Minutes from DAC meeting, November 13, 2014
Room 180, 8:30am


1. Gift Policy.

Jeff M submitted a draft of a new gift policy and gave us some background on why a new gift policy is needed. Some of that background included:

- Many more donations coming in.
- Donations are being dropped off at multiple locations: branches, Access Services desk, etc.
- Only about 1% of donations are retained for the library collection.
- Many of the donations because of condition or content are not even suitable for book sales.
- WIU Foundation is requiring much more paperwork and documentation of gifts than in the past.
- Although by IRS regulations, the library is prohibited from providing a donor with a value of a donation, the library must provide an internal-only value to the WIU Foundation of those books that are kept.

Jeff M stated that he studied many other academic library gift policies before writing the draft of a new policy. He also stated that many academic libraries are rewriting their gift policies as a result of experiencing many of the issues we are experiencing.

A new policy is needed to centralize the processing of gifts through Greg, Jeff M, and Acquisitions/Cataloging – as opposed to letting donors drop their gifts off anywhere. However, subject specialists’ expertise of music, special collections, government/legal, curriculum, and other areas will still be utilized to review donations in those fields.

A more restrictive policy is also needed in an attempt to cut down the paperwork – and handling of unwanted material. An attempt will also be made to require the donor to do more work, such as asking the donor to provide an inventory of what they are donating, etc.

Recommendations from the DAC members on the draft of a new gift policy included creating a shorter 1 page version of the policy, highlighting the main points so as to make it easier for donors to read and understand. A suggestion was also made that necessary forms could also be incorporated into the abbreviated policy summary sheet. It was also suggested that a place for the donor to sign that they have read and understand the policy could be incorporated into the abbreviated version for donors.
Additional suggestions included looking into more electronic record keeping of the donations, and putting more restrictive language into the policy in lieu of the welcoming of gifts message given in the first paragraph of the draft.

Jeff M will work on revising the draft, based on the comments and suggestions received at this DAC meeting, and a previous LFCW meeting.

2. Sexual Harassment / Porn Policy.

Library staff have occasionally received complaints from users about other users looking at porn, etc. – and as a result those library staff have been asking for clarification on how they should handle such complaints.

Jeanne stated that she found different library policies on the topic and that there is a need for a discussion of what the library policy is. And we also need to give instructions to front line staff on what the policy is.

DAC had handouts of both a lengthy library Sexual Harassment/Pornography Policy created in 9/06 and reviewed 1/11 – and s shorter policy with the same title that was created 9/06 and reviewed 10/2013 and approved by the Dean of University Libraries. The latter of the two is the one meant to currently be in effect. And that policy is:

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**SEXUAL HARASSMENT/PORNOGRAPHY POLICY**

University Libraries adheres to Western Illinois University Anti-Harassment Policy (available at [http://www.wiu.edu/vpas/policies/harassment.php](http://www.wiu.edu/vpas/policies/harassment.php)) which describes prohibited conduct, complaints and appropriate responses. This policy outlines procedures to be followed in University Libraries with regard to library users.

**POLICY**

Persons whose conduct may constitute harassment will be asked to modify their conduct or leave the library. If they persist in inappropriate behavior or refuse to leave, OPS will be summoned at 298-1949.

Complaints about sexual harassment or pornography should be directed to the nearest public service desk or the Library Administrative Office.

Created: 9/06, Reviewed: 10/2013
Approved by Dean of University Libraries

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There was a brief discussion that the Libraries’ policy does not attempt to define porn, but is based on the University’s harassment policy - and is complaint-based. If one user’s behavior in looking at porn, etc., is causing another user or staff member to feel uncomfortable and harassed, then action is to be taken.

Dean Lorenzen also mentioned that library staff are not expected to be porn police and be out looking for users of porn. However, they do need to act when a complaint has been brought to their attention. It was also mentioned that child porn is illegal and is to be dealt with by reporting incidents of child porn activities to OPS.

In short the current policy was deemed to still be an appropriate policy, and it already spells out what actions are to be taken by library staff. Persons whose conduct may constitute harassment will be asked to modify their conduct or leave the library. If they persist in inappropriate behavior or refuse to leave, OPS will be summoned at 298-1949.

Jeanne will be going over it with some of the Access Services and other staff who had questions on what actions should be taken when receiving complaints about porn.

3. Round Robin

Haley: Acquisitions/Cataloging has been busy preparing for the book sale and also assisting with the increase of book donations. The catalogers are working on cataloging music recitals. They have also been busy closing out records of cancelled standing orders and periodicals – and working with Jeff M to coordinate the SFX records.

Mary: Mary had been busy re-arranging office spaces. Bill Thompson has moved to the 4th floor office previously occupied by our most recent development officers. The new outreach librarian, Christina Norton, will be occupying Bill’s previous office. And the new library development director, Suzanne Woodward, will be occupying Tammy’s former office. Mary also has been updating a checkoff list of things the two new library staff members will need to do their first few days on the job (get keys, ECOM account, etc.) The paperwork has been sent to Sherman Hall for the Reference Coordinator search. And Michael also brought up that the library has received the okay to fill an open civil service position in Computer Services.

Hunt: nothing to report

Jason: nothing to report

Jeff M.: Periodical bills are coming in from EBSCO, and are being paid by the University. It is still unknown if any money will be available for purchasing books. Currently, only books needed for the curriculum and listed on syllabi are being purchased if money is available. One database is being added and being paid for with money freed up from the cancellation of music
periodicals. It will be a music transcription database that will translate Latin, German and other languages. More details to come.

Jeanne: The review of the libraries’ gift policy, and harassment/porn policy, have prompted Jeanne to review a number of other library policies to see if they need to be revised. She said that some just need some clarity in their wording. Others may need a more thorough review and revision.

Krista: The Reference Desk has entered a very busy part of the semester. Reference is working on training opportunities. John/Chuck presented a session on policy research resources. Bill is presenting a session on news sources in LexisNexis Academic today. Chuck is scheduled to do a presentation on case law resources (primarily using LexisNexis Academic). In the future, Jeanne will be doing a session on business resources. Chuck will be doing another session, this time on statutory and regulatory law resources. The Reference GA is working on a project to assist with pulling Reference standing orders that we no longer receive. The project will involve weeding some titles, as well as keeping records on current and past holdings – which will be helpful in the event we ever receive money to reinstate some of the cancelled Reference standing orders. The Reference GA is also assisting with work on a Libguide on banned books.

Julie: Access Services is continuing its many functions. It has been busy at their desk. They are beginning to incorporate some books and periodicals from the PSL into the Malpass stacks. They will soon be continuing the work of bringing books and periodicals from basement storage to the new 2nd floor storage area. Shelves from the PSL have been set up in the new 2nd floor storage area. However, Mary added that construction additional shelving in that area from the parts in the basement is a slow ongoing project at this time because of Physical Plant’s shortage of carpenters. Mary will continue to work with Physical Plant on the construction of additional shelving in the 2nd floor area.

Sean C: Sean has been training the two govpubs GAs on the new version of Libguides. It is a learning experience for all involved. Sean reported that input on the new version of Libguides is being submitted by a number of libraries on the Libguides listserv. Issues are being reported and often corrected. Our library will be switching to the new version in the near future.

Sean also mentioned that he will be having an intern with a computer science background to assist in working with program apps and also instruction data.

Sean also gave us a quick run-down of a few IT Governance and other campus technology issues that are being considered.

- Desire2Learn’s license will be up soon and that application is being compared with other platforms.
- Wireless connection work is being done in The 3D studio.
- The Laptop initiative that would have required every student to have a laptop, is dead
• Google Apps for Education (basically replacing Zimbra with cloud-based gmail & also adding many of the other Google applications available) was sent from the IT Governance Scholarly Alliance to the Council for Instruction Technology for their input. CIT basically sent a letter to the Faculty Senate that supported Google Apps for Education, but suggested it be compared to other cloud based email and other cloud based applications. Apparently, the proposal is going back to CIT for more input.
• The Adobe subscription package is most likely coming. Through a great deal of pricing as part of an Illinois higher ed consortium, it appears that all students, faculty and staff will have access to all of the main Adobe products.
• The proposal that ECOM accounts go to a 10 character password instead of an 8 character password has made it through the Alliances and is being considered by the IT Governance Executive Committee.

[Recorder’s note: All of the pre-proposals, proposals, and decided-upon proposals that are part of the IT Governance Process can be viewed at: http://www.wiu.edu/university_technology/it_governance/ ]

Sean also mentioned that with the advent of many cloud applications on campus, he is looking to begin working with others to draft a cloud policy. And finally, that U-Tech and the Faculty Senate have been discussing “Enterprise Resource Planning”

Tom: The security gate at the old QC campus library will soon be disassembled and shipped to the Malpass Library to be placed in storage as a backup. There are also a few other items to be disassembled at the old library.

Barb: Barb reported increased traffic lately. She has also been conducting mini-sessions for the Reading 383 classes.

Chuck: nothing to report, since he knew he would be reporting all of the above – and had recently had to have been the recorder of minutes for a long LFCW meeting and a long CIT meeting – He is all reported out.

Chuck Malone
Recorder of Minutes