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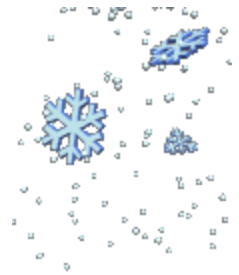
You are Cordially Invited to a Retirement Reception in Honor of
Carol Pitts Diedrichs
 Vice Provost and Director of University Libraries

Thursday, December 17, 2015 from 2-4:30 p.m.
 Thompson Library, Buckeye Reading Room
 1858 Neil Ave., Columbus, OH 43210
 Remarks will begin at 2:30 p.m.

THE OHIO STATE UNIVERSITY
UNIVERSITY LIBRARIES

Seasonal Weather Protocols

In the event that winter weather ever makes an appearance during 2015-2016, a reminder that all Libraries' faculty and staff are responsible for keeping themselves informed regarding any potential closing, using the following means:



- **Listening to local television and radio reports.** Local TV and radio stations will run information on OSU closing; *there will not be specific announcements regarding the Libraries.* In addition, students, faculty and staff are encouraged to tune into WOSU 89.7 FM or check Ohio State's web page (<http://www.osu.edu>) for information on weather-related university closings.
- **Calling 247-6509.** This phone number, in the Libraries' administrative offices, will have a recorded message for Libraries staff with instructions on reporting for work. If the building you work in is closed, you have the option of reporting to another library facility that is open that day. The message will indicate which libraries are open.
- **Checking the Libraries' web site and staff intranet.** If circumstances permit, the Libraries Internet and intranet sites will be updated with information for the staff on reporting for work. Both sites are accessible through the Libraries' web site, at library.osu.edu
- **Checking your OSU email.** If circumstances permit, check your OSU email account for "liball" messages pertaining to any closing.
- **Contacting your supervisor.** Be sure you have contact information for your supervisor.

Annual reminders of employee designations have been sent out. If you are designated as essential, some action will be needed on your part and you are responsible for connecting with your supervisor for specific expectations during closures. Plans could include: calling your supervisor for situation related direction, performing work functions from home/onsite or etc.

Designations can be changed at any time depending on need. Please refer to the following definitions, review the policy, and contact Libraries Human Resources if you have any questions.

Essential employee	One who has been designated as critical to the operation of the unit, whose presence is required regardless of the existence of an emergency condition, university and/or building(s) closure, canceling of classes, and whose absence from duty could endanger the safety and well-being of the campus population and/or facilities. Employees may be designated as essential on a situational basis, e.g., in the event of a snow emergency only, or in the event of a public health crisis. Depending on the nature of their work, essential employees may be required to report to work on campus or may be able to work from home. Designations can be changed at any time depending on need.
Alternate employee	One who has been designated to serve as a back-up to an essential employee. Designations can be changed at any time depending on need.
Standby employee	Any employee not designated as essential or alternate. Designations can be changed at any time depending on need.

Limited Access to Thompson Library Ground Floor December 18

The ground floor of the Thompson Library will be hosting a number of guests and sometimes loud activity throughout the day on Friday, December 18. Several group study rooms will be shut off, and access to the Staff Lounge and the ground floor restrooms will be limited throughout the day. Thompson Library staff should plan accordingly. Thanks!

Sierra Upgrade Scheduled for December 17

The Library IT Division has scheduled an upgrade of Sierra to version 2.0, Service Pack 3, for Thursday, December 17 beginning at 5 p.m. This will require approximately two hours of downtime for both Sierra and the library catalog. This date was chosen because it occurs after Fall semester finals, when the number of people affected by the downtime will be diminished.

We don't expect the system to be down for more than two hours, but we will send out an update should that time be extended for any reason. Anyone experiencing an issue with Sierra after the upgrade should report it immediately to Hub (go.osu.edu/hub).

See <https://library.osu.edu/blogs/it/sierra-upgrade-scheduled-for-december-17-2015/> for more information.

Work-Study Reminders

- The last day for your work-study students who will be graduating this autumn to work is **Saturday, December 19**.
- The first day any work-study student who attended less than 6 credit hours in autumn can begin to work based on spring enrollment is **Sunday, December 27**.
- Most of your work-study students will be continuously enrolled at least 6 credit hours in both autumn and spring, and because they are permitted to work over break, there is no "first day" or "last day" for those students. Work-study will be checking those students for enrollment/paid fee eligibility criteria after the December 27 date.

Join in celebrating Karen Diaz!

The Teaching and Learning committee and department invite you to join us on Friday, December 18 at 3 p.m. in Thompson Library Rooms 202 and 204 (please note the change in location) for cake and coffee.

After her 25 years of contributions to University Libraries, we're looking forward to giving Karen a proper send-off to her new position at West Virginia University. Hope to see you there!



University News



Healthy holidays

Maintaining your health during the holidays can be challenging. Keep your immune system working properly by engaging in 150 minutes of physical activity per week; getting seven hours of sleep per night; eating fruits, vegetables, whole grains and healthful fats; practicing stress reduction techniques such as deep breathing and guided imagery; and washing your hands frequently throughout the day.



Buckeye Wellness Tips are brought to you by University Chief Wellness Officer and dean of the College of Nursing Bernadette Melnyk, in partnership with Your Plan for Health. Read more Buckeye Wellness Tips: nursing.osu.edu

CABS winter break service begins December 18

During winter break, December 18-January 10, CABS will run reduced bus service Monday-Friday, with no service overnight, with the exception of the overnight, on-demand transportation service at the Wexner Medical Center. For all CABS routes, there is no service on the weekends and on university holidays.

> Read more: tm.osu.edu/

Receive 2015 tax statements electronically

Online W-2s are generally available earlier than mailed copies and can be printed, saved and downloaded into most tax software. To register to receive an electronic version of your 2015 W-2 Wage and Tax Statement, go to mytaxform.com by Wednesday (1/13). If you choose this option, a paper copy will not be mailed to you.

> Read more: controller.osu.edu/pay/pay-w2.shtm

Encores



News you've seen before...

- [SAC Constitutional Changes](#) December 9, 2015 Due to issues with the Qualtrics survey which led to questions of validity, the voting for SAC constitutional changes has been suspended. At present, no changes will be made to the [...Read more](#)
- [Research Commons Update](#) December 9, 2015 The Research Commons construction is nearly complete. This week lights, white boards, and technology mounts are being installed. Stakeholders toured the spaces during [...Read more](#)

- [New Discount Offers Available](#) December 9, 2015 Staff and faculty are eligible for discounts on the products and services offered at many local and national retailers and businesses. From new automobile purchases to mobile phone [...Read more](#)
- [Travel, hotel and rental car payments](#) December 9, 2015 Submit approved Travel Request paperwork (estimate lodging) to Business Office and wait for approved Travel Number to be issued. Call CTP Agent assist (855-784-9282) [...Read more](#)
- [Off-Campus Delivery to Distance Users](#) December 2, 2015 The OSU Libraries is now offering off-campus delivery of OSU, OhioLINK, SearchOhio, and ILL books to OSU faculty, staff, and students located within the U.S. but outside [...Read more](#)
- [Federal Work-Study Hours Guidelines for Semester Break](#) December 2, 2015 Yes! You may allow your work-study students to work more hours over the upcoming break! Please be aware, the break running [...Read more](#)

People



Spot Bonuses

Congratulations to **Jarod Ogier** and **Sean Ferguson**, Music and Dance, for their extraordinary assistance with coordinating the 15th International Conference of Association RIdIM, which was hosted by the OSU Music and Dance Library in November. The two were recognized for their work as key members of the local organization committee.

Welcome

Corazon Britton joins the Libraries staff as Evening Circulation Supervisor at the 18th Avenue Library. Corazon will oversee evening activities and direct public service operations. She has previously worked at the Upper Arlington Library, the Columbus Metropolitan Library and the Clark State Community College Library.

Best Wishes

Jessica Chan, Program Coordinator / Rights Management Specialist, leaves OSUL on December 21. Jessica is moving out of state; we wish her well.

Pause for Paws a hit again

Lots of students stopped at the Libraries to relax for a few minutes with a therapy dog during Finals Week. The animals were at the 18th Avenue, Architecture and Thompson libraries throughout the week.



Above: Allie; Right: Baarlo



Jobs

Non-Roman Cataloging Program Coordinator

University Libraries is currently conducting an internal search for a Non-Roman Cataloging Program Coordinator. Under the general direction of the Head of Collections Description and Access, the Non-Roman Cataloging Program Coordinator will coordinate, plan, develop, evaluate, and supervise Non-Roman Languages cataloging Section within the University Libraries; develop, implement, evaluate, and manage special departmental projects; identify staff training needs; perform original and complex copy cataloging of materials representing all levels of difficulty, all subjects and all formats according to RDA, LCRIs, LCSH, LC classification and MARC formats; participate in the NACO, SACO, and BIBCO components of the Program for Cooperative Cataloging (PCC) and performing authority work in accordance with local and national standards and guidelines; develops and implements workflows, policies, and procedures to efficiently and effectively catalog Non-Roman collections material; manages daily cataloging operations, including distribution of materials to Section staff, serving as a resource for cataloging questions, and carrying out quality control; provides training for Section staff and students in cataloging rules, policies, and procedures; performs original

and complex copy and original cataloging for a variety of formats; coordinates receipt and review of newly acquired materials, including collaborating with Acquisitions, Languages and Areas Studies, Special Collection and Description, and preservation to verify receipt and determine priority and processing plans; participates in the department special projects as assigned.

Required qualifications:

Bachelor's Degree in History, Non-Roman languages or related field, or equivalent combination of education/experience; 2 years' experience with original and copy cataloging of library materials; experience with project planning and development of workflows; strong communication skills and attention to detail; knowledge and experience in standards used for library cataloging including RDA, MARC, AACR2 or an equivalent combination of education/experience.

Desired qualifications:

Reading knowledge of 1 Non-Roman language plus English & facility w/ other Non-Roman languages; experience in an integrated library system (e.g., Millennium or Sierra); experience with training development and facilitation; ability to build and cultivate essential partnerships with key stakeholders to promote organizational goals; demonstrated initiative with the ability to work both independently and collaboratively across the organization; experience planning and overseeing cataloging in several foreign languages; experience supervising, delegating and motivating a team, and strong organizational, analytical, and problem solving skills.

Target Salary:

\$36,000 - \$42,000 Annually

To apply, please submit application materials by 12/20/15 at:

414016 - <http://www.jobsatosu.com/postings/67251>

eResources Cataloging Program Coordinator

University Libraries is currently conducting an internal search for an eResources Cataloging Program Coordinator. Under the general direction of the eResources Metadata and Discoveries Librarian, the Electronic Resources Cataloging Program Coordinator will work independently to develop and implement efficient workflows for e-resources cataloging and records batch loading, prioritize ongoing demands, coordinate multiple e-resources cataloging projects and supervise staff and/or student working in the same area. The Program Coordinator works collaboratively with the Acquisition's E-Resources Ordering team, and Collection Management and Subject/Area Studies on e-resources requests. One of the special requirements for library e-resources catalog management is to cope with constant change of access on vendors, publishers and consortia levels. The E-resources Cataloging Program Coordinator will assist the CDAD E-Resources Metadata & Discovery Librarian in the improvement of workflow and procedures to better serve the needs of e-resources description and access; develop strategies and utilize tools to update cataloging records for title deletion, platform change and fix OSU holdings issues in a timely manner; develop and implement workflows, policies and procedures to effectively catalog and/or batch load e-resources collection materials the library acquires; perform original and complex e-resources cataloging for multiple vendor collections the library has subscribed and has access to; coordinate e-resources cataloging and batch-loading projects and sets priorities on multiple ongoing tasks while maintaining the workflows; involvement in projects, meetings, or committees as assigned.

Required qualifications:

Bachelor's degree in Information Systems or Technology, Arts and Sciences, or related field or an equivalent combination of education and experience; experience in project planning and management; 2 years of experience in cataloging; experience or college coursework in excel including data manipulation; knowledge and skills in cataloging including MARC 21 and the RDA standards, assigning LC Subject Heading, genres and Classification, and Serials cataloging.

Desired qualifications:

Demonstrated ability to successfully conduct multiple cataloging projects; knowledge and experience of electronic resources cataloging; experience in an integrated library system (e.g., Millennium or Sierra) and MARC records batch editing and batch-loading; supervisory experience.

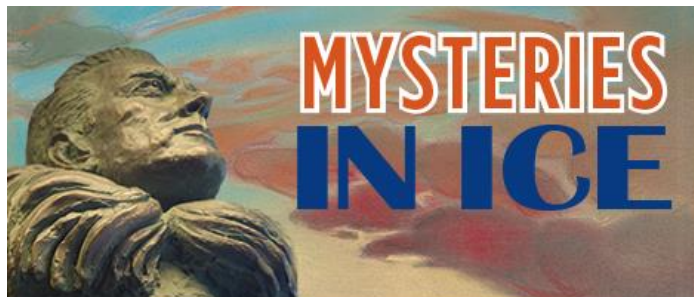
Target Salary:

\$36,000 - \$42,000 Annually

To apply, please submit application materials by 12/20/15 at:

414008 - <http://www.jobsatosu.com/postings/67252>

Exhibits



Mysteries in Ice

October 5-January 3, 2016

Thompson Library Gallery

Gallery Hours:

Monday-Friday: 10 a.m. – 6 p.m.

Saturday & Sunday: 12-6 p.m.

Curated by Jason Cervenec, Laura Kissel and Lynn Lay

<https://library.osu.edu/find/collections/byrd-polar-archives/our-25th-anniversary/>



Seeing the Great War

Through January 24, 2016

Billy Ireland Cartoon Library & Museum

Gallery Hours:

Tuesday-Sunday: 1-5 p.m.

Monday: Closed

Image: Paul Stahr. "The Winning Hand." *Life* (cover), May 16, 1918.

<http://cartoons.osu.edu/events/seeing-the-great-war-2/>



What Fools These Mortals Be!

The Story of Puck

Through January 24, 2016

Billy Ireland Cartoon Library & Museum

Gallery Hours:

Tuesday-Sunday: 1-5 p.m.

Monday: Closed

Image: Frederick Burr Opper. "They Can't Fight." *Puck* (cover), January 15, 1896.

<http://cartoons.osu.edu/events/what-fools-these-mortals-be-the-story-of-puck/>