

Public Services Council Meeting Minutes

Dec. 6, 2002

Present: Paul Burnam, Danielle Clarke, Chuck Della Lana, Bernard Derr, Tom Green, Joy He, Deb Peoples, Margie Wiers and Marsha Zavar

I. Announcements and General Information Sharing

- A. Book budget increase
The Provost has approved a 6% book budget increase for next year.
- B. ILL cut-off date
The ILL cut-off date for course-related materials is Dec. 12.
- C. Use of cell phone
A sign was put on the front door asking people to turn off their cell phones before they enter the library.
- D. Third floor quiet zone
The third floor was designated as a quiet zone. As far as we know, this seems to be working. The third floor has been quiet.
- E. Coffee and cookies during finals
Theresa has successfully negotiated a good deal with the Director of Food Services. Cookies and coffee will be served between Dec. 13 and Dec. 17. Food Services will deliver fresh coffee at 5 PM and then replenish the coffee and cookies each hour from 8 PM to 12 PM.
- F. Emergency operating procedures for Music Library
The emergency operating procedures for the Music Library were reviewed. Margie will make revisions and distribute the finalized version.
- G. Informing users about early closing
There was a complaint from a student about the early closing on Wednesday, Nov. 27. Although a sign was placed on the front door, it was not enough. We need to find better ways to inform our users. The administration could do so by using mass email or voice mail. However we found it very hard to do any planning because of the short notice we usually get.
- H. In-service training
- I.
Three in-service workshops have been scheduled. They are:
 - Jan. 7 CRC visit at 2:00 p.m.
 - Jan. 8 Time with Debbie Lamp in AV 27 at 2:00 p.m.
 - Jan. 9 LibQual at 10:00 a.m. in AV 27
- J. Spring faculty workshops
- K.
A series of faculty workshops were scheduled for spring. They all start at noon, and lunch will be served. Below is a list of the workshops:
 - Jan. 22 Eres
 - Jan. 28 Social Science databases
 - Jan. 29 Cybercheating
 - Jan. 30 Copyright

- Feb. 4 Humanities datavases
- Feb. 5 OhioLINK EJC
- Feb. 6 Union List and accessing full-text journals

II. Head of Public Services Report and Area Report

A. Tom's report

Tom has been busy teaching, grading papers, ordering books and advising. He spent a lot of time working with Information Systems to solve network problems. He has also been working with Byron to have the new computers and laser printers set up. He serves on several committees. Other things that consume his time include compiling statistics for Theresa, preparing Daily Bulletin announcements, writing recommendation letters for former employees, revising Beeghly hours, attending conferences and working on the reference desk.

B. Music

Margie has been busy teaching and helping students.

C. Paul

Paul has been working with the Academic Skills Subcommittee to come up with a decision about what to do with plagiarism. He has been busy teaching, working with 6 different classes in Botany/Microbiology and one class in Government and Politics class.

D. Danielle

She has been busy teaching, too, and shared some good and not so good experiences with everyone.

E. Marsha

She has been busy doing normal things.

F. Chuck

He has just finished a digital imaging project for Kay, and is in the process of duplicating 400 CDs for MOFL. He helped with the first official broadcast of OWU Channel.

G. Bernard

He has been busy keeping things going.

H. Deb

She has been busy teaching and providing individual help to students. She worked with a professor and found 4 cases of plagiarism. She has been investigating compact shelves.

III. Review of Strategic Plan

We reviewed the strategic plan and made a few minor changes.

IV. Other Concerns:

It was suggested that we start a "Adopt a Carrel" program so we can make use of the study carrels on the third floor.

Submitted by Joy He