

## **MEMORANDUM**

**TO:** William Louthan, Provost

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

**DATE:** September 17, 2003

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

Dr. Theresa Byrd, Director of Libraries, attended the Association of College and Research Libraries Harvard Leadership Institute for Academic Librarians held August 4-9. The weeklong institute attracted 95 participants from the United States and Canada, and it focused on management issues in academic libraries and higher education.

The Archives of Ohio United Methodism (AOUM) was dedicated on July 7. The dedication celebrated the merger of East Ohio Archives and West Ohio Archives into the AOUM. The AOUM is one of only a few such joint collections in the country. The merger has resulted in OWU having one of the 10 best United Methodist collections in the country.

Library staff members participated in a retreat led by Debra McBride of Gehlauf & Associates, Inc on August 13 at Autumn Lakes Campground. The theme was "Customer Service & Teamwork – Making a Difference."

The Andrew W. Mellon Foundation three-year grant, "Integrating Information Literacy into the Liberal Arts Curriculum," came to a close. Public Services Librarian Danielle Clarke organized a final event of information exchange and camaraderie for the Ohio Wesleyan University librarians and seventeen faculty members who participated in the grant. Small group discussion took place by discipline and by "If I knew then ...". Although this grant has ended, we plan to continue exploring with interested faculty how to best integrate information literacy into the Ohio Wesleyan curriculum. We anticipate local funding Spring semester to support faculty who have not previously received funding to experiment with integrating information literacy into their courses.

Peter Szabo was hired to fill the Music Librarian position. He recently earned his M.L.S. from the University at Buffalo. He has an undergraduate degree from Rutgers and M.A. degree from Eastern Illinois, both with an emphasis in French horn performance. Because the dehumidifier was not regularly drained in the Music Library over the summer, mold had the opportunity to grow on many of the books. We have delayed opening this branch in order to thoroughly clean the books and all surfaces in this branch located in the basement of Sanborn Hall.

Vickie Melicher was hired as the new Serials Librarian. She has an undergraduate degree in Business Administration, Marketing from University of Northern Colorado and MLIS from Kent State University. She worked as a Reference Librarian (2002-2003) and Library Intern (2001-2002) at Denison University Library where she participated as part of the reference staff that handled traditional reference desk services, email reference and online chat reference through OhioLINK. At Denison University, she was involved in the Five Colleges Information Literacy Grant. Before going to library school, she worked 5 years at Bank One, as a Commercial Credit Analyst, Associate Portfolio Manager, and Support Underwriter.

OhioLINK started implementation of "Pickup Anywhere." This new service allows students and faculty associated with OhioLINK members to pick up OhioLINK requested materials at another OhioLINK location of their choosing.

A Cisco Access Point was placed in the library near the end of the summer. We are testing this wireless method of accessing the Internet. The security measures implemented by Information Systems only works with Cisco equipment.

The library's big satellite dish, which is used for downlinking teleconferences, was replaced. A smaller satellite dish, which is used by the Journalism Department to access CBS Newspath, was added as well.

Danielle Clarke organized a library reception for new faculty. Library staff members made presentations to introduce new faculty to library services. Also, Danielle Clarke coordinated a virtual tour of resources on the OWU Libraries' web site during New Student Orientation. Marsha Zavar assisted in the presentations for students and their parents.

The Biology collection, including the shelving, was moved to Beeghly Library over the summer. The Science and Biology book and serial collections are now integrated into one collection. Librarians with the help of selected faculty members are reviewing books in the Beeghly stacks for integration in the Science collection. The move into a new Science Library is anticipated for Fall 2004.

Having used Yankee Book Peddler (YBP) and the Online Computer Library Center's (OCLC) PromptCat services for two years, the Technical Services staff decided to continue to use PromptCat and expand the use of the service to YBP for firm orders. Books ordered through this service arrive with partial cataloging completed and the turnaround time for books arriving in the library is decreased from six to eight weeks to three to four weeks.

Last year the Technical Services staff worked on three retrospective cataloging projects: RetroCon Archives of Ohio United Methodism (366 titles completed, including 260 East Ohio titles and 106 West Ohio titles), TechPro historical government documents (49 titles), and TechPro music instrumental scores (151 music scores). The

RetroCon/TechPro Dewey contract was signed in September and we delivered 416 volumes to OCLC on September 11.

The Library will begin using GOBI2, a new version of our major book vendor YPB's online book select and ordering software this academic year. After being trained, librarians will select books online by using the software. Faculty, too, will be able to recommend book titles to their library liaisons through the software.

### **UNIVERSITY ACTIVITIES/COMMITTEES**

- Theresa Byrd attended the Teaching, Learning, and Cross-Cultural Programming Committee meetings, and the Human Resources Search Committee meeting.
- Danielle Clarke is an Orientation Mentor.
- Chuck Della Lana provided audiovisual support for the OWjL and Upward Bound programs.
- Tom Green and Bonnie Mahle continued their service on the Reclassification Committee.
- Tom Green chaired and Joy He served on the Music Librarian search committee.
- Deborah Carter Peoples held a workshop for the Summer Science Research students and their faculty mentors.
- Judy Orahood, Martha Powers, Chuck Della Lana, and Bonnie Mahle served on the library retreat planning committee this year and attended Library Retreat Planning Committee meetings.
- Theresa Byrd and Danielle Clarke attended convocation.

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

- Theresa Byrd attended the Five Colleges of Ohio Directors Retreat and the meeting of the Chief Academic Officers and Library Directors held at Kenyon College. She attended the OhioLINK Independent Library Directors and Library Advisory Committee meetings. In addition, she attended the United Way Board meetings.
- Xudong Jin attended the CONSORT Cataloging and Systems meetings and the Collection Development meetings.
- Paul Burnam attended OhioLINK Lead Implementors meetings and the OhioLINK User Services Committee meetings. He attended an OHIONET Reference and Resource Sharing Council meeting and an Ohio Commons for Digital Education 2004 Conference planning committee meeting.
- Danielle Clarke is a member of the Midwest Instructional Technology Center team investigating a grant on "Collaborative Web-based Assessment of First Year Students."
- Chuck Della Lana chaired a meeting of the Five Colleges AV/Media Subcommittee.
- Joy He and Martha Powers attended a Five Colleges Government Documents Subcommittee meeting.
- Deborah Carter Peoples met with other Five Colleges science librarians to discuss plans for a possible spring semester workshop. She also hosted a site visit by Caroline Gilson, DePauw University Science Librarian.

## PROFESSIONAL MEETINGS AND WORKSHOPS

- Carol Holliger attended the United Methodist Church Fifth Historical Convocation at Drew University, Madison, New Jersey from August 14-17. The theme was “John Wesley: His Life and Legacy: Celebrating the 300<sup>th</sup> Anniversary of His Birth.”
- Paul Burnam received EBSCO Administrators training. He attended an Academic Library Association of Ohio (ALAO) Collection Development Management workshop, “Showdown in the Serials Aisle: Corralling Ejournals.”
- Paul Burnam helped plan and organize the OHIONET workshop “Threats, Liberties and Information: Libraries Coping with Government Change.” Danielle Clarke, Marsha Zavar, and Theresa Byrd attended this workshop which was held on campus.
- Danielle Clarke wrote two book reviews as an ALA book club representative for *Women’s Day*. She also attended “Enriching the Book Group Experience” led by Rachel Jacobson in Columbus.
- Tom Green represented Ohio Wesleyan at the Consortium of Liberal Arts Colleges (CLAC) annual conference “Preserving the Union: Technology and Higher Education” held at Gettysburg College.
- Deborah Carter Peoples attended the ALAO annual Board Leadership retreat at Deer Creek Lodge. She wrote two book reviews, one on *Grizmek’s Animal Life Encyclopedia*, volumes 4-7 covering Fishes, Amphibians, Reptiles for *Reference Books Bulletin* and *Booklist* and another on *Building Blocks of Matter: A Supplement to the Macmillan Encyclopedia of Physics* for *Reference and User Services Quarterly*.
- Xudong Jin and Judy Orahood attended a Technical Services Symposium held at Mohican State Park on May 7-8
- Judy Orahood, Barbara Wiesner, Joyce Laurence, and Marsha Zavar attended the ALAO SSIG Spring Workshop held at Ohio Wesleyan University on May 9. Joyce was part of the four-person panel discussion in the morning session.
- Xudong Jin, Joyce Laurence, Martha Powers, and Judy Orahood attended OWU InfoSystems Front Page training session.
- Judy Orahood attended OWU InfoSystems E-mail and Windows training sessions.
- Judy Orahood, Martha Powers, and Joyce Laurence attended the 2003 Ohio Library Support Staff Institute (OLSSI) at Kenyon College. Judy Orahood was a member of the planning committee for this institute.
- Xudong Jin, Joyce Laurence, and Martha Powers attended the Technical Services’ Website Team meetings.