Library Information Technology Services Meeting
April 29, 2005

Summary Notes


Not present: Katie Bohnert, Stan Shannon, Tim Sprowl.

Announcements – from April Cabinet meeting:

- Staff members were recognized for years of service at the annual staff dinner.
- A new bill changer has been installed in Bracken Library to allow receiving bills as change in place of quarters.
- Sylvia Powers retired April 30.
- Judy Austin will retire in May.
- Jim Estell will retire in May.
- The Information Services Librarian night position has been re-advertised.
- The Copy Cataloging and Metadata position will begin in May.
- Report accidents and injuries and process paperwork as soon as possible after the accident or injury.
- The Friends of Alexander M. Bracken Library Dinner was held in April.

Announcements – from meetings with Dr. Hafner:

- Responsibilities for the ITAC desk have been reassigned to LITS. This change will eventually result in Reference Desk responsibilities for assuming these duties. The evening LITS M/S/N technician has assisted in ITAC duties.
- ContentDM – Five collections were added in April – Covered Bridges, WWI Posters, WWII Films, Architecture Slides, Civil War Letters.
- Electronic Classrooms – We will be upgrading student technology in the classrooms. We will also look at the Link System.
- Monthly report information is due to Brad by end of business on Monday.
- Kirk will be out next week.
- Brad will be out Friday, May 6.

Priority Projects for May – Brad listed the following priority projects:
• Finalize Netware Migration
• The Digital Libraries Initiative continues to move forward. Will add Steinbeck Quarterly, French Revolution Letters, NewsLink Indiana
• E-Journal List.
• Material Resource Locator Project
• New Problem Report Process – currently testing with Information Services and Cataloging & Metadata Services
• Staff Scheduling Program to replace OTTO

Current Projects - Brad provided each staff member the opportunity to outline current projects. A listing of the current projects is attached to the summary notes.