Minutes of the Public Service Meeting
January 27, 2011
Room 486

Present were: Carolyn Henderson Allen (presiding), Tess Gibson, Beth Juhl, Phil Jones, Lora Lennertz Jetton, Kathleen Lehman, Tim Zou

Ask Ms. Clark
- Ms. Clark, the reference knowledge base, is now open for all persons to read. Daniels and Zou will arrange who will have access to add materials to the database.
- It has yet to be determined what level of circulation assistance will be available through the database.
- It was suggested that maintenance of the data be assigned to individuals job duties
- In addition, Zou and Daniels will be looking at other tools such as Campus Guides

Technology
- Room 104 is now available. We are waiting for several pieces of equipment. Instruction on the room will be scheduled upon their arrival.
- A laptop and screen dedicated for use in room 486 are being ordered.
- A camera is being ordered for use with Skype. Assistance with Skype can be arranged with Systems.
- Jones indicated that the staff printer in FAL is not yet networked although the cable has been installed.
- Gibson reported that Illiad was very slow and that ILL were looking forward to a server upgrade.
- Juhl indicated that we are still watching for indications of problems with InfoLinks. Please report problems to Elaine. If she is not available contact Judy.

LibGuides meeting
- The LibGuides meeting will be rescheduled when snow is not in the forecast.

New endeavors
- NSF data management plan Dean Allen reported that the libraries will be working with ITS to use RazorVault (the Facilities Management content management system) to gather and maintain research data. We will be assisting with data movement, metadata, and with issues in storing and sharing files. When the agreement has been vetted it will be shared with this group.
- The libraries in cooperation with GWLA and other libraries in the region will partner to develop plans for long-term preservation of cultural heritage data.

General announcements
• The University has completed guidelines regarding fraud risk and prevention. This will be sent out electronically.
• We have received comments on the new website and will continue to review them.
• Dean Allen handed out summary statistics that were gathered to reflect our activities in relation to peer groups. These will be discussed at the Thursday Feb 10 meeting.
• Lehman indicated her willingness to assist in instruction of less specialized classes.
• Zou indicated that there have been reports of valuables lost in graduate carrels and has drafted a notice to all carrel holders. There is a long waiting list for carrels.