

7-11-2016

Library Department Head Meeting Essence Notes

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Recommended Citation

Wilbanks, Alva, "Library Department Head Meeting Essence Notes" (2016). *GS Libraries Department Heads Meetings Essence Notes*.
34.
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Library Department Heads

July 11, 2016

Essence Notes

Attending: Bede Mitchell, Fred Smith, Ruth Baker, David Lowder, Clement Lau, Jocelyn Poole, Lisa Smith, Lori Gwinett, Alva Wilbanks.

Active Shooter Training, Shelter in Place Policy: Clement and Fred attended a recent workshop and reported on the different scenarios covered in the training. Clement stated public safety announced that they will come to departments and do employee training sessions upon request. Public Safety will be presenting this workshop every month for students. Following discussion, it was decided to schedule a meeting for public safety to meet with Bede, Clement and Fred in order to do a walk-through of the library and have them offer suggestions for training and shelter-in-place. Once this is completed, a library-wide session could be scheduled. The Admin Office will follow up on the request that ISD staff have access from their department into the hallway at the north emergency door. Ruth made a suggestion of identifying shelters-in-place with some type of sticker that would be recognized by employees.

CPR & First Aid Coordinators in Each Department: Bede reported on taking a CPR and First Aid Course at Ogeechee Tech and asked if department heads would like to designate an employee from each department to attend the course, paid for by the library. Department heads will follow up on the request with their employees and report back to Bede with names of those interested.

August 2 and 3 Training Workshops: Department heads were reminded to submit their list of employees and the day they will attend by Monday, July 18.

Staff Recruitments and Next New Staff Orientation: The vacant position in Access Services should be filled within the next two to three weeks, at which time a new staff orientation will be scheduled.

Library Convocation Agenda: Library Convocation will be held on Wednesday, August 10. Lucy Harrison, new Executive Director of GALILEO, will be our guest. Bede asked department heads to submit any questions for Ms. Harrison to him prior to the meeting. Some suggestions voiced were: better communication with GALILEO, frustration with the usage of GALILEO, progress update on the steering committee's strategic plan.

GALILEO Users Group Meeting, July 29: Bede and Clement will be attend. Others registered are to check with Bede regarding carpooling to the meeting.

Annual Library Statistics: Discussion took place on how the data is collected and those locations that will need updating once current data becomes available. Since the deadline to submit data to the GSU Fact book is July 18, we will upload what is available with a notation that the amount will be updated when current figures are available. We will also request that they set up our online resource data in a different way than how it has been listed. Clement will take over the responsibility of coordinator of assessment and institutional effectiveness. He presented his ideas for better coordinating data collection by establishing monthly submissions accompanied by an explanation of the variance. By doing monthly updates one could be made aware of the problems and take action to correct them. Also, a centralized spreadsheet could be set up and someone from each department responsible for data submission on a monthly basis. This will have the library's data readily available for submitting to all the difference requests sources such as ACRL, IPEDS, etc. David added that the new Alma system should be obtaining data that can be obtained for the reports and that by submitting data into a Department Account Google Document, the data can be linked to the web page and would update automatically. Over the next few weeks, Clement will meet with faculty to discuss how they are

currently collecting their data, how to assist in helping streamline the collection process, and identifying someone that will be responsible for monthly data submission.

Writing Center Computers and Furniture: Bede announced that the Writing Center is scheduled to be completed by the end of July and will be bringing some computers and furniture from their old location to the library. Following a discussion of where to locate the center's computers and furniture, it was decided to relocate the furniture in classroom 1308 to the public area since it is the same style of furniture, and put the writing center's furniture in classroom 1308. Areas suggested for placing the writing center's computers were the third floor group study area and the first floor open area toward the Carroll Building. Bede suggested a task force of himself, someone from Systems and Access to review the areas and their capacity for computers.

Clement suggested reconfiguring the Learning Commons area to open up the floor for minimal obstruction. He stated that such could be accomplished by taking down the bound periodicals shelving and moving the computers in the back area near the Carroll Building up into the Learning Commons area. The suggestion will be taken under consideration as a long term plan.

Department Reports:

Access Services: Fred reported that David and Savitri have devised a new plan for issuing accounts to community borrowers that should operate smoother than the previous plan.

Jessica Garner is visiting with the head of Interlibrary Loan at the University of Georgia to find out more information regarding a consortium that will offer faster service on requesting articles.

Information Services: Jocelyn reported that the department's final proposal for a maker's space should be ready by the end of July.

Next meeting: August 9.