

## MEMORANDUM

**TO:** William Louthan, Provost

**FROM:** Theresa Byrd, Director of Libraries

**DATE:** January 9, 2003

**SUBJECT: REPORT TO THE TRUSTEES FOR JANUARY 2003**

The Ohio Wesleyan University Libraries' mission statement was selected for inclusion in *Libraries, Mission and Marketing*, tentatively scheduled for publication during the summer of 2003. Our statement will be included as part of a collection of mission statements intended to serve as models for other libraries in crafting statements and using them as part of their marketing communication efforts. Throughout the fall semester we continued work on a five year strategic plan. We expect to finalize this plan by the end of January.

Faculty-librarian collaborative initiatives peaked in this the final year of the Five Colleges of Ohio Mellon Foundation Information Literacy project grants. This past fall semester the librarians (Paul Burnam, Danielle Clarke, Tom Green, Joy He, Deb Peoples, Margie Wiers, and Xudong Jin) team-taught information literacy skills with faculty in 17 courses.

Last spring we participated in LibQUAL+, a research and development project sponsored by OhioLINK. After reviewing the content of the qualitative data, we addressed some of the concerns. Circulation staff members worked intensely with their assigned student assistants to improve customer service at the Beeghly Circulation Desk. Director of Libraries Dr. Theresa Byrd and Associate Director and Head of Public Services Tom Green met with WCSA student body president Chuck Brown and senior class representative Alleyn Harned about several library-related matters. As a result, we established the third floor of Beeghly Library as a quiet floor. We posted a sign at the entrance to the library asking for cell phones to be turned off in the library. A coffee machine will be added to the library during the semester break.

The Library received funding to purchase new computers to run Innovative Interfaces new Millennium software. Thus the Library replaced the Beeghly CONSORT Opacs (486 processors) with Gateway Profile 4 workstations. Eight of these workstations are fully configured with office productivity software. These Scholar's Workstations give us sixteen similarly configured workstations in the Beeghly Reference area. Two of the new workstations are dedicated to Web access to CONSORT. Four printers now service these eighteen workstations. We also upgraded five staff computers.

The new Science Library continues to be an area of focus for Director of Libraries, Theresa Byrd, and Deborah Carter-Peoples, Science Librarian. Dr. Byrd and Ms. Carter-Peoples recently worked on the issues of compact shelving for the Science Library.

The Cataloging staff continued to work on reclassifying the Dewey books. This project started in

July 2000 and the total number of unclassified Dewey books was approximately 32,857 at that time. This past year the staff made significant progress on this project. Now there are approximately 26,030 unclassified Dewey books left.

A major project that the Library staff has undertaken is to catalog all uncataloged materials, which will help us improve our volume count on annual statistical reports such as the Oberlin Group and the State Library. Therefore, in addition to the Dewey book reclass project, retrospective conversion projects are underway for music instrumental scores and the Ohio United Methodist Collection. For the 2002-2003 academic year, the Library plans to catalog 168 music instrumental scores and 562 Methodist books.

Theresa Byrd was one of 35 librarians selected nationally to attend the ACRL @ YourLibrary Task Force Retreat at 3M. The Task Force's job was to review a manual designed to assist academic and research librarians with marketing academic libraries. The ACRL marketing effort is part of the American Libraries Association's Campaign for America's Libraries initiative.

Theresa Byrd completed the 2002 OWU United Way Campaign and the grand total was \$15,365.

Theresa Byrd and Bonnie Mahle worked on various activities related to the annual Martin Luther King Program to be held on January 20.

OWU library personnel in an attempt to become more informed about the USA PATRIOT Act viewed the teleconference "Safeguarding Our Patrons' Privacy: What Every Librarian Needs to Know About the USA PATRIOT Act & Related Anti-Terrorism Measures." Two Denison University library employees joined us for this teleconference.

### **UNIVERSITY ACTIVITIES/COMMITTEES**

- Theresa Byrd attended the Teaching, Learning, and Cross-Cultural Programming Committee meetings, the Martin Luther King Committee meeting, and the United Way Board meeting.
- Theresa Byrd, Tom, Green, Danielle Clarke, Paul Burnam, and Xudong Jin attended Faculty Meetings fall semester.
- Paul Burnam offered a workshop on "Overcoming Insecurity and Anxiety: Research Tips for National Colloquium Related Assignments.
- Danielle Clarke continued work with the Sexual Assault Hearing Panel.
- Chuck Della Lana agreed to be the TV Club advisor.
- Tom Green began a three year term on the Executive Committee of the Faculty and continued as co-advisor of the Bishops Chess Club.
- Tom Green and Bonnie Mahle continued service on the Reclassification Committee.
- Margie Wiers agreed to be the advisor to the Kappa Kappa Gamma sorority.
- Xudong Jin became the advisor for the Chinese Culture Club.
- Judy Orahod became the advisor to the OWU Pet Pals Club.
- Chuck Della Lana, Bonnie Mahle, Judy Orahod, and Martha Powers are serving on the OWU Libraries Retreat Team.

## **BOARDS, CONSORT, FIVE COLLEGES, AND OHIOLINK**

- Theresa Byrd attended the Ohio5 Directors' meeting. Also, she attended the OhioLINK Independent Library Directors' and Library Advisory Committee meetings, and OHIONET Board meetings.
- Theresa Byrd attended the Association of College and Research Libraries (ACRL) Board Retreat in Chicago.
- Theresa Byrd continued her work on the ACRL@YourLibrary Task Force.
- Paul Burnam attended OhioLINK Lead Implementors meetings. He also chairs the Web Enhancement Subcommittee of the OhioLINK Users Services Committee and continued service as a member of the Ohionet Reference and Resource Sharing Council.
- Paul Burnam with Dr. Julian Arribas, Modern Foreign Languages, participated in a panel discussion on information literacy at Kenyon College.
- Theresa Byrd (as the director liaison) and Bernard Derr attended an Ohio5 Circulation/ILL Subcommittee meeting.
- Danielle Clarke attended Ohio5 Information Literacy Planning Subcommittee meetings.
- Chuck Della Lana, chair of the Ohio5 AV/Media Subcommittee, attended a meeting.
- Bernard Derr attended an Ohio5 CONSTor Subcommittee meeting.
- Bernard Derr, Carol Holliger, Joyce Lawrence, and Bonnie Mahle were appointed to form a Disaster Planning Team for the Ohio5.
- Joy He and Martha Powers attended Ohio5 Government Documents Subcommittee meetings.
- Deb Peoples attended the Oberlin Science Center dedication and a meeting of the OhioLINK Chemistry Librarians Group.
- Xudong Jin attended the CONSORT Cataloging and Systems meetings and the Collection Development meetings.
- Xudong Jin and Barbara Wiesner attended the Yankee Book Peddler Shared Plan/CONSORT CD meeting.
- Martha Powers attended the CONSORT Government Documents Subcommittee meetings.

## **PROFESSIONAL MEETINGS AND WORKSHOPS**

- Chuck Della Lana, Carol Holliger, and Xudong Jin received CONTENT dm software training.
- Paul Burnam and Deb Peoples attended OhioLINK's "Reference Rendezvous!"
- Theresa Byrd attended the OHIONET 25<sup>th</sup> Anniversary Gala.
- Theresa Byrd, Tom Green, Deb Peoples, Marsha Zavar attended the OhioLINK Futures Symposium. Dr. Byrd and Paul Burnam attended the OhioLINK 10<sup>th</sup> Anniversary dinner preceding the Symposium.
- Theresa Byrd has been appointed to serve on ACRL 2004 President's Program Planning Committee.
- Joy He and Dr. Nancy Knop, Physical Education, presented "Enhancing the Human Touch in a Digital Age by Embedding Information Literacy..." at the Academic Library Association of Ohio (ALAO) Annual Conference. Danielle Clarke, Tom Green, Joy He, Xudong Jin, Joyce Lawrence, Judy Orahod, Deb Peoples, Marsha Zavar, and OWU senior and library

student assistant Stacey Chaney attended the conference.

- Deb Peoples presented “Geographic Information Literacy” at the North American Cartographic Information Society Conference. She received a two year appointment to the Chemical Abstract Service’s Academic Advisory Committee. She attended the OHIONET “Census 2000 and Related Statistics” workshop.
- Margie Wiers attended the OCLC Distinguished Seminar with William Y. Arnos, Cornell, speaking on “National Science Digital Library as an Example of Current Research in Information Sciences.”
- Xudong Jin and Barbara Wiesner attended the OhioLINK Yankee Book Peddler Fall Collection Building Road Show meeting.
- Judy Orahod attended the Ohio Support Staff Institute Program Planning Committee meetings, including site visits for the institute.
- Judy Orahod attended the ALAO Support Staff Interest Group Program Planning Committee meeting.