1-26-2015

Library Department Head Meeting Essence Notes

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Statistical Reports: ALS, ACRL:
The group viewed a webcast regarding the integration of the Academic Libraries Survey (ALA) into the Integrated Postsecondary Data System (IPEDS).   Discussion took place on how the new survey will be conducted and how the data will be collected and submitted.   Department Heads are to submit their data information to the office by March 13. The internal campus target date for collection of data is March 27. The IPEDS closing date is April 8.
(To view the webcast visit: http://squirrel.adobeconnect.com/p14snpnx2ur/

The ACRL Survey will be conducted the same as in the past. Department heads should submit their data to the office prior to February 20.

Online "Suggestion Box": (Ann Hamilton)
Ann reported on the need to find a different way to collect and respond to suggestions. Several suggestions were discussed. Dean Mitchell stated that the system needs to be one that can also be offered to non-campus patrons, has an option to offer suggestions anonymously, and not be the equivalent of a blog or comments section. David Lowder will investigate creating the service on the Library's home page through *Ask a Librarian*, running parallel with the current service. The site monitor would direct suggestions to the appropriate individual. A page would be created to record responses. Bede suggested we aim to have the system developed, tested, and in service by the end of this semester.

Internal Library Policies: (Ann Hamilton)
The group reviewed and discussed several policies suggested in previous discussions.
- Break room policy: A short statement will be added to the effect that users should wash all dishes and utensils they use and make sure any food or trash is properly disposed of.
- Food and Drink (employees working in public areas): Fred and Jocelyn will send a rough draft of the Access and ISD policies to Ann.
- Tobacco: Refer to the GSU Tobacco Free Campus Policy.
- Mail Policy: Business mail does not need postage. Any personal mail requires postage. The mail carrier will not pick up personal packages from the library, they must be taken to the postoffice by the individual.
- Use of Library Facilities and Equipment for personal, community and social purposes: Library personnel are not allowed to use library facilities for non-university business.
- Work Area Guidelines (heaters, fans, appliances, art, music, personal phones, etc.):
  Refer to the university policy regarding heaters. The Public Services Work Teams will establish a set of guidelines regarding the work areas. Ann will work up guidelines regarding the hanging of art and music.
- Textbook Policy: Refer to Jocelyn for clarification.
- ADA Policy: Refer to Jocelyn for clarification.
- Lost and Found Policy: Items are to be sent to the Circulation Desk's Lost and Found Box.
- Copying Media: The library does not copy media for anyone.

Some of these policies may need to be in the Public Policies as well. Department Heads will review that document one more time before it goes to the full faculty for final review.

"Shelter in Place" Procedures: (Ann Hamilton)
Ann reported that following the recent library lockdown she searched and failed to find a campus policy or procedures for "Lock Down" or the preferred Public Safety term "Shelter in Place".   She plans to talk with other librarians responsible for safety and security while at ALA Midwinter for input, and then she and Bede will draft a policy for the library.   Discussion took place on what type of announcements would be made, the signage to be placed at the doors, how to handle situations such as a shooter in the building, what responsibility we have to those left outside the building, and how fast the Eagle Alerts were being received. All agreed that we should have criteria in place to prevent over-reacting to situations.   Bede stated that although there are several issues we cannot control he will bring the concerns brought up today, the delays in receiving Eagle Alerts and the need to have a higher priority Eagle Alert for the campus that would go out to designated individuals in all areas on campus, to both the Provost and to the Deans Council.

Year-End Funding Requests:
Department Heads should submit any year-end funding requests they have to Alva. Bede will review and submit to the Provost on Monday, February 2.

Upwards Evaluations: Department Heads' self-evaluations are in the office and may be reviewed for submitting their Upwards Evaluations.

Terminations Procedures:
Department Heads were given information to use in advising staff of the proper procedures to be followed upon resigning their position.

SSS Grant Letter of Support: (Bede Mitchell)
Bede reported that Dr. Joyya Smith, Director of Educational Opportunity Programs, has requested the library submit a letter of support of their grant application to the Federal Department of Education for funding to support A TRIO Student Support Services (SSS) program. Department Heads were asked to forward any supporting comments they can offer regarding the program to him to include in his letter.