

Library Gazette

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

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[Administrative Council Report](#)

[Our Condolences](#)

[From the Director](#)

[From the Assistant Director](#)

[Summer Debate Workshop](#)

[Travel Policy Addition](#)

[Book Corner](#)

[WFU Summer Programs](#)

Administrative Council report

June 16, 1999

SOLINET Workshops: Wake Forest will host the following SOLINET workshops this summer: August 4 – Evaluating ILL; August 5 – Collection Assessment and Evaluation; September 29 – Data Gathering for Dummies; and September 30 – Evaluating Technical Services. **Debbie** will be sending out more details on these workshops. Anyone interested in attending should talk with his or her Department Head. The many great workshops offered this year through SOLINET are listed in a booklet kept here in the library or you may access the [SOLINET web site](#) for a complete listing.

Music Donation: There is a good possibility that the library will receive a generous donation of letters and autographs of famous composers. David Levy from the Music Department has already set up a meeting between **Sharon Snow** and the donor to discuss the matter. The letters are from such composers as Mahler, Debussy and Brahms. This would be a welcome addition to the library collection.

Student Pay Issues: Sharon brought up the issue of the possibility of paying students who are performing high-end tasks for the library at a higher rate. This discussion covered paying graduate students a higher rate, temporary workers wages, supervisor students wages, and the possibility that student wage rates might come close to staff wage rates. A plan that classifies work and pay rates will be worked out in the Department Heads meeting.

Remote Storage: A short-term solution for remote storage is to use the old computer lab (which is now closed). A permanent location for remote storage has not been located.

TRFKATSL (The room formerly known as the Smoking Lounge): This room is now being used for storage.

Publications Committee: The Publications Committee has just completed a new visitors guide to the library. This guide is being designed and printed through the Editor's Office. The committee asks that all library publications come through the committee so that a uniformed appearance is maintained. -**Craig Fansler**

Our Condolences

Our sympathies go out to **Medra Justis** whose sister passed away Tuesday, June 15th. -**Lisa Myers**

From the Director

I have lots to report from my week away and thought I'd start by describing my tour of the new Young Library at the University of Kentucky. This \$90 million plus library is vast, and has such features as sunshades that operate with sun sensors, automatically. Most of the shelving is compact shelving, and the building has 3,000 general seats (with ethernet connections and power), plus 900 or so conference and classroom seats, a gallery and an auditorium, an atrium even higher than ours, and 70 or so ThinkPads which can be checked out, and wireless internet access. There are massive computer labs and a multimedia center, which can broadcast to classrooms. The impact is stunning, but one of the unique features, truly gave me pause. There are NO private offices, even for the Director. All staff have workstations, separated from others by bookshelves or partitions. There are small conference rooms for confidential chatter, but what about telephone conversations? I don't know that I want to be quite that democratic! The library is in the midst of a meadow, and unfortunately much farther away from things than the old library was. The old library will continue to be used to house collections, as the massive new building holds only 1.2 million volumes of UK's 2.87 million.

My meeting took place at Shaker Village, and I spent the night in the 1811 Old Stone Shop one of many historic buildings used for other purposes. I had forgotten how beautiful that part of Kentucky is, with rolling hills and miles of white fence.

On Wednesday I attended a seminar on managing multiple projects and deadlines and picked up many worthwhile tips for managers. Here is one: if you have a daily chore which takes 12 minutes, and you can train someone else to do it with an hour of instruction, you will save more than a week a year! Not all the tips worked for me. The presenter shared that **planned** telephone calls average 7 minutes, but **unplanned** calls average 11 minutes. He suggested that we let voice mail or an administrative assistant answer all calls. He may be correct in saying that we are often interrupted by unplanned calls, but I believe very strongly that I make friends by answering my phone myself and being accessible to the faculty and administrators and our staff when they want to speak to me.

On Friday I was back in Atlanta with 31 ASERL Directors or their representatives to hear a presentation from Sheila Creth on the CIC and what it is doing to create the Virtual Electronic Library, and move toward unmediated borrowing among its 13 members among other things. ASERL is considering undertaking some ambitious projects to accomplish many of the same ends. ASERL is already doing a lot, but hasn't promoted itself. It is largely seen as an organization of Directors, and to do more would require more participation by library staff as well as a stronger infrastructure. We have decided to move ahead, and I will be on the new Strategic Planning Committee. Great things may happen!

I am very excited about our new and powerful Technology Team! With **Susan Smith, Roz Tedford, Florence Toy** and **GizWomack**, as well as **Elise Anderson** and **Tim** and **Erik Mitchell**, we ought to be able to make great strides in the next year, when we will only have one automated system to worry us. -
Rhoda Channing

News from the Assistant Director

Sick, vacation and personal leave

REMINDER! Check your balances. If your leave is at the max, you won't accrue anymore until some of it is used. In the words of that immortal (whoever it was) use it or lose it!

In print

The June 1999 issue of College and Research Libraries News (page 445-446) includes brief summary of "Reorganization: The Next Generation," **Rhoda's** presentation at the Association of College and Research Libraries biennial conference in April.

Staff Development

Once again ZSR hosted SOLINET workshops - 2 sessions of New FirstSearch training on June 8, 1999. The sessions were well attended by librarians from North Carolina, South Carolina, and Virginia. The presenter, Laura Davidson, was very impressed with our training lab. Laura, by the way, did her undergraduate work at Wake Forest and was a student assistant here in the library in the 1980's. That experience guided her decision to pursue a library career!

Great news! A review of the annual reports shows that 100% of the ZSR staff participated in some form of staff development during FY 99. You are all to be commended for your commitment to growth and excellence in your work. Thank you!

New staff

July 1, 1999 will be a busy day for new and familiar faces here at ZSR!

Erik Mitchell will join us as Systems Librarian. **Erik** comes from Pfeiffer College where he was the Systems, Reference, and Serials Librarian. He has managed several technology projects at Pfeiffer, including implementation of Voyager. **Erik's** MLS is from the University of South Carolina. He earned his BA in literature from Lenoir-Rhyne College. Our new Cataloging Librarian, **Carolyn McCallum**, will come on board July 1st as well. **Carolyn** has been the cataloging librarian at Pfeiffer College since 1995 (yes, we've enticed 2 of their 4 librarians away.) As the only cataloger at Pfeiffer, she had a critical role in implementing Voyager. **Carolyn** earned her MLIS and BA (English) at UNCG. Both **Erik** and **Carolyn** will fill you in on more when they write their "bios" for the next Gazette.

Through transfers and promotions, we will continue to be enriched by the contributions of **Susan Smith**, new Technology Team Leader, **Roz Tedford**, ITC Manager, **Angela Wilson**, Library Assistant II - Document Delivery, and **Giz Womack**, Information Technology Specialist. Congratulations to all! - **Debbie Lambert**

Hands on is a first!!

This year's Summer Debate Workshop got off to a running start in the library on June 14. The library orientation for the debaters started at 9:00 a.m. on Monday. While one group of debaters toured the library, another group received hands-on-training.

For the first time in ZSR library history, library staff provided hands-on-training for the debaters. Students doubled up at the 15 computers in the ITC. Students were shown how to use the new online catalog and several electronic databases. **Bobbie Collins** instructed the students, while **Ellen Daugman, Elen Knott**, and several debate lab leaders served as rovers and made sure that students were following along during the demonstration. At the end of the instructional session, students were given an exercise to complete. The exercise required the students to find a book, a government document, and a journal article dealing with their topic. Debate lab leaders and Ross Smith (Debate Coach) thought that the exercise was a great idea.

As mentioned, the debaters also toured the library. **Mary Horton, Cristina Yu, Elise Anderson, and Sherry Durren** served as tour guides.

We will be following this same orientation format for the next three workshops. The second group will be coming to the library on Monday, June 21 followed by the Analysis & Strategy Seminar on June 28. The last group (Policy Project) will arrive on campus on July 4 and will receive an orientation to the library on Monday, July 5.

Thanks to the following staff who assisted **Bobbie** and **Elen** in planning for this year's debate workshops: **Mary Horton, Roumi Radenski, Mary Lib Slate, Laura Spear, and Mary Reeves. – Bobbie Collins**

Travel policy addition

The following paragraph has been added to our travel policy:

II.

A. Supplemental funding

1. Activities in support of academic projects that benefit the university may have little impact on the operation of the library. Staff who pursue such activities (exchanges, work in other libraries, creative writing, as examples of types of such activities) are expected to find support outside the library if possible. Support may be sought from grants or from the most appropriate academic department or program. Support from the library may include some paid leave at the discretion of the Director.
2. Paid leave requests will be judged by the following criteria:
 - o Relevance of the project to the job, the library, the university
 - o Impact on the workload of the department
 - o Amount of accrued annual leave
 - o Length of leave time requested

Paid leave requests such as those listed above will not be granted for more than 5 days. No staff member will be given such leave in consecutive years. **-Rhoda Channing**

The book corner

Reference books work browsing

The Atlas of Global Change

Believe a picture's worth a thousand words? Enjoy seeing the big picture? Then this recent collection of satellite photos of the earth is for you. It contains everything from the "El Niño Phenomenon," pictures of Mount Saint Helens, the Gulf Stream, and Hurricane Andrew, to the "Status of the Forests in Europe."

Biodiversity: A Reference Handbook

This handy book in the *Contemporary World Issues* series covers the scientifically hot topic of "biodiversity." A word so new, it's not in Microsoft's spellchecker, biodiversity describes three fast growing areas of inquiry--genetic diversity, extinction of species, and ecological diversity. Looking for a primer on biodiversity? This small book with its definitions, biographical sketches, and directory of resources is the place to begin.

Biotechnology from A to Z

This is the book I've been waiting for. It's basic enough to use for looking up terms such as bioassay, growth factors, and stem cells, but has enough detail to shed light on the science behind genetics. Next time you're scanning an article on genetically engineered food or the Human Genome Project and run across a word you don't know, give this book a look.

Encyclopedia of Aids: A social, Political, Cultural, and Scientific Record of the HIV Epidemic

Few lives now remain untouched by AIDS. This encyclopedia is both a history and a record of the first fifteen years (1981-1996) of the global HIV/AIDS crisis. If you're interested in understanding those early days when people began getting sick with AIDS or looking at how AIDS is affecting other parts of the world, start here. The book contains a useful "Alphabetical List of Entries" on p. xxiii.

The Gale Encyclopedia of Medicine

Gale's 5-volume set fills the gap between smaller consumer health guides and technical medical works. It contains 1,500 articles on medical disorders and diseases, tests, and treatments. Have you ever received one of those lab reports from your doctor full of abbreviations and meaningless numbers? This encyclopedia can help you decipher those results.

Instruments of Science: An Historical Encyclopedia

Curious about how a Wheatstone Bridge works or what the first human scintillation counter looked like? Then this is the book for you! For those seeking less esoteric subjects, this finely illustrated encyclopedia also gives historical coverage of everything from the abacus to sundials and telescopes. Definitely worth a browse.

Recycling in America: A Reference Handbook

Ever wonder who's in charge of recycling in North Carolina, what those tiny triangles with numbers on the bottom of plastic containers stand for, or if your recycling efforts really make a difference? This handy guide gives a state-of-the-art look at recycling in America. For further information, consult our local recycling guru: **Elen Knott**, a.k.a. Chesty. - **Sherry Durren**

Wake Forest University Summer Programs

May 25-July 1 Summer Management Program

May 25-August 7 Master of Arts in Liberal Studies (MALS)

May 25-August 7 Intensive Summer Language Institute

June 2-July 30 Summer Research Programs – Wake Forest School of Medicine

June 6-June 12 Boys' State Program in Citizenship (American Legion)

June 20-June 26 American College of Sports Medicine Workshop and Certification

June 20-June 25 Advanced Placement Institute for Teachers of Advanced Placement Courses

June 14-July 2 The Learn-to-Learn Course

June 13-July 30 Debate Workshops for High School Students

June 28-July 16 The North Carolina Writing Project Summer Institute

June 28-July 28 American Foundations Program in Art, History, Literature, and Music

July 5-August 4 Insect Biology

July 5-July 23 The Learn-to-Learn Course

June 7-June 24 Museum of Anthropology Day Camps

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