

Minutes of Public Service meeting

August 11, 2011

Room 486

Present: Dean Carolyn Allen, Judy Ganson, Luti Salisbury, Tess Gibson, Joshua Youngblood, Lora Lenertz-Jetton, Kathleen Lehman, Tim Zou, Donna Daniels, (Dawn Lingelach – minutes)

The meeting began with an update from Dean Allen on the Dean's meeting which was held earlier in the week. One of the major topics was about the Academic Integrity policy. All college's pages should point to the provost's web page. The libraries pages have already been updated to do so. The provost also stated that she would be integrating some of the libraries pages into their pages.

Please be sure to point this out in any instruction sessions you complete in the next several weeks.

There will be convocation this year; however faculty will not be robing. It will be held on Sunday the 21st.

The Clinical and Research faculty promotional guidelines are now in line with everyone else's guidelines. There was a bit of discord in how they were being completed. Hiring packets are also being put through in the same process.

The University System has established a committee to review distance education options with in the U of A institutions. The committee is called the Collaborative Distance Education Forum. The Graduate school has all been moved to Stonehouse.

A committee has been established to review the student code of behavior.

The dean also reported that she had received the report from the Strategic Initiatives Committee and will be discussing it with the directors and will begin working through it in September. The Organizational Structure Committee will also be getting their final draft into the dean within the next week. Once the directors have looked them over, there will be library wide discussions to try and make decisions about what pieces of these reports can be useful. The idea is to refocus what we are doing and eliminate unnecessary work.

The discussion then led into what needs to be done to prepare for the start of the fall semester. It was decided that the Public Service meeting will not be held on August 18th or 25th in order to allow people to make the best use of their time preparing for the students.

Tess reported there have been some issues with Illiad printing in ILL but it is not just out location and it is being worked on. She attended a conference in Albany, which was very good.

Joshua reported that he is getting up to speed and preparing for classes. He has begun work on the George Fisher collection and going through previous staff members materials.

University of Arkansas Libraries

Luti reported she has been busy preparing for classes

Lora reported that Lisa Lindsey has started part-time in PAM. They have already seen an increase in activity. Room 107 is set up with the new equipment. Rooms 37B and 47B still have some issues with the way the new equipment is working. She will be calling to get everything working properly and have the instructions up. Will also send out instructions on Tuesday times, including about proper use of machines and not placing drinks ect. on the surfaces.

Donna, reported that the desk training has been going very well.

Physics new graduate assistant, Amanda, will be starting on Monday. Physics library will be transferring review journals to LISA .

Student move in is on Sunday. The library has at least a team of 6 who will be helping.

The new furniture has been delivered for the 4th floor and should all be in place by the first day of classes.

There was a brief mention about how level one being a "quiet" area may not work very well considering all of the classes being held during the semester in the rooms.

There was a discussion about various things being put up on the RISE display. It was mentioned to make sure we get pictures of the study areas on the 4th floor when they are completed to put on the display

There was a discussion about putting in requests to PR and what the priorities of the libraries' PR director will be going forward. The primary responsibility is to the Libraries as a whole and secondly to assist individuals. However requests should be made in a timely manner. Guidelines for submission will be established.

The Brooks Hays collection is now online

New computers are on order and will begin replacing some of the older models throughout the building soon.

Faculty orientation is next week. Judy and Kathleen will be leading the library portion at the Reynolds Center. This year jump drives will be used opposed to the folders in years passed with all the library materials.

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