

NBLF Meeting

Pane Room, Alexander Library

October 7, 2016

9:30-11:30AM

Minutes

Present: Kayo Denda (chair), Stephanie Bartz, Janet Brennan Croft, Rebecca Gardner, Francesca Giannetti, Tom Glynn, Karen Hartman, Melissa Just, Triveni Kuchi, Mei Ling Lo, Kevin Mulcahy, Jill Nathanson, Laura Palumbo, Janice Pilch, Jonathan Saucedo, Ryan Womack, Connie Wu (recorder)

Approval of Agenda

The agenda was approved.

Approval of Minutes

The minutes from July 22 meeting were approved.

Chair's Report. Kayo Denda

NBLF meeting in Dec. will be rescheduled to Dec 9th (RULF meets on our usual day, Dec 2nd)

Untenured members have requested a conversation with tenured librarians about the practices of liaison librarianship. Kayo, (as NBLF chair), Kevin (as NBLF Deputy chair) and Karen (as past chair) will organize such an event in Dec.

NB representative to Collection Analysis Group is Jim Niessen. The first step of this year's allocation process will be for Tao and Jim to meet with Melissa Just. Following that, the practice of allocation this year will be as same as before.

NBL Department Head's Report

Experience/Service Point. Melissa Just

The team is on hold right now pending progress on the LibAnalytics task force (which has been proposed, but now needs to coordinate with the new Shared User Services department). Concerns about the new RefChat functionality should be reported to Joseph Deodato.

Learning and Engagement. Melissa Gasparotto

Melissa was unable to make to attend the meeting. Please see her email message to NBLF on Oct. 6th for the team report.

Research and Content. Ryan Womack

The team had no update this time due to busy schedule. The team will meet in couple of weeks.

AUL's Report. Melissa Just

Melissa encouraged subject librarians to be engaged with FIGS seminars, which recognizing that we cannot scale up to work with every class. At this time, the number of requests for specific classes are low.

Untenured librarians are not expected to teach Byrne seminars as a requirement for tenure. Please think carefully about the amount of time/effort these classes take and balance that with your other activities.

There is a backlog of SOAR submissions. While we are determining a path forward, please continue to support SOAR and work with faculty and departments who request information. However, do not actively solicit new submissions (but you do not need to discourage them from participating).

The new Shared User Services unit will handle central services at RUL, such as the web site, discovery, digital projects, RUcore, and shared reference services (chat, Ask A Librarian)

NBLF Bylaw Revision. Stephanie Bartz

New addition: VI. Amendment of the Bylaws is included in NBLF Bylaws. The proposal was approved by the attendees. The new version of the Bylaws will be added to NBL website.

Travel Policy and Reimbursement Best Practices. Melissa Just and Charlene Houser

Melissa and Charlene discussed issues with TABERs for travel reimbursements with plans that do not comply with the university travel policy. Some issues they have encountered recently include: Booking extra travel days at the start or end of official business without providing the necessary cost comparisons. Booking travel extra travels days to arrive early with no stated business justification accompanying the TABER. Seeking reimbursement for things that fall outside the scope of university business. Booking in a hotel with a rate significantly higher than the conference hotel's rate without the necessary business justification accompanying the TABER. Please submit your travel requests well in advance of your travel dates and before booking travel so that Charlene can make sure the documentation is in order and Melissa can approve.

The document titled "Travel Reimbursement Overview 10.7.16" will be added to the NBLF Sakai site under Travel folder.

Announcements

"Future of the Government Documents Collection: Input Will be Needed." Janice Pilch

RUL is considering to reduce size of government collections to 50% at Alex. and LSM. Any suggestions or concerns can be addressed to Janice and Stephanie. Digital copies and map collections were brought into discussion. A formal discussion will take place in January 2017.

Melissa Just

The State of the Libraries meeting will take place at the Busch Campus Center on Dec. 7 this year. There will be a poster session, talks and a lunch. There are new standardized poster stands available this year, and the Libraries will print either large format posters or color ppt slides for any poster submissions.

Laura Palumbo

On behalf of Lily Todorinova, Laura urged librarians to forward Open Textbook project documents to academic departments and contacts because RUL has limited time to build awareness about the project, as the semester will go by quickly. The applications for the grant are now officially open (<https://www.libraries.rutgers.edu/forms/open-textbooks-application>).

Jill Nathanson

There will be an event on newest course management system between 10-2, Oct.18 at the Busch Campus Center.

Introduction of SC/UA colleagues

Colleagues from SC/UA joined the meeting at 11:30am for an introduction.

Meeting adjourned at 11:50 am