



## Monthly Report August 2009

### News

#### Open House and Orientation

Anyone who came into the library during the Transfer Student Orientation on August 23<sup>rd</sup> or the Open House on August 24<sup>th</sup> should have gone away very impressed with the friendliness and helpfulness of librarians and other library staff—and also some facts about library services and other resources. Thanks to Melinda Brown and all the other librarians and other staff members who planned and presented these events. Further information about these and other new academic year orientation activities are included in the Instruction section below.

#### “No Fines” Policy Adopted

On August 19<sup>th</sup>, Janet Thomason moved efficiently to implement the new Central Library fines policy, joining the other Vanderbilt libraries to adopt a common policy for regularly circulating monographs checked out from August 20th forward.

#### Leisure Viewing Collection Created

The library launched a new leisure collection with circulating DVDs this month. Larry Romans had first proposed this new library resource based on feedback from other academic librarians at ALA. This collection complements our already popular Leisure Reading Collection. (Further information is included in the Government Information and Media Services report below.)

#### Milestones of Service

We congratulate both Janie King and Amy Stewart-Mailhot for completing five years of service to the library.

### Collection Development (Jared Ingersoll)

#### Collection Development

- Met with members of Technical Services and the Divinity Library to arrange details for processing the Patterson Collection, received in July. (Ingersoll, Kurowski)
- Reported changes identified to date in the course of audit of print periodical subscriptions. 114 titles cancelled, 170 changed to e-only. (All)
- Work continues on Periodicals Audit. (All)
- Meeting with donor Connie Lembark in Los Angeles to pick, pack and ship gift to Special Collections. (Boyer)
- Meeting with Casalini rep. Colleen Campbell. (Boyer, Covington)
- Met to discuss change in OECD publications to online format (Widmer, Ingersoll, Stewart-Mailhot, Romans, Kurowski, and Covington)

#### Publication and Professional Development

Paula Covington contributed two articles to the *Acorn Chronicle*—one on the Zapata-Olivella collection and a second about her Oxford consultancy this past summer.

#### Training and Outreach

- Bibliographers participated in Fall New Student and Transfer Student orientations.
- Meeting with new faculty member, Professor Vesna Pavlovic, Dept of Art regarding two bibliographic instruction sessions. (Boyer)
- Meeting with Prof. Nwankwo and Kathy Smith to brainstorm about research projects for her upcoming course “Black in Nashville.” (Lilton)
- Conducted the English Graduate Student Orientation for incoming doctoral students. (Lilton)

- Meeting with Mark Scala, Chief Curator Frist Center for the Visual Arts regarding preparation for an upcoming class. (Boyer)
- Bibliographers attended Webinar on new Collection Manager platform (All)
- Conducted Orientation Session for graduate students in Economics (Widmer)
- Meeting with Marshall Eakin about Ingram Scholars (Covington)
- Meeting with Marshall Eakin and Eddie Wright-Rios about LAS 290 (Covington)
- Meeting with Ted Fischer, Director of the Center for LAS about NEH grant (Covington)
- Meeting with and orientation for 2 new faculty in anthropology (Covington)
- Orientation and consultation with visiting Fulbright scholar (Covington)
- Orientation for new Outreach director of Center's NRC grant (Covington)
- Orientation sessions for new graduate students in Spanish and Anthropology (Covington)

### **Bandy Center (Yvonne Boyer)**

The Bandy Center Advisory Committee (Director of the Bandy Center, Tracy Sharpley-Whiting; Lisa Weiss, Associate Director of the Bandy Center; Lynn Ramey, Chair of the French & Italian Department; and Yvonne Boyer, Librarian of the Bandy Center) met August 19<sup>th</sup>.

The agenda items included:

- Bandy Center /Sorbonne correspondence and possible collaborative project.
- Revision of Bandy Center Research Fellowship applications in both PDF and MS word versions.
- Correspondence with National Humanities Center concerning funding for a prospective seminar at the Bandy Center in July 2010.
- Preparation of BUBA title pages and table of contents for scanning project. These will then be posted on the Bandy website.

There have been two applications for Bandy Center Research Fellowships. The applications are under review.

The final draft is completed for the Bandy Center brochure. It will now go to the printer for final review.

The material loaned to the [Frist Center for the Visual Arts](#) for the *Twilight Visions: Surrealism, Photography, and Paris* exhibition was picked up by ArtUS. The exhibition opened on September 10<sup>th</sup> and runs through January 3, 2010. Due to the library loan of the Pascal Pia material, the Frist Center for the Visual Arts offers a discounted rate to library staff.

### **Instruction (Melinda Brown)**

#### **Course-related instruction:**

In August, Central librarians taught 3 course-related sessions to 102 students, 3 faculty members, and 2 other participants.

DEPT	Course Number	Course Title	Instructor(s)	Central Presenters	Students (Undergrad or Grad)	Faculty	Other
ECON	355	Research in Economic Development	Suhas Ketkar / Graduate Program in Econ Dev	Widmer and Romans	25	1	
JS	115	In a Pluralistic Age: Jews, Christians and Muslims in Spain, 711-1492	Philip Lieberman	Ingersoll	14	1	
PSY	208	Principles of Experimental Design	Gauthier	Stewart-Mailhot	63	1	2
				<b>TOTALS:</b>	<b>102</b>	<b>3</b>	<b>2</b>

### Additional August Instruction and Outreach Activities:

Two different Central Library outreach activities took place on the Sunday and Monday before classes started. On Sunday, Amy Stewart-Mailhiot (coordinator), Peter Brush, Ramona Romero, Mary Aquila and Yvonne Boyer met with 10 groups of students (a total of 120 participants) during the Transfer Student Orientation.

On Monday, 43 students attended by Central Library's Open House. We tried something different—more of a self-guided event. Green tape laid out on the floors for the Transfer Student Orientation directed people back to the main event area where they could pick up a bottle of water, view a PowerPoint display, enter a door prize or ask questions of library staff.

Twenty-two of these participants made it further back to GIMS for their additional door prize drawing. Thanks to Peter Brush, Mary Aquila, Yvonne Boyer, Frank Lester, Amy Stewart-Mailhiot, Deborah Lilton, Robyn Harris, Sue Widmer, Bryan Kurowski, Paula Covington, Ramona Romero, Larry Romans, Teri Bante, Brian Boling and Merry Balthrop for all you did (whether during planning; in back at the Open House; or out front in the lobby or at the Reference Desk) to help make this event as successful as possible.

A number of Central bibliographers met with new faculty in various departments. Additionally, 8 new graduate student orientation sessions were held in August:

Department	Bibliographers	Number of Grad Students
SPANISH	Covington	7
SOCIOLOGY	Stewart-Mailhiot	8
ANTHROPOLOGY	Covington & Romero	1
CLASSICS	Romero	2
ECONOMICS	Widmer	8
FRENCH	Boyer	1
HISTORY	Brush	7
POLITICAL SCIENCE	Romans & Lester	9

Amy Stewart-Mailhiot also presented the library component of the First Year Writing Seminar Instructor workshop conducted by Roger Moore, Director of Undergraduate Writing. Amy stayed to attend the rest of the workshop.

Amy also facilitated a session for librarians who teach First Year Writing Seminar sessions to provide an overview of new FYWS library session teaching guidelines.

Ramona Romero and Amy Stewart-Mailhiot helped plan the August Reference and Instruction Forum presentation by the Writing Studio. A number of Central staff attended this presentation.

Ramona and Mary Aquila offered a LibGuides Open House for staff interested in getting help and/or guidance with their individual LibGuides.

### Reference (Melinda Brown)

In August, we hired Kim Coyle to work with us as a graduate reference assistant (when she is not working for Collection Development). During the fall semester Kim will work with us to develop a training program for reference assistants.

## Statistics

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

28,042 entrances/exits at Library Lawn (% increase/decrease from August 2008)  
14,420 entrances/exit at Breezeway  
42,462 total entrances/exits to the GLB

### Circulation

5,889 total charges at circulation desk (5% increase from August 2008)  
583 renewals at circulation desk (57% decrease from August 2008)  
866 charges at express check-out (15% decrease from August 2008)  
5,995 online renewals (21% decrease from August 2008)  
49 laptop charges (8% decrease from August 2008)  
1 laptop renewals  
90 reserve charges (26% decrease from August 2008)  
0 reserve renewals  
6,205 items discharged (1% increase from August 2008)  
13,633 total items charged (16% decrease from August 2008)  
2,896 items received from other libraries (15% decrease from August 2008)  
524 holds placed (7% decrease from August 2008)  
132 searches for missing books (35% increase from August 2008)  
24 bills created (41% decrease from August 2008)  
5,076 books shelved (39% decrease from August 2008)  
436 bound periodicals shelved (23% decrease from August 2008)  
617 unbound periodicals shelved (11% decrease from August 2008)  
410 current newspapers shelved  
185 periodical volumes sent to the bindery  
8 sets of serials sent to the bindery  
164 periodicals volumes returned from the bindery and prepared for shelving  
19 boxes of microfilm received from bindery for GIMS  
213 rush books processed (1% decrease from August 2008))  
8 book trucks sent to the Annex from stacks  
1.2 hours spent shifting in stacks  
6,813 total items shelved

### Reference

545 total reference transactions  
149 (29%) reference questions answered at reference desk  
39 (7%) by e-mail  
24 (5%) by telephone  
310 (59%) directional questions answered at reference desk  
17 e-mail questions off-desk  
1 phone or in person questions off-desk  
5 consultation meetings with students doing in-depth research projects off-desk

### Government Information/Media Services

270 total items charged (48% decrease from August 2008)  
274 items discharged (48% decrease from August 2008)  
515 total video/DVD charges (14% decrease from August 2008)  
35 reference questions (.25% increase from August 2008)  
153 media service transactions (6.25% increase from August 2008)  
433 video reserves processed (18% increase from August 2008)  
26 video reserve purchase requests submitted  
4 personal videos processed for reserves  
48 items sent to bindery  
599 depository items processed  
  
12 records copy cataloged  
383 non-depository items processed  
159 items re-shelved (12% increase from August 2008)

### Instruction

20 sessions for 311 participants

## **Circulation and Building Services (Janet Thomason)**

### **Stacks Maintenance**

Stacks and periodicals student worker Alicia Hickman ended her tenure working at the library after spending the summer as the primary (and often only) student worker. For the last two weeks of the month of August, there were no student shelvers. Circulation student workers helped take up the slack but there was quite a backlog of shelving to do once the semester started and the student workers returned. Three new students were hired and trained this month: Yi Htu, Brent Spradling, and Niger Woodruff. They joined the six who returned this semester: Jessica Bonds, Briannah Green, Shane Harless, Ashley Meadows, Megan Ramirez, and Joe Webster. Kelly Lockaby trained Ashley for periodicals duties and computer cleaning. Locker and locked carrel checks were done. Matt and Kelly worked on transferring JSTOR periodical titles to the Library Annex. That project was completed and 8 trucks were sent to the annex. These basically brought titles previously transferred up to current status due to JSTOR's five-year moving wall and moved a few serial titles not transferred previously from the general stacks.

### **Reserves**

LaRentina spent a number of overtime hours trying to get fall reserves processed. 47 e-reserve list requests were processed and 60 print reserve lists have been processed. New reserve lists keep coming in every day so LaRentina continues to actively mount reserves for fall semester. The student workers have been extremely helpful in pulling lists for her so she can spend more time processing. Janet also helped process reserve lists.

### **Circulation**

Yolanda was on medical leave for the month of August. Daisy took vacation starting August 28<sup>th</sup>–Sept. 4<sup>th</sup>. The carrel renewal project was finished. Daisy and the student workers completed maintenance on all the circulating laptops by cleaning the keyboards and surface, replacing labels, date due slips, and pockets. Daisy also completed the updating of all the student training folders in preparation for the new students hired at the job fair. Dewey James mounted a dry erase board for us so that we can effectively track the progress of each student being trained. Nine new students have been hired--two quit and were replaced. It has been quite a job getting a set schedule for the semester especially with the primary person for student training, Yolanda, being out. With the arrival of students on campus, we have been very busy assigning carrels and training new students.

One major change of note has taken place this month. Central initiated a “no fines” policy for regular circulating books in the collection. This new policy went into effect on Aug. 20<sup>th</sup>. This change brings our policies in line with policies in other Library divisions on campus. The circulation policy pages were updated to reflect these changes by Frank Lester. Janet sent in updates for the building doors with the card office so they would open and lock as appropriate based on the access schedule and library hours. She also completed the Google calendaring for Acorn and submitted this to LITS so books would not be due when the library is closed.

### **Periodicals**

The following tasks were accomplished by periodicals staff in August: shelf labels were made as needed for the periodicals reading room; 2 replacement requests were made for missing issues; title cancellations—9 records were searched and 2 titles were pulled, with 6 being duplicates from previous lists; and 25 new records were created for bound periodicals.

## **Government Information and Media Services (Larry Romans)**

For our new Leisure Viewing Collection (LVC), GIMS staff decided that the original cases but not the discs would go out on the LVC. This means that the customers have to bring the original cases to GIMS and the discs will be transferred to the original case for checkout.

Frank and Brian met during the month to discuss what films to include in the collection and student Mark Lockard assisted at one meeting. Brian devised an in-house labeling system for dummy cases and processed a number of titles in Workflows. Mark L. provided additional processing assistance in the run-up to launching the collection. By month's end, around 300-400 titles had been moved to Leisure Viewing. Frank and Brian agreed to have a weekly meeting to select new titles for the collection. The Leisure Viewing Collection had already proven a great success by month's end, with a corresponding increase in foot traffic in the area and an increase in the number of patron transactions and checked-out DVDs.

A GIMS staff meeting on August 12 was convened partly to discuss the problem of missing and/or damaged headphones. If further problems occur, GIMS staff decided that the headphones may eventually need to be checked out in conjunction with a sign-out sheet. We also discussed possibly updating DVD and other media circulation policies for alumni.

Larry is the Chair-Elect of the Tennessee Government Documents Round Table (a post that is passed around among the heads of the major depositories). As such he has been responsible for setting up four hours of presentations for the Tenn-Share Datafest and one hour for the Tenn-Share Conference. Larry participated in two Datafest conference calls.

Larry had discussions with Rebecca Roupp of Brodart about starting a books-on-CD arrangement similar to our McNaughton print book agreement.

Larry participated in the LibGuides Workshop on Aug. 18; requested additional assistance from Ramona Romero and Mary Avila; and received even more help from Melinda Brown and Amy Stewart-Mailhot. All of Larry's fall semester instruction sessions now have LibGuides, mostly created by Larry's assistant, Mark Nordby. The instruction sessions have already started, with a session for Economic Development and for European Studies.

Larry participated in the ALA Executive Board conference call and began preparing for the 2015 Planning Retreat to be held in September. He also attended the Tennessee Library Association Board of Directors meeting in Hendersonville.

Frank Lester was asked to serve on a committee developing signage and instructions for the new Canon color scanner/photocopier in the Divinity Library. Frank attended two meetings of this group and volunteered to develop a page for the Central Library website based on instructions agreed upon by the committee for using the new machines.

Frank participated in meetings of the Instruction and Outreach Group about plans for student orientation activities and outreach the week of August 23.

Frank was heavily involved with planning for and participation in Open House activities on August 24. Frank took over the redesign of a slide show that had been used in previous Open Houses and updated it for use in the 2009 Open House. He took new photographs for the slide show and added them, augmented the slide show's content, and completely redesigned the slide show layout. He solicited feedback and suggestions for changes and revisions. He also assisted with setting up the projector for displaying the slide show on the day of the Open House. In addition to the slide show, Frank also created display placards to advertise study spaces; created signage for the new Leisure Viewing collection and for GIMS; coordinated laminating the signage prior to the Open House; and created door prize slips for use at the GIMS service point during the Open House. During the Open House, Frank staffed both the GIMS service point and the Leisure Reading area service point and helped give orientations to students.

Frank also spent a number of hours taking photographs of study spaces and other library facilities, both for inclusion in the Open House slide show and potential inclusion on upcoming Central webpages.

Frank met with the director of the Film Studies Program, Paul Young, on August 21. Frank and Prof. Young discussed films that needed to be ordered for some of Young's and other film studies classes, as well as Young's priorities for service from GIMS. They also discussed the possibility of Frank conducting a BI session in one of Young's classes during September. Frank also met with a new member of the Film Studies faculty, Jonathan Rattner, on August 4 and 21.

With the fall semester soon-to-be underway, Brian Boling spent much of August processing reserve requests. In addition, he assisted Frank Lester with ordering several film titles requested by faculty for their course reserves, although there were a couple that were ordered because of faculty interest outside of the class setting.

Frank coordinates the QuestionPoint questions sent to GIMS. Frank, Larry, and Brian provide reference service, depending who is on call.

Frank updated the July periodicals duplication audit based on a new spreadsheet sent by Jared containing titles missing from the original audit spreadsheet.

Frank maintained and updated various areas of the Central website during the month. He finalized and presented a mock-up of the revised research consultation page for the Reference/Collection Development Group. He updated the hours and calendar sections of the Central website and those linked from the Heard website to reflect hours for the 2009-2010 academic year and consulted with Janet Thomason about these changes. He coordinated updating other sections of the calendar with Mary Aquila. Frank updated the fines policy sections of the Central Library website as well as those linked from the Heard website involving Central and consulted with Janet Thomason about these changes. He updated the student job description page based on input from Robyn Harris and Bryan Kurowski. He worked in coordination with LITS to make several updates to subject specialist and other webpages on the Heard website. Frank met with Mary Aquila to discuss new pages to update the study space/carrels section of the website.

Teri organized the withdrawal and offering of Department of Transportation and Agriculture documents that we have removed from our depository item selection, as well as the weeding and transfer of Census CD-ROMs from the GIMS office to the stacks. Other office CD-ROMs were withdrawn and offered as well. Teri followed up on questions concerning FDLP superseded guidelines with the Government Printing Office. She added call number and item records for newly re-classed or cataloged United Nations serials and prepared many of these for binding. She met with Linda Tesar for a short lesson on cataloging government documents. She responded to offer listings from UT Chattanooga and followed up on errors in the Tennessee shared regional holdings list.

Teri prepared for the return of our student assistants by creating a new training outline; updating the GIMS staff blog and student manuals with new procedures; and organizing a student scheduling meeting. Larry and Teri met with the graduate students to set up the fall semester night and weekend schedule, and to update students on departmental changes such as the Leisure Viewing collection. Teri drafted the daytime and night/weekend student schedules. Refresher training sessions with Brian, Larry, and Teri have been scheduled for our graduate students for the upcoming weeks.

Students have worked on depository processing, the CD-ROM transfer project, offers lists, the monthly Marcive load, Leisure Reading displays, and transferring DVDs to the Leisure Viewing collection.

Brian created a troubleshooting guide to describe how to fix simple issues that frequently arise with the ScanPro microfilm machine. He proofread circulation and reserve procedures in our student manual to ensure that everything is up-to-date. In addition to more straightforward and directional reference assistance; he also continued to help Prof. Don Hancock and his student assistant locate various economic statistics for Europe.

Brian submitted three faculty articles to DiscoverArchive.

### Additional Meetings, Conferences, and Training Activities

<b>University Committees</b>	<b>No. or Freq.</b>	<b>Attendee(s)</b>
Bandy Center Advisory	1	Boyer
<b>Library Committees or Groups</b>		<b>Attendee(s)</b>
Central Library Outreach & Planning Group	3	Aquila, Boyer, Brown, Lester, Romero, Harris & Stewart-Mailhiot
Communications Committee	1	Covington
Digital Library Steering Committee	monthly	Carpenter
DiscoverLibrary Production Group	1	Lilton
DiscoverLibrary Usability subcommittee	1	Lilton
Green Team	1	Bante
LibQUAL+ Team	2	Bante
Library Council	weekly	Carpenter & Harris
Open House Planning Group	1	Romero & Lester
Transfer student orientation planning group	1	Stewart-Mailhiot, Aquila, Boyer, Brush & Romero
Travel Committee	2	Carpenter

<b>Other Meetings</b>		<b>Attendee(s)</b>
All-Staff Meeting with John Burger, Executive Director of the Association of Southeastern Research Libraries (ASERL) and Lyrasis CEO Kate Nevins		All Central staff encouraged to attend—most did
All-Staff Meeting Discussion Session	1	Romans & Carpenter
Basic Subject Cataloging Using LCSH training	1	Boling
Central Library Staff Forum	monthly	All Central staff encouraged to attend
Central Library Unit Heads	monthly	Central department heads
Circulation Staff Meeting	1	All circulation staff
Collection Development, Reference and Instruction Meeting	monthly	Collection Development and Reference staff
DiscoverLibrary Serial Set Test Meeting	1	Romans, Lester, Boling & Bante
GIMS Staff Meeting	weekly	
Job fair	1	Thomason & McKee
Luncheon with Dean Dowell & Beth Boord (for support of Vanderbilt Staff campaign)	1	Thomason
Meeting with Writing Studio staff and Sue Erickson to discuss upcoming WS Open House	1	Stewart-Mailhiot
RDA Overview Webcast	1	Boling & Bante
Reference & Instruction/Collection Development meeting	2	Central Bibliographers, Kurowski & Reference staff
Space Study brown bag	1	Thomason
Staff Development Committee	1	Whitten
Student Supervisors' Mtg. with Dean Dowell	1	Thomason, McKee, Wright, Lockaby
Tour of 21 North Annex	1	Thomason