

Public Services
Summer Projects: 2005
Revised and Updated 9/5/05

Paul Burnam

Schedule the Beeghly Reference Desk on-call hours and serve as needed (Ongoing)
Provide OhioLINK chat reference as needed (Ongoing)
Staff the Science Library one afternoon a week during summer school (Completed)
Credit summer school student accounts on Pcounter (Completed)
Weed/inventory the Beeghly Reference collection (In process)
Evaluate Robert Kragalott gift books (In process)
Attend OhioLINK Lead Implementors (Ongoing)
Attend Digital Resource Commons of Ohio Steering Committee meetings (Ongoing)
Serve on the OH5 Reference & Instruction Subcommittee (Ongoing)
Attend the Chat Site Coordinator's workshop (Completed)
Attend ISI refresher training (Completed)
Serve on the web usability team (In process)
Moderate presentation about the future of print reference materials at the ALAO Collection
Management Interest Group meeting May 26 (Completed)
Chair the library retreat planning team (Completed)
Act as NC librarian liaison (In process)

Danielle Clarke

Provide on-call Beeghly Reference Desk assistance as needed (Ongoing)
Present at LOEX (Completed)
Attend ISI refresher training (Completed)
Serve as project liaison for the First-Year Information Literacy in the Liberal Arts Assessment
(Ongoing)
Serve as a member of the library marketing team (Ongoing)
Organize New Faculty LIS orientation (Completed)
Collaborate with Jason LaMar and Tom Green to write a first-year student FAQ (Completed)
Work on collection development projects such as examining gift books, read reviews and check
YBP slips for desiderata file, weed existing book orders in desiderata file (In process)
Clean, reorganize, review computer files, teaching files, and office (In process)
Shelf-read liaison sections of Reference (Completed)

Chuck Della Lana

Provide Commencement audiovisual support (Completed)
Provide Alumni Weekend audiovisual support (Completed)
Provide OWjL Camp audiovisual support (Completed)
Provide Upward Bound audiovisual support (Completed)
Sort/discard/repair broken AV equipment (In process <1/06>)
Prepare new DVDs/VHS tapes for cataloging (Completed)
Publish and distribute *Media Software Catalog* (Completed)
Complete DVD project with Margaret Fete (Completed)
Clean/restore hard-drives on video editing workstations (Completed)
Video production/editing training fro Emeka Aniagolu, Paula White, Mike Wollway (Completed)
Learn Apple Production Suite software programs (In process <12/05>)

Jessica Depp

- Maintain Beeghly Circulation Desk services, including CONSORT & OhioLINK borrowing (Ongoing)
- Remove course reserve materials from Spring Semester 2005 and return materials to instructors (Completed)
- Search items not-on-shelf (Ongoing)
- Replace and/or repair missing or damaged personal items (xbe---) from Spring Semester 2005 and from Summer Semester 2005 (Completed)
- Add course reserve materials for Summer Semester 2005 and later remove these materials and return to instructors (Completed)
- Shelve returned materials in a timely manner (Ongoing)
- Begin Summer Shelf Reading Project shortly after orientation of summer assistants with tentative completion date of July 25, 2005 (Completed 7/20)
- Address areas that need shifting by daily shelving and the SSRP; also dust shelves, remove books for repair, and clean books of tags, book marks, and old paging slips (Completed 3rd floor; 2nd floor w student help during AY05-06)
- Address large gap of empty shelving on the 3rd floor by shifting if there is adequate summer assistant staffing (Completed)
- Replace shelf tags as reading and shifting progresses for easier and more accurate access by patrons and staff (Completed)
- Replace call number indicators with sturdier material (Completed)
- Prepare training materials <Library of Congress Classification flyer; short review test> for student assistants for Fall Semester 2005 (Completed)
- Search monthly for "s" status items (Ongoing)
- Bi-annual Summer search for "m" status items (18 months+) (Completed)
- Search for "z" status items, "n" status items, "\$" status items (6 months) (Completed)
- Discuss need to improve customer service at the circulation desk by evaluation and testing of all student assistants i.e., peer or supervisor critiques, tagging carts, more rigorous call number test (Productivity issues emphasized in "Welcome" letter; other issues discussed; tabled)
- Discuss ways to reward student assistants at the circulation desk for their additional abilities (Discussed; tabled)
- Discuss advantages and disadvantages of having an oversize or folio area on each floor instead of at the end of each shelf (Discussed; tabled)

Bernard Derr

- Maintain Beeghly Circulation Desk services, including CONSORT & OhioLINK borrowing (Ongoing)
- Clean-up patron database (Completed)
- Make trips to CONStor as needed (In process <one done; another one coming up>)
- Run year-end CONSORT and OhioLINK reports and do Summer clean-up and reconciliation (Completed)
- Clean up ERes as much as possible (Completed) and move to new version of ERes software (Completed)
- Assist Hilda in finding more shelf space (Completed); also providing shelves in Tech Services (Not needed)
- Revise Beeghly Circ Manual (Completed) and Beeghly Circ Procedures Manual (In process)
- Look at long-term shelving needs in Beeghly (In process)
- Work toward a resolution of the Beeghly-Science-Beeghly transport problem (Completed)
- Oversee boiler room cleanup (Completed)
- Assist Jessica, as needed, on some of her objectives (Completed)

Jennifer Friedman

- No summer contract

Joy Gao

Provide on-call Beeghly Reference Desk assistance as needed (Ongoing)
Chair Web usability team and plan a usability test (Ongoing; trial tests completed)
Learn to use CSS and create 4 LIS home page prototypes to be used in a usability test (Ongoing)
Update and refine the LIS web site (Ongoing)
Review gift books (Completed)
Conduct annual item survey for GPO and conduct a zero-based item survey with other CONSORT libraries (Postponed until Dec)
Identify government publications for the OH5 Collection Development Subcommittee's work on Environmental Studies (Completed)
Phase out the Kardex system and oversee other government document-related summer projects (Completed)
Serve on the OH5 Government Documents Subcommittee (Ongoing)
Serve on the OH5 Cataloging Subcommittee (Ongoing)
Write an article about the history of our depository for Ohio GODORT and *LIS Connections* (In process)
Plan for the celebration of our 160th anniversary as federal depository library (In process)

Tom Green

Provide on-call Beeghly Reference Desk assistance as needed (Ongoing)
Maintain the library intranet (Ongoing)
Scan and defrag reference area computers at the beginning and end of summer (Completed)
Compile public services usage statistics (Completed)
Serve on the Computer Specialist/PC Technician search committee (Completed)
Coordinate the development of an Information Commons (32 computers) in Beeghly (In process)
Coordinate LIS workshops (Completed)
Revise library home page Internet resource pages for Mathematical Sciences, Philosophy, Psychology, Religion, Sociology/Anthropology (Completed)
Collaborate with Jason LaMar and Danielle Clarke to write a first-year student FAQ (Completed)
Serve on the OH5 CD Subcommittee (Ongoing; completed draft on government publications on environmental studies)
Participate in the instructional technologists at liberal arts colleges workshop (Completed)
Serve as a member of the library marketing plan team (Ongoing)
Liaison with Class of 2004 Gift team to introduce a café in Beeghly (In process)
Coordinate library in-service training events (Completed)

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) (Ongoing)
Write/publish *Historian's Newsletter* for United Methodist Historical Society of Ohio (Ongoing)
Chair of OWU Disaster Team (Ongoing)
Coordinate an assessment and cost quote for a new Archives Reading Room (75% complete)
Order books, videos, and CD-ROMs (Completed)
Coordinate the Local Church History Survey to be included in East and West OH 2005 charge conference packets (Completed)
Reorganize East and West church records by county (In process <@50%>)
Serve on the committee to revise the core values of LIS (Ongoing)
Sort, describe, box closed East Ohio District Office materials (Ongoing)

Deb Carter Peoples

Present at LOEX (Completed)
Provide summer science research workshop (Completed)
No summer contract

Kay Schlichting

Coordinate the Libraries' Alumni Weekend activities (Completed)
Prepare a display for the Friends' display case (Completed)
No summer contract

Jen Spillman

No summer contract

Peter Szabo

No summer contract

Hilda Wick

Process LC conversion books to go in Rare Book Collection (Ongoing)
Finish Stallybrass letters project for a missionary to Siberia (Completed)
Update the University's list of art and artifacts, photographing them, if necessary (Ongoing)
Find selling prices of our rare books to determine their possible worth (In process)
Photograph more Whitman photos with the digital camera so that we can supply authors and scholars, national and international, who request enlargements for forthcoming their books (Deferred photography but handled several requests and permissions)
Reshelve the Dewey books in Rare to make room for the conversion books (Completed for existing but new additions continue to be received)
Search for books about Whitman that we don't own for possible purchase (Ongoing)
Reshelve the artifacts from the "Compo" stacks, boxing, if necessary (Completed)

Marsha Zavar

Maintain ILL services (Ongoing)
Provide Circulation Desk backup coverage (Ongoing)
Chair the committee to revise the core values of LIS (In process)
Handle copyright permissions for Fall semester courses (Ongoing)
Assist with various PS projects such as the New Faculty reception (Completed)
Draft a copyright policy (In process)