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Library Department Head Meeting Essence Notes

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Department Heads Meeting

Essence Notes

June 8, 2015

Present: Ann Hamilton David Lowder
Fred Smith Cynthia Frost
Debra Skinner Jocelyn Poole
Ruth Baker Kendria Lee
Alva Wilbanks

Institutional Effectiveness Progress Report:

Kendria reported that she and Bede met with Lili Li to update him on the library assessment program, identifying assessment activities that are coming up and those in progress. Presently, Kendria is working on information needed for end-of-year reports: the Institutional Effectiveness Report and the End of Year Report. Bede plans to present these reports at library convocation and/or a library wide meeting. She stated that the Institutional Effectiveness report is made up of several different surveys that have been conducted, some of which she noted:

- The Bibliography Instruction Survey (BIS) survey
- A new project, the Assessment in Action survey involving Kendria, Bede, David Lowder, Steve Ingles, Mike Jordan and Steve Burrell is designed to determine if there is a positive correlation between students using the library and their academic success.
- Henderson Library Research Survey, conducted by the Public Relations & Outreach Work Team (PRO). Survey was conducted in the Fall, followed by publicity to gain awareness, and then the students were surveyed again in the Spring to measure the extent to which students understand the library resources available to them.
- Web Usability Testing. Students created their own questions for this survey.

Disaster Plan:

Ann gave an update on how plans will proceed with the Disaster Plan. The Collections Work Team will be responsible for Chapter 4 and parts of Chapter 5 of the existing Disaster Plan. Fred will take the lead in the Department Heads' revisions of the rest of the Disaster Plan. Ann noted that some items will need to be added, such as the Shelter in Place plan, and some things will need updating. She is in the process of transferring the ownership of the Disaster Plan Google Drive files to Bede, and has been sharing notes regarding the plan with Fred.

Posting Locations for Human Resources Accident Notices & Pink Panel Day:

Human Resources has requested that each department post the pink panel notification form in their departments.

The pink panel serves as a notice to employees of their workers' compensation coverage by letting them know who to call when a workplace injury arises as well as notifying them of their rights as an injured employee. Currently, the pink panel is only posted in the staff lounge. Copies were provided to department heads for posting in their areas. On June 26th representatives from Human Resources will be visiting locations on campus verifying that the pink panels have been posted.

Department Reports:

Access Services Department Update:

- Access Services is currently shifting collections.

- They are also inventorying the collection. Fred reported that a session at the recent GUGM meeting in Macon reported on Georgia State's inventory of its collections. By comparing statistics with Georgia State, we will know more about how our loss rate compares with other libraries.
- Seeds have been ordered in preparation for the establishing of a seed library in Henderson Library.
- The department is in the process of reviewing quotes on a one new public coin copier to replace the existing two machines whose lease ends in November 2015.

Announcements:

- Annual Reports due to Bede by June 22nd.
- FY15 Statistics due to Bede by July 10th.