DAC Minutes
October 4, 2017

Present: Adcock, Bowers Sharpe, Cook, Cordes, Derry, Dunlap, Finley, Kubis, Kett, Lorenzen, Malone, Matlak, Sajewski

Agenda:

1.Library closing announcement

There is some concern that the language at closing time may be a bit harsh for patrons. There is an issue with security and measures such as turning off computers to make sure energy is conserved, things are shut down correctly, and people leave the building. Access services is working to improve the language, but in general the language is consistent with this type of policies in libraries and is appropriate for this purpose.

2. Overdue Reserve Policy
There is a concern about course reserves not being returned within the 2 hour time period. One step to fixing this might be sending an email in addition to a PA announcement. Fines are not practical. Not returning library materials is a violation of the student code of conduct as well as unfair to other students, and causing additional work for library staff. In cases where action needs to be taken, Tim Sheridan can train person on the judicial system and judicial referrals will be made.

3.Round Robin

Tom-Back from leave, getting up to speed, and doing a good deal of instruction

Chet-Main server is being updated, SPSS license is proving an issue (but actually is installed in LCC2 at this writing).

Lora-One research carrel is left available. Graham Scholarship due (this Friday the 13th). Students are on a different ethics test schedule due to the hiring cycle so they don't have the same deadlines as faculty and staff. Faculty and staff Ethics test due October 31.

Bill – Planning is being done for getting the history collection online and much digitization has been done already. A planning document is being developed to provide a framework for the institutional planning for records management as part of the efforts of a university wide group. Training will be needed as well as decisions such as where things will be housed.

Bob-Bob is developing skill in the planning and digitization process performing conversion production for analog to digital format oh historical audio records. This a complex and intensive task that should be good additional value to the collection.

Sean-Continuing to perform instruction, taking requests and managing the workload of classes, around 80 scheduled so far with instructors. The number of requests will continue to be monitored and adjustments made to the schedule and intake of classes as needed.

Hunt-There is an issue with ezproxy not responding well to the newer HTTPS protocols.
UTech is working with us to upgrade the service and we will need to purchase a "wildcard" to facilitate the technology as well. Hunt is also work with Bob Kett in archives on the oral history digitization project, turning cassette interviews in to MP3s. LibStats is also a concern as the environment is not suitable for building the database. A paper system is one possible solution, and other technology solutions can be looked at.

Krista-Starting an inventory of Reference collections using the Shelflister software that works with the Voyager database. The last time we did an inventory was Fall 2014, and WIU was using a different system at that point, so Hunt and Mallory are helping me: Hunt as Info Sys coordinator and Mallory as a successful user of Shelflister for the music collection.

Michael-Working on the Facilities Management search committee. Five phone interviews done so far. Trouble with patron disruption. Mosaic was notified as well as OPS. All efforts are made to service the public interest, and avoid issuing trespass notices, however disruptive patrons cause a distraction and potentially more serious concerns, and so some that continue to be disruptive will require supervision to use the library.
QC visit with staff went well, people are encouraged to visit the campus if they have not.

Jeff-The budget is still being revised, materials prioritized and redundant items continuing to be removed. The way packages are bundled continues to be an issue as some things are not available in some packages, while other things requiring buying more titles than we might need. Departments' are beginning to work with the library to share materials expense including ARTStor (Art) and the OED (English. This is beneficial to the library in terms of budget, and also shows collaboration and shared effort between the library and departments.