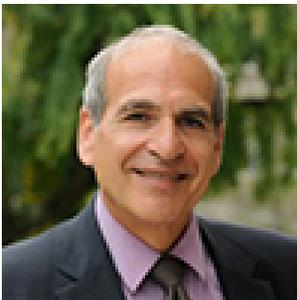




12/3/2014

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Libraries General Meetings December 10

The Libraries' General Meetings are scheduled for Wednesday, December 10, 8:30-10 a.m. at the Thompson Library, Rooms 150 A/B, and 3-4:30 p.m. at the Library Tech Center, Room 122. Elliott Shore, Executive Director of the Association of Research Libraries will be our keynote speaker at the meetings.

Expect Major Parking Disruptions Friday, December 5

The university is hosting the OHSAA State Football Tournament Thursday (12/4) – Saturday (12/6) at Ohio Stadium. The West Stadium, Northwest Stadium, and South French Fieldhouse lots will be reserved for event parking and unavailable to permit parkers on these dates. Other lots will be available to permit holders, but will also serve as event parking. CampusParc event hangtags are required of permit holders for entry into lots that require payment on those days. Due to high demand for parking, permit holders are encouraged to park on West Campus and ride the CABS bus to their final destination. You should anticipate hearing about the inevitable inconvenience likely for many faculty, staff, and students.



LibGuide Implementation moves forward

Do you maintain a subject guide(s) or a Carmen Library Link page(s)? This news is for you!

LibGuides have now been purchased, and the Policy working group and Technical working group have begun meeting and are working out the requirements that need to be in place for training.

The training group will begin meeting early in 2015 and begin providing training to all page developers in March. March through July will be the time that page developers can rebuild their content in both the subject pages as well as their Carmen Library Link pages so that we can switch to this new delivery tool in time for fall semester.

Keep your eyes on *News/Notes* for updates regarding the roll out of LibGuides and for opportunities to attend training in mid-to-late spring semester.

For information on the original announcement of the adoption of LibGuides see [page 3 of this previous edition of NewsNotes](#).

Travel Worksheets

Please use the new travel pre-trip & post-trip worksheets when submitting your travel requests & reimbursements. Links to the new forms can be found under the document registry:

- <https://library.osu.edu/document-registry/docs/275/stream>
- <https://library.osu.edu/document-registry/docs/277/stream>

Step by step instructions for travel, as well as contacts in the Library Business Office and the OAA Service Center can also be located in the document registry:

<https://library.osu.edu/document-registry/docs/278>

Any questions, please contact **Anne Wilcheck** or **Heidi Kovach** in the Library Business Office.

Biological Sciences/Pharmacy Library

Piloting Extended Hours for Finals

The Biological Sciences/Pharmacy Library, 496 West 12th Avenue, will be open additional hours during Finals Week. The Library will be open until 3 a.m. December 10, 11, 15 and 16, and until midnight on December 12. In addition, BPL will open Saturday and Sunday, December 13 & 14, from noon until midnight.

For the Love of Glass: Works by the Students of Art 3503: Intermediate Glass

The Fine Arts Library announces the opening of the exhibition *For the Love of Glass: Works by the Students of Art 3503: Intermediate Glass*. These works represent the final projects for the Fall 2014 semester for which the Fine Arts Library was used for research and specific books will be on display along with the finished works as key elements of the research process.

Please join us for their opening on Saturday, December 6 from 5-7pm. This is the first opening for the Fine Arts Library as a part of Columbus' First Saturday Art District Hop. Refreshments will be provided.

A description of the exhibit and works:

Title: *For the Love of Glass*

Glass art has a rich history stemming from cultures around the world. The work presented here exemplifies the merits of teamwork and technical skill prized in the traditional Venetian factory setting. Classical techniques are applied to contemporary glass making practice in efforts to propagate further experience for artists and audiences alike.

Employee's "Not Paid Aging Report"

The OSUL HR team is sending Student Supervisors monthly reminders about inactive students who have not been paid in over 30 days. Inactive employees who will not work more than 30 days should have a "Termination" HRA request entered on their behalf, even if they intend to return to work at a later date. The termination HRA should have an effective date reflecting the last day worked, which can be found at: etimesheet.osu.edu. Go to the "search" tab and enter the student employee information to see historical timesheet status.

Paid Leave Programs

The university provides paid vacation, sick, parental, jury duty/court appearance and organ donation leave to respond to employee needs. Employee leave balances can be found at eleave.osu.edu. Each year, on the service date anniversary, any hours in excess of the maximum allowable carryover hours are removed from the vacation leave balance. For additional information on maximum hours for vacation carryover and payout, please see the Paid Leave Programs [Policy 6.27](#). All leave requests are subject to supervisor approval, so advanced communication with your supervisor about anticipated leave is encouraged.

Vacation Donation

Did you know the University allows vacation donation? Recipients can use donated vacation time during approved unpaid leaves for: life-threatening illness or injury of self or immediate family members; childbirth, adoption and foster care placement; or death of an immediate family member. Certain restrictions apply, including: the recipient must have a regular appointment that is eligible to accrue sick time and must have exhausted all paid leave balances before using donated vacation; the recipient may use up to 160 hours of donated vacation, prorated based on FTE; the donor must have a minimum balance of 80 hours of vacation remaining after donation. Donations must be voluntary and may not be solicited by co-workers. For additional information, please contact Erica Jonak (jonak.3@osu.edu) or Kelly Rose (rose.900@osu.edu).

Spring Semester Dependent Tuition Assistance Enrollment

The enrollment window for Dependent Tuition Assistance (DTA) applications is now open. The Spring 2015 term enrollment window opened on Monday, November 17, and will close on Friday, January 16. Applications must be submitted each term for each dependent. Faculty and staff can apply online using Employee Self Service or via paper DTA applications. If you have any questions, please contact OHR Customer Service at 292-1050 or service@hr.osu.edu.

Important YP4H Dates to Know

As 2014 comes to a close, there are important YP4H dates you should know.

- December 5, 2014: Last day to claim Amazon gift cards earned when completing Get Going and Get Results levels of the 2014 YP4H incentive program.
- December 6, 2014: YP4H portal closes to prepare for the 2015 YP4H incentive program.
- January 5, 2015: YP4H portal opens for 2015 incentive program.

Student employment hours extended during break

As a reminder, student employees are restricted to working 28 hours per week during academic terms in which they are enrolled and 38 hours per week during their off academic term and official school breaks. If the student worked during autumn semester and plans to work during the spring, then the student may work up to 38 hours the weeks of December 21, 2014 through January 10, 2015. Please encourage the FWS students to confirm their balances prior to scheduling to ensure sufficient balances.

FWS balances

Students who have exhausted or are approaching the limits on their Federal Work Study (FWS) award can contact the Financial Aid Office directly at 614-292-0300 to see if there are opportunities for an increase in their balance. They can also email sfa-jobs@osu.edu to reach a Student Services Specialist. For any pay periods where the full paycheck cannot be pulled from the FWS balance, it will default into payment from general funds.

New Student Orientation – Sexual Harassment Module Project Complete

On September 5, 2014, the OSUL Training Committee and Human Resources Department launched an update to the New Student Orientation to capture additional pertinent content within University and Library policies. Specific updates to the “Sexual Harassment” module provided important content for sustaining an environment free from sexual harassment. OSUL HR is pleased to announce that over 300 students completed the Sexual Harassment module, representing 99% compliance. We thank the supervisors of student employees, the OSUL Training Committee, and Amy Pickenpaugh for their diligence in making the project a success.

Requirement to disclose criminal convictions

As a reminder, the Self-Disclosure of Criminal Convictions Policy (4.17) requires all employees, including faculty, student, staff, appointees, and volunteers to disclose criminal convictions that occur during employment within 3 days of the conviction. Criminal convictions do not necessarily bar continued employment. Once a conviction is disclosed, a determination regarding suitability for continued employment will be made based on the information received and collected regarding the conviction. Supervisors: please be sure to share this with student and volunteers.

Encores

News you've seen before...

Have you registered yet?

Annual Teaching In-Service

Thursday, December 18, 9:30 a.m.-3 p.m., Thompson Library

Information has Value:

How can we integrate copyright concepts as part of what we are already teaching?

[Click here for more information and to register](#)

Reference Brown Bag December 11

Data Information Literacy in practice: Open Data from US and global perspectives

The next Reference Brown Bag is on Data and will be presented by **Amanda Rinehart** December 11 at noon in the Thompson Library, Room 150B. Please bring your lunch and a colleague to the following session:

Wonder what all the data hype is about? What data information literacy really is?

Open data initiatives in the US and around the world are transforming the potential for government transparency, economic opportunities, and citizen participation. In this workshop we will discuss Data Information Literacy and share teaching examples. If you can, please bring your own electronic device (tablet, laptop, etc.) so that you can explore on your own! If you have any suggestions for future brown bags, contact Judith Cerqua

Upcoming SAC Meetings

The next meeting of the Staff Advisory Committee will be Thursday, December 4, 1:30 p.m., at the Book Depository and Thursday, January 8 at 1:30 p.m. at the Billy Ireland Cartoon Library & Museum.

IT Awareness Meeting

Thursday, December 4, 1-2 p.m., Thompson Library, Room 150

IT will provide project updates, talk about the data center move, and demonstrate the new staff/faculty website and document registry.

Learn about the SHARE National Initiative to Promote Research Sharing on December 16

SHARE (Shared Access Research Ecosystem) is a higher education and research community initiative to ensure the preservation of, access to, and reuse of research outputs. SHARE was established in 2013 as a joint initiative of The Association of Research Libraries (ARL), the Association of American Universities (AAU), and the Association of Public and Land-grant Universities (APLU), generously supported by grants from the Alfred P. Sloan Foundation and the Institute of Museum and Library Services (IMLS).

On Tuesday, December 16 from 1-2 p.m., the webinar, “SHARE: Notification Service” will be screened in Thompson 150B.

Presented by Eric Celeste, Technical Lead, SHARE

The second webinar will present the SHARE Notification Service, still in its pre-beta form. The Notification Service culls reports of research release events from a variety of repositories, publishers, and research focused tools and notifies users of new resources. The webinar will include an architectural overview of the service, a demonstration, and information about how to include new resources in the service. We'll also describe some of the issues we have run into creating the service and how the service may be integrated with future SHARE initiatives or your own systems.



The Bucks for Charity campaign has been extended and we still have a chance to reach our University Libraries goal. Please hurry – the campaign technically ended on November 14, however you may continue to make payroll pledges online (via E-Pledge) until 11:59 p.m. on December 12.

- www.bucksforcharity.osu.edu

OSU Libraries IT Infrastructure Move January 5

As many of you know, the Libraries' servers and storage devices are currently housed at the University's primary data center on Kinnear Road (KRC). To provide a more modern, secure environment for campus IT systems, the OCIO has partnered with the State of Ohio and will be moving all equipment from the KRC to the State of Ohio Computer Center (SOCC) located at 1320 Arthur Adams Dr. between October 2014 – June 2015. As a co-located partner at KRC, the **Libraries IT infrastructure will be moving to the SOCC** as well.

Libraries IT staff are scheduled to move our equipment from the KRC to the SOCC on **Monday, January 5, 2015 starting at 7 a.m.** We anticipate all services will be **restored by 7 a.m., January 6, 2015.** **All Libraries IT services will be unavailable** including, but not limited to, Sierra, access to most electronic resources, the website, blogs, etc.

Available services will include:

- Internet
- Email, Calendars –for users, groups and rooms
- Printing
- A single web page at <http://library.osu.edu> with details about downtime, instructions for getting help, and links to alternative catalog services such as OhioLINK and WorldCat Local

All other systems, applications, and websites will be unavailable. We will keep you updated on the status of the move. Please let me know if you have questions.

Outreach and Engagement Grants Announced

Information and application materials are now available for the 2015 Service-Learning, OSU CARES/OSU Extension, and Engagement Impact Grants.

These grant programs promote engagement scholarship across teaching and research activities by providing faculty and staff with opportunities to connect with communities in meaningful ways and address compelling societal challenges through innovative and creative scholarship. Last year, more than \$400,000 in grant funding was awarded to support 20 collaborative programs and service-learning courses that expanded the scope of university engagement. For 2015, we are pleased to announce:

- **Service-Learning/Undergraduate Studies** – Will provide a total funding of \$40,000 with a maximum individual award of \$4,000 for course development with an emphasis on community partnership.
- **OSU CARES/OSU Extension** – Seed Grants will provide total funding of \$100,000 with a maximum individual award of \$25,000 per partnership, providing engagement opportunities with Extension across Ohio.
- **Engagement Impact Grant/Outreach and Engagement** – Will provide \$200,000 in total funding with maximum individual award of \$60,000 to support programs over a two-year period, focusing on the scholarship of engagement across teaching and research.

The Request for Proposal (RFP) and the application materials for each grant program are available at <http://outreachgrants.osu.edu>. Proposal submission deadline is **February 16, 2015**.

English Librarian Open Presentation

The Search Committee for the English Librarian is pleased to announce an open presentation for the candidates for the position. The candidates will be asked to discuss and take a position on “Opportunities for engagement with the Department of English in terms of changes in technology, instruction and research.” There will be a 20 minute presentation and 20 minute question and answer period. All presentations will be held in 165 Thompson Library.

- Monday, December 9, 2014 at 9 – 9:45 a.m.
- Evaluation: <http://go.osu.edu/schnabel>

The candidate’s application materials are available at:
J:\working groups\HR Info\English Librarian.



Autumn break added in 2015 and beyond

Ohio State will have an annual autumn break beginning in 2015. No classes will be held on Thursday or Friday of the last week of autumn semester's first session. Second session will begin the following Monday. In order to offer the four-day break, yet retain the same number of instructional days, autumn semester will start one day earlier and extend one day later. Commencement will remain on the Sunday following final exams.

> View academic calendar: registrar.osu.edu/staff/bigcal.asp

Light Up the Lake ceremony December 4

Light Up the Lake 2014 lighting ceremony, on Thursday, December 4 at 6 p.m. in Browning Amphitheater, includes performances by Buckeye Twirl, BuckThat!, 3D Urban Dance Crew and Off the Lake Productions.

> Contact: Alex Biddle, (330) 614-1384 or biddle.43@osu.edu

> Read more: <http://staters.org>

Tolkien Bash planned for December 17

The Center for Medieval & Renaissance Studies is hosting a Tolkien Bash on Wednesday, December 17 at the Gateway Film Center to celebrate the opening night of the final installment of Peter Jackson's Hobbit trilogy: The Battle of the Five Armies. Tolkien-related food, drink and giveaways will be featured, along with an introduction by Hollywood screenwriter and Ohio State Professor Angus Fletcher before the private screening of the film. Register by Friday, December 12.

> [Read more >](#)

John Dean, James Robenalt lecture on Watergate

John Dean, White House Counsel for President Richard Nixon and James Robenalt, attorney and Moritz Law School alumnus, will deliver a public lecture on Watergate, "How to Become Counsel to The President of the United States Five Years Out of Law School But Not Go to Jail," on Thursday, December 4 from 4:30-5:30 p.m. in Saxbe Auditorium, Moritz College of Law. Co-sponsors are the Department of History; Moritz College of Law; Democracy Studies Program; Politics, Society and Law Program; John Glenn School of Public Affairs.

> RSVP: history.osu.edu/public-lecture

People



You are cordially invited to an

OPEN HOUSE

at The Ohio State University Libraries'
Center for Book Arts & Logan Elm Press

Come tour the Press, view our recent projects
and help us celebrate the retirement of
Robert Tauber, Book Arts Specialist
Wednesday, December 10, 2014
4:30-7 p.m.

at the OSU Libraries' Tech Center
1165 Kinnear Road, Columbus, Ohio

RSVP by December 3 to Bob Tauber

(614) 688-3973 (corrected phone number) or tauber.1@osu.edu

From the Director

"Fun Stuff." Vice Provost and Director of Libraries Carol Diedrichs recent Thanksgiving [holiday post](#) is a fun one...take a look.

Jobs

Library Associate 2 – Evening Lead Circulation Supervisor

Supervises evening activities of the 18th Avenue Library Circulation area; directs public service operation to ensure policies and procedures are carried out with the purpose of friendly and efficient service to all patrons; communicates directly with patrons and departmental staff; hires, trains, schedules, and evaluates staff and student assistants; performs other duties as assigned. Working hours: Monday - Friday, 3 p.m. – 12 a.m. Target Hiring Range: \$14.00-\$16.65/hour.

For additional details and to apply, please visit the personnel postings at <https://www.jobsatosu.com/> by December 7, 2014. Job Opening Number: 404119.

Japanese Studies Librarian

The Ohio State University Libraries invites applications and nominations for the position of Japanese Studies Librarian to join a substantial, responsive and high impact area studies program which strongly supports research and teaching at the University. The Japanese Studies collection is relevant and distinctive, reflecting the prominence of the University's East Asian Studies Center, the Institute for Japanese Studies and the Department of East Asian Languages and Literatures (DEALL). The Japanese Studies Librarian is a critical partner for these dynamic programs and leads the Libraries' engagement and collection building in these areas to advance discovery and learning in a globalized, information-rich environment. The Japanese Studies Librarian is responsible for outreach activities, collection development, and research services that cultivate relationships and enhance teaching, learning, and research in the East Asian Studies Center, the Institute for Japanese Studies and DEALL. The Japanese Studies Librarian also builds partnerships to participate in shared practices that connect the Libraries' learning environment, expertise, resources, and services with constituent needs.

Responsibilities:

- Actively engages and communicates effectively with faculty, students, and staff in assigned areas, developing strong working relationships and serving as liaison to the East Asian Studies Center (a pioneering U.S. Department of Education National Resource Center), to the Institute for Japanese Studies, to faculty in DEALL and to a variety of other programs with interest in Japanese Studies.
- Engages with faculty, students and other scholars to provide proactive Japanese Studies research support and innovative instruction in collaboration with the Libraries' Teaching and Learning, Research Services and Digital Content Services departments.
- Builds and manages a distinctive, interdisciplinary, responsive research collection in Japanese and related East Asian areas in support of distinguished academic and teaching programs and promotes current services and collections. Assesses user needs to develop and maintain relevant, high-quality services and collections.
- Be knowledgeable about and be able speak to a range of library issues, including scholarly communication, copyright issues, digital initiatives, the development of new online tools, and the integration of information literacy skills into the curriculum.
- Analyzes trends in East Asian Studies Center, the Institute for Japanese Studies and DEALL teaching and research programs, stay abreast of scholarship in the disciplines themselves, and use this knowledge to respond to departmental needs.
- Actively develops regional, national and international partnerships and collaborations to advance the strategic directions of the Libraries, representing OSU in forums such as the Council on East Asian Libraries (CEAL) and the North American Coordinating Council on Japanese Library Resources (NCC).
- Supports and engages in fundraising, grant writing, marketing and outreach that strengthen the Libraries' programs, in partnership with Advancement, the East Asian Studies Center and DEALL.
- Provides direct supervision of the East Asian Studies Program Assistant. In consultation with the Head of Area Studies and the Associate Director for Special Collections and Area Studies writes position descriptions, hires, assigns job responsibilities, coaches and mentors, conducts performance evaluations, and facilitates staff development and training opportunities.

- Participates proactively on library-wide committees, task forces and teams. Seeks opportunities to engage with local community organizations to promote Japanese collections.
- Collaborates with other subject, area studies and special collections librarians to develop interdisciplinary solutions to integrating distinctive intellectual content and services into the academic environment.
- Contributes to developments in the field of area studies librarianship through active professional engagement and research, presenting and publishing in appropriate venues.

Required qualifications:

- Accredited MLS or a PhD obtained by time of appointment required.
- Solid command of the history and major trends in research and scholarly publishing in East Asian Studies, especially Japanese Studies and the history of Japan, including digital resources, and with vendors able to supply appropriate materials from a variety of sources
- Excellent language skills in Japanese
- Excellent communication skills in English

Preferred qualifications:

- Experience as a Japanese or East Asian Studies librarian, or a comparable combination of academic and professional experience
- Demonstrated ability to work effectively and creatively in a collaborative and complex environment
- Evidence of both professional initiative and flexibility
- Demonstrated ability to work effectively and collegially with a diverse population
- Experience in developing and delivering innovative instruction and research support services
- Experience in using bibliographic utilities and databases to search non-Roman scripts
- Ability to identify and work with materials in other languages relevant to East Asian Studies, such as Korean or Chinese.

About the OSU Libraries Area Studies Program:

The [OSU Libraries](#) has built strong and deep area studies collections in association with the programs of OSU's distinguished Title VI [Area Studies Centers](#) and related departments of language, literature and culture. As Ohio State aspires to be a globalized academic institution committed to responsible international engagement and its [Office of International Affairs](#) aims to "foster excellence in the study of languages, the history of arts and cultures and their societies, and international security," Area Studies librarians partner to advance knowledge building in today's dynamic and diverse global information environment.

Rank/Salary:

The position is a full-time, permanent, 12-month tenure-track faculty appointment and reports to the Head of Area Studies. Salary and faculty rank are dependent on qualifications and experience.

Benefits:

The University offers competitive benefits in the form of 22 days' vacation, 15 days' sick leave, 10 holidays, hospitalization, major medical, surgical-medical, dental, vision, long-term disability insurance, and life insurance at 2.5 times one's annual salary. State and alternative retirement choices are also available. For a summary of benefits, see: <http://hr.osu.edu/hrpubs/ben/fs-bensummaryreg.pdf>.

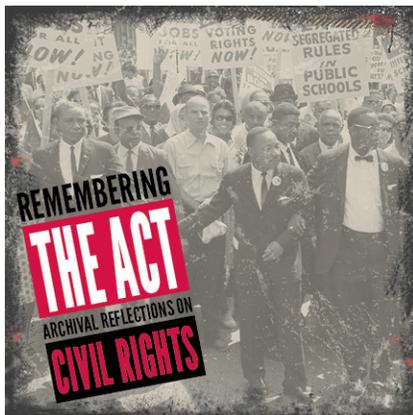
Application:

Applications will be accepted until the position is filled. Preference will be given to applications received by **January 5, 2015**. Please send cover letter, CV, references, and salary history and requirements to Kelly Rose at rose.900@osu.edu. Please include Japanese Studies Librarian in the subject field.

Contact Information: Kelly Rose, Human Resources, 1858 Neil Avenue Mall, Columbus, OH 43210, 614-292-5917

The Ohio State University is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation or identity, national origin, disability status, or protected veteran status.

EEO/AA employer



Remembering the Act
Through January 4, 2015
Thompson Library Gallery

The signing of the Civil Rights Act of 1964 by President Lyndon B. Johnson on July 2, 1964 marked the culmination of a decades long campaign to end racial inequality in the United States. Viewed as the most significant and far-reaching legislation ever passed through Congress, the bill banned discrimination based on race, color, religion, sex, or national origin. *Remembering the Act: Archival Reflections on Civil Rights* celebrates the

50th anniversary of the law by recounting the political, historical, and cultural aspects of the struggle for civil rights through the lens of The Ohio State University Libraries Special Collections.

A digital edition of the exhibit is available online at www.go.osu.edu/civilrights