June 6, 2008  Welcome to InfoShock News Express! InfoShock News Express is a weekly news bulletin of activities happening in the University Libraries brought to you by the members of the Libraries Operations Council.

And now for the announcements—

**OPAC Changes Implemented**

As reported earlier in the April 18th *InfoShock News Express*, several changes have been planned for the OPAC over the summer. Today some of those changes were implemented. The label for “Guided Search” has been changed to “Advanced Search” to more closely match terminology used on many of our databases. The electronic resources link field has been moved from the bottom of the record display to the top right under the title field. This change was made to make it easier for library clients to find links to full text content. Over the next few days, Gemma plans to add the Syndetics book cover service to the OPAC’s records. The logic behind the keyword relevance search also has been changed from the FT logic to GKey logic. This new logic is designed to produce more precise results and less clutter. Gemma Blackburn has developed a tool to allow folks to compare the two logics. The tool can be found at: http://libmedia.wichita.edu/opactest/index.html.

Over the summer the OPAC Evaluation Team will be experimenting with the field weightings to fine-tune this new logic. Watch your email for an announcement about open meetings to discuss the field weighting options. Thanks go out to the members of the OPAC Team (Gemma Blackburn, Willie Baer, Amy Williams, Sai Deng, and consultants Nancy Deyoe and Nan Myers) for their work in evaluating our current OPAC and their efforts to improve its ease of use.

**Carpet Project: Update**

Great progress has been made on the carpet project. The Carpet Guys expect to be completed by Tuesday. Areas that need to be completed include five ranges in government documents; the Systems supply room, and the RSG workroom. There will be a walk-through on either Monday or Tuesday to inspect the project, so please let me know if you see anything related to the carpet project that needs to be fixed or completed. A big thank you goes out to members of Access Services and Systems who have worked with both the Physical Plant and the Carpet Guys to coordinate the details of the project. Thanks also go out to the members of the Research Services Group who worked to clear out work areas that were being re-carpeted.

**Chair Voting Results**

The votes are in and chairs #1 and #2 are the winners. Both chair types will be ordered with casters and arms. These chairs along with tables on casters will be used to refurbish the lower level to better accommodate our number of public programs.

**Shifting Project Update**

The shifts on the second and third floors have made great progress. On the second floor, the shift is up into the to the PS 3500’s. On the third floor, the new combined folio area is complete through the early Q’s. Space is being prepared for the folios that were previously in the lower
level. Please continue to direct questions about folios QD-Z to Circulation staff. Shifting also is taking place on the third floor to provide additional space for the L’s.

Reminder: Upcoming Mini-Workshops
The next mini-workshop to update technology skills is Google Analytics scheduled for Tuesday June 17, 3-4pm, Room 217. Learn how Google Analytics can keep track of the traffic on your web site; including counting the number of visitors to your site, tracking where those visitors come from, seeing how people are navigating through your site and how long they spend there, and many more options. Also use Analytics to prepare professional looking, customizable reports of your data. Please notify Gemma Blackburn if you plan to attend either one of these workshops.

June 20, 2008 Welcome to InfoShock News Express! InfoShock News Express is a weekly news bulletin of activities happening in the University Libraries brought to you by the members of the Libraries Operations Council. And now for the announcements—

Book Cover Images Added to the OPAC
If you haven’t used the online catalog recently, you are in for a nice treat. Gemma Blackburn has finished adding Syndetic Solutions book cover image service to the OPAC. This service contains over 3.5 million full-color cover images for books, videos, DVDs and CDs with over 10,000 new covers added weekly. Adding book covers was one of the suggestions put forth by the OPAC Evaluation Team. The covers will appear in the index screens and on the bibliographic display record. Check out your favorite book and see if a cover is there.

Second Floor Shift Completed
The shift of second floor materials has been completed. John Stewart and his students are busy removing shelving to make room for the new study area. Some of the shelving has been relocated to Special Collections to increase the holding capacity of their processing area. Shifting in the southeast corner of the third floor continues. Currently the shift is focused in the JX1000’s.

Shelf-Reading Project Underway
John Stewart reports that the summer shelf-reading project is well underway with the basement just completed. The reading project will now focus on the north side of the second floor. Please contact John Stewart or Jane Hodge if you find a shelving area that is badly out-of-order.

Painting Projects over the Summer
The painting project in the compact shelving area is underway. This project involves painting the plywood flooring that was installed to work with the compact shelving rails. The painter will be using “wet paint” signs in the areas just painted. Right now he is working on the east side. The paint generally dries in an
hour, but if you are uncertain, lightly test it with your finger. During the summer, other painting will take place in the group study rooms and Room 217. Hopefully, all of the painting will be completed by the fall semester.

New Product for Sale
Joan Hodge reports that Circulation is now selling ear buds for $2.00. They are pretty basic, but the sound is not bad. These buds will be available for community users and for WSU students who would prefer not to use the circulated headphones.

June 30, 2008, Welcome to InfoShock News Express. InfoShock News Express is a weekly news bulletin of activities happening in the University Libraries brought to you by the members of the Libraries Operations Council. And now for the announcements—

No Cooling in Parts of Ablah Library
Josh from Heating and Air reported today that a hot water coil in Air Handler #3 needs to be replaced. Work on the job is beginning today and is expected to take a week and a half (at the most.) The affected areas in the building will be the northeast corners of the first, second, and third floors. This will include Technical Services, the server room, and parts of the current periodicals area. Physical Plant will lend us box fans to help move the air around during this project. Tram is coordinating the box fan requests with the affected units.

Telephone Installation to Begin
While Technical Services may be a little warm, it is the first unit scheduled to receive the new phones. John Rankin indicated on Friday that Telecommunications is scheduled to begin installing the new phones sometime this week. They will begin in Technical Services and work their way around the building. John also indicated that the campus is switching to a new voice mail system; so you may need to work with the installer on some of the new phone’s features. I have requested that manuals be provided along with the installation. More information will be sent out on the new phones as it becomes available.

New Display on the University Press of Kansas
Check out the new display in the first floor display case. The display title is: The University Press of Kansas: Not Just Books about Kansas. Connie Basquez has gathered a number of publications produced by this press including Benjamin Franklin: Unmasked, Kansas Wildlife, Sea Dragons, and Lincoln & Davis: Imagining America, 1809-1865. The list of display titles will be available shortly at: http://library.wichita.edu/circulation/exhibit.htm

Next Mini-Workshop
Gemma Blackburn reports that her next mini-workshop entitled “Mini-Workshop: Well Formed HTML” will be on Monday, July 14, from 3:00-4:30 PM in Room 217. Learn the right way to build a webpage using tidy HTML, correct document type definitions, the most current web standards, and more in this hands-on workshop. Attendees are asked to RSVP to Gemma by July 10.
Independence Day Holiday This Friday
The Library will be closed this Friday in celebration of Independence Day. Normal hours will resume on Saturday.

- Friday, July 4 INDEPENDENCE DAY CLOSED
- Saturday, July 5 10AM – 5:00PM
- Sunday, July 6 1:00 PM – 6:00 PM

Holiday Shutdown Accumulation May Begin
Classified staff members may begin accumulating holiday shutdown comp time with the pay period beginning June 15. Information about the holiday shutdown period is available on the Human Resources website at: [http://webs.wichita.edu/?u=humanresources&p=/CurrentEmployees/University_Holidays/close\ndown/](http://webs.wichita.edu/?u=humanresources&p=/CurrentEmployees/University_Holidays/close\ndown/)

For your convenience the University Libraries guidelines concerning holiday shutdown are repeated below.

GUIDELINES FOR EARNING HOLIDAY CLOSEDOWN COMP TIME
1. The library will not pay for overtime without special prior approval; only enough time to cover closedown hours may be accumulated.
2. Working on legal holidays (e.g. Veteran’s Day) and/or use of some vacation time is encouraged.
3. A written proposed plan must be presented by each employee to her/his supervisor.
4. **Approval from a supervisor must be obtained prior to working any overtime.**
5. **Work must be assigned and/or approved by supervisors.**
6. A faculty member or supervisor must be present during overtime work.
7. Each person must take a minimum of 30 minutes for lunch.
8. Break time cannot be used for comp time.
9. No time-and-a-half begins to accumulate until an employee has been at work for 40 hours in any week.
10. In a week with an official holiday, you cannot accumulate any overtime unless you also work on the holiday; e.g., overtime may be earned by working on the Friday after Thanksgiving because it is an official holiday. However, you may not earn overtime on Monday-Wednesday of that week unless you would also work on Thanksgiving Day and on the Friday after Thanksgiving. For the Veteran’s Day holiday, you may not earn overtime during that week unless you work on Veteran’s Day.
11. Overtime may not be claimed for work done at home.
12. Additional time worked must be done in 30-minute or greater intervals.