

## **Herrick Librarians Meeting February 16, 2012**

Present: Steve Crandall, Ellen Bahr, Brian Sullivan

### **Scheduling Software**

Erinnae Baker shared her findings from comparing various scheduling software tools, including Appointments Plus, LibCal, and Evanced. Several of them had drawbacks that made them seem less useful than Google Calendar, the software we are currently using. LibCal, which is made by the same company as LibGuides, most impressed Erinnae.

We ultimately decided that we need to take a step back and spell out exactly what we are looking for in a product and what we hope to accomplish with it. Some things we are thinking about include: the amount of time and effort Erinnae devotes to room reservations, our level of customer service, whether we also want to include digital signage, and whether we can do all of this using Google Calendar.

Erinnae will gather more information about the capabilities of LibCal and create a list of things a product ought to do to be most useful to her. Once we have that list, the librarians will further develop it in light of the larger goals of the library.

### **Summer Work Schedule for Librarians**

A draft of the summer schedule is included at the end of this document.

### **Research/Citation/Style Guides on the Herrick Website**

We briefly discussed several examples of Citation and Style Guide pages from other library websites. Brian will create a draft LibGuide as a starting point for the other librarians to consider.

### **Style Manuals**

The print style manuals for APA, MLA, Chicago, and Turabian are now on Reserve rather than in Reference.

### **Ebrary**

There is no major update yet on the status of the Ebrary Patron Driven Acquisitions books. Although the new books are currently available through the Ebrary page, they have not yet been loaded into our catalog. There was concern over some books that are more expensive than we desire (several hundred dollars each). Steve will contact them again to make sure those books are removed before we end up having to pay for them due to patron use.

### **Suppression of Records in ALEPH**

Ellen is working on this. The discarded and deleted items are currently suppressed.

### **Claims Returned**

Ellen is also working on this. Several issues still need to be worked out, including who is responsible for generating reports and following up on these items, what the communication of these processes should look like, and what information needs to be collected. After the meeting,

Brian and Ellen met with Dave Snyder and Erinnae Baker (Access Services) to discuss some of these issues. It was determined that student workers cannot mark an item as “Claims Returned,” and that these items in the public catalog are marked as checked out with a due date of “Claimed Returned.” We have created a number of test cases to ensure that the reports are accurate. Ellen will follow up with Lois Foxwell (Collection Management) and then with Erinnae Baker to establish a standard procedure for tracking Claims Returned items, searching for them on the shelves, and reporting the missing ones to Steve to determine which should be replaced.

### **CITE Faculty Survey**

A survey for the CITE Faculty has been created and sent to Campus Labs (formerly Student Voice). Steve will create an intro paragraph and send the survey link to Jay Cerio and Bob Bitting (Director and Assistant Director of Downstate Programs) for them to send out to the CITE Faculty members.

### **Database Discussion**

We briefly talked about our database and journal subscriptions, both in terms of usage and cost. Further discussion is desired. The underlying purpose is to determine if there are any items that may be cut to free up resources for a possible Discovery Layer product. Brian, Ellen, and Fang Wan (Scholes) have been meeting to consider various Discovery products and will give an update of their progress to the AU Librarians on February 29.

Respectfully submitted,  
Brian T. Sullivan

**Summer Schedule for Herrick Librarians  
2012**

**Week of:**

**May 14      Brian**

**May 21      Brian**

**May 28      Laurie      (Library closed Monday the 28<sup>th</sup>)**

**June 4      Laurie**

**June 11     Steve**

**June 18     Steve**

**June 25     Steve**

**July 2      Steve      (Library closed Wednesday July 4<sup>th</sup>)**

**July 9      Ellen**

**July 16     Ellen**

**July 23     Ellen**

**July 30     Steve**

**August 6    Laurie**

**August 13   Brian**