

MEMORANDUM

TO: William Louthan, Provost

FROM: Theresa Byrd, Director of Libraries

DATE: January 7, 2004

SUBJECT: REPORT TO THE TRUSTEES FOR JANUARY 2004

Dr. Theresa Byrd, Director of Libraries, was elected Chair of the OHIONET Board.

Dr. Theresa Byrd formed and led a library staff marketing team. One outcome will be an ad promoting the library on the back inside cover of the Winter issue of the *Ohio Wesleyan Magazine*. The team plans to develop a comprehensive marketing plan for the library system.

The Andrew W. Mellon Foundation grant to the Five Colleges of Ohio “Integrating Information Literacy into the Liberal Arts Curriculum” ended June 30th. As we had hoped, the faculty-librarian collaborations formed during the three-year grant period continued to grow and develop. Librarians taught information literacy skills in many classes previously awarded grants and were invited to teach in new classes. Near the end of the semester, four grants using local funding were awarded to faculty members who had not previously received one.

A new initiative is the Ohio Wesleyan University Libraries Research Award. A \$500 prize from the Friends of the Libraries will be given to a senior who completes an outstanding research paper during the spring semester of the junior year or the senior year. Faculty mentors will nominate student papers. A committee composed of faculty, librarians, and a representative from the Friends will judge submissions. We plan to announce the winner at a “Celebration of Scholarship” during the 2004 National Library Week.

International students are heavy users of the library. We see the need, however, to introduce new international students to library services early in their academic careers and to better inform them of the full range of library services available. We invited international students to a reception in the middle of the semester. This event was lightly attended. We plan to seek ways to reach out to this important constituency of library users earlier in the Fall semester, perhaps during Orientation Week.

The Music Library, located in the basement of Sanborn Hall, was closed temporarily during the first half of the semester because of problems with mold. A library task force developed a plan of action to address this problem. Fortunately, the mold was found to be non-toxic. With help from Buildings and Grounds staff, the books, shelves, carpet and chair fabric were cleaned. Peter Szabo, Music Librarian, and Joyce Laurence, Technical

Services Assistant, oversaw this cleanup work. The temperature and humidity of the library need to be monitored, especially during the summer when the library is closed. Buildings and Grounds staff will provide automatic drainage of the dehumidifier prior to next summer.

Spring semester faculty members will be required to password electronic reserves. Fall semester we had an incident where a faculty member was contacted about a publication posted on an open ERes account. We had been seeking copyright permission for this book chapter and it was resolved without legal action. By requiring passwords we will better meet the provision of fair use in the copyright law that limits access to students enrolled in the course. In another copyright related issue and because of recent incidents at other colleges, we notified faculty members that films shown outside the classroom require public performance rights.

Computers in the library are very popular with students. In an effort to discourage waste, we intend to implement software that will track the use of printing. Students will be allotted 400 print credits per semester. Information Systems is installing Pcounter software for this purpose. This software is being used successfully at Kalamazoo College and DePauw University.

Bernard Derr provided an ERes workshop for 7 faculty members. Danielle Clarke provided a library tour for an Olentangy 7th grade visit.

The following in-service training sessions were held:

- Bernard Derr provided Beeghly Circulation Desk cross-training.
- Chuck Della Lana provided Audiovisual Center cross-training.
- Michael Zeoli, YBP Library Services, provided GOBI2 training.

The Library began using GOBI2, a new version of OWU's major book vendor Yankee Book Peddler's (YBP) online book select and exporting software this academic year. After being trained, most librarians have successfully selected YBP slip plan books online by using the software. Acquisitions staff have exported and ordered the selected books.

Having used PromptCat services for two years, the Technical Services staff continued to use PromptCat for YBP slip plan and expanded the use of the service to YBP's firm orders. Although we experienced some problems in the beginning, both slip and firm orders are going well now.

This year the Technical Services staff are working on three Online Computer Library Center (OCLC) outsourcing projects: TechPro for Historical Documents, RetroCon for the Archives of Ohio United Methodism, and RetroCon/TechPro for Dewey books. The first two projects will start soon after the contracts are signed. The third project (Dewey books) will begin after the previous contract is completed in January 2004.

UNIVERSITY ACTIVITIES/COMMITTEES

- Theresa Byrd attended the Teaching, Learning, and Cross-Cultural Programming Committee meetings, the Human Resources Search Committee meetings, the Affirmative Action Task Force meetings, and the Martin Luther King Program Committee meetings.
- Xudong Jin continued to serve as advisor for the Chinese Cultural Club.
- Xudong Jin, Joyce Laurence, and Martha Powers attended Technical Services Website Team meetings.
- Martha Powers and Vickie Melicher attended the Library Marketing Committee meetings.
- Martha Powers and Bonnie Mahle attended OWU's Active For Life Team Captains Meeting.
- Judy Orahood attended the University's Insurance Committee Meeting.
- Paul Burnam served as library liaison on the National Colloquium Planning Committee and as the affirmative action representative for the Development Office's Research Associate search committee.
- Danielle Clarke continued work with the Sexual Assault Hearing Panel, served as an Orientation Mentor, and participated in Fraternity House Advisor peer sessions.
- Tom Green served as chair of the Executive Committee of the Faculty and continued as co-advisor of the Bishops Chess Club.
- Tom Green and Bonnie Mahle completed service on the Reclassification Committee.

BOARDS, CONSORT, FIVE COLLEGES, AND OHIOLINK

- Theresa Byrd attended the Five Colleges of Ohio Directors' meetings. She chaired the CONSORT Access Services Subcommittee meeting. She also attended the OhioLINK Independent Library Directors and Library Advisory Committee meetings. In addition, she attended the United Way Board meetings.
- Xudong Jin (and Joy He) attended the CONSORT Cataloging Subcommittee meetings.
- Xudong Jin (and Tom Green) attended the CONSORT Cooperative Collection Development Subcommittee meetings.
- Martha Powers (and Joy He) attended the Five Colleges Government Documents Subcommittee meetings.
- Xudong Jin, Joyce Laurence, Vickie Melicher, and Judy Orahood, and Danielle Clarke attended the OhioLINK Regional Briefing. Paul Burnam was a presenter at this briefing.
- Joyce Laurence and Judy Orahood attended OLSSI (Ohio Library Support Staff Institute) program planning meeting at the State Library of Ohio.
- Paul Burnam attended OhioLINK Lead Implementors meetings, chaired the Web Enhancement Subcommittee of the OhioLINK Users Services Committee, and served on the Ohio Commons for Digital Education Conference Planning Committee. He participated in a teleconference meeting of the Five Colleges Reference and Instruction Subcommittee.

- Theresa Byrd, Chuck Della Lana, Bernard Derr, and Marsha Zavar attended the Five Colleges Access Services Subcommittee meeting.
- Theresa Byrd, Tom Green, and Xudong Jin hosted an onsite visit with Gene Gummo, OHIONET OCLC Service representative, and Doug Potts, OCLC Senior Library Services Consultant.
- Chuck Della Lana collaborated with Margaret Fete, Modern Foreign Languages, and faculty at Earlham College, Lawrence University, and The College of Wooster to develop DVD materials for teaching French language and culture.
- Tom Green and Xudong Jin attended the Five Colleges Collection Development & Management Subcommittee meetings.
- Joy He and Martha Powers attended the Five Colleges Government Documents Subcommittee meetings.
- Deb Peoples attended a meeting of the OhioLINK Chemistry Librarians.

PROFESSIONAL MEETINGS AND WORKSHOPS

- Theresa Byrd attended the Oberlin Group Directors' meeting at DePauw University.
- Xudong Jin, Joyce Laurence and two other people from OCLC and YBP presented "CONSORT and the OCLC PromptCat Service: Focus on OWU's Experience" at ALAO (American Library Association of Ohio) annual meeting.
- Judy Orahood published an article about the 2003 Institute printed in *Library Mosaics* and the online journal called *Associates*.
- Xudong Jin, Joyce Laurence, Vickie Melicher, Judy Orahood, and Martha Powers attended ALAO annual meeting.
- Martha Powers attended OVAL Managing the Library's Image workshop.
- Martha Powers attended the OHIONET Library of Congress Subject Headings workshop.
- Judy Orahood attended the OHIONET Cataloging Originals workshop.
- All staff attended library Staff Retreat: "Customer Service & teamwork - Making a difference" on August 13, 2003.
- Paul Burnam attended the Virtual Reference Desk Conference "Integrating the Virtual Reference Experience: Theory and Practice" in San Antonio, Texas.
- Danielle Clarke, Joy He, Xudong Jin, Vickie Melicher, Judy Orahood, Deb Peoples, and Marsha Zavar attended the ALAO Annual Conference "Information, Innovation, Inspiration – Making the Connection."
- Danielle Clarke, Tom Green, Joy He, Xudong Jin, and Deb Peoples attended OhioLINK's "Cooperative Collection Development: Walking the Walk."
- Tom Green and Dr. Jan Smith, Sociology/Anthropology, attended "Information Literacy/Fluency Instructional Technology: An Evaluation Workshop" in Chicago funded by the Andrew W. Mellon Foundation.
- Joy He attended the Ohio GODORT (the Ohio Government Documents Roundtable) meeting held at the University of Dayton.
- Deb Peoples attended "Managing the Library's Image" workshop sponsored by the Ohio Valley Area Libraries. She serves on the ALAO Annual Conference Planning Board and the Chemical Abstracts Library Advisory Committee. She wrote a book review on *Grzimek's Animal Life Encyclopedia* for *Booklist* and reviewed *Building*

Blocks of Nature: Supplement to the MacMillan Encyclopedia of Physics for Reference and User Services Quarterly.

- Marsha Zavar attended OHIONET workshops on “Advanced Interlibrary Loan Using the Web” and “Interlibrary Loan Update.”