University Libraries
Dean's Advisory Committee
November 5, 2013

Minutes

Present: Tom Finley, Jennifer Dagit, Chuck Malone, Michael Lorenzen, Haley Hickenbottom, Mary Day, Julie Hannen, Hunt Dunlap, Chet Derry, Felix Chu, Krista Bowers-Sharpe, Jeff Hancks

Guest: Tammy Sayles

Absent: Jeff Matlak

1. Proposal for "keeping our library clean". (Tammy)

Mary, Krista and Jennifer consulted with Tammy on ways that we can improve keeping the library clean. We will be getting some new large trash cans that we are going to put signs on that say thank you for keeping your library clean. We will also have some business cards made available for access services to hand out that say "thanks for keeping your library clean" on one side and "If you have a spill contact access services" with a phone number and location on the other side.

Tammy is proposing that we work with the art department and/or campus to decorate the new cans as part of a contest so that they will be bright and visible and we can get some press about keeping the library clean to be able to continue allowing food and drinks in the building.

The proposal is aimed at taking place next semester (spring '14)

We are going to hold off on the painting contest till we find out what type of trash cans we will receive and we will move forward with the business cards and signs for now.

2. Policy on student workers doing homework at public service desks. (Michael)

There are different policies for the different department areas. Michael asked the group what everyone was doing for their areas and decided to write a general policy to bring before the group at the next meeting.

3. Round Robin.

Michael:
- Attended the CARLI directors meeting and reports that CARLI has signed a deal for a large number of academic ebooks that will be loaded into the consortial database. Names and numbers are unknown at this time but a public announcement will be made after it makes its way through purchasing.
- We will also be looking at another ebook package that will be available through RAILS called E-Read Illinois that would make available many trade publications in ebook form for a "small" fee.

Chuck
- Linda Zellmer recompiled the library software list into software with locations instead of locations with software. Computer Services will add it to the website where the original list is located.

Jennifer
- We are glad to have Julie on board in access services.

Tom
- In the process of picking out all new furniture for the new library space at the riverfront campus and finishing up the flood plan.

Jeff
- Archives has received the backlog of original programming from WQPT Television and will be starting the process to digitize and convert them into a preservation format.

Krista
- The number one question in the last two weeks at the Reference Desk is, "I need scholarly source on... but I have already written my paper." The 180/280 classes are hitting the library and the Reference Desk pretty hard with questions for their papers.
- Updating the records at the Reference desk to reflect all of the changes in the databases / holdings.

Felix
- Linda Wade has been on sick leave and should be back soon.

Chet
- We will be putting a maintenance kit in the Reference East printer very soon. It should take care of the jamming issues we have been having.
- LCS has requested a virtual server from uTech to test the Vmware mirage software. It could be a solution to replace the current ghosting process is in use now.
- The storage rack that the library purchased which is housing digitization and music storage should be accessible soon.

Hunt
- Nancy Laverdiere has retired and we will miss her and the work that she was doing.
- Will be working on the WIU Authors Database in the coming months.

Julie
- Familiarizing with the new unit and the new position.

Mary
- Would like to thank all the people who helped with all the work involved in making the mini golf event a success.

Haley
- Still working on cataloging the recitals and lot of maintenance catching up on all the cancelations.

Respectfully Submitted
Chet