

## HERRICK LIBRARY FACULTY MEETING

December 2, 2002

Present: Gary, Laurie, Frank, Steve, and Toni

Not Present: Pam (on sabbatical)

1. Steve reported from the Access Services team that they would like us to be sure that we check out materials that we have in our offices. This will reduce the number of frustrating interactions with patrons looking for those items. Along the same lines –improved communication with our patrons, they would like us to be sure to indicate on the daily DESK calendar when we are to be away from our desks or out of the building for extended periods of time.
2. Frank asked about checking the book drop before students leave for vacation. Steve and Toni were able to assure him that the drop had been emptied quite a number of times last week before and during the Thanksgiving break, even though there was still a jammed packed situation. The other observation was that the newspapers that are delivered through the drop sometimes get thrown outside during these periods. Steve needs to alert Access Services to check outside as well as inside for library materials.
3. Steve asked us to send Mark Smith *whatever* accomplishments we could list for his Middle States report. We will let Mark decide what will be useful to the report, rather than make a prejudgment ourselves.
4. To answer any questions about the photocopier situation, see the e-mail Steve sent out to the entire staff right before this meeting.
5. Laurie will be going to all the initial meetings for the Aleph implementation. In some instances she will be able to take an appropriate staff member along. In the case of the “Public Services” module it might be Frank or Pam. They can decide if the opportunity arises. The project is scheduled to begin in March and run through September. Our information is that it is an all-consuming project that will impact the routine work of the library for its duration.
6. Steve would like us to look at the P&T materials (time-line, by-laws, procedure) he gave us at the joint meeting with Scholes on Nov. 8<sup>th</sup>. We are to identify areas where the documents are not in agreement. The plan is to meet in the Spring to rewrite the documents so that they are consistent.
7. Library faculty should include directory type material for our web page listing as well as our liaison assignments. Photos and other resume type information are optional. This material can be sent to Carol. I am not clear how she get the information to the AU web page.....
8. Gary and Mark Smith have consolidated the TILT program into one Blackboard module, making implementation of it much more straightforward. Evan will be helping with the record keeping of student participation. The first iteration of this program will be available early in 2003. Gary and Mark will be presenting this adaptation to The Conference of Information Technology.

9. Steve explained that he has offered to pay additional fees to SUNY's NYLINK for the use of the databases we are currently receiving from them. They are considering our offer.
10. Gary explained how the SFX software would allow a query for a citation from one database to automatically go to our other databases in search for a full-text version.
11. Toni mentioned that ABC-CLIO currently offers article-based links to full-text in JSTor and Project Muse. Frank agreed to look at Project Muse again to see if we might be interested in subscribing to it.
12. Toni asked if anyone knew how we were getting Masterfile from Ebsco. She and Frank will look into this question, so that she can set up a file and track statistics for its use. Toni passed out a draft of the 2001-2002 online usage statistics. They remain steady from the previous year. Gary said he would look into useage stats for EZ Proxy, but it doesn't look promising.
13. Steve told us that Dave Snyder is taking care of refreshments in the library for exam week.
14. Frank gave a brief presentation on an e-book product called EBRARY. It is set up in a way that makes it easy for patrons to use. We agreed that we would go ahead and try to set this product up. Steve said he does not want to make use of the MARC record options the company offers at this time. The price would be \$2,000/year because our FTE is under 2,500.
15. Laurie's Spring projects include: an Honors Seminar on Wednesday evenings; The Founders' Day program which will be focused on the Civil War; working with a number of campus groups and offices to be sure the Archives has AU's Greek heritage recorded; and cooperation with the Middle States committees to develop the self-evaluation reports. Additionally, she has the following presentations scheduled: AU History for Student Affairs in January; Chapter histories for APO; Use of archives in teaching for the Lake Ontario Archives Conference; and the "Campus Compact," a civic engagement curricular component option described at a Cornell workshop, to the President and Provost.
16. Toni reminded everyone of the bindery project that is underway and encouraged helping out if possible. She mentioned that all JSTOR titles are being marked with an easy to see sticker, so that we can pull them off the shelves easily when the renovation activity begins. Finally, she encouraged everyone to do his or her liaisoning/collection development work. We do have gift money that can and should be used. We need to keep the collection as current as possible.

THE NEXT MEETING WILL BE ON *JANUARY 21<sup>ST</sup> AT 2:15* to work out our Spring reference desk schedule.

Notes by Toni 12/4/02