University of Arkansas Libraries
Academic and Research Service Group (formerly Public Services Group), July 26, 2012


Announcements

- Systems Department is currently loading the door counting software on computers in the Performing Arts & Media Department. Staff should continue to perform the current manual method of door counting until the software is up and running and the counters have been reset to zero.
- Judy is currently working on the computer purchase requests and may contact individuals about specific details on their requests.
- Luti Salisbury will be attending Teaching Camp on Monday and Tuesday.
- Luti will be conducting orientation classes for international and graduate students beginning on August 15.
- Please check the computers in 102 and notify Boddie in Systems if any updates or software needs to be installed BEFORE classes begin.
- Luti circulated the University of Arkansas Patents booklet that she and Jeremy Smith compiled. Copies are located in Special Collections.
- Due to the loss of classes for Fall Break, some professors are dropping the library instruction day from their syllabi.
- “RefWorks has a new Write n Cite release (version 4) that is tightly integrated with Word. This integration, combined with limitations on the number of citations that can be managed through the new version, means that we will delay its implementation. Some librarians are frustrated with RW rolling out a new version before it is ready for a lab environment.”
- Phil continues to travel to Crystal Bridges Museum Library to sort through the culled books for items that might be used in the Fine Arts Library. He has to sort carefully, as all signed copies must be returned to Crystal Bridges Museum.
- The University Archivist Search committee is currently conducting reference checks for four candidates.
- Interlibrary Loan will forward a document of the most requested titles to all Selectors. A review of the data shows it is still cheaper to buy individual articles requested through ILL than to subscribe to even the most heavily requested journals.
- The Provost’s Office has posted the approved position lines for the next three years; Selectors should review for changes in their departments.
- StackMap is up and live. Maps can be accessed by smart phones.
- Paging system is still being debugged. Crystal Bridges Museum items have been blocked from the paging system. There is one more glitch that Circulation is waiting for III to resolve before the paging system goes live. Circulation will evaluate the 48-hour turnaround time after a trial period, as most peers have posted much faster turnaround times, such as 4 or 8 hours.
- The automated request processing was turned on live on Monday; both the hold request processing and printing is now automatic and can be reviewed in the Millennium “view hold.” We will need to change the policy for procedures, review what needs to be done in Secure Shell. Circulation will demonstrate the request processing procedures next week step by step. Circulation will send out a policy statement to the library-wide listserve today to let them know
what the service is. The notice will note that the paging service is a trial and is not being advertised but desk staff may get questions from patrons.

- Blackboard Review Committee will report next week on proposals and suggestions from that committee’s work with Blackboard courses.
- Circulation will reset circulation numbers; last year’s numbers will be posted in the data farm.
- Kathleen Lehman is serving on a committee that is creating a proposed mandatory course for First Year Experience transition students
- In relation to the 1 credit course project, Kathleen reports that peer libraries offer a one-hour library course the second 8 weeks of the semester, which has the advantage of using assignments from full term course work as well as offers students who have dropped full semester courses the opportunity for picking up an extra credit hour.
- Luti Salisbury, Kathleen Lehman, and Necia Parker Gibson are all assisting with the teaching camps.
- Kathleen has scheduled a meet and greet session with the residence hall counselors to talk about library services
- Beth Juhl will be out of the office for the next two weeks.

**Goals / Items that need to be completed before fall term begins**

- The paging service
- StackMap (adding Special Collections and Performing Arts & Media to the map may be done by the conclusion of the fall semester)
- Kate Dougherty has GIS mapping for Mullins Library; these maps may replace the current maps
- RazorRush (desktop delivery). Jennifer Rae Hartman is currently working on logo design for the service, which will be promoted heavily this fall.
- Instruction video cleanup: Lora Lennertz Jetton is pulling down old outdated videos and creating one or two short instruction videos.
- Circulation will gather data about loan rules, the pros and cons of changing the current policy that extends circulation privileges beyond the student termination date, and present to the group options and possible changes. Circulation will make the proposal to the Infolinks Review Committee and report the conclusions to Academic and Research Services Group. Circulation will review the policy regarding the loan and replacement of expensive items, a procedure for blocking multiple simultaneous requests of equipment, and the timing of replacement notices. Currently students are blocked from remote access if they owe fees exceeding $999.
- Review the reserves request form for faculty with the goal to simplify and streamline it, and to develop workflows with the instructional designers, who may be filling out the forms for instructors on Blackboard. Send the suggestions for changes to Beth.
- Populate the A-Z e-journals list on CASE (currently 66,000 records). CASE will populate Find It and integrate with the catalog much more quickly than the current manual adjustment that Beth does monthly. Subject area coverage is not complete as Ebsco bibliography records do not include subject fields, so a sort by subject will not work over all journals. Look to future sorting of subject areas on Sierra, to automatically populate and update e-journals lists on LibGuides, a dynamic browse-by-subject function.

**Action Items:**

- Circulation will demonstrate the paging request processing procedures next week step by step.
• Blackboard Review Committee will report next week on proposals and suggestions from that committee’s work with Blackboard courses.
• Everyone will review the reserves request form and send suggestions for changes to Beth.