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Library Advisory Board

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MINUTES OF THE LIBRARY ADVISORY BOARD

February 21, 2018

Dr. Nora Pat Small, chair of the Library Advisory Board, convened the meeting at 4:01 p.m. in Witters Conference Room 4440.

Present: Dés Adom, Wutthigrai Boonsuk, Crystal Brown, Razak Dwomoh, Stefan Eckert, Nora Pat Small, Jennifer Smith, Jennifer Stringfellow and Bailey Young

Excused (including alternates): Linda Ghent, Lance Hogan and Sham'ah Md-Yunus

I. **Welcome and Comments**

Approval of Minutes:

A motion was made by Jennifer Smith and seconded by Dr. Désiré Adom to approve the minutes of the Jan. 17, 2018, meeting. The motion passed with one abstention.

Other

Dr. Small asked that the new graduate student representative, Razak Dwomoh, introduce himself. He represents the Graduate Advisory Council.

II. **Communications**

Communications were received from Dr. Linda Ghent, Dr. Lance Hogan and Dr. Sham'ah Md-Yunus regarding their inability to attend today's meeting.

III. **Old Business**

With respect to the *Awards for Excellence in Student Research and Creativity*, Brad Tolppanen announced that to date, there has been only one submission. Historically, most all student submissions come in at the last week. The library has announced this program in the media (DEN, radio and library newsletter), have put it on social media, have posted fliers and have emailed all faculty, to encourage their students to submit a research paper or some other creative endeavor.

Outreach – During the fall semester, the library reached out to the RSOs on campus. The Panhellenic Council has responded and next semester they would like our librarians to talk to them. Three RSOs will have displays in the library; in March the display will be “Best Buddies” (creating long-lasting friendships between people with and without IDD); on March 31 the Latin American RSO will have a display; and in April there will be an exhibit in support of Sexual Assault Awareness Month and is in partnership with the Sexual Violence Prevention Team.

Bylaws – a revision was suggested to change the bylaws with respect to student representation on the board. A vote was taken via email and it was unanimous that this change be made. There is to be one graduate student representative appointed by the Graduate Student Advisory Council and an undergraduate student representative appointed by the Student Senate.

IV. **New Business**

Dean's Report

I. **Welcome**

Dean Bradley Tolppanen introduced Bill Schultz as a guest speaker presenting on Archives and Special Collections. Bill Schultz is a cataloging librarian and was appointed interim archivist when Bob Hillman retired in 2014. The Archives has been an official library entity since 1991, when Bob Hillman was hired. The University Archives contains publications and records pertaining to Eastern such as archival photos of campus and people, faculty personal

papers and manuscript collections, and original DENs. Archival materials include administrative records, faculty publications, photographs and Eastern memorabilia. The Special Collections contain rare and/or valuable books, local history items, archival newspapers and graduate theses. Some unique items contained in the collection are: early photographs, newspapers documenting founding of Eastern, unpublished research and manuscript collections, and the EIU time capsule.

Items that are being digitized include Warblers, DENs, selected photos and other miscellaneous items.

Eastern is the location of one of seven depositories around the state in a system administered by the Illinois State Archives. The Illinois Regional Archives Depository (IRAD) is located in the University Archives and is staffed by two paid graduate history students. The IRAD depository contains records of historical and genealogical significance such as birth and death records, marriage certificates and similar documents from sixteen East Central Illinois counties dating back to the 19th century.

II. Public Service and Collection Issues

Current exhibits - Currently there is an exhibit for the 2018 Winter Olympics, an exhibit representing Black History Month and Darwin Days.

Library uses - On Feb. 18-19, the Honors College held its Presidential Scholars interviews in the library. The Honors College will also have two poster sessions, one on Feb. 24 and another in March.

The Keep - On Feb. 6, 2018, the one millionth download of documents from The Keep, the university institutional repository, was recorded. The Keep features nearly 80,000 documents containing faculty scholarship, student and professional journals, graduate theses, undergraduate honors papers, EIU historical documents, committee documents and more.

Thesis workshops - During February, three Thesis Research 101 workshops were presented at the library for graduate students.

Story time (BTC) - There has been one and will be two more story times this semester. The attendance varies, anywhere from two to three to 12-13. These events involve campus RSOs doing the actual presentations.

Annual library survey - The Patron Satisfaction Survey is a survey done annually, for assessment purposes, for the library. This year, in addition to surveying selected classes on campus, the survey will be sent to all students and faculty involved in online classes.

Online library tutorials - Booth Library has several online tutorials, including a Bachelor of General Studies Online tutorial, that teach library basics, searching databases and how to set up Google Scholar's "library links" to access EIU's journals on or off campus. These tutorials can be made degree-specific; for instance, for the History MA tutorial, there are history specific databases listed, additional information on finding primary sources, and EIU History Department citation guidelines.

III. Programming

A reception for the *Symbols of Service/Designs of Duty* exhibit was held on Feb. 15. On Feb., *Designs of Duty* will be featured in a special segment on WCIA's "CI Living" program (the

Champaign TV station) at 4 p.m. The link to that interview can be viewed at <https://youtu.be/14yV9zyD5ys>.

Designs of Duty has had some national publicity. The Shelbyville newspaper interviewed Shane Wright, one of our veterans, about the exhibit. That article was published in the Effingham Daily News, where it was picked up by the Associated Press, watered down to three paragraphs and sent out on the national news wire. The brief was published in approximately 100 national, local and regional publications.

The *Paul Revere Awards* exhibit, a Music Publishers Association traveling exhibit, consisting of sheet music, is contained in two flat cases located in Reference.

Additional planned exhibits, the last two being traveling exhibits, are:

- *Influenza Pandemic Centennial*, fall 2018. This will be a locally produced exhibit by Stacey Knight-Davis and David Bell. They will be requesting faculty involvement with respect to this exhibit.
- *A Century of Citizen Action in Health Care Reform*, September -November 2019
- *Fire and Freedom: Food and Enslavement in Early America*, Oct. 12-Nov. 21, 2020.

IV. Planning Issues

Furniture/computer refresh for the library - The glass boards and presenters have been installed in four group study rooms. All furniture has now been ordered. iMac computers are in the building and being programmed. An order has been put in for the purchase of computers and chairs for the Reference area. The Cultural Center will be given the best of the library's 16-year-old furniture to furnish their common rooms.

Thesis binding - Graduate students who get their theses bound have been charged \$12/copy for the past eight years. They are required to have made two copies for the library (one for the Archives and one for the general collection), as well as however many personal copies they desire. This fee also included postage to mail the theses to the student. Currently, the bindery has been charging \$12.50-\$12.80 to bind each thesis. Due to the increased bindery costs, as well as postage, Dean Tolppanen has talked with Dean Ryan Hendrickson of the Graduate School to see about raising the fee to \$15 per copy. In addition, there is discussion of having the students make an electronic deposit of their thesis; the library would in turn print out the theses for binding. The increased fee would also cover this copying cost.

Reference/BTC computer access - The computers in Reference and BTC are locked down; they can only go to the library's website. It is being discussed that perhaps some of these computers can be opened up so that students can use the computers for general internet use. Recently, the BTC computers were reconfigured as a test to see if this will work. The issue is printing, as the reference area has free printing whereas the public access computers in the LTS lab are linked to printers that require a student to pay for the copies.

V. Financial Issues

FY2018 book and materials budget - It is the library's intent to fully spend the monies as allocated.

Annual periodicals review - During February and March, faculty in each department do a review of the specific journal subscriptions they have to see if any can be canceled. Dr. Nora Pat Small wondered if, for example, the history department no longer needed a particular journal but another department would, how would the other department know of the

cancellation? Dean Brad Tolppanen stated that after carefully reviewing these subscriptions, a list of journal cancellations is given to all faculty in March/April for review.

Donor outreach – A list was prepared of Booth Library’s former student workers, those students who have worked more than one year for the library in the past 25 years. This list was given to the Alumni office, which will send out a donation letter to these students.

V. Adjournment

The meeting was adjourned at 4:55 p.m.

Respectfully submitted by:
Christine Derrickson, recording secretary