



Monthly Report April 2009

News

Library Book Sale a Big Success!



Photos by Sue Davis

One of the main events of the month of April was the very successful Library book sale on April 17th, which could not have happened without significant support from all quarters: bibliographers, library staff

from many divisions, and particularly Bryan Kurowski. The sale of these books—either duplicates or books inappropriate for adding to the libraries collections—netted over \$8,000 for the library.

We appreciate (and extend our thanks once again) to all the volunteers from within Central Library, Technical Services, Preservation, Special Collections, and other libraries and departments who pitched in and gave invaluable assistance. Central Circulation staff processed all the credit card sales, as well as counting and depositing the proceeds from the sale. Bryan Kurowski did an outstanding job of organizing, promoting, and orchestrating the book sale with the support of Jared Ingersoll and other Collection Development librarians and students. Bryan seemed to be everywhere at once during the day of the sale—from very early morning until after the sale ended at 6:00 P.M.—doing whatever was necessary to keep the event running smoothly.

Dean Dowell's Visit to Central Library

As part of National Library Workers Day, Dean Connie Dowell and Flo Wilson visited the Central Library on Tuesday April 14th. David Carpenter accompanied Connie and Flo as they went through the library thanking library staff members individually for the services they provide, and giving a small chocolate gift to each staff member.

Express Checkout Trivia

During the month of April, the Central Library self-check machine charged out more books than at any Vanderbilt library's circulation desk, except for the Central and Divinity Libraries.

Studying Students: The Undergraduate Research Project at the University of Rochester

Central Library staff attended this interesting presentation at an all-staff meeting on April 9th by Katie Clark, Associate Dean for Public Services & Collection Development, at the University of Rochester. The study was thought-provoking, as to how library building facilities and services might be changed to better serve the needs of undergraduate students. Following Ms. Clark's presentation and a lunch discussion, David Carpenter provided a tour of the Central Library and other areas of the GLB for her.

Administration

Annual Performance Evaluations

All staff, especially supervisors, devoted much time and attention to completing our annual evaluation process during April.

Third Quarterly Budget Report Prepared

David Carpenter reviewed the library budget status and submitted a report to Lisa Shipman (as did other library directors) on the current state of the library's budget and its predicted status at the end of the fiscal year.

ERes Database Guide Revision and ERes Training

At the request of Jared Ingersoll, David Carpenter revised and updated a guide for use of the ERes (Electronic Resources) Database. The guide is entitled DigLib Database—Procedures and Tips for Adding or Editing Database Records in the Electronic Resources Database (ERes). The ERes database, originally designed by Marshall Breeding, is used to create and maintain metadata records for our Research Databases, Electronic Journals, E-Books and other resources. ERes records are then used to generate our Research Databases menu, and other Heard Library or other Vanderbilt library webpages. Jared Ingersoll and Julie Loder provided a training session (on April 15th) for bibliographers who wanted to learn to use ERes to add electronic resources for their assigned subject areas. David helped schedule and set up the ERes training session but was unable to participate in the first half of the training session due to a schedule conflict.

GLB Collections and Services

David Carpenter met with Bill Hook and Flo Wilson for a general discussion of collections, services, and spaces within the GLB.

Central Library Celebrates Student Appreciation Week

To acknowledge the many and valuable contributions of our student assistants toward maintaining library services and collections, we gave each student a certificate of appreciation, a small gift, and displayed their photos on our lobby display screen (as shown below).

The Library Celebrates Student Appreciation Week!



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Collection Development (Jared Ingersoll)

Jared Ingersoll met with Will Fuqua and Steve Strother of Ebsco to discuss the Ebsco Federated Search, overlap analysis and other new services.

Jared Ingersoll and Sue Widmer (with Mary Ellen Wilson and Julie Loder) met with Justin Clarke (Harrassowitz).

Amy Stewart-Mailhiot met with Jared Ingersoll to discuss Psychology faculty's interest in reducing investment in monographs in favor of increased attention to online periodicals.

Yuh-fen Benda negotiated to receive a large quantity of duplicates from the University of British Columbia. The materials include complete sets of literary and historical material.

Ramona Romero and Jared Ingersoll met with Classics Department faculty to discuss collection needs of new faculty.

Peter Brush met with Asian Studies candidate Prof. Abe Normes.

Yvonne Boyer attended the ARLIS/NA conference in Indianapolis, meeting with vendors (Karno, Wilson, Casalini) and participating in governance meetings for CIFNAL.

Publication and Professional Development

Peter Brush contributed to the Green Team's Earth Day brown bag.

Training and Outreach

Yvonne Boyer gave three separate tours of the Bandy Center to visiting faculty.

Other

Jared Ingersoll participated in the annual Seating Sweep.

Deborah Lilton developed the Green Team's Recycling Survey

Bandy Center (Yvonne Boyer)

Lisa Weiss, Assistant Director of the Bandy Center, was awarded a fellowship at the Summer Institutes in Literary Studies at the National Humanities Center in Research Triangle Park, North Carolina. She will participate in the seminar on "Reading Baudelaire's *Les Fleurs du Mal*" lead by Professor Jonathan Culler, from July 5-10, 2009.

The W.T. Bandy Center will now offer a number of research fellowships, paid and unpaid, named according to their relationship to the Center Collections and selected based on the merits of the proposed projects. The new "Research Fellowship Application" is now posted on the Bandy site in both Microsoft Word and PDF forms.

Acquisition responsibilities included reviewing journals, catalogues, databases, and updating the author and fiche indexes. In addition, websites are reviewed and considered for the "Related Websites" section on the Bandy site.

Lisa Weiss corresponded with David Evans, compiler of the Modern Language Studies 2008 (post-Romantic, 1850-1900) bibliography and advised him to consult the Center's *Recensement Bibliographique* for relevant citations.

Professor Tracy Sharpley-Whiting, Director of the Bandy Center, Lisa Weiss, and Yvonne Boyer met with Judy Orr at Creative Services regarding the update and revision of the Bandy Center brochure.

We continue to work on the Frist Center for the Visual Arts exhibition titled *Twilight Visions: Surrealism, Photography and Paris*. The finalized list of books requested from the Pascal Pia Collection was sent to the guest curator Dr. Terry Lichtenstein. Henry Shipman, Digital Image Specialist /Special Collections sent selected images of the books for her to review.

Circulation (Janet Thomason)

Stacks Maintenance

Student workers continued shifting projects--Alicia Hickman on the sixth floor and Shahrul Ramli on the eighth floor. Shahrul is one of several stacks student workers who graduated and for whom April is their last month. The others include Moriah Scarbrough and Harteg Singh. Moriah contributed by greatly increasing her shelving totals this month to help keep up with the increase in books returned. She was joined by staff member Kelly Lockaby, who shelved quite a bit. Kelly and Matt attended a library-wide staff meeting and a lecture during April.

Reserves

Larentina Gray e-mailed letters to A&S faculty requesting fall semester reserves on April 24th. Reserve lists are due on July 8, 2009. Two reserve lists were submitted for Maymester. Dismantling of reserves was begun on April 30th.

Circulation

Student workers appreciation week was celebrated on April 13-17. Full time staff members were busy

taking snapshots of our student workers the first week of April for slides with student photos to be posted on the monitor located in the lobby.

Janet held annual evaluation meetings with Circulation staff the week of April 6th. Robert was off on April 15th and Janet covered his night shift. Larry weeded the Leisure Reading Collection. Janet returned 19 books to McNaughton and 27 books were withdrawn from the Leisure reading collection. Also, 43 books were transferred to the stacks from Leisure Reading and two McNaughton books were purchased for the stacks.

Library worker appreciation day was celebrated on April 14. Dean Connie Dowell, Flo Wilson, and David presented Circulation Staff with M&Ms goodie bags. Janet, Robert, Ben, Yolanda, Matt, and Kelly all participated in the seating sweep the week of April 12-18th, having received training the week before that.

Janet worked approximately 3 hours per week on the Reference desk.

The Library Book sale was held on April 14, with many of Circulation Staff volunteering. Circulation desk staff members were also responsible for handling ALL the credit card transactions and depositing the income from the sale. The book sale was a GREAT success.

Students last day of classes was April 21, with exams beginning on April 23-29. Circulation Staff brought in goodies/treats for student workers during exam week.

The building had to be evaluated due to the fire alarm during exam week. The month of April has been busy, with classes coming to an end, books being returned, and laptops in high demand.

Periodicals

The following tasks were completed in periodicals in April:

6 shelf labels were made for the periodicals reading room; 4 replacement requests were made for missing issues; 1 box of duplicates was sent to Absolute. Title cancellations: 22 records were searched, with 2 titles pulled and 20 found to be duplicates from previous searches.

Instruction (Melinda Brown)

In April, Central librarians taught two course-related sessions to 21 students, with faculty member attending one of the two sessions.

DEPT	Course No.	Course Title	Instructor(s)	Central Presenter(s)	Students	Faculty
ANTH	115	Human Nature and Human Culture: An Introduction to Anthropology	Tom Gregor	Romero	14	1
PSCI	274	The Nature of War	Atkinson	Romans & Lester	6	
				TOTAL:	20	1

Government Information and Media Services (Larry Romans)

Larry Romans attended the ALA Executive Board and the Finance and Audit Committee meeting in Chicago. Issues discussed included the new ALA Connect software, ALA election changes, corporate giving, the membership survey, library workforce studies, the 2009-2010 budget, 2008-09 cost-cutting and staff reduction, the endowment, new business development, accreditation developments, national legislative activities, and electronic participation.

Larry and Frank Lester gave a library session to PSCI274 (The Nature of War). They both had appointments with students about term papers as well as the usual walk-in questions. Larry also met with Mike Poynter of Recorded Books about books on CD and Playaways.

Larry, Tao You, and Anne Ercelawn met with Library Dean Connie Dowell on April 10. We had a wide-ranging discussion.

Frank Lester worked on several adjustments to the Central homepage, including removing the LibQUAL+ logo, adjusting placement of the DiscoverLibrary logo, and getting feedback and modifying lists on homepage navigation to add link to Reference Tools. Frank finished work on changes to the German subject guide at the request of Sue Widmer. At Teri's request, Frank changed the Central calendar to reflect changes in dates that GIMS is open during the summer terms.

Frank also worked several days populating a test installation of Drupal to determine whether it would be viable as a vehicle for information on the Central Library Staffweb. This work is ongoing.

Frank offered opinions on the renewal review of Declassified Document Retrieval System and the Digital National Security Archive. Frank also met with Larry on April 29 to learn about Larry's political science collection development activities. Frank continues to find state polling data and other material which he shares with Larry, knowing that Larry is authoring an upcoming book on the divide between red and blue states in the past three election cycles. Frank also had conversations with and made suggestions to Teri about possible incentives to improve response rate to the LibQUAL+ survey.

Frank volunteered to gather figures for Larry and other librarians planning possible trips to ALA Annual and Midwinter on ALA registration costs (and forwarded the figures to them). This was at the prompting of David Carpenter, who was conducting a survey on professional travel interests for Dean Dowell. He volunteered and spent several hours assisting with table shifting and book unpacking at the Library Book Sale on April 17.

This month Teri Bante continued her work on the Central Seating Sweep. She held two seating sweep training sessions for volunteers prior to the sweeps week. The sweep took place April 13th-19th. Teri organized the schedule of volunteers and the daily tally sheets and materials. She tallied the preliminary hourly totals and will work with Julie Blagojevich on the more detailed data in the upcoming months.

Teri staffed a LibQUAL+ information table outside the Central library with Deborah Lilton on April 9th. Teri and Deborah talked with students about taking the LibQUAL+ survey and passed out flyers. Teri was also busy organizing the distribution of LibQUAL+ prizes. She organized the randomized list of winners with prizes and contacted each winner individually. Teri has been distributing prizes and collecting information needed from our prize winners for Human Resources. Teri also organized a photo with the LibQUAL+ team and our grand prize winner, who was awarded a \$300 Southwest Airlines gift card. Teri attended a LibQUAL+ training session by Sue Erickson and Celia Walker on the Atlas.ti software that will be used to analyze qualitative data from the survey.

Teri assisted with the planning of the Green Team Earth Day Brown Bag, attending meetings on April 2nd and April 16th. She helped set up the classroom for the Brown Bag presentation on April 22nd.

Teri worked on FDLP cataloging updates from the Administrative Notes Technical Supplement, with assistance from a student. She worked on routine depository processing, and updated holdings for and added new additions of United Nations Official Record depository documents. This month Teri and the graduate student workers worked on the microfiche section of the PREX inventory. Teri added 28 records to Workflows for PREX microfiche and paper documents. We also received a shipment of special storage boxes we ordered to safely store the PREX maps. The maps were organized into the boxes and sent to Marking.

The students also assisted Teri with the Marcive monthly load of not overlaid documents. This month's load finally went through smoothly with the correct settings and changes that we requested from Marcive.

Teri worked on the Computers in the Library/Media Equipment document of controlled vocabulary, editing the locations of Central microform and media equipment. She and Frank attended the Computers in Libraries/Media Equipment meeting on April 27. Frank contributed to discussion about simplifying the Google spreadsheet of controlled vocabulary describing the libraries' existing equipment (the goal being to eventually getting the controlled vocabulary into a searchable online database).

Brian contacted Playaway to resolve a problem with a missing battery cover and contacted Primary Source Media to find out about replacements for water-damaged microfilm guides. He also contacted the New York Public Library to obtain a replacement guide no longer carried by Primary Source.

Brian continued to work on DiscoverArchive, sending 30 permissions requests to archive articles by Bonnie Miller-McLemore and depositing 24 items once permission was received. Brian worked with Frank Lester and Tao You to implement a patron's request for CD-ROM due date reminders. Brian wrapped up April by removing the Spring reserves and soliciting reserve requests for Maymester classes.

Frank helped Brian deal with circulation and reserve requests and worked with the Learning Resources Center. Frank and Brian discussed several media services procedural matters, including whether to change policy on disallowing reserve films to be circulated overnight and on referring patron billing questions to the Circulation desk.

Some of the more involved reference queries included finding information on currency exchange rates for PRC/EU currencies from 1980-present; early and other non-traditional voting patterns; 1932-1941 national/state unemployment data and New Deal federal spending data; *Elizabeth Langland v. Vanderbilt University*; economics doctorates awarded state by state between 2001 and 2005; 1860 French military intervention in Lebanon; and a March 1871 report of Select Committee of the Senate to Investigate Alleged Outrages in the Southern States.

Graduate students put in many hours dutifully filing the 2007 ASI microfiche collection. They have finished five out of seven boxes of this collection. Teri set up a schedule for the three summer graduate student workers. A fourth will join them in June.

Statistics

General Library Building (GLB) Access (includes Divinity Library)

72,236 entrances/exits at Library Lawn (3% decrease from April 2008)
24,283 entrances/exit at Breezeway (7% decrease from April 2008)
96,519 total entrances/exits to the GLB

Circulation

9341 total charges at circulation desk (7% decrease from April 2008)
131 renewals at circulation desk
2243 charges at express check-out
8135 online renewals (% increase from April 2008)
615 laptop charges (1% decrease from April 2008)
3 laptop renewals
518 reserve charges (34% decrease from April 2008)
13 reserve renewals
16,174 items discharged (4% decrease from April 2008)
21,506 total items charged (24% decrease from April 2008)
3170 items received from other libraries (33% decrease from April 2008)
676 holds placed
189 searches for missing books (3% decrease from April 2008)
82 bills created (34% increase from [month last year])
15,436 books shelved (20% decrease from April 2008)
568 bound periodicals shelved (8% decrease from April 2008)
668 unbound periodicals shelved (21% decrease from April 2008)
393 newspapers shelved (11% decrease from April 2008)
17,616 total items shelved (19% decrease from April 2008)
207 periodical volumes sent to the bindery
178 periodicals volumes returned from the bindery and prepared for shelving
27 boxes of microfilm received from bindery for GIMS
267 rush books processed (23 % decrease from April 2008))
0 book trucks sent to the Annex from stacks
10.6 hours spent shifting in stacks (% decrease from April 2008)

Reference

918 total reference transactions
325 (36%) reference questions answered at reference desk
493 (55%) directional questions answered at reference desk
45 (5%) by e-mail

41 (4%) by telephone
 6 e-mail questions off-desk
 5 phone or in person questions off-desk
 3 consultation meetings with students doing in-depth research projects off-desk

Government Information/Media Services

507 total items charged (21% decrease from April 2008)
 31 of these items were non-video in format
 551 items discharged (13% decrease from April 2008)
 115 reference questions (20% increase from April 2008)
 342 media service transactions (66% increase from April 2008)
 16 video reserves processed (60% increase from April 2008)
 7 personal videos processed for reserves
 2 video reserve purchase requests submitted
 32 items sent to bindery
 284 depository items processed
 45 non-depository items processed
 296 items re-shelved (1% decrease from April 2008)

Bandy Center

12 Baudelaire Center books consulted
 15 Pascal Pia Collection books paged from the Library Annex
 5 box (dossiers) Gilbert Sigaux Collection materials consulted
 2 Morris Wachs materials consulted
 4 interlibrary loan requests
 25 photocopies prepared

Instruction

2 sessions for 21 participants!

Additional Meetings, Conferences, and Training Activities

University Committees	No. or Freq.	Attendee(s)
Bandy Center Advisory Committee	1	Yvonne Boyer
Traffic & Parking Committee (for USAC)	1	Sue Widmer
Vanderbilt Web Spiders Group	1	Peter Brush & Mary Aquila
USAC : University Staff Advisory Council	1	Sue Widmer
Writing Advisory Board meeting		Melinda Brown

Library Committees or Groups	No. or Freq.	Attendee(s)
<i>All-Staff Meeting:</i> Katie Clark, "Studying Students: The Undergraduate Research Project at the University of Rochester		All, except for essential service desk staff
All-Staff Meeting: Presentation of Reports on Studies of Peer Libraries		All, except for essential service desk staff
Central Library Electronic Resources Committee		A. Stewart-Mailhiot, R. Romero, M. Brown, D. Carpenter, J. Ingersoll, Y. Boyer, and S. Widmer
Central Library Staff Forum	monthly	All Central staff encouraged to attend
Central Library Unit Heads	monthly	
Circulation and Access Committee	1	Janet Thomason & Brian Boling
Collection Development Dept. Meeting	monthly	Bibliographers + F. Lester, & B. Kurowski
Computers in Libraries/Media Equip. Group	1	Frank Lester & Teri Bante
DiscoverArchive mentorship meeting	2	Brian Boling
GIMS Staff Meeting	weekly	
Google Calendaring Training		Janet Thomason
Green Team	2	D. Lilton, Y. Campbell, T. Bante & P. Brush
LibGuides – Planning for LibGuides Workshop		Ramona Romero
LibQUAL+ Marketing Subcommittee		Robyn Harris (chair)
LibQUAL+ Team	1	Teri Bante & Robyn Harris
Library Council	weekly	David Carpenter & Robyn Harris

OUL Staff Meeting	Weekly	Robyn Harris
Paul Royster/University of Nebraska web seminar		Brian Boling
Reference and Instruction Group	2	Reference librarians
Research Services Committee	1	Melinda Brown
Seating Sweep Training	2	Teri Bante
Staff Development(Picnic planning meetings)		Daisy Whitten
Web Maintenance Team	1	Sue Widmer, Frank Lester & Peter Brush

Professional Development & Training	Attendee(s)
"All About Repositories" Increasing Use and Content Through Creative Service-Repository Bundling Webinar	David Carpenter & Amy Stewart-Mailhiot
"Pakistan:-A personal peek" Brown Bag by Ann Ercelawn	Mary Aquila, Janet Thomason, Yvonne Boyer & David Carpenter
Attended Web Jam 2.0 (hosted by VU & VUMC Web groups)	Mary Aquila
Buenos Aires Adventure Brown Bag by Marshall Breeding	Mary Aquila, Ramona Romero & Yvonne Boyer
"Europe Beyond Your Means: The Paris Edition" brownbag session	Yvonne Boyer
Green Team Earth Day Brown Bag Session	A. Stewart-Mailhiot, R. Romero, M. Aquila, D. Carpenter & T. Bante

Other Activities/ Special Projects / University Outreach	
ALA Executive Board meeting 04/23-04/26	Larry Romans
Athlete Orientation meeting	Amy Stewart-Mailhiot
Attended AIA Lecture	Ramona Romero
Central Library Book Sale Helpers	Ramona Romero, Mary Aquila, David Carpenter, Paula Covington, Amy Stewart-Mailhiot & Melinda Brown
Library tour for a perspective anthropology graduate student	Ramona Romero
WGS celebration for graduating students	Amy Stewart-Mailhiot
Women's center reception for B. Clarke	Janet Thomason