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Library Faculty Meeting Essence Notes

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Consent Agenda: EDS Database Trials approved as presented. (Copy attached)

Business Agenda:

FY17 Department & PRO Budget Requests: Travel, Student Assistants, Supplies: Faculty were instructed to submit their budget request in the areas listed to their department heads by April 15. Department requests should be submitted to Bede by April 22. Bede stated that the university’s budget has not yet been received, but with no tuition increase it is anticipated that the budget will remain the same as last year. He added that although budget requests may not be funded, it will be good to identify our needs. In the Fall we will be given our next opportunity for identifying needs for FY 2018.

Bede announced receipt of $103,052.00 in year-end funds awarded for our requests to replace the retrieval system server, funds to digitize volumes of the George Anne, a smart TV and computer for exhibits and events, 2 exhibit cases, 10 Chromebooks and a charging station, 4 rolling whiteboards, and the CREDO information literacy modules. Lori and Lisa will be identified as the contacts regarding the CREDO modules. Our requests for funds for Ebsco subscriptions and replacing the old hand dryers in the restrooms were sent to the President’s Cabinet for review.

Student Tech Fee Awards were approved for Digital Signage at the entrances of the library, laptops to check out to students, and replacing laser printers in the public areas. These funds will not be received until after July 1.

Lili voiced a question regarding the possibility of requesting a 3-D printer for the library. Ruth responded that ISD is in the process of gathering information regarding such a request and will have more information to bring before the faculty at a later date.

Library Faculty Reviews Policy: Replace Current External Reviewer Language with the Language in the Faculty Handbook? After review of both statements, it was the consensus of the group to adopt the wording in the faculty handbook.

Interdepartmental Work Team Reports:

Public Relations and Outreach: Lori reported on the upcoming Open House for Students scheduled for April 12 from 12:00 - 3:00. Four stations will be set up where students will receive information regarding the services which that area of the library provides. The fourth station will be their reward of pizza and coke. Coca Cola has donated Cokes for the event. A hashtag contest is on library’s Facebook page and the prize of a gift certificate to the university store has been donated by Krystal King.
Public Services Work Team: Fred reported on current activities of the workteam:

- Removing computers from some study rooms is still being considered but for a later date.
- Reviewing the pros and cons of the idea of a new service to pull books on behalf of patrons.
- Achieving more clarity regarding the scheduling procedure for the presentation practice room.
- Hosting a library tour for people from Augusta Tech on Tuesday.

Assessment Work Team: Jeff reported that usability studies are ongoing and encouraged everyone to recruit volunteers as they are able.

Department Reports:

Collection and Resource Services: Debra reported that they are in the process of advertising for the faculty position in Special Collections and for the secretarial position. The project of moving periodicals to the ARC has begun. The department received an informative presentation from the Browzine representative.

Information Services: Jocelyn reported on interviews for the senior secretarial position. Ruth is recruiting new student workers.

Access Services: Fred reported that the department is currently functioning with two vacant positions. The Interlibrary Loan unit has settled to a more normal routine and the checking out of books appears to be higher than usual. He and Lisa recently met with the tutors regarding scheduling athletes for study sessions.

Faculty Senate: Fred reported that the major agenda item was the passing of the attendance policy.

NEXT MEETING DATE: May 2nd, 3:00 pm.