March & April 2002

Clemson University Libraries

Unit Reports

Units reporting this month include:
 Architecture, Circulation, Records Management, Reference,
 Specialty Collections, and Systems.

Architecture

Things have been humming since the beginning of the semester. The Printing Output Facility has become more and more popular with our students and with others from the wider University community. We are in the process of conducting a survey of users to assess performance in the Printing Facility with a goal of improving existing services or adding new ones. We hope to hold a couple of “open house” events this summer for folks from Cooper to tour the facility. Our patrons seem to be doing a lot of Spring cleaning, and we have received and processed many boxes of gift books. We are actively working to weed duplicates with low circulation, sending appropriate items to the collection at the Charleston Architecture Center after they are withdrawn. Phyllis and Sarah were able to get away to the joint ARLIS/NA-VRA Conference in St. Louis at the end of March. Equipment circulation is at a premium this time of the semester, with special demand for digital cameras, digital video cameras, laptops and LCD projectors. We were surprised and pleased at the marriage of Debi Dickson to Keith Campana of the Cataloging department. Congratulations to the Campanas! After literally months of work, the renovations to move us from our workroom on the main level to a new space in the lower level are complete. Our old workroom will become a much-needed conference room for Lee Hall. The new workroom will house equipment for our Digital Image Database, which we hope to have up and running by the end of the summer. We were fortunate to receive approval to hire a new faculty member who will serve as the Visual Resources/Reference Librarian; we are currently receiving applications for this position. Finally, the move of the old workroom brought up an unexpected facilities nightmare ... we realized we needed a new emergency exit. Contractors from Trehel are currently working on several renovation projects in Lee Hall, and we got on this right away. We will soon have a new emergency exit out of our conference room. Yes, our heads are still buzzing from the drilling ...

Circulation

End of the year stuff is driving us crazy. Laptop batteries are not holding up well. Exam hours started, books are pouring in and students are showing their tempers! We’re looking forward to next week. Look for overflow books and we’ll send out notification about locations! The reserve staff will be busily pulling items off of Reserve and doing general housecleaning beginning next week.

A couple of incidents involving strange behavior by patrons. CUPD was called and
in one case interviewed the patron. Also, patrons were evacuated to lower floors on Sunday evening April 28 around 9:30pm when there were reports of funnel clouds in the area. The students weren’t happy but hey - safety first! Kudos to the staff working Sunday night - Jan Healy and Jon Truesdale - for their efforts. I also hear that Peg Tyler helped us out (thanks Peg!).

Records Management

Records Retention Audits were conducted in the offices of Agriculture Education and Tiger 1 Card. The following administrative offices and departments received records management consultation: Plant Industry, Fertilizer and Seed Certification, Nursing, and Forest Resources.

The staff attended a records management workshop sponsored by the SC Public Records Association’s Upstate Region. This workshop was held in York, SC. Judy attended a workshop on basic microfilming sponsored by Solinet.

We are continuing to make progress in completing the filming of the gubernatorial pinks. We have completed several filming projects for the City of Seneca. The students are completing a quality control check for the December Graduates.

We are beginning to make plans for the moving of the Records Center to the Garretts building off campus.

Reference

The reference unit of Cooper Library has really sprung into action this spring! The 15 members of this action-packed unit have been working on a myriad of projects over the past two months that have contributed greatly to the overall patron-oriented atmosphere of the library.

Camille Cooper successfully brought in two “Mid-Week Music” groups: “Take Note” (a women’s a cappella group) in March and a CU Classical Guitar ensemble in April. She has also managed to complete a display for the Madren Center about CU faculty in their first 5 years. Camille even found the energy to represent the reference as a runner in the 5K President’s Race. Peggy Cover and Pam Draper also walked in the President’s Race.

Chris Colthorpe has kept himself busy by creating finding aids on the biographies of nurses, by putting together a web resources site for the study of the history of nursing, rewriting the health reference brochure, and by assisting Priscilla with a display for the distance education open house. He also attended the Disaster Relief workshop and, later in April, he plans to meet with the county heads to discuss BI for Clemson’s extension personnel.

Gordon Cochrane has been a great help to both fellow staff and to patrons. Over the past two months, he has worked on statistics for public document weeding, worked with Richard to get public workstation software choices, maintained quality control over the electronic journal pages, worked with Denise to fix the remote access server, and helped Priscilla create bookplates for the MCKALE fund. He, along with the web group, also completed the newer version of StaffWeb. Gordon is currently serving on the search committee for the new Architecture Librarian position.
Peg Tyler offered her services as a behavioral science judge for the Science Fair on March 7th for Oconee, Pickens and Anderson districts. She also worked towards making the President’s Race as fun as it could be by creating banners and by cheering on her fellow library participants in the race. And we are sure that her enthusiasm will overflow into her new position as BI coordinator as she steps in to fill the shoes of Priscilla, who has decided to move out of this position after 13 years.

Peggy Cover has been working on making lists of the JSTOR titles that are going into storage so that dummies can be made to indicate their move to the online location. She is also serving on the search committee for the new head of Acquisitions. Along with these projects, Peggy has made trips to visit Emory’s libraries (both regular and theological), planned for the Science Direct training session, and attended the Focus on Research poster session for the Graduate and Honor students of Clemson University.

Lois Sill has been “Botanizing”. She served as a biological sciences judge at the science fair, she went on the Animal Research Committee’s spring inspection of the University’s vertebrate facilities, she took a trip to the Congaree Swamp, she attended the Agricultural Network Information Centers meeting, and she and Chris are planning to meet with the extension cluster leaders to discuss continuing Ed for CU extension agents. Lois is also the new Faculty Senate Alternate.

Jan Comfort has been weeding, discarding and shifting. Sounds simple, doesn’t it? Well, it isn’t and Jan and her team have been working like Trojans to make way for the juvenile collection that will be moving up to the third floor in the not so distant future. She has also been coordinating the Lib Qual survey and has collected 444 responses. As far as other projects go, she attended a Patent Training conference in Washington, D.C. and was involved with the SACS visit as she served on a couple of the committees involved. Jan also gave a Census Presentation on the “American FactFinder”.

Pam Draper has been involved with the re-vamping of the StaffWeb page as a member of the Web Group, she has helped Peg with the banners for the President’s Race, participated in the President’s Race itself, is currently serving on the search committee for the head of Acquisitions, and participated in the Diabetes walk sponsored by the Food Science department with Dennis Taylor and Melissa Finley.

Priscilla Munson has designed a bookplate for her MCKALE fund and spent the $3,000 of which that fund was comprised. She has taught two BI classes especially for her history graduate students, and has been writing newsletters for her departments. She also has plans for a new office as she has finished her 13 years as BI coordinator.

Kevin Connor has been working on making a handout for his business reference sources and he prepared a class to show how to get to Company information for student projects. He also attended the Graduate Student Forum poster session with Suzanne. Both he and Mary Lynn have worked diligently to spend all of their BIZ money.

Suzanne Rook-Schilf has been busy weeding and finishing book orders. She attended the Disaster Training workshop at
the end of March and attended the “Forum on Academic Integrity”. She also attended the Graduate Student Forum poster session with Kevin.

Ken Murr managed to stay active in the library over these past two months by acting as a grievance counselor, attending the “President’s Colloquia”, spending all of his MACS money. Yet he has also been active outside of the library by fulfilling his obligation to the government by serving on federal jury duty and by selling his jewelry in a shop on Ram Cat Ally in Seneca.

Marie Foster, throughout March and April, has finished up with her collection development, attended Jan Comfort’s Census Presentation, stood on the Administrative Disciplinary Hearing Board, as well as consulted with both Education Graduate Students and Faculty. She also attended “Various Hats of Children’s Literature” led by Dr. Lucy Rollins at the Ramada on March 7th.

The LTA’s in Reference have been hard at work at a variety of tasks. Pat Godwin has been entering journal titles into the electronic database, Micki Reid has been working on the Friends of the Library newsletter, Claudia has been working diligently on catching up with backlogged filing, Ralph has been catching up on work after having been out on sick leave, and Anne has been tackling various “projects”. (Anne McMahan)

**Special Collections**

The unit successfully completed the search for the Archivist III position and hired Elisabeth Baty. Elisabeth has a BA from the University of Virginia in Architectural History and an MA from the Savannah School of Art and Design in Historic Preservation.

Elisabeth began work on April 19 and unfortunately, fell and was injured the first day on the job. She is recovering from a sprained ankle and foot and hopefully will be returning next week.

Melissa is happy to announce that the microfilming of the Walter Brown scrapbooks has been completed in good time. The Records Center is to be commended for the nearly perfect job of filming over fifty volumes documenting South Carolina/US politics during the 1920s-1940s. She attended a workshop in Jacksonville, Florida about stylesheets for Encoded Archival Description in mid-March. With the information gained from the workshop, she is progressing with creating the new finding aid for the Byrnes Papers.

Stephanie continues processing the records of the College of Architecture. She attended the annual joint meeting of the Organization of American Historians and National Council for Public History in Washington DC and gave a presentation at this major national conference on the development of the Southern Collection at the University of North Carolina at Chapel Hill.

Laurie and the students she supervises continue work on Nancy Steorts Papers. Jim has been busy this past month with coordinating the workshop about disaster recovery that was well attended and very informative. The Disaster Preparation and Recovery Team should be commended for all the work on the Libraries’ Disaster Plan.

Alan brought back from his visit to Washington a van-load of material consisting primarily of artifacts, paintings, and other items that Susan is accessioning. He is preparing for the closing of the Senator’s Office
that will occur at the end of 2002.

Susan is also transferring numerous items into the newly installed artifact cabinets. The installation of these cabinets increases by about 60% the space available to store objects. Of course, for every object relocated there is an entry in the artifact database that needs to be changed. During the past month, Susan has frantically worked on an exhibit in the Cooper Library about Clemson’s research activities to coincide with the University’s focus during early April upon them. Channel 4 was to broadcast from in front of the Library but at the last moment that was cancelled. Thanks to the folks in Cooper who helped Susan with printing out exhibit label when SC’s color printer network connection failed.

Dennis is rapidly completing a photo history for Arcadia Press of the Carolina Low Country. He is using the Clemson Agricultural Extension photographs for this project. Progress is also being made by Dr. Riley on her photo history of Clemson although there is still a fair amount of work to be done. Linda continues her work on processing the University Libraries’ records including those of this unit.

The arrangement of the Office of University Research records has been completed and work is underway to prepare the finding aid. Mike completed book orders for SC allocation. He continues to review the SC book collection for multiple copies. The transfer of rare federal documents has been completed by Cataloging although a major shifting project must be undertaken to make space for the oversize USGS reports on shelves in Special Collections.

Several staff members attended the spring meeting of the South Carolina Archival Association. Melissa, Jim and Mike hosted a tour and lectures for the South Carolina Humanities Council in the STI.

**Systems**

We are all happy to have Sam back after a few months of sick leave.

During Sam’s absence the university changed all the ID numbers for students and employees. That had a dramatic impact on NOTIS because the circulation system used the Social Security number as the check out ID. We are truly grateful that the university changed that number because lots of our patrons did not like using it; however, it did require some special programming from Epixtech, the vendor that maintains NOTIS, and a conversion project and other program changes to accommodate the ID change. An additional problem was that the new ID number was put first in Tiger 1 which controls the dining halls, Redfern, Fike and security doors on campus. And the new ID cards were to be used beginning March 4. **However,** the new ID numbers were not in the student and employee databases, from which we get our data, until two weeks later. So that required more program changes again. Whew. We did survive but the residue still lingers.

We’ve inched one more step toward e-mailing all of our notices to our campus patrons. This Spring for the first time we e-mailed letters telling students how much they owe the Libraries. This was really meaningful for the graduation candidates who might find a delay in getting their diplomas, but students returning for the Fall semester should also expect to find those charges tacked onto
their bills from the Bursar. At least we re-
minded them so that they can explain the
situation to Mom and Dad when tuition time
rolls around again.

Rick has spent a lot of time repairing and
configuring lots of printers in the units, and
has also installed the color printer for the
Administration Office.

Richard took in 12 additional laptops
after the SACS folks were through with them
and set them up for the Libraries. He’s also
very close to getting the remote recloning of
the public machines to work.

Denise spent lots of time working with
Beth and Epixtech setting up a NT version of
WebPAC. It was our hope that that version
would be more secure than the Linux version
was, and we have a lot of experience with
NT. Unfortunately, much of the knowledge
gained about files and templates for the
earlier version had little or nothing to do with
the NT version. More unfortunately, the NT
version was refined to work with Horizon, a
different library catalog from NOTIS. So
after much time and effort spent trying to
customize the NT version, and indeed make
some key features work with NOTIS, we’ve
decided to reinstall the Linux version. We’ve
gained new security tools and knowledge in
the interim, and we will increase the capacity
of the server to create an online back-up as
well that will allow us to restore WebPAC
instantly. Hope this can happen fairly soon.