



RENAISSANCE TIMES

THE OFFICIAL NEWSLETTER OF THE GELMAN LIBRARY SYSTEM AT THE GEORGE WASHINGTON UNIVERSITY

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GELMAN NEWS

Ethnic Newswatch and Lexis-Nexis News Staff Training

by **Cynthia Holt**
Reference

The Reference Professional Development Working Group is sponsoring a training session on the Ethnic Newswatch and Lexis-Nexis News databases Monday, February 11th at 3 p.m. The focus of this training session will be on finding full text news articles in Ethnic Newswatch and Lexis-Nexis. Ethnic NewsWatch was added to our collection over the summer and is a full-text general reference database of the newspapers, magazines and journals of the ethnic, minority and native press -- English and Spanish language. Lexis-Nexis is one of our heaviest used databases and a standard source for news. We will also touch on news sources available in Dow Jones.

Hopefully, this will be a hands-on session (if we can get the lab). The instructor will be Judy Solberg.

Please RSVP to Cynthia Holt at x4-1352 or via GroupWise, indicating your intent to attend to assure a spot as attendance is limited to 20 people. The room will be announced once we confirm the space.

New Staff in Acquisitions Department

by **Alan Lloyd**
Acquisitions

Nikita Narkhede is our new permanent/part-time Gifts Assistant/ Library Specialist I in the Acquisitions Department. Nikita previously worked at the Jacob Burns Law Library. Please welcome her aboard. Thank you!

GELMAN HUMAN RESOURCES UPDATE

Vacancy Listing

Please see **Attachment A** for the Gelman Library System's Vacancy Listing.

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HRAC UPDATE

HRAC Minutes

by **Marifran Bustion**
Acquisitions

The Human Resources Advisory Committee (HRAC) meets each month. The minutes of each meeting will be posted in *RT* following the next meeting, after HRAC approves them. After a time of not doing so, we are now posting these minutes, beginning with the December 2001 meeting. Minutes may also be found at K:/Groups/HRAC/Minutes. If you have questions regarding the minutes or HRAC, please send them through Groupwise to HRAC. The Bylaws will be posted in *RT* in February.

HRAC December 7, 2001 Minutes

Present: Andrea Stewart, Sandra Carpenter, Cynthia Holt, Nia Phillips-Boykins, Emma Mosby, Alicia Miller, Marifran Bustion, Barbra Tschida, Glenn Canner
Absent: Shafi Azimi, Crystal Belk

I. Approval of the Minutes of 26 October 2001

Minutes were not available yet, so not approved.

II. Update on New Employee Orientation Survey, part 2 (Cynthia Holt)

Return rate was just over 43% with 92 of 213 returned.

Discussion on whether to use InfoPoll included what are short- and long-term implications, labor costs, use of comparative data, internal software.

Action: Andrea will recommend to Admin to purchase a 30 day use at \$99 for the first survey and \$375 (a 50% discount) to enter data and

develop reports for the second survey. A review will be conducted of these for future recommendations.

III. Update on New Employee Orientation Task Force (Sandra)

First staff orientation scheduled for October, but cancelled since so few could attend; rescheduled for 11 December 2001. The Task Force requires 70% participation to hold scheduled sessions. Memos are sent to employees and supervisors.

Two task force members, Neg May and Teena Bedola, resigned and have been replaced with Corrie Bouma.

Discussion on whether the orientation should be mandatory; what to do with PPT staff and their schedules and for employees who have previous commitments before knowing about the orientation date. Options might be to attend parts of more than one session or to split the sessions into separately scheduled parts.

Action: Orientation sessions are mandatory.

IV. [V] Review and vote on edited By-Laws

Action: Marifran moved and Alicia seconded to approve the essence of the By-Laws.

Some editing will be completed for two amendments regarding how the HRM Team will choose the Chair and for allowing proxy votes. The By-Laws will be printed in *RT* with the approved minutes (in February) then published on GLEN.

V. [VI] New Business:

- i. Merit increases. Plans are underway to increase communication with letters, the Open Forum in December, and in *RT*, to all staff regarding merit

- increases: the process, the pool allocated from GW, how they're connected to performance appraisals.
- ii. GW HR Supervisor's Personnel Policies manual. Andrea will conduct a focus group at a SMG meeting to give feedback.
 - iii. GWHRs Advisory Group is discussing how to have consensus among GW departments for definition and use of the EOD.
 - iv. Next meeting is 4 January 2002.

HRAC December 7, 2001 Minutes
(submitted by **Glenn Miller**)

Present: Andrea Stewart, Sandra Carpenter, Alicia Miller, Barbra Tschida, Glenn Canner, Cynthia Holt, Marifran Bustion, Nia Phillips-Boykins, Emma Mosby
Absent: Crystal Belk, Shafi Azimi

1. Approval of the Minutes of Dec. 7, 2001

Minutes were discussed, edited, and approved. Marifran will send revised minutes plus cover letter to *RT*.

2. Update on New Employee Orientation Task Force/December orientation program and evaluations (Sandra)

An orientation session for recently-hired GLS employees took place in December 2001. There was a good turnout, and the attendees asked good questions. Many of the attendees' supervisors attended lunch. The presentation on security was moved to the morning due to timing. Especially well-received were the library tour and the presentation by LIT.

Discussion:

- Supervisors are encouraged to be more proactive in ensuring their department's employees participation.
- New employees should be introduced to all staff.
- Could elements of the orientation program (e.g., building tour, LIT presentation) be made available for current, long-term employees?

3. Addition to the By-Laws (Alicia)

An amendment regarding proxy votes for HRAC members was discussed, edited, and approved.

The process for selecting the HRAC chairperson will be discussed by the HRM team at their next meeting. After this is finalized, the By-Laws can be edited and sent to *RT*.

Regarding the continuation for another term of one of the HRAC members appointed in 2000: Glenn will stay on until 2003; Marifran and Barbra will end their terms in 2002.

4. InfoPoll (Alicia)

The Administration has approved the purchase of the InfoPoll survey software discussed at the Dec. HRAC meeting.

5. New Business

- i. "Manual of Personnel Policies for the Use of Supervisory Staff"

Discussion:

- Several questions were raised about definitions of terminology or missing items. Andrea will follow up on these.
- Andrea will send an electronic version of the table of contents to SMG members for their comments as well.

-In future print versions of the manual, rather than sending memos for each change, HR could supply whole new pages to replace the outdated ones, including the date of the revised information.

-In online version of the manual, new or changed items could be highlighted, and broadcast messages could be sent to staff when changes occur.

ii. Feedback on Merit Salary Review Program

Discussion:

-Andrea suggested gathering information from staff in small focus groups, and HRAC could serve as a test focus group. It was suggested that the purpose of the focus groups should be clarified and stated to the participants.

-There should also be a method for staff to give their feedback anonymously; perhaps index cards could be distributed and answers could be given in *RT* or an open forum.

-Andrea reviewed the changes in the percentages for this year's merit increases, and it was suggested that staff be told that the unused portion of the 4% pool was held in reserve for equity and market adjustments.

-Staff should be made more aware of the reviewer's role in the performance evaluation process.

CAMPUS NEWS

PC Training Schedule for February 2002

by **Alicia Miller**
Administration

Here is a list of the short courses and workshops offered by GW's ISS Department in January 2002,

including the ever popular *Computer Fundamentals*, *Windows File Management*, and *Using GWMail with Webmail*.

As usual, check with your supervisor or department head before enrolling.

To enroll in any of these courses or workshops, please send an e-mail message to:
teachme@gwu.edu

Please include your name, phone number, indicate if you are a staff, student or faculty member and what school you are part of (e.g., CSAS, SEAS, SBPM, etc.). You will receive an e-mail within two working days confirming your enrollment. If you do not receive a response, please follow up with us since every e-mail message will receive a response unless it is lost in transit.

Course descriptions and lab locations are available on the web site: www.gwu.edu/~teachme.

All courses are held in 2100 M Street, NW, Suite 203, Room 1.

Introduction to Netscape & WWW

Wednesday, 13-Feb

10:00 – 12:00

Warren

Introduction to Excel

Tuesday, 12-Feb

9:30 – 12:00

White

Introduction to Excel

Friday, 22-Feb

10:00 - 12:00

White

Excel: Functions & Formulas

Monday, 4-Feb

2:00 – 4:30

White

Excel: Functions & Formulas

Thursday, 28-Feb

9:30 – 12:00

Warren

Introduction to Word

Thursday, 7-Feb

9:30-12:00

White

Introduction to PowerPoint

Thursday, 14-Feb

10:00-12:00

White

Introduction to PowerPoint

Wednesday, 27-Feb

2:00 – 4:00

White

Drawing with PowerPoint

Friday, 8-Feb

9:30 – 12:30

Warren

Drawing with PowerPoint

Thursday, 28-Feb

2:00 – 5:00

White

Introduction to LISTSERV

Tuesday, 5-Feb

2:00 – 3:00

Edenbach

LISTSERV for List Owners

Tuesday, 12-Feb

2:00 – 4:00

Edenbach

Building Web Pages with HTML

Wednesday 6-Feb

2:00 – 4:30

Warren

Building Web Pages with HTML

Thursday, 21-Feb

2:00 – 4:30

White

Building Web Pages with Composer

Monday, 11-Feb

2:00 – 4:30

Warren

Building Web Pages with Composer

Tuesday, 26-Feb

9:30 – 12:00

Warren

VA CAMPUS NEWS

New Man on Virginia Campus

by Doug Carroll

VCL

I would like to introduce you to Brian Mathews, the newest Librarian at the Virginia Campus. He received his MLIS from the University of South Florida, Tampa, although he himself lived recently in Orlando. He worked at the University of Central Florida (at Orlando) for four years in both the circulation and the reference services departments.

His strengths are web editing and digital reference. He has already met with Judy Solberg and is sharing his experience and interests with her. At UCF, he was one of the two principal initiators selecting and implementing their chat reference service. His personal professional interests are in Distance Learning Services, Patent and Trademark Research and Government Documents.

His responsibilities at the Virginia Campus will be to liaison with the SEAS and EMIS programs along with many of the transportation and science related research programs. He has already presented a BI class to an engineering class and will do more as the new cohorts arrive in the

summer. He will also select materials for collection development. As Chair of the Search Committee, I would like to thank Jean Pec, Cynthia Holt, and Laura Khouvongsavanh for their dedicated service over the months.

CONFERENCES & WORKSHOPS

ALA Midwinter Conference Report

by **Teena Bedola**
Administration

Attached to this issue as **Attachment B** is Mary Faith Pankin's report on the ALA Midwinter conference she attended. This includes an OCLC presentation, the American Libraries Advisory Committee meeting, a presentation on the USA Patriot Act, Women Managers Discussion Group, the Women's Studies Section Discussion Group, and the Blackwell Award Committee, of which she is a member.

OTHER NEWS

ARL: Bimonthly Report

by **Teena Bedola**
Administration

"*ARL: A bimonthly report on Research Library Issues and Actions from ARL, CNI, and SPARC*" is available at the front desk of the Gelman Library's Administrative Services Unit (Room 201). Two issues are available at the moment, October 2001 ("Beyond Core Journals and Licenses: The Paths to Reform Scientific Publishing") and December 2001 ("Libraries Meet the World Wide Web: The Collaborative Digital Reference Service").

LITERARY HISTORY

Feb. 2, 1870	At 34, Mark Twain marries Olivia Langdon in Elmira, New York.
Feb. 2, 1970	Philosopher Bertrand Russell dies in Penryn deudraeth, Merioneth at the age of 97.
Feb. 4, 1805	The author of <i>The Tower of London</i> and <i>The Lancashire Witches</i> , William Harrison Ainsworth is born in Lancashire, England.
Feb. 5, 1881	At age 85, historian and essayist Thomas Carlyle dies in London, England.
Feb. 5, 1972	Editor of <i>The Dial</i> , Marian Moore dies in New York.
Feb. 6, 1864	Gay anarchist novelist John Henry Mackay is born.
Feb. 7, 1478	Chancellor of England and author of the satire <i>Utopia</i> , Sir Thomas Moore is born in Milk Street, Cheapside.
Feb. 7, 1764	Gothic Novelist Ann Radcliffe is born in London.
Feb. 7, 1812	Charles Dickens is born in Portsmouth.
Feb. 7, 1817	Frederick Douglass is born in Tuckahoe, Maryland.

Feb. 7, 1867	Author of <i>Little House</i> children's books, Laura Ingalls Wilder is born in Pepin, Wisconsin.
Feb. 7, 1997	Filipino Poet, critic, short story writer, painter and recognized for "outstanding work in American literature" Jose Garcia Villa dies.
Feb. 8, 1577	Essayist and philosopher Robert Burton is born in Lindley, Leicestershire.
Feb. 9, 1911	Readers of the <i>Morning Post</i> in England are regaled by an anonymous review of <i>The White Peacock</i> that wonders, "What is the sex of D. H. Lawrence ?"
Feb. 10, 1837	At the age of 37, Alexander Pushkin dies in Moscow of wounds sustained in a duel in defense of his wife's honor.
Feb. 10, 1992	Alex Haley , creator of <i>Roots</i> , dies in Seattle, Washington.
Feb. 11, 1951	Tom MacInnes , a Canadian poet, dies in Vancouver.
Feb. 11, 1986	Frank Herbert , author of <i>Dune</i> , dies in Madison, Wisconsin.
Feb. 12, 1809	Abraham Lincoln is born in a log cabin in the backwoods of Hardin (now Larue) County, Kentucky, on the same day that Charles Darwin is born in Shrewsbury, Shropshire.
Feb. 13, 1898	Upon his release from prison on homosexuality, Oscar Wilde publishes <i>The Ballad of Read Goal</i> , his cry of prison agony.

Feb. 13, 1974	Alexandr Solzhenitsyn is expelled from the Soviet Union.
Feb. 14, 1856	Author of the erotic memoir <i>My Life and Loves</i> , Frank Harris is born in County Galway.
Feb. 15, 1880	Joseph Hergesheimer , an American novelist, is born in Philadelphia, Pennsylvania.
Feb. 16, 1751	Thomas Gray anonymously publishes " <i>Elgy Written in a Country Churchyard.</i> "
Feb. 16, 1876	G. M. (George Macaulay) Trevelyan , best known for his <i>English Social History</i> and <i>History of England</i> , is born in Stratford-upon-Avon.
Feb. 16, 1931	Prolific Japanese poet and literary critic, Makoto Ooka is born in Mishima, Shizuoka.

Something to Talk About



Who invented the Computer?

English mathematician Charles Babbage (1792-1871) is recognized as the first to conceptualize the computer. He worked to develop a mechanical computing machine called the "analytical engine," which is considered the prototype of the digital computer.

While attending Cambridge University in 1812, Babbage conceived of the idea of a machine that could calculate data faster than humans could –

and without human error. These were the early years of the Industrial Revolution and the world Babbage lived in was growing increasingly complex. Human errors in mathematical tables posed serious problems for many burgeoning industries. It was after graduating from Cambridge that Babbage returned to the idea of a computational aide. He spent the rest of his life and much of his fortune trying to build such a machine, but he was not to finish. Nevertheless, the never-completed “analytical engine” (on which he began to work in 1834) was the forerunner to the modern digital computer. It used punch cards to store data, and was intended to print answers.

It was more than one hundred years later that the first fully automatic calculator was invented – development began in 1939 at Harvard University. Under the direction of mathematician Howard Aiken (1900-73), the first electronic digital computer, called Mark I, was invented in 1944. (The Mark II followed in 1947.) The first computer to handle both numeric and alphabetical data with equal facility was the UNIVAC (Universal Automatic Computer), developed between 1946 and 1951 at the University of Pennsylvania.

Taken from:
The Handy History Answer Book
 Edited by: Rebecca Nelson

“A library represents the mind of its collector, his fancies and foibles, his strength and weakness, his prejudices and preferences. Particularly is this the case if to the character of a collector he adds – or tries to add – the qualities of a student who wishes to know the books and the lives of the men who wrote them. The friendships of life, the phases of his growth, the vagaries of his mind, all are represented.”

Sir William Osler
 1919



SIMPLE TIPS

*How to thrive in The Gelman Library System
 (or any other organization)*

by **Jack Siggins**
University Librarian

“Spend two minutes figuring out how to communicate a decision for every ten minutes you spend deciding.”

RENAISSANCE TIMES

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