

# Ohio State University Libraries

## Faculty Meeting

### December 9, 1999

1. The meeting was called to order by Reggie Brown, chair, Planning and Policy Committee. Jeffrey Thomas, the guest speaker for the day, was introduced by Lucy Caswell, curator, Cartoon Research Library. Mr. Thomas is the Glenn archivist at University Archives, and presented a very interesting description of his work thus far with the archives of Senator John Glenn.

The occasion of Dr. William J. Studer's last faculty meeting as director of Libraries was marked by the presentation of a number of suitable mementos.

2. **Director's Report:** Dr. Studer reported that the Main Library renovation will have the benefit of a major campaign thrust following the completion of the present development campaign.

If the State Controlling Board grants a waiver to permit the charging of a technology fee to OSU students, there is currently no mechanism to provide the Libraries with the proceeds of that fee. The central university administration will have to make provisions for support units like the Libraries.

The consultants who came to review the operation and staffing of the Information Technology Department have requested an extension of time for their final report.

Joe Branin is closing on his house in New York on December 20 and closing on the one here in Columbus on December 22.

President Gee's portrait is currently hanging on the north wall of the Sills Exhibit Hall.

Dr. Studer will be on leave through July, but will be in and out of the library. His new phone number is 8-0204 and his office is 240A Main Library.

The library is very different now from what it was when he arrived 22 years ago. The collection has grown by nearly 2,000,000 volumes, largely as a result of the library materials index, which was implemented during his tenure as director of Libraries.

3. **Human Resources Report:** Linda Gonzalez reported that a total of nine new faculty have been appointed since June, and another two should be appointed before the end of the year. Hee Sook Chin will begin sometime after the beginning of the year; the appointment has been delayed pending visa approval. Natalie Kupferberg is scheduled to begin in the Biological Sciences/Pharmacy Library on January 3, and Beth Russell will begin as head of the Special Collections Cataloging Department on January 10. Recommendations have been submitted for filling the cataloger and reference librarian positions. Searches are in progress for a physics librarian and a chemistry librarian, as well as for an A & P position of project archivist for the Cartoon Research Library. A search committee for the position vacated by Jared Ingersoll is to be appointed.

Linda provided the following outline of the recruitment process that is currently being used for professional positions in the Libraries:

- A search committee is appointed.
- The search committee reviews the job description for the position.
- The vacancy announcement is posted on the University's green sheet, and approximately 450 mailings and postings are distributed outside the University.
- The Human Resources Office collects the resumes and creates an application file for the position.
- The search committee reviews the applications and determines which candidates meet the qualifications for the position.

- Telephone interviews, using a standard form, will be conducted with all candidates who meet the qualifications.

**4. Information Technology Department Report:** Sally Rogers reported that the large project involving reghosting of PCs is scheduled to move ahead in Winter Quarter; the project has been delayed pending decisions about moving to Novell 5 and NT.

Installation of III's release 2000 has been delayed at their suggestion. [The installation subsequently took place on December 15.]

A decision has been made to install the Buckeye Bundle of Microsoft products on all staff PC's; the Corel software currently on all PC's will not be removed, but it also will not be routinely upgraded. The software in the Buckeye bundle can be loaded on home computers for work- related use by library faculty and A&P staff, but must be returned upon termination of employment with the University.

**5. CQI Steering/Oversight Committee Report:** Wes Boomgaarden reported on three CQI projects that are currently underway:

- Binding serials shelved directly in the Main Library Book stacks. There are approximately 2,600 serial titles that go directly from check-in to the stacks; about 1,500 of them need to be bound in some regularized schedule for protection and to enable users to locate and use the materials most easily. This project is developing a routine, using the III binding module, for managing and handling these titles.
- Labeling and shelf preparation of newly processed materials. This project is examining the procedures currently in use and will make recommendations for improvements in procedures.
- Student Employee Advisory Council. This project, scheduled to begin early in Winter Quarter, will identify a group of student employees that will advise, plan, and review actions that affect student employees with the purpose of helping the Libraries to recruit and retain qualified and motivated student employees.

In addition, a project involving shelving/re shelving procedures in the Main Library has been deferred; the project involving staff telephones has been completed and recommendations forwarded to the Libraries' Executive Committee; and an addition project involving the Libraries' Supply Room is under consideration.

**6. New Business:** It was reported that a photograph of Main Library taken by Wes Boomgaarden appears on the cover of a recent issue of *Choice*.

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Please send questions or comments to [Betty Sawyers](#)

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