

RILO Meeting Minutes

Green Room - June 10, 2009
Convener – Dee, Recorder - Dee

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

I. Announcements

1. New login for STAT-USA – Joy:

Joy announced that the password has changed for Stat-USA. The new password has been put on the password sheet in the reference desk drawer (which probably will be moving considering our discussion of CALEA and passwords later in the meeting. Dee will provide information on changes there shortly.)

Joy reminded everyone that no community members are allowed to access this database and that librarians should log in users themselves instead of giving the password to students. Joy has since confirmed that there should be no more than two simultaneous users at a time accessing the database.

2. Mellon Grant update/pilot projects – Theresa, Emily, Carol, Deb, Dee:

Mellon Grant update from Emily/Carol: As of its June 9 conference call, the technical infrastructure group had not reached an agreement about whether to create a centralized scanning facility. The group discussed the possibility of using funds to support a position that would focus on interface and feature design in an effort to make DSpace better suited to address the curricular needs of the grant. Finally, the group recommended that each institution nominate a technical representative to join a committee that would be responsible for working with directors, grant-funded staff, and other local staff to facilitate implementation of the grant activities.

Reed Symposium: Emily

Reed College received three-year digital asset management grants from the Keck and Booth-Ferris Foundations to develop tools to foster the use of digital collections within the arts and humanities curriculum. Composed of staff from Reed College Library, Computing & Information Services, and the Visual Resources Collection, the six-person digitization team took 9 months to develop teaching tools using CONTENTdm as its content management system.

The team met with a focus group of Classics faculty to discuss teaching needs, developed a prototype of requested tools, asked the faculty to review the prototype, finalized changes to and launched the tools, then met with a focus group of Classics faculty and students to evaluate the tools. Among additions made to CONTENTdm was the creation of an online “my workspace” feature that allows faculty to download images from CONTENTdm into personal folders. Reed faculty members use these folders to

automatically create online slideshows for use in class, as well as to guide students--via links--to preselected groups of images for study outside the classroom. Interface developments included the addition of zooming and panning capability and lightbox functionality, which displays thumbnails of images in a browsable grid pattern.

Reed has added 80,000 images to its instance of CONTENTdm. Sixty percent of those are licensed images, most of which were purchased from Saskia and Archivision. Twenty percent are digitized slides taken from Reed's Visual Resources Collection or faculty requested images that were scanned from books. The remaining images were contributed by faculty (born digital items, digitized slides, etc.) or are public domain images (Library of Congress *American Memory*) or Creative Commons licensed images (Flickr).

Dee and Deb gave a brief recap of the pilot projects they discussed at the LIS staff meeting. Theresa made the group aware that the grant deadline for pilot projects was August 1 but does not necessarily mean absolute completion of the project, just a good majority. Completion must however occur shortly after, as the participating faculty members will use the projects for teaching in their fall class.

3. OhioLink Budget Cuts – Theresa:

Recapping from the LIS staff meeting, Theresa stated that the OhioLINK budget cuts are now projected at 60%, which tops the amount members were initially asked to prepare for/consider. An OhioLINK Directors meeting is set for Wednesday, June 10, 2009 to discuss the cut and the issues related to it. After the meeting, Theresa plans to update us and will call another meeting to discuss how this will impact us if necessary.

4. Status of Assoc. Director Position – Theresa:

By the end of this week Theresa hopes to forward the applications for this position to those on the search committee. It is her hope to have the committee meet one or two times to select finalists for interviews. Interviews will at their earliest take place in August. Should the applications not produce a couple of good candidates, we will not hold interviews and continue the search.

Theresa asked for suggestions regarding the interview process. The usual lunch, presentation, and public services coffee break will be part of the interview process. Joy suggested adding students to some of these events for feedback, an idea with which everyone agreed.

5. Start OWU – Theresa:

It's been decided that David and Joy will be leading the LIS portion for Start OWU. Theresa requested that Dee and Jillian schedule with Joy and David to each attend a different session to get a feel for the program and the LIS presentation.

6. Phone:

Theresa gave her permission to purchase a new cordless phone for the reference desk. The main concern is getting a phone with a good battery charge and wide range so librarians can move about the building with it. Dee will take the lead on this purchase and consult with Bonnie shortly.

7. Bishop Guest Access/Password discussion – David:

David brought and went over instructions for providing temporary Bishop Guest Access for guests with laptops. Printing from laptops with this access is still not possible. Questions as to who can provide this temporary access, how long we should allow access, who is allowed access (alumni, parents, researchers, emeritus faculty), and how this access is logged were all raised.

Theresa appointed David with the task of coming up with some policies regarding these issues. As of now, reference librarians will log in parents, alumni, researches sent down by Special Collections, and emeritus faculty in the CALEA notebook. It was brought up that the help desk and those at the other libraries would most likely want to start a similar notebook to keep track of this guest access.

From this discussion, Dee asked for more information about the CALEA policy itself and will provide Theresa on the information Tom and Paul left behind. Theresa will also look into getting copies of the Patriot Act Policy for the group to look at as well.

Theresa also did not like the idea of keep the passwords and procedures for granting wireless guest access, as well as some of the reference passwords, in the reference desk drawer as people don't always remember to lock the drawer. In response, Dee will work on removing these types of items from the reference desk drawer and providing reference librarians with their own copy to use. Dee will keep a master file and continue to update changes and make others aware of these changes as necessary.

II. Discussion

1. Reflection on Celebration of Scholarship – Group:

Joy mentioned the positive feedback of faculty members about the gifts and wanted to see more recognition given to students in attendance that participated. Pete mentioned hearing negative comments about the food a.) there was not enough, and b.) the quality was poor. Theresa noted the quality wasn't as good this year. The group discussed the difficulty in providing a big meal in a standing up situation as well as the risk of looking extravagant with a big spread in lean economic times. Deb noted how many other events coincided with the celebration and how many did not attend.

Theresa liked having the student participants' names read as well as having their papers shown up on the screen. She posed the question of how to keep momentum going through the event and prevent faculty from leaving before pictures, etc. were taken.

Dee asked about book reviews being allowed. Theresa said it is not something that will be advertised greatly, but book reviews will be allowed if they are of considerable length and found in scholarly literature. It was reiterated that no self-publishing will be allowed.

2. New Faculty Orientation – Theresa:

Jillian will work with Theresa to figure out dates and plan the events and gift bags. The gift bags will include a certificate for lunch with the faculty's liaison librarian or maybe David.

Theresa requested that David and the liaison librarians partner up and go and visit the new faculty members at the very beginning of the semester if not a little before in order to provide the best service we can.

Deb requested that Jillian send out the list of new faculty to all the library liaisons and David so that they can begin to prepare for lunch, orientation, etc.

Another meeting will be held to nail down this event's agenda, etc.

3. Workshops – Theresa:

David will convene the workshop group in the next two weeks. Everyone is encouraged to suggest ideas for workshops. Theresa noted planning a few topics that are faculty-only focused in addition to those for staff and other topics of interest to both.

4. Reference Statistics – Dee:

Dee did a follow up regarding the new reference form people have been trying. After some discussion of the new form and how people were liking it, it was decided that we would no longer log the questions asked and that Dee would rework the current form. In the meantime, those working the reference desk will only record the type of question and the time.

Dee also noted discrepancies in how people are classifying and logging certain types of reference questions. This brought on a discussion which helped clarify how to classify certain types of questions on the stat sheets.

5. Reference Summer Weeding – Dee:

Dee will begin a summer reading project for the reference collection in order to make space for the newer reference books.

After some discussion, the following procedures were decided upon. Dee will begin systematically going through the collection and identifying items that could potentially be moved upstairs or on a rare occasion discarded from the collection. Dee will identify those with newer editions online, those where an older and newer edition are sitting side by side, etc. Subject liaisons are encouraged to go beyond Dee's list to suggest other items for moving based on their subject expertise and knowledge. If you do send Dee additional items, please make a

small note with the title, call number and a brief explanation of why it can be moved. Dee will then forward the list around for consideration like the other lists.

Because of requests not to remove a bunch of items all at once due to workflow in tech services and also for the look of the shelves during orientations, summer events, etc. smaller lists will periodically be sent to liaisons asking whether or not we can move a batch of items. Dee will copy all liaisons as well as those in Special Collections to ensure that others who might use an item outside their subject area on a regular basis are able to have input on whether something should be moved or not.

Dee will be making a master list of the items moved and will take care of filling out all the book removal cards to help streamline the process.

Weeding procedures can be found in the OWU library policy manual. However, these do not account for electronic versions of newer editions, etc. Any questions can be directed to Dee.

6. Twittering – Theresa:

Theresa began a discussion about Twitter and its uses for Beeghly Library. She asked for at least two librarians to pilot tweeting this fall semester. Deb volunteered for the sciences, Kristine for Journalism, and Jillian for Education. The liaisons will come up with a list of things they could offer the departments through Twitter (new acquisitions, workshop announcements, etc) and in some cases even attempt to get student followers as well.

Deb suggested a point of evaluation. People will be asked to sign up in the fall and the process will be evaluated at the end of the semester to judge its success and usefulness.

Spearheading the project will be Kristine and David.

7. New Reference Desk – Theresa:

Because of budget issues, work on this project has been impeded. As soon as Theresa has a feel for next year's budget, plans will continue for a new desk. Instead of fall semester, Christmas might be a more reasonable time frame to shoot for.

In the meantime, Dee might begin experimenting with the desk, looking for different used furniture and perhaps orientation of the desk itself. It was also suggested that David come over during the fall semester to be available to students and faculty in the library. More discussion on this will be had at the next RILO meeting.

8. Staff Cross Training – Theresa:

Theresa would like Bernard, Chuck, Carol, and David S. to lead some cross training sessions about their departments and duties for the rest of the staff. Dee has been asked to coordinate those sessions for the second week in August.