

## Library Gazette

The Library Gazette is a newsletter printed by and for the staff of the Z. Smith Reynolds Library.

August 17, 1998 | Vol. 10, No. 14

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### B.C. Between the Covers

Ever wonder what you can do with your collection of high school yearbooks? or should do? The clear answer is save them while you either run for office or work to get one of your old classmates elected president. A rare books capitalist dealer offers in his catalog a complete set of President Clinton's High School Yearbooks – all three volumes, 1962-64. Six pictures of the pres-to-be in '62, 10 in '63, and 20 in the 1964 Old Gold Book bespeak Billy Clinton's development as a public person. The price of the set? Only \$2500. The name of this rare books' dealer is *Between the Covers*. – **Jill Carraway**

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### Parents' Tours Kick Off Freshmen Orientation Week

One of the major highlights of the back-to-school crunch is library tours for Wake Forest parents. This annual event which started in 1994 has become very popular on the freshmen orientation agenda. Incoming parents of new students are given the opportunity to tour the library. This year parents will tour between 10-12 noon on Thursday, August 20.

As of now the following staff members have agreed to serve as tour guides: **Mary Horton, Sharon Snow, Debbie Lambert, Craig Fansler, Susan McDonald, Florence Toy, Prentice Armstrong, Roz Tedford, Cristina Yu, Susan Smith, Chris Burris, Mary Lib Slate, Laura Spear, John Woodard, Sheery Durren, Jill Carraway, Scott Adair, Mary Reeves, Rumi Radenska, Julia Bradford, and Elisabeth Leonard.** Ellen Daugman, Linda Early, and **Bobbie Collins** will coordinate the tours.

Last year 485 parents toured the library. With this large number of participants, we always need a lot of volunteers. If your name is not on the list and if you are interested in helping out, please contact **Bobbie Collins**. – **Bobbie Collins**

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### Upcoming Meetings and Events

**Technology Work Group Meeting** - Mon. 8/17/98 - 2:00 – 3:00 PM - (8<sup>th</sup> floor conference room)

**Administrative Council** - Weds. 8/19/98 - 3:00 – 4:00 PM - (8<sup>th</sup> floor conference room)

**Parents' Tours** - Thurs. 8/20/98 - 10 AM – Noon - (Library Lobby)

**Staff Meeting** - Thurs. 8/20/98 - 3:00 – 4:00 PM - (Bib Lab)

**Training Team Meetings** - Fri. 8/21/98 - 9:00 AM – Noon - (Library 204) & Fri. 8/28/98 9:00 – 10:00 AM

**Freshmen ThinkPad Orientation** - Mon. 8/24/98 - 12:00 – 3:00 PM - Calloway and Carswell Halls - Tues. 8/25/98

8:00 AM – 6:00 PM - Calloway and Carswell Halls

– Debbie Lambert

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## **From the Director**

This has been a very busy period for the library and for me personally. I have finished drafts of two book chapters, one with Jay Dominick, and organized a teleconference that finally happened on August 12, just about a year late. In my role for the State Historical Records Advisory Board, I just read and reviewed over 30 grant applications and with the rest of the Board members, allocated grant funding to many of them. Like many others on the staff, I am learning my new script for orientation. I am glad we use the team approach, as it would be difficult for me to become an expert on all the parts of the script. As it is, my major role in training will be the e-mail package. Job interviews for circulation are on my calendar, and other professional activities are keeping me hopping! Added to the regular Thursday meetings of the Steering Committee and the Training Task Force, the Voyager Project meetings are also underway, with the three libraries and IS all well represented.

The library has been overrun with elevator workers and carpet installers, and we have already had our first group of freshmen, the football players, for computer orientation. The agenda for next week's Administrative Council is already full, and I keep adding important items to it. One will be the creation of our Voyager migration task force. This group will have a heavy responsibility and I hope we can think of ways to celebrate each step accomplished during the process.

Let us all try to spend two peaceful and revitalizing weekends so that we will be ready for the return of our students and the arrival of the newcomers to our campus. I hope we catch the excitement that will be in the air and transmit it to others who work with and who visit us here in the library! – **Rhoda Channing**

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## **Reconstruction Zone: Teams in Action**

### **News from the Access Services Team**

#### **People changes in Access Services**

**Andy Morton**

After almost exactly two years as stack supervisor **Andy Morton** has left us to become access services manager at Virginia Commonwealth University in Richmond. **Andy** recently finished his MLS at the University of North Carolina at Greensboro and was honored at that time with a pizza party at Circulation. To say farewell as he left for his first professional position, several members of the library staff had lunch with **Andy** at the Village Tavern on Tuesday, August 4<sup>th</sup>. **Debbie Lambert** made the presentation at that time of a certificate of appreciation from the library administration. **Craig Fansler** presented **Andy** with some items that he may find useful in his new job, including a "computer bug" with rolling eyes and a customized handgun especially designed to do in the aliens and vampires that lurk in library stacks. **Mary Lib** and **Isabel** took care of supplies for the trip to Richmond, including the essentials, Mountain Dew, animal crackers and M&Ms.

**Andy** will be on e-mail soon, keeping us up to date. We wish him all the best.

### **Patrick Ferrell**

Patrick has been promoted to Andy's position as stack supervisor. Patrick has worked as the evening stack assistant with Caroline Luchsinger and with Andy and is experienced and well qualified to take on these duties. Patrick is a Wake grad and also worked for us as a student assistant. He and Travis are probably two of the fastest of our library staff, both at work and in the races they participate in.

We wish **Patrick** luck also, for some large shifting projects are likely looming in the stacks' future.

### **Mary Lib Slate**

**Mary Lib** has taken the Government Documents position vacated by Marilyn Shuping and began her new duties on August 10<sup>th</sup>. The "move upstairs" is a promotion for **Mary Lib**. We will miss her a great deal at the circulation desk but are also happy for her. She plans to stay in close touch, will retain her position on the valiant "Severe Weather Team" as a volunteer to come in and help open the library when not all of us can make it, and she will continue to be Circulation's own Martha Stewart, assisting **Craig** with the seasonal displays in the circulation lobby.

Two Access Services Team positions are vacant at present, the circulation desk assistant and the evening stack supervisor. These have been advertised and interviewing for the desk position begins next week. If any staff members know of good candidates with some library experience who could work evening and weekend hours, please let us know.

### **Circulation Now Connected to the Administrative System**

With our new "Admin" connection Circulation is now able to place holds in the library that will appear on patrons' records in the Controller's Office, the Registrar's Office and the Dean's Office. These holds will immediately affect the registration and the transcripts of our delinquent patrons, turning a time-consuming process involving paper lists and phone calls into a few quick key strokes.

We have placed these computer blocks for the first time this summer on the students who still have lost and overdue books from the last school year, but it is also possible to place a library block on any name in the Wake Forest database, including those of former students who may have outstanding library charges.

Circulation has always had a problem with the clearances for graduation because the Controller's Office has asked for a list of library charges a month or more before commencement, leaving several weeks in which students could check out books, fail to return them, and still get their caps and gowns. This past year we cleared all but four of the students on the list we drew up in early April, but 23 graduated with

outstanding library charges because we were unable to add to that list as needed. Next year's graduation should be different with this new access to the administrative system.

### **Patron Database cleanup**

Technical Services has been busy with bibliographic database cleanup this summer in preparation for Voyager, our new automated system, and Access Services is helping out too by purging some of our inactive patrons so that there will be fewer records to transfer. **Dan Smith** furnished us with a list of those patrons whose records were entered in our database three or more years ago and had not checked out anything from the library in three years.

After marking "not to be deleted" some of those faculty members and spouses, etc. who might be very hurt if they showed up and discovered we had not kept them in the database forever, we removed about 650 names. Last year we purged the inactive graduate student files.

Hope this helps, **Dan**.

### **Paying lost book charges and damage fees with Deacon Dollar**

There is now an Entry Access Terminal at the Circulation Desk which will accept money from Deacon Dollar accounts for lost book charges and damage fees. We still have to keep our own accounts, but we expect that having the students use their debit cards to make payments will make it easier for them to take care of what they owe the library.

The first payment, a \$50.00 charge for a lost musical score, has already been paid on the machine. We are in the process now of finding out into what fund this money is going and will let you know when the Controller's Office returns our calls. – **Isabel Zuber**

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## **News from the Assistant Director**

### **Staffing changes**

Summer certainly seems to be a time of change in the library, and staff assignments are no exception! Here are the latest appointments: On August 10, 1998, **Mary Lib Slate** started her new position as Library Assistant II – Government Information and **Patrick Ferrell** moved into his new assignment as Library Assistant I – Stacks. **Daniel Sweeney** will join the staff on August 17, 1998 as Serials Cataloger. We are currently recruiting to fill the positions of Library Assistant I – Circulation and Evening Stacks Supervisor. Other appointments are in process and will be formally announced in the near future. We wish **Mary Lib**, **Patrick**, and **Daniel** the very best in their new positions.

### **Graduate student intern**

During the fall semester, we will be hosting a graduate intern from the UNC-G Graduate School of Library Science. Sandra Hildebolt will work with us for 90 hours, providing assistance and gaining professional experience in several departments including technical services, reference, government documents, and circulation. I think this is an exciting opportunity for all of us and look forward to developing closer internship relationships with several graduate schools.

## Staff Development

### E-mail training

Another e-mail package?!!!! Library staff received training on Netscape Communicator, the Wake Forest University standard e-mail package. Thanks go to our own library trainers, **Susan Smith, Roz Tedford, Elise Anderson, Dirk Faude, and Giz Womack** for teaching us how to use the mail package and the calendar feature. At the time of training, the new software was loaded only on ThinkPad machines, so desktop users could not immediately apply the knowledge gained through the training. Not to worry! Brush up and refresher sessions will be offered, once everyone on staff has the new load.

### Digital Preservation Teleconference

Seven people represented the Z. Smith Reynolds Library at "Digital Demands: Preservation and Access Issues," a teleconference sponsored by SHRAB (State Historical Records Advisory Board) on August 12, 1998. Our Director, **Rhoda Channing**, was featured as one of the four state experts in the fields of preservation and digital information. **Rhoda** provided an overview of the issues and implications of digital information, preservation, and access. She was followed by Drusilla Simpson, Information Systems Archivist with the N C Division of Archives and History, who spoke about the issues in electronic file management including lifecycles of records, standard file management issues, and questions to ask vendors. Lee Mandell, Director of Research for the N C League of Municipalities, explained guidelines and indexing standards, including the law, access, and legality. Paul Jones, Professor at UNC Chapel Hill provided his insight to the world wide web and public historical records. The teleconference facilitator, Fran Westcott of the N C Agency for Public Telecommunications, provided smooth transitions among the presenters and managed the incoming calls from down link sites throughout the state. If you'd like to read some of the documents presented at the teleconference, go to the following web site: <http://sunsite.unc.edu/pjones/SHRAB>.

### Student assistants

Initial allocations for student assistant budgets have been distributed. It is very important that those people responsible for hiring and monitoring student assistant allocations read the allocation memorandum in its entirety. The allocation process and wage rates are clearly explained, including the fact that the allocations are based on actual expenditures for student assistants in FY 98. In addition, please note that initial allocations will be reevaluated after all work-study students are placed.

### Facilities updates

#### Carpet

New carpet was installed in the circulation and atrium areas, brightening up the library in time for the start of fall semester. The microtext area will have new carpet by the end of the week. The new carpet has heightened awareness of needs for replacement carpet in other areas of the library. We will consider these needs in the FY 2000 capital budget process.

#### Elevator

Work on the new elevator continues! Look for a very large crane next week when the elevator cab itself will be moved into the elevator shaft. – **Debbie Lambert**

