

PUBLIC SERVICES - - - MINUTES
Friday, 11 Nov 2005

I. ANNOUNCEMENTS AND GENERAL INFORMATION SHARING

Peter had to leave early so he spoke first.

Peter: Attended ALAO 2005; Music Librarians Conference; Technical Services meeting to discuss the cataloging the LP collection and the copy cataloging the vinyl collection which is currently only on cards in catalog. He created a new location for miniature scores. He has been learning more about info lit at conferences and working with Tim Roden to expand his info lit assignments.

A. Jennifer: Luce Foundation Asian Art Grant

She has been working with Hilda and Jim Peoples to photograph items in the rare books collection Jim will write the grant. Jennifer will collate the images and the descriptions of the images. The purpose of the grant is to discover what kinds of Asian items small colleges own. She distributed the grant for more details. She described some of the unusual and lovely items in our collection.

B. Carol Holliger: AOUM Summer Research Project

Matt Laferty will be working on a summer project to explore the Lexington Conference churches; not all of the black segregated conference churches migrated into the United Methodist Church when it was formed. He will interview former members, traveling about the state, to gather first hand information.

C. Deb: Hobson Science Library

\$2600 was allocated to the 7-10 pm hours at Hobson Science Library. She has had difficulty in finding new students to hire. She is concerned that having two students working together, unsupervised, will erode the current very positive work ethic. Statistics have revealed that as few as four students and as many as 29 students use the branch during those hours. HSL will be open until 12:00 am on selected dates including during exam week. She is considering opening during the 5-7 pm period. She is still receiving Reserve books. She has created a blog (from Google) to communicate with her student employees. It is open to her student employees only in a protected site. Although she is excited about it, she found that it was more difficult to get up and running than originally promised. The Anime Club met with Deb about meeting room space in the Science Center, one-two times a month. They need to use one of the classrooms from 8:30 pm - 12:00 am. Deb requested a discussion about keeping the AV Center open later than it is normally for this club to use multiple media for their screenings. The students need speakers to use with a laptop and a projection screen. Dale Swartzentruber will talk with Jennifer Newell about a space in the housing side of campus for a meeting space. They currently meet once a week. Ham-Will rooms close at 10:00 pm. Tom said that the AV Center would be a logical place for this group to hold meetings. It will be further considered. Jennifer Friedman will be the contact person. The group can range

from 12 to 24 students. It is inappropriate for the students to be meeting in an academic classroom after classes for the day.

D. Tom: Café Planning

Tom showed the blueprints for the Internet Café and Microcomputer Lab. He discussed possibilities for the placement of computers and soft seating. The Transcript has run articles about the conflict between Chartwells and the students. Tom is concerned that there might be a delay in ordering the materials if the issues between Chartwells and the students aren't resolved soon. Usually it can take 2 months for some of the necessary equipment to arrive ... or longer. The Café will be open from 5:00 pm until midnight; the room will be open 24/7. On 22 Dec 05 the area will be closed and won't reopen until mid-March. Workers will be in working in the area.

E. Tom: Beeghly Security Problems

There have been problems with the all night study area. The alarm system has been going off and lasting for hours. Our neighbors have been complaining as has Public Safety. KTM is working on the problem. Continue to set the alarm system if you are the last one to leave the building.

F. Deb: Keyboard Hygiene Project

She has explored the problems and costs. She consulted with Jann Ichida. Keyboards in the Information Commons will become a small research study with Laura Tuhela-Reuning, Jann Ichida, and Deb next semester. They will seek outside funding for this project. Deb has asked TSB for funding to disinfect the Information Commons keyboards twice a day during flu season (at 1:00 pm and again in the evening). Materials are estimated to about \$300. Deb presented this information to TSB and is waiting to hear if the project will be funded.

G. Paul: Information Commons Issues

There have been issues about the IS Student Help Desk. Tom and Paul met with Patty and Diane to discuss the specifics of the IS Student Help Desk Employees. All agreed that these students should be circulating among the computers to correct problems (for example, printers not being connected to computers). They will not be responsible for checking paper levels and putting paper in the printers. This will be done by librarians and Circulation Desk student employees. The Help Desk students will not know all software well enough to correct problems. Ask them whether they know the software in question before asking them to help the student who is in trouble. Patty is the contact person. We should ask her about software instruction questions. Help Desk students should be able to add wireless to student computers. Work continues on the Help Desk student job descriptions. Librarians should feel comfortable asking the Help Desk students for help when needed. Patty will email the REF desk when there will be absences among the Help Desk students. We should email PAB when students don't show up for their scheduled hours.

2. Tom discussed the problems with the printers which seem to lose their connections to the computers. Losing connections with the printers has continued since 2 Nov 05. Tom has been working with Dave Henderson to solve this mystery. Students have come to the reference desk to complain that they have no more printer money but they haven't made that many print requests. Something happened on 2 Nov which erased their print histories; Dave has recovered the print histories. Also, minus balances have been appearing; this should not happen. Students should be warned as they approach a low balance. Try to log off rather than shut down. Click OK. Then wait. The print command box should show up. Cancel any duplicate print requests.

3. Tom talked about the look of the desktop in Information Commons. There will be a meeting with Todd McGuire, Paul, Judy, Joanne and Patty on Friday, 18 Nov 05. Deb has explored ways she could put SciFinder Scholar on the IC computers. By Christmas she should be able to provide a way to include the icon on the IC desktops.

E. Tom: In-Services: Second Week in January

Mon: Danielle leading a discussion on BINGE

Tues: Capt VanDerBosh, Delaware Fire Department

Wed: Xudong on ISBN #s and Millenium software

Thur: Scott Linder, Minitab for Dummies

Fri: Jennifer, RSS feeds and ArtSTOR

II. DISCUSSION

A. Tom: Storage Lockers for Students

There has been a request. One possible place would be on the Lower Level against the wall where there are now study carrels and microfilm readers. Deb added that students have requested lockers at the Science Center, too.

B. Deb on Blogs and Wikis

Ref Desk Blog could replace our handwritten Reference Log. Anything you need to communicate to other librarians can be typed. Miami has a wiki to keep the librarians informed about reference issues. Students are using blogs; OWU students are already posting to a blog.

III. AREA REPORTS

Tom: Teaching more lately; Executive Com; Advising; Appeals board; Attended EDUCAUSE- which was well-organized. OSU, next year Kenyon, great exhibitors—great conference.

Joy: Gov Doc Celebration; Useability testing coming up; Teaching a lot; Book Ordering.

Deb: Attended meetings; SciFinder Scholar; more work than ever; some days she doesn't do email because that is so time-consuming.

Bernard: Training students; New duties have developed; Evaluating the shelf space in Beeghly.

Paul: Gov Relations Committee, ALAO—planning Statehouse Connect

Day in the spring; ALAO - participated on a panel about library advocacy; Esler's legal research assignment. DDC books; Usability testing; Teaching; Research for Flamm.

Carol: Upgraded to Windows XP and lost all her documents. Back Up Your Documents! 3 students are going to start up the Zetaganthean Literary Society again. There are some concerns about the Society's 1884 book collection. Open House for Rare Books.

Marsha: Workshop on copyright with Chuck; Busy time for ILL, upgraded ILL software.

Chuck: Twice as many events as past NCs; Poster production is up; Visual Anthropology Class will produce two films: Supernatural at OWU and history of the Brown Jug. Cinema Workshop Club—writing screenplays, creating short videos; Helping the football team with their video needs.

Jennifer: Asian Art Grant; Useability; More traffic in her office; WDW experience with a Disney Imagineer who related his archiving efforts.

Danielle: Teaching; Personal Research Sessions; Book ordering; ALAO; Two workshops with Paul.

Next Meeting: Fri, 27 Jan 06

Minutes: Chuck

Submitted by Danielle Clarke, 18 Nov 2005