

2009

March 19, 2009

Library Advisory Board

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Recommended Citation

Library Advisory Board, "March 19, 2009" (2009). *Minutes*. 89.
<http://thekeep.eiu.edu/lab/89>

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MINUTES OF THE LIBRARY ADVISORY BOARD

March 19, 2008

Dr. Peggy Holmes Layman, Chair, convened the meeting at 4:05 p.m., in Booth Library Conference Room 4440.

Present: Monty Bennett, Chris Deshon, Linda Ghent, Sam Guccione, Karla Kennedy-Hagan, Keith Kohanzo, Dean Allen Lanham, Peggy Holmes Layman, Sham'ah Md-Yunus, Chris Mitchell, and Robert Petersen.

I. Welcome and Comments

A motion was made by Linda Ghent, seconded by Karla Kennedy-Hagan, and passed, to approve the minutes from the February 13, 2008 meeting, as submitted.

II. Communications

Communication was received from Terri Fredrick regarding her inability to attend this semester due to a class conflict and that Robert Petersen would take her place. Communications also were received from Marie Fero, Marina Marjanovic, Rick Anderson and Tom Nelson conveying their inability to attend.

III. Old Business

Dr. Lanham reported on the services for off-campus patrons document, "Booth Library Services Discussion" handed out at the February 13, 2008 Board meeting. The revised version was sent by email to the Board and was also included in today's documents to review. Dean Hine, in the School of Adult Education, is in the process of preparing a document for the Provost containing a list of services provided by various departments all over campus. The brochure will be distributed, at the end of this semester, to continuing education students who work or study away from the home institution. Parkland College has the greatest concentration of Eastern's Continuing Education students. It is expected that the faculty teaching off campus will distribute this information to their students. The Library's contribution to this document is a list of the services available to the non-traditional students. This document also identifies possible weak areas—suggestions by students in the Library's annual Patron Satisfaction Survey. Dean Lanham asked the Board to let the Library know if there are any other issues that should be noted.

IV. New Business

Dean Lanham briefly discussed the "Patron Satisfaction Survey Summary of Results for Spring 2007." Board members were asked to review the survey and bring questions to the next meeting. The survey for 2008 will be conducted during National Library Week, April 14-18, 2008. Surveys will be distributed to undergraduates on Wednesday at 10:00 a.m. during that week and distributed to graduate students during evening classes. It has been found that this is when the greatest number of students are in class and available to take the survey. The Survey contains comments made by students, grouped by grade level. The graphs show enormous support for the library and its services.

Dean's Report

Welcome

Dean Lanham introduced the guest speakers, Carl Lorber, head of the Reference department and subject bibliographer for all areas of Business, and Stacey Knight-Davis, who works in Reference and is the bibliographer for Health Studies, Geology/Geography and Physics. Carl Lorber handed out notepads that were prepared by the Associated Press from the recent exhibit hosted by Booth Library, *Breaking News: How the Associated Press Has Covered War, Peace, and Everything Else*. Carl informed the Board that the collection of 57,082 books in Reference does not circulate and explained the criteria used to determine which books are placed in reference and which are placed in circulation. Reference librarians cover the desk whenever Booth Library is open and several non-reference librarians in the library also have desk hours. In providing professional guidance, reference librarians help patrons who are in the library, over the telephone (Booth Library has a toll free number), by email, and by chat service ("Ask?Away"). There is also a 24-hour online service, "Ask a Librarian," in which the Library participates. Reference provides other services such as library tours, Find Information Fast workshops, term paper clinics, and services for students with special needs. Reference works with local high school groups who tour the library and get assistance in obtaining reference materials for papers. Carl said he has and is willing to go to other departments to make presentations. In addition, the Reference department is involved in New Faculty Orientation, Panther Palooza, and the Panther Fair for incoming students. Carl's favorite activity is driving the golf carts and helping students move into their dorms. The Reference department is actively involved in student life, striving to reach out to students and entice them to the Library.

Stacey Knight-Davis is developing a way to reach more students through facebook.com. By searching for "Booth Library," students can see our homepage as well as a variety of activities, exhibits, and other news items.

Personnel

Last year at this time the Library reported five vacancies and so far, four positions are filled. Recently a new civil service person was hired in the Circulation department and there is now one vacancy left, in Archives, that is hoped to be filled this year.

Service Issues

- One Book, One University 2008: *Freakonomics: A Rogue Economist Explores the Hidden Side of Everything*, by Steven D. Levitt and Stephen J. Dubner. Discussions of this book will be held next week, March 25-26, 2008. Dr. Blair Lord, Provost, will host the first session of book discussions on Tuesday. Dr. William Weber, from the Vice President of Academic Affairs office, and Dr. Linda Ghent, from the Economics Department, will lead the discussion on Wednesday. This book has already been reviewed by Presidential Scholar students in Dean Irwin's Honor's class. Peggy Holmes-Layman reported that she received an email from someone in the English Department asking the Board to make a decision earlier on the next book so that professors can make that book part of their class syllabi.
- A draft copy of the 2008-2009 Library calendar was briefly discussed. Dr. Lanham has asked the Board to review it, and bring any changes or suggestions to the next meeting, when it will be brought to a vote.
- A color copier is to be installed in the 3000 South copy room in response to comments from faculty, students and noted in the Patron Satisfaction Survey. It will require a four-year commitment. Dr. Lanham has suggested a price of \$0.30/copy to cover the costs associated

with the color copier. At this rate, 25 copies would have to be made per day to offset the rental charge. Booth Library is trying to respond to student needs and requests. Monty Bennett advised that the color copiers make great copies and has requested Dean Lanham forward any contract information to him for review.

- Hand sanitizers, provided by Health Services, are to be installed in the two computer labs on the fourth floor of Booth Library.

Collection Issues

The Periodical and Standing Order Review documents were reviewed and a copy of the review was shared. Several titles (appearing in red) are recommended for cancellation. These recommendations were jointly made by departmental coordinators and library subject bibliographers. Where an electronic version is available, the print copy will be given up. The Standing Order Titles are those where the library has a standing order with the publisher to purchase additional releases as they become available. It has been decided that if usage of any particular journal is minimal, it needs to be cancelled to free up funds for other resources as we are receiving no new monies from the State. This information is on the library's website and has been sent out to departmental coordinators.

Planning Issues

- The traveling exhibit, *Breaking News: How the Associated Press Has Covered War, Peace, and Everything Else*, had the highest turn out of student participation, especially in lectures and presentations of student research, than any of our exhibits to date.
- A short and brief exhibit coming in April for Asian Heritage Month, will feature Shao Weika, a Chinese artist, who makes fans. Sponsored by Dr. Chen in the College of Sciences, Shao Weika will speak about what China is doing in preparation for the Olympics. (later cancelled)
- Booth Library will host Women in Science and Math (WISM) during a "Booth After Hours" event on March 29, 2008. Many activities are planned and 80 undergraduate students are expected to be in attendance. This is the second group to take advantage of the "Booth After Hours" program; last semester Hispanic students were involved. Dean Lanham asked the Board to advise the library if any of their departments would like to schedule an event and use Booth Library's facilities when the library is closed to the public.
- *Art & Architecture in Illinois Libraries* is on the move again, this time to the annual meeting of the International Federation of Library Associations (IFLA) that will be held in Quebec, Canada, in August 2008. Dr. Lanham hopes that attention being brought to the exhibit will help when seeking more support to fund the research for the remaining 300+ libraries.
- An exciting new exhibit will be on display at Booth Library during September-October 2009. The working title of this exhibit is "Teacher Education Tames the Prairie." Dr. Lanham explained that the library is mounting the largest exhibit it has ever done, and it is hoped to be sent out on the road after showcasing at Booth. President Perry has requested this exhibit and Dean Lanham shared a draft of the ideas brought forth. Dean Lanham asked the Board if they had any elements of interest on this topic; and, if so, to share them with the library or to let him know of any additional ideas they and/or their colleagues might have. Dr. Lanham envisions vignettes of what we find interesting of normal schools in the prairie days, bringing it forward to what is new in technology and teaching in modern day on campus. This exhibit will also coincide with the ten-year review for the College of Education. Keith Kohanzo advised that during 2008-2009, the 100th anniversary of residential life will be celebrated. Facts, such as Pemberton Hall being the first female dorm in Illinois, will be part of the

exhibit. Dean Lanham said that it is hoped that the exhibit would be able to trace over time questions like, “Where have former EIU students taught?” and “What impact has the normal school had on Illinois development?” The committee hopes to find teachers exceptionally famous for their work in their communities.

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Other

The Booth Library “Policy on Law Enforcement Enquiries,” previously reviewed by the Board, was sent to Rob Miller, University Counsel, for review. Mr. Miller made two or three small changes so no action is required by this Board. The policy will be sent back to the Library Services Council for approval.

V. Adjournment

The meeting was adjourned at 5:10 p.m.

Respectfully submitted by:

Christine Derrickson, Recording Secretary