

Public Services
Summer Projects: 2007

Paul Burnam

- Schedule the Beeghly Reference Desk on-call hours and serve as needed
- Provide OhioLINK chat reference coverage
- Chair planning committee for LIS staff retreat
- Staff the Science Library as needed during summer school
- Evaluate assigned sections of the Dewey 300s
- Serve on the 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
- Begin research on an article for publication about the protocols and etiquette for professional librarian searches

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
- Process new equipment and software acquisitions
- Coordinate w/Dean of Academic Affairs classroom upgrades and installations
- Create and distribute new Media Software Catalog

Bernard Derr

- Maintain Beeghly Circulation Desk services, including CONSORT & OhioLINK borrowing
- 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
- Clean up patron database
- Update OWU Libraries calendar for 2007-08 AY
- Revise Beeghly Circ Manual and Beeghly Circ Procedures Manual
- Continue training of the Assistant Chief and assist, as needed, on his objectives

Joy Gao

- Provide on-call Beeghly Reference Desk assistance as needed
- Update the contents of the LIS home page, clean up the css codes and the files on the server, and look for ways to improve the layout and organization
- Review Dewey books
- Conduct the annual item survey
- Serve on the OH5 Government Documents Subcommittee, including participation in the Government Documents Hearings Consolidation Project
- Serve on the OH5 Cataloging Subcommittee

Tom Green

- Provide on-call Beeghly Reference Desk assistance as needed
- Maintain the LIS intranet
- Chair the search for a Public Services Librarian

- Credit summer session student accounts on Pcounter
- Compile public services usage statistics
- Revise library home page Internet resource pages for Mathematical Sciences, Philosophy, Psychology, and Religion
- Prepare a report of MISO survey findings
- Coordinate library in-service training events
- Coordinate the planning of Fall semester LIS workshops
- Serve on the OH5 CD Subcommittee
- Serve on the MetaLib installation team
- Serve on OhioLINK's User Services Committee
- Serve on OhioLINK's co-operative book purchasing task force

Carol Holliger

- Answer AOUM telephone, e-mail, and snail mail reference questions
- Answer OWU Historical Collection reference questions as needed
- Prepare East and West Ohio books for OCLC RetroCon
- Process district materials
- Attend the NCJ A&H Conference in Des Moines, IA July 9-12
- Attend the Sixth Historical Convocation in Washington, DC July 20-22

Kristine Kinszer

- Coordinate the Libraries' Alumni Weekend activities
- Provide on-call Beeghly Reference Desk assistance as needed
- Organize and maintenance tasks in the OWU Historical Collection including, but not limited to, getting archival material off the floor, putting archival material into proper storage containers, getting books cataloged and into CONSORT, and creating access points for materials
- Work on the Dewey reclassification project (with Xudong)
- Research famous visitors to OWU and create a reference resource within the OWU Historical Collection
- Change the Beeghly Library display case monthly
- Create a new display in Mowry
- Do outreach for the OWU Historical Collection for germane donations

Thomas Mullenniex

- Maintain Beeghly Circulation Desk services, including CONSORT & OhioLINK borrowing
- Remove course reserve materials from Spring Semester 2007 and return materials to instructors
- Add course reserve materials for Summer Semester 2007 and later remove these materials and return to instructors
- Shelve returned materials in a timely manner
- Begin Summer Shelf Reading Project shortly after orientation of summer assistants with tentative completion date late-July
- Conduct book shifting where needed / replace shelf tags if needed
- Conduct various searches (missing, on search, billed, etc.)
- Shelf read reference books before Fall semester begins
- Explore ways to acknowledge student assistants for hard work

Deb Carter Peoples

- No summer contract

Jen Spillman

No summer contract

Peter Szabo

Provide on-call Beeghly Reference Desk assistance as needed
Maintain the Music Library by monitoring humidity and temperature levels, shifting musical scores, create a location code for oversize scores, and clear the reference shelf
Catalog vinyl
Evaluate / redesign web content for the Music Library and various subject guides
Maintenance in the band/orchestra collections by deleting "OWU music instrumental" location code and reviewing and updating local cataloging
Serve on the Staff Retreat Planning Team

Hilda Wick

Seek sale prices of certain titles
Review artifacts information and photographs for changes or modifications
Revise and add to the list describing incunabula and early printed books

Marsha Zavar

Maintain ILL services
Provide Circulation Desk backup coverage
Finalize the copyright policy
Upgrade ILLiad
Train a backup ILL person
Handle copyright permissions for Fall semester courses
Assist with various PS projects such as the New Faculty orientation packets
Chair the OH5 Access Services Subcommittee