News Notes
News for faculty & staff

THE OHIO STATE UNIVERSITY
UNIVERSITY LIBRARIES

8/20/2014

Plan for Health Deadline September 30

If you won't be seeing your primary care provider before the last week in September, schedule a complementary 20-minute Your Plan for Health biometric health screening on campus. Benefits-eligible faculty and staff can use these values to complete the Personal Health & Well-Being Assessment. Visit

Participation in the Personal Health & Well-Being Assessment (PHA) has many benefits:
- More options for your medical plan choice
- Medical premium credit (up to $360 annual for self/$120 for spouse or same-sex domestic partner)
- Access to health coaching and education programs
- Eligibility for cash-back incentives

To schedule a biometric Health Screening please log in at https://linktohealth.osu.edu/LinktoHealth/home.seam. To complete your PHA please visit: http://yp4h.osu.edu/welcome, deadlines are below:
- Recent and New Hires – Deadline to complete PHA: 60 days for your hire date
- Current Employees – Deadline to complete PHA for the 2015 Plan Year: September 30

Please remember if the PHA is not completed by the deadlines indicated, medical plan choice defaults to Basic PPO Plan and PHA premium credit is forfeited. Medical Plans Summary and Comparison for 2014 are available at: http://hr.osu.edu/benefits/hb_medical.aspx. If you have completed the PHA anytime this calendar year you do not have to take it again. You can find out when you last took the PHA by logging into employee self-service at http://hr.osu.edu/esshelp/ Select eBenefits→Benefits Summary→PHA Eligibility.

linktohealth.osu.edu/LinktoHealth/home.seam or call 292-4700 to schedule your screening.

Coffee with Carol

"Coffee and Conversation with Carol" is set for Thursday, August 28, 9-10:30 a.m., at the 18th Avenue Library, rooms 070/090. Be sure to take advantage of this opportunity to meet and talk with the Vice Provost and Director of Libraries in this informal setting.

OSUL Executive Committee Meeting Notes, July 22, 2014

Strategic plan focus area #3:
Offer enhanced and innovative research services to faculty and graduate students
Sandra Enimil, Maureen Walsh, Melanie Schlosser, and Meris Mandernach joined Exec and provided an update on strategic plan focus area #3. Four documents were shared with Exec and can be found at: https://library.osu.edu/portal/index.php/report/types/230 under Focus Area #3 Update.

iPad Lending Program Report
Strieb shared the report and recommendations from the iPad Lending Project team. A decision will be made about the future of the program soon.

Citation Managers Recommendation
Armstrong shared some recommendations from the Citation Management group. Armstrong will work with the OCIO to indicate our support for moving forward with an institutional subscription to EndNote. The implementation plan would include discontinuing OSUL subscriptions to both RefWorks (in FY16) and EasyBib (in FY15), and focused work with faculty, staff and students, to protect/transfer data on the other platforms. OCIO will evaluate other campus expenditures on Endnote and work with those entities to establish the funding for the campus wide license.

CLIR Postdoc Fellowships
The Libraries is interested in applying to be a host institution for a CLIR Postdoc fellowships in Popular Culture. Institution proposals are due in October and Exec will investigate what would be needed to submit a proposal. More information about the program can be found at: http://www.clir.org/fellowships/postdoc

Applying Creative Commons Licenses to OSUL Web Documents
Strieb initiated a discussion about Creative Commons Licenses being applied to OSUL produced material. Strieb will work with Enimil to develop a proposal considering which content this could benefit and what license(s) might be appropriate. That proposal will be shared with the Faculty Advisory Council, at a future Faculty Meeting, and with Web Governance committee, before making a decision to move forward.

MAPS Support for FY15
Exec approved purchasing a limited number of MAPS credits for FY15. Faculty and staff who are interested in participating in a MAPS course should talk to their supervisor.

OhioLINK MOU & Regional Campus Concerns
Exec discussed the relationship of regional campus libraries to the new draft MOU with University Libraries and OhioLINK. After discussion with the regionals, University Libraries will sign the MOU listing the regional campus libraries and OARDC as affiliates (along with HSL and the Law Library) as long as all affiliates continue to be billed separately from University Libraries. Co-located colleges are independent institutions and should sign their own MOUs with OhioLINK.

AAU ARL Task Force on Scholarly Communication Prospectus
Diedrichs shared information from an AAU-ARL Task Force on Scholarly Communication which has been examining the changing landscape of scholarly communication and exploring ways that digital technologies can increase access to and reduce the cost of scholarly publications. This draft report was for information only.

Performance Review Cycle Beginning

This year's performance review process is underway. Evaluations are to cover July 1, 2014 through June 30, 2015 with complete timeline details below and on our website. New this year is the creation of an Employee Self-Appraisal Form. After extensive feedback received through Staff Advisory Committee and during Performance Management Workshops for all staff revealed the current self-evaluation process, which consists of employee's using the Step 4 Annual Review as the self-evaluation tool, was creating confusion and lead to ineffective feedback, a separate evaluation form was introduced. The tool is modeled after the Annual Evaluation and focuses on provided specific examples/feedback.

One final update was made to the Annual Review Form surrounding the ratings drop down options, which now include the ratings verbiage (i.e. *Did Not Meet Expectations, Occasionally Did Not Meet Expectations, Fully Met Expectations, Often Exceeded Expectations, Consistently Exceeded Expectations*). The new Self-Appraisal tool and updated forms are available on our website:
https://library.osu.edu/portal/index.php/display/Performanc

For questions please contact Kelly Rose at rose.900@osu.edu or Erica Jonak at jonak.3@osu.edu.

2014/2015 Performance Management Timeline

July 1, 2014 – June 30, 2015	**Performance cycle**
August 15, 2014	Planning and goal setting (*complete as part of Annual review*)
November 14, 2014	Mid-year check in
February 27, 2015	Mid-year check in
May 8, 2015	Employee self-evaluation
June 17, 2015	DRAFT Annual reviews due to the ADs
July 10, 2015	ADs release reviews
July 10, 2015 – August 17, 2015	Supervisors conduct Annual review and Performance planning and goal setting

New feature of Sierra reminds you about Sierra Password Best Practices

A new feature has been enabled for all Sierra users. Now that Sierra users are being asked to change their password every 90 days, Applications Development and Support has enabled a feature that will remind users when they log into Sierra 10 days prior to their password expiration date to change their password.

After logging in to Sierra, a window will display that looks similar to this:

When users click the 'Update Now' button, they will be able to change their password, and will be guided to use appropriate password complexity:
- No less than 8 characters in length
- Contain at least one character from each of the following character sets
  - Uppercase letters: A-Z
  - Lowercase letters: a-z
  - Numerals: 0-9
  - Special characters (all keyboard characters including spaces, not defined as letters or numerals): `~!@#$%^*()_-+={}[]\|:;"' <>,.?/
- You may not use an ampersand (&)

Please read Sierra Password Best Practices for more information. If you have any issues with your Sierra password, you can submit a ticket to Hub.
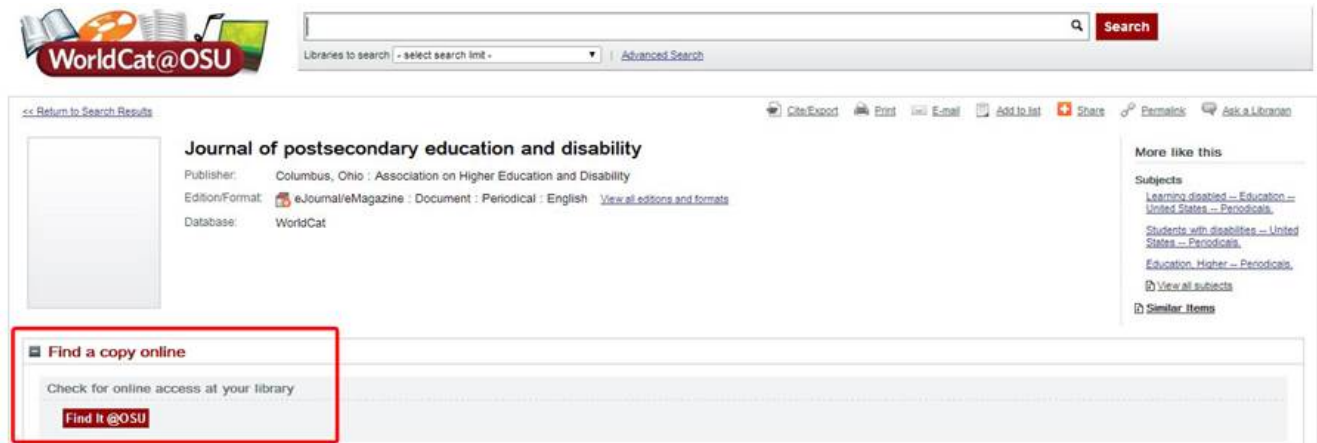
Student Supervisors

DocuSign is a new tool that the Office of Academic Affairs has begun to use to capture new hire paperwork electronically. With the new implementation of the new DocuSign process the HR Specialist with OAA will now send the student a ***Welcome Email*** with details on next steps including information surrounding ***DocuSign***. Therefore, the email address field for hires will be required. Please be sure to fill in this information with the best email address to reach your hire. For complete information on the student hiring process please visit our site at:
https://library.osu.edu/portal/index.php/display/Managing_Student_App

Two changes regarding the Link Resolver and Link Resolver Troubleshooting

- The Link Resolver button in WorldCat @OSU is now branded with Find It @OSU. Functionality remains the same, but the new text "Find It @OSU" now aligns with the standard text found across all e-resource platforms.
The updated text replaces the often confusing "Check for Electronic Resources" button in WorldCat @OSU

- Reporting any issues, enhancements, or errors resulting from the Link Resolver should now be reported through the e-Resources Troubleshooting Form in HUB. The existing Link Resolver form in HUB will be retired on 8/21/14.
As a reminder any issues or problems regarding access to e-resources can be reported through the e-Resources Troubleshooting Form.

HRAction Change

The Leave/Timesheet Approver field no longer auto-populates based on the position number and is now based on the Supervisor Contact Information supplied at the top of the form. If you are someone that submits HRA's on behalf of another, please be sure to check the Leave/Timesheet Approver field to ensure the accurate information is listed and update as appropriate.

Back by popular demand: "Brian's Adventures in Shanghai"

If you missed it the first time, be sure to put **Thursday, September 18, noon-1 p.m.** on your calendar for one more opportunity to learn about Brian Miller's trip to Shanghai.

Since 2005, the Ohio State University Libraries and the Shanghai Library have partnered in an educational and cultural exchange program to increase understanding of libraries and librarianship in both countries. This summer with the support of OSUL administration and our China Exchange Program Task Force, Brian participated in the program and spent two weeks (July 6-19) visiting the Shanghai Library. He's got lots of interesting info, colorful photos, and amusing stories to share! The session will be in the Thompson Library, Room 150.

Innovation Fund deadline: August 30, 2014

Submissions are now being accepted for the OSUL Innovation Fund. The upcoming application deadline is August 30. The fund was established to facilitate and support projects that advance innovative ideas and services that produce high value for users. Proposed ideas must align with the Libraries' strategic plan and must be reviewed by your AD prior to submission.

For additional information about the application process and how successful awards are funded, please see the Innovation Fund Policy at:
http://library.osu.edu/staff/administration-reports/TheOSULInnovationFundFY15.pdf

The Innovation Fund Application can be found at:
http://library.osu.edu/staff/administration-reports/InnovationFundApplication.pdf

NISO Two-Part Webinar: E-books for Education

Part 1: *Electronic Textbooks: Plug in and Learn*
September 10, 2014**,** 1 – 2:30 p.m. Eastern time
Event webpage: http://www.niso.org/news/events/2014/webinars/plug_in/

Part 2: *Open Textbook Initiatives*
September 17, 2014, 1 – 2:30 p.m. Eastern time
Event webpage:
http://www.niso.org/news/events/2014/webinars/open_initiatives/

Webinars will be held in Thompson 150B on both days. A half hour discussion will follow each webinar.

Showcase Your Subject Area and
Library Collections

The Collection Awareness Displays will be referred to as Showcases going forward, reflecting their goal to showcase library collections. Curating a Showcase is an opportunity to make your collections and your services more visible within the library. The Exhibitions Team and members of the Executive Team are seeking increased involvement from Subject Librarians and Area Studies Librarians to create single case exhibits every semester.

If you have signed up to curate a case for Fall semester please schedule a time to install your case between October 1-15 by contacting **Justin Luna (**luna.21**).**

We are now accepting proposals for 2-4 individual Showcase exhibits for Spring 2015. You may submit a short one-paragraph proposal to **Erin Fletcher,** Exhibitions Coordinator (fletcher.301) and **Cheryl Mason-Middleton** (mason-middleton.1).

No previous experience required! The Exhibitions Team wants you to have an enjoyable and supported experience in creating an exhibit. We can help you budget a realistic amount of time, define a reasonable exhibit scope, connect with appropriate partners, plan layout, create labels, and assist with installation. Please reach out to Erin, Justin, or Cheryl with questions 6-8 weeks before your exhibit is to be installed.

Engagement Opportunity for Librarians, Curators, and Archivists--Civil Rights

July marked the 50th anniversary of the passing of the 1964 Civil Rights Act. To celebrate this momentous occasion, a Civil rights working group is meeting monthly to discuss and promote campus-wide events that commemorate this landmark bill. This organizing effort reflects the university's value of *diversity in people and ideas* as well as the ongoing importance of inclusion on campus.

The working group currently includes representatives from OSUL, Student Life, the Office of Diversity and Inclusion, the Hale Center, the Kirwan Institute, The Lawrence and Isabel Barnett Center for Integrated Arts and Enterprise, the College of Law, the DISCO, and the Wexner Medical Center.

How can you help? Subject Librarians, Special Collection Curators and Archivists can support these efforts by reaching out to contacts in their associated departments, centers, and constituencies. Help OSUL to get the word out about planning efforts, connect courses and students with relevant opportunities on campus, and collaborate with faculty to increase the reach of events that are already planned.

If you would like to join the email list and receive updates from the planning group, email Erin Fletcher, Library Exhibitions Coordinator at fletcher.301. For partners interested in promoting an event please contact the head of the communication collaborative, Jamaal Bell (Kirwan Institute) at Bell.875.

A list of current exhibitions and programs to be held in library space can be found at http://library.osu.edu/blogs/librarynews/2014/08/13/50th-anniversary-of-the-civil-rights-act-program-offerings/ and the "Events at the Library" link on the Libraries' home page.

Next Science Café

Introduced species and the threat to North American trees
September 3, 6:30 p.m., 18th Avenue Library, Room 090/070
Presenter: Shawn Daugherty, Parks Supervisor, City of Worthington

On their home turf, plant and animal populations are kept in check by natural control. However, when a species is introduced — accidentally or intentionally — the consequences can be devastating.

Shawn is a graduate of Westerville North High School and the Columbus College of Art and Design. He is currently employed by the City of Worthington and has been a Parks Supervisor/ Certified Arborist for the past 25 years.

http://go.osu.edu/osusciencecafe

Volunteers Needed for Massive Smithsonian Digitization Project

The Smithsonian launches its Transcription Center website to the public. The website is designed to leverage the power of crowds to help the Smithsonian unlock the content inside thousands of digitized images of documents, such as handwritten Civil War journals, personal letters from famous artists, 100-year-old botany specimen labels and examples of early American currency.

The Smithsonian has already produced digital images for millions of objects, specimens and documents in its collection. Many of the digitized documents are handwritten or have text that computers cannot easily decipher. Transcription by humans is the only way to make the text of these items searchable, which will open them up for endless opportunities for research and discovery.

Learn more about this volunteer opportunity.

University Archives recognized as "Campus Gem"

The university's web site recognized University Archives in a posting on "Hidden Gems on Campus. Take a look:
http://www.osu.edu/features/2014/hidden-gems-on-campus.html

University News

OWL Move-in: August 21, 8 a.m. - 2 p.m.

During OWL Move-In, Thursday (8/21) 8 a.m.-2 p.m., motorists should anticipate heavy traffic and bus service delays on campus. 12th Ave., between Neil and College, will be eastbound only. There will be no through traffic on Fred Taylor and Neil, between Tuttle Park Place and Lane, though access will be maintained to the Lane Avenue parking garage. Anticipate minimal parking availability on the academic campus, and around the Schottenstein/Buckeye Lot area. Buckeye Lots 2 and 4 will be reserved for CampusParc permits only.

> Read more: ttm.osu.edu/news/2014

Student Move-In: August 23, 7 a.m. - 4 p.m.

During Student Move-In, central campus will be closed to all non-move-in traffic. Significant traffic delays are anticipated. Motorists are strongly discouraged from driving through the campus area on Saturday. Please anticipate minimal parking availability throughout the campus area.

> Read more: traffic: ttm.osu.edu; parking: osu.campusparc.com

August 25 traffic impacts

On Monday (8/25), the First-Year Student Columbus Welcome event will take place. Approximately 70 school buses will transport first-year students between campus and Nationwide Arena. Anticipate increased levels of pedestrian traffic and additional bus traffic on campus roads from 11:30 a.m.-3:30 p.m., particularly along Tuttle Park Place, 17th Ave., College Road and High Street and from 3:30-6 p.m. along Neil Avenue near Thompson Library.

> Read more >

August 27 traffic impacts

As autumn semester nears, increased parking demand and traffic is anticipated across campus. Motorists, cyclists and pedestrians are should be mindful of additional traffic on campus, anticipate traffic and parking delays, plan to arrive early to access their destinations, and share the road as they travel on campus. Visit the CampusParc website for complete information about garage availability on GarageTracker.

Life Is What You Make It:

A Concert & Conversation with Peter Buffett

Join us in welcoming Peter Buffett to Ohio State! The Emmy Award-winning musician, who is a member of the illustrious Warren Buffett family, will present a thought-provoking, multi-media performance. Admission is free.

Wednesday, September 24
Doors open at 7 p.m., concert starts at 7:30 p.m.
Weigel Auditorium
1866 N. College Road
Columbus, OH 43210

Register online
Tickets are subject to availability.
QUESTIONS?
Call 1-800-762-5646 or email customerservice@osu.edu. To learn more about Peter Buffett and his performance, please visit peterbuffett.com.

People

Congratulations!

Dracine Hodges, Head of the Acquisitions Department, recently concluded her participation in the ARL Leadership & Career Development Program (LCDP). The 18-month program prepares mid-career librarians from traditionally underrepresented racial and ethnic minority groups to take on increasingly demanding leadership roles in ARL libraries. After a competitive selection process, Dracine was chosen to be an ARL LCDP Fellow where she participated in activities such as 360° assessment and leadership institutes in Washington, D.C. and New York. The institutes included programs on the

transformation of research libraries, the research ecosystem as well as behind-the-scenes visits to the Library of Congress, New York University, and Columbia University. During the multiple institutes and site visits she received strategic insights from innovative and legendary leaders of ARL organizations. Dracine also benefited from a career-coaching relationship with an ARL director. In addition to the above, fellows conducted individual research projects. Dracine's research focused on issues surrounding the lack of a simultaneous publishing standard across print and electronic formats and implications for libraries transitioning to e-preferred collections. The program culminated in a poster session and closing ceremony held during the 2014 American Library Association Annual Conference.

Welcome

Emily Shaw, our new Head of Preservation and Reformatting arrived and began taking up her new responsibilities. Emily has a busy schedule the next few weeks working through a variety of onboarding activities. If you run into her out and about, please help us make her feel welcome! Emily's office is at the Libraries' Tech Center on Kinnear Road (Rm 125B). You can email Emily at shaw.782@osu.edu and her phone number is 292-5085.

Libraries well represented at
23rd Annual Staff Arts and Crafts Exhibit

Staff from University Libraries are among workers from across campus participating in the 23rd Annual Staff Arts and Crafts Exhibit Co-sponsored by the Office of Human Resources and the University Staff Advisory Committee (USAC), this exhibit at Bricker Hall showcases the creative, artistic talents of many of the Ohio State staff members. The university president and the vice presidents will select their favorite entries, to which they will award a ribbon. The exhibition runs through September 25.

Page Swank, by Kristen Purdy, ATI Library

I began eying books in a new way after being inspired on Pinterest. When books become old or unwanted, I transform them into keepsakes to treasure. When I do my folded book art, there is no cutting involved. Each page is meticulously folded. If you wanted to, you could unfold each page and read the book…but I wouldn't advise that."

A Season of Greeting, by Pat Peterson, Research & Education

I've made my own Christmas cards every year since 1986. As the number of cards I sent increased, I had to give up drawing each one. Most of the past several years, I have used rubber stamps. Most of the images in the cards displayed are custom stamps made from my own drawings.

Looking for *OnCampus* submissions

Have you made a presentation recently? Authored a publication? Received special recognition? If so, we want to acknowledge your accomplishments in *NewsNotes* for your Libraries' coworkers, and *OnCampus* so your Ohio State colleagues are aware of your efforts. Please submit information on your presentation, publication or recognition to Larry Allen.

Job Posting

Office Associate - Development Assistant

Under the direction of the Administrative Associate, the Office Associate is responsible for providing administrative support to the Development Officer; records and maintains the University Advancement donor database, Friends of the Library database, and membership correspondence; maintains confidential donor information and related files; develops statistical reports and preforms data analysis; manages materials and mailings; plans and coordinates invitations, lists, and donor correspondence for development and University Library events; responsible for supporting the University Libraries Planning and Administration office with greeting and directing visitors in the suite and performing general administrative functions; supports the Event Coordinator with planning and coordinating special events at University Libraries; occasional evening and weekend hours are required. **Target Hiring Range: $15.38/hour - $19.00/hour. For additional details and to apply, please visit the personnel postings at** https://www.jobsatosu.com/ **by 8/24/14. Job Opening Number: 400912.**

Exhibits

The Long March: Civil Rights in Cartoons and Comics
August 16-November 30, 2014
Billy Ireland Cartoon Library & Museum—Friends of the Libraries Gallery

"The Long March: Civil Rights in Cartoons and Comics," presents the story of the Civil rights movement through original editorial cartoons, comic strips and comic books. The exhibit explores the struggles and victories from multiple perspectives, including mainstream daily newspapers from the North and South, and the Black press. Artwork from Congressman John Lewis' bestselling graphic memoir "March" and his experiences as a civil rights leader will also be featured.

Will Eisner: 75 Years of Graphic Storytelling
August 16-November 30, 2014
Billy Ireland Cartoon Library & Museum

It is nearly impossible to discuss the history of American comics without mentioning the name Will Eisner. On August 16, the Billy Ireland Cartoon Library & Museum will open a new exhibit, "Will Eisner: 75 Years of Graphic Storytelling," highlighting works from the library's holdings. The show will feature original art from some of Eisner's greatest works including *The Spirit, Contract with God, Dropsie Avenue, Last Day in Vietnam,* and *The Plot,* as well as rarely-seen selections from his student days, his early work as a commercial artist, and his comics for the military. As a key figure in the birth of the comics industry in the 1930s and the rise of the graphic novel in the 1980s, Eisner influenced—directly and indirectly—everyone involved with graphic storytelling, as an artist, an editor, an entrepreneur and an educator. This exhibit explores the range of Eisner's work spanning nearly eight decades and documents his impact on the development of comics over the past century.

World perspectives on the Great War
May 21-September 7
Thompson Library Gallery, 1858 Neil Ave.

The Ohio State University Libraries present "World Perspective on the Great War," from May 21-September 7, 2014 in the Thompson Library Gallery. The Area Studies Department offers a collection of historical and contemporary perspectives on the 100th anniversary of World War I, which united and devastated many geographically distinct places around the globe. Using library collections to represent their specific area, and the international campus community, each librarian weaves a story of the economic, political, or human repercussions of a conflict that altered history.