



## Monthly Report June 2009

### News

#### Dean Connie Dowell Meets with Central Staff

On June 11<sup>th</sup>, we were pleased to have Dean Connie Dowell as a guest at our monthly Central Library Staff Forum. Library staff members appreciated Dean Dowell taking time to talk with them about library planning initiatives (including possible renovation projects); describe some of her priorities for the Vanderbilt libraries; and respond to a number of questions from our staff. We found this meeting with Dean Dowell to be quite informative and helpful, and hope that Dean Dowell will return for future meetings with Central Library staff, as she has an open invitation to do so.

#### Library Picnic

We all enjoyed the large selection of delicious dishes at the Library Picnic, as well as the opportunity to meet and chat with library colleagues from across the system. The drawing for door prizes was good fun! Our special thanks to the Picnic Subcommittee of the Staff Development Committee who devoted considerable time and effort to planning the event. Robyn Harris and Daisy Whitten co-chaired the Picnic Subcommittee, and contributed much toward making the picnic a success—even though Daisy had a schedule conflict and could not attend the picnic herself.

#### Mary Aquila's Term Appointment Extended

Mary's one-year term appointment is extended for another year. We are pleased that Mary will continue to provide support for reference services, and lend her talents and expertise toward the completion of a variety of special projects in support of public services.

### Administration

Dean Dowell convened the newly formed Travel Committee on June 17<sup>th</sup>. David Carpenter is a member of the committee, after volunteering to serve on it. The Travel Committee is charged with creating a new form to capture information for professional travel requests by librarians and other staff, as well as recommending travel policies, and considering related procedures and issues. Following the group's initial meeting, David agreed to chair the Travel Committee.

David Carpenter met with Yu (Ryan) Zheng on June 9<sup>th</sup>. Mr. Zheng is an Owen MBA student who is serving as an intern for the Science and Engineering Library this summer as well as doing an internship creating a business plan with the Television News Archive. David spoke with Mr. Zheng about the use of space in the Central Library and then provided an in-depth tour of the library for him. By the end of the summer, Mr. Zheng will prepare a report with ideas and thoughts as to how the space in the Science and Engineering Library could be better utilized to meet current needs. Since Mr. Zheng's report should contain ideas that might be adapted to other Vanderbilt libraries as well, Tracy Primich plans to share his report with other Vanderbilt Libraries.

On June 20<sup>th</sup>, David had the opportunity to tour the new 21North library annex. Juanita Murray conducted the interesting tour. This new facility is quite large! Other tours are proposed for later in the summer to allow additional library staff to tour the new facility, after it opens.

David continued his service as a member of the Access and User Services Group. This committee met on June 24<sup>th</sup> to make revisions to its report of conclusions and recommendations for the Library Council to discuss and consider.

David met with Flo Wilson on June 29<sup>th</sup> to discuss the scope of potential renovation projects for Central Library.

## Circulation and Building Services (Janet Thomason)

### Stacks Maintenance

During June we had only one student dedicated to shelving, Colleen Boyle. Student Alicia Hickman continued to help shelving books in addition to her periodicals duties. However it was decided that she would suspend her shifting project on the sixth floor while the Collection Development Department conducts a periodicals audit. Circulation student workers Amanda Brooks, Will DuVal, Meagan Harris, and Thomas Richardson also helped with shelving. One truck of annex transfers was sent to the Library Annex.

### Circulation

Several staff took vacation time this month including Daisy, Matt, Janet, and Kelly. Daisy spent considerable planning time on the Staff Picnic. Janet worked on processing the weeding of Leisure Reading conducted by Larry Romans and his staff. Four books were returned to McNaughton; 13 books were withdrawn from the collection; and 29 books were transferred to the stacks. Seven books were purchased from McNaughton and transferred to the stacks as well.

Circulation statistics indicate an 8% increase in circulation and a 21% increase in the self-check charges. Overall circulation was down because online renewals were down from last year. There was also a 23% increase in books being returned to the library this month but actual shelving was down 19%. Janet worked a couple of shifts this month on the Reference desk. All staff and student workers have been shelf reading in their assigned sections.

### Periodicals

The following tasks were completed in June:

- Two replacement requests were made for missing issues
- Title cancellations – 11 records were searched; 3 titles were pulled; 7 titles were duplicates from previous lists
- 11 records were created for bound periodicals
- One box of duplicates was shipped to Absolute
- Duplicate shelves were weeded for titles beginning with M – P
- Shelf reading on 6<sup>th</sup> floor periodicals stacks – HC411 .J6 – HD3616 .U46

## Collection Development (Jared Ingersoll)

Bibliographers attended a second open meeting on DiscoverLibrary; a demonstration session given by Alexander Street Press; and a demonstration session on ProQuest's Digital Microfilm Product given by Jim Morris.

Bibliographers have begun steady and intensive work on the Audit of Periodical Print Subscriptions.

The Boorman Fund was established for East Asian Studies.

The Bandy Center received a gift collection of material from Prof. Robert Greer Cohn, including rare material by and about Stéphane Mallarmé (Boyer, Ingersoll). The Library also received a gift of duplicate Chinese material (19<sup>th</sup> c. imprints on literature and history, including major sets) from the University of British Columbia (Benda, Ingersoll).

### Publication and Professional Development

Jared Ingersoll (with Hilary Craiglow) presented a staff brown-bag session on Excel. (Most bibliographers attended.)

Peter Brush published a review: "*Vietnam War Almanac*" (Facts on File, c2009.) in the July 2009 issue of CHOICE.

### Training and Outreach

- Bibliographers attended Brown Bag on "Creating Widgets," presented by Mary Aquila.
- Yvonne Boyer continued work with curators from the Frist Museum on the exhibit: *Twilight Visions: Surrealism, Photography, and Paris*.
- Yvonne Boyer met with History of Art faculty Christopher Johns and Elizabeth Moodey.
- Yvonne Boyer continued revisions on the Bandy Center's brochure.

## Other

- Jared Ingersoll and Amy Stewart-Mailhiot participated in small-group meetings with Dean Dowell.
- All bibliographers attended, and most participated in set-up, serving or clean-up, the annual staff picnic. A pleasant time was reported by all.
- Reference and Collection Development Departments began to hold their meetings in joint weekly sessions, instead of staggered bi-weekly meetings.

## Bandy Center (Yvonne Boyer)

The Bandy Center welcomed Professor Barsky's English 118W: *Literature of Escape and Travel* class and Yvonne provided bibliographic instruction for the students. Lisa Weiss led the class in close-readings of prose poems from Baudelaire *Paris Spleen*. We also welcomed visitors from the community interested in the Center's collection. Two French Department graduate students consulted materials in the Center.

The *Recensement Bibliographique* was updated in June. We continued to work on material for the Frist Center for the Visual Arts exhibition titled, *Twilight Visions: Surrealism, Photography, and Paris*. The first drafts of the revised Bandy Center brochure were submitted and reviewed. With the new brochure, the image of Baudelaire signature, as an under script, will be included.

The Center received additional material from Professor Robert Greer Cohn on his research interest, Stéphane Mallarmé. The material was counted and a letter of acknowledgment was sent. Yvonne met with Dean Dowell regarding the French Collections. The locked books cases (rare books) are being reviewed. Don Jones is adding records as needed.

## Instruction (Melinda Brown)

In May, Central librarians taught 6 course-related sessions to 44 students and 5 faculty members.

| DEPT | Course Number | Course Title                        | Instructor(s)           | Central Presenter(s) | Other Presenter(s)   | Students | Faculty |
|------|---------------|-------------------------------------|-------------------------|----------------------|----------------------|----------|---------|
| MHS  | 205           | Medicine & Literature               | Yagel                   | Stewart-Mailhiot     |                      | 5        | 1       |
| MHS  | 205           | Medicine & Literature (2nd session) | Yagel                   | Stewart-Mailhiot     |                      | 4        | 1       |
| MHS  | 205           | Medicine & Literature (3rd session) | Yagel                   | Stewart-Mailhiot     |                      | 5        | 1       |
| ENGL | 100           | English Composition                 | Sara Childress          | Lilton               |                      | 10       | 1       |
| ENGL | 100           | English Composition (2nd session)   | Sara Childress          | Lilton               |                      | 10       | 1       |
| FREN | 118           | Literature of Escape and Travel     | Professor Robert Barsky | Boyer                | Professor Lisa Weiss | 10       |         |
|      |               |                                     |                         |                      | <b>TOTAL</b>         | 44       | 5       |

### Additional instruction activities include the following:

- Members of the Central Instruction & Outreach planning group (Melinda Brown, Amy Stewart-Mailhiot, Mary Aquila, Ramona Romero, Robyn Harris, Yvonne Boyer, Larry Romans and Frank Lester) met twice to discuss summer instruction and outreach projects – including plans for our fall open house activities for first-year and transfer students.
- Ramona Romero and Amy Stewart-Mailhiot offered a Reference and Instruction Forum session on “Active Learning” which most Central bibliographers attended.

- Mary Aquila offered a brown-bag session on “Creating Widgets for Library Databases” which most Central bibliographers attended.
- Amy Stewart-Mailhiot and Melinda Brown met with Roger Moore, Director of Undergraduate Writing, to discuss the library and research components of the First Year Writing Seminars.
- Melinda Brown, Amy Stewart-Mailhiot and Kathy Smith (from Special Collections) met with Pat Helland, Acting Director, and other staff of the Women’s Center to discuss the future direction for the Women’s Center library.
- Amy Stewart-Mailhiot and Deborah Lilton worked with the Vanderbilt Athletics Department to coordinate and prepare an orientation for new student athletes. Amy set up a tour of the McGugin Athletic Center for Deborah and Michelle Nielsen Ott (from Technical Services) who are both assisting with the orientation. Deborah met with Shawn Fagan, Lead Academic Counselor for Athletics Dept., to plan for the upcoming session.
- Deborah Lilton met with Katherine Fusco, Assistant Director of the Writing Studio.
- A number of Central librarians attended the “Librarian in the Classroom: An Embedded Approach to Music Information Literacy for First-Year Students” brown-bag session.
- Ramona Romero went with Lee Ann Lannom to tour the opening of the Hutton Hotel as part of their LOEX conference proposal planning. Unfortunately, we were given word that Nashville was not being considered for a LOEX conference in either 2011 or 2012. However, Brad Sietz, Director of LOEX, has indicated that there may be an opportunity for a regional day-long conference sponsored by LOEX to be held in Nashville in 2012. We will learn more about this possibility after a trial of this new type of LOEX sponsored conference in 2011.
- Amy Stewart-Mailhiot met with the Institutional Review Board to learn more about the IRB process and how it might apply to library projects.
- Ramona Romero, Amy Stewart-Mailhiot and Melinda Brown met with a group led by Sue Erickson, Director of System-wide Public Services, to brainstorm about instruction and web tools.

### **Reference (Melinda Brown)**

June was a flurry of spending on a variety of Reference materials as we encountered our fiscal year end. One of the more unique items purchased was an updated wall map of the metro Nashville area--located to the left of the main elevators on the 4<sup>th</sup> floor.

Testing out the new e-book purchasing system (with the much appreciated help of Jared Ingersoll, Mary Ellen Wilson, Julie Loder and Monica Sanchez), we were able to purchase many e-reference books for Central's collection.

A sampling of new reference e-titles include:

- [\*Cultural Encyclopedia of the Body\*](#)
- [\*Encyclopedia of American Jewish History\*](#)
- [\*Encyclopedia of Psychology & Law\*](#)
- [\*Encyclopedia of Time: Science, Philosophy, Theology, & Culture\*](#)
- [\*Encyclopedia of American Urban History\*](#)
- [\*Encyclopedia of Violence, Peace, & Conflict\*](#), 2<sup>nd</sup> edition
- [\*SAGE Encyclopedia of Qualitative Research Methods\*](#)

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

Larry worked on collection management problems, and finished going through 15-20 boxes of documents that he initially choose to look at to see if we should retain them. He chose—with assistance from Frank and Teri—slightly over half of them to retain. Teri then sent to the Library Annex boxes of both the retained documents and the offer to Memphis documents. After that Larry looked at many mail cartons of gift books and choose among those which to reject, which to add as gifts, and which should be checked for condition. Larry and student Mark Lockard then compared the condition of a couple of hundred books with the copies we already have to decide whether to add the newer copy.

Larry has been busy preparing for ALA Annual Conference. He is the mover of two accessibility resolutions, one about accessibility of library websites; the other about accessibility of vendor databases and other products. Larry is also the prime seconder of a resolution on marriage equality.

There was an unusual patron request for interlibrary loan material that involved a search for potentially X-rated periodicals. Larry handled submitting the request and Frank followed up with the patron about the results of the request.

All four of us (GIMS staff) aided a visiting research team from the University of Mississippi looking for historical United Nations documents on remote sensing of the earth from outer space. The assistance was both reference and equipment-related. Teri has been in communication with Readex about some of the UN documents that were not found in our collection.

Larry, Frank, and Brian went to Nashville Office Interiors to price chairs with a view towards increasing patron comfort in the Media Services carrels. Frank will get a new desk. David Carpenter ordered new chairs for our video viewing area.

Frank supervised the general operations of GIMS while Larry was on vacation during the period June 18-25. Frank and Brian dealt with the situation of a student photocopying an extraordinary number of pages for a project involving 6<sup>th</sup> floor microfilm for a professor.

Frank participated in discussions with Larry, David, and Jared about the transfer of Film Studies bibliographer responsibilities from Deborah Lilton to him. Frank scheduled meetings with Deborah and others to discuss the mechanics of transferring the duties, which are effective July 1.

Some of the more involved reference questions covered: (1) breakdowns of new housing stock in Tennessee for past two years by zip code; (2) the impact of *Brown v. Board of Education* decision on hiring and retention of African-American public school teachers; (3) October 1918 George Creel/Committee on Public Information War Information series pamphlet on "The German-Bolshevik Conspiracy;" (4) Census and Bureau of Labor Statistics state data on median 4-person family income; full-time educational enrollment; and annual unemployment averages for 1990-2008; (5) Congressional hearings on Vietnam prisoner of war issues; (6) historical information on extensive list of major publicly traded companies for the period 1923-1931; and (7) soy market chain and soy production information for marketing project in Zambia and Mozambique

Frank maintained and updated various areas of the Central website during the month. The major web activity for the month was developing and completing a mock-up for a new reference consultation page, based on the results of discussion in a meeting with Melinda and Yvonne in a meeting in May. The development of the mock-up also involved contacting and obtaining permission from the University of Northern Iowa and Barnard College libraries to use variations of some of the wording on their research consultation pages.

Jody Combs held a second DiscoverLibrary town hall session on June 17. Frank volunteered to take down notes on the whiteboard during the discussion period.

Teri continued working on the PREX inventory with the help of our student Traci Hoehn. We have completed inventory for the paper and microfiche PREX collection within the library. Teri made two trips to the Annex to inventory and barcode the PREX collection there. Two shelves of documents were brought back to GIMS for cataloging. Fourteen titles were copy cataloged this month.

Teri tallied Government reference questions from 2002/03-2005/06 for David and created a new statistics spreadsheet. Teri sent four offers lists to other institutions.

Teri and Brian did refresher training with Eric Burton- Krieger, a returning student employee who has been away for a year. Teri revised the student work schedule for summer term hours. This month students finished filing the 2007 ASI microfiche collection (11,271 documents). Students also worked on the monthly Marcive load; and modified records, sorted, and packed former Biomedical documents that Larry selected for retention. Teri is supervising the transfer of documents.

Teri researched the websites of other institutions who have participated in LibQual+ for information on how to disseminate survey results to stakeholders outside of the library, and worked with Deborah Brooks (Management Library) on a summary of the survey information.

Despite a slow-down of reserve requests for summer session, Brian kept busy with his standard tasks of processing newly arriving videos and DVDs, adding them to online lists, an Access database, and the Media Services New Arrivals RSS feed. He continued to troubleshoot problems with media items and assist patrons with microform equipment.

Brian met with Tom Lamb of TSLA to lend 6 microfilm reels of the Catalog of Copyright Entries, for which TSLA and Vanderbilt had shared costs. TSLA has duplicated the reels and returned them to us. Brian also arranged for Larry to give Tom Lamb a tour of the Government Information department, since he will be taking over Gov Docs responsibilities at TSLA.

Following his Digital Libraries class project, Brian continued to assist Ronee Francis with DiscoverArchive activities. During June, he followed up on outstanding permissions requests for Bonnie Miller-McLemore's collection and began work archiving journal articles and entries from reference works by Leah Marcus. He also submitted a collection edited by Ted Smith, the culmination of months of permission-seeking and file-reformatting activities. In all, he submitted 23 items to DiscoverArchive in June.

## Statistics

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

19,173 entrances/exits at Library Lawn  
10,150 entrances/exit at Breezeway  
29,323 total entrances/exits to the GLB (2% increase from June 2008)

### Circulation

4,771 total charges at circulation desk (8% increase from June 2008)  
116 renewals at circulation desk (8% decrease from June 2008)  
602 charges at express check-out (21% increase from June 2008)  
5,079 online renewals  
43 laptop charges (39% increase from June 2008)  
0 laptop renewals  
24 reserve charges (4% increase from June 2008)  
3 reserve renewals  
6,377 items discharged (23% increase from June 2008)  
11,008 total items charged (16% decrease from June 2008)  
3532 items received from other libraries (11% increase from June 2008)  
426 holds placed (26% increase from June 2008)  
147 searches for missing books (77% increase from June 2008)  
23 bills created (58% decrease from [month last year])  
5,819 books shelved (19% decrease from June 2008)  
522 bound periodicals shelved (36% increase from June 2008)  
628 unbound periodicals shelved (20% decrease from June 2008)  
554 newspapers shelved (5% increase from June 2008)  
7,819 total items shelved (15% decrease from June 2008)  
213 periodical volumes sent to the bindery  
254 periodicals volumes returned from the bindery and prepared for shelving  
11 boxes of microfilm received from bindery for GIMS  
rush books processed ( % increase from June 2008)  
1 book truck sent to the Annex from stacks ( % decrease from June 2008)  
2 hours spent shifting in stacks ( % decrease from June 2008)  
11 sets of serials sent to the bindery

### Reference

299 total reference transactions  
85 (31%) reference questions answered at reference desk  
29 (10%) by e-mail  
28 (10%) by telephone  
138 (49%) directional questions answered at reference desk  
13 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

370 total items charged (22% decrease from June 2008)  
296 items discharged (25% decrease from June 2008)  
379 total video/DVD charges (21% decrease from June 2008)  
59 reference transactions (211% increase from June 2008)  
200 media service transactions (130% increase from June 2008)  
13 video reserves processed (78% decrease from June 2008)  
14 records copy-cataloged  
0 video reserve purchase requests submitted

21 items sent to bindery  
 472 depository items processed  
 14,895 non-depository items processed  
 230 items re-shelved (117% increase from June 2008)

**Bandy Center**

20 Baudelaire Books and Dossiers consulted  
 10 Pascal Pia Collection books paged from the Library Annex  
 7 visitors to the Centers

**Instruction**

6 sessions for 49 participants!

**Additional Meetings, Conferences, and Training Activities**

| <b>University Committees</b>  | <b>No. or Freq.</b> | <b>Attendee(s)</b>  |
|---|---------------------|---|
| CUIL committee meeting  |                     | Melinda Brown   |
| USAC Staff Advisory Committee   | 1                   | Sue Widmer  |
| Vanderbilt Web Spiders Group  | 1                   | Peter Brush, Frank Lester & Mary Aquila                         |
| <b>Library Committees or Groups</b>   |                     | <b>Attendee(s)</b>  |
| Circulation and Access Committee  | 1                   | Janet Thomason & Brian Boling                                   |
| Digital Library Steering Committee  | weekly              | David Carpenter   |
| Discover Library Planning Group   | 1                   | Deborah Lilton  |
| Discover Library Usability Subcommittee   | 1                   | Deborah Lilton  |
| Green Team  | 1                   | Teri Bante & Deborah Lilton                                     |
| LibGuides Coordinator Meetings  | 1                   | Ramona Romero   |
| Library Council   | weekly              | David Carpenter & Robyn Harris                                  |
| Research Services Committee   | 1                   | Ramona Romero   |
| Staff Development Committee Picnic subcommittee   | 1                   | Daisy Whitten & Robyn Harris                                    |
| Technology Training & Support Coordinators  | 1                   | Bryan Kurowski & Robert Wright                                  |
| Web Maintenance Team  | 1                   | Sue Widmer, Frank Lester & Peter Brush                          |
| <b>Other Meetings</b>   |                     | <b>Attendee(s)</b>  |
| ACRL Springboard webinar with Clifford Lynch  | --                  | Brian Boling  |
| Alexander Street Press demo   | --                  | Bibliographers & Brian Boling                                   |
| Central Library Staff Forum   | monthly             | All Central staff encouraged to attend                          |
| Central Library Unit Heads  | monthly             | Department heads and Robyn Harris                               |
| DiscoverArchive meeting with Ronee Francis  | 1                   | Brian Boling  |
| "Generating Campus Buy-In for your Institutional Repository" webinar  | 1                   | Brian Boling  |
| GIMS Staff Meeting  | weekly              |   |
| Librarian in the Classroom: An Embedded Approach to Music Information Literacy for First-Year Students (Sara Manus) 06/23 | --                  | A number of Central Library staff attended                      |
| ProQuest Digital Microfilm demo   | 1                   | Bibliographers, D. Carpenter & F. Lester                        |
| Reference & Instruction Forum Planning Group  | 2                   | Ramona Romero, Amy Stewart-Mailhot, Yvonne Boyer & Frank Lester |
| Reference & Instruction/Collection Development meeting  | 2                   | Central Bibliographers, Bryan Kurowski, Reference staff         |