News Notes

UNIVERSITY LIBRARIES

OSU Libraries news for faculty & staff

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News

From Director of Libraries Carol Diedrichs--Innovation Fund Proposals:
I am delighted with the first round of proposals for the innovation fund. The quality and thoughtfulness of the proposals is a great start. We know the first deadline was quick and appreciate the work that went into getting these first proposals together. ***See Carol's blog posting for [January 25](#) for more information on the 14 proposals that were submitted.***

The second round of innovation fund applications is due on March 31, 2012. The Innovation Fund Application can be found at: http://library.osu.edu/staff/administration-reports/InnovationFundApplication.pdf

We're off to a great start. It comes as no surprise to me that we have a number of innovative and creative proposals that will improve upon the great products and services that OSUL already offers to our students, colleagues and the entire OSU community.

Libraries Switching to new eTime and eLeave systems:
Workforce, the current timekeeping system, was implemented May 2008. Since then, OSUL have realized some real savings and benefits in using the WorkForce system. These include:

- Elimination of paper timesheets
- E-routing of time off requests and reminders
- Better tracking of time worked and time paid
- Tremendous reduction of manual entry
- Easy archive of information

The University has since developed its own timekeeping and leave systems. OSUL HR is very excited about these new systems and is working with the university's Payroll Office to complete a small pilot within SEL and HR. The current plan is to add more employees to the pilot and then eventually transfer all OSUL employees to the new

systems. We will update you as the pilot and addition of employees take place. The new systems are:

- **eTimesheet** – used by biweekly paid employees to complete a weekly timesheet and request time away
- **eLeave** – used by monthly employees to request time away

These two systems are currently utilized by over 20,000 OSU faculty, staff and student employees. Some of the benefits realized by university colleges and departments include:

- Reliability and Performance – the systems are reliable and remain up and running
- Ease of Use – the systems include several desirable features:
    - Ability to enter retroactive leave requests up to six months in arrears
    - Ability to manage edits to timesheets within the system, eliminating Timekeeping Adjustment Forms
    - Ability to certify payroll using the systems themselves, not via emails from Toni Morrison Smith and Charles Smith
- Auditing – the systems are designed to better meet our auditing needs as a public institution
- Reporting – the systems are designed with the university's reporting needs in mind; the number of reports needed is reduced, and the reports are much more meaningful for OSU use
- Cost - the systems are 'free' to colleges and units, that is, the cost is rolled into the university's overhead charges that OSUL pays anyway

There are some important changes that may not be seen as benefits initially, but in the long run better meet the needs of OSUL. These include:

- Submission and Approval – if a timesheet is not submitted and/or approved timely, there will be a DELAY in payment; a 'super' user will be appointed for OSUL, but the super user will only submit/approve a timesheet if there are unforeseen, dire circumstances; this better complies with our auditing requirements and puts ownership of managing the process with the direct report and supervisor
- Timesheet Editing - supervisors will no longer be able to edit a timesheet; all edits to a timesheet will be made by the employee using an online feature; supervisors will then approve that change and the edits will be maintained electronically in the systems; this better complies with our auditing requirements and reduces an enormous amount of paperwork routed to and maintained by OSUL HR
- Timeclocks – there will be no timeclocks; instead most OSUL biweekly paid employees will sign-in to their desk top computer, navigate to the eTimesheet web site and use a web clock feature to clock in and out; this will be much more reliable than the timeclocks that are currently in place
- Dedicated Terminals – for those locations where there is a timeclock now, a dedicated, locked-down computer will replace it; the dedicated terminal will be much more reliable than the timeclocks that are currently in place
- Back up and Delegations – backups will be appointed for an organization number, not per person; this reduces the number of background programming changes

If you have immediate questions, please don't hesitate to contact your OSUL HR representative.

Libraries' Faculty and Staff Now Eligible to Book Rental Rooms for Personal Use: The Libraries is initiating a new benefit for faculty and staff which will enable employees to use rooms available for rent in the Thompson and Science and Engineering Libraries for personal use. The new benefit, being piloted for winter quarter is available with under the following policy:

University Libraries Faculty and Staff Personal Use Policy for Rental Rooms *(Winter Quarter 2012 Pilot)*

- The Personal Use Policy applies to current, regular University Libraries Faculty and Staff.

- Spaces available to reserve for personal use in the **Thompson Library** include the Multi-Purpose Room (165), Mortar Board Room (202), Conference Room (204), and the Scholars Seminar Rooms (458, 459, and 460). There will be no charge for the first 2 hours, with additional hours charged at 50% of the University Department rate.

- The Campus Reading Room (1120) can be reserved at 50% of the University Department rate.

- The Buckeye Reading Room (260) and the Roof Terrace (480) are not available to reserve under the Personal Use Policy. Normal rental charges would apply.

- Spaces available to rent for personal use in the **Science and Engineering Library** include Conference Rooms 070, 090, and 414. There will be no charge for the first 2 hours, with additional hours charged at 50% of the University Department rate.

- Use of spaces at other library locations would be determined on a case-by-case basis.

- Payment (via check or credit card), along with the signed agreement, must be submitted at least one week prior to the event.

- The Faculty/Staff member will be responsible for preparation, set up, and tear down of room. Room must be returned to its original condition. Any additional expenses associated with the event would be charged at the full rate.

- Alcoholic beverages and all forms of illegal substances are strictly prohibited.

- The OSUL Faculty/Staff member agrees to abide by the Rental Policy for the University Libraries located at: http://library.osu.edu/about/locations/thompson-library/room-rental/rental-policy/ .

- Any exceptions to this policy require the approval of University Libraries Administration. University Libraries reserves the right to modify this policy as needed.

Executive Committee Meeting Notes, January 10:

- **ARL Position Description Bank**
  The committee discussed a proposal from the ARL Board to gauge the level of interest in the establishment of a *Position Description Bank* as a service to member institutions. The proposed ARL PD Bank would ease collaboration among research libraries by aggregating position descriptions and making them browsable and searchable by participating institutions. It would also provide member institutions with a functional digital archive of their own position descriptions.

  The Executive Committee was enthusiastic about this proposal and selected Patton-Glinski to serve as liaison with the ARL committee that is working on this project.

- **Innovation Fund**
  The committee received a total of 14 innovation fund applications. Each application was reviewed and decisions were made to approve, consolidate, or send proposals back to the applicant(s) for additional development. Announcement of the decisions will be made later this month. As part of that announcement, Batts will post the proposals and the committee's decision on the staff intranet. The appropriate AD will contact each applicant with information on how and when to move forward with their projects.

- **Potential Collaboration with Health Sciences**
  The committee discussed collaborating with the Health Science Library to develop a Copyright App that would assist OSU students, staff and faculty with copyright questions. Warner and Strieb will work with Health Sciences to clarify how the Libraries could contribute to the project.

Best Practices in Fair Use Webinar, Thursday, January 26, 3 p.m., Thompson Library, Room 150 A: Some of you may have seen announcements that a new Code of Best Practices in Fair Use is being developed by the library community to address the most pressing fair use challenges facing libraries today. The Association of Research Libraries is hosting a webinar to introduce the code. Fair use underpins a wide variety of library services as well as faculty practices in research and teaching. A full description of the webcast is available at http://www.arl.org/news/pr/code-webcast-12jan2012.shtml.

If you would like to watch with your colleagues, please join us in Thompson 150 A at 3 p.m. Thursday, January 26. The code will also be released that day.

Tickets Available: The Library Human Resources Department has tickets to the 2012 Build, Remodel & Landscape Expo at the Greater Columbus Convention Center, January 27-29.

"Immigration in Comics" series continues: The Ohio State University Libraries and the Billy Ireland Cartoon Library & Museum continue the reading and discussion series, "Immigration in Comics," in conjunction with the campus-wide conversation on immigration. The series is being facilitated by Dr. Jared Gardner of the Ohio State

Department of English. The discussions are in the Mortar Board Centennial Suite of the Thompson Library, Mondays from 7 – 8:30 p.m.

- **February 6:** American Born Chinese by Gene Luen Yang
- **February 20:** The Girl from H.O.P.P.E.R.S. (Love and Rockets Library, Locas Book 2) by Jaime Hernandez

Copies of the books are available through Amazon.com, at the Columbus Metropolitan Library, and on reserve at the OSU Thompson Library. Advance registration is required for the free reading and discussion series, which is open to interested OSU students, faculty and staff and adults in the community. Space is limited. To register, email Nancy Courtney at courtney.24@osu.edu or phone 614-688-8771. Please include your name, phone number, and email address if available.

University News

"Taste of OSU" January 27: The Office of International Affairs, along with more than 30 Ohio State student organizations and the University Residences & Dining Services chefs, are coming together to prepare an evening of international food, exhibits and cultural performances for the campus community at the 2012 Taste of OSU, which is set for Friday, January 27 from 5 - 9 p.m. in the Ohio Union.

The event is free and open to all Ohio State students, faculty, staff, alumni, family and friends. Tickets to purchase small samplings of international foods cost $1 each (Cash and BuckID only).

International Serial Thrillers: The Secret in Their Eyes: The Foreign Language Center and the Phi Sigma Iota bring you the second in the series of spine chilling international films, don't miss: "The Secret in Their Eyes" ("El Secreto de Sus Ojos") from Argentina (2010) R, showing Thursday, January 26 from 8-10 p.m. in 180 Hagerty Hall. This Oscar winning movie ties together the desire to avenge justice and lost love with the pain of obtaining that justice and reconciling the history of that love. Free admission and refreshments; shown in original language with English subtitles.
-- > Contact: mailto:flc@osu.edu

People

IT on the move:

- As a way of consolidating the desktop support team, **Warren Buckey** will be moving from Thompson Library to SEL Room 400, keeping his current phone number. Warren will also become student supervisor.
- Beginning February 1, **Dan Duncan,** one of our current student employees, will be providing "help desk" functionality from 8 a.m. to noon. This is a pilot program to see how beneficial a help desk would be. The help desk will provide appropriate routing to all parts of IT's operation (Catalog, WIT, and Desktop Support). Feedback is welcome.
- Also effective February 1, **Barry Brinkley** will cease to be an active member of the Desktop Support team, transitioning entirely to the Web Implementation Team. Barry will keep his current phone number, but will be routing any desktop support requests to the proper person.
- The desktop support team has had its name officially changed to **Infrastructure Support** in order to more accurately describe their role in the organization.

OCLC is working with the [E-resource Advisory Council](#), a group of 10 library leaders who have agreed to help guide the cooperative in advancing a new Webscale, electronic resource management strategy. **Jennifer Kuehn,** Interim Head of OSUL's Collection Development unit, is a member of the Council.

Geoff Smith, who had been hospitalized, has moved to Westminster-Thurber for physical therapy and recovery. He can now have flowers and continue to take cards, but please don't send food items. He appreciates all the cards that have been sent and best wishes that have been expressed. Geoff's address is:

Geoffrey D. Smith, Westminster-Thurber Community, 717 Neil Avenue, Room 411, Columbus, OH 43215

We think he'll be back to reading email at smith.1@osu.edu, if you'd like to send wishes that way.

Mike Walsh, a former Interlibrary Services staff member, died at his home in Detroit recently. Mike left OSUL, pursued an MLS at Wayne State and worked at Detroit Mercy Law Library. Additional details were not available at press time.

Exhibits

Year of Shakespeare: The Exhibition, Thompson Library Gallery, through April 29: This showcase of Shakespeare-related holdings from the Jerome Lawrence and Robert E. Lee Theatre Research Institute and the Rare Books and Manuscripts collections. It also features materials from The Ohio State University's partnership with the UK's Royal Shakespeare Company and their "STAND UP FOR SHAKESPEARE" program. The Ohio State University Libraries, in association with The Arts Initiative (https://shakespeare.osu.edu/year-shakespeare). Beth Kattelman, Curator; Geoffrey Wilson, Assistant to the Curator.

Photograph of Ellen Terry as Lady Macbeth in the 1888 Lyceum Theatre production of MACBETH. [spec.tri.arp.28.13.13] Artist Photograph Collection. The Jerome Lawrence and Robert E. Lee Theatre Research Institute. The Ohio State University

Friendship 7 at 50: An Anniversary Celebration of John Glenn's Historic Space Flight, February 1-April 30, Thompson Library; Gallery Talk, Thursday, February 16, 4-5 p.m, Thompson Library.: On February 20, 1962, John Glenn became the first American to orbit Earth during a space mission lasting just under five hours. Taking place during the height of the Cold War, NASA's first orbital

flight gained the United States parity in the space race with the Soviet Union. The mission propelled Glenn into the national spotlight as an American hero and helped shape his later career in public service as a four-term United States senator. Using manuscripts, photographs and artifacts from the John Glenn Collection, the exhibit details Glenn's selection and training as one of the original seven Mercury astronauts, his Friendship 7 space mission, and the public acclaim following his return to Earth.

Columbus Cartoonists: A Bicentennial Celebration, through April 27, Billy Ireland Cartoon Library & Museum Reading Room Gallery, 27 W. 17th

Avenue Mall: An extraordinary number of notable cartoonists have lived, worked or been educated in Columbus, Ohio. In honor of the 200th anniversary of the city's founding, this exhibition features original cartoon art and other artifacts created by many of them, including Billy Ireland, Milton Caniff, Harry J. Westerman, Eugene Craig, Doc Goodwin, Bill Crawford, Edwina Dumm, Dudley T. Fisher, and James Thurber.