

News Notes



UNIVERSITY LIBRARIES

OSU Libraries news for faculty & staff

9/28/2011

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News

October General Libraries Meetings (please note date change):

- Wednesday, October 19, Tech Center Meeting Room, 9:30-11 a.m.
- Wednesday, October 19, Thompson 150 A/B, 3-4:30 p.m.

University Announces Merit Compensation: In this economic environment, we're pleased and feel fortunate that University announced the Annual Merit Compensation Process Guidelines. More information about the guidelines can be found at <http://hr.osu.edu/comp/guidance.pdf>. A merit pool of 2.0% was available and distributed according to our "Compensation Guidance," which follows. Increase letters were sent and you should have received yours in your campus mailbox. Recently hired, probationary and employees not meeting expectations will not receive an increase. Contact your supervisor or HR if you have any questions.

University Libraries Criteria and Process for Salary Increases General Criteria

The Libraries' annual salary increases follow the University guidelines that require that increases must be based on performance, market, and/or equity considerations. Salary increases are primarily established by performance. Faculty and staff who are determined to need an increase based on internal equity are evaluated and given equity increases, as appropriate, throughout the year. Market may be considered for specific positions which are difficult to recruit or retain. The Libraries may use bonuses as a means to reward individuals.

All faculty and staff are to receive a performance evaluation at least annually. The distribution of ratings is library-wide, not broken down by division or department. Only 10% of faculty and 10% of staff, library-wide, should receive the highest "outstanding" rating.

Process for Faculty Salary Increases

Faculty are evaluated on three areas of performance: librarianship/teaching, scholarship, and service. The evaluation process begins with each faculty member's requirement to complete the Faculty Annual Report (FAR) and submit copies to the immediate supervisor and the Procedures Oversight Designee (POD). The due date for untenured faculty is February 1, and March 1 for tenured faculty. Faculty who fail to submit a FAR will not be eligible for a salary increase.

The supervisor prepares a draft evaluation letter for each faculty member and forwards the letter(s) to the appropriate Assistant Director for discussion and approval.

The supervisor meets with the faculty member and discusses the draft evaluation.

Substantive changes proposed by the faculty member are discussed with the AD, and a final letter of evaluation prepared. The final evaluation letter is sent to the faculty member, with copies to Human Resources and the appropriate Associate Director. Supervisors must supply a written evaluation to the faculty member supervised and to the Associate Director in a timely manner. (Note: If a FAR has been submitted and an evaluation has not been prepared by the immediate supervisor, the appropriate administrative office will prepare an evaluation based on information in the FAR for use in determining a salary increase).

Faculty performance, as documented in the FAR and supervisory evaluation, is a key part of the salary decision process. The Libraries' Executive Committee determines the distribution of salary increases to faculty based on the accomplishments documented in these reports and their relative strengths and weaknesses compared to all Libraries' faculty. Faculty with no evidence of an active research/publication agenda cannot receive the highest rating, no matter how exemplary their performance in other areas.

Faculty who are promoted in academic rank receive a set percentage increase that is centrally funded. Faculty who are promoted also receive an additional percentage salary increase from the Libraries at least the average percentage rate.

The requirement for Faculty to pursue research and publication is taken very seriously. Unassigned Professional Time (UPT) is granted in order to provide support for this and other tenure-track requirements, and the inability or unwillingness to take UPT does not reduce or obviate the need to meet the requirement. On the other hand, if UPT is taken and the record of research/publication and/or service is not consistent with the amount of time taken, this fact should be reflected in the annual review and consequently may negatively impact the faculty member's salary.

All faculty receive written notification of the salary increase from the Director of Libraries. Faculty who were not eligible for a salary increase receive written notification with supporting rationale.

Process for Staff Salary Increases

Library Administrative and Professional (A&P) and Civil Service staff are evaluated on their job performance in areas of: quality service, dependability/accountability/ownership, cooperation/interpersonal skills, communication, analysis/problem solving/decision making, learning and development, job knowledge, (additionally for those who supervise, performance management and leadership). The evaluation process begins when each staff member is required to complete a self evaluation and submit a copy to the immediate supervisor.

The supervisor prepares a draft performance review for each staff member and forwards the review to the appropriate Assistant Director for discussion and approval.

The supervisor prepares a final performance review for discussion with the staff member, with a copy to Libraries’ Human Resources. Supervisors must supply a written performance review to the staff member and the Assistant or Associate Director in a timely manner. (Note: If a self review has been submitted and a review has not been prepared by the immediate supervisor, the appropriate administrative office will prepare a performance review based on information in the self review for use in determining a salary increase.)

Staff job performance, as documented in the performance review, is a key part of the salary decision process. The Libraries’ Executive Committee determines the distribution of salary increases to staff based on the accomplishments documented and their relative strengths and weaknesses compared to all Libraries’ staff.

All staff receive written notification of the salary increase from the Director of Libraries. Staff who were not eligible for a salary increase receive written notification with supporting rationale.

OSUL AMCP Increase and Ratings - 2011

| A&P Key | | CCS Key | | Faculty Key | |
|---------|------|---------|------|-------------|------|
| Rating | % | Rating | % | Rating | % |
| 0 | 0 | 0 | 0 | < 3 | 0 |
| 1 | 1.1% | 1 | 1.3% | 3 | 1.1% |
| 2 | 2.1% | 2 | 2.3% | 3.5 | 1.6% |
| 3 | 4.0% | 3 | 4.0% | 4 | 2.1% |
| | | | | 4.5 | 2.6% |
| | | | | 5 | 4.0% |

The Engaged Librarian Series, with Jeff Agnoli, Senior Staff Training and Development Specialist in the Office of Research, Tuesday, October 4, 10 -11a.m., Thompson Library 150A: Agnoli will be presenting information on the roles and responsibilities of that Office, and essential information for subject librarians and others regarding the research office at OSU. All subject librarians are especially encouraged to attend, but the presentation is open to everyone.

SAVE THE DATE, “Conversation with the Director,” Tuesday, October 25, 9-10:30 a.m., Science and Engineering Library, Room 205:

Plan to attend this casual time with Libraries Director Carol Diedrichs. Coffee and light refreshments will be provided.



“Student Supervisor ‘Best Practices’ Session,” Wednesday, October 5, 11:00 a.m. – 12:30 p.m., Thompson Library, Room 150:

Learn about:

- new student orientation – online and on track
- paperwork, paperwork, paperwork
- timekeeping – when it’s working
- accessing systems and locations – where am I?

Share:

- your best supervisory techniques – carrot or stick?
- novel ways in which you utilize student assistants – coffee?
- what works, what doesn’t – the good, the bad, the ugly

Facilitators: Amy Pickenpaugh, Charles Smith, Greg Newman, Henry Griffy, Kevlin Haire, Toni Morrison-Smith

Student Assistant Training (SAT) Program: The SAT program lets us share the Libraries’ stock-in-trade with our student employees in Circulation and Reference. Supervisors in those departments should use the online form at go.osu.edu/SATEnrollment to enroll their new hires in the Workplace Communication course only or in both that course and iSkills, an information literacy course. (New hires who do not take iSkills during Fall Quarter will be enrolled in iSkills for Winter Quarter, assuming they return to Libraries’ employment.)

Completed during students’ regular work hours, Workplace Communication takes an estimated 2 hours to complete and iSkills takes about eight hours for Circ students and 16 hours for Ref students. Both courses are in Carmen. While students do not receive academic credit, the courses provide students’ with the opportunity to receive more than a paycheck from their employer, who happens to be the campus expert in information literacy.

Questions about the SAT program should be referred to [Cheryl Lowry](#) or [Diana Ramey](#).

Update: Buckeye Text Alert/New Web Link: The Buckeye Alert database is designed to provide rapid notification to alert students, faculty and staff of an emergency situation that requires them to take immediate action. When such a situation arises, Public Safety sends text messages to the cell phone numbers listed in the Buckeye Alert database.

This database was created in 2006 and now contains outdated information. As communicated in August, changes are being made to the Buckeye Alert text message system. The Department of Public Safety will begin using the HR database to pull cell phone numbers for Buckeye Alert text messages.

Due to this change, *faculty and staff who are registered to receive Buckeye Alert text messages will need to re-register by updating their cell phone number in the HR database.* Faculty and staff who are not currently registered to receive Buckeye Alert text messages may also register by doing the same.

The online functionality to re-register to receive Buckeye Alert text messages is now available. To re-register:

1. Close all Internet browser sessions and go to <http://go.osu.edu/textalertregister>.
2. Log in using your name.# username and password.
3. Once you are logged in, click on "Phone Numbers" in the left hand menu.
4. Enter your cell phone number.

If you cell phone number is listed:

1. Verify the cell phone number listed is accurate; if it isn't enter the current number.
2. Click "Save".

If no cell phone number is listed:

1. Click on "Add a Phone Number".
2. Enter your cell phone number, and select the Phone Type "Cellular".
3. Click "Save".

Staff with limited access to the internet, or who need assistance based on the impact of a disability, should contact their Human Resource Professional for assistance in re-registering for Buckeye Alert. Information about how to re-register to receive Buckeye Alert text messages is available online at <http://buckeyealert.osu.edu/>.

Use It or Lose It: Lock & Key Services will be implementing a feature called "Use it or Lose it" on the Lenel security system. This feature will disable your card if you haven't swiped your BuckID or Library Badge in a card reader within a five year period. We need everyone to make sure all current badges are swiped by September 30. Lock & Key Services will enable this feature on October 1.

Travel Update: A university travel # must be issued prior to your trip in order to process any payment using university procurement methods (Pcard, Purchase order, Travel system payments). Please visit the libraries travel page for tips and links to travel forms:

<http://library.osu.edu/about/departments/business-services/travel/>

Contact Kathryn Beach, Connie Knoechel or Chad Walz with any travel questions.

Latest Addition to Internet Archive: *New Historic Styles of Ornament*, published in 1898, features examples of ornamentation dating from ancient Egypt to 19th century Europe. It includes 100 plates, including 75 chromolithographs, showing details of decorative painting, architecture, woodwork, mosaic, illumination, metalwork, tapestry, and more. Only 20 copies of the 1898 edition are held in libraries worldwide.

<http://www.archive.org/details/HistoricStylesOfOrnament>

The Ohio State University Libraries collection at the Internet Archive features texts made accessible via the Libraries' brittle books digitization program. This joint effort by Preservation & Reformatting, Circulation, Bindery Clerks, and Subject Librarians identifies books that are in demand, based on circulation records, but are too fragile for continued circulation or for routine repair treatments, and for which no other suitable digital edition exists. Digitizing them and sharing the digital copies online ensures that these texts will remain accessible to readers worldwide. *Historic Styles of Ornament* is our newest addition to Ohio State's collection at the Internet Archive.



“Flipping the Model: Making Noise in the Library,” Lee Van Orsdel, Dean of University Libraries, Grand Valley State University, November 14, 1:30 – 3:00 p.m., 11th floor Thompson Library: For the most part, academic libraries were designed for an era when group study was the exception and solitary learning the norm. As a result we are scrambling to retrofit them to accommodate today's learners. Grand Valley State University is in the enviable position of building a brand new main library for its 24,600 students. Drawing on extensive observations of student learning



behavior, changing classroom assignments, rising employer expectations, and the pervasive influence of media, we adopted an unusual and dynamic central concept around which to plan space and services in the new building. This presentation will explore that concept and other non-traditional ideas that shaped our vision and will define our building.

Lee Van Orsdel has been the Dean of University Libraries at Grand Valley State University in Allendale, Michigan, since 2005, following six years as Dean of Libraries at Eastern Kentucky University. She is active in the American Library

Association, serving on its Task Force on the Google Settlement and on ACRL's Leadership Recruitment and Development Committee. A frequent writer and speaker on scholarly publishing, Van Orsdel is a founding member of the Institute on Scholarly Communications and a member of the board of SPARC, the world's leading coalition for reform in the areas of publishing and information sharing. Van Orsdel was responsible for developing the vision for Grand Valley's new main library, a \$70 million project to be completed by May 2013.

University News



Oct. 4 book reading and signing by author Jon Katz: Bestselling author Jon Katz will discuss his new book, *Going Home: Finding Peace when Pets Die*, from 6:30-8 p.m. Tuesday, October 4 in the Veterinary Medicine Academic Building, Wexner Auditorium, hosted by the "Honoring the Bond" program in the Veterinary Medical Center. The event is free and open to the public; registration is required.

> Contact: 247-8607

> Register: <http://vet.osu.edu/cvm/jon-katz-book-readingsigning>

Free Your Plan for Health flu shot at in-network pharmacy: The best way for you to stay healthy during the flu season is to get vaccinated annually. YP4H has made it easy for faculty, staff and their families to receive complimentary flu shots. If enrolled in the university medical plan, you can get a flu shot at no charge at any in-network pharmacy close to home. Another option open to all faculty and staff is to get vaccinated at a convenient on-campus location beginning in October while supplies last. Register for an appointment at <http://osuhealthplan.com/wellness>.

People



Director of Libraries **Carol Diedrichs** has been asked to serve as a member of the Community Advisory Group that will work with the Executive Search Committee charged with recruiting a successor for OCLC President and CEO Jay Jordan. Jordan plans to retire at in June 2012. This group of approximately a dozen members, staff and past board members will:

- Review and provide input into the OCLC President and CEO position profile
- Provide referrals for consideration, as appropriate, to oclc@heidrick.com
- Share input from their communities (members, staff and other interested parties) with the Executive Search Committee
- Interview a final candidate(s)

Congratulations to **Clint Tomlinson**/Fine Arts, for his extraordinary efforts with the recent sprinkler head replacement, carpet cleaning and drywall construction projects at the Fine Arts Library. Clint was commended for an outstanding job coordinating the rearrangement of all of FIN's furniture, rugs and equipment, as well as making certain the carpet cleaning and sprinkler projects worked around each other. Clint will receive a \$300 spot bonus award.

Congratulations to **Adam Dorsey**/Acquisitions Department and his wife, Cynthia, who welcomed a new addition to their family. A baby boy, Kaeden Dorsey, arrived September 20. The delivery took a record seven minutes, and the baby weighed in at 8 pounds, 9 ounces. He joins older sister Ava and big brother Owen.



Staff Appreciation Event: Libraries staff enjoyed a reception for the annual appreciation event, held at the Thompson Library on September 15. The cost of this year's event was again underwritten by the Friends of the OSU Libraries.

Exhibits

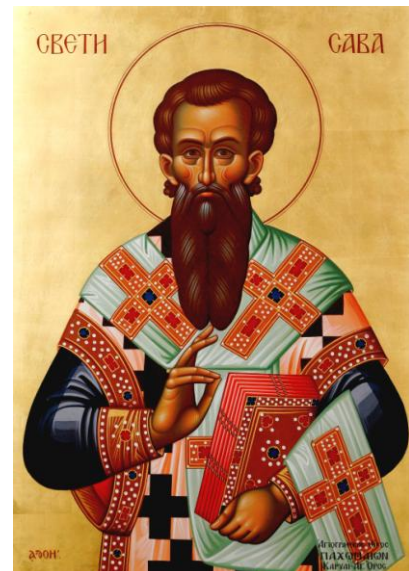


Fruits of Devotion

September 7-December 30
Thompson Library Gallery

Over time, due to fires and natural disasters, conflicts and wars, as well as attrition, many manuscripts and other cultural treasures of Slavic Eastern Christianity were lost. Those that remain, together with a shared heritage of alphabets, literature, religious practice, iconography, music, architecture, among others, unite many of the Slavic peoples and nations.

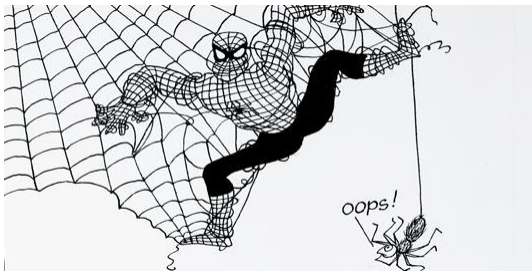
This exhibit celebrates the approaching 30th anniversary of the founding of the Hilandar Research Library and Curator Predrag Matejic's 40th year of preservation and research of medieval Slavic manuscripts.



Roy Doty: Inspired Lines

September 19, 2011-January 6, 2012,
Billy Ireland Cartoon Library and
Museum, Reading Room Gallery

The only artwork Roy Doty really cares about is the work that is currently on his drawing board. This is not to say that he does not enjoy looking at finished work. He takes great pride in what he has done. The fact is, however, that the act of creating now, in the present, brings him such pleasure and satisfaction that he cannot imagine doing anything else.



For more details:

<http://cartoons.osu.edu/?q=exhibits/roy-doty-inspired-lines>