This was a combined meeting of members of Goal 7.7 working group and Academic and Research Services Group.

**Demonstration of Paging System Workflow—Tim Zou**

(Please note that some details may have been changed subsequently.)

Tim Zou presented a PowerPoint slide show demonstration of the various components on the “back end” of the newly implemented paging system. Formerly, a text-based list was generated to process requests, now the system automatically generates the title paging list on the set or specified schedule. To generate the form, the path is notice mode/prepare/select location/email printer/type in email address/send notices. The new method is paperless, and emailed notices can be deleted after processing is complete. Circulation staff will check the notices twice daily, including weekends in Mullins but not all branches because hourly staff do not have access to the system to generate forms. The process for circulation staff will be:

- Check the notices
- Pull the items
- Scan the items in check in mode
- Print out the transit slip
- Print and insert the hold slip
- Place the item on the Holds shelf
- Clear expired holds daily

The system will automatically generate notices to the patrons at 6 a.m., noon, and 6 p.m. each day. Circulation and Facilities staff will transport the materials to and from the branches.

Some comments and suggestions include:

- We should notify the patron through the search process, using form emails, if the item cannot be found.
- We should use the request form in place of the older search form, which has more fields for the patrons to fill in. The new request form is easier to use.
- We should document in the form or FAQs that distance education students must register with ILL to request items; the request form does not show ILL as an option.
- We should create a location for distance education or faculty delivery to campus address.
- We should set up a serve table for ILL that has more information about users; however, the user must already have set up their ILL account before they make a request through the circulation form.

**Introduction to BlackBoard and Electronic Reserves (Goal 7.7 working group)—Lora Lennertz Jetton**

Goal 7.7: Integrate services of the University Libraries into BlackBoard (e.g. course reserves) by creating modules that faculty could select for use in their BlackBoard courses by September 1, 2012. Beth Juhl, Stephanie Feedle, Lora Lennertz Jetton, Charles Sabo, Dorothy Valencia, and Tim Zou.
The Goal 7.7 working group decided to start the process of integrating library content into individual Blackboard courses with Course Reserves. Content can be added by document or folder, including articles, readings, or videos. By creating a folder in a specific Blackboard course Institutional Content file, librarians can remove items from that folder if they are found to be non-copyright compliant.

Some difficulties include the long string to name each course, used to find the course in the “behind-the-scenes” Blackboard interface, such as “1129-TheUA-BIOL-1541-SEC 001-1247.” Also, materials for each course must be uploaded individually for each course, rather than dumped once into a central folder accessible by everyone. Most course materials are specific to sections, particularly course reserves. To place materials into the folder for a Blackboard class, you must know the section number.

Selected individuals have been assigned logins that allow them to place documents into the Institutional Content/library/ folder. These users will have a Blackboard driver software installed on their computers, then they map the drive on Blackboard for each individual course by section number, add the materials, then delete the drive from their computer (if they have multiple courses to cover). The volume name appears on the drive list. Use the advanced options, open Windows Explore, map the drive, and disable Windows folders.

Course reserves are currently set up for each course and instructor in Millennium. When the course file is created in Millennium, reserves staff generates a unique password for the instructor of the course. The course reserves manager creates bibliographic and item number for each material, locate in the server, and link the URL.

It is much simpler to link to items in a folder on Blackboard; faculty will not have to manage a password. Faculty cannot put items in or out of the Ereserves folder for their course. The Libraries will still have to house the files somewhere on our server, but with the link, the faculty member can go directly to the Ereserves folder on the server. If a document is edited in the Ereserves folder, the faculty member would have to re-upload that file to Blackboard to show the changes as the files are copied into Blackboard rather than a link back to Ereserves.

The process is complicated enough that the committee members are still testing it and have not deemed it ready for all selectors to undertake for fall. The committee will select a sample group who can test the process with faculty members familiar with Ereserves and willing to work with the library staff on a new process.

The committee recommends that traditional Ereserves continue to be used and mirror services with Blackboard access until this access is fully adopted at all levels.

We can market this service as copyright compliant, since the library will manage the backend of documents and other materials, and will not post items that are not in compliance with copyright laws.

**Announcements**
Kathleen Lehman and Judy Ganson will conduct new faculty orientation on August 14.
Jordan Neilson begins his new role with the Libraries on Monday, August 6.
Freshman ROCK camp will be held on August 7-8.