Richmond Academic Library Consortium

Library of Virginia

October 19, 2010

10:00 A.M.

In Attendance:

Virginia Cherry (Richard Bland College), Joe Coalter (Union), Linda Luebke (John Tyler Community College), Suzy Szasz Palmer (Library of Virginia), Paul Porterfield (University of Richmond), Delores Pretlow (Virginia Union University), Jim Rettig (University of Richmond), John Ulmschneider (Virginia Commonwealth University), Carol Wittig (University of Richmond), Ginger Young (Randolph-Macon College).

Call to Order:

The meeting was called to order at 10:00 A.M. by President Ginger Young. Dr. James B. McNeer, President of Richard Bland College welcomed members to the campus. Ginger thanked Richard Bland College Library staff for the kind hospitality by providing refreshments and hosting our meeting.

Minutes:

Minutes of the October 19, 2010 meeting were accepted. Minutes will be sent to Amanda Hartman for posting on the RALC website.

Call for Change in Agenda and Determination of a Quorum:

Nell Chenault requested that the Media Coop report move to the top of reports since she would be attending the funeral of Sam Phillips, Library Assistant at J. Sargeant Reynolds Community College. Sam was a member of the RALC Media Coop Committee and a long term employee of J. Sargeant Reynolds Community College.

A quorum of members was present.

Treasurer’s Report:

Paul Porterfield
All dues have been paid.
Expenditures:

- Audit report: $450.00 plus $38.20 University of Richmond processing fee.
- Carol Wittig: $70.62 for workshop
- Jennifer Roach: $500.00 for RALC scholarship

Committee Reports:
Technical Services Committee: Irene Handy, Chair

The RALC Technical Services Committee met at the Library of Virginia on December 3, 2010. Twenty-three people attended representing six libraries. Mary Clark chaired the session with Kathy Jordan, Mei Kiu Lo and Renee Savits making presentations.

Kathy Jordan began by sharing an overview of the history of the 98 digital projects at the Library of Virginia, which she called an "embarrassment of riches"! What began with grants and a searchable card index has expanded to over 60 digital collections and the implementation of DigiTool for the depositing of state documents in digital form. Virginia Memory is used to organize the collections and she shared how various work groups helped in the challenges of mapping MARC records to Dublin Core and the developing of cataloging standards.

Mei Kiu shared a PowerPoint on more of the details of DigiTool usage, such as the training of state agencies, browse functions, PDF documents, periodicals and various issues with duplication and mapping.

Renee Savits presented the Civil War 150 year Legacy Project. This project commemorates the 150th anniversary of the Civil War and its goal is to obtain digital copies of material owned by private citizens from the Civil War period through the site scanning. The team has developed a manual of policies, a system for file naming, image resolution standards, an Excel database and a way to link the documents to Virginia Memory using Dublin Core in DigiTool. The challenges are numerous, from copyright issues, to keeping up with the cataloging of the large number of documents.

Media Co-op Committee: Nell Chenault, Chair


RALC Annual Statistics update: The Ill lending statistics have been received from the Library of Virginia. The updated combined report will be distributed and posted to the RALC web site by the end of this week. With this update, all institutions have reported RALC shuttle activity.

The RALC Annual Statistics Report has been compiled with the exception of statistics from the Library of Virginia which should be sent soon. The statistics report was disseminated.

Comments from the RALC Annual Statistics Report:

- Reported by the Media Coop, but data from public service ILL and circulation staff as well.
- New format adopted last year, RALC Passes received or number of patrons registered and number of RALC checkouts. This replaces number of RALC Passes issued. The intent is to better track actual use of RALC borrowing Passes.

Media Collection Trends:

- Media booking is down 46%. Media Booking is 2% of RALC lending.
Books loaned down 20%. Hard copies (photocopies) 332% decrease, due to reporting of actual photocopy lending. Most articles or chapters are not sent on the RALC Shuttle, but use Ariel/Odyssey/Fax or other electronic means.

Collection Trends:

- DVD’s added increased by 14%; Videos added increased by 20% due to gifts.
- Media collection expenditures were down 25%. Total media collection expenditures for 2009-2010 totaled $144,387.91; total collection expenditures for 2009-2009 totaled $181,373.00

Public Services Committee: Carol Wittig, Chair

No report; however, the “Five Minute Topic of Choice” was mentioned as being very successful at the University of Richmond.

Shared Storage Repository Initiative: John Ulmschneider

John Ulmschneider reported on the necessity at VCU for their off-storage facility which has worked well. RALC still needs to consider a cooperative shared storage repository.

Ad hoc Committee on Disaster Planning: Joe Coalter, Chair

Joe Coalter reported that the committee met in May and there was not a need for another workshop at this time. He asked for the dissolution of the ad hoc committee and it was approved to dissolve it.

Old Business:

Proposed Bylaws Change: Suzy Szasz Palmer

The bylaw changes were disseminated and were approved.

Staff Development Exchange Program: Ginger Young

There was one RALC Staff Development Exchange Program. Megan Hodge, Circulation Supervisor, McGraw-Page Library, Randolph-Macon College, was the guest of Teresa Doherty, Head, Circulation and Information Services, James Branch Cabell Library, Virginia Commonwealth University. In Megan Hodge’s report, she reiterated the purpose of the Staff Development Exchange Program. It is threefold: to “help staff members of RALC libraries learn how other RALC staff carry out their work,” “stimulate thinking about how to do common library tasks in new ways,” and to “help staff of RALC libraries get to know their counterparts. She noted a number of innovations Cabell has made to optimize workflow both at the Circulation desk and for the Patrons. For example, student workers at both libraries work short shifts and therefore need to be reminded of various procedures/policies that occur infrequently. Teresa Doherty has adapted Zen “take a moment” pop-up reminder software to display pop-up reminders at regular intervals. They also use Dollar Store magnetic letters to indicate how the holds shelf is organized. The re-shelving area behind
the circulation desk has shelves labeled, As start here, Es start here, etc. Megan stated that she can easily adopt these ideas at RMC.

**Library Support Staff Certification (LSSC) Program: Jim Rettig**

The Library Support Staff Certification (LSSC) Program is a national certification program that allows library support staff to demonstrate their competencies and be certified by the American Library Association. LSSC is supported by the American Library Association and the Institute of Museum and Library Services. The website is: [http://ala-apa.org/lssc](http://ala-apa.org/lssc). After group discussion it was agreed to wait in order to determine how the program develops.

**New Business:**

*RALC Web User’s Group-John Ulmschneider*

Report disseminated.

As the purpose of the Richmond Academic Library Consortium (RALC) is to “further the development of the academic libraries of RALC and to sponsor projects for the mutual benefit of its members”, we propose the formation of a RALC Web User Group. This group would consist of Richmond area professionals who work on library web projects. In addition to RALC, participation would be encouraged and open to the Richmond area public, museum & archive community. The purpose of the group would be to discuss and share current practices, projects, research and trends in web librarianship. Potential areas of discussion might include library website design, incorporation of social media, accessibility standards, and mobile web development.

Library webmasters (where they could be identified) from seven RALC schools have been surveyed to determine if there is interest in such a group. Encouragement from all seven of those institutions has been received.

We do not feel that a formal committee (as defined in the RALC By-Laws) is needed for this and that a “user group” would provide a more informal environment for the sharing of information. Membership will be voluntary. The group will meet at least 4 times per year on rotating RALC campuses. VCU Libraries commits to manage a listserv for the user group which will be used for ongoing discussion. Meetings will be announced on both the user group and the general RALC listserv. Since membership is voluntary, attendance at meetings would need to be approved by a supervisor.

The advantages of associating the user group with RALC are:

1. Increased visibility for RALC
2. Staff development for RALC institutions
3. Formation through RALC would encourage institutions to support participation in the user group (e.g. meeting spaces and leave time)

**Announcements:**

None.
Future Meeting Dates and Locations:

April 12, 2011: Randolph-Macon College

Meeting adjourned at 11:30.
Virginia Cherry
Secretary