

**Public Services
Summer Projects: 2006**

Paul Burnam

- Schedule the Beeghly Reference Desk on-call hours and serve as needed
- Provide OhioLINK chat reference Thursdays from 3-5 pm (starting June 22)
- Credit summer school student accounts on Pcounter
- Staff the Science Library one afternoon a week during summer school
- Evaluate assigned sections of the Dewey 300s
- Weed/inventory the Beeghly Reference collection
- Act as NC librarian liaison
- Serve on the Development Research Associate search
- Serve as the Affirmative Action rep on the Associate Dean for Assessment and Accreditation search
- Serve on the part-time public services librarian search
- Serve on the OH5 Reference & Instruction Subcommittee
- Serve on the ALAO Government Relations team
- Attend OhioLINK Lead Implementors meetings
- Attend Digital Resource Commons of Ohio Steering Committee meetings

Danielle Clarke

- Provide on-call Beeghly Reference Desk assistance as needed
- Provide information literacy instruction for summer school as requested
- Support the StART OWU registration activities
- Examine gift books and Dewey books in education
- Work on collection development by reading reviews, preparing order cards
- Clean, reorganize, review various office files
- Serve on the retreat planning team
- Serve on the Journalism (one-year replacement) search
- Coordinate the New Faculty LIS reception

Chuck Della Lana

- Videotape Baccalaureate/Commencement, then duplicate and distribute DVDs
- Coordinate Alumni Weekend audiovisual support
- Provide OWjL Camp audiovisual support
- Provide Upward Bound audiovisual support
- Support the LIS retreat, including help with an av presentation
- Process new equipment and software acquisitions
- Reorganize the VHS/DVD collection and add additional shelving
- Weed and dispose of broken, obsolete gear

Jessica Depp

- Maintain Beeghly Circulation Desk services, including CONSORT & OhioLINK borrowing
- Remove course reserve materials from Spring Semester 2006 and return materials to instructors
- Add course reserve materials for Summer Semester 2006 and later remove these materials and return to instructors
- Replace and/or repair missing or damaged personal items (xbe---) from Spring Semester 2006 and from Summer Semester 2006
- Shelve returned materials in a timely manner
- Begin Summer Shelf Reading Project shortly after orientation of summer assistants with tentative completion date mid-July

Complete the shifting of items on the second floor utilizing the uppermost and bottom shelves to create space for the collection; estimated time to complete project is 9 – 14 weeks depending on the availability of staff; also search for items belonging to other branches (including CONSORT and OhioLINK), dust shelves, remove books for repair, and clean books of tags, book marks, and old paging slips
Replace stack tags as reading and shifting progresses for easier and more accurate access by patrons and staff
Conduct various searches (missing, on search, billed, etc.) consulting Xudong and Bernard

Bernard Derr

Maintain Beeghly Circulation Desk services, including CONSORT & OhioLINK borrowing
Insure transport, shelving, and retrieval of material to and from branches as needed
Clean-up patron database
Make trips to CONSTor as needed
Run year-end CONSORT and OhioLINK reports and do Summer clean-up and reconciliation
Clean up ERes
Update OWU Libraries calendar for 2006-07 AY
Revise Beeghly Circ Manual and Beeghly Circ Procedures Manual
Assist the Assistant Chief, as needed, on her objectives

Joy Gao

Provide on-call Beeghly Reference Desk assistance as needed
Evaluate assigned sections of the Dewey books
Develop a new LIS home page
Work (with Martha) on government documents projects:
 prepare supply order
 put ERIC microfiche in order
 sort government documents in the computer room
 fix posters in gov doc stacks; work on the historical cataloging project
 send *Morbidity Reports* to CONSTor
Serve on the mission/vision team
Serve on the OH5 Government Documents Subcommittee
Serve on the OH5 Cataloging Subcommittee

Tom Green

Provide on-call Beeghly Reference Desk assistance as needed
Maintain the LIS intranet
Serve as the Affirmative Action rep on the Director of Human Resources search
Chair the search for a part-time public services librarian
Compile public services usage statistics
Revise library home page Internet resource pages for Mathematical Sciences, Philosophy, Psychology, and Religion
Serve on the mission/vision team
Chair the library retreat planning team
Work on the librarian evaluation process
Coordinate library in-service training events
Coordinate the planning of Fall semester LIS workshops
Serve on the OH5 CD Subcommittee

Carol Holliger

Answer AOUM telephone, e-mail, and snail mail reference questions
Answer OWU Historical Collection reference questions in absence of Kay Schlichting
Arrange, describe & box material from newly arrived collections and realigned East **and West Ohio** districts
De-dupe East Ohio collection
Transfer local church history files and closed church records to filing system based on county
Improve AOUM presence on East and West Ohio Conference web sites and GCAH site
Supervise Independent Study project on the history of Lexington Conference churches in East Ohio
Prepare privacy/confidentiality recommendation for Joint Archives Committee Write/publish *Historian's Newsletter* for United Methodist Historical Society of Ohio
Chair Mission/Vision Team
Serve on West Ohio Commission committee to plan July 2006 North Central Jurisdiction Convocation at United Theological Seminary and after the convocation assist with publication of papers presented

Deb Carter Peoples

No summer contract

Kay Schlichting

Coordinate the Libraries' Alumni Weekend activities
No summer contract

Jen Spillman

No summer contract

Peter Szabo

No summer contract

Hilda Wick

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Marsha Zavar

Maintain ILL services
Provide Circulation Desk backup coverage
Finalize the copyright policy
Handle copyright permissions for Fall semester courses
Assist with various PS projects such as the New Faculty orientation packets