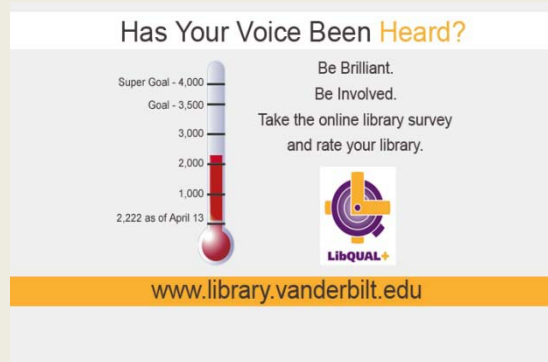


Monthly Report March 2009

News

LibQUAL+ Survey

Central Library staff encouraged students, faculty, and staff to complete the LibQual Survey. In addition to promoting the survey from our service desks, we placed an announcement about it on our library display screen, and bibliographers encouraged faculty via e-mail messages and other means to participate in the survey.



Express Check-Out Change

Janet Thomason worked with Tao You (LITS) to change the settings for our 3M Self-Check System. Patrons are no longer required to print out a receipt. Instead, they now have three options: 1) no receipt; 2) print a receipt; 3) e-mail a receipt to themselves. We are thankful to Tao for her assistance. Offering these new options should encourage patrons to save paper by not always printing out a receipt unless they really wish to have one. The Express Check-Out option has been very popular with some of our library users.

Administration

Annual Performance Evaluations

Central Library staff members devoted significant time in March to preparing a self-evaluation for their supervisors; receiving an annual evaluation in return; and meeting with supervisors for a one-on-one discussion. Although this process is time-consuming, it does provide a good, annual opportunity to pause to acknowledge and praise achievements of the past year, and to set goals for the coming year, as well as review and update position responsibilities.

Library Security

David Carpenter met with Bill Hook and Lt. Eric Heath from the Vanderbilt University Police Department to discuss security issues in the General Library Building on March 9th. Lt. Heath was interested in learning about current library security concerns. He offered helpful advice on VUPD services, policies, and support for libraries.

Public Copiers

Matt McKee represented the Central Library on the Project Team for Upgrading/Replacing Public Copiers. We appreciate the time and effort Matt devoted to this project. After this group made its report and recommendations to the Library Council, David Carpenter met first with Bill Hook and Tracy Primich; then with Matt McKee and Janet Thomason, and later the library's unit heads, to discuss the group's recommendations. David met with Bill Hook and Tracy Primich on March 11th to discuss our conclusions on what configuration of copiers, as described in the project team's report, would best serve the library's users. We look forward to having one copier replaced by a scan-to-e-mail/scan-to-USB only unit. A coin

and bill changer will be relocated to the copier on level six. A copier with the Binder Minder top will be available in both our copier locations.

Access & Use Policies Project Team

David Carpenter attended the first meeting of the newly formed Access & Use Policies Project Team on March 5th. The Library Council formed this new group in part to: "Review the need for new or revised policies and procedures with respect to LUC cards issued to non-Vanderbilt community. Review the university's computer use policy. Review the library's conduct policy with respect to all library users, including the use of the library's computer facilities". Sue Erickson will lead the group, with David, Bill Hook, Robyn Harris, and Celia Walker serving as its other members.

Job Chats with Library Staff

On March 2nd, David began a series of informal chats with Central Library colleagues to learn what they like or dislike about their current positions; what new skills they would like to develop; potential new responsibilities of interest to them; and to learn about their personal career goals. Although work on annual evaluations forced a temporary halt to these job chats later in March, David will be resuming these informal conversations with colleagues into the summer months, until all are completed.

Professional Travel Survey

After completing a survey of Central Library staff professional travels interests for the coming fiscal year and compiling the results, David Carpenter submitted this information to Dean Dowell on April 31st, as was requested of most Vanderbilt library directors

Collection Development (Jared Ingersoll)

Collection Development

- All Bibliographers met with Jared Ingersoll to discuss adjustments to the needed changes to Blackwell's initial approval re-profiling. Jared compiled revisions and relayed to Blackwell for implementation. (Ongoing)
- Jared Ingersoll and Melinda Brown met with Jody Combs and Sue Erickson to discuss CD / Instruction implications of DiscoverLibrary and LibGuides implementation. Secured agreement to insure greater public service / collections involvement in implementation decisions.
- Paula Covington met with Dean Dowell and prepared briefing material concerning the visit of a National Resource Center steering committee.
- Paula Covington went on an NRC-funded book business trip to Peru and Bolivia. (Two weeks.)

Publication and Professional Development

Deborah Lilton attended ACRL meeting in Seattle and presented "When Diversity is Too Much: Librarians of Color and Expectations for Involvement in Diversity Initiatives" at ACRL with colleagues from NCSU and Auburn University.

Peter Brush reviewed Gunbird Driver: A Marine Huey Pilot's War in Vietnam (Annapolis, Md.: Naval Institute Press, 2008), in *Vietnam*, Vol. 22, No. 1, June 2009, pp. 62-63. Peter also was invited to write "Khe Sanh in the Pantheon: What a New President's Reflections on an Old Battle means to One Marine Who Was There" in *Vietnam*, Vol. 22, No. 1, June 2009, pp. 50-51, an invited op-ed piece about what Obama's inaugural address reference to a Vietnam war battle means to Vietnam veterans.

Circulation (Janet Thomason)

Stacks Maintenance

Dependable student worker Rebekka Michaelsen resigned, but she hopes to return to library stacks work in the fall semester. Student Alicia Hickman continued to make good progress with a long term shifting project in sixth floor periodicals. Several shelves of Chinese language volumes in the DS call number were finally removed from their temporary storage on the fourth floor to their permanent location on the eighth floor. This was made possible by the shifting project worked on by students Shahrul Ramil and Joe Webster. Larry Romans identified FAO titles on the 3rd floor that could be transferred to the Library Annex.

Reserves

Reserves continue to trickle in as usual, with only have a few weeks left in the semester. Larentina is in the process of getting letters out requesting fall reserve lists, hopefully before exams start. Dismantling reserves will be starting when exams end.

Circulation

Yolanda was locked up to raise money for Muscular Dystrophy fundraiser. Students had their spring break the first week of March. We have been busy since they got back. All the laptops have been going out each night. Laptop checkout was up 8%. It has been a busy month!

Leisure reading was weeded in March: 7 books were returned to McNaughton; 2 McNaughton books were purchased for the stacks; 13 books were transferred to the stacks; and 4 books were withdrawn.

Periodicals

17 shelf labels were made for the periodical reading room; 1 replacement request was made for a missing issue; and 1 box of duplicates was sent to Absolute.

Bandy Center (Yvonne Boyer)

Throughout March 2009, Assistant Director Lisa Weiss researched sources for recent Baudelaire publications to add to the Center's collection and *Recensement Bibliographique*. These sources included the monthly catalogue *Livres Hebdomadaires-Livres du mois*, catalogues from Parisian book dealers, and the journals *Dix-neuvième siècle* and *AUMLA*. She wrote a thank-you letter to Professor Dominique Rincé for his recent book gift to the Center--a Korean translation of his *Baudelaire et la modernité poétique* (Collection *Que sais-je*, No. 2156).

From her experience with helping plan the NCFS conference last October 2008, Lisa met with a graduate student in French, Rachel Early, to help strategize for planning the Southeastern Medieval Association conference to be held at Vanderbilt this coming October 2009. Student worker Michelle Lilly created a master spreadsheet that tracks the status of a book from research to potential ordering to Center documentation. She also updated the Center's *Recensement Bibliographique* and fiche cards and classified Touzot slips.

Yvonne updated the Bandy Center website, including additions to the *Recensement Bibliographique* and a new link related to Baudelaire websites. Yvonne met with the Bandy Center Advisory Board. The W. T. Bandy Center will now offer a number of research fellowships, both paid and unpaid fellowships, named according to their relationship to the Center Collections and selected based on the merits of the proposed projects.

In the fall of 2009, The Frist Center for the Visual Arts will have an exhibition titled *Twilight Visions: Surrealism, Photography and Paris*. The guest curator, Dr. Terry Lichtenstein from New York City, has requested the use of material from the Pascal Pia Collection. Yvonne has been in contact with her and the Frist curatorial staff regarding this exhibition. Professor Pat Ward, Past Director of the Bandy Center and Emeritus Professor of French is currently a docent at the Frist Center. She brought the Pascal Pia Collection to the attention of the curators. This is a wonderful opportunity for outreach between the Frist Center and Vanderbilt Library Collections.

Instruction (Melinda Brown)

Course-related instruction: In March, Central librarians taught nine course-related sessions to 139 students. Faculty attended three of the sessions.

DEPT	Course No.	Course Title:	Instructor(s)	Central Presenter(s)	Students	Faculty
CLAS	206	Roman Art and Architecture	Betsey Robinson/Art History	Romero	3	0
EAS	115	Hollywood Hanoi: Narrating the Vietnam War	Tran	Brush	11	1

ECON	226	Econ Hist of U.S.	Canaday	Widmer & Romans	30	
ECON	226	EconHist of U.S., 2nd section	Canaday	Widmer & Romans	25	0
ENGL	116	Introduction to Poetry	Brian Deyo	Lilton	11	0
ENGL	116	Introduction to Poetry	Brian Deyo	Lilton	11	0
ENGL	117	Introduction to Literary Criticism	Joshua B. Epstein	Lilton	13	1
MHS	205	Literature & Medicine	Marian McBay	Stewart-Mailhiot	20	
SOC	115	Womb to Tomb	Laura Carpenter	Stewart-Mailhiot	15	1
				TOTAL	139	3

Additional activities:

Peter Brush was asked to present to Prof. Tom Schwartz' MLAS class ("The United States and the Vietnam War") on his research, writing, and participation in the Vietnam War.

Ramona Romero co-authored a proposal with Lee Ann Lannom to sponsor either the 2011 or 2012 LOEX conference in Nashville. We will hear back in May if they accept the proposal for 2011 and later in the year if they accept it for 2012. Everyone, please keep some positive thoughts out there for the success of this proposal!

Mary Aquila developed a guide to using widgets for databases most frequently used by Central Librarians (at least the ones that offer the option to create a widget). She used LibGuides as the medium, and gave a preview in one of our Reference meetings.

Amy Stewart-Mailhiot, Ramona Romero and Larry Romans joined other Heard Library staff for a Vanderbilt Visions 2009 brainstorming session.

David Carpenter offered a tour of both Central Library and other parts of the GLB to Jacob Schaub on March 4th. (Jacob is a new cataloger hired by the Music Library.)

The Central Library Instruction & Outreach Planning Group met in March to discuss and then propose possible summer projects. These projects include:

- Developing a summer workshop series (2 to start with) for departmental Associates as a trial project.
- Creating tutorials that could be used in instruction sessions, starting with Reading a Citation.
- Creating a bank of photos of various Central Library locations that may be used on webpages and in promotional materials.

In a later Reference meeting, we discussed the option of creating a 50 minute instruction session that anyone could teach for those times when an instructor requests a session and does not have an assignment. This should help relieve some of the instruction load, especially for Deborah Lilton who holds the unenviable spot of the librarian who does the most instruction in the Central Library.

Government Information and Media Services (Larry Romans)

Teri Bante continued working the PREX inventory with the help of graduate student assistants. Sixty-eight items were copy cataloged for this project this month. Many of these new records were for the PREX microfiche collection, which had a high percentage of uncataloged items.

Larry Romans and Teri continued to work on the Biomedical documents withdrawal. Larry went through the list of 8700 documents and weeded the collection for items we want to keep. Teri modified catalog records, coordinated transfer of items to the Annex, and organized offer lists.

Teri received several promotional items she had requested from the Federal Library Depository Program. Many of these items are displayed or otherwise distributed to help promote our depository services. Teri also worked on routine depository processing.

Teri helped with preparations for the LibQual survey launch, visiting the Panhellenic Delegates meeting with Julie Blagojevich to speak with Vanderbilt sorority members about promoting the survey. Julie and Teri also set up a booth in the Hendrix athletic dining hall to promote the survey among student athletes and staff. Teri continued to keep records of incentive donors and provided information for the LibQual website donor pages.

Teri agreed to organize the Central library spring seating sweep, and met with Julie Blagojevich and representatives from other libraries to discuss the upcoming sweeps. Teri worked on setting up a schedule for the Central seating sweep volunteers and updated data collection information.

Larry Romans attended the Tennessee Library Association (TLA) Library Legislative Day. The library advocates meet together in the morning; have lunch with their legislators, and then met with other legislators in the afternoon. It would be great if more Vanderbilt library staff participated. Larry also participated in ALA Executive Board and ALA IRRT Executive Board conference calls.

Larry was interviewed by Amy Stewart-Mailhot for her Government Documents class at the University of Washington. Amy is interviewing a small number of documents librarians nationwide. Larry also met with Ramona Romero and Mark Nordby, his student assistant, to learn about how to create subject and class guides using LibGuides. Larry and Mark have already generic templates for Political Science and Communication Studies.

Larry met numerous times with Jared Ingersoll to update the Blackwell profiles for Communication Studies and Political Science. They went over what changes would occur book-by-book-by-book. The profiles should be much improved in the future.

Larry taught two sessions of the economic history class with Sue Widmer. They considerably improved their handout in the process.

Besides more straightforward reference assistance, Frank answered involved and detailed reference and government document research questions, including several that took numerous hours of research time.

Frank worked on several maintenance enhancements to the home page of the Central Library website, including time-sensitive additions to the homepage at the request of David Carpenter to include a logo and link for the ongoing LibQUAL+ survey and a logo and link to DiscoverLibrary. As a result of discussions at the Web Management Group, Frank volunteered to test out an instance of Drupal to ascertain whether it would be suitable for transferring content from the existing Central Staff webpage into an enhanced setting. David requested that Frank speak about this development at the Central staff forum on March 27. Frank made a brief presentation at the meeting about the Drupal test, its justification, and why it might be potentially useful as a direction not only for the staff webpage but eventually the entire Central website.

At Larry's request, Frank performed several searches on two different available versions of the Air University Library's Index to Military Periodicals (AULIMP) to determine which was quicker, more user-friendly, and which gave the most common-sense search results, and submitted a report to Larry on the outcomes (March 6). Frank identified a couple of instances of government information-related Vanderbilt Library online resources that were either not working or giving patrons messages that they were not available and alerted Larry to these.

Brian Boling was surprised to find that Spring Semester reserve requests had picked up again. He also noticed an increase in new DVD arrivals. Near the end of March, Brian introduced a hand-coded RSS feed of Media Services New Arrivals to inform patrons of these new titles. To publicize this service, he added a link on the Media Services page and sent information to faculty via the Weekly Film Studies newsletter.

Brian has continued to work with his neighbor Dr. Ted Smith on establishing a DiscoverArchive collection. Based on a request to deposit an article co-written with Dr. Smith, he also began work upon a DiscoverArchive collection for Dr. Bonnie Miller-McLemore.

Statistics

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

53,823 entrances/exits at Library Lawn (73% increase from March 2008)
21,269 entrances/exit at Breezeway (1% decrease from March 2008)
75,083 total entrances/exits to the GLB (43% increase from March 2008)

Circulation

8785 total charges at circulation desk (2% increase from March 2008)
129 renewals at circulation desk (49% decrease from March 2008)
1462 charges at express check-out (5% decrease from March 2008)
5853 online renewals
435 laptop charges (8% increase from March 2008)
0 laptop renewals
499 reserve charges (37% increase from March 2008)
15 reserve renewals
6775 items discharged (22% decrease from March 2008)
17,588 total items charged (27% decrease from March 2008)
2423 items received from other libraries (34% decrease from March 2008)
484 holds placed
201 searches for missing books (7% decrease from March 2008)
67 bills created (37% increase from [month last year])
9032 books shelved (31% decrease from March 2008)
695 bound periodicals shelved (27% increase from March 2008)
729 unbound periodicals shelved (23% increase from March 2008)
450 newspapers shelved (13% decrease from March 2008)
11,288 total items shelved (27% decrease from March 2008)
181 periodical volumes sent to the bindery
242 periodicals volumes returned from the bindery and prepared for shelving
33 boxes of microfilm received from bindery for GIMS
273 rush books processed (11% increase from March 2008))
2 book trucks sent to the Annex from stacks (% decrease from March 2008)
53 hours spent shifting in stacks (16% decrease from March 2008)

Reference

760 total reference transactions
715 reference questions answered at reference desk
278 (39%) by e-mail
25 (4%) by telephone
352 (49%) directional questions answered at reference desk
26 e-mail questions off-desk
9 phone or in person questions off-desk
10 consultation meetings with students doing in-depth research projects off-desk

Government Information/Media Services

410 total items charged (2% increase from March 2008)
382 items discharged (33% decrease from March 2008)
63 reference questions (15% decrease from March 2008)
420 media service transactions (14% increase from March 2008)
62 video reserves processed (44% increase from March 2008)
2 video reserve purchase requests submitted
6 personal videos processed for reserves
24 items sent to bindery
68 items copy cataloged
172 depository items processed
4 non-depository items processed
238 items re-shelved (15% decrease from March 2008)

Bandy Center

12 books added to the collections
20 books consulted
3 books paged from the Library Annex
2 visitors to the Center
4 interlibrary loan requests
2 responses to e-mailed inquiries

Instruction

9 sessions for 139 participants

Additional Meetings, Conferences, and Training Activities

University Committees	No./Freq.	Attendee(s)
Traffic & Parking Committee (for USAC)	1	Sue Widmer
Vanderbilt Web Spiders Group	1	Peter Brush
Ctr. for Lat. Amer. Studies Steering Committee	1	Paula Covington

Library Committees or Groups		Attendee(s)
Central Library Staff Forum	monthly	All Central staff encouraged to attend
Central Library Unit Heads	monthly	Library director & department heads
Circulation and Access Committee	1	Janet Thomason & Brian Boling
Collection Development Dept. Meeting	monthly	Bibliographers & Brian Kurowski
Communications Committee	2	Paula Covington
Computers in Libraries/Media Equip. Group	2	Brian Bowling, Teri Bante & Frank Lester
Customer Service Subcommittee of SDC	2	Daisy Whitten, Jared Ingersoll & B. Boling
Digital Library Steering Committee	weekly	David Carpenter
Discover Library Planning Group	1	Deborah Lilton
DiscoverArchive Mentorship Meetings		Brian Boling
GIMS Staff Meeting	weekly	
Green Team	1	T. Bante, D. Lilton, Y. Campbell & P. Brush
Hendrix Dining Hall- LibQual promotion		Teri Bante
Instruction and Outreach Planning Group	1	R. Romero, A. Stewart-Mailhiot, M. Brown
LibGuides Coordinator Meetings	2	Ramona Romero
LibGuides Template Discussion		Larry
LibQUAL+ Marketing Subcommittee		Robyn Harris (chair)
LibQUAL+ Team	3	Teri Bante & Robyn Harris
Library Council	weekly	David Carpenter & Robyn Harris
Meeting with Ted Smith		Brian Boling
NISO web seminar		Brian Boling
OCLC Nos. in Acorn Records Working Group	1	Jared Ingersoll
OUL Staff Meeting	Weekly	Robyn Harris
Panhellenic Delegates Mtg.-LibQual promotion		Teri Bante
Research Services Committee	1	Melinda Brown & Amy Stewart-Mailhiot
Seating Sweep Planning		Teri Bante
Staff Development Committee	1	Jared Ingersoll & Daisy Whitten
Technology Training & Support Coordinators	1	Bryan Kurowski
Vanderbilt Visions Brainstorming Session	1	Amy Stewart-Mailhiot, Ramona Romero
Verde Implementation Group	1	Bryan Kurowski
Web Maintenance Team	1	Sue Widmer, Frank Lester & Peter Brush
Web Management Group	1	Frank Lester

Faculty/University Outreach/Liaison Work	
AIA Lecture at Parthenon	Ramona Romero
Planning meeting w/ a faculty member and Writing Studio	Ramona Romero
Observed Writing Studio Sessions for Prof. Robinson's HART 115	R. Romero & Y. Boyer
Latin Declamation Contest – Classics	Ramona Romero
Attended the WGS Fair at the Commons	Amy Stewart-Mailhiot
Met with Prof. Tomarken to discuss possible changes to the Psychology fund distribution	Amy Stewart-Mailhiot
Met with a faculty member to plan an upcoming class	Amy Stewart-Mailhiot

Professional Development & Training	
Brown Bag on Discover Library	Amy Stewart-Mailhiot, Yvonne Boyer & M. Brown
Campus Web Spiders meeting	Mary Aquila
Fire Safety Training	Mary Aquila, Yvonne Boyer & Paula Covington
Fugitives Brownbag Session: Viewing of NPT Documentary	David Carpenter
Safe Zone training conducted by LBGTQI Center	Amy Stewart-Mailhiot
The Writing Studio Presents: Writing and Discipline: iSearch 2.0	Amy Stewart-Mailhiot
The Writing Studio Presents: Writing and Discipline: The Pedagogy of Style	Ramona Romero
Workflows Reports Training Class	Janet Thomason

Other Activities/ Special Projects	
All Staff meeting with Dean Dowell March 5th	
Reception for Dean Dowell in Kirkland Hall on March 18th	David Carpenter, Janet Thomason, & R. Wright
Hispanic Dance & Culture Presentation by Vanderbilt Association of Hispanic Studies—Peabody Library Fireside Room	David Carpenter