

Unit by Unit - March '99

Reports are written by unit heads unless otherwise noted.

ADMINISTRATION

The Admin Unit, along with Lauren Young, Micki Reid and Suzanne Rook have been working on the Libraries' participation and display for the upcoming Solid Orange Clemson Tour. This tour is an effort by the University to communicate to the citizens of South Carolina the work of the University. The tour sites cover most of South Carolina and are being held in conjunction with the Spring IPTAY meetings. A large number of the units of the university will have displays at these sites which will be open to the public from 2:00 PM till after the IPTAY dinner. The displays will be located in the same facility as the IPTAY dinner and the general public will be notified of the "show" by newspaper and radio advertisements. The Libraries' display will consist of a four panel display as well as demonstrations of CU Explorer at each site. Gordon Cochrane has agreed to develop a canned program which will show many of the features of CU Explorer saving the Libraries the great expense of having telephone lines installed at each site.

As you all know by now, Deb Babel lost her Father Tuesday morning. We are all thinking of her family as they deal with this difficult time.

Joe Boykin along with Beth Helsel attended the DRA Users Group meeting last week. Joe was there for a couple of days and Beth lasted through the entire meeting. It was a good introduction for us to the "DRA Way" and we had an opportunity to talk not only with DRA staff regarding our implementation but with the other libraries who are in a similar situation.

CATALOGING/ DOCUMENTS

Carol Morgan has accepted the position of Library Specialist in Documents. She officially begins her new duties on March 19th. Carol, Jan and Marsha will be getting together soon to work out priorities for Documents.

Cataloging welcomes Michelle Voyles as our new Physical Processing Assistant. Stop by and say hello to her, if you can find her behind all the books!

Speaking of books, they still keep rolling in and we're cataloging them as fast as we can. The printer for our Se-Lin labeller broke and we're going to have to buy a replacement.

We recently received our cd-roms for Catalogers

Desktop and Classification Plus, new electronic cataloging resources that we're looking forward to using.

ARCHITECTURE

This has been a month of changes in the Architecture Unit. We've got a lot of staff changes going on. We were sad to learn that Allie Douglas has decided to take disability retirement. We will miss Allie and her good work. We were also surprised to learn that Debi Dickson has decided to move to North Carolina, and so is leaving us at the beginning of April. Our gang is changing quickly! On the positive side, Raija Griffin, who came to us from Manpower and is working Monday through Thursday evenings, has turned out to be a great employee. We all feel very comfortable leaving the library in Raija's capable hands during our weekday evenings. Having Raija here makes the loss of 2 of our employees a little easier to deal with. We will be starting the process to fill our 2 empty positions before too long.

On the technology front, we were all excited to get our new PCs and laser printer. We love them, even if we don't know how to do everything on them yet! Everyone is looking forward to the Microsoft training classes; we need them! In the meantime, our Windows trainer Lottie Pope has done a great job helping us.

The Lee Hall students and continue to love the Media room and the scanning and printing resources we have placed there. The LCD projectors and digital cameras are ever popular, as is the Dell Laptop that we have available for checkout. I've taken it home a few times myself! I think that if we had twice or three times the number of scanners, cameras, and projectors, they would still be booked constantly.

All those new books that Betty and I ordered in the fall are coming in, and our patrons are thrilled to see a full new book shelf. I hope we can keep the shelf full in the future!

CIRCULATION

Stacks news: shelfreading is nearly completed for the semester. A shifting project is continuing on level one to clear up some trouble spots. The current and periodical use studies are going and going and going.

With spring break approaching, we're looking forward to having all staff here during the day. We never get to see our night folks enough and we miss them!

Some electrical work will take place (soon?) at the Circulation Desk. We're run out of outlets for all the equipment out there.

A new TV/VCR Combo was donated to the library by Kaplan for use in the Listening Lab in Reserves. A big hearty thank you!

System problems in the last few days have plagued us along with some miscommunications about who calls whom but we're working those bugs out!

Most of you have heard that Sherry Miley is leaving us. We're sad to lose her but excited for her!

RECORDS MANAGEMENT

One revised schedule for the offices of Curriculum and Instruction was received from Columbia for approval and signature.

A meeting will be held with personnel from the Architecture Department to review retention schedules and discuss the possibility of revising some of department schedules. Schedule revision for Accounting for Related Organizations were approved by Cheryl Dean.

Isaac met with personnel in the offices of Chemical Engineering to discuss the disposition of old historical records and artifacts.

The staff attended the first meeting of the Upstate Region of the South Carolina Public Records Association in Greer. During the meeting Ron volunteered to serve as Administrator for the Upstate Region and Isaac volunteered to serve as Program Coordinator. They will serve two years in their respective offices. Lauren will serve on the Program Committee for a regional workshop scheduled for September.

Isaac attended an ARMA meeting held at the Greenville Country Club. Ron attended the March Board Meeting of the Public Records Association held in Columbia.

Isaac along with David Palmer, personnel from the offices of human resources and accounting areas attended an imaging demonstration.

We have begun what we hope will become a continuing project to microfilm records for the City of Clemson. So far, we have filmed minutes of City Council meetings dating from 1937 through 1988. We are also working on the December graduates.

REFERENCE

It's hard to get sympathy at home at night when you say that you're exhausted, and when asked what you did at work all day, you reply, "Shopping." Yet that's what has dominated this month in Referenceville, the quest to

spend 110% of our book funds on the very best monographs the publishing world has to offer what a wonderful mission to be faced with!

We got to face an extra \$50,000 of it with an extra allocation landing in our laps from President Curris and Provost Rogers, but we bravely faced the challenge.

Mary Lynn Moon and Brenda Ellis polished off a quick \$10,000 in a series of negotiations with business vendors and publishers, and the purchase of a few large Reference sets and expensive titles and a little stipend to UnCover finished off most of the rest. It's the best year in a long time for funding and the selectors are making the most of it!

Another addition made possible by both this money and by generous gifts from Clemson's other College deans is JSTOR. JSTOR is a not-for-profit organization that is creating an electronic archive of the back files of core scholarly journals and enhanced searching access to those back files. (For more information about JSTOR: www.jstor.org)

Yet another gift we gleefully began to spend is the \$2000 annual bequest from the Clemson University Alumni Association to support the Popular Reading and Listening Collection. Once TAOS is on its feet, you will see a corner of Current Periodicals turned into a miniature treasure trove of a "public library", with books on tape and fiction and non-fiction bestsellers for browsing and borrowing.

This month also saw the very last freshman bibliographic instruction (BI) classes using LUIS/NOTIS (at least we fervently hope this is the case that TAOS will be in place before August!). Our diligent corps of library instructors taught 72 English 102 classes with a total of 1449 students. In almost 60% of the classes, the English instructors sat through the sessions along with the students, a side benefit we always strive for it's always nice when the professors learn how to use the system, too!

We celebrated the end of freshman BI with a luncheon for all of the Reference folks and especially the volunteers from other units. Ken Murr produced his famous ziti, with the rest of Reference backing him up with a variety of side dishes and desserts. A wonderful way to bid farewell to "Addictive Behaviors"! A million thanks to the English 102 volunteers: Wilma Burkett, Joe Boykin, Alan Burns, Betty Cook, Shanette Hampton, Steve Johnson, Laurie Varenhorst, Ron Williford, Deana Astle, Jens Holley, Sarah McCleskey, Matthew Priewe, and Alexa Stoneman..

You notice that I said it was the end of freshman BI. Pam Draper and Suzanne Rook will tell you that it certainly is not the end of all BI this semester. Pam brought in five classes full of Speech 250 students over the last few weeks, and Suzanne sent dozens of PRTM 309 students on an information scavenger hunt through the Reference sources. Suzanne (along with Micki Reid)

also hosted a group of Wilderness Way School girls who were anxious to search the Internet to prepare for a Florida school trip. Peg Tyler recently coaxed in a few classes of engineering students who finally realized that Current Contents not only was current but had content, and that a "k=" search magically made a lot of conference proceedings suddenly show up in the online catalog!

Jan Comfort has given up her acting career, Acting Unit Head, that is. As of March 1st she has begun her new career as Government Documents Reference Librarian. As you all know by now, the Public Documents Unit has been folded into the Cataloging/Documents Unit (but no, Marsha, nice try, you can't steal Jan away from us that easily!) Jan is still in Reference, even though her job sounds different than the rest of those reference librarians. What is it she's doing, exactly? Lots of public service! One high priority is increasing access to electronic sources by creating Web pages, improving access to CD-ROMs, and writing many, many handouts! Jan will also be making decisions about the collection and will write a comprehensive collection development policy encompassing which kinds of documents to select and which to discard. In addition, you can rest assured that when you are at the Circulation or Reference or Help Desk and you refer someone to the 3rd floor, they will get immediate attention, and Jan will help them find the documents they need. Documents staff will increase their interaction with the public, too. As soon as the two vacant LTA positions are filled, the entire staff will undergo additional training in assisting patrons with documents. Although Jan's liaison responsibilities are not "assigned" to a specific academic subject area, she will still be part of the Reference Unit's BI program, and will also be offering classes and promoting services to the entire faculty. All this and desk time, too!

Micki Reid has had a lot of graphic experiences lately creating new bookmarks and working night and day (literally!) with Lauren Young to create the Libraries' exhibit for the Solid Orange road show. This is a wonderful plan by the University's development folks to bring Clemson's academic and support units to the attention of IPTAY members. At this spring's IPTAY meetings around the state, Clemson will be setting up a "trade show" of exhibits by departments of the University to celebrate the great things that they are accomplishing and to bring their work to the attention of potential students, community leaders, and, of course, the donors who are already so generous with the athletic department. Micki and Lauren have been putting together a great display, and Suzanne Rook will accompany their exhibit as "academic spokesmodel" to several of the meetings around the state next month.

Those who have gotten away from Cooper for less glamorous pursuits include Ken Murr and Gordon

Cochrane, who got to Washington last week in time for its only real snowstorm of the winter and the Computers in Libraries conference. They picked up a lot of information and Ken picked up a nasty cold and now they have an even longer shopping list of all the electronic toys they need to buy! Peggy Cover and Pat Henderson attended the regional teleconference on "De-Mystifying the Licensing of Electronic Resources", but, alas, they still feel quite mystified.

Many of us have also been wandering over to Brackett Hall and its DCIT training labs for help with the Microsoft applications that are now blossoming on our desktops. More than half of Reference has been beamed up to the Dell mother ship for their Pentium implants, and are now gleefully creating their own virtual cubicles by putting soothing music in their CD players, slapping on the headphones, and pretending that they have no officemates.

So, as busy as it's been, we are greedily gleeful about Spring Break. We many not be going to Cancun and Cozumel with the students, but we'll bask in the quiet they're leaving behind! - *Peg Tyler*

SPECIAL COLLECTIONS

With Spring Break next week, the semester is passing with progress being made on a variety of projects. Alan has interviewed for the temporary part time archivist and hopes to be able to hire someone in the near future. Matthew has begun the search process for the Project Archivist to work on the James F. Byrnes and Walter Brown Collections. Dennis is working on plans to publish a book featuring photos from the cooperative extension service collection. Jim has been busy serving on the Executive Committee of the South Carolina Archival Association which is being formed. Susan is working on accessioning into the artifact database the Liberty Corporation artifacts. Members of the unit have been moving collections and supplies in order to free up space.

The unit went out for Dennis' birthday in February at Cool Beans and a healthy meal was had by all. Please remember that SC still is using Macs so please enclose your attachments in the text body of an email. The performance of several of these machines is becoming increasingly doubtful, so if you do not receive a reply to an email from someone, please call.

**next reports
April 9, 1999**