University of Arkansas Libraries  
Academic and Research Service Group, November 1, 2012

Present: Molly Boyd, Donna Daniels, Judy Ganson, Tess Gibson, Kathleen Lehman, Lora Lennertz-Jetton, Phil Jones, Joshua Youngblood, and Tim Zou.

Review of Proposed Spring Hours
Due to the uncertainty surrounding demands made by intersession courses, the current Spring hours will end with the Spring semester, and the intersession hours will be posted with the summer hours, when we have more of an idea how many courses are being offered to what number of students and during what times. Closing at 6 p.m. may be too early, and we may not be able to close on the traditional days between sessions. However, it is too early now to know what classes will take and what the demand will be for the intersession courses.

Also, the Sunday before Spring Break hours have changed due to a perception that persons might want to work on normal semester hours, then take Spring Break beginning Monday. There was some discussion whether staying until midnight on Sunday then opening at seven the next morning was too harsh a shift for circulation staff, who would be expected to switch to days during reduced hours. How much use can we expect from 6 p.m. to midnight on the Sunday before Spring Break? Two proposals were for closing at 6 p.m. or at 9 p.m. as a compromise, since students use the Libraries for the computer lab or as a place to study rather than for the information services offered by reference librarians. The Union GACL offers 24-hour service, and can pick up those who need to use the computer during the later hours. Tim Zou will look at the door counts from the weekend before Spring Break last year.

The proposed hours indicated closing on Dr. Martin Luther King, Jr. Day, rather than the Sunday before, as is the norm. This will be changed back to Sunday off and Sunday hours for the holiday, as we do for all Monday holidays.

This proposed hours schedule indicates an attempt to make fewer exceptions to the regular hours. Currently there is more emphasis on the library as a space for study and computing, for which we do not need full staffing with professional services. We would serve the population just as well by keeping the building open, but scale back services offered during extended hours to balance the scheduling with the demand. The intersession term will be challenging because we don’t know what to expect this first time. We don’t know if work study students will be approved to work during intersessions. It will throw a kink in full time schedules as the intersession is a time when twelve-month staff normally take vacations. Also, we don’t know if intersession offerings will affect the number of students on campus for summer term courses. Finally, we need to review the current system of assigned expunge dates for enrolled students, which is currently the end of the semester. Will intersession access necessitate a change in that practice?

Updates and Reports
Juana Young is looking into the Registrar’s initiative to put all available rooms in the R25 database for campus-wide room booking. Currently we are taking photos of the rooms and spaces for the database. The database uses pass-wording for ISIS. Using this system may make our current calendar obsolete. Lora has conducted a survey of equipment in each room to include in the description for the R25 database.
Judy Ganson reported that one half of the Kenneth Kinnamon has been processed by cataloging. Many of these titles are duplicates of ones on the shelf. Kareen Turner is negotiating the donation of six thousand books related to Russia from a former CIA officer. There is a translation of an Italian play from our stacks, which was recently moved to Special Collections after the playwright’s son contacted us for a copy, as ours is the only copy listed in WorldCat. The translator’s name is Robert Rietty.

Lora Lennertz-Jetton and Phil Jones will present Desk Tracker training on Monday, November 5, at 10 a.m. and 5 p.m.

Phil Jones posed the question, “Should we develop a standardized response to requests for posting or marketing things on Libguides?” Judy advised that a standard response should be “We accept things that are appropriate to our collection,” which is what we do for offers of gift materials.

Phil Jones reported that a recent DDA purchase had missing images due to copyright. However, the publisher did not inform a potential customer of that fact or offer a discount. Also, some of the images included are substandard and blurry. Judy advised selectors to treat e-books as you would any printed book, and return any unacceptable items. This issue is one of the challenges with electronic publishing; another is the e-book cap, that requires us to repurchase a title that has been used 23 or 24 times.

Joshua Youngblood reported that Geoffrey Stark was out this week. Staff in Special Collections are working to post PDF scans of finding aids online, including one finding aid of more than 1400 pages. Tim Nutt collected the Jones Trucking papers last week. Krista Jones inventoried the Opera in the Ozarks and second succession of the Florence Price papers. Krista is working on a modern language Arkansas Humanities Council grant translating colonial French documents. Krista is working half time in LISA on these collections.

Tim Zou reported that Dennis Stephenson was promoted to night supervisor, which leaves two positions open in Circulation.

Tess Gibson reported that due to positions shifting, only one person is left in the ILL lending unit. ILL is still closing at 5 p.m. on Fridays due to the lack of personnel to cover that hour.

Donna Daniels reported that Reference is absorbing chat sessions for east coast libraries closed by Hurricane Sandy. There are currently six applications for the GA position for distance education; that position listing closes on Monday. Reference staff are teaching classes as late as November this semester, which is a shift from the early semester library orientation classes. Donna will present at a mini dissertation kick start on Saturday, a six hour session hosted by the Graduate School. Staff are also trouble shooting Blackboard and LibGuides with the instructional designers.

Kathleen Lehman reported that the required freshman course formerly known as RazorQuest has been renamed University Perspectives, and a draft syllabus has gone to the faculty for review. Kathleen will share it with library faculty once it has been firmed up.

Lora Lennertz-Jetton reported that Lisa Lindsay’s last day was November 6; PAM is currently entering items into Fedora Commons and exporting from there to the catalog, which is a quicker process than vice versa.
Tim Zou reported that independent study students may enter in the ISIS system at any time, whereas those entered as students will have access expire at the end of the last semester for which they registered. The Global Campus will enter independent study students into the affiliate table, and assign the expunge date there. This will allow remote access to databases. Since many do not get photo IDs, they will be asked to print their ISIS registration as proof for library access.