

Unit Reports

Units reporting this month include:
Records management, Reference, Special Collections

Records Management

The staff is continuing to finalize plans for our move to the Garretts building. We have received bid quotes from vendors for moving the office furniture, collection and for relocating the shelving. The locations for installing electrical outlets for office areas and microfilming equipment have been identified for Phil Landreth and his employees. Hopefully, the next unit report will state that we have moved to our new location.

The South Carolina Department of Archives and History has completed an updated publication of records retention scheduled for state colleges and universities. Clemson University Records Management staff contributed much to the completion of this publication.

Judy and Isaac are in the process of updating the Regulatory Services schedules. Lauren has completed the modification of the University Retention Schedules on our web site. Thanks to Pam Draper for her expertise

We have completed several filming projects for the City of Seneca, SC, including City Council Meeting Agenda Packets. Also filmed were the July and August 2002 "The Daily Messenger Newspapers", and the May 2002 CU graduates.

We are making significant progress in completing the filming of the "Gubernatorial Pinks".

The Association of Records Managers

and Administrators (ARMA), Greenville Area Chapter, will hold their fall workshop at Clemson University's Madren Center.

ARMA is an international professional association for those in the field of Information Management. They have over ten thousand members. Additionally, next Spring ARMA Greenville Area Chapter will tour the Special Collections Unit and the Records Management Unit at the newly renovated Garretts Building.

Reference

The summer has burst into Fall for the Cooper Library Reference Unit. Librarians and LTA's alike have been busy with a myriad of projects, trips and workshops! And before we head into individual accounts of library accomplishments, I wanted to mention the annual Piedmont Library Association Picnic that took place in July that was organized by Sarah McCleskey and attended by a variety of library people including: Melissa Finley, Chris Colthorpe, Pat Godwin, Peggy Cover, Peg Tyler, Teri Alexander and Kathryn Wesley.

Camille Cooper pulled off yet another impressive Mid-Week Music presentation. She had an inside contact and managed to entice Burak Tulbentci to come to the library to play the guitar and sing. This performer sang to a lobby full of patrons, faculty and staff. Camille also helped out at the Wel-

come Table for the Library's week of welcome as well taught a class for an Adolescent Literature Class.

Ken Murr has been working on perusing the Science Direct titles to see if we have access to the 250 titles. He is also celebrating his 30th wedding anniversary on the weekend of August 31/September 1st! Congratulations to both he and Lucy!

Pam Draper found time to help out at the week of welcome table and she also gave one of the many general tours of the library offered by the Reference Unit. And I'm sure everyone has noticed the New Popular Reading bulletin board beside the New Book shelf, which has been another one of Pam's projects – be sure to watch for the monthly updates! Pam also attended the Compumaster Web Workshop on August 22nd in Greenville with Pat, Micki and Gordon.

After returning from a vacation in July, Kevin jumped right back into the library action by helping out at the Welcome Table and giving tours to Business Graduate students. He also attended the New Faculty Orientation where he listened to Peg Tyler talk about all the things that the library has to offer to new faculty. Kevin also recently updated the General Business File brochure and has begun auditing a class in Behavioral Economics.

As for our fearless leader, Peggy Cover has been emptying out her "nest" by taking her daughter, Andrea (who also modeled for Peg Tyler's *Fresh-Men* comic book) to school at Emory. Besides this, she has been sending down BOR's for both Reference and Education, has been weeding and has

been working on the online journals with Janet Lusk.

We are very happy to have Lois Sill back with us after her trip across the pond to the UK. Lois spent from July 1st to July 27th at the University of Bristol in their Medical and Engineering libraries. She found the experience very educational...and invigorating as she had a 20 minute walk to work every morning! She and her husband, Ben, spent two weeks traveling in Scotland and Devon after their work in Bristol. They even got a chance to stay for one week in a refurbished Medieval Scottish tower...complete with a haunted room!

Lois' library neighbor, Suzanne Rook-Schilf, has been working very hard to prepare for and teach her popular CU 101 class. She has also been getting ready for her upcoming Library Instruction classes, furthering her collection development and helping at the welcome table. Not to mention taking the time to show a new forestry graduate student around the library.

Priscilla Munson spent the better part of July relaxing on two vacations: one to Ohio where she saw the Cleveland Indians play and another to Panama City Beach, FL. Since she has returned from vacation, she has met with her history faculty and been on IAC.

Gordon Cochrane went to Mississippi State with Kathryn Wesley to learn about Ejournals and he also attended the web design workshop with Pam, Micki and Pat. He is continuing to improve his computer know-how by attending two programming classes at Greenville Tech this fall. Here in the library, he has been adding to and updat-

ing our own online journal web pages as well as rehabilitating CD ROM workstations.

Chris Colthorpe developed a list of nursing, public health, food science and human nutrition journals for acquisitions. He has also been helping faculty to prepare BI classes, attended convocation, began teaching classes in Food Science, and began a tutoring program with student athletes.

Peg Tyler has been working diligently to prepare for her first semester as Library Instruction Coordinator. She, along with her sidekick, Micki, created a fabulous comic book that shows students around the library. She also made a "Road Map" to the library and presented it at both the new graduate student and new faculty orientations. Peg and Micki also did a great job putting the week of welcome display together. Besides work, Peg has been playing with her puppy Gus and finding time to take a trip to Greenville with Mary Lynn to watch *Champions on Ice* at the BiLo center.

Jan Comfort has been working very hard to fill in as co-temporary-head of Acquisitions. She has been involved in many projects to help us get ready for the arrival of Gail, our new ACQ head in early September.

Karen Mitchell and Marian Withington have been working hard also to help out in the reference department over the past two months in their temporary/part-time capacities. We are also happy to report that Marie Foster has been added to our temporary list.

As for the LTA's, Pat Godwin passed her Corporate Tax class this summer; Micki pulled off a great display for the Week of Welcome Table and worked hard to organize the 102 & 103 classes, as well as helped Peg out with the *Fresh-Men* comic book; Anne

has been busy with her projects; and Claudia has been working very hard to pull the weight in her office while continuing to do her own job quite diligently she has also been adeptly training all of the units new students.

(Anne McMahan)

Special Collections

The beginning of the Fall semester has seen the return of student assistants and the hiring of new ones. They will be working on many of the projects left from the summer. Elisabeth Baty has returned to work during the past few weeks and is rapidly learning her various duties. Thanks are in order for all the staff members who pitched in during the vacancy in this position.

Alan visited Washington in early August and hauled back some Thurmond material. While there, he prepared a listing of artifacts for transfer this Fall. With the Senator's retirement, Alan will be busy with the transfer of material from offices in Washington, Aiken, and Columbia this Fall as well as answering a variety of media requests. The 1985 files of the major correspondence series in the Thurmond Papers has been processed—that leaves only seventeen more years to go; but with the advent of email there is a decline in volume during the 1990s.

Melissa is now focusing upon supervising the completion of routine processing in the Byrnes Papers as well as processing the Walter Brown Papers. She continues to focus upon the implementation of Encoded Archival Description as well as investigating vendors to outsource the scanning portion of the project. Stephanie continues processing the records of the College of Architecture

and is planning the transfer of material from Lee Hall.

Laurie continues work on Nancy Steorts Papers. Jim continues work on a number of smaller manuscript collections including those written during the Civil War. Dennis' photo history, *Rural Life in the Lowcountry of South Carolina* is now available for sale. He is also supervising a student assistant who will be evaluating and inventorying hundreds of motion picture reels transferred to the Archives from the University's Communications Center. Linda has completed the processing of the records of the University Libraries up into the 1990s. They will provide a great source for answering questions about the Libraries.

Mike supervised a student assistant this summer who created phase boxes for a backlog of material. Work has begun on the Papers of Wright Bryan and reports will be forthcoming on that project for some time. He continues to work with vendors regarding the installation of high density shelving at Garretts. During the summer, he evaluated the most recent portion of the Louis Rubin gift of Southern Literature. He has sent in book orders for about 15% of the SC allocation.

Dennis, Alan, Stephanie, Melissa, Jim and Mike attended the annual meeting of the Society of American Archivists in Birmingham, Alabama. The meeting was quite a success and they came back somewhat exhausted but also invigorated.

Reports for September-October will be published the week of **October 28, 2002.**

Reports are written by unit heads unless otherwise noted.