Task Force Appointed

Updates from OAA

Changes in Library IT Service

Undergraduate Research Prize

People

Instructor Development Showcase

Exhibits

New Search Committee Formed

Director of Libraries Carol Diedrichs has announced the formation of the search committee for the Head of Collection Development and Management:

- Chair: Karen Diaz
- Members: Morag Boyd, Anne Fields, Belinda Hurley, Guoqing Li and Brian Miller
Electronic Resource Processing Task Force

Appointed
Director of Libraries Carol Diedrichs has announced the appointment of members of the Electronic Resource Processing Task Force.

- Chair: Dracine Hodges
- Members: Juleah Swanson, Karen Lawson, James Whitcomb, Sherab Chen, Magda El-Sherbini and Sue Rahnema.

The full charge for this group can be found at http://library.osu.edu/staff/administration-reports/ElectronicResourcesTF.docx.

Next From the Director
Assistant Director Craig Gibson is next week’s guest blogger for From the Director.

Seven librarians from the Research and Education Division participated in a pilot project with iPads or tablet computers during the 2011/12 academic year. The participating librarians learned a great deal about using iPads as tools for enhancing their engagement with their clientele. Take a look beginning July 23.

Reminders from the OAA Service Center

Travel

- Before a purchasing card or payment can be issued for travel-related expenses, and approved travel request must be completed and a travel number issued.

- If any personal time is taken in conjunction with business travel, this should be documented in your travel request to your approvers.

- Rental Cars. If your travel plans require the use of a rental car please be aware of the following:
  - Rental Car Vendors: OSU has two contracted rental car agencies. National Car Rental and Enterprise Rent A-Car. Discount codes/PIN and pricing can be found on OSU’s Travel Site at http://controller.osu.edu/travel/travel-rental.shtm
  - Insurance Coverage: When renting an automobile for business travel, travelers must purchase the following coverage:
    - Damage Waiver (DW)
    - Collision Damage Waiver (CDW)
    - Loss Damage Waiver (LDW) and Liability insurance coverage.
    - The university will not reimburse any other type of supplemental insurance.
  - Documentation Required: For reimbursement of rental car expenses, the traveler will need to submit original, itemized receipts along with the fully executed rental agreement signed by the traveler indicating the DW / CDW / LDW and Liability insurance coverage (must include the cost, dates and travel locations).
If the proper coverage isn't purchased or the documentation is not provided, OAA will need to request an exception.

Please also feel free to view some of the tips and tools on the Library’s Business Office Webpage related to travel.
http://library.osu.edu/about/departments/business-services/travel/

**Purchasing**

- OAA Service Center turnaround time for eRequest fulfillment is 2-4 business days once approved so please plan accordingly. If an urgent request emerges, please contact Lynaya Elliott, elliott.255@osu.edu to expedite. This turnaround does not include those transactions which involve additional steps such as contracts to be reviewed, bids, vendor set up, etc.

- Packing slips should continue to be forwarded to the Business Office or uploaded to the eRequest.

**Changes in Library IT Service**

Library IT is moving away from the service system currently used to track issues and projects. This change will occur July 19. The web forms will all remain the same so users will still be able to input IT service requests as normal. The only functionality piece that will no longer be available is the self-service portal to track the status of your request (http://osuitsm.service-now.com/selfservice.)

If users have questions or concerns please have them contact Daniel Duncan, duncan.954@osu.edu or 8-4310. Users can always call the help desk at 8-4310 for assistance with their IT problems.

**Admin Plus Meeting Minutes Available**

Minutes from the June 27 Admin Plus meeting have been posted at http://library.osu.edu/about/committees/admin-plus/minutes/. The charge and the schedule for the year ahead have also been updated.

If you are a member of Admin Plus and would like to volunteer as a meeting coordinator, please contact Quanetta Batts, batts.8@osu.edu.

**Student Appointments and HRA Implementation**

Effective August 1, 2012, OSUL will discontinue the use of the Student Action Request Form and instead use the university’s online Human Resource Action Request form (HRA) to process student hires, terminations, pay changes and funding changes. To learn more, please visit: https://portal.lib.ohio-state.edu/intranet/display/Managing_Student_App.

If you have questions about the new process, please contact Greg Newman, Charles Steward or Chad Walz.
Check out sessions from the 2012 LOEX Conference

Join us to view a recorded Encore session from the 2012 LOEX Conference on Tuesday from 12 – 1 p.m. in Thompson Library, Room 150A.

- July 24: From Limp Lettuce to Kaleidoscope Salad: Making your Instruction Sessions Pop for all Patrons with Universal Design for Learning Principles  
  Christina C. Wray (Indiana University Bloomington)

Nice Finish! Tables and chairs in the Geology Library are being refinished; the first half are back. Notice the improve, from before (right), to after (below).

University News

REMINDER: Parking Permit Sales

On-line web sales for the 2012-2013 parking permit year continue for faculty, staff, students, Emeritus, Retirees, and President’s Club members.

Your 2011-12 permit expiration date has been extended until August 31, 2012, because of the semester switch. Permits for 2012-2013 will be good from August 1, 2012-July 31, 2013.
2013 medical benefits, Open Enrollment and early deadline for PHA completion

The university’s medical benefits for next year will include an exciting new feature, and an adjusted deadline for completing a “Your Plan for Health” Personal Health Assessment (PHA) in order to receive the full premium credit for 2013.

- Effective January 1, 2013, an new feature will be available for all members enrolled in an Ohio State medical plan – $0 member out-of-pocket cost to see a Primary Care Physician (PCP), regardless of the reason for the visit. Today, that costs anywhere from $20 to 20% of the cost of a visit (based on the medical plan). This innovative feature is in addition to the 100% covered preventive screenings (e.g. annual exams), which currently have no member out-of-pocket costs.

- Due to a planned redesign of the Your Plan for Health (YP4H) website, the website will be unavailable the last part of 2012. In order to receive the full $360 medical plan premium credit, faculty and staff will need to complete a PHA between October 1, 2011, and September 30, 2012.

An online replay of the town hall is available. The town hall featured President Gee, Chief Wellness Officer Dean Bernadette Melnyk, and Kathleen McCutcheon. These leaders talked about the importance of health and wellness, the university’s integrated approach to improving our community’s well-being, and high-level information about health plan benefits for 2013.

Undergraduate Research Prize Awarded

Congratulations to Lee Emrich, the winner of the 2012 Libraries Undergraduate Research Prize. The Teaching and Learning Committee was very impressed with the project, “Recovering George C. Prentice: The Lost Mentor of Sarah Piatt.” The prize includes a financial award of $750 for Lee, and $250 for Professor Elizabeth Renker, the instructor in English 590.08H, Archival Research Methods and American Literature, 1860—1910,
Magda el-Sherbini’s co-authored article, “Metadata and cataloging practices,” published in 2004, has been selected by the Emerald Group Publishing for its How to Build a Digital Library reading list. It is a component of Emerald’s peer-reviewed reading list service that is compiled by faculty experts to facilitate teaching and learning.

Welcome to Heidi Kovach, hired as an Accountant in the Libraries’ Business Office. Heidi is a business major from Bowling Green State University with more than 15 years of accounting experience. Heidi joins the staff August 1.
Instructor Development Program Showcase

University Libraries 2\textsuperscript{nd} annual showcase of the Libraries' Instructor Development Program was held July 12. Five librarians participated in this professional development effort to form a learning community. This program offered workshops, readings, and discussions on technology skills to enhance the teaching of the participants, and allowed them to engage with colleagues who share the same interests. Each librarian identified a project to work on during the year and received technical support and funding from the program to meet their training and software needs.

Participants in this year’s program were Danny Dotson, Leta Hendricks, Deidra Herring, Brian Leaf, Jessica Page and Graham Walden.
Job Posting: Special Collections Cataloger/Program Coordinator (university title)

Original and complex copy cataloging (60%) - Original and complex copy cataloging of books, manuscripts, collections, and other formats held in the diverse special collections of the OSU Libraries. This position will catalog for a variety of collections as needed, with a focus on pre-1800 materials and collections that require a more detailed level of cataloging. Workflow management (25%) - Assists the Head of Special Collections Cataloging in workflow management. Develops new workflows, policies, and procedures to efficiently and effectively catalog special collections material. Metadata creation (15%) - Create and re-purpose metadata in management and discovery tools other than the library catalog, including the collections management system (currently PastPerfect) and finding aids.

Apply online at www.jobs.osu.edu through July 22, 2012 under job opening number 368748.

Manager, Library Book Depository

University Title: Program Manager

Responsibilities: The Manager, Library Book Depository plays a key role in assuring long-term access to The Ohio State University Library’s valuable and unique collections by ensuring that materials stored at the Library Book Depository Facility (housing over 2.8 million volumes) are maintained and available for current and future need. The manager performs a wide range of communication, coordination, and supervisory duties relating to the operation of the Facility. The manager oversees the ongoing daily operations of the Facility, executing collection service goals and objectives, and organizing staff and resources to ensure ongoing effective management of the facility.

The manager reports to the Coordinator of Circulation Services and works in a team environment with faculty, staff and students responsible for the management of ongoing library-wide collection transfers, projects and services. Emphasis is placed on coordinating staffing, services and workflows between the Library Book Depository Facility and other units within the University Libraries. The manager serves as a liaison and collaborates, prepares budgets and manages projects relating to the statewide depository managers group(s) as well as OhioLINK for the statewide depository
program. The Manager works collaboratively with other Library stakeholders in facilitating Library participation in several consortial collections initiatives. The manager works closely with the University Archives, both in terms of sharing the physical facility and on issues such as disaster planning and care of the physical materials housed therein.

**Application:** For more detailed position information, please visit [http://library.osu.edu/about/jobs/staff/](http://library.osu.edu/about/jobs/staff/). Please apply online at [https://www.jobsatosu.com/hr](https://www.jobsatosu.com/hr) under university title Program Manager by July 29, 2012.

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**Head, Digital Initiatives Position Description**

**Open Faculty Search (university title)**

The **Head, Digital Initiatives** reports to the Associate Director for Information Technology and leads the evolution of digital library services and collections that support the research and teaching needs of the University. The head works collaboratively and consultatively within the Libraries' Information Technology Division, as well as across other appropriate areas of the Libraries, to provide vision for, and build, a cohesive and extensible suite of discovery, access, preservation, curation, security, repository, archival and storage services.

The Digital Initiatives program collaboratively develops strategies, and plans, implements, and supports projects to advance the creation and integration of digital library services and digital collections into the academic enterprise. Key partners in this endeavor include the Libraries' digital repository, publishing, preservation and reformatting, and special collections programs, as well as other potential campus partners. This position reports to the Associate Director for Information Technology, as part of a division that provides web applications, information management, discovery systems, and technical infrastructure. This is a tenure track faculty position. For more information about the position please visit: [http://library.osu.edu/about/jobs/faculty/](http://library.osu.edu/about/jobs/faculty/).

Nominations or applications will be accepted until the position is filled. Preference will be given to applications received by August 2012. Please send letter of interest with a current resume and name, address, phone, and email address of three references to Greg Newman at newman.25@osu.edu. Please include Head, Digital Initiatives Application in the subject field.

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**Job Posting: Head of Collection Development and Management Program**

*Posted on line under job req 368738; applications accepted through August 15, 2012. Application to Greg Newman, newman.25@osu.edu*

The Head of Collection Development and Management Program is responsible for leading and managing a program to provide a 21st Century research library collection to advance transformative teaching, learning, and research at the University. Exercising collaborative leadership and leveraging a growing portfolio of multi-institutional partnerships and initiatives, the Head is responsible for developing strategy, advising library leaders, making decisions, and creating processes, programs, and projects for
the Ohio State University’s diverse and extensive print and licensed electronic collections. This is a tenure-track faculty position.

- **Leadership** - Leads program efforts critical to the Libraries’ collection strategies such as building and stewarding distinctive collections, shifting collecting focus from print to electronic resources, periodic and on-going review of continuations, and selection decisions for relocation of print materials and de-duplication. Provides leadership in developing and implementing collecting and fund management strategy in alignment with the Libraries' strategic directions.
- **Fund and Budget Management** - Facilitates effective use of all funds in a materials budget of over $14 million.
- **Collections Assessment** - Develops programmatic capacity to assess collections and usage of print and electronic resources.
- **Outreach** - Provides effective communications regarding the library’s general collections. Leads OSUL participation in the OhioLINK and represents OSU Libraries to CIC partners, CRL, OCLC Research Libraries Partnership, HathiTrust, et al.
- **Reporting and Supervision** - This position reports to the AD for Collections, Technical Services, and Scholarly Communication. Interviews, hires, develops, supervises and evaluates program staff (currently 1 permanent staff and 1 term staff).
- **Scholarship and Service** - Builds and maintains a research program and service profile related to library collections. Presents and publishes in appropriate venues in order to raise own and Libraries' profile.

More information is available at [http://library.osu.edu/about/jobs/faculty/](http://library.osu.edu/about/jobs/faculty/)

**Application** - Nominations or applications will be accepted until the position is filled. Preference will be given to applications received by August 15, 2012. Please send letter of interest with a current resume and name, address, phone, and email address of three references to Greg Newman at newman.25@osu.edu. Please include Head of Collection Development and Management Program Application in the subject field.

*To build a diverse workforce Ohio State encourages applications from individuals with disabilities, minorities, veterans and women.*

**EEO/AA employer.**

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Do you know a library staff, faculty, or student employee that has done an extraordinary deed beyond their job description?

**Nominate him or her for a Spot Bonus!**

Nominate individuals and see who has won Spot Bonuses at: [go.osu.edu/spot-bonus](go.osu.edu/spot-bonus)
Exhibits

*Rutherford B. Hayes, Buckeye President*
Through August 26
Thompson Library Gallery

*Remembering Ding*
Through August 24
Billy Ireland Cartoon Library and Museum
Reading Room Gallery

*Chinese in Columbus: A History*
Through August 15
Thompson Library Ground Floor