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LOSAC Minutes 2013-01-16

Library Operating Staff Advisory Committee

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Minutes of the Library Operating Staff Advisory Committee (LOSAC)
Meeting – January 16, 2013
1:30 P.M.
Room 409

Present: Margret Abbott, Stacey Bivens (Secretary), Teresa Jacobsen (LAC Representative), Tina Maxwell, Annie Oelschlager (Vice-Chair), Brian Prall (Chair)

I. Old Business

Approval of minutes

The minutes of 11/28/2012 were approved.

Archival Review

The committee reviewed and approved the following LOSAC documents to be archived in the Regional History Center:

Agenda	11/28/2012
Minutes	11/28/2012

E-mail Updates

Welcome to Kristen Lash and Katja Marjetic, both in Technical Services. Good-bye and best wishes to Jessica Williams (SEA).

Constitution Revisions

The committee continued to discuss this issue which was brought up at the annual meeting with the operating staff. Due to the decline in the number of operating staff members, it seems to make sense that fewer LOSAC members are needed as representatives. Changing this would require a change to the LOSAC constitution, and would likely entail making the number of LOSAC members as a percentage of the number of Operating Staff.

II. New Business

Department Heads Meeting

Department Heads Meeting was held Tuesday, January 08, 2013. Dean Dawson discussed several items, including the Lower Level remodeling project. There has been no word on the gift from the donors, and no signatures as of yet. The search for a new NIU president is about to get underway. The Library broke the package deal with Wiley; they are threatening to raise prices on the items we already receive. Jessica Williams and Katharine White have both moved on from the library. Regional History will be looking to replace Katharine White. With Jessica Williams gone, there is only a part time student working in SEA until Hao returns next week. The new Music Cataloger will be starting on January 16th. The library will be adding shelving to the 2nd floor where the reference materials used to be. Books with call numbers beginning with E will be moving to that area. The Provost has been consulted about using space available in Grant Tower for storage as the

library, especially Rare Books and Special Collections, has run out of space. The building is being kept for now because it is too costly to tear it down and too costly to refurbish. It is being considered whether or not to digitize our dissertation collection so that we may move our print copies to storage freeing up much needed shelf space on the 4th floor. The front doors should be worked on around Spring Break. There will be an alternate and handicap accessible entrance during the construction. The Surplus Materials Department is once again taking items, so we will begin cleaning out Room 81 on the Lower Level. Rosanne Cordell shared the information that Access Services has begun planning a project for next summer to search for and resolve any items that are still outstanding with a *missing* status.

Michael Duffy announced that new chairs funded by the Friends of the Library are being placed down in the Lower Level. He also shared that Rachel Hradecky has started as the new head of Government Publications. She is listed as SPS. One of her first tasks will be to fill the open Library Specialist position vacated by Margret Abbott.

T.J. Lusher said that Systems and Reference are currently looking for a replacement instant messaging service for our live chat service as AIM is going out of business.

Leanne will coordinate testing of various products. Also changes are coming: Operating Systems will be updated to either Windows 7 or 8. Campus is moving away from the use of Novell, which will change how we use our V and G drives. Cloud computing is becoming more and more prominent. Systems will be holding public meetings on these matters and how they will affect us. T.J. will be attending a presentation by a Microsoft Office representative at Monsanto. Microsoft is changing how they will be charging universities for use of their Office product.

Jana Brubaker said that Technical Services is currently working on many withdrawals from the collection. Two new library assistants have started, filling previously open positions. There will be continued training on RDA records as staff is seeing more use of RDA. Planning has begun for the logistics of moving the Cataloging and Acquisitions departments when remodeling of the Lower Level commences.

Special Election

With the departure of Jessica Williams, there is now a vacancy on LOSAC. The staff member who was the alternate for her division cannot serve, so the committee discussed whether or not to hold a special election to fill Jessica's spot. It was noted that Annie Oelschlager actually works in both divisions. After much discussion, for the sake of expediency, it was decided that Annie would become a Technical Services representative. Ron Barshinger is the alternate for Public Services, and he will be asked to join LOSAC in his role as alternate.

Surplus Materials

The LOSAC chair checked into what happens to surplus materials. He found that these items eventually go to Springfield, where they're made available to other schools.

LAC

There was no LAC meeting in January.

Meeting adjourned at 2:20 P.M.

Respectfully submitted,

Stacey Bivens

LOSAC Secretary