



Librarians' Meeting January 27, 2005

Present: M.Adrich, C.Huff, A.Davis, S.Lankford, B.Kooy, C.Carroll, J.Ruskell, B.Griffies, B.Vinson, S.Smith, M.McManus, C.Stevens

Absent: C.Goodson

Items for the Good of the Order:

⇒ Mark read aloud a memo from Frank Pritchett in the development office regarding memorializing faculty and staff. The development office is proposing a sticker be placed in a book indicating to whom book is in memory. The development office would provide the memorial stickers and letters to the families on a weekly basis. The books used as memorials would be chosen randomly. Unfortunately, this is a service the library provides on a fee basis. Susan reminded everyone that the policy for book memorials was available from the Acquisitions web page and we typically the memorial for a person is usually tied to their academic subject.

⇒ Mark also announced that the OIIT office at the Board of Regents has been doing a Beta or Gamma test with Vista. Twenty-five institutions were notified that the OIIT office will be taking over their Banner operations. Fortunately, UWG is not on that list. Since the cost is on a per usage basis, this could result in our cost going up. They other institutions are questioning the cost increase versus a potential decrease in service. Jan suggested that any problems the new system has may be worked out by the time we are scheduled for implementation. Chris Huff suggested there could be unexpected problems because each institution was initially allowed customization of the Banner program. Trying to standardize all of the institutions at this point could be challenging.

⇒ The sales representative from CDW -g made his routine sales call. The possibility of having the Library logo put onto 25 or 50 jump drives to use as a give away for the Open House was discussed. The committee should discuss this as a give away option, while bearing in mind that there is also a chance that the University will further the extent of the name change and replace westga.edu with uwg.edu as part the general branding of the university.

Budget: Mixed messages about the FY '06 Budget are circling. We have been told that we will receive full formula funding. However, it is doubtful that this will restore cuts made in previous years. We should be protected this year as formula funding is based on enrollment figures two years ago. Enrollment at that time was high. Going forward a few years we may see some cuts as graduate enrollment is currently down. Mark will be meeting with Dr. Hynes to discuss the budget on February 9. Mark asked Susan for Acquisition spending figures for the meeting. Mark has also asked for four additional positions again this year. We received two of the four requested last year, and we would hopefully get two of the four requested this year. Additionally we will have one time funding for the serials set. End of year money may be very tight. We will need to increase operational expenditures as this funding has not kept pace with inflation and the rest of the budget over the last few years. While operations has remained funded at a level amount, we have increased spending on books which increases the cost of materials to process the books as well as additional staff positions and rising costs of postage and materials in general. For several years we have used "inventory equipment" money to cover some Acquisition costs.

Susan cautioned that while providers have tried to hold the cost of many electronic journals steady this year due to the budget problems with in the state, prices may go up dramatically over the next year.

Mark also reminded that the Library still has a commitment to Speaker Murphy's family in regards to re-creating the Speakers office. This may result in renovations on the third floor and this issue will be looked into in relation to the budget.

Also, Facilities is planning to replace the chillers over the next winter break. The time table for this plan may be moved forward due to one of the four chillers being inoperable and two of the remaining operating

inadequately. It is possible that Facilities will rent chillers for the summer and run vents into the building. Currently the plan for winter break is to take out the window in the staff lounge, make a hole in the wall into the classroom and then into the mechanical room near the freight elevator to install the new equipment. The electrical capacity for the library, currently near its maximum load, may be upgraded at this time.

Biological Abstracts: Bill has worked with the new Chair of the Biology Department, Dr. Zot. Dr. Zot has agreed that the Library can discard the old issues of Biological Abstract. There is no evidence that the issues in question have been used during the 5 years they have been in storage in the basement. The Library has indexes in Galileo. There were no objections by the Librarians to discard the old editions.

Student Survey: The hand out of the student survey is for information purposes. Any comments or suggestions should be sent to Brian via e-mail once the survey has been reviewed. In an effort to promote the student survey, Mark would like a splash page added to the Library web site and the survey should be obvious to students. The LIBR1101 instructors should mention the survey to their classes, although this may slightly skew the results. When the students were last surveyed two years ago, 450 surveys were mailed out with stamped return address envelopes. Of the 450 sent out only 29 students replied. Address any suggestion for promotion of the survey to Chris Huff or to Brian. Christy will include information about the survey in the up coming edition of the Collection Connection. The survey will be an action item at the next Librarian's Meeting, Feb. 24th.

Website Usability Committee Report: The committee is currently writing the report. Final results will be completed on Monday, January 31. The most obvious issue is that students have problems finding journals. In relation to this, the SFX usability study proved that students did not recognize the SFX button. The button will be changed to "find it" across the system.

Password Problems Chris took a call at the reference desk from a student who was unable to get the Galileo password. Many of the problems patrons have can be fixed at Circulation with a patron status update, corrected address, etc. However, this patron had been bounced back and forth to ITS and no one seemed able to correct the problem. If a person has a problem and the librarian on duty is unable to solve the problem and must transfer the call, the patron should be told to call the librarian back if the problem doesn't get fixed.

Along these same lines, there was a complaint about the automated phone attendant not being able to transfer a caller to Circulation. The line was tested and there was no apparent problem. If there are any other complaints or problems with the phone, please make the Administrative Office aware of the problem.

⇒ We dropped Science Direct in December. We now have John Wiley Journals available online. Chris Huff has linked them to SFX, usage should be seamless. Duke University Press has pulled titles from Project Muse. Susan is working to ensure that we maintain access to these titles.

⇒ The Dean of Business would like students to have access to Cabells Publishing Directory. The College of Business is willing to transfer funds to cover the cost of the library purchasing the directory so that it would be available on the proxy server and students could utilize the directory from home.

⇒ Ebsco will be getting 40 new databases. Their sales department is not sure exactly which titles, but they will be in touch and probably want to demonstrate some of the titles.

⇒ Shirley reminded everyone that Merritt Pay Evaluations are due to supervisors Monday, February 7th.