

## GELMAN NEWS

### New Self-Check Machine Installed

by **Gale Etschmaier**  
*Administration*

The new self-check machine on the fourth floor was installed this morning! This new self-check circulation station is located in the lobby area of the fourth floor and will enable students to check out books after the Circulation Department is closed. Installation of this additional self-check point is a direct result of student suggestions.

The self-check machine will be unavailable between 4:30 a.m. and 6:30 a.m. as a result of nightly loss of connectivity with WRLC when the system is rebooted. Building Operations staff will re-start the self-check station when they arrive at 6:30 a.m.

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### Direct Deposit of Employee Reimbursements

by **Crystal Belk**  
*Business Office*

Attached as **Attachment A**. Information about reimbursement for travel and other expenses. Starting August 15, 2001, travel and expense reimbursements will be made via direct deposit to the employee's account.

### Printing and Graphics Request

by **Emma Mosby**  
*Administration*

This is just a reminder that any and all requests for printing and graphics must follow the procedures below:

- 1) Teena Bedola is the coordinator in the Library for all printing and graphics projects. **(If she is not available, see me)**
- 2) What this means is that you coordinate the project with her. If you have determined what you want done, i.e., a flyer made, brochures made, invitations, a special kind of paper, etc., she will fill out the printing and graphics request form, get it signed and take it to printing and graphics for you.

I want her to be the contact person listed on the request, because once they have completed the

project, they will send the final bill to her and then she will, in turn, give it to the business office.

So, if you want to work directly with staff at printing and graphics, that's no problem, after all, you know exactly what you want, but the paperwork has to be coordinated by Teena. In the section for special instructions on the form, your name can be listed as the person to call for instructions, etc.

For those of you who have been working with printing and graphics this year, please look around your offices to see if you have any yellow printing and graphics request forms. If you do, please return them to Teena as soon as possible, the business office needs them.

If you have any questions, please let me know. The bottom line is that you coordinate all requests with Teena. Thanks for your cooperation.

## **New Rush Reserve Library Book Order Form**

by **Juanita Lyle**  
*Circulation*

For many years, Regina Watson and I have talked about utilizing technology to make our lives easier and to centralize reserve orders in one place. I am happy to announce that on the Gelman Library web page, there is now a Rush Reserve Library Book Order Form. This form is to be used by all staff that order reserve books for faculty, and can also be used by faculty who want to order new reserve books for their reserve collection. I would like to thank Regina for her input and collaboration with me to get this process centralized. I thank Melody Fuksman for her collaboration in making the process a viable one for both of us. I thank Delia Rafuson, Ernest Valmonte and Steve Watson for their department feedback. I also would like to thank Marty Courtois for his time and assistance in making the process become a reality. As always, I thank Barbra for her ongoing support to help our

department find ways to improve our vital services. We will not have to give Regina pieces of paper anymore; we now have a form online and a centralized tracking system.

## **Inventory Project Begins**

by **Jean Pec & Mary Faith Pankin**  
*Collections Management Services*

On June 4, 2001, The Gelman Library started an approximately two-year stacks inventory project. We have hired Copy Cataloger Wenchao Jia and Scanner Stephanie Wingate to work on the project, under the supervision of Collection Management Services Head Jean Pec and Cataloger Mary Faith Pankin. At the end of the project, Library users will see a more accurate ALADIN, which will better reflect the collection as it now exists.

Goals of the project are:

- To find books that are not on the shelf or in the correct location
- To determine what books are really lost and remove them from ALADIN
- To determine missing records for books that are in the stacks and add them to ALADIN
- To discover errors such as incorrect call number labels and correct them
- To discover missing or incorrect holdings for multi-volume titles and add or correct them
- To discover incorrect locations in ALADIN (such as a book in the stacks with a record showing it in Reference) and correct them

## Method of Work:

During most days you may see Stephanie, Wenchao, Mary Faith, and Jean working in the Stacks. However, we expect that our work will not impact Stacks access. Every day, Stephanie will use a scanning device to read the bar code on each book. At some time during the day we will load these bar codes into a computer and obtain a report from the Washington Research Library Consortium web site. The two-part report will tell us what titles should have been on the shelf and were not, and what titles were on the shelf but were not expected to be there, or not at that location. Taking the report, Wenchao will retrieve the unexpected titles from the Stacks and will resolve the problem, whether it be a wrong call number, misshelving, volume not linked by bar code, etc. Stephanie will search for missing books several times over a period of weeks. We expect that she will eventually find many of these.

We are not scanning the stacks in A-Z order. Instead, we asked our Collection Development librarians to rank stacks areas (by letters of the Library of Congress classification) to receive our first efforts. Some of the first areas will be: JZ, LB, PR, PS, PG, and TK. We will then continue with the other suggested letters until we have finished all the areas in the stacks. We will not at this time inventory the Northern Virginia Campus, Mount Vernon College, the Washington Research Library Consortium Center, or areas such as the I. Edward Kiev Reading Room, Special Collections, or the Slavic, East European, and Asian Reading Room.

## **GELMAN HUMAN RESOURCES UPDATE**

### **Vacancy Listing**

Please see **Attachment B** for Gelman's Vacancy Listings.

## **Network Support Specialist**

by **Michael Knapp**  
*IT Services*

It is with great pleasure that I announce the hiring of Lee Jacobs as IT's new Network Support Specialist. Lee will be starting in this position on Monday, July 23<sup>rd</sup>. Please join me in congratulating Lee in acquiring this position.

Libraries are the shrines where all the relics of the ancient saints, full of true virtue, and that without delusion or imposture, are preserved and reposed.

Francis Bacon (1561-1626)



### **CALENDAR OF EVENTS**

#### **Gelman Library System Staff Retreat**

**8/17/01** Friday, Noon – 5:00 p.m.  
Fort Hunt Park – Alexandria, VA

## THIS WEEK IN LITERARY HISTORY

July 15, 1824	<b>Lord Byron's</b> body is laid to rest near the coffin of Lady Byron.
July 15, 1904	Author of <i>Three Sister's</i> and <i>The Cherry Orchard</i> , <b>Anton Chekhov</b> , dies.
July 16, 1995	British poet and one of the premier literary names of the 20 <sup>th</sup> century, <b>Stephen Spender</b> , dies.
July 17, 1920	On this day, <b>Sinclair Lewis</b> finished his novel <i>Main Street</i> .
July 18, 1925	<i>Mein Kampf</i> , Hitler's book that was virtually required reading, is published.
July 19, 1776	A soldier in Napoleon's army finds the Rosetta Stone, a tablet with hieroglyphic translations, into Greek.
July 19, 1990	The Richard Nixon Presidential Library opens in Yorba Linda, California.
July 20, 1924	Author of <i>Little Big Man</i> , <b>Thomas Berger</b> , is born.
July 20, 1899	<b>Ernest Hemingway</b> is born in Oak Park, IL.
July 20, 1855	<b>Ralph Waldo Emerson</b> writes <b>Walt Whitman</b> to congratulate him on the beginning of his poetic career.
July 20, 1959	A U.S. District Court judge rules that <b>D.H. Lawrence's</b> book, <i>Lady Chatterley's Lover</i> , is not a dirty book.

### RENAISSANCE TIMES

*Renaissance Times (RT)* is the official bi-weekly newsletter of the Melvin Gelman Library at The George Washington University. *RT* is proofread by **Lana Muck** and **Valerie Emerson**. *RT* is published every other Tuesday by **Teena Bedola** in conjunction with Photocopy Services. Submissions, comments, and questions should be directed to:

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## ATTACHMENT A



TO: All Employees

FROM: Don Boselovic  
Associate Vice President for Finance

Subject: Direct Deposit of Employee Reimbursements

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We are pleased to announce that effective August 15, reimbursement for travel and other expenses incurred in the course of conducting University business will be made via direct deposit to employees' bank accounts. Travel advances will also be paid via direct deposit. Direct deposit is more convenient than receiving a check for most employees. By transferring funds directly to the employee's bank account, direct deposit will eliminate the time it takes for employees to receive payment through the mail or at a pick-up location. Direct deposit is also a more efficient way of making payment. Resources currently devoted to producing and mailing checks can be redirected to other tasks. More specific details regarding how direct deposit will work follows:

### **Who will receive payment via direct deposit?**

In order to receive employee reimbursements via direct deposit, an employee must have elected the direct deposit option for receiving all or a portion of their payroll check. Direct deposit of employee reimbursements will be mandatory for these employees. They will not have the option of receiving payment via check.

The direct deposit method for employee reimbursements will not be available to employees who have not elected the direct deposit option for their payroll check. These employees will continue to receive checks for reimbursements.

If I've designated multiple bank accounts for payroll direct deposit, which account will receive my reimbursements?

Although the vast majority of employees of the University have chosen a single account for direct deposit, there are a number of people who have their paycheck split across two accounts. For these employees who have split their check across a checking and a savings account, reimbursements will be deposited into the checking account. For those who have split their check across two checking or two savings accounts, the direct deposit will be directed to the account that receives the 'remainder' of the funds of their payroll. So, if you have a \$1,000 paycheck, and have sent \$50 to your savings account, the 'remainder' of \$950 [\$1,000 total pay less the \$50 to checking] will go to the other account. It is this account into which direct deposit of employee reimbursements will be made. Payroll Services (973-1000) can answer questions regarding which account will be used for direct deposit of employee reimbursements.

### **How do I sign up for direct deposit for my paycheck?**

Employees may obtain direct deposit authorization forms from the Payroll Services office located at the Academic Center, Room 101. Completed forms should be sent to Payroll Services, 2100 M Street, NW, Suite 310 or returned to the payroll office at the Academic Center. More information on direct deposit is available at <http://www.gwu.edu/~finhome/payroll/pay-1d00.htm>. You may also download the direct deposit authorization form at this site. If you have questions regarding the form, signing up for, or direct deposit, please contact Payroll Services at 973-1000.

### **How will employees be notified of payments made via direct deposit?**

At the time a reimbursement is processed, an e-mail will be sent to the employee notifying them of the date of the direct deposit and the amount of the reimbursement. The e-mail notification will only be sent to employees who have a University enterprise e-mail address. Employees who do not have a University enterprise e-mail address (e.g., bsmith@gwu.edu) will not receive notification that a reimbursement has been processed, although the funds will still be deposited in their accounts.

### **How can I establish a University enterprise e-mail address?**

To establish a University e-mail address, go to <http://helpdesk.gwu.edu/helpdesk/accounts>, choose the correct type of e-mail account as listed on the page, and follow the instructions regarding the form. Once completed, the form must be printed and signed by your supervisor and submitted to the address on the form. When requesting a University e-mail address, you may also request that mail

sent to that address be forwarded to another address of your choice. If you have questions, please contact the ISS Help-desk at 994-5530, Option 2.

(This message has been sent in accordance with George Washington University mass e-mail policy and procedure. This procedure is available online at <http://helpdesk.gwu.edu> for review. This message was requested by the Associate Vice President for Finance and was approved by the Chief Information Officer.)