

## **Herrick Librarians Meeting**

### **March 24, 2010**

Present: Steve Crandall, Laurie McFadden, Ellen Bahr, Brian Sullivan

#### **1. Billing Issues**

Brian asked about our current practice of charging \$40 for lost DVDs and \$45 for lost books, wondering if it could be made \$45 for both (\$25 to replace the item plus a \$20 processing fee). After some discussion about the wide range of replacement costs for various items, it was decided that the rate should be changed to “a minimum of \$45,” which gives us flexibility to charge more for more valuable items. Steve will work with Erinnae to come up with a process to identify costly items prior to billing. Brian and Laurie will modify the wording of the automated overdue notices. Brian and Erinnae will update the circulation policy handouts.

Laurie asked about the process for billing faculty and retired faculty for lost items. Steve would prefer to handle those cases personally and will talk to Erinnae about that process.

#### **2. University Administration in ALEPH**

Brian was concerned that university administrators are considered non-faculty staff members in ALEPH and thus only allowed to check out items from the general collection for 28 days. Since most administrators were previously or essentially function as faculty, Brian felt they should have similar borrowing privileges to faculty members. The issue recently arose when an administrator received an overdue notice he felt was in error. After much discussion about whether the issue arises frequently enough to justify any change in policy or programming, it was decided to allow the entire category of non-faculty staff to borrow items until the end of each semester. Steve expressed caution about making a universal policy change to accommodate a limited number of problem cases. Brian will monitor the results of this solution and bring the issue back to the librarians if there are any problems. He and Erinnae will update the circulation policy handouts.

#### **3. Reference Signage**

Ellen shared Sara Arrasmith’s design for a sign at the front desk to indicate which librarian is on duty. This issue came up through the PR Work Group’s response to Chad Harriss’ communication students who did a project on Herrick Library in the Fall 2009 semester. After discussion, it was decided that signs with all four librarians’ pictures and information about how we can assist patrons should be posted at various points around the library, including at the front desk. Ellen and Sara will work on designing the new sign. Brian will work with Dave and Erinnae about reducing the clutter around the front desk so the presence of a new sign will be noticeable.

#### **4. Staff Intranet**

Ellen will work with Brett Arno to have the staff intranet’s URL changed to the more intuitive <http://herrick.alfred.edu/staff> so that it is easier to find.

## **5. Senate Meeting Report**

Laurie reported on the March 5, 2010 Faculty Senate meeting (see official Senate meeting minutes).

## **6. Collection Codes in ALEPH and website**

Ellen and Laurie have been working on cleaning up the collection codes in ALEPH and making the language in the Herrick website match what is in ALEPH. Some examples include dropping Reference CDs as a description and converting Atlas Case items to Reference Oversize. Steve will evaluate the Atlas Case section of the Reference Collection to determine if any items can be discarded, merged with the rest of the reference books, or added to the general circulating collection.

## **7. Collection Development**

Steve is willing to start taking high priority book orders again from the rest of the librarians. Ellen led a discussion about general strategies and approaches to our collection development, including the possibility of using a more systematic and/or automated service (such as Yankee/YBP). To improve our efficiency at ordering books, Steve will look into the possibility of submitting electronic orders to Linda Sootheran.

## **8. Other Business**

Steve gave special recognition to Ellen, Mark Smith (Scholes) and Adrian Morling (ITS) for their work in getting the AU Istanbul webpage up and running. Although there are a few things still to be worked out, it is generally agreed that the students in Turkey will be very pleased with the electronic resources they are now able to access.

Laurie, Ellen, and Brett Arno will be meeting regularly to discuss the issues relating to Special Collections and the Herrick website redesign.

Laurie gave an update on the progress of her exploration of an Institutional Repository for Alfred University.

Steve asked the librarians to start brainstorming ideas for the next combined library retreat this fall.

Respectfully submitted,  
Brian T. Sullivan