LAC Minutes
Tuesday, April 7, 2015

Present: John Evans, Sylverna Ford, Ed Frank, Shelia Gaines, Jill Green, Steve Knowlton, Shanika Jones, Anna Neal, Chris Ratliff, Perveen Rustomfram, James Singleton, Lee Slack

Absent:
Elizabeth McDonald, Bess Robinson

1. Personnel Development Day – S. Ford
   Personnel Development Day is Wednesday, May 13. Breakfast and lunch will be served. Speakers and events will include:
   
   - Jimmy Ogle, Shelby County Historian, “Memphis History” and “Know Your Neighborhood”
   - Dr. Earle Donelson, Counseling Center, presentation on stress.
   - A walk to visit the Heritage Room.
   - A representative from HR, “Managing Change in the Workplace”
   - Rose Moore, “Happy Exercise”

2. ILSAC & IUG Update – Rachel Scott
   A presentation was given to council members updating information on ILSAC and IUG. The presentation is attached to the minutes.

3. Annual Reports – S. Ford
   Annual reports are due June 15, 2015, with final statistics due by July 10, 2015. Statistics should go from July 1, 2014 to June 30, 2015. Department heads will give verbal reports at the Fall Retreat.

4. Listening Tour Update – S. Ford
   President Rudd and Provost Karen Weddle-West came to the library to meet with faculty and staff about current university and library issues. This was part of Administration’s Campus Listening Tour. Topics that were discussed included:
   
   - Difficulty in getting positions approved for hire.
   - The new SRI budgeting model.
   - Future changes in the library. None are planned at this time. The proposed merger between the library and IT is on hold, according to the President.
   - “Sweeping” money from the University Libraries’ budget for vacant positions.
   - Tuition increase – a 4% tuition increase is being requested.
   - Merit raises – if approved, the tuition increase will in part fund raises.

5. Faculty Recruitment Plan – S. Ford
   A handout was given to council members showing current vacant positions and a wish list of positions we would like to have. Each year we are asked to submit a recruitment plan indicating the positions we would like to fill and the priority order in which we
would like to fill them. Since we have so many vacancies we are submitting a two phase recruitment plan. The first phase includes searches to be undertaken in the fall and the second phase for searches to be undertaken in the spring. The current Planning and Assessment Librarian position will be used to create a librarian position for the new Health Sciences Library. The Planning and Assessment responsibilities will become a part of the job duties of the Associate Dean position.

6. Additional Agenda Items

ACRL Update – S. Ford
Dr. Ford attended the ACRL convention March 27 – 28, 2015, in Portland, Oregon. One interesting product offered by Credo Reference is an information literacy program. It was developed so that libraries can use the entire program or make modifications and only use the segments they need. This program could be useful in helping our students learn to use the library.

7. Announcements

S. Ford
Faculty Scholarship week will begin on April 10 and end on April 17. Anyone who has scholarly work to include in the exhibit should submit it to Anna Swearengen, X2744, or leave it at the Circulation desk.

Steve Knowlton
We are half way through the serials review. Departments have been understanding and recognize our dilemma. I think we will be able to cut most of what we had planned on for the year.

John Evans
The Web Team is meeting today to receive the templates that Cody, Robert and I have been working with over the last week. These will be given to departmental Web Team representatives. Toward the end of the month we should have the new university web site.

Meeting Adjourned: 9:46 am
Minutes Finalized: 4/17/15
Sierra Since August
Rachel Scott
ILS Librarian
Primary Responsibilities

- Account Permissions / Administration
- ILS Training – New Functions
- Database Maintenance
- Data Loading / Management
- WebPAC Modifications
- ILSAC Chair
- Partner Library Admin.
- Liaison to Innovative and Server Admin.
  - Application Software Maintenance
I create user profiles for new staff at University Libraries, Jackson State Community College, and the Law Library, and administer Sierra workflows and permissions.
At recommendation of ILSAC, I implemented a new Sierra function ("Count Use") to automate internal usage data collection for collection management and circulation departments.
I performed local database maintenance using the create list, global update, and delete records features of the Sierra Integrated Library System.

- Earth Sciences / Chemistry cleanup
- Lambuth Material Type cleanup
- Indexes
- “Check Shelf” suppression and inventory
• Worked with Gov Pubs to improve vendor data and update GPO shipping Load table
• Worked with CM and changed load table to ensure order records don’t overlay existing records.
• Confirmed with Authorities Librarian that Subject and Name Authority tables should be consistent and updated accordingly.
Few changes had been made to the patron load table since 2008, but I accommodated a Law School request to create a new patron type (Law School Student). I worked with III to update the patron load table and with Banner specialists on campus to incorporate career level into the automated patron records.
I have loaded 11 collections of eBooks and eVideos for a total 784,897 bibliographic records.
  ◦ 1,754,898 bibs
  ◦ 2,688,387 item/volumes

Before loading, I run scripts to make around 20 edits to thousands of books at a time. I confirm these edits with cataloging before loading.
• At the recommendation of ILSAC, I’ve started adding call numbers to eBooks. This has required that I create and add code to the load table.
Where’s the eBook item call number?
It has also meant that I’ve had to export existing eBook records from the database, run scripts to edit them, and reload them.
I’ve defined MARC 264_4, 52003, 382, and 254 in .webpubdef such that they display properly in the library catalog.
WebPAC Changes
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<th>Author</th>
<th>Martin, Felix, 1974-</th>
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<tr>
<td>Title</td>
<td>Money: the unauthorised biography / Felix Martin</td>
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<td>Copyright Date</td>
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<td>Edition</td>
<td>First American edition</td>
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I figured out how to build RSS feeds using Boolean searches of the Sierra database. These are used to populate LibGuides and the Library RSS page, creating dynamic content for our users.
File Name: advertising.conf (399 bytes)

format=RSS2.0
hostname=sierra.memphis.edu
query_type=b
query=advertisingfeed
max_items=10
title=New Advertising Materials
desc=These are the newest titles for Advertising.
lang=eng
item_title=Vit|:Vbt
item_desc=Via|:Vba
record_type=b
date_adj=2880
range=50000
cover_image=http://contentcafe2.btol.com/ContentCafe/J
I communicate with our Server administrator and vendor representatives/tech support to schedule and plan for regular maintenance and upgrades, including an upgrade to Sierra 1.2.3_1 on December 12.

I updated Encore to 2.2 on January 14.
Explain Post-Upgrade Changes

- Call Number Browse: Graphical (Book Covers) and list browse
- Full MARC Record View Enabled (linked on right, under other sources)
- Promote Relevance is currently enabled...for library and staff only.
- “Additional actions” icons: send to email, export to RefWorks, tag, and add to book cart.
- Format icons are now tiny.
- Google Book Preview (in both Encore and Sierra)
• Monthly: run and compile statistics for items created and items circulated to facilitate data driven-decision making in circulation and collection management departments.
• Quarterly: update Recent Additions module of the WebPAC to showcase recently processed materials.
• Yearly: YTD stats in item records.