
1. Illinois history resources (Chuck)

There are specific Illinois history resources that we own in print (either in Illinois Documents or Archives) that are also available online in the Internet Archive.

Examples:

In these cases, we will add links in our existing MARC records (856 field) so that patrons can access them online. If and when we get an institutional repository, we can also consider hosting some of these resources that were produced by WIU (ex: Western Illinois Regional Studies).

2. Process for digitization projects of outside materials:

Hunt and Michael propose that we create a checklist to use when considering the feasibility of a proposed digitization project involving materials not owned by WIU. This would include a final step to estimate total cost. The checklist would allow the library to manage the process in a more deliberate and standardized manner.

3. Round Robin

**Tom:** Typical start to the semester with lots of instruction requests and reserve materials.

**Greg:** The closing policy will change slightly. Doors will be locked only 10 minutes before closing rather than the previous 15. The one exception will be on days that the library closes at 5 pm. On those days, the doors will not be locked early. This change will be advertised.

**Krista:** Lots of business at the desk with printing, textbook searching, and scanners. We have had another mold outbreak on our index shelves. Andrea discovered it and has been treating the books, bless her heart.

**Jeanne:** Library policies will be rewritten to specifically mention segways, since we had one used in the building this week.
Mary: Busy with student hiring. Out of the 10 students offered to us through the Institutional Work Program, we have hired and retained 8.

Haley: A few requests have come in for reserve materials used for specific courses this semester. Cat & Acq was without student workers for a while, so work is backed up a bit. Gift materials are being processed. Database renewals are coming in. Cataloging is almost done on the QC gift collection (LGBT?).

Suzanne: The Curriculum Fund is nearing the $5000 it needs. When the academic department fundraising flyers are sent out this fall, the branch libraries will be included on applicable departments’ flyers. We’ll be doing Baskets for Books this year: people can pledge an amount that they will donate for each WIU 3-pt basket completed during home games. They’ll be invoiced once the season is complete. A web page will be developed to explain and market this program.

Ann: A new IRAD student (John) has started and Jillian will continue with IRAD. Ann has settled into the fishbowl and Jens has settled into Ann’s former desk.

Hunt: Digitization staff is learning the new scanner. An updated version of the Library Research Toolbar is available for Firefox 40+. They are almost done digitizing the music recital CDs. Hunt has sent out info clarifying services for emeriti.

Jeff Matlak: Again, we cannot purchase textbooks for reserve. Serials renewals (and discontinuations) have been put in place.

Michael: Since we are down to the last $5000 of the operating budget, please be careful (as always) with expenditures. We have already paid for paper, phone lines, important contracts, etc., for the year and if we do get the final 25% of our budget, we’ll be fine.

Chuck: More mold in Gov Docs, which Andrea is cleaning. Chuck asks that we call ahead before sending students up to the 4th floor, so that they can make sure that the appropriate person will be available to help them. He’ll be creating and distributing a contact list to tell us who the contact is for each specialty.

Chet: The new images are on all the computers, but there are a few problems to be corrected or changes to be made:

- Branch libraries would like to use their own websites as browser home pages.
- Adobe Acrobat DC is causing problems with printing to Ref West.
- IE still shows up (too visibly) in the task bar.
- Computers are running unnecessary re-imaging because of a new policy that puts them into sleep earlier/more often than used to happen.