Librarians Meeting, 01-12-06; informal minutes composed by Fran Rosen

Present: Richard, Joe, Leah, Julia, Melinda, Dave, Ray, Rick, Yuri, Fran, Scott, Paul, Maureen, Ann

Richard spoke about some issues involving rumors about the CT upgrades. They are waiting for President Eisler's signature, and everything is fine.

Richard said he had a touch-base meeting with Michael Harris. They were discussing costs and other issues relating to copyright & E-Reserves, and Dr. Harris asked what FLITE could do with $100,000 for Acquisitions and other related expenditures. We need to get together a list for the VPAA of what we could buy with $100K. For now, this is a 1-time allocation, so we have to be concerned about adding to ongoing costs. We also have to spend the carry-forward money. There was some discussion about some of the things the money could be used for, including upgrading of Docutek (which we use for E-Reserves). We'll need to get a list together as soon as we can. Suggestions/ideas for acquisitions can be sent to Fran.

Richard stated that the Technology committee is working on a table/matrix of who is responsible for what in FLITE. We'll be discussing this more next month. Once it is finished, we'll need to look at making sure people are training to do what they are responsible for doing. There will be a schedule of FLITEC sessions available very soon.

Rick reported that before Christmas the server that runs the database page was replaced. Everything seems to have gone smoothly. Things should go faster, particular for off-campus access. This is the same server that FIR (Ferris Institutional Repository) is on.

Rick also mentioned that there is an open-url generator on the server, which will create direct connections that can be used for coursepacks, and for WebCT and E-Reserves. This will allow us/faculty to post links to resources we own/license.

Rick added that there is a new server up & running which the ILS will be migrating too as soon as is feasible. We are aiming for Monday Jan. 23rd, late in the afternoon. The circulation system would have to be in backup mode for about an hour.

We also need to upgrade the SFX system. First we need an OS upgrade, and that is still in process.

Rick pointed out that all computer support requests need to go through TAC. If we think Kriss or Leeann should be doing it, we can call the work order in to TAC and tell them that the job needs to be assigned to Leeann (or Kriss). This is necessary so that the work is documented. You can email Kriss or Leeann a more detailed description of what the problem is/what needs to be done. Also, you can email your request in to TAC and include a written description so they can pass the email on to Leeann (or Kriss). It is OK to be pushy and say that the job really needs to be assigned to Kriss (or Leeann). The Ikon machines don't get work orders, just call John directly.

Joe commented that we received permission to post Ray's position in advance of his retirement. Since Paul is taking over gov docs, etc., that really means posting Paul's position. We need to think about getting it posted by sometime in February.

Richard reminded us that the UAP process will be starting. We'll be getting specific guidance on expectations and a timeline. We'll need to look at what we said last year. Also, the VPAA will ask us to speak to how we are supporting the general division goals, as well as the 3 pillars; and also to tie our report in with the reports of the Presidential task forces.

Fran initiated a discussion about publicity, promotion & marketing. We need a structure to allow us to initiate letting the rest of the university (and outside world) know about our resources & services. There was some discussion. Fran, Julia & Rick will meet to work out a structure and will bring it back to the group.

Melinda noted the dates for the Distance Ed. librarian candidates and urged us all to come to the presentation & fill out evaluation forms.

Melinda announced that the Institutional Repository is up & running. Melinda, Julia & Fran are working on policies & infrastructure, and we would like to put up a couple of test collections. We shouldn't talk to faculty about it yet because we're not really ready to add content.