

Minutes  
DAC Meeting  
January 19, 2017  
8:30 a.m.

**Present:** Bill Cook, Chuck Malone, Michael Lorenzen, Tom Finley, Jeff Matlak, Jason Kubis, Jeanne Stierman (recorder), Krista Bowers Sharpe, Hunt Dunlap, Suzanne Woodward, Sean Cordes, Chet Derry

**Digital Commons policies:** We are now charging \$.25 a page for color printing, since the price of color ink cartridges is high. We used to charge \$.20 for both photocopies and color prints. Do we want to stay consistent and have photocopy prices match those of color prints? Consensus was yes, we do. Jeanne will ask Justin to update the photocopy policy online to reflect this.

**Round Robin:**

- **Tom** – Noelle has arrived in Oregon. Helen is moving to Noelle's hours, so the new person will work second shift and Saturdays. He hopes to have interviews around the 10<sup>th</sup> of February. Meanwhile they are doing their best to cover. Ashley is going to the QC on Friday (20<sup>th</sup>) to train them on some of the Reserve procedures they haven't done.
- **Jeff** – Acq/Cat is processing a few gifts. The budget is nearly spent. He is planning to update the gift policy.
- **Chuck** – It's tax season, but we only get 3 forms anymore and none from Illinois. The Gov/Legal site has links to forms online and lists numbers to call if people want to order forms.
- **Bill** – Archives is doing much of the same: cleaning in storage, vertical file inventory, processing presidential and ombudsman papers. Lane Evans (the collection) has moved from basement storage to second floor storage.
- **Hunt** – uTech requested scans of our domain, and it appears the honeypots successfully tricked the bots and kept them away, so we "passed" the scan. He also noted that OCLC is getting ready to change the ILLiad service and move it to the cloud. Jeanne reported that we have been invited to be early adopters for this, and are in the process of signing on. Once we go live (end of May/beginning of June), our ILL info will live in the cloud instead of on our own servers.
- **Krista** – Reference is very busy helping students learn the printing system and find and borrow textbooks. ILLiad can be used for this, but ILL will only order them within the state in order to use ILDS instead of postage.
- **Greg** – Jeanne reporting, since he's tethered to Access this morning. They have recently hired 5 students, so are fully staffed and now in the midst of much training. They are also busy with Reserves.
- **Jeanne** – Andrea, a member of the sign committee, is now making signs for the library. Gov/Legal has a color printer, so she can do this at her desk. The sign request forms have been changed so that they will be e-mailed to her instead of Jason and Chet.
- **Suzanne** – an article from University Relations about the Rademacker gift should be out soon. Since the 2017-18 year is a milestone anniversary for the Curriculum Library, she and David have

been discussing some possible promotions. This year's Archives event is being planned for August 26, the first Saturday after classes begin.

- **Sean** – class sizes are growing to 24 or 25, making it difficult to schedule them in LCC3, since it has 21 student workstations. Might we consider having more workstations? Would move the screen even further back, which is problematic due to lighting/visibility. Some instructors just have students double up at computers. Chet noted that instructors can book laptops ahead of time and have them set up for class.
- **Chet** – fresh images are out this week, so let him know if there are problems. IE icon no longer prominent! Scan stations are being worked on – they are trying to standardize across them in order to automate the software installations. They are still working to hire two students.
- **Michael** – we are working on freezer procedures with the undesired fungal growth expert. He's talking with Archives about a display on past library deans/directors. Hunt noted that some of that history is included in the Millionth Volume Digital Exhibit.  
<http://www.wiu.edu/library/events/mvc/>