Public Service Council
Minutes
July 6, 2005


Members Absent: HelenJane Armstrong, Ann Lindell, Robert Singerman.

Guest: Paul Victor

1. Library Instruction/Information Literacy Team Report
   • Jana Ronan reviewed the Library Instruction/Information Literacy Team (Tara Cataldo, Patrick Reakes, Jana Ronan, Paul Victor) Report.
   • The team’s major recommendations are:
     ▪ Formation of a library wide Instruction/Information Literacy Committee
     ▪ Creation of a full-time library wide instruction coordinator
     ▪ Require public services staff and librarians to participate in library instruction
     ▪ Put more user training online
     ▪ Hire/create an instructional design expert to help put training online and to consult with librarians
     ▪ Implement a systematic teacher training program to improve the quality of instruction and to support teachers
   • 2i will be changed to read “Encourage vacation…,” instead of “Implement vacation…”
   • PSC members agreed to accept the report noting that this did not indicate all report recommendations would/could be implemented.
   • Carol Turner will work on charging an Instruction/Information Literacy Committee with library wide representation. A recommendation was made to include at least one teaching para-professional on the newly formed committee and to also invite Marketing Committee member(s) to meetings.

2. Updates
   a. Interlibrary Loan (Chelsea Dinsmore)
      ▪ ILL is lending again.
      ▪ Justin Wyckoff (formerly with the Registrar’s Office) has accepted an ILL LTA position.
   b. RefeXpress (Jana Ronan)
      ▪ RefeXpress will continue to be closed until software problems are resolved.
      ▪ An instant messaging system will possibly be piloted this summer.
      ▪ Some type of electronic reference service will be offered starting in fall.
   c. Student Assistants Service Quality (Carol Turner)
      ▪ Department Chairs and Carol Turner met with Trudi DiTrolio. Plans for a Student Assistant Supervisory Support Group are moving ahead with a kickoff meeting schedule July 27. This initial meeting will focus on the
purpose and goals of the group as well as logistics. It will also address the Committee’s recommendation that useful web resources be made available to the student supervisors.

- The Student Assistants Service Quality Taskforce’s third recommendation to form a Public Services Seminar Planning Group continues to be discussed.

**d. Public Computers (Leilani Freund)**
- A list of computer specifications and requirements has been completed.
- It is hoped that computers in all Public Service locations will receive upgrades to mirror the new workstations going into the renovated Library West.
- The next step involves meeting with Will Chaney and Geoffrey Stewart to discuss problems reported via Sys Help, the solutions to those problems, and what problems still exist.

**e. MetaLib (Leilani Freund)**
- The Resource Navigation Task Force’s report has been submitted to Martha Hruska. The report recommends extensive ALPHA testing this summer with staff. Some staff members have been selected as “Super Searchers,” and will report any problems incurred while searching.
- A test database is up and running but the group does not anticipate going live this fall.
- Trudi DiTrollo is scheduling two open sessions to discuss MetaLib, what it is, and some of the problems associated with it.

### 3. Announcements and future agenda items

- **LAD (Ben Walker)**
  - The Libraries will be required to move materials out of LAD. The bid process is beginning and materials will be moved into the Butler Plaza Publix.

- **MSL (Carol Drum)**
  - Pat Haskins is out for two weeks. During this time Carol Drum will be covering Pat’s duties.
  - MSL Outreach Librarian interviews are scheduled this Friday July 8th (Mary Edwards), Monday July 11th (Valrie Davis) and Wednesday July 13th (Kathryn Kennedy). Three other MSL vacancies (Physical Science Librarian, Earth Science Librarian, and Engineering Librarian) will close on August 3rd.

- **Education (Iona Malanchuk)**
  - Bryan Smith’s last day as a Senior LTA in the Education Library will be August 11th. Interviews for this anticipated vacancy should begin in one week.
  - Suzanne Brown is back half-time.

- **Access Services (Lori Driscoll)**
  - The ILL Librarian search closed yesterday and applications are being reviewed.
  - Matthew Daley accepted the Circulation Technology Coordinator position. He is currently performing duties for this position, as well as, his previous position.

- **Music (Robena Cornwell)**
  - Effective August 4th, the Music Library will have an LTA position vacancy.
• **Yankee Book Shipments**
  - Yankee Book shipments appear to be going directly to departments without first being routed through Resource Services. This new procedure does not seem to have been communicated to the Public Service Departments now receiving the shipments. Carol Turner will ask Martha Hruska to have this topic added to tomorrow’s Middle Managers Meeting.

• **Reclass**
  - By the end of July the currently received Dewey Periodicals reclass will be complete. The monographs reclass will then begin with a March 2006 anticipated completion date.

• **Library West renovation**
  - January 27th is the anticipated substantial completion date. There is still not a firm date as to when staff and materials will move back into the building.