

HERRICK LIBRARY LIBRARIANS MEETING

Minutes
12/5/2011

Attended by: Ellen Bahr, Laurie McFadden, Brian Sullivan and Steve Crandall

- 1) **Style Manuals** – need more information – add to agenda for 1/2012 mtg.
- 2) **LIBQUAL followup** – results not yet available – add to agenda for 1/2012 mtg.
- 3) **Touchpoints Workshop** – results not yet available – add to agenda for 1/2012 mtg.
- 4) **Plan next Staff meeting** – will be planned in conjunction with presentation of information from items #2 & #3 above.
- 5) **Update on GET** – Brian attended the Gen Ed Task Force meeting. A progress report was presented. They are working on mapping course requirements across the colleges. Info Lit was not part of this meeting's discussion.
- 6) **Database discussion** – add to agenda for 1/2012 mtg.
- 7) **Update on Serials Solutions costs** – as yet there has been no response from Carey Hatch in the SUNY central offices about when the next invoices might be coming.
- 8) **Agenda item for next AU Library Faculty meeting** – discuss the possibility of forming a joint task force to investigate providing a discovery layer at AU – even before a SUNY decision is reached.
- 9) **Ebrary** – Laurie, Ellen, and Linda have had discussions with Ebrary staff and OLIS staff about the loading and maintenance of Ebrary PDA records. At this point they've gone as far as they can go until Steve selects the collections that will be included in the record load.
- 10) **Lost and Missing items reports** – Laurie wanted to ensure that these reports were being produced and decisions were being made on a regular schedule. Steve thought that they had started doing this in the summer of 2011. [Further investigation confirmed that Collection Management has taken this on as a regular task and has already begun the next iteration. They are hoping to produce the report even more frequently than annually. Current project is on track to be produced every 6 months.]
- 11) **Suppression of records in Aleph** – there was complete consensus on the desirability of suppressing all records which relate to lost, missing or weeded/discarded books in Aleph. When suppressed the records will still be visible in the client version of Aleph, but will not display in the public's version of the catalog. Laurie noted that this is a different function from the suppression feature that was part of the reclamation project. This process will not require Collection Management to suppress items on an individual basis, but will require some changes in our Aleph tables. OLIS will help with the implementation.
- 12) **Claims Returned** – Discussion of item #11 led to some questions about what happens to records which switch over into a Claims Returned status. No one was sure how things work in this situation and Laurie planned to check it out. There was also a desire to have reports produced for items in this status, in addition to those mentioned in item #10.
- 13) **Ebrary monthly records** – Sara Arrasmith will be loading the monthly MARC records from ebrary. She's also been working with Ellen on setting up online versions of some journals that are received in print.

- 14) **Scheduling Software** – Google Calendar, which has been used for scheduling library rooms, has significant limitations. It was decided that Steve would forward that some links to Erinnae so that she could investigate some other scheduling software solutions. It is hoped that self reservation will be possible, and the ability to build in some rules for how requests will be handled.
- 15) **Library Furniture** – future agenda item – what additional library furniture would be most helpful for students.
- 16) **Library ByLaws** – Laurie noted that the Herrick ByLaws aren't currently in agreement with the AU Faculty Handbook. Since the Handbook takes precedence over the Herrick ByLaws, she has proposed striking the phrase, “of less than one academic year” from Article I of the Herrick By Laws.
The item was presented at this meeting and will be voted on at the 1/2012 meeting.
- 17) **Update on the Digital Repository (DR)** – Laurie noted that John Hosford and Elizabeth Gulacsy are loading materials from Scholes Library's Special Collections into the DR. They are helping to test and develop processes and procedures. During the Spring Semester, Student Affairs and the Grants Office will be the next test cases for training and input into the DR. There are also issues to be worked out concerning the transfer of some materials to the DR from Blackboard. Permissions for who is allowed to look at specific documents, will either need to be recreated or reconsidered as the documents move into the DR.
- 18) **Update on the Fiat Lux Digitization Project** – Laurie noted that soon the archival Fiat issues will be digitized through 1976. She is also trying very hard to get access to the Fiat Lux issues from 2000 to the present which are already available in digital form, but haven't yet made their way to the Archives.
- 19) **Joint Digitization Facility** – Laurie and John Hosford are in early discussions about creating a joint digitization facility for the libraries. It would be housed in Scholes but both libraries would contribute equipment and student workers. A joint facility is desirable since both libraries are digitizing material and placing the electronic files in the same systems. It will be advantageous to collaborate on the processes and procedures.

The meeting adjourned at 11:45 am.

Respectfully submitted,
Steve Crandall, Secretary for the meeting

Ongoing Issues:

- Ebrary PDA
- Database Cost/Benefit Analysis (savings may fund a Discover layer)
- Library Furniture
- Strategic Planning
- LIBQUAL
- Touchpoints
- GenEdTaskforce – next steps in promoting IL
- Serials Solutions costs
- Discovery Layer
- Scheduling Software
- Library ByLaws
- Style Manuals
- Learning Commons Revamp
- Off-Site faculty survey
- GIST GDM implementation
- AU Library Program Review
- AU Assessment Document Update
- Painting