

**HERRICK LIBRARY
LIBRARIANS MEETING**

**Minutes
8/19/2008**

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

1. **Reference Schedule for Fall Semester 2008.** Schedule attached. Steve will attempt to update the online calendar and get each librarian permission to update the calendar.
2. **Reference Statistics:** Brian will collect statistics from all librarians and Dave on a monthly basis.
3. **Tour guide training:** Steve will do general presentation about both libraries.
4. **Scanner for microforms:** It was agreed that without additional information the cost of a scanner was too high. Ellen will check with Amanda to see how often she uses the equipment, and Steve will check with Dave on in-house use. [Amanda hasn't used it.]
5. **Evaluation forms for library instruction sessions:** Brian will distribute the current evaluation form, and the current class session form (that each librarian turns into him to keep track of how many courses have been offered and how many students participated.) Librarians will make comments for improvements and send them back to Brian. Brian also wanted to maintain the files of handouts that have been developed in each subject area. There was discussion of adding them to the library's folder on the U-Drive. Ellen will work with Candy to set up a new sub-folder for these materials.
6. **VHS Loan Periods** – Steve wondered if we should change the VHS loan period to 7 days since they are losing popularity. [After the meeting Laurie checked with the workers at the desk and they recommended that the VHS and DVD loan periods remain at 3 days for both formats.]
7. **PQ Central** -- Steve has signed Herrick up for an enhanced package from ProQuest. He'll send more information to the librarians after the meeting. [Done] The discussion led to a question about what comes up when the Databases link is clicked on the home page. Ellen will be changing the "Database" tab to "E-Resources, A-Z" and considering some other future changes. She will report back by e-mail on the proposed realignment of the web page.
8. **Block Party (8/23/08)** – Laurie and Ellen volunteered to staff a table for Herrick. They will be providing edibles and library brochures.
9. **FYE Instructions Sessions** – Brian offered to teach all of the 16 FYE sessions this semester. We all agreed that we were happy for him to assume that responsibility. He noted that it would ensure that every student would be getting a more uniform presentation and he would be able to keep better track of the feedback and pull it all together.
10. **Signage for the on-call librarian** – After some discussion, it was decided to cancel the request and make our own sign in-house. [After the meeting Steve called to cancel the sign, but a mock-up/sample was already ordered so it'll be

coming and we can see whether we like it or not – I guess there's no charge if we don't like it.]

- 11. Liaison assignments** – Brian offered to assume more liaison responsibilities if anyone wanted to give up or trade any. Everyone seemed to be happy with the areas they had, so we left the assignments as they were.
- 12. Writing Center Board** – Brian will be the library representative to the Writing Center Advisory Board (not sure of the correct title).
- 13. Promotional items** -- We will be ordering Frisbees to give away at a later time.
- 14. Prioritization of Book/Material Requests** – Steve mentioned that depending on the volume of orders he may not be able to order everything the librarians send him this year. If they wish they can indicate that an item is a priority 1 or 2. The ones will be ordered routinely, the twos will be held back in case there isn't enough money to get everything.

Respectfully submitted,

Steve Crandall, Secretary for the meeting