

**Public Services**  
**Summer Projects: 2004**  
**Revised and updated 8/30/04**

**Paul Burnam**

Schedule the Beeghly Reference Desk on-call hours and serve as needed (Ongoing)  
Write information literacy grant report (Barbara Terzian, History) (Completed)  
Serve on the part-time public services librarian search (In progress)  
Weed/inventory the Beeghly Reference collection (Progressed through "P" )  
Check the pre1800 imprints (Completed)  
Compile a list of early American primary source materials for possible purchase by Dr. Terzian (Completed)  
Rearrange Beeghly Reference index tables (with Danielle, Vickie) (In process)  
Customize EBSCO databases (Completed)  
Revise library home page Internet resource pages for Politics & Government (Completed)  
Attend OhioLINK Users Services Committee meetings (Ongoing)  
Serve on the OH5 Reference & Instruction Subcommittee (Ongoing)  
Submit a proposal for the 2004 Virtual Reference Desk Conference about question negotiation (Proposal rejected)

**Danielle Clarke**

Provide on-call Beeghly Reference Desk assistance as needed (Ongoing)  
Write information literacy grant report (Lisa Spradley, Education) (Completed)  
Rearrange Beeghly Reference index tables (with Paul, Vickie) (In progress)  
Act as NC librarian liaison (Ongoing)  
Check the pre1800 imprints (In process)  
Serve as a member of the library marketing plan team (Ongoing)  
Perform miscellaneous tasks such as tours for summer visitors (Completed); review two cartons of Kathy List files (Completed); reorganize info lit files (Ongoing)  
Organize New Faculty library reception (Completed)  
Plan library tours during New Student Orientation (Completed)

**Chuck Della Lana**

Provide Baccalaureate & Commencement audiovisual support (Completed)  
Provide Alumni Weekend audiovisual support (Completed)  
Provide OWjL Camp audiovisual support (Completed)  
Provide Upward Bound audiovisual support (Completed)  
Sort and repair equipment (Deferred to 1/3/05)  
Publish and distribute *Media Software Catalog* (Completed)  
Complete the Whitman image project (Completed)  
Setup and configure the video conferencing classroom (Completed)  
Develop large format printer procedures and forms (Completed)  
Prepare for teaching role in the Visual Anthropology course (In process)

**Jessica Depp**

Maintain Beeghly Circulation Desk services, including CONSORT & OhioLINK borrowing (Ongoing)  
Supervise shelf reading (Completed)  
Clean-up Reserves (Completed)  
Search items not-on-shelf (Completed)

### **Bernard Derr**

Maintain Beeghly Circulation Desk services, including CONSORT & OhioLINK borrowing (Completed)  
Shelve books returned at the end of the semester (Completed)  
Clean-up patron database (Completed)  
Serve on the weekend supervisor search (Completed)  
Assist in the Science Library move (Completed)  
Assist with placement of shelving units following the Science Library move (Completed)  
Make trips to CONStor as needed (Completed)  
Clean up Circ signage (In process)  
Orientation and training of the new Assistant Chief of Circulation (Completed)

### **Tom Green**

Provide on-call Beeghly Reference Desk assistance as needed (Completed)  
Maintain the library intranet (Completed)  
Credit summer school student accounts on Pcounter (Completed)  
Scan and defrag reference area computers at the beginning and end of summer (Completed)  
Compile public services usage statistics (Completed)  
Chair the part-time public services librarian search (Completed)  
Chair the weekend supervisor search (In process)  
Chair the LIS workshop planning team (In process)  
Check the pre1800 imprints (Completed)  
Revise library home page Internet resource pages for Philosophy, Psychology, Religion, Sociology/Anthropology (Completed)  
Assist in the Science Library move (Completed)  
Serve on the OH5 CD Subcommittee (Ongoing)  
Serve as a member of the library marketing plan team (In process)  
Liaison with Chartwell, B&G, and Development to introduce a café in Beeghly (Ongoing)  
Participate in the videoconferencing implementation (Completed)  
Serve on the library retreat planning team (Completed)  
Serve on the computer use policy committee (In process)  
Coordinate library in-service training events (Completed)  
Implement wireless in the library (Completed)

### **Joy He**

Write information literacy grant report (Reyes Flores, MFL) (Completed)  
Conduct research about Web usability during study leave during June and July (Completed)  
Develop a new web site for a combined OWU Libraries & Information Services (Completed)  
Chair the library retreat planning team (Completed)  
Oversee several government document projects such as relocating the old and fragile Serial Set volumes (location to be determined); coordinate work with the other CONSORT colleges to send Morbidity and Mortality Weekly Reports to CONStor (in progress); review and weed gpo floppy disks (Completed); complete minor shelf shifting (Completed); redo the posters in the gov doc area (Completed); catalog the maps in the map cabinet and items on the oversize shelf (waiting for new location code)

### **Carol Holliger**

Respond to telephone, e-mail and snail mail reference questions (Methodist) (Ongoing)  
Respond to telephone, e-mail and snail mail reference questions (OWU historical) (Completed)  
Serve on OH5 Emergency Preparedness Task Force (Ongoing, task force disbands end of Sept)  
Serve on the library retreat planning team (Completed)  
Prepare for UMW tours of AOUM in August (Completed)

Write/publish *Historian's Newsletter* for United Methodist Historical Society of Ohio (Completed)  
Serve as chair of OWU Disaster Team (Ongoing)  
Complete draft of revised OWU Disaster plan by end of August (revised to end of Dec)  
Organize and process closed church records for Cleves UMC & Wesley Chapel UMC (Completed)  
Continue "de-duping" of East Ohio collection (Ongoing)  
Process MH Retrocon books for East and West Ohio collections with Xudong and Judy (Ongoing)

### **Deb Carter Peoples**

Provide summer science research workshop (Completed)  
Participate in the MITC workshop on GIS (Completed)  
Attend the Special Library Association National Convention (Completed)  
Oversee science library move and opening preparation (Completed)

### **Kay Schlichting**

Coordinate the Libraries' Alumni Weekend activities (Completed)  
Prepare a display on OWU presidents for the Friends' display case (Completed)  
Install two shelving units after the Science Library move with help from B&G, Bernard (Completed)

### **Peter Szabo**

Write information literacy grant report (Tracy Cowden, Music) (Completed)  
Serve on the library retreat planning team (Completed)

### **Hilda Wick**

Study and research on antiphonal, to identify sections, to find out what chants are covered.  
Search for a Latin quote in the antiphonal, and for a section on the feast of St. James for a professor at the U. of Maryland. (Reading separated Latin words in medieval music script is a slow process, project carried over from last year.)  
Review 18th and 19th century books for inclusion in Archives/Rare.  
Review our supplies needs for the coming year.  
Search for missing Rare books--annual project for longtime lost books.  
Add information and possibly, photographs, to our Whitman photo collection.

### **Marsha Zavar**

Maintain ILL services (Ongoing)  
Provide backup coverage of the Circulation Desk (Ongoing)  
Serve on the OH5 Access Services subcommittee working on desktop delivery of journal articles (Ongoing)  
Serve on the weekend supervisor search (Completed)  
Serve on the computer use policy committee (Ongoing)  
Implement Illiad (Ongoing)  
Handle copyright permissions for Fall semester courses (Ongoing)  
Assist with various PS projects such as the New Faculty reception (Completed)