

Unit Reports

Units reporting this month: Cataloging, Circulation,
Records Management, Reference, Special Collections, Systems

Cataloging

Since the last Unit Report, Cataloging has seen many comings and goings. Vickie Gibbs joined us as the Physical Processing Assistant. Luke Jaconetti, LTA in Documents, left in July. Susan Wynne, Monographs section LTA, left to take the position of Cataloging/Periodicals Librarian at Columbus State University in GA. We have two very recent new employees: Steve Robichaud, our new Monographs Cataloger, came to Clemson from Fitchburg State College in MA, and Shanette Hampton, our new outsourcing/electronic books LTA, came to us from the Acquisitions Unit. Welcome to everyone! We still have three vacancies: two LTA positions (one in Documents and one in Monographs), and the Cataloging Unit Head's position.

Documents Section - Due to the resignation of Luke Jaconetti, the Documents section has been short one employee. Carol Morgan is in the process of hiring someone to fill this position. Melissa O'Neill and Will Welsh have been sharing duties that were performed in the position which is now vacant. Also, Carol and Jan are working with Jim Noel at Marcive, the record vendor for our government documents, to further profile our selections. When the new employee is hired, each person in the unit will be responsible for the loading of the records that are considered their specialty area. Carol has established new procedures for performing these specialized batch-loading operations.

Jan, Lisa, and Carol have been working on the Pilot Light Project, which is a project designed to take measures to handle changes at GPO and in the FDLP, to prepare for a more electronic future. GPO estimates that in 5 years, 95% of what is distributed through the FDLP (Federal Depository Library Program) will be electronic. Pilot Light is envisioned to be an incremental step toward becoming an all-electronic federal depository. The University of Arizona partnered with GPO in 2002 to do a similar project. Information about their project is available at: www.library.arizona.edu/library/teams/sst/pol/guide/gpo-pilot/virtualdepositoryoctober20_files/frame.htm.

Monographs Section - Steve Robichaud has been very busy "learning the ropes"—getting to know the section and unit staff, our procedures, and the Libraries!

Database Maintenance Section - Bev Rainey reports that since the last unit report in March, her section has sent about 10,000 serial volumes from Level 6 to Remote Storage.

Serials Section - Keith Campana is now doing adds and serials copy cataloging, which is going very well. Since taking on the copy cataloging, he is catching previously undetected title changes right and left. He is also working with Kathryn Wesley on journal titles being sent to storage—he is barcoding and checking bib records for serial titles. Kathryn is working with problems. Also, Kathryn has begun adding standard journal abbreviations to the catalog, which are keyword searchable. This spring, Kathryn finished up her work on the Monographs Cataloger Search Committee, and celebrated her tenure and promotion to Associate Librarian (as we all did!). She also attended the NASIG Conference in June.

Remote Storage - Russell Terry and Andrea Kesler have been working on a project this summer to move 10,000 CU theses and dissertations (all except the most recent 10 years) from Special Collections to Remote Storage. They finished up this project in August. Congratulations and thank you!

Special Formats - Pat Menzies has been working on many special format items, including DVDs, CD-ROMs, music CDs, and audiobooks. She has also been learning to do authority work for archives workforms and input them on OCLC, and she is working on a backlog of those. Lisa Bodenheimer is working on videos and other things as she is able to, in between her unit head related duties. As always, if you need a particular media item, send us a Rush Processing Request form or let us know by email.

Lisa attended the ALA Annual Conference in June.

Circulation

It was too nice and quiet this summer. What a rude awakening we received when the students returned. Of course, yes, we rearranged things during their absence and bought new things, etc. Enough to drive 'em crazy. At the circulation desk, you can hear frequent cries of "where did you move the fax machine to? and the stapler and our favorite electric hole punch and the scanners?" The students seem to be very well pleased with the PC's upstairs but we need more! Network problems brought new cries of woe. We are so thankful for the Help Desk which is now staffed - YIPPEE!

Darlene and Tab are busy scheduling and training students to cover duties and assignments involving stack maintenance. Shifting continues on level six.

Please join us in welcoming Carlin Hardin to the staff. Carlin worked at the desk some years ago as a student employee. We're happy to have her back.

Records Management

Isaac met with the Development office to discuss records management procedures and review their research records.

Departmental workshops were held in several departments and administrative offices.

We're working with Dennis Taylor to prepare joint information for submission to the SC Historical Records Advisory Board's 2004 Archives Award.

The staff will attend a workshop sponsored by ARMA (Association of Records Managers and Administrators) Greenville Chapter in September. The topic will be Managing Electronic Records.

Robin continues to train on microfilming and paper-work procedures. Filming continues on the 2004 Daily Messenger Newspaper for Special Collections. Filming was completed for CU Graduate School Student Files 1998-2002, miscellaneous backlogged materials for 2001-02 CU Graduates files (additions to existing rolls), 1971 Thurmond Gubernatorial Pinks for Special Collections, and the City of Clemson Council Minutes for 2001-2003.

Reference

Summer in the Reference Unit...

Many Reference people went on the Libraries' trip to Ga Tech. in June and to the PLA meeting at Wofford. The Reference Unit also went on a tour of the new BioTech Building!

Sylvia George-Williams worked on revising some of the collection development guidelines, worked on the project "Pilot Light", went on the trip to Ga. Tech with some other library folks; attended some workshops in Brackett Hall; and did the usual (helped some graduate students/faculty with their research). And on a more personal note, she adopted a baby from Haiti named Avlyn who is absolutely adorable!

Pam Draper, along with her popular reading sidekick Micki Reid, met with Recorded Books representatives this summer. Pam also went to a couple of the Blackboard workshops, taught a Latin class, worked on the search committee for the new head of Cataloging, helped with the Welcome Table, and attended an ArtStor workshop presented by Sarah Legins.

Kevin Connor went to ALA in Orlando. He also found time to take a trip to England to visit with friends and family.

Gordon Cochrane has been working on the Reserves Unit Initiative, working on the web page, and helping librarians with collection development projects.

Peggy Cover has attended both of the trips to different libraries this summer. She has also been working to select items to send to storage and for items to be relocated from the Reference Collection.

Ken Murr has been working diligently on handling Grievance issues. He has also been helping to update the Faculty Manual as well as carrying out his regular duties here in the library.

Priscilla Munson has been creating Subject pages (and posting them with the help of Pam Draper) for Biography, Military Science, and Genealogy. She has also been working on the Campus Album project with Gordon, as well as working on the committee for the Future of Reserves and for the Inventory Committee. She and Micki Reid have been working to update the Genealogy brochure, and Priscilla has updated the Distance Education Brochure. She and Dennis Taylor provided a TDG workshop on Genealogical Research in the Clemson Libraries. Most recently, Priscilla has been working to weed ready reference and the atlases.

Jan Comfort has been traveling to Texas with Peg Tyler because they were chosen to attend the Service

Quality Academy for a week in San Antonio. Jan has also been working with LibQual and putting reports together. In addition to these, Jan is preparing to launch a pilot project to receive all government documents electronically. And a big summer project that has been wrapped up has dealt with Jan working to make sure that the government documents that are available on line are hot-linked from the Library Catalog.

Meredith Futral attended the annual SLA conference in Nashville, TN, the summer PLA meeting at Wofford, and participated as a Facilitator for the Summer Reading Program. She also attended the Ethics Across the Curriculum Workshop.

Suzanne Rook-Schilf went to ALA in Orlando and participated in the Clemson Summer Reading program. This fall, she is teaching a CU 101 class as well as leading lots of Library Instruction classes.

Camille Cooper took a trip to Turkey this summer with her husband, Burak. She also attended ALA, participated in the Summer Reading Program, and is currently auditing a mythology class. She has been working to put the new season of midweek music together and is also serving as a library representative at the President's Cabinet meetings.

Peg Tyler went to ALA this summer as well as to San Antonio with Jan Comfort with lots of LibQual fun! She worked to plan the Library Instruction classes for the fall and she is also teaching a Psychology 201 class this fall at Clemson!

Micki Reid chaired the Employee of the Year Selection Committee, orchestrated the "Name that Store" contest, worked with Priscilla to update the genealogy brochure, went to some web seminars, worked on a community borrowers card for Teri, updated the Alumni Travel web page, and went on library trips and tours. Pat Godwin created a superb "Accomplish" list, went to a web seminar, attended her 15th High School reunion, bought some land, and trained her new student (her former student, Candace, transferred to UNC). Ralph Hayes has been shifting in Reference and helped get prizes for Employee Recognition Day. Claudia Martin has begun to work the late shift as of this month and seems to be doing a great job. Anne McMahan has been busy with various projects.
(Anne McMahan)

Special Collections

Special Collections has been blessed this summer with a full staff for the first time in about four or five years. It has been an extraordinarily busy summer with out of state graduate students, reporters, the University Historian (Dr. Reel) and other researchers spending sometimes weeks researching material. In addition, the unit participated in The Teaching American History program sponsored by the State Archives that involved having about twenty high school and middle school teachers using our collections to prepare lesson plans.

Susan mounted a new exhibit at STI related to presidential elections using campaign from the past century of elections. Last spring she mounted an exhibit related to the sand painting by Tibetan monks in the Cooper lobby and has a new exhibit this summer about the Cooperative Extension programs at Clemson.

Dennis successfully prepared a grant proposal with input from Joy VanDaele to preserve several 16mm motion picture films in the University Archives. Funding has been provided by a foundation that is working in conjunction with the Library of Congress to preserve motion picture film throughout the U.S. Joy also worked with the unit to prepare a proposal for the preservation of select letters of John C. Calhoun.

Purchasing has sent out a best value bid proposal for the Byrnes Collection digitization project that opened on September 3. Processing of the Walter Brown Papers continues with his grandson, Tad Brown, visiting in June to help identify photographs.

During the course of the summer all the theses and dissertations for degrees granted prior to 1995 have been moved to the Remote Storage Facility; many thanks to Russell and Andrea for all their work. Patrons will need to have these items paged from Remote Storage for use in Special Collections.

Mike attended a grants workshop sponsored by the Society of American Archivists and the spring meeting of the Midwest Archives Conference in Milwaukee. Dennis, Jim and Alan attended the Society of American Archivists meeting in Boston. Alan took the Certified Archivist exam there as well. Mike conducted research at repositories in Kansas and Wyoming. He met with his publisher and the book is currently at the press with copies hopefully available by October.

During the course of all these activities most of the staff did go on vacation at one point or another.

Systems

The summer was anything but tranquil. We made many changes just to remain compatible with the university computing environment. A new Novell client had to be installed on each staff machine. One consequence of that has been that we've lost the synchronization with our Novell password and the Windows password on our machines. Denise sent out an e-mail reminder on how to force that synchronization. We will be sure it's also on our website. Most printer definitions had to be changed as well. There was a rough transition but everyone seems to be doing o.k. now.

Registering your machine on Clemson's network is another thing that we encountered this summer. Every year each machine on the Clemson network has to be registered to a user. Network Services wants to be able to identify and disable a machine if it is causing traffic or other network problems from a virus or other cause. We asked in advance for some way to be able to do the 'NetRegis' automatically without having to involve the staff. That didn't happen this year. We hope next year it might.

We got new public computers. We also got new furniture to house them on Level 4. Because the desk space for each machine is now 4 feet we had to reduce the number of PCs to 20 from 24. There are no other public machines on Level 4. We also have removed all but one public machine on Level 5 and there are none on Level 6 (we took out the one we had because the students kept disconnecting it so they could use the network connection for their laptops). We still have the same number of machines on the lower levels, but Architecture got a second public PC on the lower level of their library.

Richard is in the process of allowing sound on the public machines for some class work that the students have needed. (DCIT lab machines on Level 5 all have sound capability.) There will be an icon on the public machines where sound can be turned on and when a user plugs in a set of headphones. We do realize that there could be noise from the speakers if headphones

are not plugged in but we'll treat those like all other noise problems. Rebooting the machine will restore the OFF setting for sound (public machines are automatically rebooted each morning). The checkout laptops already have this feature on them.

Level 5 has changed a great deal. The Libraries bought new computer furniture for 60 workstations. The 60 machines there are DCIT lab machines, some from the Level 1 lab that closed this summer. Teri Alexander is in the process of getting electrical and networking cable pulled for 48 new workstations on the East side of Level 5. When ready, DCIT will place 48 new DCIT lab computers in that area. There will not be new furniture unless DCIT buys it or we find a sugar daddy.

The DCIT/Library Help Desk has officially opened, though the name is more accurate as a 'serial' effort. First DCIT staffed the desk with their students because they had an overabundance of them. Now we're staffing only with Systems students while many of the services of DCIT are moved to the old bookstore. The Help Desk in Martin will remain but it will be much reduced. We hope to have both a DCIT student and a Systems student on the desk this coming week.

The Evaluation Committee for the new library system has selected a top vendor. We are now selecting optional products for pricing so that negotiations can begin in earnest. There is no way to tell how long before we have a contract but the name of the system can't be revealed until then. The Host Site Selection Committee had a visit from the director of a statewide implementation of this system. Candidates from both contenders – the Computer Services Division of USC and the State Chief Information Office – were in attendance and were able to clarify what their role might be if selected to manage the system hardware. Some important configuration decisions have been made recently that will make it easier for the host site candidates to make a proposal. Once everything is in place the new system 'theoretically' could be in place in 6 months but much yet remains to be seen.

Reports for September will be published the week of **October 4, 2004.**

Reports are written by unit heads unless otherwise noted.