University of Arkansas Libraries, Fayetteville, Arkansas
Operations Group meeting
8/30/2012

Present: Chyrel Banks, Angela Black, Allon Callahan, Stephanie Freedle, Sheri Gallaher, Gale Golden, Jennifer Rae Hartman, Lynaire Hartsell, Jimmy Jackson, Lisa Lindsey, Case Miner, Molly Moore, Karen Myers, Bridget Penrose, Sherryl Robinson, Geoffery Stark, Kareen Turner, Carol Warriner, Ellen Williams

Stephanie—the Physics Library has been super busy. She announced that they will hold an open house on Friday, September 28, 2:00-4:00 p.m. to show off their new look.

Kareen—RazorRush has been a big hit. 2 of the 10 ILL student workers are working until 9:00 p.m. with Micah to help with article scanning. The mobile scanning unit is now working. It serves as a third scanning station and can be taken to the stacks.

Lynaire is happy to have a full complement of student staff in PER, 5 new & 3 returning.

Sherryl—Circulation has lost yet another employee, as Terry Wynn has been promoted to Evening Supervisor in the Fine Arts Library. His position, Tuesday-Saturday daytime, will be posted in a few weeks. Meanwhile, some of the hourlies are working extra hours and other staff members are working additional desk shifts to help with coverage.

Allon has closed applications for the Sunday-Thursday evening, 5:15 p.m.-2:15 a.m. position. He plans to start interviews on Tuesday, after the Labor Day holiday. He reported that Mullins has been very busy at night.

Jennifer Rae—the Promotion and Tenure Reception hosted by the Provost will be held in the Walton Reading Room September 5 at 3:30 p.m.

September 19, 3:00 p.m. 40-50-100: Milestones of Arkansas Environmental History will be held in the Walton Reading Room.

October 17 there’ll be an Archives Month event. More details later.

Juana Young’s retirement reception will be November 8 at University House, 4:00-6:00 p.m.

Jennifer Rae has posted Ryan Gosling memes on Facebook. “Like” & “share” Libraries events to help get the word out.

Sheri is working on surplus inventory—if you need a desk or a file cabinet, see her. Also let her know if you have stuff you want/need to surplus.

Painters are in the Mullins doing touchups. If you know an area needing paint, let Sheri know.

A new art exhibit will be hung soon. Some of the items will be for sale.

She reported that Brian Curtis has cleaned all the Break Room chairs.
David Lacy & Lee Holt from Shipping/Receiving are interested in cross-training to learn more about how the library works. They might be able to help with Circulation staffing, paging, ILL scanning, & other things. Talk with Sheri if interested in working with David & Lee.

Chyrel reported on conference dates and registration deadlines:

- ArLA Conference: Registration deadline: 09/28/2012. This year’s conference is in Springdale.
- ACRL 2013 Meeting is now open for registration. Early Bird Deadline: 02/22/2013. Advanced Registration Deadline: 03/13/2013.
- ALA Bundled (ALA Midwinter + ALA Annual) registration opens in September. More information will be posted as it becomes available.
- ALA Midwinter will be in Seattle, WA: January 25-29, 2013. No registration date set.
- ALA Annual will be in Chicago, IL: June 27-July 2, 2013. No registration date set.
- SLA Annual will be in San Diego, CA: June 9-11, 2013. No registration date set.
- SLA Leadership Summit location to be announced: February 6-9, 2013. No registration date set.

The following policies were previously implemented, listing here as reminder to travelers:

- **Preferred Seating** - The cost of preferred seating should not be selected by travelers unless no other seating is available, and must be justified in writing with the reimbursement request.

- **Rental Car** - State regulations require use of the most economical means of travel (airfare, rental car, university vehicle, or personal vehicle). If a rental car is chosen as the means of travel, the State mandated Enterprise/National contract must be used. The only exception made is in the event that a dealer is unavailable at the destination or the type/size vehicle needed is unavailable from Enterprise/National. Justification for the exception must be noted on the travel claim.

Bridget is working with Donna Daniels on a congressionally mandated survey of the GPO. If you have opinions or suggestions on cost-saving options or ways to better serve the community, let Bridget or Donna know.

Angela—Serials is evaluating electronic resource management products. They’ve tried CASE, an Innovative Interfaces product. JSTOR VI is another journal package that has been loaded into the catalog using ERM. They’re also testing SerialsSolutions and Ebsco products. Hope to choose one soon.

Serials is boxing, labeling, and moving some of the Special Collections (arkfl) newspapers to LISA.

Ellen—Binding is working with Serials, sharing tasks & staff. It’s worked well because of the similar nature of Binding’s workflow.
Lisa—PAM is busy. She has 6 new students & 2-3 returning, so she’s training as quickly as possible. Mostly they’re “in the throes of training.”

Carol—ACQ is very busy getting materials requested for Course Reserves.

Geoffery—SPCO has lots of students, lots of classes coming in. A new class on the Art of Mexico is using illuminated manuscripts from Special Collections. Jacqueline Froelich from KUAF is doing pieces on Mary Parler and on Ozarkian Mary Brisco.

Case—Britton has left the Libraries to be Mark Pryor’s Executive Assistant. Vera Ekechukwu & Todd Lewis have been shifted to the Bumpers project part time. Andrew Donovan has been assigned to the Bumpers project.

Jimmy—the new door count system is up and running. He celebrated by shredding some of the manual count documents.

Circulation is getting 10-30 paging requests a day.

September 1 Stacks will start taking down 2 ranges of shelves on level 1. They’ll be given to two Washington County Libraries.

He’s still trying to work on Q transfers to LISA two days a week.

There are still some kinks in Stack Map. Jimmy & Beth Juhl are working with the Stack Map people to get them resolved.

Gale—Terry Wynn has been hired for the Evening Supervisor in FAL. He will start on Tuesday.

Any problems with Course Reserves may be due to Gale’s lack of experience with them.

Karen—Reference has been busy.

Library tours will be completed by tomorrow.

She has a work-study student for the first time in several years, Arlyn Brazell.

Stephanie reminded us to share information from this meeting with the rest of our departments.

The next Operations Group meeting will be September 27, 2:00 p.m., Room 476.