

Profile Encourage

BY SCOTT BRANDT

PILLAR: New Relationships to/with Disciplinary Faculty

We've done pretty good figuring out how to put reports, preprints, etc. into the e-Pubs repository because this "gray literature" is not a whole lot different than other resources we've dealt with in the past. Dealing with data collections does not have anywhere near the maturity of processes for collecting, collating, or cataloging it. This is such a new area that very few people know where to begin.

However, as we've heard, expectations for sharing data are coming from all directions—from Congress to the NSF to the general public. Michael Witt, Jake Carlson and I have helped lead the research that led to its development Data Curation Profile developed at Purdue, a useful tool that we can use to attack this problem. In using this tool, it's been encouraging to see light bulbs go off over researchers' heads as they realize how librarians can help in assessing information needs related to data and offering solutions. That's why we have been putting on Profile workshops for liaison librarians. This will allow us to engage researchers and find out about their needs for making data available. As noted previously, our dean is helping to lead the University's approach to address the NSF data management plan requirement.

It may still be a little while before we fully leverage the benefit of Profiles locally. However, we are receiving national attention (and funding) for the work done so far. This will likely continue to grow, and we all share in the story of Purdue Libraries leading the way in exploring and defining new roles for librarians in this area.



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What's Next in Strategic Planning?

BY NANCY HEWISON

PILLAR: Infrastructure

In the [July 7, 2010 issue of INSIDE](#), I introduced the process for creating our new strategic plan to guide the Libraries, Press, and Copyright Office in 2011-2016. What's been going on since then? And what's next?

On August 20th, our consultant Paul Meyer met with the Planning and Operations Council (POC) to set the stage for the process which will take place during the fall semester. Paul reviewed the basic steps of strategic planning and sought POC's input to help him finalize the process we'll use. This input included a discussion of our current strategic plan, our ongoing process of unit/council planning, and our "pillar plan" for FY10-11, in order to identify "what worked and what didn't." To assist Paul in creating topics for focus group discussions he'll be leading, we talked briefly about some environmental changes that have occurred in higher education, science and technology, U.S. demographics, library user preferences, and other areas. Finally, we created a list of people for Paul to interview and groups for him to meet with, in order to gather the perspectives of our stakeholders and be able to bring topics that they raise into the planning process.

On September 27th and 28th, Paul will lead two "Strategic Planning Focus Groups" for the entire staff of the Libraries, Press, and Copyright Office. Watch for the e-mails about these meetings and mark your calendar to participate in one or the other of these focus groups. Input from all of us — with our different knowledge and skills, responsibilities, and perspectives — is vitally important for creating the plan that will guide us for the next five years.

INSIDE INFORMATION

You will notice that each story is introduced with a Pillar from our strategic plan showing how we are fulfilling our strategic goals. By pointing out our progress I hope that you will see how we are living our strategic plan and how you are helping to build community within the Libraries and the University.

[Teresa Brown](#), Editor

OFF THE SHELF

Continuing Vacancy

- Head, Division of Archives and Special Collections and University Archivist
http://www.lib.purdue.edu/admin/hr/career_opportunities/.

A week later, on October 5th and 6th, the Strategic Planning Group (SPG) will have a two-day planning retreat, facilitated by Paul. In these two days, SPG will define assumptions about the Libraries future environment and identify uncertainties in that future (this may sound familiar — take a look at the center bottom box of our “pillar plan”), review the accomplishment of our current strategic plan, and develop critical goals and objectives for the next five years.

Future steps in our planning process will include Paul’s development of a draft strategic plan, taking into account information from the September Strategic Planning Focus Groups with all of us, Paul’s interviews and focus groups with stakeholders, and his review of our LibQUAL+ data and other information we’ve provided. There’ll be a second SPG retreat in mid-December, facilitated by Paul, to confirm earlier decisions regarding the strategic plan and develop possible strategies to implement the plan. After we’ve turned the draft into a finalized plan, there will be entire-staff meetings (not yet scheduled) to discuss the plan and how we’ll implement it beginning in July 2011.

POC and Dean’s Council members have provided Paul with a list of documents (and a few Web sites) that we’ve asked him to read as background information for his work with us. Topics include the future of academic libraries, university press/university library integration, information literacy, embedded librarianship, e-science/data management, collections management (legacy print collections and alternatives), and copyright issues. The list, with links, will soon be available to all of us on a new intranet page and a complete set of the documents will be on reserve at UGRL. It’s not intended that everyone in the Libraries, Press, and Copyright Office read every one of these materials, but I’m asking SPG members to each select a few and read them before the October 5-6 retreat. The rest of us may also wish to read or browse through some of them. (Please conserve paper by browsing the documents online or borrowing them from UGRL.) *Supervisors, please take note and make any needed arrangements: This reading is to be accomplished during work time!*

Please watch for an announcement that the strategic planning intranet site is up and ready for your use. In addition to the background materials noted above, the site will include a complete list of SPG members, the calendar of meetings, and links to the strategic plans of Purdue’s various colleges (we’ve asked Paul to review these as background). If you have ideas for other information you’d find helpful to have available on the site, please let [me](#) know

Purdue's Bellwether of Diversity: The Life and Legacy of Dr. Cornell Bell

BY SHAUNA BORGER

PILLAR: Robust Local Collections

The exhibit *Purdue's Bellwether of Diversity: The Life and Legacy of Dr. Cornell Bell* documents the life and accomplishments of Indiana native and Purdue faculty member Dr. Cornell Bell. Bell was director of the Purdue University, Business Opportunity Program from 1969 to 2006.

Cornell Bell before Purdue

Bell was born in Evansville, Indiana. After receiving degrees from Indiana University, he worked in the Gary Public School System before taking the position at Krannert School of Management at Purdue University in 1969. Photographs and degree certificates from Bell’s early years teaching in Gary, Indiana are included to document the beginning of his career.



Purdue University and the Business Opportunity Program

The Business Opportunity Program (BOP) at Krannert School of Management was created to recruit students from underrepresented groups and support them throughout their college career. As director of BOP, Dr. Bell helped recruit and provide guidance for hundreds of students from underrepresented communities to the West Lafayette campus. Brochures, articles, and photographs describe the accomplishments Cornell Bell made in recruiting and mentoring students through the program.

Daddy Bell: Cornell Bell as Mentor

Bell distinguished himself in education with his personal involvement and dedication in helping provide opportunities to hundreds of students through BOP. He worked tirelessly, writing recommendations and personally counseling hundreds of students. The exhibit showcases letters and photographs from former BOP students which demonstrate the devotion they had to their mentor.

Honors and Awards

To view all Purdue job postings visit the [Purdue employment page](#). If you have additional questions, contact [Michelle Conwell](#), 494-2899.

LIBRARIES IN THE NEWS

Lafayette Journal & Courier, August 15, 2010
[\\$288,000 spent so far polishing university's brand](#); pg. A4, Sharon Sturgeon quoted

Lafayette Journal & Courier, August 16, 2010
[Master gardeners share produce, give advice](#); Maribeth Slebodnik quoted

WBAA, August 17, 2010
[WBAA - Purdue University Press series interview with Susan Bulkeley Butler](#)

YouTube, August 18, 2010
[WBAA: Problem-based learning](#); interview with Peg Ertmer, Purdue University Press 50th anniversary series

Musings and Experiences blog, August 19, 2010
[Thursdays are fun @ Purdue](#); student blog post about Purdue Libraries

Purdue Exponent, August 20, 2010
[BGR program brings 'Kite Runner' author to campus](#); pg. 45, Sharon Weiner quoted

WLFI - TV18, August 20, 2010
['Kite Runner' author to speak at Purdue](#); Sharon Weiner quoted

Purdue Exponent, August 20, 2010
[Advice from Purdue President could ease college life](#); pg. 6, mentions Common Reading and Libraries

Purdue Exponent, August 23, 2010
["Kite Runner" author shares background, inspirations in public talk](#), pg. 1

Purdue Exponent, August 23, 2010
[Exponent abounds with chances to experience Purdue](#); pg. 6, mentions Dean Mullins

Lafayette Journal & Courier, August 23, 2010
[Author's Purdue visit deepens students' understanding](#)

Purdue Exponent, August 24, 2010
[New lab is conducive to group collaboration](#); pg. 5, Stanley Coulter lab

Bell received the Sagamore of the Wabash award in 1996. In 1990, Bell received the M. Beverley Stone Non-Academic Counseling Award for outstanding counseling and service to Purdue students. That year, in recognition of his extraordinary efforts, the Business Opportunity Program was renamed the Cornell A. Bell Business Opportunity Program.

The exhibit is on display in Purdue University Libraries, Karnes Archives and Special Collections Research Center August 23 - December 29, 2010.

For more information visit <http://www.lib.purdue.edu/spcol/?page=exhibits>.

Collaborative Student Lab Created

PILLAR: Reconfigured, Relevant, Strategic Space

A newly reconfigured ITaP computer lab in Room G073 of Stanley Coulter has been transformed into a student collaboration center through the teamwork of representatives from Space Management, Purdue Student Government, ITaP, and the Libraries.



Beth McNeil says, "When Byron Reed contacted me in April to ask if I would serve on a committee to put together a plan to quickly convert an ITaP open lab to a collaborative student lab, I was happy to say yes. We met a few times, handled many details via e-mail, and the remodeled space opened on the first day of classes! The effort was a model for collaboration, with strong leadership from ITaP and participation from students, faculty, and staff. Plus, an added benefit to the Libraries was that the furniture that had previously been in the ITaP open lab was 'recycled' and moved to the iLab in Hicks."

The room is divided into informal group spaces and includes movable furniture and white boards, flat panel screens for laptop connections, wireless access, and a print release station. Students need to bring their own laptops in order to work on their projects. For now the space will have a student staff monitor to help answer questions. ITaP will collect data about use patterns —how many people are using the lab, which types of the furniture and equipment are used and when — to help determine if more labs such as this will be created on campus.

Dan Millikin, IT technician, says that the lab has seen a lot of activity during the first few weeks of classes and expects it to increase once students are aware of its purpose. "We are in the process of training student technicians and looking forward to an exciting semester. We really appreciated input from the Libraries on this project and hope to collaborate again with you on future projects."

Collaborative Student Lab hours of operation

Monday – Friday, 7:00 a.m. – 2:00 a.m.

Saturday, 9:00 a.m. – 11:00 p.m.

Sunday, 12:00 p.m. – 2:00 a.m.

Traveling Exhibit Features Indiana Authors

PILLAR: Robust Local Collections (Digital & Print)



The John W. Hicks Undergraduate Library will host the traveling exhibit "The Golden Age of Indiana Literature (1880 – 1920)." Drawn from collections at the Indiana Historical Society, Indiana State Library, and Indiana University's Lilly Library, the exhibition examines some of the many writers who contributed to the state's literary golden age. It especially looks at the lives and careers of four individuals who loomed large during this period – George Ade, Meredith Nicholson, Booth Tarkington, and James Whitcomb Riley.

Dawn Stahura, exhibit coordinator, is working on a variety of programs to highlight the exhibit.

October 7 -- Riley Day

- Bob Kriebel from the Journal & Courier will give a presentation in B848 on James Whitcomb Riley to several local fourth grade classes who will be covering Riley in their social studies courses. Students from English 232 will also recite Riley poetry dressed in period costumes.

UNS Press Release, August 24, 2010

[Purdue Archives and Special Collections to honor diversity champion with exhibit](#)

Also appeared:

- [PressZoom](#)
- [Article Ant](#)

Lafayette Journal & Courier,

August 25, 2010

[Ex-Purdue trustee fervent about gender equality](#); pg. B4, Susan Butler book

Inside Purdue, Fall 2010

APSAC 2010-11 photo of Linda Rose, pg. 9; CSSAC 2010-11 photos of Terry Wade and Pat Williams, pg. 11

Purdue Today, September 1, 2010

[Common Reading Program invites book suggestions for 2011-12](#)

ANNOUNCEMENTS

Purdue's Bellwether of Diversity: The Life and Legacy of Dr. Cornell Bell

Archives & Special Collections
September 23 - December 29, 2011
HSSE 4th floor

Distinguished Lecture Series

featuring T.C. Boyle

Rescheduled

March 29, 2010

Fowler Hall

Stewart Center

The Golden Age: Indiana Literature (1880-1920)

September 17 - October 15
Hicks Undergraduate Library

Fall LCSSAC Picnic

Thursday, September 30, 2010
5:30 p.m.

Happy Hollow Park, Shelter 1

STAFF PUBLICATIONS

Kelly Evans and Sandra Sydnor-Bouso's contributed paper, "An Exploratory Study of Faculty Perceptions of Collaborative Spaces: Enhancing the Service Learning Experience" has been accepted at the Miami Lilly Teaching Conference in Oxford, Ohio, November 2010.

October 28

- Wanda Lou Willis will give a presentation on her books *Haunted Hoosier Trails* at 7:00 p.m. in B848. Wanda is an Indiana folklorist, historian, and author. After her hour presentation, the local Lafayette chapter of the Indiana Ghost Trackers will give a presentation of local hauntings and their findings from their investigations.

Dawn has created a display showcasing “Indiana Authors at Purdue.” Using images from Archives and Special Collections and photographs taken by Patrick Whalen, Dawn shows how authors such as George Ade and John T. McCutcheon are connected to Purdue. “My intent is to familiarize Purdue students with some of these authors and provide concrete links to the University, thereby personalizing the overall exhibit.”

The exhibit will be on display until the end of the fall semester.

MEL Open House Phase 2

PILLAR: Reconfigured, Relevant, Strategic Space

The Management and Economics Library staff enjoyed showing off the Phase 2 Renovation during last Friday’s Open House. Visitors expressed their enthusiasm for the capabilities of the new facility. These include MediaScape stations that allow up to six students to plug in laptops and work collaboratively on homework and other projects; easily moveable whiteboards that users can write on with dry erase markers, photograph with the CopyCam, then e-mail or copy the contents to a thumb drive; and an executive quality conference room with comfortable chairs and projection capabilities. MEL staff look forward to seeing the creative ways students will use these innovative options.



Pat Williams, seated on far left, and Tomalee Doan, standing on right, demonstrate MediaScape to open house attendees while Krannert Student Ambassadors look on.

Delegation 101 -- What and How to Delegate Part 2 of a Three-Part Series about the Importance of Delegation

BY JULIE MUSICK HILLGROVE

PILLAR: Infrastructure

In the first article on delegation, [INSIDE August 18, 2010](#), we discussed the importance and advantages of a manager “letting go” and delegating tasks and projects to employees. Next we will discuss what to delegate and how to delegate.

What kinds of tasks should be delegated? First, keep in mind two primary goals of delegation: 1) to allow managers more time to perform higher level tasks and, 2) to develop employees’ skills. To that end, managers should delegate time-intensive work and information gathering. For instance, if a manager needs to collect information for a report, a subordinate should do the research, make phone calls, and collect the data.

Reoccurring tasks should also be delegated. If a report must be done on a monthly basis, for instance, that report should be assigned to a subordinate. Teach employees needed skills to do reoccurring tasks if they do not possess them!

Managers should also look for opportunities to assign work to their employees that will help

LIBRARIES STAFF A-Z



PAM De BONTE
Life Sciences
Library
Reference &
Document Delivery
Assistant

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

A. Being surrounded by endless numbers of books and having immediate resources to learn new things.

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

A. 24 years, from 1971. Other libraries have included the General Library, Veterinary Medical, Consumer & Family Sciences and HSSE.

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

A. Seeing the book manuscript that I had been typing and editing for the HSSE Librarian published after more than five years of work.

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

A. Favorite book: *Journey of the Adopted Self*. Movie: It’s a tie between *The Ref* & *Dead Again*. Database: Academic Search Premiere because it is so comprehensive and user friendly.

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

A. Sparkling water.

Q. What do you like to do for fun?

A. Create greeting cards.

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

A. September 12, 1985 was the first meeting of a group that is known by attendees as LASSO*. The Lafayette Adoption Support for Search Organization (LASSO) is a not-for-profit group that has been providing a safe haven in which anyone related to the adoption triad (birth parents, adoptive parents and adult adoptees) can feel free to ask questions or discuss the joys and losses connected to adoption search and search aftermath. While many of those attending LASSO come wanting to begin a search, it is not the purpose of LASSO to act as a search resource. Rather, newcomers have the opportunity to connect with others that have experience with the search process, who are able to provide ideas

employees learn new skills and aid in the employees' development, especially work that may be part of the employees' job in the future.

Purdue loves meetings! One activity managers may consider assigning to subordinates is occasional attendance at meetings as their stand-in. If the manager's role at those meetings is information gathering and not decision making, a subordinate could be sent. It will give employees the opportunity to be part of a possible future role.

While anything can be delegated—in theory—managers should choose wisely to ensure a successful outcome. Managers shouldn't delegate: 1) activities with poorly defined objectives; 2) positive feedback or discipline; 3) performance evaluations; 4) tasks that are political or controversial in nature; 5) tasks that were delegated specifically by their own managers for them to do; 6) strategic issues—vision, mission, goals, etc.; 7) sink or swim issues.

The first rule of delegation is to choose the right person for the right job. Stephen Covey, author of *7 Habits of Highly Effective People*, stresses the importance of finding what direct reports love to do and do best and "then marry their unique talents and passion to the job's needs." Let people stretch and assign tasks to each based upon their strengths. Many staff members have abilities that must be discovered and cultivated. Spread delegation around—avoid delegating to the same people over and over again.

Communicate what needs to be done—explain the task clearly and concisely. Give specific directions. What are they to do? What results are expected? What are the objectives? Answer questions. A key to success is the employees' understanding of manager's expectations! Keep unnecessary details to a minimum.

Explain the scope of the task—give background information. Why does this task need to be done? How is it important? Also explain known complications.

Explain the employee's level of authority. Are they to follow a list of predetermined tasks? Is approval required at certain steps as they move forward? Are they to act independently but keep updating the manager? Will they present only the final project?

Set realistic and attainable standards. How will success be measured? What are the deadlines? When will the project begin and end?

Give the resources that are needed to complete the task. Make sure that all of the resources, including authority, are provided. Tear down obstacles to success. Managers should also ensure that availability to meet as needed.

Communicate again. Confirm your expectations. Ensure that employee has a clear understanding about the required commitment to complete the task. Cultivate independent thinking.

Part 3 – how to keep delegation from going wrong and what to do if it does.

Reminder: Performance Planning and Review Process

BY NANCY HEWISON

PILLAR: Infrastructure

Earlier in 2010, supervisors met with C/S and A/P employees in order to determine goals, priorities, and measurable results for the year. To continue the performance planning and review process, the employee and supervisor must meet at least **two** more times for update discussions, in addition to the annual performance review meeting which will take place in December. More frequent meetings during the year to discuss progress are encouraged, as employee and/or supervisor see the need to seek/provide coaching to assist in progress toward goals, priorities, or results and/or if these require revision.

In short, supervisor and employee need to get together and take a look at the employee's "Form A" (*Performance Planning & Update Worksheet*) at least twice a year between January and December, and update it as needed. There should be at least one update meeting completed by this time. If this has not been done, please schedule it as soon as possible.

Don't forget . . . early and frequent coaching and communication improve performance! If you have questions about the performance process, see the [Human Resources](#) site on the Libraries Intranet.

Contact [Nancy Hewison](#) if you have further questions.

and resources on how to begin their search using public records, and ultimately how to manage the reunion aftermath. We also have contact with licensed CIs, Confidential Intermediary, who are officers of the court and can, with permission of both the birth mother and adult adoptee, gain legal access to information within court records, for a fee. However, LASSO will never ask for or require donations to attend meetings or provide assistance.

Begun by myself and a local pastoral counselor, we are about to *CELEBRATE 25 years* of helping people through the process of 'finding themselves.' LASSO has become extended family for many of us because we share common bonds. And now our family has had outreach not only throughout Indiana, across the U.S., but also within England and Australia.

LASSO's motto continues to be *'Striving to bring unity to the adoption triad'* in the hopes that we can help erase the generational stigmas connected to adoption and bring healing to all involved. The only sad part of LASSO becoming 25 years old is that now many are experiencing the death of people they have just begun to know via reunion.

It continues to be an amazing surprise that what began as my own personal journey has blossomed into the privilege of a quarter century of outreach to others, both locally and around the world.

LASSO meetings are on the **first Thursday of each month, at 7 p.m.**, in an office on the lower level of Plus One Realty at 1100 North 9th Street. For more information please contact me. **Please note that the September meeting (for our 25th anniversary) will be held on September 9th instead of the 2nd.**

*Any and all information discussed within the LASSO group is kept in strictest confidentiality and cannot be shared without permission.

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Susan Butler Book Launch and Reception

[@PurdueLibraries](#)



On the eve of the launch of her book, *Women Count*, Susan Bulkeley Butler shares her vision for equal representation for women in society and the workplace with a panel of readers. Sponsored by the publisher, Purdue University Press, and WBAA Public Radio, the “Launching the Decade for Women” event on August 25 attracted over 120 people to Hicks B848.

The event was recorded and is now online at http://www.youtube.com/watch?v=yK3vSNd1z_Q

Photo by Mark Simons, Purdue Office of Marketing & Media

WHAT'S COOKING?

Butternut Squash Gratin

Visit the [Libraries Intranet](#) site for this recipe.

Send recipes to [Teresa Brown](#).

COPY DEADLINE

Copy for the September 15 issue is due by September 13, 2010. Send to [Teresa Brown](#).

LIBRARIES INSIDE NEWSLETTER *September 1, 2010, Volume 4: Number 17*

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

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