
2. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

• **Call workshop invitees who haven’t responded to invitation (2-6)**
• Mark up policy review packets and get the hard copies back to Dana (2-12)
• Liaison Reminders
  o Communicate with individual faculty who have requested instruction. (2-28)
  o Communicate with liaison departments about budget, including end of March deadline. (2-28)
• Bring liaison’s responses to underused databases (3-3)

Adrianna –

• Talk to Fred Haney about quotes for elevator fixes and cameras (2-19)
• Follow up with IT on the following priorities (2-19):
  1. Intercom
     ▪ Move speaker out of the Conference Room
     ▪ Add speaker to Quaid Lounge
  2. Installation of phone in the Conference Room
• Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
• Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –

• Have Melissa check wireless strength throughout building (2-12)
• Send email to AL with pricing, stats, etc. about library’s Lynda usage (2-12)

Patrick –

• **Send email to library about options for Adobe Cloud services (2-9)**
• **Send email to librarians with workshop survey cards, worksheets (2-9)**
• Talk to Mary about options for color printing at Circulation (2-12)
• Work with Sam to mark all items going to Surplus Auction in Media Services storage (2-12)
• Create Student Assistant Computer Replacement Plan (include Collection Services’ scanning computer) and bring to librarians (2-26)

Dana –

• **Send hateful reminder email, per Adrianna’s request, about policy review (2-9)**
• Edit script of workshop (2-12)
Katie –
- Put rotating images into ADA-accessible format (2-12)
  - Follow up with Computer Science about getting student worker fluent in Java (2-12)
- Work on a plan involving crafts in Fall and service dogs in Summer for Finals/Dead Weeks (2-12)
- Outreach Reminders
  - 2nd week February
    - Newsletter is sent out
  - 3rd week February
    - Newsletter—Outreach Librarian sends out email to library asking for thoughts/ideas

Discussion:
- Adrianna
  - Technical Services librarian
    - 3 candidates have been scheduled
    - One hasn’t called back after AL left a message, do we want to pursue them further?
      - All agree not to pursue them
    - 2 new candidates in stack
      - AL will email BH about these two new people
  - Wi-Fi
    - Problems with projector hooked up in conference room
      - Cannot be wirelessly connected to both projector and internet at the same time
      - Need to install network hub in room to combat this
      - Will probably have to do the same to wireless projector in GSR
  - Met with Jeremy and talked about IT issues
    - He said Dave had been fixing wireless around library
      - CB will have her student worker check
    - IT consortium worked on deal with state to get Adobe Creative Cloud for free
      - Everyone will have to pick their options
      - We need to do so before the rest of campus b/c installation takes a very long time
    - IT consortium is trying to negotiate deal with Lynda
      - We will send them our usage and other stats
    - Bought PaperCut for university-wide use
    - Will meet again with Jeremy at 4pm today about Blackboard, but will bring up computer lab concerns etc.
  - Having lunch with CHS Dean candidate tomorrow
- Patrick
  - Had conversations with Rob & Mary about printing
Librarian Meeting Minutes from February 5, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Rob will restructure our computers to have better group policies during Spring Break on 4 random computers, as a blind trial of policies
  - AL—so we’ll have to deal with all these problems for 2 more months?
  - PB will send AL list of computer problems we’ve had since Spring started
    - New sheets for reporting printing problems
      - We can eliminate the old legal-size sheets

- Chelsea
  - Preparing for Ada High School instruction sessions with DB
    - Some interesting challenges were discovered when they went to the school for a run-through
  - Preparing for Lattimore instruction session with PB
  - Done with Freshman Seminar Tours
  - Natalie had 6 month review
  - Meeting with Ashley Bean this afternoon
  - Faculty Senate is tomorrow

- Katie
  - Spring Event is today!
    - AL: attendance has been low at other campus events, so may not be many people
  - Displays for Inventors Day are up—lots of attention from different patrons
  - Registered for IUG
    - Passed schedule to librarians for review, starting with DB
  - Tiger Room finished
  - Drafted feedback box signs
    - Frustrated with people not seeing feedback boxes
    - Librarians agree to have signs and formally review further drafts
      - CB—maybe have more people smiling
      - DB—not a fan of cartoony style
  - Newsletter draft has been sent out for review

- Dana
  - We should talk about Master Table Proposal for next meeting
  - Database budgeting
    - Items highlighted in red are those which cost more than $10 per search or per fulltext
    - Talk to your liaison areas about those items highlighted in red
    - First meeting of March will talk about database re-ordering further

Workshop

- Attendance:
  - CB—1 no, 1 yes, 1 maybe
  - PB—1 yes, 1 maybe
  - KS—2 no, 2 unanswered
  - DB—all unanswered
Call people without answers by tomorrow

- **Structure**
  - Survey cards
    - Planned to use these at the end of the session to get feedback and/or pull quotes to advertise future sessions
  - Handouts
    - With best practices on them, sent out after the workshop
  - Worksheets
    - Replaces carousel
    - Has additional resources on the back
    - PB has the drafts of these saved

**Budget**
- Everyone voted for replacement computers
- Microform scanner and LibAnalytics Insight came next highest on priorities
- After that, several breaks
  - Someone voted “must have” on color laser printer, digital video camera, annex intercom, and libchat
    - Since the money involved for these is around the same, we can budget up to LibAnalytics and put the rest of the equipment money in contingency; then we can vote on what to spend contingency money on later
    - All agreed to this proposal

Next Meeting: February 9, 2015
Librarian Meeting Minutes from February 9, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Agenda for 02-19-15:
1. Action items (10 min)
2. Around the Horn (30 min)
3. Workshop Debrief (10 min)
4. Springshare Migration (20 min)
5. Prepare next week’s agenda (5 min)

Future:
1. Renewal of databases (3-3)
2. Discuss hours for move-in weekend (June)

Action Items:

Everyone –
- Mark up policy review packets and get the hard copies back to Dana (2-12)
- Test colors in LibGuides2 for tabs & boxes (2-19)
  - Come to meeting with your preferences (2-19)
- Liaison Reminders
  - Communicate with individual faculty who have requested instruction. (2-28)
  - Communicate with liaison departments about budget, including end of March deadline. (2-28)
- Bring liaison’s responses to underused databases (3-3)

Adrianna –
- Talk to Fred Haney about quotes for elevator fixes and cameras (2-19)
- Follow up with IT on the following priorities (2-19):
  1. Intercom
     - Move speaker out of the Conference Room
     - Add speaker to Quaid Lounge
  2. Installation of phone in the Conference Room
- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –
- Have Melissa check wireless strength throughout building (2-12)
- Send email to AL with pricing, stats, etc. about library’s Lynda usage (2-12)

Patrick –
- Talk to Mary about options for color printing at Circulation (2-12)
- Work with Sam to mark all items going to Surplus Auction in Media Services storage (2-12)
- Create Student Assistant Computer Replacement Plan (include Collection Services’ scanning computer) and bring to librarians (2-26)

Dana –
Katie –
  - Work on a plan involving crafts in Fall and service dogs in Summer for Finals/Dead Weeks (2-12)
  - Clean up banner image for use in LibGuides2 (2-19)
  - Make headshot images all the same size and add resolution to the filename (2-19)
  - Put rotating images into ADA-accessible format (2-12)
    - Follow up with Computer Science about getting student worker fluent in Java (2-12)
  - Outreach Reminders
    - 3rd week February
      - Newsletter—Outreach Librarian sends out email to library asking for thoughts/ideas

Discussion:
  - Dana
    - Ada HS instruction was interesting and challenging, but won’t be doing one again anytime soon
  - Katie
    - Newsletter being updated with event details
    - Event was held on Thursday
      - Good attendance
      - Well-read presentation
  - Chelsea
    - Faculty Senate met
      - Wi-Fi proposal going to RUSO
      - Budget tuition shortfall
      - Guns on campus bills in both state House and Senate
      - Tabling athletic committee issue
      - Adjunct pay—not increasing under DCA
      - CB brought up formalizing committee minutes
  - Patrick
    - Duplexing from the Reference Desk printer
    - Adobe product sheet has been sent out to everyone
      - Will send selections to the Help Desk
      - Mary LaMack has been updating other Adobe products on campus to the Creative Cloud versions
    - Working with David Weir on poster workshops
    - Sent out sheets for the library workshop
  - Adrianna
    - Collection development policy sent out to Deans
    - Met with Jeremy
      - about computer labs, he wasn’t opposed
        - Will be tracking their usage further
      - Talked about printing problems
        - Averages 2 problems per 4-hour block
Master Table Proposal
- All agreed to add the listed items to the master table
  - CB—could we add subject guides as well as instruction guides?
    - These will be added as well

Workshop
- 4 attendees
- Will proceed at separate meeting on the 12th

SpringShare Migration
- Notes on other’s guides
  - Dominican University’s A-Z guide uses categories well
    - However, DB kept getting stuck in the A-Z listings—seems like it removes ability to use back button
  - Prefer two-column layout for subject listings
  - Still don’t like to use sub-pages
  - KS: like top boxes in Austin PL’s LibGuides, but not many academics are using them
  - Not many OK libraries have been experimental in their use of LibGuides2
  - Can we add a new favicon?—since OU’s guides have the OU icon, it seems like we can
  - KS doesn’t like tabbed boxes because of limited customizability
    - CB may be able to code in special colors, but this has to be hard-coded

Preferences
- System name:
  - Leave as Library Research Guides
- Window Target
  - Same window (better for usability)
- Default page name
  - Keeping our “main” verbiage
- Template
  - Decided that side-nav was far too limiting
  - Locked in top-navigation only
- No special logged-in admin bar
- General
  - Background and foreground colors can only be added in by administrator
- Footer
  - Search box will be moved here
  - Add contact information for the library here
  - Will come back to more styling later
- Header
  - Re-use same header we have now
  - KS will clean up image and CB will continue to do image mapping
- Home page
  - Change sorting “by owner” to words “by librarian”
  - Eliminate intro text (small text) and use only welcome text instead
Librarian Meeting Minutes from February 9, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Use welcome text as directions, instead of generic greeting
  - Should add "Get Help" box on right-hand side
  - Will keep subjects in two columns
  - Hours box should be on bottom left side
  - Featured Librarian box will cycle through 4 librarians at a time—no way to change this
    - Clicking on “more” gives you access to every editor on the guide—do we want this?
      - Seems to be no way to change it, but CB will see if she can hide it
    - Should add headshots for staff editors too

Next Meeting: February 19, 2015
Agenda for 02-27-15:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Workshop Scheduling (10 min)
4. Springshare Migration (20 min)
5. Prepare next week’s agenda (5 min)

Future:

1. ABLE report discussion
2. Renewal of databases (3-3)
3. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

- Make final edits to clean copies of policies, if needed (2-27)
- LibGuides Migration
  - Experiment with different types of grey headers and tabs and come to meeting with your preferences (2-27)
  - Decide on round or square tabs and boxes (2-27)
- Liaison Reminders
  - Communicate with individual faculty who have requested instruction. (2-28)
  - Communicate with liaison departments about budget, including end of March deadline. (2-28)
- Bring liaison’s responses to underused databases (3-3)

Adrianna –

- Follow up with IT on the following priorities (2-19):
  1. Intercom
     - Move speaker out of the Conference Room
     - Add speaker to Quaid Lounge
- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –

Patrick –

- Work with Sam to mark all items going to Surplus Auction in Media Services storage (2-12)
- Talk to Mary LaMack directly about adding a color printer to Reference (2-12)
- Send latest quote for cameras, along with the age of the quote, to Adrianna (2-27)
- Get the projector in the conference room operational (2-27)
- Ask IT if we can put Acrobat on the reference computers (2-27)
- Create Student Assistant Computer Replacement Plan (include Collection Services’ scanning computer) and bring to librarians (2-27)

Dana –
Librarian Meeting Minutes from February 19, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Katie –
- Contact Catie Caton regarding needs for CURL opening (2-27)
- Call therapy animal locations for pricing, liability (2-27)
- Put rotating images into ADA-accessible format (2-27)
  - Work with Saurev to format Javascript into accessible slideshow (4-27)

Discussion:
- Adrianna
  - Hard to get a hold of Fred Haney, but found that the quote for wiring the elevators is $800
  - Emailed Jeremy about security camera quotes, but he said we have the latest quotes
    - PB will forward on his most recent info to AL
  - Wireless
    - IT consultants are bringing proposal to update ECU’s infrastructure to RUSO
      - 20 years ago, ECU got a Title 3 grant for fiber-optic connections, and nothing’s been updated since then
      - Plan will be that dorms are done in September, then academic buildings, then administrative buildings, then outdoor spaces
      - Library will likely fall under the academic buildings update
    - Melissa’s map is wonderful, but depressing; nothing can be done without the IT plan going underway, probably next year
  - Librarian search
    - Laura is excited, but has to check with her bosses to take leave
    - Passed out two options for itinerary
  - CURL opening
    - We are now the backup plan—primary location is parking lot across from CURL location
    - Since we won’t know if it’s rained out until the day of, proceed as if we are hosting it
  - University news
    - Nick Jacobs got NSF grant
    - Stacey Bolin got DaVinci fellow
    - Ann Davis and Kevin Davis are retiring
  - State news
    - Hiring freeze for state (not university)
      - As a university, we will proceed with caution
      - After open positions are filled, will likely have to look at positions on a case-by-case basis
    - State updated its shortfall to be $611 million
    - Guns on campus bill will probably pass this session

- Patrick
  - Adobe list sent to IT with all the IP addresses
  - Need to put on non-printing sign on LibRef26
Librarian Meeting Minutes from February 19, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Talked to Rob about password expiration problems, and still has plans to address printing during Spring Break
- Poster workshop is tomorrow, but only 4 people signed up
  - Only 20 students are going to Research Day

- Chelsea
  - Do coffeemakers go to surplus?
    - No, that’s for things with an inventory number; you can dispose of these regularly
  - Blackboard committee will be meeting weekly
  - Ashley Bean’s meetings are done
  - OKSLI met last Tuesday and will be meeting on March 11
    - People are invited to watch their presentation in the next meeting at 2:30
    - CB will send out an invitation
  - Foreign Film Festival
    - “No” playing tomorrow
    - “3 idiots” playing next week
      - Panel with international students will precede film, featuring Circulation student assistant Ellie
  - Latimore instruction
    - Very exciting, and she was pleased with it

- Katie
  - Semester-end activities proposal
    - Where will craft activities take place?
      - CB—could use instruction room
    - Therapy animal would have to take place in the instruction room
    - For craft, could we skip most of the expense and just get coloring books or print out coloring pages online?
      - All agreed to this
    - Craft is approved; KS will come back with answers about liability and cost for bringing in therapy animals
  - Circulation students want to bring couch behind Circ
    - There’s already a problem with noise; people hanging out behind there when they’re not working
      - Try it and see if it aggravates the problem
  - Headphones
    - Found one lost set
    - Re-tagging them so that tag is on ziptie
  - Nutrition month displays have been okayed by Jan Long
  - Community patron printing
    - Made over $250 so far
    - Experimenting with how long it takes the queue to clear
  - Updating library brochures
  - ABA visit on Tuesday

- Dana
  - Out this afternoon and on Monday
Passed out re-done policy review packets with edited and clean versions of each policy
  - All policies are complete except for Special Collections policy, which KS will edit before Tuesday
  - If you have further edits, make them on the clean copies

Worked extensively with a student on the phone having download and login problems on her laptop

Will discuss ABLE report in a further meeting
  - If it’s something we can’t fix, like a SpringShare problem or a widget, then we just need to note that in our report back

Workshop Debrief
- Even though it was very sparsely attended, it was a success—CB has an upcoming class with one of the faculty attendees!
- AL, DB—we will have to brainstorm better ways to lure in faculty
- CB—if we have low attendance, we should make sure they look at 3 assignments to see the full range of badness
- CB—Emphasize that they need to bring printouts of their assignment, maybe say “bring 2 copies of your assignment”
- Scheduling next one for this semester will take place next week

SpringShare Migration
- KS made several versions of the header—which one do we pick?
  - Cannot use ECU without the circle
    - Of the options remaining, people like the orange ECU circle
  - CB—please make it so that ECU circle is aligned with the center of the icons
  - DB—can you make it so that this is copied in the catalog? KS—yes
- Staff & librarian pictures are formatted
  - DB—get everyone’s yearbook photo so they can be added to the website
  - Some staff won’t want pictures
  - Could we use a generic picture instead?
    - CB, DB—no, if they don’t want their picture up, their picture should be blank
    - PB—can we opt out of having out pictures up?
      - No, it helps with making us accessible to liaisons
      - KS may try to work on something more fun
- Using gallery instead of “your friendly librarians”
  - Pictures are not loading fully
    - May have to use the 250x250 versions
  - Can’t add descriptions to the images without having them cover them completely
    - We would have to add the text for the image within the image itself
  - Headshots are too focused-in on the gallery; could we use the longer shots from the yearbook photos instead?
  - PB—do we have to use our yearbook photos for this gallery? Could we take a picture with something on campus?
Librarian Meeting Minutes from February 19, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- KS—as long as it doesn’t look amateurish, I’d be okay with it; would have to ask Communications & Marketing to take the pictures
- DB—could be something ECU spirit-related, like the tiger in the UC or the tiger fountain
- We will come back to this later and make a final decision

- List of guides/main LibGuides page
  - Do we want database list link here?
    - This will be removed
    - Should we change the name of the A to Z guide, since we call it Articles and More in the link?
      - During database discussion, we will talk about renaming it Electronic Resources or Articles and More etc.
  - CB will hard-code it so that the hours is in the left column of the main page

- Tabbed boxes
  - CB found out how to change tab color in tabbed boxes—this would be applied site-wide, so there’s no way to experiment with different ones at the same time

- Footer
  - It’s hard to code this outside of the main page
  - We will remove search box since KS is the only person using it

- No consensus on rounded or square boxes and tabs

- Colors
  - Everyone is leaning towards grey headers and tabs with grey outlines
    - Experiment with these more before the next meeting
  - Everyone prefers that the active header matches the color of the boxes on the page
  - CB changed it so that background is now ECU orange to better fit with catalog & main library page
  - CB can hard-code changes like different title colors, page borders, tab borders, etc.

Next Meeting: February 27, 2015
Librarian Meeting Minutes from February 27, 2015

Present: Chelsea, Patrick, Dana, Katie

**Agenda for 03-02-15:**
1. Action items (10 min)
2. Around the Horn (30 min)
3. Charging for color printing (10 min)
4. Workshop Scheduling (15 min)
5. SpringShare Migration (20 min)
6. Prepare next week’s agenda (5 min)

**Future:**
1. ABLE report discussion
2. Renewal of databases (4-1)
3. Discuss hours for move-in weekend (June)

---

**Action Items:**

**Everyone –**
- LibGuides Migration
  - Blueprint Guides—changes to existing course and subject guide blueprints? (3-26)
    - Should we standardize language or icons on current subject guide template? (3-3)
  - Look and Feel: footer coding; moving boxes to the middle of the main page; pictures for profile header (2-26)
- Liaison Reminders
  - 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. (3-13)
  - Communicate with liaison departments about budget, including end of March deadline.
  - Outreach Librarian will send out the newsletter (3-25)
- Talk to your liaison areas about how to get more use for underused databases (4-1)

**Adrianna –**
- **Follow up with IT on the following priorities (2-19):**
  1. Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge
  - Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
  - Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

**Chelsea –**
- Talk to English and Languages about cutting Biography Reference Center and Book Review Index Plus (4-1)

**Patrick –**
- **Get the projector in the conference room operational (2-27)**
- **Create Supplemental Computer Replacement Plan (include Collection Services’ scanning computer) and bring to librarians (2-27)**

**Dana –**
Katie –

- **Contact Catie Caton regarding needs for CURL opening (2-27)**
- **Call back therapy animal locations regarding availability and liability insurance (3-6)**
- **Clean up layout in LibGuides header and add line on the bottom (3-6)**
- **Print official “not connected to a printer” signs (3-6)**
- **Put rotating images into ADA-accessible format (2-12)**
  - Work with Saurev to format JavaScript into accessible slideshow (4-27)
- **Outreach reminders**
  - Email newsletter to library for review (3-10)
  - Send out newsletter (3-25)
  - Send out email to library asking for thoughts/ideas (3-31)

**Discussion:**

- **Action items**
  - **Databases**
    - What did this mean? Are any databases on the chopping block?
    - DB—nothing would be cut except for Biography Reference Center and/or Book Review Plus
      - Everything else is either basic reference material or very recently acquired
    - Talk to your liaison areas to see how to get usage up for all others
  - **Color Printing**
    - It is against IT policy to set up anything that charges students for printing, so they will not do it for our color printing
    - Doesn’t make sense for us to discontinue charging
    - Moving this to next week’s discussion

- **Dana**
  - Collaborate on Reference computers needs to be launched in a browser window and needs administrator privileges, so students are running into problems
  - Library website changes from ABLE report
    - Changed tab order and alt text
  - Timesheets due on Sunday
  - Closing for weather
    - On Saturday, all students working live on campus, so if the weather is bad and Wendy can’t come in they can open
    - On Sunday, if it’s too dangerous for a librarian to come in we should close the library
      - Don’t want students working by themselves for 6 hours
      - PB and CB may switch if needed—but just because PB can walk doesn’t make it so that he should come in during dangerous conditions
  - Will be out this afternoon and out on Monday

- **Patrick**
Librarian Meeting Minutes from February 27, 2015

Present: Chelsea, Patrick, Dana, Katie

- Sent everyone link on Facebook pages
  - CB—Angie used to post events on the official ECU facebook under her own name; Placeholder page is getting lots of likes and check-ins
  - DB will ask student what page she was looking at, since we don’t have an official one

- Speaking of closures and Facebook, can we post closures on the main library page?
  - DB—No, that would be an “official” closure and has to go through proper channels, i.e. DCA and Amy Ford

- No poster workshops yet
  - DB—you could do a Collaborate workshop so that they can view it remotely
  - Will try to set up individual appointments

- Out this afternoon

- Will have to go higher-up in the IT rankings on the printers
  - Too many problems to wait for Spring Break
  - Make a note that problems during CB’s reference shift yesterday were so numerous she couldn’t record them all

- Chelsea
  - 3 Idiots and panel with students this afternoon
  - Meeting on Comp book
    - Using CB’s research chapter as a print sample
  - Will be moving IS meeting to Friday at 1pm
  - Required publications submission is today
    - KS will send in everything needed for this
  - Received mysterious book in her Reference inbox—seems to be order requests
    - Please let other librarians know if you leave something in their inbox
    - That was PB—a student dropped by with it
    - It’s addressed to a Psychology prof? CB will check if it’s from them

- Katie
  - Newsletter is delayed due to short week
  - Could not get ahold of Catie Caton due to short week—will be a carryover
  - PB—Not able to print signs: did those ever get made?
    - Everyone approved them but they were not printed; KS will get them printed shortly
  - Working with student on computer count and gate count numbers
  - Brochures for student enrollment are done, but not yet sent over
    - Will send out copies to everyone

Workshop Scheduling

- When will this be?
  - Perhaps sometime in April?

- Who will this be?
  - Probably no one who turned us down—this semester will still be busy for them

- How do we determine which day?
  - KS has the schedule of Gen Ed instructors—will look there
Librarian Meeting Minutes from February 27, 2015

Present: Chelsea, Patrick, Dana, Katie

- When will give us the most bang for our buck for having the most instructors come in?
- KS will use spreadsheet to determine ideal times and dates
- More firm decisions will be made during the 3-12 meeting

**SpringShare Migration**
- Questions suggested guidelines that KS sent out
  - DB—what does it mean when you say you want to keep links in the LibGuides system?
    - KS—when linking on a LibGuides tab to somewhere outside of the guide, I’d like to warn users what is happening before they click on it
  - DB—What kind of elaboration did you want on the A-Z guide?
    - KS—I’d like to import the explanations we have in our current A-Z guide into the new one
    - DB—I planned on doing that; will look more at the Administrator tutorials to figure out how
- Color scheme
  - Tab & box colors
    - Proposals
      - CB proposed charcoal with white text
        - Passes in WebAIM when text is bigger than standard
        - Closer to black-and-orange theme than light grays
      - KS showed lighter greys with black text
      - PB proposed dark orange with black text
        - Not particularly readable
    - Everyone voted for active tab as charcoal with white text, non-active tabs as light grey with black text
    - Can we get rid of charcoal line across the guide?
    - CB will look into it
  - Tabbed boxes
    - These should be in the same color scheme as the guide-level tabs—charcoal with white on active tab, and light grey with white on non-active
- Fonts
  - Use current system’s font style for guide titles—large and in ECU orange
  - Headers for boxes and tab titles will be larger than standard
- Square vs. Rounded Boxes & Tabs
  - Boxes
    - PB and CB like square boxes
    - KS likes rounded boxes
    - DB likes rounded, but will vote for whatever the majority wants
    - Square boxes will be standard
  - Everyone likes rounded tabs, so these will be standard
- Header
  - For header, icons should be moved more to the right to space them out more
Librarian Meeting Minutes from February 27, 2015

Present: Chelsea, Patrick, Dana, Katie

- ECU logo should be centered in the middle of both icons and text, not just the icons
- Also, should have something to break it up from rest of guide—maybe a black or orange line
- KS will adjust and send out options before 3-6

Moving forward
- CB—still working on footer coding and moving boxes to the middle of the main page
- Look at our current templates (called Blueprints in LibGuides 2)—what do we want to change?
  - Our current subject guide blueprint is very bare-bones. Should we make the language standard in our guides? Should we add relevant icons?

Next Meeting: March 3, 2015
Librarian Meeting Minutes from March 3, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Agenda for 03-12-15:

<table>
<thead>
<tr>
<th>Action</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Action items (10 min)</td>
<td></td>
</tr>
<tr>
<td>2. Around the Horn (30 min)</td>
<td></td>
</tr>
<tr>
<td>3. Workshop Scheduling (15 min)</td>
<td></td>
</tr>
<tr>
<td>4. SpringShare Migration (30 min)</td>
<td></td>
</tr>
<tr>
<td>5. Prepare next week's agenda (5 min)</td>
<td></td>
</tr>
</tbody>
</table>

Future:

1. Renewal of databases (4-1)
2. ABLE report discussion (April)
3. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

- Faculty Information Literacy Workshop
  - Bring faculty in your liaison areas available from 2pm to 4:30pm
- LibGuides Migration
  - Blueprint Guides—changes to existing course and subject guide blueprints? (3-26)
    - **Standardization of language & icons on subject guide blueprint (3-3)**
  - Look and Feel: footer coding; moving boxes to the middle of the main page; pictures for profile header (2-26)
- Liaison Reminders
  - 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. (3-13)**
  - Communicate with liaison departments about budget, including end of March deadline.
  - Outreach Librarian will send out the newsletter (3-25)
- Talk to your liaison areas about how to get more use for underused databases (4-1)

Adrianna –

- **Follow up with IT on the following priorities (2-19):**
  1. Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge
- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –

- Talk to English and Languages about cutting Biography Reference Center and Book Review Index Plus (4-1)

Patrick –

- **Get the projector in the conference room operational (2-27)**

Dana –

- Add poster resources link to Campus Resources box, and delete Library Resources box, from LibGuides1 system (3-12)
Katie –

- **Contact Catie Caton regarding needs for CURL opening (2-27)**
- **Call back therapy animal locations regarding availability and liability insurance (3-6)**
- **For LibGuides header, space out line from text and create version with a charcoal line (3-12)**
- **Print official “not connected to a printer” signs (3-6)**
- **Put rotating images into ADA-accessible format (2-12)**
  - Work with Saurev to format JavaScript into accessible slideshow (4-27)
- Outreach reminders
  - **Email newsletter to library for review (3-10)**
  - Send out newsletter (3-25)
  - Send out email to library asking for thoughts/ideas (3-31)

**Discussion:**

- **Katie**
  - Cultural Activities Committee met—allocated budget for next year’s activities
  - Out next Wednesday for OLA Marketing Committee
- **Dana**
  - Interview practices workshop at OU
    - Bringing interviewing materials
    - Allie Barton will assist
  - Dr. Pierson called HLC meeting
  - LLAF meets today
  - Brandi’s just had eye surgery, so she may look at people oddly
    - She will also need risers to compensate
- **Adrianna**
  - OCALD met
    - Printing policies use different software, different pricing models, and are headed by different departments all across the state—no consensus
    - Group storage repository/offsite storage at OSU discussion
  - Out Thursday and Friday afternoon
  - Laura coming Sunday night—don’t know where she’s staying
- **Patrick**
  - Acrobat problems
    - CB—IT student assistant said we have to wait until Wednesday until he gets list of affected computers from other IT student assistant to fix it
    - DB—also make sure that they don’t kick off users from their computers, since one student was doing that on Friday
  - Meeting with David Weir this afternoon
    - KS—let him know students don’t know where templates are; art student needed help after Cultural Activities Committee meeting
- **Chelsea**
  - 3 Idiots screening postponed due to snow on Friday
  - NT live will be playing Treasure Island on the 12th
Librarian Meeting Minutes from March 3, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Diversity Lecture is next Tuesday
  - DB—the book is processed, so KS can go over and get it signed
- Everyone who wanted a Lynda account has it set up
- Having an instruction today for Eril Hughes
- Faculty Senate meets on Friday

Color Printing
- Only education also has color printing, and they strictly monitor prints instead of charging
- AL—why don’t we keep color printing as is, and reconsider if/when a campus printing solution is implemented
  - All agree to this

Workshop Scheduling
- KS sent out available dates and times to everyone
- Thursdays seem to have the best availability
  - Starting anywhere from 2:00 to 3:00 would work for everyone
    - DB—2:00 to 3:30 allows more flexibility for people with kids
- For next meeting, bring list of people from your liaison areas which will be available at these times

SpringShare Migration
- General changes
  - Favicon of the library added
  - All approved charcoal color scheme, box/tab shapes, and font sizes devised in last meeting
- Header
  - KS presented two options with buttons more spread out—orange line on the bottom and a black line at the bottom
  - Will make version with charcoal line to match color scheme
    - DB—make it the same width as the charcoal line in the tabs for symmetry
  - Needs more space added between end of text and the line
- Subject Blueprints
  - Main tab
    - People add different things here as the top box in the center column—like videos, search boxes, or photos
    - Can’t require a video for everyone—there may never be a TED talk on accounting
      - Perhaps instead require that there be something “visually interesting”, since that applies to search boxes and photos
      - All agree to add “visually interesting” to the requirements for the main tab
    - In the “what’s in this guide” box, will standardize wording and icons
  - Library resources box
    - Most of these are redundant—can we delete the box?
All agree to delete it
Link to research posters will be moved to “campus resources” box

Background info tab
Should we rename this?
  • What do students think of when they think of introductory information?
    o Two students in Dean’s office said “Reference” immediately
  • All voted to rename it to “Reference Sources”
Main box on the page is called “Getting Started”
  • Text in this box is copied from CB’s English guide in LibGuides1
  • Formatting was slightly off when this was copied; CB will adjust formatting outside of this meeting
There is no requirement to include boxes named after individual types of resources, though many people do
  • PB’s Human Resources guide uses “Social Work Essentials” and “Criminal Justice Essentials” that combine encyclopedias and dictionaries for each type of HR focus—this is still fine to use

Books tab
This was renamed to “Books & More”
Main box on this page is called “Finding Books”

Articles tab
This was renamed to “Articles & More”
Main box on this page is called “Finding Articles”

Websites tab
This was renamed to “Web Sources”
Main box on this page is called “Recommended Websites”

Citation style tab
This was renamed to “Writing & Citing”
Should we require that this tab is used?
  • All agree to require it
Using the title attribute gives notice that the tab is linking away from the main guide, but only on hover/for screen-readers, which helps keep us in ADA accommodation
  • This will be required to be used when a guides’ tab links away from that particular guide

Next steps
More discussion of standardizing the Subject Guide Blueprint will occur in the Instructional Services meeting on 3-6
Discussion of the header and more about the Subject Guide Blueprint will occur in the next Librarian’s Meeting

Next Meeting: March 12, 2015
Librarian Meeting Minutes from March 12, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Agenda for 03-23-15:

1. Action items (10 min)
2. SpringShare Migration (30 min)
3. Workshop Scheduling (15 min)
4. Around the Horn (30 min)
5. Prepare next week’s agenda (5 min)

Future:

1. Renewal of databases (4-1)
2. ABLE report discussion (April)
3. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

• Faculty Information Literacy Workshop
  o **Invite your selected faculty to workshop on Monday after Spring Break (3-23)**

• LibGuides Migration
  o Blueprint Guides—changes to existing course and subject guide blueprints? (3-26)
    ▪ **Standardization of language & icons on subject guide blueprint (3-3)**
  o **Look and Feel: footer coding; moving boxes to the middle of the main page; pictures for profile header (2-26)**

• Liaison Reminders
  o Outreach Librarian will send out the newsletter (3-25)
  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. (3-31)
  o Communicate with liaison departments about budget, including end of March deadline. (3-31)
  o Talk to your liaison areas about how to get more use for underused databases (4-1)

Adrianna –

• Talk to University Counsel about therapy dogs and allergies (3-31)
• **Follow up with IT on the following priorities (2-19):**
  1. Intercom
    ▪ Move speaker out of the Conference Room
    ▪ Add speaker to Quaid Lounge
• Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
• Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –

• Talk to English and Languages about cutting Biography Reference Center and Book Review Index Plus (4-1)

Patrick –

• **Investigate Bluetooth as a way to connect to wireless projectors without getting kicked off Wi-Fi (3-23)**

Dana –
Katie –
- Get information on therapy dog's certification and insurance (3-23)
- Investigate header coding (4-1)
- Put rotating images into ADA-accessible format (2-12)
  - Work with Saurev to format JavaScript into accessible slideshow (4-27)
- Outreach reminders
  - Email newsletter to library for review (3-10)
  - Send out newsletter (3-25)
  - Send out email to library asking for thoughts/ideas (3-31)

Discussion:
- Dana
  - Presented at OU SLIS
    - 5 one-on-one meetings with students
    - Had to do presentation twice because of technical difficulties
  - Investigated Springshare Insight
    - Would cost $3,000 for Insight
    - The entire suite of Springshare products without Insight is $4,700—
      together, both would cost $7,700
    - This may be less with Amigos discount, but will have to re-check with
      Amigos due to conflicting information
  - ABLE report
    - Everything marked as being DB’s responsibility on the report is done
      except for headers
    - KS is investigating header coding
  - Playing around with potential formatting of A-Z page on LibGuides2
  - Dave from Physical Plant will be creating a signpost for Collection Services
    - Will have six permanently attached arrows with space for more in the
      future
- Katie
  - Dave from Physical Plant is making backstops for DVD shelving with wood
    planks and paint
  - Went to OLA marketing committee yesterday
    - Now taking minutes
    - Lots of goodies for sale, so look for them at OLA conference
  - April’s theme for décor is National Library Week
    - DB: can we go back to some more traditional displays, like Women’s
      History and Black History, etc.?
      - DB: could do one board with traditional theme and another with a
        more “fun” theme like those that have been selected lately
      - PB: if we focus on a one-day or one-week event, could we switch
        displays after that time?
        - CB: no, it’s far too time-intensive to do so
        - KS: it already takes one full day to switch displays
Librarian Meeting Minutes from March 12, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Circulation has a new fridge!
- Therapy dogs during Dead Week
  - AL will run issues past University Counsel
  - KS will get solid information on certification and insurance

- Patrick
  - Acrobat pop-up and Firefox default requests have been sent to Mary
    - In Internet Explorer, whenever a PDF is opened, it prompts users to open Acrobat and accept the license agreement
    - Students can’t save any settings on the reference computers since they’re temporary logins, so we will have this problem forever if there’s no fix
    - Could we just remove Acrobat Pro from the reference computers if there’s nothing to be done about this?
      - We will try to change default browsers, since defaulting to IE is causing most of the problems
  - Printing problems
    - We will have to wait until after Spring Break to see if there are improvements
    - Could we try to resolve the defaulting to Adobe printer problems before then? It’s taking up a huge amount of time
  - Research Day tomorrow
    - Somewhat disappointing since PB didn’t get to talk to a lot of the students because of cancelled workshops

- Chelsea
  - 3 Idiots screening and panel has been rescheduled to March 25
  - Treasure Island is playing tonight
    - Already had private screening with local high school students
  - Diversity lecture was well attended with 600 people
  - Faculty Senate
    - Discussion on hiring and no official hiring freeze
    - Federal plan on institutional rating
    - Fallin is floating performance-based funding for universities
    - Mentioned career services focus
    - No need to make up snow days yet
  - ACS rep coming to campus today
  - Send CB your preferred names for the VPAA search committee for next Faculty Senate meeting

- Adrianna
  - Will pick up Nick from his hotel on Friday the 2nd

Workshop Scheduling

- Workshop is on April 9 from 2:00 to 3:30
- Invitees
  - DB—Rashad Jackson, Lovelis, Nick Jacobs, Stacey Bolin, Clay Carlye
  - PB—Sewell, Bowen, Micozzi
  - CB—Alford, Burke, Rutledge, Roberson, Tribbey
  - KS—Cluck or Fields, Groetzinger or Phillips, Weir, Pappas
Librarian Meeting Minutes from March 12, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Future
  - For next workshop, we should get other faculty to cheerlead for us, by using their quotes on the invite etc.
  - AL—Would we be able to do something like this for new faculty? Maybe in a second series of 8-week workshops? The whole set of new workshops could be about instruction help.

**SpringShare Migration**

- Header
  - Decided to use header with a charcoal line at the bottom
  - KS is working on standardizing images across LibGuides and Sierra

- Next steps
  - Decide which boxes go where on the Subject Guide Blueprint
  - DB will investigate using different classes to make bullets horizontal in a specific box

Next Meeting: March 23, 2015
Librarian Meeting Minutes from March 23, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Agenda for 03-31-15:

1. Action items (10 min)
2. SpringShare Migration (30 min)
3. Workshop Scheduling (15 min)
4. Around the Horn (30 min)
5. Prepare next week's agenda (5 min)

Future:

1. Renewal of databases (4-1)
2. Safety Committee (4-7)
3. SAILS Report (4-24)
4. ABLE report discussion (April)
5. Discuss hours for move-in weekend (June)

Action Items:

Everyone –

- Faculty Information Literacy Workshop
  - Get firm faculty RSVPs (4-2)
  - Go to Workshop Run-Through (4-6)
  - Bring item you are responsible for to workshop (4-9)
- LibGuides Migration
  - Database Assets (3-26 to 4-9)
  - Blueprint Guides—changes to existing course and subject guide blueprints (3-26)
  - Look and Feel: moving boxes to the middle of the main page; pictures for profile header (2-26)
- Liaison Reminders
  - Outreach Librarian will send out the newsletter (3-25)
  - 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. (3-31)
  - Communicate with liaison departments about budget, including end of March deadline. (3-31)
- Talk to your liaison areas about how to get more use for underused databases (4-1)

Adrianna –

- Talk to University Counsel about therapy dogs and allergies (3-31)
- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge
- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –

- Talk to English and Languages about cutting Biography Reference Center and Book Review Index Plus (4-1)
- Take minutes at Librarian’s Meeting (4-16)
Librarian Meeting Minutes from March 23, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Patrick –
- **Investigate Bluetooth as a way to connect to wireless projectors without getting kicked off Wi-Fi (3-23)**
- **Talk to Dennis about the projector in the Conference Room shutting off unexpectedly (3-31)**

Dana –

Dana –
- **Add header to Hours box in Reusable Content (3-31)**
- **Make two new ILL boxes: one for articles, one for books (3-31)**
- Investigate header coding (4-1)
- **Get information on therapy dog’s certification and insurance (3-23)**
  - Contact New Leash On Life since they haven’t responded through email
- **Put rotating images into ADA-accessible format (2-12)**
  - Work with Saurev to format JavaScript into accessible slideshow (4-27)
- Outreach reminders
  - **Send out newsletter (3-25)**
  - Send out email to library asking for thoughts/ideas (3-31)

Discussion:
- Dana
  - Yung Murphy from ACS visited campus
    - Informal meeting with Dane Scott, Charles Crittell
    - Dane mentioned lots of ILLs that he does for grants
      - Investigating our numbers to see if we need token system
      - Has KS’s info for ILLs, but will need to talk to her about it
  - SpringShare and budget
    - This may be accounted for through the budget with Amigos
- Chelsea
  - McInnes class went okay, since it was the day before Spring Break
    - Only half the students were in class
  - Add two items to future agendas: SAILS and Safety Committee
  - Dane Scott put in resignation
  - Will be at ACRL Wednesday, Thursday, and Friday
- Patrick
  - Research Day
    - Sam is putting in numbers for posters
    - Attendance was low
    - Will give KS summary for newsletter
- Katie
  - Behind on newsletter due to snow days—should be out this week
    - Articles: Student athletes, sociology resources, LLAF
  - Can someone take minutes during IUG?
    - CB will do so
SpringShare Migration

- Footer
  - Footer information is in a table to conserve space
    - KS can work on duplicating this for Sierra side
  - All like the look of the footer
  - DB: Eliminate last line: “View this page in a format suitable for printers and screen-readers”, since we were dinged for this in the Accessibility Report

- LibGuides1 Reusable Content
  - Natalie and Brandi are coming up in the Featured Librarian box on LibGuides1
    - This may be related to using their profile boxes on guides
  - Do we need duplicates of the Hours box?
    - All vote to remove one of the boxes
  - Electronic Resources: remove bullets
  - Search Tools: switch order of links so that Publication Finder is above EBSCOhost Web Search
  - KS will make two new ILL boxes, one for books only and one for articles only

- Subject Guide Blueprint: Standard Boxes

  - Reference Sources tab
    - These boxes are in the blueprint: Biographical Information, Encyclopedias, Dictionaries, Other Reference Sources
    - Can the wording and number of boxes on this tab be flexible?
      - All agree that it can be flexible, as long as these boxes include reference sources

  - Books & More tab
    - Migration will bring over all of our reusable content boxes
    - Do we want to include new books as required?
      - These are hard to update by hand, and RSS feeds look ugly
      - This will be optional
    - Do we want to standardize the icons for Streaming Videos and E-Books?
      - Everyone likes icons in DB’s Nursing guide
      - DB will move these to Reusable Content
    - Required: Using the CatPac, ILL, Call Numbers
      - Call Numbers box will need to have a standard formatting and a sample will need to be put in Reusable Content
        - This will be determined later
      - ILL: can use either the full ILL box or the Books ILL box
      - Document Delivery is required if it’s a purely distance program, but this only applies to Nursing and DB now
      - If you use an “Evaluate [books/articles/websites]” box on one of your tabs, it is required on all of them
Librarian Meeting Minutes from March 23, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Articles & More tab
  - Required: EDS, Searching Electronic Resources, Search Tools, Current Periodicals, ILL
    - Current Periodicals can be curated or comprehensive
    - ILL: can use either full ILL box or the Articles ILL box
  - Optional: Tips and Tricks, Icons, Evaluating Articles, Evaluating Articles tutorial, Understanding Types Of Periodicals tutorial, Document Delivery

- Web Sources tab
  - Optional: Evaluate Websites box, any applicable tutorials, RSS feeds

- Writing & Citing tab
  - Required: Writing Center, Academic Integrity, one of the “Using X Style” boxes in Reusable Content
  - Optional: Get Organized, Citation Builder, Why Cite? tutorial, Incorporating Sources tutorial

- DB: Some of these pages include a lot of boxes. Do we want to condense these boxes into tabbed boxes?
  - We will come back to look at this after migration

- Subject Guide Blueprint: General
  - Standard description
    - “This guide will help you find resources for your [discipline] research and assignments.”
  - Previous & Next boxes are required
  - Friendly URL for each page is required
    - This will be the first word of each tab: Reference, Books, Articles, Web, Writing
  - Tags
    - CB: can we stop using these? They are not useful and are a pain to update
    - All agree to stop using tags
  - Standard layout
    - Columns will be 25/50/25
    - This can be changed for individual Subject Guides as needed

- Databases: Friendly URL
  - This will be the full title of the database with underscores between each word

- Next Steps
  - Look at Course Guides
    - Standardizing wording, icons, etc.
  - Standardize a format for the table inside of Call Numbers box and move this to Reusable Content

**Workshop Scheduling**

- Workshop invitations need to be sent out today
  - DB added Shirley Mixon
  - CB removed Rutledge
  - KS will invite all people listed for her
- Remember to remind people to bring printed copies of assignments
If there are only a few people, remember to have them look over multiple assignments in the packet

DB: do we have time to do a workshop on improving this workshop during the summer?
  - CB: we will likely have an instruction workshop as part of the IMLS grant, so likely not

Responsibilities
  - DB—Script; CB—assignments; KS—Evaluations; PB—Worksheets

Run-through will be April 6 @ 9am

Next Meeting: March 23, 2015
Librarian Meeting Minutes from March 31, 2015
Present: Adrianna, Chelsea, Patrick, Dana, Katie

Agenda for 04-07-15:
1. Action items (10 min) Future:
2. SpringShare Migration (30 min) 1. Renewal of databases (4-1)
3. Safety Committee Updates (15 min) 2. SAILS Report (4-24)
4. Workshop (5 min) 3. ABLE report discussion (April)
5. Around the Horn (25 min) 4. Discuss hours for move-in
6. Prepare next week’s agenda (5 min) weekend (June)

Action Items:
Everyone –
- Faculty Information Literacy Workshop
  - Get firm faculty RSVPs (4-2)
  - Go to Workshop Run-Through (4-6)
  - Bring item you are responsible for to workshop (4-9)
- LibGuides Migration
  - Database Assets (3-26 to 4-9)
  - Blueprint Guides—changes to existing course and subject guide blueprints (3-26)
  - Look and Feel: moving boxes to the middle of the main page; pictures for profile header (2-26)
- Talk to your liaison areas about how to get more use for underused databases (4-1)
- Send Dana feedback on journal types in LibGuides2 (4-3)
- Send an update on your ABLE report items to Dana through email (4-6)

Adrianna –
- Talk to University Counsel about therapy dogs and allergies (3-31)
- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge
- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –
- Talk to English and Languages about cutting Biography Reference Center and Book Review Index Plus (4-1)
- Remove box in Reusable Content called “Catalog Search (no tutorial)” (4-6)
- Take minutes at Librarian’s Meeting (4-16)

Patrick –
- Meet with Dana about streaming videos for HR (4-2)
- Talk with KS about who will be Faculty Senate representative (4-2)
• **Talk to Dennis about the replacement projector in the Conference Room shutting off unexpectedly** (4-6)
• **Create options for Research Process Graphic with less-prominent backtracking arrows** (4-6)
• **Ask IT to remove Acrobat Pro from the Reference Computers** (4-6)

Dana –
• **Investigate header coding** (4-6)

Katie –
• **Talk with PB about who will be Faculty Senate representative** (4-2)
• **Liaison reminders: Outreach librarian will send out the Newsletter.** (4-20)
• **Put rotating images into ADA-accessible format** (2-12)
  o Work with Saurev to format JavaScript into accessible slideshow (4-27)
• **Outreach reminders**
  o **Send out email to library asking for thoughts/ideas** (3-31)

**Discussion:**
• **Patrick**
  o Adobe and Reference Computers
    ▪ With IE, you still have to open Pro, but haven’t tried it in Firefox
    ▪ CB—if we continue to have problems, just remove Pro
  o Bailey Hoffner leaving OU—water exhibit follow-up
  o Meeting with CB and Weirick about scaffolding
  o Jim Burke finally agreed on a streaming video package
    ▪ PB will have to meet with DB about this
  o Projector in conference room still doesn’t work after replacement
    ▪ Will talk to Dennis about this

• **Katie**
  o Armel’s last day is today, so sign the card
  o Newsletter is coming out today
  o Originals party is scheduled for April 22 at 3:30
  o Displays for next month are Library Week themed
    ▪ PB: would you want to do a Special Collections open house?
  o Fine Forgiveness weeks will be from the 6th to the 19th
    ▪ Two weeks to cover both enrollment and library week
  o Circulation is working on the missing, billed, lost & paid, etc. list
    ▪ Faculty overdue list should also be coming out shortly

• **Chelsea**
  o ACRL: presentation went very well and is writing up notes
  o Faculty Senate: Theda’s term is almost up and a new Library senator needs to be appointed
    ▪ Could be KS or PB—they will discuss among themselves

• **Dana**
  o Need to plan Student Appreciation Party
    ▪ Will be on April 20th
Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Librarians will pay for pizza
- Replace swag bags with something else for students
- Working on ABLE report and database migration
- What will we rename “year” and “reverse year” in the catalog?
  - It’s much easier to change the Sierra terms than the EBSCO ones
  - All agree to change them to the EBSCO terms
- Will be out today after this meeting, then coming back for reference
- Out tomorrow outside of Instruction Meeting has to pick up Nick at the airport

- Adrianna
  - Student Assistants
    - All departments are hiring
    - We desperately need to make use of workstudy money
    - When DCA talked about the library’s budget for workstudy at AAC, everyone was clamoring to take it from us
    - DB will send out email to remind everyone to hire workstudy students
  - Nick
    - His homework is in and he’s excited
  - ACRL
    - Pretty good
    - Records all sessions and participants have access for a year
    - 50 people at presentation, with many OK people there for moral support
- Changes on campus
  - Scott, Santmeyer, Cheper, resigned
  - Ann Davis’ position open but no advertisements yet
- Meeting with Hargrave on Thursday

**SpringShare Migration**

- Course Guide Blueprint
  - We will approach this in the same way that we did with the subject guide templates.
- Main tab
  - Required: Research Process graphic, Hours, Get Help, Session Handout, Profile Box
  - Optional: Campus resources box
  - Can we move Writing Center box to Use Tab?
    - All agree
  - Can we put Handout before Related Guides?
    - Why don’t we just remove Related Guides?
    - All agree to remove it
  - What’s in this Guide?
    - Top-spanning
    - Changed wording on “Use the tabs above or the links in this box to navigate within this guide” to “links below”
- Research Process Graphic
  - CB: Could we add arrows heading back a step in the research process graphic? It’d help illustrate that sometimes you have to backtrack
Librarian Meeting Minutes from March 31, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Maybe, if the arrows were smaller, or lighter, or inside the existing arrows
- PB will create options for these

- Plan tab
  - Optional: Chose a topic, Assignment Calculator, other applicable tutorials
  - Required: Search Terms, Assignment Requirements
  - Recommendation: Link back to the assignment itself in the Assignment Requirements box

- About box
  - Titled “Planning your Research”
  - Recommended: delete items in this box that refer to boxes you haven’t used on this page

- Search tab
  - “Searching for Sources” is title of about box
  - Optional, comes on page by default: Electronic Resources box (with removed bullets), CatPac box
    - The title of Electronic Resources may change as we come to the database migration discussion
    - CatPac box can be either a link to tutorial or the thumbnail of it
  - Optional, not on page but in Reusable Content: Searching the Internet, ILL, Document Delivery, Icons, Tips And Tricks, Search Tools, other applicable tutorials
  - CB will get rid of box in Reusable Content called “Catalog Search (no tutorial)”

- Next Steps
  - Finish up Course Guides during Instructional Services meeting tomorrow
  - Work on Database Migration in next Librarian’s Meeting
  - Standardize a format for the table inside of Call Numbers box and move this to Reusable Content

Workshop

- Have we heard back from anyone yet?
  - CB—nothing from anyone
  - DB—two nos
  - PB—one yes from Sewell
  - KS—nothing from anyone

- Maybe we shouldn’t plan things for enrollment week?
  - AL—well, every week is bad

- Marketing and invite should be worked on for next time we hold this
  - AL—maybe we start with a phone call and then send a calendar invite so that it seems more personal? Would need to develop a script for this phone call
  - People just don’t read emails if they don’t know what it’s about
    - Also poor inter-office mail checking

- AL—our workshop isn’t working the way we’ve intended it to yet. Maybe we have to tie this in with KP?
Do something on campus during Convocation
  ▪ Professional Days, like a mini-conference
  ▪ We could do a bunch of presentations, maybe about LibGuides and research posters, and do 5 presentations in one day

May be just have a longer library intro with new faculty?
  ▪ In the 2nd 8 weeks of the Fall semester, or the 1st 8 weeks of the Spring semester, do workshops with faculty aimed at improving teaching: learning objectives, group work, rubrics, assessment, classroom management, formative/summative, feedback, etc.

May be a lunch and learn?
  ▪ Do intros while people are eating, and then do breakouts after that

May be add to assessment?
  ▪ Sidetracks, new assessment software, does strategic planning, reporting, and credentialing—could put in people who have done training and it spits them out automatically
  ▪ Chickasaw Nation did something like this where they have to have a certain amount of professional development per year with official documentation

Next Meeting: March 23, 2015
Librarian Meeting Minutes from April 7, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

Agenda for 04-16-15:
1. Action items (10 min)
2. SpringShare Migration (40 min)
3. Workshop Debrief (10 min)
4. Around the Horn (25 min)
5. Prepare next week’s agenda (5 min)

Future:
1. SAILS Report (4-24)
2. ABLE report discussion (April)
3. Discuss hours for move-in weekend (June)
4. Discuss future of faculty IL workshop (Summer)

Action Items:
Everyone –
- Faculty Information Literacy Workshop
  - Bring item you are responsible for to workshop (4-9)
- LibGuides Migration
  - Clean-Up System (4-9 to 4-30)
  - Database Assets (3-26 to 4-9)
  - Look and Feel: moving boxes to the middle of the main page; pictures for profile header (2-26)
  - Complete review of LibGuides2 A to Z Database Migration spreadsheet (5-4)
    - Descriptions
    - Subject assignments
    - Assigning a maximum of two “best bets” in each liaison subject
    - Check friendly URLs
- Let Dana know your schedule for Finals Week to properly schedule Nick’s training (4-23)
- Send Reference Peer Evaluations to Jenny (4-27)

Adrianna –
- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge
- Check in with Dennis on the installation of a VGA cable for the Conference Room projector (4-16)
- Investigate using Work Study money on painting the library during summer (4-16)
- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
- Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –
- Take minutes at Librarian’s Meeting (4-16)

Patrick –
- Meet with Dana about streaming videos for HR (4-2)
Librarian Meeting Minutes from April 7, 2015  
Present: Adrianna, Chelsea, Patrick, Dana, Katie

- **Create options for Research Process Graphic with less-prominent backtracking arrows (4-6)**
- **Follow up with IT on removal of Acrobat Pro from the Reference Computers (4-16)**
- **Ask IT to re-image computers consistently losing connections to printers (4-16)**
- Make a new button called “A-Z Databases” for the library’s homepage to replace current “Articles & More” button (4-24)

Dana –
- Implement header coding (5-31)

Katie –
- Liaison reminders: Outreach librarian will send out the Newsletter. (4-20)
  - *Put rotating images into ADA-accessible format (2-12)*
    - Work with Saurev to format JavaScript into accessible slideshow (4-27)

**Discussion:**
- Adrianna
  - On search committee for new Provost
  - Will be in OKC on Thursday with DCA presenting to the Regents
  - Nick has been hired and will be coming in on Finals Week
    - He does not have to be at graduation
- Dana
  - Making Nick's training notebook
    - Let her know schedules ahead of time
  - OLA preparation
  - Salem Press links
  - Signpost is up
    - KS: can we change the font on these signs to Trajan to match the rest of the library signage?
    - DB: yes, but remind me so that I can tell Sam
  - The group pictures of the last few years have been hung in the Annex Breakroom
    - They are dated and people are labelled
    - KS: would we be able to put them online?
      - We’ll return to this later
  - Centennial plaque to be hung above the dedication plaque in the library entry
  - LibAnalytics has a deal for $999 for the first year and beta testing—do we want to participate?
    - Yes, we will do this trial
- Student Budget
  - We will likely get a cut in the Work Study budget
    - Did we ever hear back about using all the WS budget on painting?
    - AL will investigate
  - KS has been heavily advertising in dorms
- Patrick
Librarian Meeting Minutes from April 7, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Dennis checked on the Conference Room projector, and we may have to attach a VGA cable to it to make it function
- Printing issues
  - AL: I have heard from IT that we’ve only had problems with two computers?
  - PB: no, it’s been more than that; I’ll check
  - AL: check, and the ones that have been having consistent problems with printing should be re-imaged
- Setting up Collection Services new scanner in the office
- Chelsea
  - Busy with instructions and heavy student consultations
  - Should be done with instruction after this week
- Katie
  - Leaving next week for IUG
  - DVD shelving construction is done, but have to wait for intersession to put them up
  - Working on getting flyers in every dorm
    - Contacting Student Housing for help/advice
  - Kaylie is out today after a funeral yesterday

SpringShare Migration
- Database Assets
  - Name of page
    - The default name for the database listing is A-Z Databases. Should we change it to match the “Articles and More” button?
    - CB: When I teach students, they get confused on which “articles” I mean when I’m on the front page. Maybe we should rename the “Articles and More” button to better distinguish it from the “Articles” tab of the EDS search box
    - All agree to change the button on the front page to say “A-Z Databases”
      - This indicates it’s a full listing of all electronic resources, whereas “articles & more” doesn’t indicate the extent of the content
      - PB will make a new button
  - Guide Description
    - Changed “Find the best library databases for your research” to “Find the best resources for your research”
      - This also helps indicate that some of the resources are not library subscriptions
  - New / Trial Databases
    - This box will be removed from this page
  - Right Column of A-Z Database Listing
    - Since we are removing content from the side, what will we put there in its place?
    - Need to have Search Tools box so that people can find Publication Finder
    - If we move all the boxes currently on the main page of the Electronic Resources guide, we’d have 7 boxes
Librarian Meeting Minutes from April 7, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- This would be a long list to scroll through
- AL: if someone chooses a limiter, they may never scroll down that far
  - CB: why don’t we put all these help boxes (Tips and Tricks, Apps, Database Icons, Hours) in a separate guide and link the guide in a box on this page?
  - All agree to this
  - Search Tools, Get Help, and a box with a link to the Database Help page will be linked on the right side of the database listing

- Subject Limiters
  - Subject names
    - Every subject we currently have on a guide will be imported into LibGuides2
    - Proposed new subjects: Newspapers, Current Events
  - Guides can have more than one subject
  - We should also look at splitting the “general” subject, since it’s so overloaded right now
  - For each subject, we can choose “best bet” resources that are highly recommended
    - We can change the wording of “best bet”
    - These can be two for each subject, maximum
    - Some subjects won’t have any

- Next Steps
  - Wording for Subjects, Types, Vendor row headings and explanation
  - Types – look at the ones already on the page for further discussion – can have multiple types for one database
  - Vendors – look at the ones already on the page for further discussion – can only have ONE

Safety Committee

- Review of updated Safety Committee documents
- General Safety Guidelines
  - Why is the wording different on the General Safety Guidelines page?
    - CB: that’s meant to be an introduction
    - DB, AL: Why don’t we have a cover page instead? And also a table of contents?
    - DB: First page could be an explanation, then General Safety Guidelines with a table of contents on the backside
    - AL: or put on an actual cover page, then General Safety Guidelines, and a table of contents in the back of the packet
      - All like this idea
      - DB: The table of contents should be color-coded to the sheet of paper that safety guideline is printed on
  - Add disclaimer that students are not expected to confront verbally or physically inappropriate people

- Other edits
Librarian Meeting Minutes from April 7, 2015

Present: Adrianna, Chelsea, Patrick, Dana, Katie

- Add that for any injury, Employment Services needs to be notified
- Add disclaimer that students are not expected to confront verbally or physically inappropriate people in both Verbal Behavior and Physical Behavior

- The Safety Committee will edit the packets with this information and add the updated versions to the packets.

Workshop

- We have 7 people coming for Thursday’s workshop
- In the summer, we should consider re-working our invite and whether we want to only invite Gen Ed instructors

Next Meeting: March 23, 2015
Librarian Meeting Minutes from April 16, 2015

Present: Adrianna, Chelsea, Patrick, Dana

Agenda for 04-24-15:

1. Action items (10 min)
2. SpringShare Migration (50 min)
3. Around the Horn (25 min)
4. Prepare next week’s agenda (5 min)

Future:

1. ABLE report discussion
2. Discuss hours for move-in weekend (June)
3. Discuss future of faculty IL workshop (July)
4. SAILS Report (Summer)

Action Items:
Everyone –
- LibGuides Migration
  - Clean-Up System (4-9 to 4-30)
  - Database Assets (3-26 to 4-9)
  - Look and Feel: moving boxes to the middle of the main page; pictures for profile header (2-26)
  - Complete review of LibGuides2 A to Z Database Migration spreadsheet (5-4)
  - Descriptions
  - Subject assignments
  - Assigning a maximum of two “best bets” in each liaison subject
  - Check friendly URLs
- Send Reference Peer Evaluations to Jenny (4-27)

Adrianna –
- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge
- Check in with Dennis on the installation of a VGA cable for the Conference Room projector (4-16)
  - Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
  - Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –
- Delete reusable content boxes identified in 4/16 minutes (4/24)
- Delete homepage tab from Reusable Content after migration

Patrick –
- Meet with Dana about streaming videos for HR (4-2)
- Send Dana wish list items (4/13)
- Follow up with Marcus on rewiring the problem computers (4-24)
- Make a new button called “A-Z Databases” for the library’s homepage to replace current “Articles & More” button (4-24)
Librarian Meeting Minutes from April 16, 2015
Present: Adrianna, Chelsea, Patrick, Dana

- **Create additional options for Research Process Graphic with less-prominent backtracking arrows (4-24)**

**Dana –**
- **Delete reusable content boxes identified in 4/16 minutes, update Articles & More box, and update Reusable Content Responsibilities (4/24)**
- Implement header coding (5-31)

**Katie –**
- **Liaison reminders: Outreach librarian will send out the Newsletter. (4-20)**
- **Put rotating images into ADA-accessible format (2-12)**
  - Work with Saurev to format JavaScript into accessible slideshow (4-27)

**Discussion:**
- **Action items**
  - Adrianna sent an email to Sam, Patrick, and Dennis asking them to communicate about the Conference Room projector
  - It was decided that there is too much going on to paint the library during May intersession.
  - Dr. Burke initially said he wanted streaming video, but has not committed to any specifics. Patrick needs to send any purchase requests to Dana ASAP. She is already working on wish list money.
  - Research process graphic
    - Patrick brought options, but none were quite what we wanted. He will continue to explore options.
  - Acrobat has been removed from the reference computers.
  - IT doesn’t think that re-imaging will address the issues. Now they think rewiring the problem computers will help.

- **Adrianna**
  - Provost search committee
    - Have narrowed down the candidates. Hope to have initial phone interviews with candidates in a couple of weeks.
    - Proceeding at a satisfactory rate.
  - Meeting with the three online-approved programs about marketing
    - Mark Jones has been talking about Twitter a lot.
    - AL thinks we should look at creating a Twitter account.

- **Dana**
  - Jeff Hastings from OCLC will be here Wednesday at 8:30 a.m.
  - Brandi is recovering from surgery. Dana is struggling to do both jobs.
  - Working on wish lists. Only got items from Chelsea.
  - Preparing for Nick’s arrival:
    - Updated the Technical Services librarian’s manual.
    - Compiled his training notebook.
    - Prepared his first week itinerary, including sending out emai invites.
    - Completed most of the pre-employment checklist.
Librarian Meeting Minutes from April 16, 2015

Present: Adrianna, Chelsea, Patrick, Dana

- Patrick
  - Working with Patrick to rearrange the desk.
  - Meeting with Dr. Weirick and Chelsea tomorrow morning about EHS scaffolding.
    - CB not thrilled that Weirick isn’t involving faculty in the meeting.
  - New CS scanner is working.
  - Nick is in the system!
    - He has an extension and email address.
    - Patrick will do a password reset so he can login and set up his computer.
  - Reference computer problems continue
    - Computers are freezing a lot.
  - Patrick hasn’t heard from David Weir about spending the CURL funds.
    - Dana says he has until the end of September.
  - Patrick is willing to maintain membership on Committee on Committees and Service Learning Committee.

- Chelsea
  - Lots of student consultations.
  - ECU SCREENS presentation of Behind the Beautiful Forevers was Monday. It was a great production, but sparsely attended.
  - Faculty Senate 4/3 update:
    - Hargrave and Anderson
      - Brought ice cream.
      - Discussed budget problems.
        - They are sitting on some open positions.
    - $1.2 million Wifi upgrade project
      - Will be done in quarters
        - Quarter 1 – dorms
        - Quarter 2 – academic buildings and Lincheid Library
        - Significant progress should be made on these two phases over the summer.
    - Upcoming HVAC upgrade in Horace Mann and PES to reduce energy costs.
    - Question about whether emeritus professors should be allowed to serve on Senate.
      - Senate was not in favor of this.
    - Complaint about a department chair feeling out of the loop with regard to service learning. It was suggested that the chair contact the chair of the Service Learning Committee to discuss the issue.
    - Complaint about the severe reduction in the number of beds available to ECU students this summer and the late notice that students were given about this change. Dr. Forbes will be invited to address Senate on this issue at the May meeting.
    - Elections Committee started using Survey Monkey for the elections this year. CB helped Dr. Klippenstine set this up.

- Katie
  - At IUG
SpringShare Migration

- Standards discussion
  - Creating Your Profile
    - Box title will still be Your Librarian.
    - Updated to comply with capabilities of new system.
    - Librarians will be required to use a current, professional photo. An avatar is no longer an option.
    - Librarians will be required to add in their office number and subject specialties.
  - New guide settings
    - Naming conventions section was updated to account for instances in which you have guides for multiple sections of the same course. A hyphen followed by the instructor’s name should be added in these cases.
  - About Boxes
    - Item b. indicated that citations should be provided in 8 pt font. This was deleted because font that small is not accessible.
    - Item c. was updated to reflect LibGuides 2 terminology.
    - Item d. was updated to reflect LibGuides 2 terminology.
  - Throughout the document, the titles of links to outside content were added to improve findability in cases of broken links.
  - Publishing a Guide
    - Item 1 about friendly URLs was updated to address situations in which you have guides for multiple sections of the same course. In this case, an underscore should be added to the friendly URL followed by the instructor’s last name.
    - Librarians should create a friendly URL for each page of their guides. This can be done while going through guides during the clean-up process.
    - Item 3 on tags was deleted because the librarians have decided to discontinue tags. Tags can be deleted while going through guides during the clean-up process.
  - Monday’s IS meeting will begin with a discussion of the following sections: Main Pages Organization, Other Pages Organization, and Maintenance.

- Reusable Content
  - Additional boxes that should be deleted:
    - LLAF
    - Google Scholar Search
    - Encyclopedia Britannica Off-Campus
    - Library Resources
    - My Library
    - Several of the search boxes are not showing any reuse, but we tend to copy those rather than linking to them.
    - Dana will update the Reusable Content Responsibilities document accordingly.
  - Dana will change the Articles & More box to say A-Z databases
Librarian Meeting Minutes from April 16, 2015

Present: Adrianna, Chelsea, Patrick, Dana

- Chelsea can delete the homepage tab after migration so this doesn’t need to be added to the Reusable Content Responsibilities spreadsheet
- Chelsea needs to take off May 11th and 12th, so migration will be pushed to the 13th

Workshop
- Went really well. Evaluations were good.
- Amazing how established faculty still don't know all of the stuff we’ll do. We need to tell them more often how great we are.
- Invitation was brought up as a problem again.
- Do we want to stick with just gen ed faculty?
  - Not necessarily.
  - We do see a need for new faculty to get this content.
- Back on the agenda in the summer.

Next Meeting: April 24, 2015
Agenda for 05-14-15:

1. Action items (10 min)
2. SpringShare Migration (50 min)
3. Around the Horn (25 min)
4. Prepare next week’s agenda (5 min)

Future:

1. ABLE report discussion
2. Supply Budget (5-8)
3. IUG Report Email (5-14)
4. Discuss hours for move-in weekend (June)
5. Discuss future of faculty IL workshop (July)
6. SAILS Report (Summer)

Action Items:

Everyone –

- LibGuides Migration
  - Clean-Up System (4-9 to 4-30)
  - Database Assets (3-26 to 4-9)
  - Look and Feel: moving boxes to the middle of the main page; pictures for profile header (2-26)
  - Complete review of LibGuides2 A to Z Database Migration spreadsheet (5-4)
    - Descriptions
    - Subject assignments
    - Assigning a maximum of two “best bets” in each liaison subject
    - Check friendly URLs
- Send Reference Peer Evaluations to Jenny (4-27)
- Look at lost, paid, missing etc. list to find more items for wishlist orders (5-7)
- Look at what supplies are needed to get through July; send a list of these needs to Dean’s office/Jenny (5-7)
- 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 (5-8)

Adrianna –

- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge
- Notify everyone to bring unwanted items to shipping room for Surplus Auction (4-27)
  - Call Jo Ann in Purchasing to get firm dates on both pickup and surplus auction (5-1)
  - Tell Dennis to get things in shipping room & Media Services storage to get ready for Surplus Auction by the week after graduation (5-4)

Chelsea –

- Revise LibGuides checklist from DB, then send to everyone (5-7)
- Delete homepage tab from Reusable Content after migration (5-13)
Librarian Meeting Minutes from April 24, 2015

Present: Adrianna, Chelsea, Dana, Patrick, Katie

- Create example for Style & Accessibility Guidelines #7 in in LibGuides Standards Revision (5-31)
- Contact SpringShare to ask that they automatically include alt and/or title attributes warning users when a link opens in a new window (5-31)

Patrick –
- Check with Mary to see if the problem computers have been rewired (4-24)
- Make a new button called “A-Z Databases” for the library’s homepage to replace current “Articles & More” button (4-24)
- Create additional options for Research Process Graphic with less-prominent backtracking arrows (4-24)

Dana –
- Send LibGuides checklist to CB (5-4)
- Update Articles & More after migration (5-13)
- AAC information: Amount of coffee sold for the FISCAL YEAR (5-15)
- Create example for Style & Accessibility Guidelines #9 & #8 in LibGuides Standards Revision (5-31)
- Ask Ariel to find a plant to disguise VGA cable in conference room (5-31)
- Implement header coding (5-31)

Katie –
- Add text to librarian’s images for rotating image on LibGuides (4-27)
- Put rotating images into ADA-accessible format (2-12)
  - Work with Saurev to format JavaScript into accessible slideshow (4-27)
- Create example for Style & Accessibility Guidelines #6 & #10 in LibGuides Standards Revision (5-31)

Discussion:
- Katie
  - Working on rundown from IUG
  - Dogs coming to the library on Monday
    - Might do chalking
    - Taking pictures with the dogs
  - Fixing e-reserves
    - Even when taken off of a course, people can still log in and access content—big copyright issue
    - Going through and suppressing these records
  - Also working on CatPac header since images are oddly stretched out
    - DB: don’t we want to wait on updating this until migration?
    - Yes, but need to know how to fix problem in order to migrate successfully
- Patrick
  - VGA cable installed in conference room
    - Should we move furniture to cover it? It’s unsightly
    - Dana will talk to Ariel to get a plant to disguise it
Present: Adrianna, Chelsea, Dana, Patrick, Katie

- Will need Nick’s information to get him set up in LLStaff
- Chelsea
  - Busy with student consultations and LibGuides work
- Dana
  - Brandi’s ordered CB’s and KS’s wishlists; looking for PB’s at Hastings
  - OCALD bids—final recommendations
  - Out Monday, some of Tuesday, and the rest of the week at OLA
- Adrianna
  - Jeff Hastings from OCLC met with Dana
    - OCLC has an ILS that staunch Innovative customers are switching to
    - May be worth investigating
  - Last OCALD meeting as chair
  - OCALD bids
    - The whole system is very confusing—the regents paid for news & PsychINFO, but there may be nothing for newspapers
    - No final outcome for the committee
  - Allie Barton won a George Nigh award in a tie
  - May 1—research conference from Education
  - SpringShare Suite pricing
    - All agree to purchase it
    - Includes a CMS, which means a custom BlackBoard page
  - Toured collaboration space at OU
    - DB: it was gorgeous
    - Held huge amounts of students
    - Modular—could be implemented here in stages
    - Huge variety of space and furniture types

SpringShare Migration
- Accessibility guidelines edited
- Links
  - Changed default to open in a new window
    - All agree to make this change
  - There seems to be no way to add a title attribute to links to warn users that they open in a new tab/window
    - CB will ask SpringShare to implement something like this
- Friendly URLs
  - In LibGuides1, nesting of page URLs isn’t automatic
    - e.g. changing the friendly URL of the Books page in the Art guide won’t automatically make it eck.libguides.com/art/books; you have to name it completely separately
    - We will wait until after migration to assign page-level friendly URLs
  - Underscores
    - Since we are using underscores in the database’s friendly URLs, should we add them our other pages for consistency’s sake?
      - All agree to
Librarian Meeting Minutes from April 24, 2015

Present: Adrianna, Chelsea, Dana, Patrick, Katie

- PB: Does this mean that we would have to alter the course guides to this too?
  - Tentatively, yes; we will come back to it

- Images
  - Should we have a separate guideline for when to add images to the shared image library or the individual image libraries?
    - Yes, add that shared is for icons and site-wide images
    - Also to remove out-of-use images

Next Meeting: April 24, 2015
Librarian Meeting Minutes from May 14, 2015

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

Agenda for 05-21-15:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Missing, Billed, Lost list (10 min)
4. SpringShare Migration (40 min)
5. Prepare next week’s agenda (5 min)

Future:
1. ABLE report discussion
2. Discuss hours for move-in weekend (June)
3. Discuss future of faculty IL workshop (July)
4. SAILS Report (Summer)

Action Items:

Everyone –
- LibGuides Migration
  - Primary System Clean-up—see handout (5-21)
- Bring notes on revised Missing, Billed, Lost list to next meeting (5-21)

Adrianna –
- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge

Chelsea –
- Delete homepage tab from Reusable Content after migration (5-21)
- Get in contact with guy who made $50/chair quote (5-21)
- Contact SpringShare to ask that they automatically include alt and/or title attributes warning users when a link opens in a new window (5-31)

Patrick –
- Follow-up with Marcus to see if the problem computers have been rewired (5-21)
- Create additional options for Research Process Graphic with less-prominent backtracking arrows (4-24)
  - Use square arrows to complement existing ones (5-21)

Dana –
- Implement header coding (5-31)

Nick –
- Meet with KS about repository solutions (5-21)
- Finish WOPD (5-31)

Katie –
- Send Circulation students to financial aid to fill out Work Study forms, even if they haven’t been Work Study before (5-21)
- Check with Jen and Wendy on policies for other librarians borrowing Circulation student assistants (5-21)
• **Re-crop librarian’s pictures in gallery box so that the bubbles don’t overlap with people’s faces, and add a frame around faces (5-21)**

• **Put rotating images into ADA-accessible format (2-12)**
  - Work with student to format *JavaScript into accessible slideshow (4-27)*

• Create example for Style & Accessibility Guidelines #6 & #10 in LibGuides Standards Revision (5-31)

**Discussion:**

• **Katie**
  - Updated headers & footers on Sierra to match LibGuides2 header
    - Will also be looking into changing coding to make the rotating images & buttons float properly when viewing in mobile devices
  - JavaScript and Rotating Images—if last solution student sent doesn’t work out, this will be an ongoing project
  - Suppressed e-reserves not in use
  - Revised Missing, Billed, Lost etc. list
    - Handed out copies to be discussed in next week’s meeting
  - Faculty Senate Report
    - Dr. Anderson spoke about the change over 25 years of the Senate
    - Katricia Pierson addressed the academic integrity policy and changing Title IX obligations
    - Hargrave
      - Bleak budget outlook
        - Standing projects funded—replacement cars; football field; AC in Horace Mann and Physical/Environmental Science building; wireless upgrade; IT & Jenzabar
    - Title IX changes, which will be addressed in convocation
    - Will be re-examining priorities
  - Creating a master list of who’s chair of what committee
  - Jerry Forbes talked about summer housing
    - Only 12 of 32 beds are filled for summer
    - Fixing Knight Hall
  - Enrollments for summer/fall are sluggish

• **Patrick**
  - End of supply budget
  - Surplus will be picked up before next Thursday
  - Tech money set aside for cameras and switches—do we want to talk about this?
    - AL will address it in her around the horn

• **Chelsea**
  - Busy with annual reports and LibGuides switchover
  - OLA report will be coming soon
  - Recruitment Tours
    - A tour guide has consistently asked the librarians for help on tours
    - Talked to Autumn about making library talking points for tour guides to use
  - Graduation party for Kyle at CB’s house this Saturday
Librarian Meeting Minutes from May 14, 2015

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

- Dana
  - Got new non-leaking plant for Conference Room
  - LibGuides2 migration has been beautiful
  - WOPDs need to be scheduled for Nick before the end of the month
  - Annual reports are due June 5
  - No more orders for books
  - Went to Amigos online conference
    - Gail Johnston from Texas A&M talked about repurposing library spaces
  - Brandi’s eyes are healing well

- Nick
  - Been training with librarians, Barry
  - Barry’s out today
  - Did not break the system

- Adrianna
  - DCA will be retiring and donating books
    - These will never be weeded for AL’s tenure at the library
  - Therapy Dogs were huge success, probably the best attended event we’ve had
  - CURL opening was also very successful
  - Money
    - Really bad budget situation
      - If ODL holds out, we’ll be fine
      - We will run out of money at the end of this year, which hasn’t happened in AL’s time here
        - Since circulation numbers go down every year, may have to re-examine book money in future years
    - Student money
      - We are OUT of regular money
      - Have all students fill out a work study form, even if they’ve never applied
      - We can no longer offer 29 hours per week unless those 29 hours are absolutely necessary for that department
      - DB: If you cannot hire a student, for a short-term project ask Brandi to borrow one of her students
      - KS will check if JD and WM are okay with Circulation students being asked to do the same thing
    - We will have to decide between getting the SpringShare Suite and recovering the chairs in Reference
      - This will be out of library technology fee (LTF) fund
      - Chairs
        - Look terrible since botched Scotch Guard cleaning last summer
        - Since chairs are used to make use of digital resources, might be acceptable use of LTF (like paper out of copier fund)
Librarian Meeting Minutes from May 14, 2015

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

- Maintenance worker Tommy’s friend had a $50/chair quote while most others had $141/chair
  - CB will have NM get in touch with him

- SpringShare
  - Recurring cost that will increase after this year
  - Would be hard to dedicate money that cannot be replaced or would have to be supplemented
  - We will likely want to keep the whole suite once it is bought rather than downgrade

- Librarians vote to recover chairs
  - If AL can, she will purchase either LibChat alone or the full SpringShare suite with remaining money

- CURL money for repository

- $13,000 in CURL’s library fund
- David Weir will see if we can use this for a repository instead of physical books
- PB, ND, and KS will meet and discuss options
- Since PB is off next week, ND and KS will meet before next librarians’ meeting

SpringShare Migration

- Email discussions held previous to this meeting
  - Standards
    - Updated standards with appendices will be sent out after this meeting
  - Subject homepages
    - Will now have friendly URLs (FURLS) of [subject name]_subject
    - Example: ecok.libguides.com/accounting_subject
  - K drive locations
    - All shared images/content for LibGuides, LibCal and Sierra will be stored in the K drive folder “Web Site”
      - This includes front page content, headers, buttons, and icons

- Internal/Departmental Guides
  - The language and FURLS should be standardized
  - All agree to use “_department” at the end of library department guides
    - Example: ecok.libguides.com/reference_department

- Images
  - There is no way to mass-add images to the Shared Library
    - Since there are huge amounts of icons, can these safely not be added to the Shared Image Library?
    - All agree that since these items are now

- A-Z Databases
  - Dana will make box linking to Database Help page with a circular “i” icon
  - “Get Help” box will be added

- Database Help Page
  - Adding icons
    - On page
Librarian Meeting Minutes from May 14, 2015

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

- Unlock icon on “Tips & Tricks”
- Magnifying glass on “Search Tools”
- Phone icon on “Apps”
  - Tips & Tricks box—removed initial bullet of “Things to Know”
  - If you want to reuse items that appear on this page, get them from Reusable Content instead

Next Meeting: May 21, 2015
Agenda for 05-28-15:

1. Action items (10 min)
2. Around the Horn (25 min)
3. Institutional Repository (10 min)
4. SpringShare Migration (40 min)
5. Prepare next week’s agenda (5 min)

Future:

1. ABLE report discussion
2. Discuss hours for move-in weekend (June)
3. Discuss future of faculty IL workshop (July)
4. SAILS Report (Summer)

Action Items:

Everyone –

- **LibGuides Migration**
  - **Secondary System Clean-up—see handout (5-21)**
    - Go through your assets and remove those with nothing mapped to them (6-31)
  - Lost & Paid, Billed, Missing, etc. list
    - For Low-Use items, decide to hold for one year or replace (8-1)

Adrianna –

- **Follow up with IT on the following priorities (2-19):**
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge

Chelsea –

- Contact SpringShare to ask that they automatically include alt and/or title attributes warning users when a link opens in a new window (5-31)
- Assessment Report (6-12)

Patrick –

- **Follow-up with Marcus to see if the problem computers have been rewired (5-21)**
- **LibGuides2: Primary System Clean-up—see handout (5-21)**
- **Create additional options for Research Process Graphic with less-prominent backtracking arrows (4-24)**
  - Use square arrows to complement existing ones (5-21)

Dana –

- Implement header coding (5-31)

Nick –

- **Take minutes at Librarian’s Meeting (5-28)**
- Finish WOPD (5-31)

Katie –
Librarian Meeting Minutes from May 21, 2015

Present: Adrianna, Chelsea, Dana, Katie, Nick,

- **Re-crop librarian’s pictures in gallery box so that the bubbles don’t overlap with people’s faces, and add a frame around faces (5-21)**
- **Add an example of alt text in HTML (5-28)**
- **Send DB reminders for Lost & Paid, Missing, Billed etc. list for LLStaff (5-28)**
- **Put rotating images into ADA-accessible format (2-12)**
- **Re-code library front page so it resizes correctly (7-31)**

**Discussion:**
- **Katie**
  - DVD shelving installed
  - Finished tracking questions at Circulation for reference staffing discussions
  - Outreach conducting student interviews
    - May send qualified students to other departments
  - **LibGuides coding**
    - Created Bootstrap header that will resize for different devices
    - Pre-formatted a table that will work with HTML5
      - DB: send me this so it can go in the Standards
  - Will be out next week
    - ND will take minutes
- **Dana**
  - Deleting assets with no mapping—do we want everyone to start doing this?
    - CB: That’s part of the “Secondary Clean-up” for LibGuides migration, but realistically it will take much longer than a week—we will continue it after migration and through the summer
  - **OCALD met with the regents and talked budget**
    - Regents
      - fully fund Academic Search Premier and Business Source Premier
      - Drop PsychInfo
        - However, this means we can buy it ourselves from EBSCO
      - ODL will fund Academic Search Complete and Business Source Complete
        - Probably will not buy any newspaper product
  - Mostly working on LibGuides
- **Nick**
  - Working on GPO batch loading with DB
    - Some issues—sent a ticket and GPO resolved them
    - 3 months loaded successfully in the year backlog
  - **ODL**
    - Met with Steve Beleu to train on government documents
    - Judith about Oklahoma state publications
  - Trying to work on annual reports
  - Institutional repository discussions
- **Chelsea**
  - Working mostly on LibGuides and annual reports
- **Chairs**
  - Restorations Station in OKC will be recovering
Present: Adrianna, Chelsea, Dana, Katie, Nick,

- $115 per chair
- Black vinyl for reference computers, black cloth for reference desk
- Sending a sample chair before committing all the reference chairs
- Will take 3 weeks, and they can move with a 1-week lead time
  - Will use Instruction Room chairs for the computers, and move the maroon plastic chairs in the 2nd floor closet to the Instruction Room
    - IT came over and optimized netbooks
      - Turned off auto-updating (though this was supposed to be done before)
      - Now working much faster
- Adrianna
  - DCA gave us books, and found even more he is going to donate
  - Provost interviews are 1:30 on Tuesday and Thursday afternoons next week for Dr. Haddock and Dr. Pierson, respectively
  - Will be gone this afternoon and tomorrow
  - Assessment report is usually due June 1, but it might not matter much if it’s late
  - Annual reports due June 5th
- Money
  - This year's money
    - DB covered student budget
    - Chairs will be recovered with the foundation account
      - Originally had about $7,000 in account to go towards building a new library (before current library was built)
      - Used $4,000 on lounge
      - Now there is about $3,300 left, which is going to chairs
    - Since none of the LTF money was touched, used that money to buy Springshare suite!
    - After toner and buying a laptop for the conference room, we are done with money for the year
  - Next year's money
    - 3.5% cut (1.2 million) to university next year
    - Enough to survive this year on reserve
    - If you want to see the cuts to different agencies, ask DB to see the paperwork
    - Our department will be fine next year
    - ODL’s rainy day budget is depleted
  - Leaving faculty
    - Anita Walker, Stacey Bridges, Corissa Rogers, Housing Director
- Patrick
  - On vacation this week

SpringShare Migration
- Clarifying link language
  - Why do we use so many words for when something links outside the guide? Shouldn't we standardize?
    - DB—we decided that if you link to anything outside of a particular libguide, that must open in a new tab
Librarian Meeting Minutes from May 21, 2015

Present: Adrianna, Chelsea, Dana, Katie, Nick,

- All warnings for linking outside a guide will be changed to say “opens in a new tab”

  • Updating links
    o Link to the FURL for each page
    o When creating these links, link to what the content will be, not the current beta site
      ▪ E.g. instead of “ecok.beta.libguides.com/art_subject”, change to “ecok.libguides.com/art_subject”
      ▪ Remove links with “beta” in them during clean-up this week
    o This will make it easier when we go live, since the links will not automatically update to be the live LibGuides site

  • Top-spanning box in Subject Guide
    o Using horizontal buttons that have a grey background
      ▪ All agree to this
    o Voted to have text centered in this box, with large icon on left of text

Next Meeting: May 28, 2015
Librarian Meeting Minutes from May 28, 2015

Present: Adrianna, Chelsea, Dana, Patrick, Nick

Agenda for 06-11-15:

1. Action items
2. Around the horn
3. Institutional Repository
4. Next week’s agenda

Future:

1. ABLE report discussion
2. Discuss hours for move-in weekend (June)
3. Discuss future of faculty IL workshop (July)
4. SAILS Report (Summer)

Action Items:

Everyone –

- LibGuides Migration
  - Review the following assets, deleting assets with zero mappings and de-duping as appropriate:
    - #‐A (6/11)
    - B‐C (6/18)
    - D‐F (6/25)
    - G‐I (7/2)
    - J‐L (7/9)
    - M‐O (7/16)
    - P‐R (7/23)
    - S‐U (7/30)
    - V‐Z (8/6)
  - Secondary System Clean-up—see handout (5-21)

- Lost & Paid, Billed, Missing, etc. list
  - For Low-Use items, decide to hold for one year or replace (8-1)

Adrianna –

- Talk to Dennis about installing projector in GSR
- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge

Chelsea –

- Contact SpringShare to ask that they automatically include alt and/or title attributes warning users when a link opens in a new window (5-31)
- Assessment Report (6-12)

Patrick –

- Send water exhibit details to AL (6-4)
- Follow-up with Marcus to see if the problem computers have been rewired (5-21)
- LibGuides2: Primary System Clean-up—see handout (5-21)
- Create additional options for Research Process Graphic with less-prominent backtracking arrows (4-24)
  - Use square arrows to complement existing ones (5-21)
Present: Adrianna, Chelsea, Dana, Patrick, Nick

Dana –
- Implement header coding (5-31)

Nick –
- Send update on institutional repository progress (6-4)

Katie –
- Finish up making square images of the staff for LG (6-11)
- Additional notes about creating tables for the LG appendix (6-11)
- Put rotating images into ADA-accessible format (2-12)
- Re-code library front page so it resizes correctly (7-31)
- Update Lost & Paid policy (5-31)

Discussion:
- Patrick
  - Equipment room has been cleared out
    - Get scanner downstairs next time
  - Water exhibit is official
  - iCon is happening, consider submitting proposals
- Chelsea
  - Brought four different samples of vinyl for chairs
  - Continuing to work on LibGuides and annual reports
- Adrianna
  - AAC cancelled this month
  - Budget
    - 3.5% cut to university next year
    - Enough to survive this year on reserve
      - Enough to cover chairs (financially), laptop in conference room, Springshare, toner
  - Provost interviews are 1:30 on Tuesday and Thursday afternoons next week for Dr. Haddock and Dr. Pierson, respectively, encourages attendance
- Dana
  - Springshare has been ordered
    - Analytics (5)
    - LibCal (10)
    - Libanswers
  - Full Text Finder
    - Heard back from Regina (EBSCO), FTF still has bugs
    - Testing July 1, Live by August 2
    - Order through Amigos
  - PsycINFO
    - Spoke to Dana B from EBSCO
    - Price quote: $7865
Librarian Meeting Minutes from May 28, 2015

Present: Adrianna, Chelsea, Dana, Patrick, Nick

- Could be $5568 depending on Regents’ funding decision
  - Nick
    - Working on GPO batch loading
      - Bcode3 code needs to be updated
      - List of government records up for recycling will be sent to librarians (listed by subject area)
    - Preparing end of the year statistical analysis
      - Will work on zeroing out statistical records for next fiscal year with DB on Friday
  - Preparing end of the year statistical analysis
    - Institutional repository discussions
      - Katie
        - Not present

Institutional Repository

- Three different routes
  - Non-hosted local
    - Not most practical, requires tech support
  - Third-party hosted
    - Omeka, seems like viable option
  - Hosted
    - Vital (Innovative) out – unreasonably expensive
    - DSpace Direct, Longsight, LUNA – the latter seems to be better fit
  - Dive further into exploring Omeka and LUNA options, report back next week

SpringShare Migration

- Going live on Monday!
  - www.ecok.v1.libguides.com
- Things to consider
  - Summer maintenance
  - Course guides
  - De-duping assets
  - CMS features

Next Meeting: June 11, 2015
Librarian Meeting Minutes from June 18, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

Agenda for 07-02-15:

1. Action items (10 min)
2. Around the Horn (30 min)
3. Master Table (30 min)
4. Discuss hours for move-in weekend (20 min)
5. Prepare next week’s agenda (5 min)

Future:

Action Items:

Everyone –

- LibGuides Migration
  - Review the following assets, deleting assets with zero mappings and de-duping as appropriate:
    - #-A (6/11)
    - B-C (6/18)
    - D-F (6/25)
    - G-I (7/2)
    - J-L (7/9)
    - M-O (7/16)
    - P-R (7/23)
    - S-U (7/30)
    - V-Z (8/6)
  - Lost & Paid, Billed, Missing, etc. list
    - For Low-Use items, decide to hold for one year or replace (8-1)

Adrianna –

- Talk to Dennis about installing projector in GSR
- Follow up with IT on the following priorities (2-19):
  - Intercom
    - Move speaker out of the Conference Room
    - Add speaker to Quaid Lounge

Chelsea –

- Give PB feedback on arrows in reference graphic (7-2)

Patrick –

- Follow-up with Marcus to see if the problem computers have been rewired (5-21)
- If Linux virtual machine hasn’t been installed on ND’s computer, turn project over to AL (6-25)
- Create additional options for Research Process Graphic with less-prominent backtracking arrows (4-24)
  - Send sheet with new arrows to CB (7-2)

Dana –
Librarian Meeting Minutes from June 18, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

- Email ABLE report to librarians (7-2)
- Show librarians LibAnalytics demo (7-31)

Nick –

Katie –
- Put rotating images into ADA-accessible format (2-12)
- Re-code library front page so it resizes correctly (7-31)

Discussion:
- Katie
  - Circulation
    - Back-shifting the 4th floor back to the G section; PS crowded enough that it might spill over to 2nd floor
    - DB—Collection Services students are available for help on this
    - Re-organizing reserves for easier use
    - DVD shelving expanding; might need to shift Listening Library or Oklahoma Studies
  - Outreach
    - Newsletter draft out by tomorrow
    - July theme is Disability Independence Day
      - DB, AL—visit Disability Services office to give them a heads-up
- Patrick
  - Submitted iCon presentation on accessibility with Allison Embry
    - Roy is still getting these presentations
  - Talking with Rob and Jeremy about putting Linux on Nick’s computer
  - Going through monitors in Reference Area and replacing ones with image problems
    - DB—can we replace the Reference Desk monitor with one a little more wide?
    - DB will check with CB on whether this is feasible
  - Will be working on cord management in Reference
  - Nan Schmitt’s class is asking him for articles
    - DB—remember to class these as level 4 reference questions
  - Reminding circulation students to delete files from flash drives
  - Safety Committee
    - Updated packets have been distributed
    - Updating student training for fall, including an additional scenario/roleplay training
      - DB—can we also do this in the summer? There are a lot of new student hires who need to go through this
- Dana
  - Break room fridge is broken
    - Ruined two boxes of coffee
  - Jake checked building for leaks
Librarian Meeting Minutes from June 18, 2015

Present: Adrianna, Dana, Patrick, Nick, Katie

- Put plastic on some bound periodicals
- New windowsills leaking
  - SIGALO meeting tomorrow: please partake in refreshments
  - DB, CB and KS submitted iCon proposals and are working on a chapter for LibGuides book from ALA
- Chairs
  - Brought fabric samples for reference desk chairs
    - All agree on Anthrecite for fabric
  - CB is picking up sample chair while she’s at grant-writing workshop
- Did LibAnalytics preview
  - Highlights
    - All kinds of data
    - Shareable with other libraries
    - Can define communities
    - Circulation doesn’t have an API, but data can be entered by hand or by Excel—can see heaviest dates/times
    - Crosstabs within groups
    - See top 10 used and unused journals
    - Auto-imports Google Analytics, LibCal data
    - Can see trends and distributions
    - Publish charts & graphs for the public
  - AL—can you do a demo?
    - Will do this sometime in July
- Handed out Database Connections Converted to Full-Text table
  - This will inform the creation of the Master Table
  - Will re-run report since some numbers look funky
- Nick
  - All holdings from GPO are updated
  - Will be at Lawton to meeting & train with Mandi Smith from Cameron University
  - Doing original cataloging on Spanish books
  - CB has given access to LibGuides
- Adrianna
  - New provost Katricia Pierson starts July 1
  - AAC has been moved to DCA’s last day, June 30
  - Money has been spent for the year
  - Ben Rothrock resigned, effective July 17
  - Weeding program will be reviewed and added back into process

Institutional Repository
- AL—ND sent out notes, but I can’t decipher them; walk me through the process
- Software
  - Decided on Omeka backbone (open-source) on Linux operating system (open-source)
  - ND has requested to add this to his computer as a virtual machine to get familiar with it
Consulting with Mark Wolf, former internship supervisor, for guidance
- This part of the process costs nothing and needs minimal involvement from IT

- Hardware
  - Use a dedicated server from an outside host
    - Dedicated = we'd be the only site on that server
    - Outside host means not having to wait on IT
  - Dreamhost dedicated server has good reviews from Omeka users, recommended on Omeka website
    - Multiple options from Dreamhost, all with 1TB of storage
      - $169/mo ($2028/yr) “Blue Moon 4” – 4 GB of RAM
      - $209/mo ($2508/yr) “Blue Moon 8” – 8 GB of RAM
      - $249/mo ($2988/yr) “Blue Moon 16” – 16 GB of RAM
  - AL—why do we need RAM?
    - KS—won't need terrible amounts of RAM; should only affect loading speed on the website
    - AL—since we are a rural site with slow speeds anyway, let's go with the 4 GB of RAM option for $2,028 per year
      - All agree
    - AL—ND, have them bill us this yearly, not monthly, to fit with our budgetary requirements

Next Meeting: July 2, 2015