

## *Librarians' Meeting May 30, 2002*

Present: M.Aldrich, C.Goodson, B.Vinson, M.House, B.Kooy, T.Ridley, J.Ruskell,  
B.Griffies, C.Huff, S.Smith, M.Ollendorff, M.McManus, C.Beard, C.Campbell

Absent: S.Lankford, D.Novak

Mark called for items not on the agenda.

Susan reminded everyone that collection profiles are on the web in the liaison area. Susan will be updating web links and will e-mail the address of where she will be working so that the librarians can look at the pages and make suggestions.

Betsy reminded everyone of the retirement party for Celeste Turner, room 312 UCC from 2:00 – 4:00.

Chris informed the librarians that we will no longer upgrade or install the CorrellSuite. All computers will be standardized on Microsoft Office Suite. The question was asked if there were any compelling reasons for continuing the CorrellSuite. There were no compelling reasons for continuing with CorrellSuite. There were, however, several reasons for using Microsoft Office, including Endeavor reports and attachments from front campus. Susan's suggestion of a workshop of Microsoft training was agreed to. The conversion of documents will be a priority. Chris will look into third party conversion programs, support and training.

Carol questioned whether there was a calendar package that would be compatible with the Palm Pilots and if this would be standardized on all Palm Pilots when they are given out to faculty. Michael said there were several calendar package that would work. Chris and Michael will set up several Palms with a couple of calendar programs and see how they operate. They will make a report at the June 27<sup>th</sup> meeting.

Charles announced there were plenty of ALA exhibit passes and anyone could pick them up from Charla. Charles also received an invitation to the OCLC luncheon, if anyone would like to attend, please see Charles.

OCLC Outbound Linking – Mark has begun reviewing the OCLC outbound linking. Chris is checking on proxy server and bandwidths. There is a need to proxy Galileo, currently links only work on campus. Chris will check on why this is occurring. Mark suggested we begin reviewing usage reports from databases, Project Muse, CLEO, Proquest, EBSCO, JSTOR.

SACS Effectiveness Evaluation – Charles again asked that everyone review the evaluation and begin to think about issues or questions at the reference desk for survey effectiveness and assessment. (see attachment)

Fall Semester classes begin August 19<sup>th</sup>. Staff development will be the week before classes start. Possible date Monday, August 12. Please plan your calendars accordingly.