

**Library Faculty and Staff Meeting  
August 19, 2005  
Watson Library - Student Lounge**

**Present: Matthews, Landry, Coutee, Holman, Bobb, Mezierre, Fernandez, Carroll, Helaire, Cox, Waites, Roberts, West, Carter, Kwak, James, Phillips, Merrell, Hawkins, Kay, Thomas, Pearce**

**Absent: Wernet, Guin, Sebren**

**I. Director's Remarks**

We have wiped out a lot the problems. The new lounge area and the improved lighting on second floor have received positive feedback. The new format for annual reporting proved to be problematic. A faculty meeting in September will focus on revising this report and adopting monthly reports to facilitate collection of the needed data.

**II. Shreveport**

Shreveport is having problems with excessive printing on the network printer. Sally has talked with Alfred and Jennifer about installing print manager software on the network printer. Sally would like student technology to reimburse the library for paper and toner.

Staffing is also a problem. Shreveport is requesting an additional library specialist and student workers. Fleming mentioned that no one can give firm answers about the budget at this point.

**III. Reference**

Susan Phillips begins Monday as the new Government Documents clerk.

Problems with copiers - Ink Spot is not purchasing new cards for the Datamark machine. Northwestern Students can make copies in the computer lab as part of their allotment. Leesville has some faculty cards which can be transferred to Watson since they are no longer usable on Leesville machines.

Staffing is a problem. Reference recommends that Fleming's reference position be changed to an electronic services librarian.

The lab computers need replacement. Last year's ITAC grant was not funded and will be resubmitted. Also, first floor needs a FAX machine.

First floor renovations will begin this fall. Mike will move into the ILL office, and Gail will move into Mike's office. Gail's office and the government documents room will be combined into a processing area.

There is a trend toward more use of electronic reference materials as opposed to print materials. New purchases will be considered in this light.

Cost of professional travel is an increasing concern.

Safety concerns include leaving the building alone after dark, unsecured doors, the location of the book drop, circuit breaker boxes, and unlocked janitors' closets.

The library is used very little after 10:00. Closing at 10:00 would be more cost-effective as well as safer.

The PLG folders are out-of-date and should either be updated or eliminated. The consensus seems to be that these have become an anachronism.

The lost book policy needs to be reworded to reflect lost books returned after more than a year and faculty with long overdue books.

Circulation is concerned about what will happen when the temp workers' contracts expire in December.

Concerns about LSMSA students who leave with materials, location/safety of book drops, and need for generic log-ons at circulation.

The paperback book collection has grown and needs additional shelving.

Some adjustments in location codes have been recommended,

LOUIS has purchased WebFeat and LinkSource for all libraries and is in the initial stages of application.

LUC will be October 6-7 at LSU Vet School. Attendance is highly recommended.

LOUIS staff are wanting to do some site visits. Also Sarah and Ralph are willing to give their LOUIS overview to administrators. Gail suggests that we create an opportunity for this.

Inventory of circulating books is about 70% complete. Abby and Melissa have offered to weed the Q-Z collection before the books are moved. Volunteers are requested, The goal for completion of this project is the end of the semester.

Mike has attended a conference on Project Immersion and is quite enthusiastic about this program which focuses on teaching information literacy. A library improvement focus group was implemented with the intention of determining our information literacy needs. He asks that liaisons push information literacy in meetings with their respective departments. He spoke at new faculty orientation yesterday. He would like to consider having a faculty orientation at the library and having a catered event. Bookmarks (about 9000) giving library information have been produced and are being distributed at the bookstores and at the Frog Pond and the University Columns apartments. An undergraduate research program is being proposed.

#### **IV. Leesville**

A search for a library specialist was not successful, and the position has been readvertised. Library hours will remain abbreviated (summer schedule) until the position is filled.

Most of the equipment is relatively new. Two new monitors are needed.

Space is a major issue with no good solution in sight. The library is at zero growth. Corinne asks that discarded and gift materials being offered to Leesville be scrutinized.

Extra lighting in the stacks is needed. Corinne asks that this become an administrative priority.

The microfilm/fiche at Leesville are rarely used and occupy much-needed space. Corinne and Linda would like to discard the materials and send the

equipment and cabinets to Watson. Gail mentioned that she needed the ERIC documents to be returned to Watson for disposal.

#### **V. Cammie Henry Research Center**

State documents were awarded a Satisfactory rating on a recent site visit. Mary Linn was responsible for several displays and presentations, including four traveling exhibits. The center received several cash gifts during the fiscal year. Mary Linn expressed concerns about the vacant assistant archivist position and the need for space. Respective conversion and weeding projects are also needed. The research center is also having problems with faculty overdues.

#### **VI. Imaging**

A print version of the Libraries logo has been developed and is on the shared drive. Sonny will distribute copies of this and the bookmark master to the branches.

#### **VII. Serials**

A lot of physical changes have occurred in the last year. Some of the materials and services need publicity.

Jackie has taken over ILL and reports no problems to date.

#### **VIII. Technical Processes**

Melissa reports no major problems.

The meeting adjourned at 11:30 a.m.