DAC Minutes
June 10, 2014

Present: Cordes, Day, Derry, Dunlap, Finley, Hancks, Hannen, Hickenbottom, Lorenzen, Malone, Matlak, Trusley

1. Signing in Patrons (Archives)

The policy as a whole clarifies guidelines for using archive materials as whole. Specifically, the policy helps identify and track who is using the collection, what is being used, and particularly which materials are being used the most. The policy also provides a measure of backroom security, including who is using the reading room. This will also alert archives faculty and staff to patrons that are high profile or have significant expertise. The finalized version of the policy will be posted to the policy section of the library website.

2. Lost and Found Policy

Through collaboration with Derrick Watts of the Office of Public Safety (OPS) a clarification of the lost and found guidelines is being finalized. The policy requires all lost and found items be delivered to access services and then access services will contact OPS (or return the item to Seal Hall) depending on the item. The items will be logged in a form that documents who found the item, when it was found, the type of item, who contacted OPS and whether the item was taken too, or picked up by OPS. The council discussed the fact that certain items have differences between how they are handled, e.g. ID cards are treated differently than wallets or money. Most of this was clear on the policy document, but it was suggested details about the handling of different items be included like which items required logging, items that require a special process versus how common items are processed, and the policy for handling lost money if not claimed after a period of time. After final additions and review by the council, the policy will be posted to the library web site.

3. Round Robin

Sean- Discussed the changes to instruction unit personnel and the upcoming transition to Libguides version 2.

Tom- The move to the new library at the QC is set for the last week in July or first week in August. Chet will review the facility equipment just prior to the move. Two computers are being imaged now. Little downtime of library service will occur. The current library will be open the last week in July, once the move is made services will resume in the new location fairly quickly.

Hunt-Justin Georges in orienting to his new position and is moving forward in his training. The move to consolidate web services and digitization went smoothly and personnel are working well towards acclimating to the new space and each other.
Jeff H.- Erin Fawcett is acclimating to her new role in archives working on various projects including managing back logs, performing reference duties among other things. There is also a new grad student, Ann who replaced Adam. Adam moved onto a full time position in New Mexico. The transition of employees highlights the role of archives in developing student skill for future professional employment.

Chuck- the unit is preparing for the Federal Depository Review of Item Selections. There are over 10,000 items, so the process will take time. This includes checking usage of government web titles. A Libguide will be created to outline details and resources so others can participate in the review process.

Haley- Two personnel have left, and so restructuring these duties is happening, but no replacements are planned. In addition, $10,000 was funded from the Provost’s Office for EBooks.

Mary- June 30th is the last day to spend student worker funds. Supervisors are encouraged to spend as much as they can to ensure the library continues to receive these funds. Debbie and Tammy are leaving their positions. A farewell party was not desired, but Tammy conceded to a small gathering in the Library Administration Office on Monday, June 30th from 2:00p.m. to 3:00p.m. Snack items will be provided.