

The Ohio State University Libraries

NEWS NOTES Online

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Education, Human Ecology, Psychology, Social Work Library/Sullivant Hall

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I doubt anything learnt at school is of more value than great literature learnt by heart.

Sir Richard Livingstone,
On Education

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See also: [What's New](#) on the Libraries' Homepage.

Send items to [Patricia Greene](#) by Friday noon for publication the following week.

Calendar of Events

Meeting Moratorium Week

The first full week of each academic quarter has been designated Meeting Moratorium Week, and insofar as possible, meetings should not be scheduled or held during that week. For the remainder of the current academic year, the appropriate weeks will be those beginning March 27 and June 19, 2000.

Faculty Meeting

April 13, 2000 at 3:00pm in 122 Main Library. Agenda items may be submitted to Betty Sawyers, faculty secretary, no later than noon on April 7, 2000.

Exhibits

Ruby Elzy and "Porgy and Bess": American Classics

Lawrence and Lee Theatre Research Institute, 14 floor Lincoln Tower
Mondays-Fridays, 9:00am - 5:00pm, until April 14, 2000. Further information is available by contacting the Institute at 614-292-6614 or theatreinst@osu.edu.

A Tribute to Public Service: The Many Missions of John Glenn
An exhibit presented by The John Glenn Institute and The Ohio State University Libraries September 20 - April 26, 2000. Philip Sills Exhibit Hall, The Ohio State University Libraries.

Cartoons by Leland S. McClelland: A Retrospective Exhibition
Cartoon Research Library

Monday-Friday, 9:00am to 5:00pm, March 1 - April 30, 2000. Free and open to the public.

(Leland S. McClelland's watercolor paintings at the Faculty Club.)
Additional information is available at 614-292-0538 or e-mail
cartoons@osu.edu.

For other University events, see [OSU Electronic Calendars](#)

Announcements

In Memory

On February 14, 2000, after a short illness, Alice S. Clark passed away in California, where she had moved after her retirement from the University of New Mexico, approximately 14 years ago.

Alice was employed by University Libraries in 1968 as the assistant head, Personnel & Budget Office, and assistant instructor of Library Administration. She also held positions as reference librarian and head, Undergraduate Libraries until her resignation in January of 1974.

For additional information e-mail Neosha Mackey: nam756f@mail.smsu.edu

Joseph J. Branin, Director of Libraries

Congratulations



Alexander James Aubrey Mumaw

University Libraries wishes to extend its heartiest congratulations to John Mumaw (Technical Services) and his wife, Anne, on the birth of Alexander James Aubrey Mumaw, born March 1 at 4:53pm. He weighed 5lbs. 2oz. and was 20 1/2 inches long.

***Lycosa tarentula* in Profile**

Since the autumn of '99, the Biological Sciences/Pharmacy Library (BPL) has played host to some very interesting guests: Madagascar hissing cockroaches, giant African millipedes, praying mantids, Australian walking sticks, and (on display now) a tarantula, courtesy of OSU's Department of Entomology. George Keeney, who runs the Insectary, and associate professor Glenn Needham contribute to this rotating display.



This female tarantula is indifferent to Brian Miller's attempts at conversation.

This week's center of attention is a tarantula. Visitors should not be filled with trepidation--the various "guests" dine nightly on fine cockroaches, flies, and other smaller critters, depending on their personal likes and dislikes, and generally live in a 10 gallon aquarium with a removable lid. Bruce Leach, head of BPL, is "pretty sure" that the guests cannot push the lid aside and get out. He says, "Our users may be fascinated or disgusted, but they ALL stop and look."



A blow up of our little friend.

The Women's Place at The Ohio State University

Those who are interested in supporting women as teachers, workers,

learners, and creators of knowledge can shape national and local agendas for women in higher education by accepting an invitation extended by The Women's Place to join a national teleconference. All students, faculty, staff, and administrators are invited to participate in improving the campus climate for women in higher education.

At The Women's Place Web site on 3:30pm, March 27 to 6:00pm, March 28, attendees can view the teleconference and participate in their on-line survey.

The Women's Place Open House is at 5046 Smith Lab, 174 W. 18th Avenue from 3:30pm-6:00pm, March 27, where visitors can see itsr new location, meet the staff, participate in a live caucus session, and view the teleconference.

For more information, please contact: Sara Childers, (614)292-3960, childers.23@osu.edu

Visit <http://womensplace.ohio-state.edu>

View the National Teleconference Site <http://www.umn.edu/women/wihe/html>

Online Credit Courses from OSU Libraries

About Distance Learning

Ohio State University Libraries offer several credit courses in partnership with University College. These are online or "distance" courses (defined as those that require two or fewer meetings). Distance courses are very convenient. Completion of course work can be accomplished from home or from some other place where extended Internet access is provided, such as a library or an OSU computer lab.

General Course Requirements

Students use e-mail to communicate with the instructor and a Web browser to complete online assignments. An OSU Internet username and password are required to connect to the assignments. Students **MUST** read their OSU e-mail and visit the course Web site 2-3 times per week while these courses are in session. Students who use an Internet service provider other than OSU (such as America Online or RoadRunner) may have their OSU e-mail forwarded to their other account.

Course Descriptions:

1. Internet Tools and Research Techniques [1 credit]

Learn to use the Web browser, e-mail and online discussion tools more effectively; develop strong searching and evaluation skills.

Course Number: UVC 120 (formerly offered as UVC 194D)

Duration: Course in session for 4 weeks; class begins in fourth week of fall, winter, spring quarters.

Meetings: Some students will be required to attend an Orientation/Help session.

Registration: Requires permission of department (University College). See course web site for details on how to obtain departmental permission.

More Information: See the course Web site at <http://gateway.lib.ohio-state.edu/tutor/120/>

2. Advanced Online Research [1 credit]

Consider issues related to self, community and ethics in cyberspace; study specialized online research tools in subject areas of interest to you.

Course Number: UVC 194A (new course in spring 2000)

Duration: Course in session for 4 weeks; class begins in fourth week, spring quarter 2000.

Meetings: None are required.

Registration: Requires permission of instructor. Limited to those who have successfully completed the prerequisite course, Internet Tools and Research Techniques.

More Information: See the course overview at <http://gateway.lib.ohio-state.edu/tutor/194a/>

Achievements

Valdan Pennington (Theatre Research Institute) has completed his graduate studies at Northern Illinois University in DeKalb, Illinois, where he has been granted a master's in English.

Features

Luminous Lucubrations

Last week's entry was "kerygma", which means "the proclamation of religious truths." This week's entry is "effulgence."

Online resources for this question are available:

- [WWWebster Dictionary](#) - brief definitions
- [The Oxford English Dictionary](#) - lengthy, historical entries

Laughs

- [Dilbert's Daily Mental Workout](#)
 - [Cartoon of the Day](#)
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Meeting Notes

Administrative Staff Conference Minutes

March 6, 2000

Present: W. Boomgaarden (Preservation); J. Bracken (English, Theatre, Communications); J. Branin, director of Libraries; R. Brown (Geology Library); K. Carroll (Business Services); N. Courtney (Information Services Department); G. Dannelly, assistant director for Collections; T. Davis (Technical Services); J. Diaz (Cataloging); C. Diedrichs, assistant director for Technical Services; R. Goerler (Archives); L. Gonzalez (Library Human Resources); S. Kroll (Health Sciences Library); T. Maniaci (Circulation); P. McCandless, assistant

director for Public Services; T. Morrison (Library Human Resources); F. Roecker (User Education); S. Rogers (Information Technology); B. Russell (Special Collections Cataloging); B. Sawyers, assistant to the Director; M. Scott (Science and Engineering Library); S. Tippie (Friends); M. Willhoff (Administrative Services Department)

In view of the goal of having meaningful discussions of topics of general interest at ASC meetings, Joe Branin asked that ASC members provide announcement type information to Pat Greene for publishing in News Notes. He has spoken to Pat Greene about the inclusion of more of this type of information in News Notes, and she is ready to receive and publish such items each week.

Overview of the Libraries' Budget--Karen Carroll presented an overview of the University's budget process, followed by further details on the Libraries' budget trends for the most recent five years. A copy of her complete PowerPoint presentation is available at the following URL:

[/Staff/budget/](#)

Links to specific charts will also be referenced below.

The Office of Resource Planning and Institutional Analysis (RPIA) works year round on budget matters. The annual budget recommendations for FY 2001 will be presented to the Board of Trustees on May 5, 2000 for approval. The timeline for the salary budget has the board approved salary guidelines distributed to departments on May 10, with a deadline of June 16 for the submission of final salary information to University Human Resources. General fund budget schedules will be made available on June 5, with final budget schedules due at RPIA on June 16. The timeline for the earnings budget has information distributed to departments and colleges on April 17, with final budget schedules due at RPIA on June 23.

Of further interest will be the implementation of the ARMS General Ledger on July 1. Approved budgets are scheduled to be loaded into the new general ledger on July 28, with reports becoming available on July 31. Although the new general ledger is similar in appearance to the old FAS reports, the new information is available online, rather than only in printed reports. The Libraries will be expected to pay a one

time assessment estimated at \$20,000-25,000 for the use of this new ARMS system.

The Libraries' funding comes from two major sources--General fund allocations (tuition, subsidy, and state appropriations) and restricted funds (endowment income, development income, and grants and contracts). These funds are expended in three general categories--salaries and wages (including benefits and all other personnel related expenses), supplies and services (including equipment), and library materials.

A variety of charts were presented which illustrated budget trends over the past five years; they can be accessed directly at the following URLs:

Five-Year Total of Library Budgets

</Staff/budget/sld012.htm>

Five-Year Detail of Library Budgets

</Staff/budget/sld013.htm>

Five-Year Total Library Expenditures

</Staff/budget/sld015.htm>

Five-Year Detail of Library Expenditures

</Staff/budget/sld016.htm>

Five-Year F.T.E. Ratio Trends

</Staff/budget/sld019.htm>

Five-Year F.T.E. Trends

</Staff/budget/sld020.htm>

During the discussion of the latter two slides, a question was raised as to whether the category of support staff included student employees. The source of data for the slide had indicated that the figures did not include student employees. [Subsequent investigation showed that student employees were included in those figures. Footnotes on these two slides were modified to indicate the inclusion of student employees.]

Budget trends for the past five years show an increase in personnel budgets at the rate of inflation, with no similar increases for supplies and services. Equipment budgets have been underfunded, but cash from vacant positions has been used to fund equipment purchases. The overall budget picture has been fairly stable for the past five years.

2001/2002 Budget Report--Joe Branin reported on his recent submission of a budget request for the coming two fiscal years. The provost has reported at various meetings that he would like to see a six to seven percent budgetary increase, but can realistically expect between three and four percent. It is anticipated that there will be an increase for salaries and the Library Materials Budget Index, but no increase is expected for supplies, services, and equipment.

The document submitted to the Office of Academic Affairs details six budget priorities for the next two fiscal years. In priority order they are as follows: 1) Continue funding of the Library Materials Budget Index; 2) Provide \$1,000,000 in one time funds over the two year period to improve the physical condition and appearance of Main Library and selected department libraries; 3) Establish a digital library program to provide Internet access to unique cultural and information resources (an Academic Enrichment Grant Proposal will be submitted for this purpose); 4) Increase staffing for development (fund raising) activities on a permanent basis; 5) Provide additional permanent funding to cover the anticipated increase in minimum wage levels for student employees; 6) Provide sufficient one time funds to place ADA compliant computer workstations in eight department libraries.

Mr. Branin indicated that the Libraries is building a reserve fund that can be used for equipment, short term facilities improvements, and one-time cost projects. He hopes that over the next two years he can commit ca. \$1 million to facilities improvements in Main and several branch libraries. In response to a question asking why we haven't been using this cash reserve for such projects before now, he replied that it is always fiscally prudent to maintain a cash reserve. Such funds cannot be used to pay for continuing expenses, and there is an ongoing need to build up an equipment replacement fund.

Courtesy Card Policies--Recent events have triggered a reexamination of the policies affecting courtesy card patrons. The largest numbers of courtesy card patrons are members of the Alumni Association or Friends of the Libraries. Many of these users consider their ability to borrow materials from the Libraries as a major benefit of membership.

As potential donors in the major fund raising effort which will be undertaken in the near future, the policies that are in place for courtesy card usage need to safeguard these users' access to the Libraries' collections. At the same time, however, limits may be necessary to help curtail the borrowing of tens, and even hundreds, of volumes for prolonged periods of time.

Any changes to current policies governing courtesy card use must be approved by Library Council. Susan Kroll and Pat McCandless are reviewing the current situation and will take a recommendation to Library Council if ASC endorses/sees the need for any change in policy.

Their goal is to provide more specificity in the policies and procedures being followed and, insofar as possible, consistency of use across all campus libraries.

Topics for Future Agendas--The following topics have been suggested for future ASC meetings: Cataloging priorities; Proposal for handling of media on campus; Discussion of compensation presented by someone from Academic Affairs; Short term renovation plans. Anyone having additional suggestions should send them to Betty Sawyers (sawyers.1@osu.edu; 2-4491).

Announcements--The speaker for the ASC lunch next week will be Malcolm Litchfield, Director of the Ohio State University Press.

Performance Reviews are due in Human Resources by the end of March; thus far very few have been received. Training in the use of the new Performance Evaluation procedures will be provided in the near future.

Betty Sawyers

Human Resources

Resignation

Language and Area Studies: Yoko Hayden resigned position of Library Media Technical Assistant 2 effective March 3, 2000.

Appointment

Circulation Department: Adam Brooks has accepted a position of Library Associate 2 50% (replacing Person) effective March 2, 2000

Vacancies

===Faculty===

Cataloging Department: Cataloger (New Position)

Language and Area Studies (EES): East European and Slavic Studies Librarian (replacing Ingersoll) 2nd listing

Science and Engineering Library: Chemistry Librarian (replacing Simons)

Science and Engineering Library: Physics/Astronomy Librarian (replacing Mays)

===Administrative & Professional===

Cartoon Research Library: Project Archivist (new position)

Information Technology: Systems Specialist 60% (new position) 1st listing

===Staff===

Depository: Library Associate 1 (replacing Weeks)

Director's Office: Office Administrative Associate (replacing Wilhoff)

Education, Human Ecology, Psychology, and Social Work Library: Library Media Technical Assistant 2 (Replacing Buhrts-Circelli)

Interlibrary Loan: Library Media Technical Assistant 2 50% (new position) 1st listing

Language and Area Studies (East Asian): Library Media Technical Assistant 2 (replacing Hayden) 1st listing

Science and Engineering Library: Library media Technical Assistant 2 50% (replacing Jones)

Serials/Electronic Resources: Library Media Technical Assistant 2 (replacing Cole)

Serials/Electronic Resources: Library Media Technical Assistant 2 (replacing Grimes) 1st listing

To comply with University procedures, employees who are applying for listed vacancies must complete a Promotion/Transfer Request (form 8931, Rev 9/97) during the week of the first listing of the vacancy in the University Personnel Posting (green sheet). To ensure awareness of all library vacancies which have been posted, applicants should consult the weekly green sheet rather than relying on the listing in NEWS NOTES Online and are encouraged to attach a resume and/or other supporting documents to the form. Prospective faculty and staff applicants who are absent during the five day posting period and wish to apply should see Toni Morrison.

Library personnel may also view University employment opportunities at [OSU Jobs](#)

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