

Art & Design School Library Meeting @ ARLIS 2008, Denver

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Recorder: Cheryl Costello (Pratt)

Pre-Topics Discussion: two officers for 2009, and two officers for 2010; announcement of blog.

Topics (6) for Meeting (Talk as one large group; 7 minutes per topic):

1. Bibliographic Instruction Planning & Adjunct Faculty

- SVA has group calendar online (intranet) which improved attendance.
- Kevin Madill from Pratt asked how adjunct are handled in terms of expecting library resources that other institutions have, but that home library doesn't.
- One library does a FAQ sheet that goes out with adjunct papers/information packet.
- Another library passes out library resources guide with attached business card at faculty orientation.
- Another library talked about how its institution's Human Resources department gives new faculty a 20 minutes tour of the library.

2. Circulation Policies

- One library has a program, "food for fines." Patrons are able to get \$10 worth of fines removed when they donate a single item (package of ramen, can of beans) for donation to charity. Students love the program. Library collects food from this program and gives it to a shelter OR students in need.
- SVA has a similar program, but patrons only get \$1 of fines removed per item of food donated.
- CIA charges faculty fines, and enforces their payment.
- Other policies discussed: 1 day of grace for late items, 10 days of grace for late items, 7 weeks of grace for late items, but NOT for ILL items.
- Some libraries send out late item courtesy notices by email, but this can be problematic for large institutions because of the volume of emails; many times old or incorrect email addresses cause problems. One library only accepts institutional email addresses.

3. Receipts for Circulation Check-Out

Some libraries provide this service, and others don't.

4. Graduation & Fines or Overdue Books

- One library will hold-up graduation if the student still has library items charged to her account, or has ENORMOUS fines.

- Another library wipes off fines from account as a “happy graduation” present, but insists of getting items back.
- Libraries discussed that their institutions have a system in place that allows students to graduate, but if they have fines or books still charged to their account, they are not able to order transcripts, receive paper copy of diploma, etc., until they return library items, pay fines, etc.
- One library uses a collection agency to retrieve fines owed.
- Libraries discussed the following ways of handling faculty who owe large fines: garnish wages; charge faculty the same prices for fines that students are charged; take faculty fines out of department funds; library will contact Dean or Vice President who will contact faculty about need to pay fines or return books (said to work well); library contacts Chairs who in turn contact faculty about fines and overdue items.

5. Digital Projects for Images

- One library discussed trying to get faculty to use images in a legal way (attribution of images in Power Point presentations).
- One uses MDID for the teaching collection of images.
- Scanning of slides depends on the need of image, and quality of slide.
- Someone asked if any libraries were still making slides. One said yes, but that their library was considering giving a deadline for this service.
- Many libraries scan images from books rather than slide because the image quality is better.
- One institution offers images within the OPAC.
- RISD has created simple records for images in OPAC; you can search for a FOLDER of images by their subjects.
- Some libraries are using both MDID and ArtSTOR; others are using ArtSTOR and Luna.
- Some faculty refuse to use ArtSTOR and insist of using MDID and Google Images.
- At RISD, librarians have noticed a trend that when users get a pop-up blocker, they'll simply stop using the software, and only tell librarians about the “problem” weeks later.
- Some faculty ended up being forced to use ArtSTOR, and then ended up loving it.

6. Marketing & Promoting

- Parsons and their buttons: Parsons got a button maker; they use color copies of images from their collection's books to make the buttons; Parsons use the buttons instead of candy; buttons are passed out at orientations; the student workers love to make the buttons; faculty love the buttons; as a result of

button success, Parsons started making button cards, which contain a button, library information, as well as call #, location, and title of book from collection.

- SVA uses buttons, too. They had a contest which resulted in 2 winning designs, and then the buttons are passed out at orientation.
- One library has an idea to create a video during which an artist would be interviewed and the artist would talk about how they dig the library, find it useful, etc.
- Another library created a Flickr page which features images of that library's new book covers; when a viewer clicks on the image, he is taken to the OPAC record for that item.
- Another library creates posters with new book cover images; students often come into the library having seen the poster and written down the book title, upon which they are helped in locating the item using the OPAC.

7. Printing in the Library

- Is anyone using printing software? Students are printing like crazy without it.
- RISD has problems with "GoPrint." But RISD went from printing 5-6 reams of paper per day to only 1 ream per day.