

## **Herrick Library Faculty Meeting Minutes**

September 1, 2014 Present: S. Crandall, B. Sullivan, E. Bahr, L. McFadden

- 1) Meeting Schedule: Future meetings were scheduled on October 6, November 3, and December 1; each one at 2 pm in the Seminar Room. Steve will send out meeting invites.
- 2) Display Schedule: Brian (Sept - Nov), Steve (Dec - Feb), Ellen (March - May), Laurie (June - Aug).
- 3) FYE Information Fair: This will be Sept. 25<sup>th</sup>, 11:30 am - 1:30 pm in the Knight Club. It replaces the previous FYE "Digital Dash." We will host a table for the library. Steve will get more information about expectations for what the students will do when they come to the table; each student needs to prove they stopped by getting a stamp, sticker, or punch of some sort. Ellen suggested we use the library meme recently used on t-shirts for the staff and students. Steve and Brian volunteered to staff the table and will be asking Dave if he is willing as well.
- 4) Professionalism: Scholes Library staff discussed this topic over the summer and shared a handout (attached) with Steve who wondered if we wanted to use it in some way with our staff. We agreed it wasn't necessary to distribute since our staff generally act in a professional manner. We don't want them to think there's something wrong when there isn't.
- 5) Mobile Use of Website: Steve read a statistic from another library that their website mobile use was 8% and asked Ellen what that number is for Herrick (5%). She said the number continues to increase but thinks that since we're a residential campus many of our students access the website through a laptop or desktop, so we shouldn't expect the number to be very high.
- 6) Replacing Overdue Books: We had some issues over the summer with students being charged for overdue books then returning them and being unhappy with our overall process. Ellen brought past guidelines and we reviewed them. Currently an overdue book becomes "lost" 10 days after the 3<sup>rd</sup> overdue notice goes out and a student gets billed for the item. We generally wait until the summer to run reports on lost and missing books to consider for replacement. Books overdue in the late spring get caught in this process and we replaced recently overdue books that were then returned. Steve will talk with Linda about moving the process to the early fall to try to avoid the issue. Brian reported that Linda also asked about the library only returning \$25 of the \$45 replacement fee since \$20 is listed as a processing fee. Steve is reluctant to do that since his priority is the return of the item.
- 7) Scanning Service: We no longer host the E-Reserve system and therefore no longer have a need to scan material for faculty. We discussed whether or not we wanted to offer scanning as a service for faculty who want to put assigned readings into Blackboard. No requests have yet been made and we decided that we did not want to offer this as a standard service.
- 8) Copyright Policy: Trevor recently routed a copyright statement that helps educate faculty on what can or cannot be scanned and placed online. The librarians reviewed and approved it. Ellen will put it (or the relevant portions of it) on our webpage section for print course reserves.
- 9) E-Books: Brian suggested we develop a cheat sheet on our various e-books options to help show what we have, the access policy, restrictions, printing options, downloading, etc. Ellen said she would look into it for more information.
- 10) Holiday Party: Steve will send a message to the staff to see if they are interested in a holiday party and if so, who might be interested in planning it.

Minutes recorded by,  
Laurie McFadden



- **Display competence** - Competence is the culmination of what you say that you can do and what you actually can do. Competent employees know their job and their particular skills. It is not arrogance. It is an honest display of ability.
- **Take a leadership role when appropriate** - Show that you are willing to accept responsibility and produce results.
- **Keep personal issues at home** - Refrain from using work time for personal issues. While personal issues will be considered by management as required, employees need to refrain from discussing it during office hours. This keeps the office environment free from emotional biases about productivity.
- **Demonstrate the core values of professionalism** - Appropriate attire and etiquette, punctuality, organization and dedication to your job, etc.

### **Characteristics that Undermine Professionalism:**

- **Gossip:** Do not gossip. Not only is this detrimental to effectiveness and relations between employees, it may place one's employment at risk. A person can quickly lose their aura of professionalism by being a target of or a participant in office gossip.
- **Negative attitude:** Attitude colors everything you do.

### **Professionalism is Imperative for the Workplace**

- **To ensure good performance** - It is important that professionalism is demonstrated at the top and flows down. If professionalism is modeled and held in high regard, everyone will do their personal best.
- **To enhance motivation and team morale** - Instills pride in the profession and mission.
- **To encourage recognition and fairness** - Highlights the efforts and contributions made by all without personal biases.
- **To maintain appropriate communication in the workplace** - Ensures that those who need to be heard are given the opportunity to be heard. Formal or informal, there should be clear and precise methods of communication between employees and with management.

*Professionalism in the workplace is a critical element to achieve success. It should be clearly understood and adhered to by all within the workplace*