

News Notes



OSU Libraries news for faculty & staff

8/11/09

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News



Thompson Up and Running: It was a wild time at the Thompson Library last Monday, August 3, as hundreds of people showed up for the "soft" opening of the renovated library. While many visitors seemed to be on a mission to simply check out the building, a surprising number of students settled in to study on opening day, finding lots of spaces throughout the library. Ohio State President E. Gordon Gee and OSU Head Football Coach Jim Tressel were on hand at noon, hosting an organizing lunch for the Pelotonia Bike Tour (to benefit the James Cancer Research Hospital) in the West Reading Room.

The number of visitors and users continued at a strong pace through the first week; 2,500 visitor guides to the building were gone in three days. The Berry Café was also doing a brisk business. Most visitors were forgiving of the work still underway throughout the library, as signs were hung, furniture placed and computers installed. Work was expected to continue throughout the building over the next few weeks, with a goal of being fully operational in time for the start of fall quarter.





Thompson Library a hit



Coach Tressel Hosting Book Signing, Thompson Library, Monday, August 24, 6-7 p.m.: Coach Jim Tressel will be signing copies of his bestselling book, "The Winners Manual" August 24 from 6-7 p.m. in the Thompson Library. Proceeds from the book, which will be available that evening in both hardback and paperback, will benefit the Thompson Library. The program is sponsored by the Friends of the OSU Libraries. Tours of the library will be offered started at 5 p.m. The book signing is being held in conjunction with a football open practice in Ohio Stadium that evening.

2009 Barbara Van Brimmer Academic Scholar Awards: The Barbara Van Brimmer Academic Awards honor an accomplished Ohio State University Library Scientist whose passion for medical history and the history of medicine contributed to the creation of the Medical Heritage Center at the Prior Health Sciences Library at The Ohio State University.

The annual distribution from this fund shall provide educational and travel support for professional staff and librarians of the Medical Heritage Center, the Prior Health Sciences Library, and other OSU libraries. It may also support librarians and/or students in library or information science interested in preservation training and education, to include but not limited to: education opportunities in library and medical heritage sciences, an expanded lecture series that would broaden the awareness of the Medical Heritage Center and inspire others to pursue careers in the field, and other important initiatives central to sustaining the excellence of medical history preservation at The Ohio State University.

Appropriate areas or topics for support include an innovative research project, a specific educational experience, or a well-defined career enrichment activity. Importantly, the activity would take place under the aegis of a nationally known educational program. Projects up to \$2,000 will be considered for possible funding.

Submit questions or an application for the award in MS Word or Adobe Acrobat attachment to Jennifer Clark at: jennifer.clark@osumc.edu by the application deadline of September 1, 2009.

Submission of application should include:

- Brief description of course, program, seminar, workshop or research to be supported;
- the dates of above activity;
- sponsoring institution or organization providing the opportunity;
- location and purpose of the opportunity; how this will benefit the individual in their position, career objectives, etc.;
- specific dollar request and indication (budget) of how the funds will be used, i.e. travel, registration fees, etc

Call for Nominations – Director’s Award for Outstanding Civil Service and A&P Staff Performance: Each summer the Libraries’ Administration asks for the nomination of staff members for the Director’s Award for Outstanding Civil Service and A&P Staff Performance. This message asks you to consider your fellow employees and nominate anyone who you think is most deserving of the Director’s Award.

Two staff members will be selected to each receive a \$500 check in recognition and thanks for their contributions to the Libraries. The award will be presented during the Libraries’ General Meetings scheduled for September 16 and 17. The attachment includes the eligibility requirements and nomination form. Nominations are to be submitted to Nancy O’Hanlon, Assistant to the Director, by August 14, 2009. Send as an email attachment to ohanlon.1@osu.edu (preferred) or mail a print copy to 305G Thompson Library.

The Libraries are very fortunate to have a wonderful, dedicated, and talented staff. You are strongly encouraged to participate in the nomination process which will highlight the tremendous efforts of our staff. If you have questions about the nomination or selection process, please talk with any member of the Libraries Staff Advisory Council or your supervisor. If you prefer a hard copy of the nomination form, please contact Beth Mastin at 292-6151 or mastin.16@osu.edu

Executive Committee update from August 10 meeting: Topics discussed included:

- Status report on Aug. 22 gala
- Meeting with Director of Columbus Metropolitan Library and update on collaborations
- Assessment Committee plan for fall project
- Accessibility support in Thompson Library
- News from OhioLINK CIRM meeting
- Cartoon Library & Museum progress
- Promotional materials for other units in Thompson
- Revision to Thompson room rental policy (see web site)
- Personnel issues

TO: Libraries' Faculty and Staff
FROM: Raimund Goerler, Interim Director of Libraries
SUBJECT: University Libraries Criteria and Process for Salary Increases



General Criteria

The Libraries annual salary increases follow the University guidelines that require that increases must be based on performance, market, and/or equity considerations. Salary increases are primarily established by performance. Faculty and staff who are determined to need an increase based on internal equity are evaluated and given equity increases, as appropriate, throughout the year. Market may be considered for specific positions which are difficult to recruit or retain. The Libraries may use bonuses as a means to reward individuals. All faculty and staff are to receive a performance evaluation at least annually. The distribution of ratings is library-wide, not broken down by division or department. Only 10% of faculty and 10% of staff, library-wide, should receive the highest "outstanding" rating.

Process for Faculty Salary Increases

Faculty are evaluated on three areas of performance: librarianship, service, and research and publication. The evaluation process begins with each faculty member's requirement to complete the Faculty Annual Report (FAR) and submit copies to the immediate supervisor and the Procedures Oversight Designee (POD). The due date for untenured faculty is February 1, and for tenured faculty March 1. Faculty who fail to submit a FAR will not be eligible for a salary increase.

The supervisor prepares a draft evaluation letter for each faculty member and forwards the letter(s) to the appropriate Assistant Director for discussion and approval.

The supervisor meets with the faculty member and discusses the draft evaluation.

Substantive changes proposed by the faculty member are discussed with the AD, and a final letter of evaluation prepared. The final evaluation letter is sent to the faculty member, with copies to Human Resources and the appropriate Assistant Director. Supervisors must supply a written evaluation to the faculty member supervised and to the Assistant Director in a timely manner. (Note: If a FAR has been submitted and an evaluation has not been prepared by the immediate supervisor, the appropriate administrative office will prepare an evaluation based on information in the FAR for use in determining a salary increase).

Faculty performance, as documented in the FAR and supervisory evaluation, is a key part of the salary decision process. The Libraries' Executive Committee determines the distribution of salary increases to faculty based on the accomplishments documented in these reports and their relative strengths and weaknesses compared to all Libraries' faculty. Faculty with no evidence of an active research/publication agenda cannot receive the highest rating, no matter how exemplary their performance is in other areas.

Faculty who are promoted in academic rank receive a set percentage increase that is centrally funded. Faculty who are promoted also receive an additional percentage salary increase from the Libraries at the highest percentage rate.

The requirement for Faculty to pursue research and publication is taken very seriously. Unassigned Professional Time (UPT) is granted in order to provide support for this and other tenure-track requirements, and the inability or unwillingness to take UPT does not reduce or obviate the need to meet the requirement. On the other hand, if UPT is taken and the record of research/publication and/or service is not consistent with the amount of time taken, this fact should be reflected in the annual review and consequently may negatively impact the faculty member's salary.

All faculty receive written notification of the salary increase from the Director of Libraries. Faculty who were not eligible for a salary increase receive written notification with supporting rationale.

Process for Staff Salary Increases

Library Administrative and Professional (A&P) and Civil Service staff are evaluated on their job performance in areas of: quality service, dependability/accountability/ownership, cooperation/interpersonal skills, communication, analysis/problem solving/decision making, learning and development, job knowledge, (additionally for those who supervisor, performance management and leadership). The evaluation process begins when each staff member is required to complete a self evaluation and submit a copy to the immediate supervisor

The supervisor prepares a draft performance review for each staff member and forwards the review to the appropriate Assistant Director for discussion and approval.

The supervisor prepares a final performance review for discussion with the staff member, with a copy to Libraries' Human Resources. Supervisors must supply a written performance review to the staff member and the Assistant Director in a timely manner. *(Note: If a self review has been submitted and a review has not been prepared by the immediate supervisor, the appropriate administrative office will prepare a performance review based on information in the self review for use in determining a salary increase.)*

Staff job performance, as documented in the performance review, is a key part of the salary decision process. The Libraries' Executive Committee determines the distribution of salary increases to staff based on the accomplishments documented and their relative strengths and weaknesses compared to all Libraries' staff.

All staff receive written notification of the salary increase from the Director of Libraries. Staff who were not eligible for a salary increase receive written notification with supporting rationale.

August CMS Training Cancelled: Due to a lack of registrations, the remaining August CMS Training sessions are cancelled. A schedule of training sessions for September and October will be provided shortly. Please contact [Beth Black](#) or [Russell Schelby](#) if you have any questions.

Is there a place to get Office 2007 help? OIT Short Course and Microsoft online help is a good place to start. You can find this information at this link on the Training Advisory Council site at http://library.osu.edu/sites/staff/training/office_2007.php OIT provides for call-in and email help via the 8HELP site. More information is available at <http://8help.osu.edu/>

Program Coordinator Henry Griffy is the in-house expert and can be reached at griffy.2@osu.edu or 247-4663

University News



Distinguished Scholar Award nominations sought: The Office of Research requests nominations for the 2010 University Distinguished Scholar Award. Each year, through the DSA program, the university recognizes and honors six faculty members who demonstrate scholarly activity, research or creative works that represent exceptional achievements in their field. Award recipients receive a \$20,000 research grant and a \$3,000 honorarium to pursue their scholarly activity. The deadline for receipt of materials is 5 p.m. Monday (10/19). Contact: <mailto:allen.758@osu.edu> or 7-4764. Read more: <http://research.osu.edu/programs/dsa.cfm>

People



This letter was recently received by **Kathy DeGray**:

I recently receive a letter from one of our Spring 2009 cum laude graduates. He wrote to thank the university for the opportunities he received here at Ohio State, following many years of personal and academic challenges along the way. He specifically singled out the assistance he received from the entire staff at the Science and Engineering library. I wanted to let you know about this letter and ask you to communicate my thanks to your staff for the impact they had on this student's undergraduate career.

The work you do is critically important to our students' success. Please know that your efforts are appreciated by all of us.

Joan R. Leitzel, Biological Science/Math and Physical Science

Eboni Francis announced has announced her resignation, effective August 12. From Eboni: *Thank you so much for your kind words and good wishes as I prepare to leave Ohio State. I'm sure word has gotten around over the library grapevine over the past few days! I'm going to Oberlin College, my alma mater, where I will be a Reference and Instruction Librarian. I'm planning to make the move in just less than a week from today and boy is there ever a lot to do in the meantime!*

I've really appreciated working with everyone in the short time I've been here -- just over 4 years! -- and take many good memories and firm friendships with me as I leave. Once a Buckeye, always a Buckeye, right? I do hope that our paths might cross again, either professionally or personally, and again, thanks to everyone for your good wishes.

John M. Bennett, Avant Writing Collection/Rare Books & MSS Library, has published a book of poetry in Spanish, *LA CUEVA PIRAMIDAL*, La Habana, Cuba: Archivo Virtual Desliz, 2009.

Personnel Report *Provided by the OSU Libraries Human Resources Department*

To comply with University procedures, employees applying for listed vacancies must complete a Promotion/Transfer Request (form 8931, Rev 9/97) during the week of the first listing of the vacancy in the University Personnel Posting (green sheet). To ensure awareness of all vacancies which have been posted, applicants should consult the weekly green sheet rather than relying on the listing in NewsNotes Online and are encouraged to attach a resume and/or other supporting documents to the form. Prospective faculty and staff applicants who are absent during the 5-day posting period and wish to apply should see Toni Morrison-Smith.

Library personnel can also review university employment opportunities at:

www.jobs.osu.edu



Journeys: Treasures of The Ohio State University Libraries Special Collections

August 22, 2009 – January 3, 2010

A special exhibition, *Journeys: Treasures of The Ohio State University Libraries Special Collections*, will be on display to help celebrate the reopening of the newly-renovated Thompson Memorial Library. The exhibition is a collaboration between all ten of the special collections at Ohio State. It will be free and open to the public. More than 100 of the Libraries' most interesting, rare and unique treasures will be on display, from letters to first editions of literature; set designs to scrapbooks; wedding clothes to works of art.

The objects selected for this exhibition symbolize journeys of every category and character: physical journeys, transformative journeys, journeys of the spirit, and journeys of the imagination. A journey is not only the physical

movement of a person or object through time and space, but the metamorphosis that the person or object undergoes. Even an object's creation is a journey, a process of movement and transformation over the course of many, sometimes countless hours. The unique and rare artifacts in the show have traveled from near and far to their present home at Ohio State, where they are preserved and where they will continue their individual and collective interactions with students and scholars, with Ohio State and the world.

The Special Collections participating in the exhibition are:

- Byrd Polar Archival Program
- Cartoon Library and Museum
- Charvat Collection of American Fiction
- Hilandar Research Library of medieval Slavic Manuscripts
- Historic Costume & Textiles Collection
- Jerome Lawrence and Robert E. Lee Theatre Research Institute

- Medical Heritage Center (part of OSU's Prior Health Sciences Library)
- Ohio Congressional Archives (including the John Glenn Archives)
- University Archives
- Rare Books and Manuscripts Library

Thurber in the House

Through September 6

Thurber Center, 91 Jefferson Ave.

Thurber House is celebrating its 25th anniversary this year, making it an appropriate time to invite James Thurber back for a visit. The Rare Books and Manuscripts Library (RBMS) at OSU has done exactly that.

“Thurber in the House,” an exhibit of his cartooning art, focuses on some of Thurber’s favorite subjects: men, women, sex and dogs. The RBMS collection, 29 archival quality facsimiles, will run through September 6, at the Thurber Center, 91 Jefferson Ave., next door to Thurber House, and will be free and open daily, 1 – 4 p.m.

“We’re proud to be a contributor to the anniversary celebration,” said Geoffrey Smith, Ph.D, Professor and Head, RBMS. “Our partnership with Thurber House has become a tradition of

frequent collaborations during this past quarter century. With the Thurber Humor Prize and its concomitant programs of visiting authors, literary picnics, children’s writing workshops and more, Thurber House accentuates the Thurber legacy and keeps his memory alive.”

As described by Smith, RBMS is the historical repository for the scholarly study of Thurber, Columbus’ and Ohio State’s greatest literary product. In addition to multiple printings and editions of virtually every Thurber publication, the library also administers a Thurber literary archive of more than 20,000 manuscript and typescript leaves, nearly 500 original drawings, photographs, scrapbooks, sound recordings and assorted Thurberiana.

“Geoff and the Rare Books and Manuscripts Library are the keepers of the ‘Thurber flame,’” said Thurber House Executive Director Susanne Jaffe. Visitors are asked to stop by the house first and a staff member or volunteer will take them to see the collection. For more information, visit thurberhouse.org or call 614-464-1032.