

## MEMORANDUM

**TO:** William Louthan, Provost

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

**DATE:** September 17, 2001

**SUBJECT: REPORT TO THE TRUSTEES FOR SEPTEMBER 2001**

### NEWS FROM THE LIBRARY

Organizational development issues and preparing the libraries for the future have been a priority for the library staff. For the past two years, library personnel, using teams, have succeeded in writing a mission statement, a vision statement, and values. In August, several library staff members attended a strategic planning information session with Roger Verny, Deputy State Librarian for Planning, Evaluation and Research. The library staff will spend the next six months working on a strategic plan.

On August 9, 2001, the OWU Library Staff held its fourth annual retreat. Maureen Sullivan, a noted library organizational development consultant, was the retreat facilitator. The topic of this year's retreat was "Working Together: Skills and Techniques." The retreat covered topics such as emotional intelligence in groups, improving the work of groups and teams, tools and techniques for collaboration, and consensus decision making.

The East Ohio Methodist Trustees voted to move the organization's collection to Ohio Wesleyan. This means that the East and West Ohio Methodist materials will be merged into a single collection. The new name of the joint archives will be the Archives of Ohio United Methodism. With the merger, Special Collections will now be open five days a week from 9 a.m. to 5:00 p.m. Susan Cohen, Archivist of the Archives of Ohio United Methodism, and Dr. Byrd, Director of Libraries, worked with the East and West Ohio Methodist on the merger of the collections for three years. Along with OWU, DePauw University has the only other joint United Methodist collection in the nation.

The digital world and electronic reserves have made copyright compliance an important issue on college and university campuses. Dr. Byrd appointed a Copyright Team to study the issue of copyright. She also established an office in Beeghly Library to handle obtaining copyright for faculty for reserve and instructional materials (both digital and print). Marsha Zavar, Manager of Interlibrary Loan and Copyright, will assist faculty with their copyright needs.

"OWU Libraries --- information rich, information smart!" was the theme for the new faculty reception held in Beeghly Library prior to the beginning of classes. Each of the 10 new faculty members received a gift bag that was full of library mementos, such as a mouse pad, bookmark, memo pad, magnet, lunch with a librarian coupon, and cup coaster. Several library staff members were involved in this program to introduce new faculty to library resources and services.

A new library orientation video was used for New Student Orientation. Theresa Byrd, Chuck Della Lana, Tom Green, and Bonnie Mahle revised a script drafted by student Tom Pugh. Chuck Della Lana, with assistance from summer employee Brian Arnold and narration by student John Foughty, produced this new video using digital camera technology. This will make it easier to update the information.

The New Student Orientation was an opportunity for us to try some new outreach efforts. The OWU Libraries hosted a library reception prior to Convocation. New students and their parents enjoyed light refreshments and musical entertainment by the Heart of Ohio Barbershop Chorus. Six library orientation sessions were also offered during the first week of classes, Bishop Week.

Throughout the summer, librarians collaborated with faculty to implement information literacy projects fall semester. Jeanette Jones, hired for part-time Beeghly Reference Desk coverage, will provide release time for librarians involved with information literacy initiatives. She will work 19-21 hours per week. Carol Holliger and Marsha Zavar will continue to provide about six hours of reference support each week, too. This part-time assistance for coverage at the reference desk has been made possible through funding provided by the Mellon Information Literacy Grant.

The Friends of the OWU Libraries held their annual open house and reception on Saturday morning of Alumni Weekend. This year's reception was dedicated to Dr. Ruth Davies, the founder of the Friends.

Margie Wiers has been hired as Music Branch Librarian. She earned her Master of Library and Information Science degree from Kent State University. She also has an M.A. in Music Pedagogy, Piano and Strings from The Ohio State University. Carol Hallenbeck hired student library assistants and attended to the many details required to open the Music Branch for the 2001/02 academic year.

Deb Carter Peoples was promoted to Science Branch Librarian. With this change, Ohio Wesleyan University Libraries joins other private liberal arts colleges (e.g., Amherst, Bates, Bowdoin, Colby, Hamilton, and Franklin & Marshall) that support their science curriculum with a science information specialist.

Joy He completed a major revision to the library home page.

As a result of a third floor ceiling leak in Beeghly, eight books were sent to the bindery. A Chemistry Department leak in the Science Branch damaged 43 books that were sent to the bindery. Later, mold was discovered growing on several journals in the Science Branch. Five boxes of material were sent to Etherington Conservation Center for cleaning and restoration.

The Technical Services Department has been working diligently on the reclassification of Dewey Books since January 2001. In the past 8 months, 1,427 Dewey books have been reclassified. Among these volumes, 710 Special Collections books have been reclassified and the other books were sent to CONStor, a new remote storage facility for the CONSORT colleges (OWU, Denison, Kenyon, and Wooster).

The Technical Services Department, along with the other CONSORT colleges, continues to catalog historical government documents using the Online Computer Library Center's (OCLC) cataloging service.

Bonnie Mahle, Administrative Assistant, hired 85 workstudy and non-workstudy students to assist with work in the various departments.

The following in-service training sessions were held:

- Dr. Byrd shared a video about the Uniform Computer Information Transactions Act (UCITA).
- Paul Burnam updated us about netLibrary e-books.
- Deb Carter Peoples coached us on using SciFinder Scholar.
- Joy He shared techniques for finding census and statistical sources.
- Michael Upfold introduced the CONSORT's My Millennium feature.

### **UNIVERSITY COMMITTEES**

- Theresa Byrd attended United Way of Delaware County Board meetings on behalf of the University.
- Theresa Byrd attended the meeting of the Technology Committee.
- Tom Green and Bonnie Mahle continued their service on the Reclassification Committee.
- Deb Carter Peoples led a SciFinder Scholar Training session for Life Sciences faculty and summer research students.

### **CONSORT/FIVE COLLEGES/OHIOLINK MEETINGS**

- Paul Burnam attended an OhioLINK Lead Implementors meeting.
- Paul Burnam, Deb Carter Peoples, Danielle Clarke, and Tom Green participated in "Meet You at the Mellon Patch: A Conversation about Integrating Information Literacy into the Curriculum" held at Kenyon.
- Theresa Byrd, Bernard Derr, and Chuck Della Lana hosted an Ohio Five Circulation/Interlibrary Loan Subcommittee meeting.
- Danielle Clarke attended Ohio Five Information Literacy Subcommittee meetings.
- Joy He participated in a joint Ohio Five meeting between the Cataloging/Systems Subcommittee and Government Documents. She also traveled to Otterbein as part of an Ohio Five Government Documents Subcommittee site visit to investigate the use of Marcive.
- Marsha Zavar attended an OhioLINK Inter-Campus Services meeting.

### **PROFESSIONAL DEVELOPMENT/MEETINGS**

- Theresa Byrd attended the American Library Association's annual conference in San Francisco, California. During the conference, Dr. Byrd, as a Board member, also participated in the activities of the Association of College Research Libraries.

- Paul Burnam attended the Ohionet "Government Resources on the Internet" workshop and a Eureka database training workshop.
- Paul Burnam, Joy He, and Marsha Zavar attended an OhioLINK User Services workshop.
- Deb Carter Peoples, Danielle Clarke, and Joy He attended the ALAO Interest Group Workshop led by Dane Ward, "Librarian-Faculty Collaborations: The Foundation of Information Literacy."
- Deb Carter Peoples, now serving a two-year term on the Board of Directors of the Academic Library Association of Ohio, attended the annual board retreat. She became a science reference reviewer for *Reference Books Bulletin* and submitted four reviews. She also became a science reference reviewer for *Reference & User Services Quarterly* and submitted a review of the *Encyclopedia of Genetics*. Ms. Peoples submitted a manuscript to *College and Research Libraries News* entitled "Reference Camp as a Catalyst for Change."
- Deb Carter Peoples hosted an ALAO/OhioLINK/Kent State University Ohio Immersion reunion held at OWU in the Corns facility. Danielle Clarke and Ms. Peoples attended this reunion.
- Joy He attended an Ohio GODORT meeting.
- Bonnie Mahle attended Information Systems' workshops including PowerPoint, Excel, and FrontPage. She also enrolled in the Ohionet Photoshop Workshop.
- Marsha Zavar received OhioLINK Academic Universe training and attended a Copyright Workshop at Kent State.