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A STAFF E-NEWSLETTER SEPTEMBER 18, 2013



## SUMMERTIME PHILANTHROPY EFFORTS

BY SANDY HOWARTH



In my previous *INSIDE article* I shared with you that the Libraries Advancement Team processes and acknowledges a high volume of gifts during the month of December. This phenomena is quickly explained when you consider this is the time of year that our loyal donors are looking ahead to filing their taxes. In doing so, our donors naturally want to ensure that all potential charitable gifts for the current calendar year have been made in order to claim these deductions on their taxes. This, however, is not the only time of year we experience a tremendous number of donations to the Libraries.

During the month of June the Libraries has a unique opportunity to make a non-competing direct appeal for support to our donors and prospects. By this I mean that during a designated week in the month of June the Libraries is able to send a direct mail appeal letter that will not be in competition with any other University or College request for support. Thus, the Libraries mailing is a singularly focused solicitation sent by the University at this time! This affords us the opportunity to experience an increased level of interest and financial support to various Libraries funds.

This summer appeal also provides the Libraries an opportunity to share with our alumni/friends the new and exciting research and initiatives in which the Libraries, Purdue University Press and the Virginia Kelly Karnes Archives are currently engaged. Also included in this appeal is the opportunity for the Dean to make a direct ask or appeal for support towards any or all of those initiatives and in particular the following funds: Dean's Unrestricted Fund, Active Learning Center, Archives and Special Collections and the Purdue University Press.

This year our Summer Appeal letter was mailed the week of June 17 to over 14,000 alumni and donors. To date we have received \$17,966 in gifts to support the donor designated areas of: Purdue University Press, Archives, the Dean's Unrestricted Fund, Active Learning Center or Other. Some of these gifts are from new donors to the Libraries. This is particularly exciting because it affords the Dean and me new opportunities to thank them and engage these donors even more with what is happening at Purdue University Libraries! And, you guessed it; further engagement often means hopefully additional future and larger gifts to the Libraries.

As I am writing this article we are in the final stages of editing our next issue of VOLUME. This is particularly exciting to me as not only are we highlighting our faculty, students, IMPACT course transformation, Active Learning Center and other exciting initiatives, we will also be making an ask for support. So, be on the lookout for your email copy of VOLUME and please do share it with any family/friends you think might be interested.

One final thought: Thank you, thank you, thank you for all the good work you do each and every day that allows me to proudly brag about the stellar work we do and continue to do within the Purdue Universities Libraries.



## LIBRARIES @ HUBZERO

Purdue University Libraries were well-represented at the September [HUBzero Conference](#) in Indianapolis. Also known as Hubbub 2013, the annual user conference is designed for researchers, educators and IT professionals engaged in building and using cyberinfrastructure. Michael Witt chaired the Data Management and Publication session while Gretchen Stephans and Jane Yacilla presented "Creating a Bibliography and Taxonomy within HUBzero: A HABRI Central Case Study" and Tao Zhang and Witt presented "DMPTool: Expert Resources and Support for Data Management



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## STRATEGIC GOAL ICONS

You will notice the use of these icons before the article that are symbolic of our Libraries strategic goals.



**LEARNING:** Libraries faculty lead in information literacy and learning space implementation, research and scholarship.



**SCHOLARLY COMMUNICATION:** Libraries facilitate and enhance the continuum of the scholarly communication process.



**GLOBAL CHALLENGES:** Libraries faculty lead in international initiatives in information literacy, e-science, information access and data management and collaborate on Purdue's global initiatives.



**INFRASTRUCTURE:** Libraries staff working

Planning.” Courtney Matthews set up a booth to interact with conference attendees and promote PURR.



From left to right: Michael Witt, Brandon Beatty, Tao Zhang, Mark Fisher, Courtney Matthews, Carly Dearborn, Lisa Zilinski, Jane Yacilla, Gretchen Stephens, Christopher Charles and Marcy Wilhelm-South.



## POLICY CHANGES IN HKRP AND CIRCULATION SERVICES

BY BETH McNEIL

Thank you to everyone who contacted us with questions, concerns and suggestions related to the changes in Hicks Repository (HKRP) and Circulation Services. I hope the following will help to clarify and explain why some of the changes were made.

### What circulation-related services can we offer at desks throughout the Libraries?

All regular Libraries staff working at a library service desk are authorized to do most circulation functions. With the Alma implementation, all regular staff members who work at any of the libraries' service desks should have an Alma "Circulation Desk Manager" role that allows them to manage circulation functions such as loan, return, renew, etc., with expanded block override options.

For example, this means that patrons with overdue materials can take care of them with a staff person at a library service desk; they don't need to meet with Circulation Services staff. If a patron claims they returned a book, this can be handled at a library service desk; the patron does not need to meet with Circulation Services staff. When a book is returned or renewed the Alma system automatically removes the block. *If you have questions about your Alma role and whether you have appropriate access, please contact [Laurie Sadler](#).*

- **Visitor Cards** can be issued from any of our Libraries, by regular staff and *soon* by Graduate Assistants; visitors do not need to visit Circulation Services for this. Operations Managers will discuss this on September 20 to ensure that a process is in place to support this.
- **CIC cards** are now issued from the HSSE Circulation Desk; we began offering this service at HSSE this past summer and this practice will continue.


### What questions Must Circulation Services staff handle?

The only questions that only the Circulation Services staff must answer are related to  fines and fees  that have been charged to an individual's library account or transferred to the University for billing.

The majority of contacts patrons initiate with Circulation Services staff are now via phone or email. In the past, patrons often came in person to Circulation Services Office. But this is no longer necessary much of the time, due to changes in Circulation Policies and the Alma system. The Libraries Circulation policies (with changes on blocks and billing) were approved by POC in early 2013 and the University approved the rate request change with a rate effective date of August 1, 2013. Patrons with overdue items are blocked when an item becomes overdue and then they are billed at 61 days, not at seven days, as in the past.

With 61 days to contact Circulation Services about  fines and fees  on their account many patrons phone or send an email message to Circulation Services. Most billing and fine questions can be handled by appointments with Circulation Services staff.  However, in urgent situations , for example, when a patron is on-site, maybe confused or frustrated, and really wants to speak to someone who can help right away, please assist the patron by calling the HKRP/Circulation Services phone. Effective immediately, a regular HKRP/Circulation Services staff person will always be scheduled and available to answer HKRP and Circulation Services phone calls during regular business hours, 8 a.m.-5 p.m., Monday-Friday, to ensure that we are providing good customer service both to our library patrons as well as to our colleagues throughout the Libraries. The only time the phone will go to voice mail during regular business hours is if both lines (49-40369 and 49-46740) are in use. HKRP/Circulation Services staff will check voice mail regularly and follow up immediately.

- Circulation Services/HKRP main number: **49-40369**.
- **49-46740** is the backup Circulation Services/HKRP number and calls will roll over to it if the 49-40369 number is in use.
- Laurie Sadler can be reached at: **49-46238**

 together to enhance the users experience, raise awareness of Purdue Libraries and recognize the continued learning and successes of our knowledgeable staff.

## OFF THE SHELF

### New

- Libraries Reference Coordinator (Operational Technical) (Posting #1301501) ([Check the libraries employment opportunities page](#)) Accepting applications.

### Continuing

- Informed Learning Instructional Designer (A/P) (Posting #1301501) ([Check the libraries employment opportunities page](#)) Accepting applications.
- Library Assistant Position, HSSEB Division (C/S) (Posting #1301510) On-site interviews completed. (One full-time position in Hicks)
- Computational Sciences Information Specialist (Faculty) ([Check the Libraries Employment Opportunities Page](#)) Phone interviews completed.

### New Staff

- Kristen Cash, Library Assistant, HSSEB Division
- Natasha Johnson, Assistant Professor and Physical and Mathematical Sciences Information Specialist
- Erica Laffoon, Secretary, Libraries Administrative Offices

To view all Purdue job postings visit the [Purdue employment page](#). If you have additional questions, contact [Christine Abel](#) or 49-42899.

## ANNOUNCEMENT

### Purdue Libraries Video Contest

In conjunction with the Hicks Renovation Celebration, Purdue University Libraries has launched a "Why I Love Purdue Libraries Video Contest," with a top award of \$400 to be announced on November 1.

The contest is open to all current, enrolled Purdue University students from **September 16-October 11 at midnight**. All eligible video entries must be 1-3 minutes in length and follow the complete rules and guidelines for the contest. Finalists will be selected by Purdue Libraries [Student Advisory Board](#) and winners will be selected by the Libraries [Dean's Council](#) from those finalists.

Contest finalists and/or award winners will be featured on Purdue Libraries website and communications channels and all awards will be distributed

When an appointment is necessary, Laurie Sadler (or a Circulation Services staff member) will meet with the patron at a Libraries location convenient for them. Most of the time this will likely mean HSSE or Hicks, but these meetings could take place in any Purdue library location.

If you have further questions or concerns, please contact [Laurie Sadler](#), [Nancy Hewison](#), or [me](#).



## LIBRARIES NEW STAFF



### Jamillah R. Gabriel

Black Cultural Center Librarian — Black Cultural Center  
Metadata Specialist — Purdue University Libraries

I am very excited to become part of the Purdue University community as the new Black Cultural Center Librarian. My position is unique in that it is a joint appointment between the Black Cultural Center and Purdue University Libraries. In my capacity with the Libraries, I work as a Metadata Specialist cataloging special collections and working with e-Archives and as the African American Studies liaison.

I am a California native, although I have also lived in the south (Louisiana) and the east (Washington, DC). I received a BA in Black Studies and Journalism from California State University Long Beach and an MLIS from San Jose State University. I got my start in the local public library as a library aide and worked as a paraprofessional for thirteen years at public and community college libraries in every capacity from page to technician before becoming a librarian. My work in public, academic and special libraries has heavily influenced my outlook on cultural heritage and has prompted me to seek out experiences in other environments, including museums and archives, and now cultural centers.

In the past few months, I have had the opportunity to meet many of you and look forward to working with you all. Please feel free to contact me via my office in the BCC 219D, workstation at STEW 364, phone at 49-43093, or email at [mjgabrie@purdue.edu](mailto:mjgabrie@purdue.edu).



### Erica Laffoon

Receptionist  
Libraries Administration Office

I am very excited to have joined the Libraries Administration staff on September 9 as part-time receptionist. My primary duties are to assist visitors and employees, as well as provide secretarial support for Administrative and Human Resources staff. After my first week here, I can definitely tell that this is going to be a wonderful working environment and the perfect job for me!

I grew up about an hour north of here, in Newton County. It is here in Junior High School, where I met my husband of 10 years, Greg. We both attended Purdue and graduated in 2005. I graduated with a BA in Public Relations and Greg graduated with a BS in Telecommunications and Networking Technology. He has been employed here at Purdue as a Network Engineer with ITaP since 2006.

Prior to joining the Libraries, I was a work from home mother to my two beautiful children, Madilynn, who is 8, and Braden, who is 6. Madi is a third grader and Braden is a first grader at Klondike Elementary. Both kids keep me extremely busy! Madi is a competitive gymnast and Braden plays soccer. If you want to know more about my kids, just ask me!

Outside of Purdue and the kids, I also own my own photography business specializing in real estate photography. I have always had a passion for photography and it is a great hobby for me as well. In my free time, I love to be outdoors, love to travel and I love to read!

I am so excited to be working for Purdue, especially in a department as warm and welcoming as this! It has been great meeting all of you and I look forward to meeting those of you I have not yet had the pleasure of meeting.

You can find me in the Libraries Administration office, STEW 271, Monday-Friday, 10 a.m.-3 p.m. or reach me at [elaffoon@purdue.edu](mailto:elaffoon@purdue.edu) or 49-42900.



## KEY PIECE OF PURDUE HISTORY DONATED TO ARCHIVES AND SPECIAL COLLECTIONS

through Purdue University Financial Aid Division.

## EVENTS AND EXHIBITS

### Purdue Libraries commemorates 100th anniversary of Special Collections Exhibit

Archives and Special Collections  
August-December  
HSSE 4th floor  
STEW

### The Discovery Lecture Series & Libraries Distinguished Lecture Series

Featuring Dr. Neil deGrasse Tyson  
"This Just In: Latest Discoveries in the Universe"

September 19  
7-9 p.m.  
Elliott Hall of Music  
Free and open to the public

### LCSSAC Fall Picnic

October 1  
5:30-8 p.m.  
Happy Hollow Park, Shelter 4  
[RSVP](#)

### All Staff Meeting

October 29  
1:30 -3 p.m.  
STEW 202  
or  
October 30  
9-10:30 a.m.  
STEW 202

## PUBLICATIONS AND PRESENTATIONS

**Jim Mullins**, presented "Tsinghua and Purdue: Research Libraries for the 21st Century" at Tsinghua University, Beijing, China, August 26, 2013.

**Megan Sapp Nelson** presented "Seeking our niche: Understanding the needs of research personnel to develop e-science services" for the webinar *Research Data Curation Part 1: E-Science Librarianship*.

## LIBRARIES IN THE NEWS

**Association of Research Libraries**, August 2013

[New Roles for New Times: Transforming Liaison Roles in Research Libraries](#).

**Purdue News**, September 3

[Dr. Neil deGrasse Tyson to give free lecture at Purdue](#).

**Purdue News**, September 4

[Purdue Libraries celebrate Hicks Undergraduate Library renovation with Sept. 13 event](#).

**Purdue News**, September 5

[John Purdue document to be presented during pep rally Saturday \(Sept. 7\)](#).



President Mitch Daniels accepted a release of mortgage document from the estate of John Purdue from his great-great niece, Ruth Martin. The document was presented during a morning pep rally in Mackey Arena on September 7 and will be added to Archives and Special Collections.



## PURDUE UNITED WAY CAMPAIGN

BY AMANDA GILL

United Way kicks off their annual campaign this week and you will be receiving an envelope from your team leader. Please take a moment to complete and return the form *even if you choose not to give*. Once you have completed and returned your form (either to your team leader or by dropping it in campus mail to Dauch Alumni Center) feel free to ask your team leader for a copy of this year's poster.

As Senior Chair this year, I have had the opportunity to attend several meetings and training sessions where I learned about how United Way has had a positive impact on our community. It's amazing to see how lives are changed because of United Way's support. At the Kickoff Breakfast in July, the director of Lafayette Transitional Housing told us about their services and shared some stories and experiences. Her enthusiasm for helping people was inspiring. She clearly has a heart for people and is filling a need in our community. She wouldn't be able to do that without United Way.

I sincerely hope you will give to this worthy cause. As you are completing your form, if you have any questions, please let me or your team leader know. Please be sure to return your card even if you choose not to give. The goal is to have all cards returned by November 13.

For more information visit [Purdue's website](#) or the [Greater Lafayette website](#)



## HICKS RENOVATION CELEBRATION



On Friday, September 13 the Purdue University Libraries welcomed the University community and Purdue students into the newly renovated space of the Hicks Undergraduate Library. Celebrants enjoyed food, music, games and giveaways while exploring the newly remodeled space. Designed to provide leading edge learning spaces and user center services the space now boasts a new variety of decorative colors that creates a warm, welcoming feel for its users. Updated computer workstations and additional dry-erase boards allow for recording and sharing ideas and architectural screens allow for privacy for those studying at booths. Please drop by and check out the newly renovated space.



## LIBRARIES STAFF A-Z

**Purdue Today**, September 10  
[Purdue Profiles: Marianne Stowell Bracke.](#)

**Purdue News**, September 12  
[Trustee advance new learning center, renovations for College of Engineering strategic growth, IPFW buildings.](#)

**Purdue News**, September 12  
[Purdue to celebrate Constitution Day: Libraries banned book exhibit.](#)

**Purdue Today**, September 13  
[Association of Research Libraries report highlights several Purdue Libraries features.](#)

**WLFI Channel 18**, September 13  
[Plans for more than \\$150 million in building projects move forward at Purdue: Active Learning Center.](#)

**Purdue Libraries News**, September 13  
[Purdue University Libraries Seminar Committee Welcome Award-winning CIO, Jonathan Reichental for Presentation on Innovation, Open Data in Local government.](#)

**Purdue Libraries**, September 13  
[Purdue Libraries Video Contest.](#)

## WHAT'S COOKING?

**3 Envelope Roast**  
 Visit the [Libraries Intranet](#)

## COPY DEADLINE

Copy for the October 2 issue is due by September 30. Send to [tmabrown@purdue.edu](mailto:tmabrown@purdue.edu)

**Tonya Wichterman**

Circulation and Operations Supervisor  
Veterinary Medical Library

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

A. Getting to know my student workers.

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

A. 14 years.

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

A. A student brought his HUGE snake to the circulation desk and asked if I would watch it for him while he went to take a test. I said NO! Another time I was going down into the basement of the building in the elevator and when the elevator door opened up I was swarmed by 10-15 puppies of all shapes and sizes. The puppy class had escaped their handlers and was making a run for it.

**Q. What is your favorite book, website, movie or database?**

A. Book: *The Historian* and Movie: *The Three Musketeers* (1993).

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

A. Diet Coke.

**Q. What do you like to do for fun?**

A. Make Pottery, play cards, work in the garden and sit outside by the fire in the evening with Chloe, my basset hound.

LIBRARIES *INSIDe* NEWSLETTER **September 18, 2013**, Volume 7: Number 19

Comments and suggestions are invited. Send information to Teresa Brown/INSIDe/STEW 264, 49-47178 or [tmabrown@purdue.edu](mailto:tmabrown@purdue.edu)

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