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Library Advisory Board

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MINUTES OF THE LIBRARY FACULTY MEETING August 28, 1996

II. Announcements

- Committee Reports

Booth Library www Subcommittee: Sung reported that Bridges provided an excellent HTML workshop, and that several staff were interested in designing their home pages. K. Whisler is designing the Electronic Resources page of the Booth Library home page. The library server moved from a Macintosh base to a Unix base; therefore, the address for the Booth Library home page has changed to: www.eiu.edu/~booth. Bridges may now turn the server off that is in his office as the home page on the Unix server will be the official one.

Department Personnel Committee: Hillman reminded the faculty that the election for new members of the DPC will be held on Tuesday, September 10. Waldrep and Seitz are serving as the election committee. He stated that he had received information that, with the change to the Board of Trustees, the new Departmental Application of Criteria for the library will need to be reviewed. The calendar for this process is coming soon -- a draft will be due sometime in October. He anticipates that there will be few changes. Also, the bylaws should be revised this year.

Electronic Resources Committee: K. Whisler presented the annual statistics for FirstSearch from June 1995 - July 1996. There were a total of 27,043 searches, most of them in the free databases provided by the State Library. The usage has almost tripled from previous years. She reported that the use by faculty showed only 115 searches. She suggested that the library needs to work on getting cards to the faculty to get them into FirstSearch. Subject librarians can sign out cards for their areas and take them to the departments. The cards need to be recorded in the log book so that these searches can be harvested if they are not used prior to expiration date.

Emergency Procedures Committee: Scholes stated that the committee did not meet during the summer, but that the Emergency Procedures Manual is complete and considered to be a model by the university.

Library Building and Directional Aids Committee: Kuma reported that the committee met on June 27 to discuss the location in the library of the proposed computer training facility. He distributed copies of the minutes of the meeting which reported the recommendations of the committee. The committee determined Room 132 the better choice, followed by the BOG room as a second choice. (See minutes attached.)

Renovation Committee: Scholes stated that the committee met early in the summer. The equipment requests from service heads and the net assignable square feet (NASF) reports are complete and accurate. The adjacency matrix, however, needs to be reviewed by service heads. The document was prepared last September, and, since that time, there has been some restructuring in the library which may cause this report to be inaccurate. Service heads need to review the adjacency matrix with their staff and have a final report ready for September. Until funds are released from the state, there is not too much more the committee can do.

Staff Development Committee: Baldwin announced that the committee is meeting this afternoon to discuss the Patron Satisfaction Survey and the retraining for Windows95. She reported that the CPR training was successful. There were six new trainees and four retrained personnel. A packet for newly-hired staff has been developed; there are some modifications and some revised brochures to be added.