

# Ball State University Libraries

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## Library Information Technology Services Meeting October 26, 2004

### Summary Notes

Present: Brad Faust, Jeremy Bays, Katie Bohnert, Jim Hammons, Randy Lewandowski, Stan Shannon, Tim Sprowl, Andy West and Darlene Wiggins.

Not present: Lisa Chambers, Kirk VanOoteghem.

### Announcements –

- Job Postings (Professional) – The Architecture, Head of Digital Libraries and Web Services are currently posted. The Head of Adaptive Cataloging candidate declined the job offer. Interview was held for the Head of Metadata and Digital Initiatives position. The Geospatial Center and Maps Collection position is not currently advertised.
- Job Postings (Staff) – The Library Night Supervisor and Library Night Assistant positions are posted.
- The theme for the 4<sup>th</sup> Quarter is how to improve utilization of collections. Although the number of visitors is up significantly, what can University Libraries do to increase usage of print collections. Circulation numbers were discussed and an effort to enhance the new materials list is a possibility to improve utilization.
- CONTENTdm – Dr. Hafner is attempting to find funding for implementation of this program.
- LITS Website – Brad encouraged LITS personnel to view the LITS Website and provide input or suggestions for items to be added to the site.  
[www.bsu.edu/library/lits](http://www.bsu.edu/library/lits)

Priority projects – Brad listed the following priority projects:

- Public access computer installation (computers formerly assigned to staff are being repurposed for public access)
- Software in Educational Resources – Creative Suite Pro; Macromedia Studio; Mathematica (university site license)

- Web Work – LITS will hire a second student for web development.
- Statistics – Electronic Resource stats database continues development to improve reporting.
- Public printing statistics are being gathered.
- Web usage statistics development continues.
- “My Account” project – with Jim Hammons.
- Netware Server Migration will be implemented within the next 30 to 60 days.

Current Projects - Brad provided each staff member the opportunity to outline current projects. He reminded LITS staff that the listing of projects to be reported at the monthly unit meeting will detail current and future projects for the upcoming month. Projects to be reported for the monthly reported to be submitted to the Dean will include projects and items completed during the previous thirty days.

A listing of the current projects is attached to the summary notes.