DOE/MOFFITT UPDATE for August 2010 – August 2011

Since this update spans an entire year, this is a very selective list of highlights with an emphasis on items that would be great for all Doe/Moffitt staff to know and share with our library users. Department annual reports include other initiatives and details; those will be posted in September on the Doe/Moffitt Staff Wiki.

I. Service Excellence and Responsiveness

24 Hour Study for Moffitt/Gardner Stacks for RRR/Finals Weeks funded
The Library was given permanent funding for 24 Hour Study for Moffitt Library and Gardner (MAIN) Stacks during RRR Week and Finals Week for all future fall and spring semesters. The Library submitted the proposal which was approved by the Chancellor's Advisory Committee for Student Services and Fees.

Dissertation Writer's Room enhanced
With joint support from the Dean of the Graduate Division and The Library – and lots of hands-on work by Scott Peterson and Sukhjit Johal – the Dissertation Writer's Room will open this fall semester with user-requested improvements including more tables, improved lighting, and lockers within the room (located at the back of Graduate Services).

"My ILL" launched
UCB ILL users can now view key interlibrary loan information online including: a list of items they have requested, status of each request, and due dates for items currently checked out to them. "My ILL Requests" may be accessed via the Interlibrary Loan link on the library homepage, or a button on the Interlibrary Borrowing Services web page. Great work by Elissa Mondschein and Michael Connelly.

Library Subject Pages refreshed
As a result of several task forces and a pilot project, Doe/Moffitt liaison/selectors have updated all our library subject guides with refreshed content and a new look using the Library a la Carte software. All new subject pages will be published by fall semester. Thanks especially to Jennifer Dorner, the early testers group, and Zed Lopez. (http://www.lib.berkeley.edu/doemoff/)

Cal 1 Cards for new pay-to-print implemented
All public copy machines have been replaced with scanners attached to printers. All scanning and printing has a fee which must be paid for using the campus' Cal 1 Card system. UCB faculty, staff, and students will deposit funds to their account attached to their UC ID (Cal 1 Card). Visitors must get a Cal 1 Guest Card from a reference or circulation desk and add value to their card online with a credit card. Moffitt Copy Center provides full services and can accept cash.

New Microform Scanner/Printers evaluated
The Library has hosted two vendors and will be selecting new equipment to replace the old stations we currently have at all libraries. The systems will be connected to the new Cal 1 Card printing system. The evaluation period continues for a couple months and we hope new equipment will be coming next spring. Thanks to Rebecca Darby-Williams, Paul Payne and Elise Woods for their work to make the equipment available for library staff to try out.

MAIN receipt printers at Circulation
Doe/Moffitt Circulation will begin using receipt printers this fall. Users returning materials at the MAIN or Moffitt circulation desks will be able to get a receipt as proof that their materials were returned, hopefully reducing the number of "claimed returned" issues. Thanks especially to Mark Marrow and Peter Soriano.

Moffitt Student Advisory Council convened
Last spring a new Moffitt Library Student Advisory Council was created. Student representatives will gather input from other Cal students and meet regularly with Doe/Moffitt Library staff to advise the library on policies, services, collections and spaces; inform plans for a renovated Moffitt Library; participate in development of surveys; and serve as advocates for the library among the Cal student body.

Doe Centennial Celebration planned
On March 23, 2012 the University will celebrate the 100th anniversary of the original dedication of Doe Library. The Doe Library Centennial Celebration Committee, chaired by University Librarian Tom Leonard, is charged to develop and implement a year-long celebration spanning August 2011-August 2012. Watch for a special web site, "Doe Library Wall," news items, "Toast to Doe" event next spring, and more. Steve Mendoza and Lynn Jones serve on this committee with other library staff, campus partners, and faculty.

II. Teaching and Learning

Moffitt Renovation Project moving forward
In October 2010 the Moffitt Program Committee, chaired by Vice Provost Koshland, affirmed the project scope and total project budget of $50M. In December 2010 students from the Building Sustainability @ Cal program recommended approaches for reducing waste and energy use. In March 2011, the Library completed the schematic design phase with architects and unveiled a public web site (http://moffitt.berkeley.edu). This summer we added the "Hear Here!" section with links to students speaking out in support of Moffitt; kudos to Kathleen Gallagher for her work on these videos. Now to fundraising with the leadership of Library Development staff!

Library Workshop tutorial spotlighted
The six-part UC Systemwide tutorial helps students get a handle on the research process. After evaluating the ongoing investment of maintaining a locally customized version, linking to the systemwide version is a great example of making the most of the resources available from other campuses. (http://www.lib.berkeley.edu/instruct/LibraryWorkshop/)

Course Guides customized
For the past year, a group of early adopters across the libraries have experimented with the Library a la Carte software for creating Course Guides customized for particular classes and research projects. The online course guides have been praised by students and instructors. Now the system is open to any interested library instructor to use. Jennifer Dorner is the coordinator and contact.

Library Prize winners' papers in eScholarship
Beginning this year, the full text of final papers of winners of The Library Prize for Undergraduate Research are posted in the eScholarship site (hosted by CDL) as a paper series sponsored by the UCB Library. The recent acceptance of high quality undergraduate research brings well deserved recognition for these scholars. Thanks especially to Margaret Phillips.

III. Collection Vision and Access

Gardner Stacks collection reviews underway
In addition to the normal reviews, we have integrated portions of economics collection from the Business Library and weeded related portions of the Hs; transferred the 308t collection to NRLF (with the exception of some still being cataloged by Library Systems); are cleaning up all old Rowell-classified items; and are reviewing the Zs. Thanks especially to Paul Lynch, Mark Marrow, Jim Church, Jan Carter, Myrtis Cochran, Phoebe Janes and all selectors who have participated in reviews of materials in selected sections.

MAIN Medium Rare Facility coming soon
Our goal is to have all policies, procedures, and processes in place to begin use of 65 Doe by spring semester 2012. Selectors will be able to propose items to be moved to the medium rare facility and indicate restrictions about copying. Materials will be requested by users in advance and paged for use in the Newspaper/Microforms Library.

Review of loan periods for monographic series in MAIN
A task force recommended changing the loan period of circulating monographic series in the Gardner MAIN Stacks to match the current loan period of books. Last summer, selectors reviewed the first sets of lists and Mark Marrow made the changes for nearly 8,000 items. A review of the final sets of lists is pending; planned for this winter/spring.

Refer for Replacement reviews begun
Until now, the Library has not had a process for reviewing the lists of items missing and lost since the implementation of Millennium. In spring 2011 we did the initial work with the historical backlog of items to review (lots and lots of work was involved); in spring 2012 selectors can review the list of all items from that list that are unique titles eligible for replacement. To keep up with current items, in July 2011 selectors began reviewing the items recently missing and lost, with unit designees identified to update item statuses and send titles to the Order Division. All Doe/Moffitt units will review the current lists on a quarterly basis and Library Systems will do a batch withdrawal and suppression of records for items that were not chose for replacement. Thanks especially to Mark Marrow, Paul Lynch, Charis Takaro, Dave Rez, Jim Ronningen, Michaelyn Burnette, Jan Carter, and to all the selectors and unit designees helping to maintain the integrity of our collections, library catalog, and accurate records.

Doe/Moffitt binding changes implemented
All libraries experienced binding reductions starting this year. Doe/Moffitt has approved three new processes for binding in place of the binding flags we used to use. Some items will be sent directly to NRLF as paperbacks; some items will be sent by Circulation Services once they have been checked out; some items will be identified by Collections Services staff if they are too flimsy to stand on a shelf. Myrtis Cochran leads the selector review of the Bind on Receipt list.

GREF collection review
Beginning this summer library staff members began reviewing items in the Government Reference collection (GREF). Items may be transferred to NRLF, transferred to MAIN, transferred to Current Periodicals, withdrawn, or relabeled as Doe Reference collection (DREF). Integrating this collection with other collections will be easier for us to maintain and for users to locate. Thanks to Myrtis Cochran, Glenn Gillespie, Jesse Silva, Jim Church, Jim Ronningen, and Georgia Dong for getting the initial planning discussions underway.

IV. Staff Support and Engagement

Doe/Moffitt, like all libraries, participated in and was affected by the campus' first phases of the **Operational Excellence initiative.** Staff members were incredibly flexible as we reworked reporting lines and are becoming familiar with new supervisor and workleader responsibilities as articulated by the **Organizational Simplification** piece of OE. A slew of other projects are being implemented that affect purchasing, technology, and operations such as the use of **Kronos for online leave reports** for library staff.

GA budgets for Doe/Moffitt for 2011-2012
All units did an excellent job hiring workstudy students and being conscientious about managing their funds. The GA allocations cover each unit's expenses from last year and try to anticipate new funding needs. Service hours will not be reduced.

Doe Roof Project underway
The Doe roof, drains, and gutter replacement project began August 1, 2011, and is likely to continue into November 2011 (though we hope for October). Library staff from 438 Doe have moved to temporary office spaces in 212 Doe, 218 Doe or 302 Moffitt. The AIDS Courtyard, Staff Bike Area, and fourth floor restrooms are all closed throughout the work. The Art History/Classics Library is slated to reopen by early October. The Heyns Reading Room will need to be closed for a month starting in September. As more is known, updates will be shared with library staff throughout the project, and on the library web site for library users.

303 Doe renovation considered
The Library anticipates receipt of a donor gift that will mean minor renovations for 303 Doe, a meeting room and event space used by many library staff and campus groups. In mid-September library staff members are invited to an open meeting to learn more about the plans and give input for the project.

Farewell to our colleagues…

- Char Booth, Instruction & User Services
- Kimberly Chu, Instruction & User Services
- Zariah Gailyn-Levai, Interlibrary Services
- Hudaya Kandahjaya, International & Area Studies, SSEAL
- Nancy Tran, Circulation Services, Moffitt Circulation
- Allan Urbanic, International & Area Studies
- Kalvin Van Gaasbeck, Circulation Services, Gardner Stacks

Announcing new assignments…

- Myrtis Cochran, Head of Humanities & Social Sciences
- Christiana Cuellar, South/Southeast Asia Library Assistant
- Elizabeth Dupuis, Interim Director for Subject Specialty Libraries
- Margaret Phillips, Information Sciences Selector
- Jim Spohrer, Interim Head of International & Area Studies
- Heather Thams, Library liaison to Educational Technology Services
- Nick Trengrove, Interlibrary Services Assistant
- Allan Urbanic, Slavic and East European Studies Librarian (recalled, part-time)