

RILO Meeting
August 21, 2008

Present: Byrd, Gao, Green, Haddaway, Jin, Kinzer, Maruskin (Brandt), Peoples, Szabo

I. Announcements

- a. Public Services Librarian Search Update – the search process continues. The earliest a new librarian could start is October 1st.
- b. Weekend Reference Assignments – Joy distributed via e-mail
- c. Emily Haddaway will work at the reference desk during Monday evening faculty meetings and at various other times
- d. English 105 Assignments – Joy, Tom, and Jillian are teaching all the information literacy sessions for English 105 classes
- e. Chadwyck-Healy Databases Changes – C-H databases used to come from OhioLINK individually, now they are condensed into one link, with the individual titles listed on the American and English Literature Collection page.
- f. CONSORT Statistics – Tom distributed statistics for the CONSORT schools on various databases. He also discovered the ISI statistics are not working. FYI – it is possible to go into OhioLINK and see the number of searches for any database. See Tom for instructions.
- g. EBSCO interface change – OhioLINK has the default set at the basic search. OWUs default is advanced search.
- h. Missing items – Normally Xudong gives liaisons their missing list over the summer, but he is still waiting for circulation to look for the items. Starting next summer, Xudong will e-mail spreadsheets to the liaisons rather than slips. Liaisons can continue to send withdrawn material recommendations to Xudong.

II. Discussion

- a. In light of new librarians coming on staff, the opening/closing reference check list has been revised.
- b. Sara Kennedy, KSU SLIS practicum student will work Tuesday evenings on the reference desk. She may also double up with OWU librarians on weekend reference shifts. She will write a practicum paper and is open to suggestions for the topic.
- c. CALEA is federal law and library staff must follow policy, including viewing picture ID. Also, never give a user the password.
- d. Microlab printer is sending multiple messages when there is a printer problem. Tom contacted JoAnne about this issue. Also, librarians are responsible for contacting Grant St. John for toner. Other alternatives are being investigated.
- e. Twelve new faculty members this year. Bonnie has goodie bags in her office for library liaisons to take to their new faculty. Next year Jillian will coordinate an LIS new faculty orientation.

- f. The reference desk will get Outlook installed during mid-semester break when Info Sys has the time to make the change.
- g. Kristine asked about creating an e-resources committee/group/team in order to communicate better about what resources we have, how to organize them, and how to best disseminate pertinent information to staff. Theresa said if Kristine convenes, she can tap the key players for this group and meet.
- h. Theresa challenged the librarians to give faculty and students the best customer service possible. She also encouraged liaisons to attend faculty functions and get to know their faculty.
- i. Endowed funds will not be allocated any time soon.
- j. A team will be formed later in the semester to look into the possibility of having a joint reference and faculty/staff computer help desk.
- k. Faculty workshops for the fall:
 - i. Blackboard
 - ii. Wikis
 - iii. Learning Networks software
 - iv. Web room
 - v. Digitization projects with faculty

III. Other Topics

- a. A department can review and revise standing orders as long as they don't exceed the budget. However, they must stay in the budget lines for each format, and can not move money back and forth among books, serials, and AV/Multimedia materials.
- b. Tom listed various statistics about the incoming freshman class.
- c. There will be no replacement for the Gov Docs/TS Assistant positions, so the tech services workflow will change. It would help the tech services workflow to get orders in early, so please communicate with faculty and encourage them to submit orders as soon as possible.

IV. Next Meeting

- a. Date: Friday, October 3rd
- b. Convener: Jillian
- c. Recorder: Emily

***Note**-conveners rotate among Jillian, Joy, and the new public services librarian