Summary Notes


Not present: Jeremy Bays.

Announcements – Brad reported the summary notes from the September 8 Cabinet meeting are posted.

- Two statements will be added to job staff and professional job descriptions. The minimum qualifications will include a statement of the need to have working knowledge of basic Microsoft applications. Also, jobs may require working some evenings and/or weekends under terms and conditions of appointments to job descriptions.

- PowerPoint slides are now playing in the lobby. Please send ideas for information to display to Brad.

- 190+ public access computers are now available in University Libraries. Also, 10 Gateway laptops were added to the Educations Resources circulating equipment.

Items discussed at the September 20 Cabinet meeting:

- Policy for pets at work.
- Study room reservations
- Due dates
- Fritz Dolak relocated to room BL302

Items discussed at the weekly meeting with Dr. Häfner:

- Eight iMACs are on order
- Additional software application – Mathematica, Anatomy software, Studio and Creative Suite
- Level of computer competency of University Libraries staff. LITS will work with TTSS for staff training.
Brad reported the new LITS website is at www.bsu.edu/library/lits. Please review and make comments and recommendations for improvement. LITS unit meeting summary notes will be posted in a protected folder.

Priority projects – Brad listed the following priority projects:

- Virage report (Brad)
- Staff PC implementation (Kirk)
- Software titles available (Brad)
- E-Journal list (Randy)
- My Account (Jim)
- Web Usage statistics (Tim/Brad)
- Electronic Resource statistics (Darlene/Brad)
- Public Access Technology Improvement (Brad)
- Web Site Development – Transition to Vignette (Tim)
- ILLiad partnership with IUPUI (Lisa)

Monthly Report – Brad requested input from LITS personnel for his monthly report to Dr. Häfner. September information is due by EOB Wednesday, September 29.

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