

### Library Gazette

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

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### Speak Out on February 24<sup>th</sup>

The Wake Forest Network is sponsoring the general campus Speak Out on February 24<sup>th</sup> at 12:30, in Benson 409. The representatives from the university administration who will be present to listen and answer questions are Lou Morrell and Jim Ferrell. All Wake staff and faculty are invited to attend.

In view of recent developments on campus there should be a good many questions. We would like to have a big turnout to indicate interest and concern. This is a chance for everyone to make his or her voice heard and it is an occasion taken seriously by the administration.

The library staff has three active members on the network's coordinating council (**Sharon Snow**, **Laurie Spear** and **Isabel Zuber**) and more participation by other staff members would be much appreciated. – **Isabel Zuber**

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### ZSR Library Committees: making a difference

#### Staff Development Committee

The Staff Development Committee is finalizing plans for the Spring semester. In addition to ongoing Voyager training, the following workshops are scheduled:

**Topic: Business Writing**

Audience: Annual Report Contributors

Date: 3/99 (date & time TBA)

**Topic: Student Assistant Disc.**

Audience: Any Interested Library Staff

Date: 3/25/99

Time: 2:00 – 3:00

**Topic: Disaster Preparedness**

Audience: All ZSR Staff

Date: 4/22/99

Time: 2:00 – 4:00

**Topic: Bone Density Info & Testing**

Audience: Any Interested Library Staff

Date: 5/11/99

Time: 1:30 – 3:30

**Topic: Supervisory Training**

Audience: ZSR Supervisory Staff

Date: 5/99 (date &amp; time TBA)

Reminders will be sent prior to the individual sessions. Later in the Spring the committee will survey the staff for ideas for next year's staff development activities. In the meantime, feel free to share your thoughts with any of the committee members (**Ellen Daugman, Kelly Fetty, Aaron Hamilton, Susan McDonald, Debbie Lambert.**) – **Debbie Lambert**

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**From the Director**

It is taking me a few days to decompress after ALA Midwinter in Philadelphia, and sort out all the information I need to pass on to others and the follow-up actions I need to take. There was actually some substantive change proposed for ALA's annual meeting, starting with 2000 or 2001. Those of you who have been to the annual meeting know that there are programs that start at all different times throughout the day, and vary in length from an hour to three hours or even longer. Meetings are distributed among the conference center and hotels all over the host city and create logistical nightmares for librarians as they try to get from one meeting to the next. Free buses run along five or so routes like petals surrounding a flower. Each route includes the convention center and a separate group of hotels, so to get from a hotel on route 1 to a hotel on route 2, one must take the bus back to the convention center and get on the next bus, or take taxis. Programs are organized by the Divisions, Sections, Roundtables, and often overlap in content, and it is very common to have several programs on the same topic at the same time, and **very** frustrating for the interested librarian!

ALA housing puts you in a hotel (I got my 4<sup>th</sup> choice for Philadelphia) that may be near or far from the action, and may not house any of the sessions you care or need to attend. ALA is suggesting that the conference be arranged by topic tracks, that programs all have uniform start-stop times, that programs in a track be held at the same hotel, AND that librarians be able to stay at the hotel for their track!! Now there are many details to be worked out, and programs that will fall outside the tracks, but this could be a good way to restore sanity to an unmanageable situation.

I had three meetings connected in some way to our migration to Voyager and have shared the information with the Voyager committee. I also attended one long but informative meeting on JSTOR and have sent the handouts on to **Jill**. As the North Carolina representative to the Council of LAMA affiliates, I had responsibilities there too, and was happy to learn about the SPECTRUM initiative which helps support minority library school students with scholarships. I enjoyed a leisurely lunch with Charles Getchell, catching up on the lives of directors, and Charles said he kept up with us via the Gaz! One of the interesting sessions I went to was an orientation session for presenters at ACRL. Maureen Sullivan, Shelly Phipps and another presenter told how to prepare, present, practice and perform to do the best job. As a result of that I am rethinking and rewriting my paper for the conference, which will be held in Detroit in April. I will also be a roundtable discussion leader on ubiquitous access to computing. The ALA exhibits

area kept me busy for two hours, less than usual, because I wasn't shopping for anything and kept moving.

## **Delays, delays**

If it isn't our elevator, it is our new system implementation! Patience is required for a while longer. Circulation will not move to Voyager until its next release, in a month or two. Our dumb terminals in the stacks can't handle VT100 emulations, so we may have to leave them on Dynix as well. – **Rhoda Channing**

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## **Reconstruction zone: teams in action**

### **News from the Special Collections Team**

#### ***Biblical Recorder Index online***

Preliminary indexes for the state Baptist newspaper, *The Biblical Recorder* are now online through the [Baptist Historical Collection web page](#). The years currently online are 1834-39, 1845-46, 1992-1993. Patrons will have to check the index for each year group separately but the completed index will be searchable by one index after the preliminary testing.

This is just one of the many projects to make the resources of the North Carolina Baptist Historical Collection available to everyone. **John R. Woodard**, Director, said that six inquiries had been received since the index went online the first of the year. Copies of any of the entries are available for \$5.00 per entry. – **John Woodard**

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## **News from the Assistant Director**

### **Supervising Student Assistants Discussion Group**

Library staff from Z. Smith Reynolds Library and the Professional Center Library met on January 28, 1999 to share ideas about supervising student assistants. This second in a series of discussions focused on recruitment, hiring, training, and performance expectations of student assistants. Two agenda items, timesheets and evaluation, were postponed until the next meeting. Several forms and handouts currently used by ZSR and PCL were distributed. Both libraries have similar approaches to recruitment, hiring, training, and performance expectations. Any differences are related to site-specific needs. Some very helpful tips were shared, including the following:

#### **Scheduling issues:**

- During the "interview" process, ask the student if he/she is willing to work early mornings, evenings, weekends, holidays, or fill in for someone else. If the student is not available to work when needed, refer the student to another department in the library or on campus.
- PCL Tech Services requires student assistants to work at least 10 hours per week and in 2 hour blocks of time for at least their first semester of work. Once they are trained and knowledgeable of their duties, there can be some flexibility in the schedule requirements.

- ZSR Tech Services has tried to schedule in this way, but it doesn't always work and more flexibility is often provided.
- Create a list of substitutes. The substitutes should be student assistants who have been trained and worked previously, can't work on a regular basis anymore, but are willing to work occasionally as a sub.
- Rotate Friday nights (or other undesirable times) among all the students in the department so that no one feels "stuck" with the undesirable times.
- Tell the students they are responsible for getting someone to take their hours when they know ahead of time that they won't be able to work. Two strategies: give all the students in a department each others names and phone numbers so they can call each other for back-up; have students post their available hours on the bulletin board and other student assistants can sign up for those hours. If a student can't find a substitute, the supervisor must get involved in finding a sub.

### Training Issues:

- The major training issue at this point is the Voyager system. While there may be a preference for the staff to understand and feel comfortable with the system prior to training the students, in reality, the staff and students will be learning at the same time.
- Small group sessions may be a good way to teach the student assistants basic searching skills in the new OPAC. Very specific procedures, such as those related to technical services, will most likely be taught individually.

The next Student Assistant Discussion Group meeting is scheduled for March 25, 1999 at 2:00 p.m. in the Johnson Room of ZSR. A reminder will be sent out closer to that time. Please join us!

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### Staffing update

The advertisements for Systems Librarian and Cataloging Librarian will appear in the March issues of *College and Research Libraries News* and *American Libraries*. The Technology Team Leader position has been readvertised with a notation that the position could be filled at the Assistant Director level, depending on qualifications. The ads will be posted on the WFU website (Human Resources section), on several listservs, and in some library schools. I will also take the ads to the UNC Library/Information Sciences Career Fair later this month.

The Serials Unit Coordinator position has been reviewed and revised. Some duties of the position have been reassigned. As a result, the position has been reclassified to Library Technician II - Serials and will be readvertised.

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### Personnel milestones

**Tina Kussey**, our non-print cataloger, has accepted the position of Head Cataloger/Cataloging Unit Head at Harvard Medical Library in Boston. **Dan Smith**, our Systems Librarian, has resigned from the University in order to pursue further education and certification in network administration. Both **Tina** and **Dan** have made valuable contributions to the Z. Smith Reynolds Library. We will miss them and wish them the very best.

Our condolences go to **Debbie Lambert** on the passing of her grandmother.

Our congratulations go to **Wanda Brown** on the birth of her first grandchild! It's a boy!

Three cheers for **Florence Toy** who received her Master's of Fine Arts degree in January from UNC-Greensboro. Her area of concentration was film and video.

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## ZSR in print

The Sunday, January 31, 1999 *Winston-Salem Journal* included an article about the use of the internet, particularly the issues regarding access to materials unsuitable for children. Most of the article focused on the controversial issue in public libraries and various strategies employed by some libraries to limit children's access. When asked about Wake Forest University's internet policies, **Rhoda Channing** described the library's mission to support the academic and information needs of the students and faculty, explained our commitment to intellectual freedom, and reminded the reporter that "our students are adults, not children."

The "Submerged Book" by **Craig Fansler** surfaced in the February 1999 issue of *American Libraries* (page 8). The sculpture, which **Craig** completed in a WFU art course Fall semester, is located between the Z. Smith Reynolds Library and the Benson Center. It has drawn a great deal of interest and attention. – **Debbie Lambert**

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## And in the gold star department

On Tuesday, February 2, the end section of shelving in the art room next to Rare Books was discovered to be leaning out from the wall. Closer inspection revealed that the bolts were missing from the strut that connected that section to the next one and that there were no bolts in the brackets supposed to fasten the shelves to the wall.

After a call from **Debbie Lambert**, Facilities Management sent someone to investigate and to schedule repairs for Wednesday morning. In the meantime **Patrick Ferrell, Peter Romanov, Travis Manning** and student assistant Richard Haigler quickly removed the books from the leaning section, a task not without a good bit of risk. When the repair crew arrived the next morning they discovered that the holes had been drilled in the wall to fasten the brackets but apparently the bolts had never been put in.

When the shelves were secured and safe, **Patrick** and student assistant Ric Bridges replaced all the books. Our thanks to our staff, our student assistants, and our good friends from Facilities Management, Warren Atkins, Dallas Nifong and Hugh Brown, for taking such good and speedy care of a potentially dangerous situation – **Isabel Zuber**

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## New toys in the house

**Roz** and **Rhoda** are both participating in a pilot project this semester using the Cross Pad. This is an

electronic clipboard with a special pen that records what you write and transmits it to the clipboard. You can then plug the pad into your computer and upload your notes directly. It will make an image file out of your page, or you can teach it to recognize your handwriting and convert your notes to text that can be pasted into Word. I don't know about **Rhoda**, but I have doubts about how well it will do with my chicken scratch. The Physics department has already piloted it for a semester and now the general campus is getting the opportunity. I have to admit, it is pretty neat, although the jury is still out about how useful it will be for the general population.

Anyone wanting a demo, stop by my office. Anyone interested in piloting one yourself can also contact me and I'll put you on the trail! – **Roz Tedford**

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## **Physics profs explore *Web of Science***

Recently, I was invited to teach a class to the Physics Department on using the *Web of Science* citation database. About 12 faculty members and graduate students attended the session in one of Olin Hall's electronic amphitheaters. Of interest to me was that, below the lab bench, which held its requisite scientific measuring devices, cables, pointers, etc., there was also a dozen eggs. I could not decide whether the department was planning a brunch or performing egg-based physics experiments.

Because of license limitations with the *Web of Science* (5 users at one time), I presented the information as a demonstration rather than an interactive session. Whether due to post-holiday syndrome or just general high spirits, I found this group to be in a particularly jocular mood the day I did the presentation. I diligently prepared for the class, analyzing the research interests of each professor, designing searches that would both interest and flatter them. I had no idea that explosive laughter and good-natured joking would result each time I typed in a search term or a faculty member's name.

Teaching this class to people who probably grasped the concept of "Boolean operators" in kindergarten definitely challenged me. Those attending the class were busy figuring out the underlying logic of the database software even as I spoke. Several people became more comfortable when they were able to relate their UNIX experience to searching in *Web of Science*. They were also pleased to hear that searches could be saved to file or to desktop (with direct access to the database through a shortcut), allowing them to use the database as a personalized "current contents" resource.

## **Additional notes on *Web of Science***

While teaching a BI course to Wayne Silver's Biology 364 course in Sensory Biology, he made the following comment: In terms of their future careers, if students learned nothing else from the class, but how to use the *Web of Science* database, that would be sufficient. For an online guide on search techniques in the *Web of Science*, check out <http://www.wfu.edu/Library/referenc/isihelp.htm>. – **Sherry Durren**

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## **Docs passes inspection**

We have passed inspection! Every few years the Government Printing Office inspects each depository library to make sure it is caring for documents and providing public access as it should. Inspectors last visited the Z. Smith Reynolds Library documents department on 26 July 1990. We were notified in the fall of 1996 that our time for inspection had come around again. Since our last inspection, the process has

changed somewhat. Chronic staffing shortages at GPO have made in-person inspections difficult; this shortage, and other considerations, has led to the creation of a self-study system. We were asked to complete a self-study of the documents department, providing a "snapshot of conditions in the library." We were asked questions in the following areas: collection development, bibliographic control, maintenance, human resources, physical facilities, public service, and cooperative efforts. These are the same categories used by inspectors when they make on-site visits. We received word this week that the "Z. Smith Reynolds Library of Wake Forest University is found to be compliant in all areas of this audit based on the self-study that was submitted." Since we are in compliance, GPO will not be sending an inspector to check us out – this time around, anyway. – **Mary Horton**

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