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LOSAC Minutes 2014-02-19

Library Operating Staff Advisory Committee

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Minutes of the Library Operating Staff Advisory Committee (LOSAC)
Meeting – February 19, 2014
1:30 pm.
Room 410

Present: Ron Barshinger (Secretary), Kristen Lash (LAC Representative), Tina Maxwell (Vice-Chair), Annie Oelschlager (Chair). Margret Abbott (Historian) –excused.

Old Business

Approval of minutes

The minutes of January 15,2014 were approved.

Archival Review

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

Agenda	January 15,2014
Minutes	January 15,2014

E-mail Updates

There are no e-mail updates at this time.

LOSEP Updated Procedures

Send any concerns about the new updated LOSEP policy to the committee members for their review. Sharon Campbell, Stacey Bivens, Ginger Prothero-Schwersenska or Ron Barshinger.

New Business

A. Department Heads Meeting

Department Heads Notes, February 9, 2014*

No updates on budget yet.

Enrollment is down by hundreds from Fall to Spring semesters. We have lost over \$50 million in student fees in the last few years. (This trend is common to several other states universities in Illinois). This is an impetus behind the strategic enrollment group being led by Ray Alden. The President is working on expanding recruitment nationwide.

There is currently a search for a Chief Information Officer, who will report directly to the President. With the new appointee, there will likely be some changes in how information services, such as e-mail are administered. The University is also searching for a Chief Financial Officer, who will report to the Provost. There will be an increased emphasis on transparency in the budgeting process, moving forward. To address our financial problems, the Foundation is trying to find donors. The university is also working on partnerships with industry.

TJ and Patrick have been discussing tablet computers to be loaned to patrons for use in the library. There will likely be an update of the operating system on library faculty laptops. The Libraries are negotiating with a candidate for the open catalog librarian position.

An ad has been posted for the information literacy, social sciences/humanities librarian position.

TJ presented on the University marketing and Communications committee. TJ will post an executive summary of a retention summit that took in the Fall in a new section within the Blackboard Libraries, entitled "Materials, notes, graphics from various University committees/forums." Libraries need to think about how the libraries contribute to retention on campus, particularly as the university transitions to new funding models.

TJ and Nestor attended the general education symposium. See the website for the Progressive Learning and Undergraduate Studies initiative for more information: <http://www.niu.edu/plus>. The Division of Marketing and Communications created a Clearinghouse for reviewing all University publications to be distributed to 50 or more people outside the University. This was done to ensure consistency of brand in such communications. For more information, see the Clearinghouse website at <http://www.niu.edu/marcomm/clearinghouse/index.shtml>.

Ete reported that the microforms area will be condensed. She is working with Rachel Hradecky on this. Rachel will work with acquisitions to determine which serial microforms have active subscriptions.

The University of Washington, Arizona State, Rutgers, and NIU are working on bringing six librarians from Burma to the United States. Hao, Ete, and the director of the Center for Burma Studies are working on this. The librarians expect to come here in May, but this might not happen that soon. These librarians would come to work at NIU temporarily.

Nestor reported that many students are coming to the library and that there are many one-on-one consultations with librarians. Reference and Research will explore outreach to faculty who teach at the Outreach Centers, in Naperville, Rockford, and Hoffman Estates. They are also exploring a Twitter service for the library. They are looking for volunteers to contribute to the Twitter feed. Nestor is also working on Endnote software for bibliographic citation. He has created two tutorials for this. TJ reported that Zotero can now be used with browsers other than Firefox. These applications do more than just manage citations. See <http://zotero.org> and <http://www.myendnotesweb.com/> for more information.

Site visitors from the Higher Learning Commission may visit the library during the upcoming accreditation visit.

Sarah reported that new books carts that she and Rosanne ordered have arrived this morning. They will be kept at the end of shelves on floors 2, 3, and 4. These will be for users to put books that they are finished using. The circulation policy has been updated to clarify the maximum number of items that can be charged out by courtesy card holders (max of 10 items at a time). Sarah will be conducting a reserve services survey. There will be an open house for library staff from other institutions at NIU and Kishwaukee College in April 2014.

Rosanne will be conducting a survey of satisfactions with in person service at the library. This might give us a sense of whether further surveys need to be conducted. Please send Rosanne

newsletter submissions if you have any. There will be an open house for the advising center, international programs and CHANCE program personnel to introduce them the UNIV 105 program. This will be April 1, 2014.

TJ mentioned that surveys can be created in LibGuides, and that URLs can be sent out. This option is available when inserting new boxes into your LibGuide, under Select Box Content Type-> User input Boxes -> Interactive Poll.

Mike announced that Sherry Patterson will be out of the office until march, and that Lynne Thomas has recently been out of the office and appreciates the support that many of you have shown regarding her daughter Caitlin's surgery. Mike proofread the upcoming issue of Founders' Type.

Regional History Center has been giving classes and tours. June 9-10 Center will be hosting SAA workshop in the Holmes Student Center. Center staff will give presentation at the Common Core Conference held in March. In April, Center will host DCHSM meeting. Staff participated in History Fair judging. Cindy and Danielle giving presentation for girl scouts conference. Center participating in Lee County Small Museum Conference. Center helping NIU Foundation with award video footage.

The next meeting will be on March 19, 2014.

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LOSAC meeting adjourned at 2:25 p.m.

Respectfully submitted,
Ron Barshinger
LOSAC Secretary