

RILO – February 6, 2009

In attendance: Peterson, Kinzer, Soliday, Green, Maruskin, Haddaway, Gao, Byrd, Jin, Peoples

I. Announcements

1. Tom gave an update on OhioLINK's User Services Committee. OLink hardware has been having issues lately which have caused various outages and overall system slowness. The problem was reported on February 4, but has continued. There is a new E-Book Center page with a search feature that divides the three different searches. Scholarly and Reference, American and English Literature, and all EBC collections have been separated out. The default search is of scholarly and reference materials. When you elect to search all EBC collections, Metalib is employed and, as a result, the search does not work very well unless you know a good keyword. There are discussions going on about whether or not to keep using Metalib. A new federated search will be in the works someday, but OhioLINK is defaulting with Metalib for now. Not all EBC books are in the catalog. Cataloging all of them takes volunteer labor which slows down the process.

OSearch databases that currently use the OLink interface will change this summer. Medline has been removed. PubMed should be used instead. The Committee is deciding whether or not to make/keep closed OSearch databases available after the new interface is implemented this summer. Tom provided statistics of annual uses of the closed OSearch databases and is interested in input from the librarians. Tom mentioned that he likes Sociological Abstracts's thesaurus better than Soc Index's and said issues of this kind are things that need to be considered before a decision is made. Deb expressed concern that OhioLink is pushing relevance ranking and feels this is not the best way to display results. Theresa suggested that Deb write OhioLINK with her concern.

2. Emily and Dee gave an update on the digital repository project. They are currently in the process of examining repository policies of various other colleges and universities. Some of the common questions and concerns that have arisen at other institutions include mission statements for the repository, role of the library staff, work flow, what items are acceptable for submission, and copyright policy. Tom, Xudong, Dee, and Emily sat in on a web-based presentation of Harvard's digital repository service. Harvard has implemented an "opt out" policy instead of an "opt in" policy. They've also created an addendum for faculty to submit to their publishers indicating that a copy of their work has been deposited in the digital repository. Harvard grants waivers for faculty who encounter publishers that will not accept work that has been deposited in a digital repository. SPARC is in the process of creating resources such as sample planning documents for institutions writing digital repository policy.

Theresa suggested that Emily and Dee ask other Oberlin institutions for their digital repository policy. Theresa will sign the new librarians on to the Oberlin listserv. She mentioned that copyright is the key issue for digital repositories. Another issue is that of the existence of multiple copies of a particular item (one in the digital repository, one published in print, draft copies in the digital repository, etc.) could cause confusion.

3. Joy mentioned the GPO's new policy regarding records and multiple formats. A separate record is needed for each format (for example, paper and online). OH5 decided we will follow this directive and it will not be retroactive.

4. Xudong and Emily attended the CONSORT Catalog Subcommittee meeting. There was a discussion about the 856 and 956 MARC fields. We are to use the 956 field instead of 856. The 956 field allows institutions to display their own unique URLs for materials. Michael will test the new field and links.

Xudong also mentioned some issues with our OCLC payment plan. We would like to make our current payment plan more manageable. Our fee is high and we would like to reduce our price for next year and for further into the future.

5. Deb discussed this year's Celebration of Scholars, which will take place on Friday, April 17th. Events include a \$500 LIS Research Award that will be awarded to a graduating senior who submits an outstanding research paper. The LIS Research Award judges' panel will include four faculty, four librarians, one Writing Center staff member, and one Friend of the Library. Submissions are due by April 1. An LIS Research Award webpage is forthcoming. The main event is the recognition of faculty scholarship published between July 1, 2008 and June 30, 2009. Faculty will be asked to submit citations of scholarship in an e-mail message from Theresa. Faculty members are instructed to submit citations either to their librarian liaison. Librarians should submit any citations received to Jillian, who will compile a bibliography which will be included in the event's program. Librarian liaisons are encouraged to probe databases in their subject areas to discover work that faculty might neglect to submit. No book reviews are accepted, but scholarship such as play scripts, programs/video from off-campus gallery exhibits, and posters are acceptable. Any questionable work submitted should be sent to Theresa for approval. Actual physical copies of the work will be displayed at the event and the entire OWU community will be invited to peruse the scholarship. There will be food and a special gift presented to faculty members.

Another event associated with the Celebration of Scholars is the unveiling of new READ posters. Three posters are added each year and the honored faculty members' identities are remained secret until the posters are unveiled at the Celebration of Scholars. Three faculty members were agreed upon, but will not be listed here since these minutes are readily available online.

II. Discussion

1. David discussed the outage of Bishop Net that occurred on Sunday, February 1 and affected all of the residential buildings, including the President's home. No one in IS was made aware of the situation until Monday morning and this is unacceptable. Student workers have now been informed that they need to report such incidents to the librarian on duty and IS staff. Reports can be filed by email to a pager address, by phone to the IS help desk, and by calling David on his cell phone. David also needs to be informed of IS student "no shows." Contact information has been placed in the reference drawer. After hours, a call to David's cell phone is acceptable. Librarians need to be more aware of the activity at the student help desk and be prepared to step in as situations dictate. The librarian on duty also needs to be ready to answer the help desk phone should the student step away or not show up for work. Theresa

stressed that, during the weekend and evenings, the librarian on duty is the professional in charge of everything that happens in the building, including circulation and IS. Further, the student help desk phone should never ring incessantly. Librarians should answer the phone and assist the caller or take a message and contact the appropriate staff member. Theresa stressed that we are a team and should support each other and act as such.

2. Dee shared photos of interesting reference desk designs. She also expressed interest in creating a ready reference area behind the new desk (with citation guides, etc). She is also interested in creating a list to indicate the arrival of new reference books so that librarians can familiarize themselves with them. In addition to redesigning the actual desk, we need to consider how we want to update signage. Theresa encouraged the librarians to take a day to visit various area libraries. Dee is going to coordinate these visits.

3. Dee has updated the reference desk folder drawer. The new folders include IS contact information for reporting network problems, as well as room schedules, and IS student schedules. Dee will also clean out the browser bookmarks.

4. Dee presented an updated reference statistics sheet. We will begin to use the new sheet soon and evaluate its effectiveness in a couple of months.

5. Jillian and Dee presented text for a new cell phone policy that indicates cell phone use is acceptable on the first floor as long as users are courteous so those around them. New signs will be created that ask people to keep their phones on vibrate and keep their voices low so as to not bother others. The upper floors are still “no cell phone” zones and librarians should be more consistent with the enforcement of that policy.