

MEMORANDUM

TO: William Louthan, Provost

FROM: Theresa Byrd, CIO/Director of Libraries

DATE: January 7, 2005

SUBJECT: REPORT TO THE TRUSTEES

LIBRARIES AND INFORMATION SERVICES (LIS)

The Libraries and Information Services Department published the inaugural issue of its newsletter, *LIS Connections*. The goal of the newsletter is to provide the Ohio Wesleyan University community with information about the resources, services, staff, and work of LIS. The newsletter will be published three times each academic year, and it is available on the LIS Web site.

Ohio Wesleyan University became a charter member of ARTstor, a non-profit initiative founded by The Andrew W. Mellon Foundation. The ARTstor Digital Library has 300,000 digital images that document artistic traditions across many time periods and cultures. This resource embraces architecture, painting, sculpture, photography, decorative arts, and design as well as many other forms of visual culture. It includes the tools to support a range of teaching needs such as searching and browsing for images; viewing images and related data; creating, saving, and sharing image groups for uses such as course reserves/image study or research; presenting lectures both online and offline; adding local images to presentations; and printing and downloading reference images for student presentations and papers. Tom Green instructed invited faculty members in how to search this database, create image groups, and register for access to course folders.

A part-time public services librarian, Jennifer Friedman, was hired near the end of the semester. Her undergraduate work was at Trinity College where she majored in art history and minored in Medieval and Renaissance Studies. She recently completed her M.L.I.S. from Kent State University. Her librarian liaison responsibilities include Fine Arts, Ancient, Medieval, and Renaissance Studies, and Black World Studies.

This fall the library became responsible for collecting course syllabi. Once collected and bound, they help alumni in graduate school receive credit for work already completed. Eventually, for historical reasons, they become part of the Ohio Wesleyan University Historical Collection. Jennifer Spillman, Assistant Chief of Circulation (Weekend Supervisor), is responsible for collecting and organizing syllabi.

All 734 of the master's theses and honors papers in the OWU Historical Collection dating back to 1900 have been reclassified in LC and/or cataloged. Because these papers are now

available on CONSORT by author, title, and department, they are now much more accessible. This collection provides examples of honors papers for current students.

Five faculty workshops were offered this semester. Patty Bisker demonstrated “Accessing E-mail from Multiple Locations” and “Creating a Basic Web Site.” Bernard Derr provided “ERes Fundamentals.” Paul Burnam explored “Strategies for Exposing Plagiarists.” Chuck Della Lana gave a hands-on demonstration of “Videoconferencing.”

Three student workshop topics were offered during the semester. At the beginning of the semester Tom Green and Jason LaMar held three noon sessions where students could register notebook computers for wireless access to the Internet from the two access points in Beeghly Library or the access point in the Hobson Science Library. Paul Burnam conducted a workshop on “Elections 2004: How to Be a Participant.” Ülle Lewis, Director of the Writing Resource Center, and Danielle Clarke taught “Power-Searching, Citations, and Avoiding Plagiarism.”

Library staff members provided tours for area schools. Danielle Clarke provided an orientation session for AP students from Big Walnut High School. She also instructed English AP students from Fairbanks High School in how to use an academic library. Danielle Clarke and Marsha Zavar led library tours for gifted 6th graders from Willis Intermediate School. Tom Green led an architectural tour of the library for 7th grade students from Olentangy’s Shanahan Middle School.

The Dewey Reclassification Project. The library had approximately 32,857 Dewey books that needed to be reclassified when the newly established Dewey Reclassification Committee submitted a working proposal in October 2000. With great effort and hard work by the Technical Services staff, at the end of year 2004, they reclassified 13,569 and withdrew 1,683 volumes of Dewey books. About 17,605 Dewey books remain to be reclassified. The total completion percentage for the project is 46.4 percent.

The Information Services Help Desk was restructured this fall. The new help desk model combines the best practices of dual service points — that is, one dedicated support channel for professional employees and another dedicated channel for students — with distributed staffing that engages several Information Services team members, including Dave Henderson, Patty Pisker, Adam Mahle, Todd McGuire, Dave Henderson, Patty Bisker, and Jason LaMar. Faculty and staff members receive technical support exclusively from professional staff, while students receive support primarily from student workers (with assistance as needed from the professional staff). This two-pronged, peer-to-peer Help Desk approach has been well received in both the student and faculty/staff communities.

During Fall 2004, Jenzabar released 14 sets of software enhancements to Ohio Wesleyan University’s core database system. While the significance of these enhancements varied, all of them had to be installed — and all differences between the “Jenzabar way” and the “Ohio Wesleyan way” had to be resolved. Major maintenance and enhancement activities included the installation of the new version of the Informix database software, which was

purchased in July 2004, by John Topping and Kirk Turner-Rustin; the revision of the Jenzabar Web Academic Advising module, based on suggestions from Academic Advising and the Registrar, by Dan Cring; and the expansion of the locally developed, Web-based student time entry system by Doris Yang.

Kirk Turner-Rustin developed a comprehensive Web-based Admission Application for International Students. The Admission and Financial Aid Office is hopeful this new capability will make the application process easier and less expensive for applicants living outside the United States. Other new and innovative capabilities that are in the process of testing and end-user approval include Web-based institutional budget review; a Counseling Services appointment and records management system; Open DataBase Connectivity (ODBC) with dynamic, real-time retrieval and reporting capabilities for University Relations; and installation of the Student Exchange and Visitor Information System (SEVIS) in the new International Student Services Office.

In the Network Services arena, Harold Wiebe spearheaded a new campus-wide networking initiative known as “supernetting” that has revolutionized the management of Ohio Wesleyan University’s Internet Protocol (IP) addresses. An IP address is a unique number assigned to each computer on campus. Previously, groups of IP addresses were organized within building regions; i.e., one residence hall would have a specific set of IP addresses for the computers in that building, while another residence hall would have a completely different set. And the sets were exclusive to each region. Sometimes, as in the case of the Conrades•Wetherell Science Center, even individual buildings were broken up into multiple regions. This setup presented logistical challenges for IP address administration, particularly when students moved to different residences or when faculty taught in multiple locations with laptops. In the new supernetting scheme, however, there are student and faculty “super-regions” that allow IP addresses to be location-independent. Thus, students can now plug their computers into any Internet connection in any campus residence (including a fraternity or SLU) and get network access, while faculty members can plug their computers into any academic building port (including Beeghly Library) and also get network access. Not only has supernetting made IP address management significantly more streamlined and efficient, it has also improved quality of service for both faculty and students.

UNIVERSITY ACTIVITIES/COMMITTEES

- Dr. Theresa Byrd attended the Teaching, Learning, and Cross-Cultural Programming Committee meetings.
- Dr. Theresa Byrd attended Department Chairs meetings.
- Dr. Theresa Byrd attended the Provost Search Committee meetings.
- Dr. Theresa Byrd Chaired the Affirmative Action Task Force.
- Dr. Theresa Byrd served as Co-Chair for the Martin Luther King Committee.
- Dr. Theresa Byrd, Tom Green, and Carol Holliger attended the semi-annual meeting of the Joint Archives of Ohio United Methodism.

- Dr. Theresa Byrd and Tom Green met with other campus administrators and representatives of the Class of 2004 to plan for their class gift of a café in Beeghly Library.
- Danielle Clarke served as library liaison to this year's National Colloquium. She is also serving on a Journalism Department search committee.
- Chuck Della Lana served on the search committee to hire an Upward Bound Student Services Assistant and co-taught the Visual Anthropology course.
- Tom Green served as chair of the Executive Committee of the Faculty and continued as co-advisor of the Bishops Chess Club. He provided a tour of Beeghly Library for Office of Admission staff members.
- Tom Green and Carol Holliger participated in the United Methodist Luncheon sponsored by the United Methodist Student Movement and the Chaplain's Office.
- Tom Green and Marsha Zavar served on the OWU Computer Use Policy Task Force.
- Joy He taught a Chinese language course.
- Carol Holliger guided a visit by a representative from Munters to evaluate our disaster preparedness.
- Peter Szabo taught two sections of Music Appreciation.
- Xudong Jin continued to serve as the advisor for the Chinese Cultural Club.
- Xudong Jin continued to serve on Affirmative Action Council.
- Vickie Melicher and Martha Powers attended the library Marketing Committee meetings.
- Joyce Laurence attended the Disaster Planning Team meetings.
- Xudong Jin (Chair), Judy Orahoad, and Joyce Laurence attended the Dewey Reclassification Committee meetings.
- Joyce Laurence (Chair), Vickie Melicher, and Martha Powers attended the Technical Services Web Design Group meetings.
- Xudong Jin and Joyce Laurence attended the Library Retreat Group meeting.

BOARDS, CONSORT, FIVE COLLEGES, AND OHIOLINK

- Dr. 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 meetings, and the OhiLINK Library Advisory Committee meetings. In addition, she attended United Way Board meetings, and she chaired OHIONET Board meetings and worked on the OHIONET strategic plan.
- Dr. Theresa Byrd attended the Council of Library and Information Resources (CLIR) Chief Information Officers meeting.
- Paul Burnam attended OhioLINK Lead Implementors meetings and completed his three-year term on the OhioLINK Users Services Committee.
- Dr. Theresa Byrd, Chuck Della Lana, Bernard Derr, and Marsha Zavar attended an Ohio 5 Access Services Subcommittee meeting.
- Chuck Della Lana was involved with the Francophone project funded by a Midwest Instructional Technology Center (MITC) grant.

- Tom Green and Xudong Jin attended Ohio 5 Collection Development and Management Subcommittee meetings.
- Xudong Jin and Joy He attended Ohio 5 CONSORT Cataloging Subcommittee meetings
- Xudong Jin attended OhioLINK's Database Management and Standards Committee (DMSC) meetings.
- Joy He and Martha Powers attended the Ohio 5 Government Documents Subcommittee meetings.
- Carol Holliger completed service on the Ohio 5 Emergency Preparedness Task Force.
- Deb Peoples attended the annual meeting of the OhioLINK Chemistry Librarians.
- Joyce Laurence attended the Ohio Library Support Staff Institute (OLSSI) Steering Committee meeting.
- Joyce Laurence attended the Library Disaster Planning meetings.
- Judy Orahod, Joyce Laurence, and Doris Yang served on LIS Holiday Party Committee.

PROFESSIONAL MEETINGS AND WORKSHOPS

- Dr. Theresa Byrd attended the EDUCAUSE Conference, the premier higher education information technology event.
- Paul Burnam attended an OHIONET workshop “Web Triage: Frontline Reference Strategies for the Web-Overwhelmed” and participated in OHIONET’s Fall Digital Projects Symposia. He also assisted with a session of OhioLINK’s Dataware training.
- Paul Burnam moderated a breakout session and Danielle Clarke and Joy He attended OhioLINK’s “Reference Roundup.”
- Tom Green and Xudong Jin attended a workshop on “Best Practices in OhioLINK Cooperative Collection Development.”
- Joy He and Martha Powers attended the Government Documents Roundtable of Ohio meeting held at the University of Cincinnati.
- Carol Holliger attended the United Methodist Historical Society meeting and a meeting of the West Ohio Commission on Archives and History. She also attended “Building Connections,” sponsored by the Ohio Historical Society. She made a site visit to DePauw University and met with Wes Wilson, Coordinator of Archives and Special Collections.
- Deb Peoples served on the ALAO Annual Conference Planning Board, the Chemical Abstract Services Academic Advisory Committee, and the Central Ohio Special Libraries Association Board.
- Marsha Zavar participated in an American Libraries Association National teleconference on “Making Copyright Work for Your Library” and an OCLC workshop on “Copyright and Today’s Library. She also attended an ILLiad Odyssey training session and an OHIONET workshop on “Interlibrary Loan Basics Using WorldCat Resource Sharing.”
- Xudong Jin attended the Environment, Culture, and Development in East Asia Conference held by Ohio Wesleyan University.

- Xudong Jin attended the OHIONET Grantseeking Basics workshop.
- Martha Powers attended the Northern Ohio Technical Services Librarian (NOTSL) fall meeting.
- Vickie Melicher attended OLinks Training at OhioLINK.
- Several library staff members attended the Academic Library Association of Ohio (ALAO) Annual Conference “Positioning Our Libraries, Positioning Ourselves.” At ALAO, Xudong Jin was a co-presenter with the primary presenter Haipeng Li from Oberlin College. Joyce Laurence received the 2004 Outstanding Ohio Library Support Staff Award at ALAO. She received a certificate and plaque and is entitled to a free registration to both the 2005 ALAO Annual Conference and an Ohio Valley Area Libraries (OVAL) workshop of her choice.
- Dan Cring attended Jenzabar Web Development training.
- Dave Henderson attended a Microsoft Security seminar and a Syncort Storage seminar.