

INSIDE

A MONTHLY STAFF NEWSLETTER MAY 20, 2009

Business Office Budget Update

BY HEATHER OAKLEY



The Libraries are in the process of finalizing the FY10 budget. We're working within some very specific guidelines from the University — including the need to cut 2% from the operating budget — to produce the most fiscally-responsible budget we possibly can. I have been working individually with units to discuss ways to trim our spending and better allocate the resources we have. I appreciate all of our staff for their efforts to save money this past year. I know it has not been easy, but we have made some progress.

Currently, the dean, associate deans and I are reviewing the budgets to determine if additional savings are needed. There is still time to have expenses charged to the current fiscal year, but certain deadlines apply. If you are planning to purchase something from the FY09 budget and want to make sure it is paid accordingly, please contact the business office.

The Libraries final budget is due to the University Budget and Fiscal Planning Office on June 2 and will be reviewed

and approved by the Provost's office to become effective July 1, 2009. Once I learn the approved allocations, I will be communicating that information back to the units. In the meantime, for Business Office resources including forms, payroll information and travel information, please visit the Business Office's intranet page: <http://intranet.lib.purdue.edu/display/Business/Home>.

Undergrad Converts Service Desks to Create the iDesk

BY LINDA ROSE & ANN O'DONNELL

Over the interim week, the Hicks Undergraduate Library converted their three services desks (Reference, Circulation/Reserves, and the DLC equipment check out) into one main service point. For years, the staff had noticed that it was hard for patrons to make a clear distinction between the three points of service. Patrons will now be able to use the iDesk, which was previously the Circulation Desk, for their reference, circulation, and equipment checkout needs.

CONTENTS

- UGRL Desks Conversion
- 2009 ACE Graduates
- Seniors Honored
- Common Reading Program
- UCO New Web Site
- Green Tambourine
- Libraries in the News
- Announcements
- Congratulations
- Kudos
- Libraries Staff A - Z
- Student Staff
- What's Cooking?

OFF THE SHELF

New Listing

- Library Clerk III, ILL
(University posting #0900470)

Continuing Vacancies

- Purdue University Press,
Director (University posting
#0900232)

To view all Purdue job postings visit the [Purdue employment page](#). If you have additional questions, contact [Tom Haworth](#), 494-2903.

LIBRARIES IN THE NEWS

[Purdue Alumnus](#), May/June 2009
Alumni can browse digital *Debris*, pg. 9; Share in Purdue's Common Reading experience, pg. 12; Purdue Press books, pg. 57

ANNOUNCEMENTS

Interim & Summer Hours

Beyond the easier accessibility to our services, another goal of this conversion is developing the Libraries' relationship with other entities. The Digital Learning Collaboratory (DLC), which opened in 2002, is a joint ITaP endeavor that enables students, faculty, and staff to have access to various types of media equipment and software. With the conversion of the three service desks into one central service point, the DLC equipment has moved into the space behind the iDesk. The UGRL staff is now providing support for the equipment with help from ITaP student workers.



Dawn Stahura working at the iDesk in UGRL

2009 ACE Graduates

Three Libraries staff members are celebrating their graduation from ACE. The two-year Accomplished Clerical Excellence (ACE) Program offers clerical staff an opportunity to enhance their skills, broaden their knowledge, and develop a valuable peer network. This year's graduates include: Terry Wade, EAS, Jessie Moorefield, BUS, and Becki Corbin, PUP.



Becki Corbin, PUP, wanted a challenge and the opportunity to network with other people and departments around campus. "I wanted to know what resources were available and how to find them," says Becki.

One of the more interesting components of the program for Becki was taking the Myers-Briggs Personality Test. "I found that while I thought I was more of one type of personality that I really was another. I discovered that with experience, and dare I say aging, that I have grown into more of an introvert. "

Becki's favorite part of the program was learning how to improve her communication, customer-service and listening skills. "I communicate and interact with a diverse group of authors and I have definitely learned some new skills and techniques that make our working relationships better and more professional."

Becki is the author liaison and marketing assistant for the Press and has been there for 3 ½ years. She works with proposals, book reviews, serves as secretary on the Editorial Board, communicates with the authors, launches books into production, and does follow-ups for each book published.

"Participating in the ACE Program has been a rewarding experience. I've gained a lot of useful knowledge that I use daily and I am appreciative of the opportunity to be a part of the program."

Summer hours for all libraries are now posted on the [Libraries Home page](#).

Lafayette Farmer's Market

May 1 - October 31
Tuesdays & Saturdays
7:30 a.m. - 12:30 p.m.
5th Street between Main & Columbia

Sagamore West Farmer's Market

May 6 - October 28
Wednesdays
3:00 p.m. - 6:30 p.m.
Cumberland Park
Salisbury Street
West Lafayette

CONGRATULATIONS

Marianne Stowell Bracke, LIFE, has been elected to the position of Director of the USAIN Executive Council. USAIN stands for US Agriculture Information Network. Her term is from 2009 - 2011.

Sammie Morris, ASC, has been elected Chair of the Manuscript Repositories Section of the Society of American Archivists. Her term begins in August 2009.

LIBRARIES STAFF A - Z

RAE LYN BOES
Library Operations
Coordinator
HIKS (6/1/09)



Q. What do you enjoy most about your job and why?

A. Working at the Circulation and Reference Desks when they're busy – I love the variety of questions, helping patrons find what they need, and sometimes learning more from them than they learned from me.

Q. How long have you worked in the Libraries and at Purdue?

A. 4 years.

Q. What is one unforgettable experience that has happened to you or your coworkers while working in the library?

A. Attending the Multicultural Diversity Forum.

Q. What's your favorite book, Web site, movie, or database?

Jessie Moorefield, BUS, was encouraged by her supervisor, friends, and coworkers to enroll in ACE. Jessie says, “At first, I thought this would be a good resume builder but I quickly learned that it offered much more. I learned about networking, work ethics, team building, and communication skills.”

The program allows participants an opportunity to learn about other campus departments. “We were able to visit Printing Services, MMDC and many others. I was able to bring information back to our office and share it with our staff. Sometimes new ideas work and sometimes it’s not a good fit, but it’s good to try new things and learn from them.”

Jessie has been with the Libraries since August 2008. Her current position is a promotion from an Account Clerk V to an Account Assistant. Her primary duties are account management reports and document corrections, managing Sponsored Program accounts, office supervisor, and helping out where needed.

“It has been a great learning opportunity and has helped me to be a better employee and communicator.”

Terry Wade, EAS, enrolled in ACE because she had heard so many good things about the program. “I looked forward to attending class each Wednesday afternoon. I can’t believe how quickly the two years went!”

Terry says the class provided her with valuable information that helped her with her job. “The classes that were most beneficial to me were the ones that focused on time management, customer service, networking and team building skills. These are life skills that I can apply to any situation and I think have made me a better employee.”

She also appreciated the opportunity to learn more about the University as well as her classmates. “I really enjoyed visiting parts of the campus I never would have otherwise seen and meeting so many interesting people. I was able to build a great support group from various areas of the campus.”

Terry has worked in the Purdue Libraries for ten years and is the lead circulation clerk as well as student supervisor. Her duties include hiring, training, and supervising students, collection maintenance, and providing reserves and reference service.

“I highly recommend this program to any clerical/service person; this was a very rewarding experience.”

Susan Davis, program coordinator, says, “It’s terrific to have the ACE graduates featured in the news! I know that Terry has been a long term library staff member and Jessie has recently been promoted. Becki Corbin has been great with arranging printed materials for the graduation ceremony and her role at the University Press gave her expertise that makes our graduation programs extra special this year. The Libraries’ investment in staff is impressive since this is such a long term program and requires commitment of both the participant and their work group.”

The ACE 31 class will be forming over the summer. For more information visit their [Web site](#) or contact [Susan Davis](#).

Seniors Honored

These graduating seniors were recognized by Dean Mullins for their dedicated service to the Purdue Libraries.

RUCHIKA AGRAWAL, HSSE
LAURA BIRD, UGRL
KEVIN BOKSA, PNHS
LOK CHAU, ENGR
SETH CORDER, ILL
KILEY DUKE, ITRS
JOSIE ELZEY, ENGR
MEAGAN FAYE, HSSE
ADAM GUMM, ITRS
ANGELA HOFFMAN, HSSE
JENNIFER HUSS, ENGR
DAVE INGALLS, HSSE

A. Book: “The Red Tent” by Anita Diamant. Movie: *The Sting*. Web site: my two sons’ (ages 15 & 19) Facebook pages.

Q. Have you been in all the Purdue Libraries?

A. No.

Q. Coffee, tea, water, or soft drink?

A. Diet coke.

Q. What do you like to do for fun?

A. Attend my sons’ instrumental concerts, solos, or performances at football games, volunteer for the Jefferson High School Band Department, spend time with my husband of 20 years, or just lively conversation with family and friends.

Q. What Library teams or groups do you serve on?

A. LAPSAC and Libraries Safety Committee.

Q. Feel free to include any information about yourself that you would like to share with the staff.

A. After graduating Purdue in 1987, I worked for several years in manufacturing administration. I then shelved my career to be a stay-at-home mom (my biggest job ever) and public school volunteer. Thus, I consider Purdue Libraries to be my “third career.”

STUDENT PROFILE

KODY HALL

Freshman
Social Studies
education



Q. What Library do you work in?

A. I work in auxiliary services, so all libraries.

Q. Where is your hometown?

A. My hometown is really far away; Lafayette, Indiana.

Q. What do you like about the Purdue Libraries?

A. Umm...

Q. What’s your favorite book?

A. “1984.” I think everybody should read it so they can see why it’s important to fight “the man.”

Q. If you could add a class to Purdue’s curriculum, what would it be?

YOUNG JAE JANG, HSSE
 SCOTT LEVY, ADMN
 ELIZA LOFTON, MATH
 EMILY LUKENS, EAS
 MICHAEL MCDERMOTT, CHEM
 KRISTINA PEKOVIC, LIFE
 CHRISTINA SABATO, CHEM
 KATIE SCHUM, PUP
 ROHAN SEHGAL, RESH
 JETNEY SHIRLEY, MATH
 PEEKJE STEGGER, UGRL
 SUCHIT SUBHAS, RESH
 FIROUZEH TAHERIPOUR, MEL
 RACHEL TIMM, UGRL
 ASHLEY WILSON, MATH
 SAMANTHA WRONA, LIFE

Books will be ordered in each student's area of study and placed in the coordinating library. Each book will bear a name plate honoring that student.

Students Develop Common Reading Program Marketing Materials for Incoming Freshmen



and posters will be printed this month and distributed to libraries and campus locations.

The Common Reading Program is co-sponsored by the Libraries and Student Access, Transition and Success programs (SATS). A copy of the book is available on reserve or reference in each campus library, with the largest number of copies available in the Undergraduate Library.

Libraries representation on the campus-wide committee includes Amy Van Epps, who is helping coordinate assessment of the initiative, and Kayla Gregory, who is overseeing the marketing. Sharon Weiner, the W. Wayne Booker Chair for Information Literacy, will fill Marianne Ryan's role as co-chair of the group when she comes to Purdue in June.

For more information about the program, visit www.purdue.edu/sats/commonreading.

The first year of Purdue's Common Reading Program is underway. From June 16-July 10 during the Summer Transition, Advising, and Registration (STAR) program (formerly known as Day on Campus), all incoming freshmen and transfer students will be receiving a copy of this year's selection *Stealing Buddha's Dinner*.

To help promote the program and to encourage students to attend events that tie in with the book selection, students in Robin Clair's COM 456 course Advertising Writing developed a series of marketing materials for the program. The students received an engagement grant from the Office of the Provost to cover printing costs, and designed bookmarks, posters, Citybus ads, and created storyboards for television spots. The bookmarks

A. Sit on my butt 101. It would be worth however many credits I need to graduate.

Q. What's the best birthday present you've received?

A. The best PG-13 birthday present I've ever received was a battle-axe.

Q. Do you use Facebook or MySpace?

A. I Facebook; MySpace is for dirty people.

Q. Who would like to meet and have dinner with?

A. I like to think of that question as, "Who would you like to meet beside Jesus?" I think I would have to go with General George Patton.

Q. Future plans?

A. I'd like to teach history at a high school somewhere. NOT COACH!

If you would like to feature one of your student assistants, please contact [Teresa Brown](mailto:Teresa.Brown@purdue.edu).

KUDOS

On a recent visit to the HSSE Library Derek Kirbow, M.A. Political Science alumnus, said, "Purdue has one of the best library systems in the nation."

WHAT'S COOKING?

Rhubarb Crunch

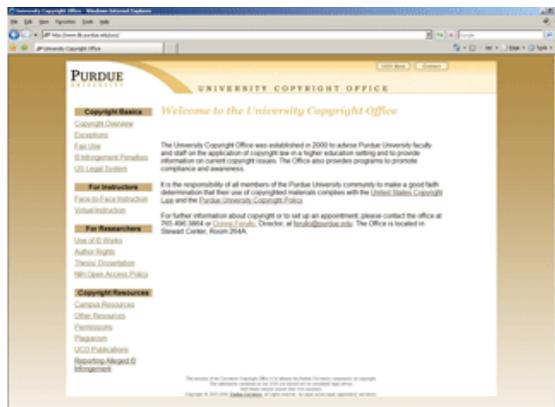
Visit the [Libraries Intranet site](http://www.lib.purdue.edu/intranet) for directions on how to make this dessert by Candy Sheagley.

COPY DEADLINE

Copy for the June 3 issue is due by June 1, 2009.
 Send to [Teresa Brown](mailto:Teresa.Brown@purdue.edu)

University Copyright Office Debuts New Web Site

BY DONNA FERULLO



Thanks to Adrienne Leitner and Matt Riehle for their invaluable assistance in the design and development of the updated [Copyright Office Web site](#). Check it out.

Green Tambourine

BY JANE KINKUS

Today's topic is using non-duplexing printers to print on both sides of the paper.

Matt Bejune (UGRL), whose desktop printer is an hp LaserJet 1300, says, "Here's how I printed a 40 page report on 10 sheets of paper. Under **Print Properties** I clicked on the **Finishing** tab. I selected **2 pages per sheet**, and **Print on Both Sides (Manually)**. As the pages printed out a pop up box showed me how to move the paper from the output tray into the paper tray so that the flip side would be printed accordingly. It was super simple."



I tried this technique with my hp LaserJet 1150 printer and it worked! This method takes a few seconds longer, but uses 75% less paper. Give it a try. And thanks, Matt!

Send your green tips for the workplace or home to jkinkus@purdue.edu.

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Comments and suggestions are invited. Send information to Teresa Brown/INSIDE/STEW 264, 49-47178 or tmabrown@purdue.edu

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