Librarian Meeting

August 27, 2004

Present: Gary, Pam, Bev, Laurie, Steve

- Pam asked for clarification on ordering books that we have already as electronic resources. Generally we will not order books that we have online but there may be some exceptions, especially if the book is particularly important for its illustrations or graphics.
- Ebrary titles have now been added to our online catalog. They will be updated each month.
- Steve announced that he had been given permission to replace Amy Dibble's staff position. The announcement for the job will go out soon.
- Gary outlined what he sees as his priorities given his new role as the Reference coordinator. His top priority will be answering reference questions, second priority is teaching classes, third priority is preserving/maintaining the services and resources that we already have, and the fourth priority is the development of new initiatives.
- Due to IT issues we lost our CLIO database (used in ILL) over the summer. Gary has worked to reconstruct it and determine ways to prevent this from happening again.
- Bev and Gary conducted library sessions during Freshmen Orientation and received comments on Herrick's web page layout and usability. We decided to re-form the web group and to solicit student input on how we might re-design the page to be more attractive and useful.
- Gary and his student are ready to demonstrate the new Ready Reference Database they've been working to create. We will schedule a specific meeting for that.
- We reviewed Gary's list of initiatives and helped him prioritize those. Steve and Laurie took a few of his tasks to help spread the load.
- As we think about developing a strategic plan for the library we need to find out how the University is approaching this task so that our work will fit in.
- InterLibrary Loan asked if they could require people to use their AU network username when requesting material. They've had trouble in the past figuring out if people are affiliated with AU as well as some other occasional problems that would be solved if all email addresses were AU's. We agreed that they should implement that policy.
- Steve wondered if we should add more speakers with headphone jacks to the public workstations but since our new machines have headphone jacks on the front this may not be necessary. Steve will look into it.
- We had a short discussion on the possible upcoming AU policy of limiting the number of free copies each student is allowed to make each semester. Herrick will be a test site for this once it's ready.
- We may change the serial information that is added to Aleph. We currently put specific holdings information into Aleph as well as our Journal Locator database. It's been

suggested that we put a generic line in Aleph that gives a hyperlink to the Journal Locator. It's possible that we can do a global change in Aleph to facilitate this step.

- Gary has developed the interface to our new Journal Locator and will make that "live" this afternoon.
- Usage statistics and price has led Steve to wonder if it's time for us to cancel some of our Gale literary subscriptions. It's a hard choice to make. Pam will get more information from him and talk with the English faculty.
- We did agree that we can cancel our subscription to the Bibliographic Index. Pam will look at the Biography Index to determine if we want to keep it and move it into the Reference collection or if we want to cancel it.
- Bev said that she's planning on being at Herrick on Monday mornings (9-11am) and Thursdays (2-5pm).
- Laurie reminded everyone to work on completing their P&T material.
- We set up the regular meeting schedule. Meetings will begin at 9:30 am.
- September 6 - Pam, secretary
- October 4, Gary, secretary
- November 8, Steve, secretary
- December 6, Laurie, secretary

Minutes submitted by

Laurie