

8-16-2016

## Library Department Head Meeting Essence Notes

Alva Wilbanks

Georgia Southern University, [abritt@georgiasouthern.edu](mailto:abritt@georgiasouthern.edu)

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/lib-dept-minutes>

---

### Recommended Citation

Wilbanks, Alva, "Library Department Head Meeting Essence Notes" (2016). *GS Libraries Department Heads Meetings Essence Notes*.  
37.  
<https://digitalcommons.georgiasouthern.edu/lib-dept-minutes/37>

This essence notes (open access) is brought to you for free and open access by the Library Department Heads Meetings at Digital Commons@Georgia Southern. It has been accepted for inclusion in GS Libraries Department Heads Meetings Essence Notes by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact [digitalcommons@georgiasouthern.edu](mailto:digitalcommons@georgiasouthern.edu).

**Deans Council News:**

As previously reported, the Fair Labor Standards Act goes into effect December 1, 2016, but the USG will begin implementing it before then. During the week of August 22, staff who will be moved from exempt to non-exempt status will be informed of the change and how it will be phased in during October. Later in the week there will be an open forum for members of the different vice presidential divisions where further details will be provided and questions answered. Supervisors will be informed of which of their employees will be affected by the status change on the same day that the employees are contacted. Supervisors will probably want to attend the open forum as well, the time and date will be announced when the status change notifications are sent out. Meanwhile, beginning September 1 all personnel who are already not exempt from overtime rules will start clocking in and out of ADP. Further details of this change will be announced soon, and some re-training will be offered to supervisors who have not been having to oversee employees that clock in and out.

The Deans Council advised Dean Mitchell that the best way to get meaningful feedback from academic departments regarding what subscriptions to cut in the event of a budget shortfall would be to focus on low use titles, with an emphasis on alternative means of accessing the information resources that would be lost, e.g., other resources with overlapping content, ILL and GIL Express, etc.

Provost Bartels has moved into her new office on the main floor of the Pittman Administration Building. The new location will be the official Academic Affairs office, where deliveries and public inquiries should be referred. However, some Academic Affairs personnel will remain in the office on the top floor of the Pittman Building.

**FY 16 and FY17 Institutional Effectiveness Plans:**

The completed FY16 report contains some Action Plan commitments that will not be tracked in the FY17 plan because the objectives are now part of ongoing departmental activities and assessments, to be included in future annual reports. Dean Mitchell will be discussing the specific commitments with the appropriate department head(s) in upcoming one-on-one meetings.

Department heads were asked to review and critique the draft of the FY17 plan that was distributed prior to the meeting. Department heads' feedback, as well as comments from a reviewer appointed by the Office of Institutional Effectiveness (OIE), will inform the final plan that is due to OIE by the end of August.

**Alma:**

Debra Skinner and David Lowder reported that the next load of our records into Alma will take place August 19. For the first time, holdings information for all USG libraries will be loaded, not just records from the three vanguard libraries. This will facilitate testing of capabilities such as GIL Express.

**Demand-Driven Acquisition of E-Books Temporarily Suspended:**

GALILEO personnel will be loading more than 400,000 e-books into the Universal Catalog in the near future, and we are concerned that there may be considerable overlap between the loaded titles and DDA e-book records that are already in our catalog but not yet purchased. We do not want to purchase any e-books that we are receiving at no charge as part of the GALILEO deal, so we are suppressing our unpurchased DDA records and will load no new records from Yankee Book Peddler until the GALILEO load is completed. We will then identify titles that are duplicated in our DDA records and in the GALILEO load. After deleting the duplicate DDA records, we will restore the remaining DDA records and begin adding new DDA titles from YBP.

**Next Department Heads Meeting: September 6, 2016**

September 6 is the next meeting of the Deans Council, but Dean Mitchell may seek a special department heads meeting prior to then in order to pursue some agenda topics that were deferred from this meeting due to not everyone being able to attend.