Minutes of the Public Service Meeting
March 3, 2011
Room 486

Present were:  Dean Carolyn Allen (presiding), Elaine Contant, Tess Gibson, Beth Juhl, Phil Jones, Lora Lennertz Jetton, Kathleen Lehman, Luti Salisbury, Tim Zou

New Student Orientation
- Lehman announced that the libraries will be participating with breakout sessions in tandem with the Enhanced Learning Center and the Quality Writing Center on the 2nd day of each orientation session. We will also have a table throughout the events. Orientations will begin in the middle of June and will run as two day sessions from Monday through Friday of each week.
- We were reminded that a new script has been distributed for new student tours

Electrical Outage
- Zou reported that the weekend schedule for the end of Spring Break will not be changed.
- Contant indicated that no re-imaging will occur for a few days after the electrical outage to give folks time to upload offline circulation data.
- Zou indicated that he would be speaking with ITS to determine if they would use offline circulation during the electrical outage.

Position Searches
- Dean Allen indicated that she was in the midst of the Dean of the Law School search and that the committee hopes to have candidates on campus in April.
- Juhl stated that they were beginning the phone interview process for the Research position in Special Collections

General announcements
- Dean Allen indicated that we should be thinking about the impact of the expected increase in students in the fall. Lennertz Jetton mentioned that applications (housing, etc.) have increased over 20% from last year at this time.
- Dean Allen informed us that the University is planning to have a graduation ceremony in December. This ceremony may be somewhat stripped down from the spring graduation.
- Juhl gave a shout out to InterLibrary Loan as staff members in that department identified a problem with ProQuest records.
- Juhl announced that the report from campus plagiarism committee of which she is a member has gone through the Faculty Senate and is awaiting general release.
- Dean Allen stated that Crystal Bridges was moving their materials from LISA and that the libraries were giving shelving to both Crystal bridges and the Pryor Center.
• Dean Allen indicated that she is working on aspects of the Institutional Repository and is anticipating a mid-April announcement. She informed us that members of the group would be relied upon to work on initiatives related to the project.

• Dean Allen reported that she would be out much of the next two weeks attending the Innovative Director’s Conference and a GWLA meeting.