

## GELMAN NEWS

### Cabinet and Vacancy Savings Projects

by **Marty Courtois**

*Web Development Group/Collection*

**Gale Etschmaier**

*GLIS*

During its meetings in January and February, Cabinet decided funding priority for a number of special projects. The funding source for these projects is position vacancy savings, i.e., the money the library “saves” when a position is open.

Cabinet decisions were forwarded to the Administration group, which so far has approved funding for these projects:

- Eliminate the firm order and approval backlog (\$30,000)
- Set up an additional E-reserve scanning station (\$450)
- Upgrade/replace patron computers (\$1900)

Funding for these projects covers a variety of costs, primarily temporary staffing. All vacancy savings money must be spent by the end of the fiscal year. Other projects may be funded as additional vacancy savings are identified.



Over 25 different projects, ranging from cleaning up records in ALADIN to re-labeling Periodical’s shelves to processing gifts were submitted by group leaders. Cabinet identified several criteria, including patron impact and the value of the project if it were only partially completed, by which to evaluate projects. Projects were discussed in small groups, and then ranked using a matrix analysis that enabled us to measure the extent to which a project met a particular criterion.

Although not all projects will be able to be funded, Cabinet felt all proposed projects were important. Project owners were encouraged to work with their AUL’s to identify alternate funding sources or to pursue these projects in the next fiscal year if their projects are not funded this year.

### ANDREA’S SCHEDULE IN THE HUMAN RESOURCES OFFICE

Monday, April 03, 2000	9:00 a.m. – 10:00 a.m. 12:00 noon – 1:00 p.m.
Tuesday, April 04, 2000	No schedule
Wednesday, April 05, 2000	2:00 p.m. – 4:00 p.m.
Thursday, April 06, 2000	No schedule
Friday, April 07, 2000	No schedule

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## Project Alters Priorities, or CMS + 2

by **Jean Pec**  
*Collection Management*

Last month Cabinet went through the lengthy process of examining 25 projects submitted by group leaders and department heads. These projects ranged from a test of the collection inventory process to hiring staff to fix public computers to cleaning a collection of rare political cartoons. Gelman Administration quickly responded by approving the Cabinet's choices and by providing the necessary funds.

Collections Management Services has also responded quickly. One of the chosen projects involves temporarily expanding our staff to assist in the elimination of about half of the working backlog. While Facilities moved in furniture from Mt. Vernon, Tech Support staff swiftly configured and installed computers. On March 20 Anna Hayes began creating item records and physical processing, and Alan Mark joined us in doing copy cataloging. Both will be with us at least through May.

We have redirected our cataloging priorities toward the titles received on approval and/or firm orders. More often than not these recently published titles are the easiest and therefore, quickest titles to catalog. Usually CMS catalogs a mixture of gifts, approvals, and firms along with GW theses, government publications, and non-book formats. Of course, RUSH patron requests, Reference, SPEC, and SEEARR titles remain our top priority.

Along with clearing off some of the shelving in 210 to make room for next year's acquisitions, there is a public service benefit as well. Our project will also eliminate many of those "In process" messages that appear on the upper portions of ALADIN keyword search response lists. If you check out the New Books Shelves located in Reference, to the right of Inter-Library Borrowing, you'll be able to see the progress of CMS + 2.

## Special Collections visits WRLC

by **Bernadette A. Boucher**  
*Special Collections*

On Thursday, March 23rd, G. David Anderson, Bernadette A. Boucher, Cypriana Bullock and La Nina Clayton were given a tour of WRLC's facilities in Upper Marlboro, Maryland. Bruce Hulse, Director of Library Services at WRLC, talked to us about the history and development of WRLC, showed us the "command center" where ALADIN and our databases "live," explained how transferred materials are processed by WRLC staff, and showed us the stacks where transferred books, serials and manuscripts collections are kept.

WRLC, unlike other consortiums, is not funded by a regional or state government. It is a corporation funded by membership fees, and rental of its extra space (Georgetown being a large renter). The George Washington University stores the most materials at WRLC, which is now about 50% full. Each year, about 3% of the materials stored at WRLC are requested by researchers, and Bruce Hulse feels that this is an appropriate retrieval rate.

The shelving space is "high density." Materials are shelved in numbered, acid-free, cardboard trays according to size, and the shelving varies in height to accommodate a number of tray sizes. Besides the storage of infrequently used materials, WRLC also focuses on acquiring bibliographic databases for members of the consortium. This tour was really a treat. We gained a sense of how far computer technology has come when we saw the three Sun servers where ALADIN "lives"--- in the middle of a large, empty room that was once filled with mainframes. We also saw the dizzying 30-foot-high stacks where materials are stored, and the "cherry-picker" type truck that boosts WRLC staff to the top of the shelves. Special Collections is especially excited about the ability of WRLC to accommodate us on-site when we process our larger manuscripts collections. WRLC also has the space for a preservation lab. Many thanks to Bruce Hulse and the WRLC staff for an informative tour!

## Who Will Control Scholarly Communication in the 21<sup>st</sup> Century? Threats and Opportunities for the Academy

by **Erica Aungst**  
*Administration*

On Thursday, March 30, 2000 from 1:00 p.m. - 3:00 p.m., The Gelman Library presented a symposium as part of the President's Millennium Seminar Series. The Symposium, held in the Dorothy Betts Marvin Center Theatre, was recorded in order to publish a GW Millennium Symposium Guide this fall. Please refer to **Attachment A** for the Symposium program. Watch the *Renaissance Times* for future publication of Symposium content.

Each speaker received a Millennium Medal, which was specially commissioned by President Trachtenberg for this Millennium Series. The medal was unveiled at a Lisner Auditorium convocation earlier this year. Scott Stebelman received a special medal presentation as principal symposium content coordinator and soon-to-be-retired "Gelmanite."

The Gelman Symposium Committee: Jack Siggins, David Nutty, Caroline Long, Andrea Stewart, Scott Stebelman and Erica Aungst, would like to thank all Gelman staff for their flexibility and cooperation in making the symposium a success. Special thanks to Liz Harter, Mary Faith Pankin, Blaine D' Amico, Jennifer Wilhelmini, Aaron Gholson and the Administrative Services Unit team for their special assistance.

## HUMAN RESOURCES

### Human Resources Advisory Committee Update

by **Barbra Tschida**  
*Circulation*

The Human Resources Management Team (HRM) has already made significant progress in streamlining HR procedures. On March 14, 2000 the team accomplished yet another goal, by holding the first Human Resource Advisory Committee (HRAC) meeting.

The Human Resource Advisory Committee members are: Marifran Bustion (Acquisitions), Glenn Canner (ILL/ILB), Alicia Miller (Management Information Systems), and Barbra Tschida (Circulation). Once a month, the Advisory Committee Members will meet with the Human Resource Management Team to discuss a variety of HR related issues.

At the meeting on March 14, 2000 we agreed on the following purpose:

The Human Resources Advisory Committee (HRAC) will advise the Gelman Library System Human Resource Management Team on issues involving compensation, employee relations, performance management, training, policy and procedural changes and implementation. The committee may also advise the Team on other operational matters. The committee does not make policy decisions.

We also set ground rules to guide our conversations. First and most important, is our commitment to confidentiality. The committee will only discuss general concepts of the issues listed above, we will not talk about individual circumstances. Specific issues will continue to be discussed privately with the supervisor and/or the appropriate HRM member.

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Although we talked about topics for future HRAC meetings, it is important for us to hear from others at Gelman. You are always welcome to bring your ideas to members of HRM/HRAC. But, we also discussed the need to establish methods to gather feedback from Gelman Employees who may wish to do so anonymously. In the next week or so, you will notice a feedback box outside of Nia's office on the second floor. If you have a question or concern about HR related issues please drop it into the box so we can include it in the topics we cover. Alicia is looking into the possibility of an electronic bulletin board with an option to submit things anonymously.

The next HRAC meeting is scheduled for April 18, 2000. We will continue to provide you with updates on Human Resources Activities.

### VACANCY LISTING

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

## THIS WEEK IN LITERARY HISTORY

<b>April 2, 1805</b>	<b>Hans Christian Andersen</b> born in Odense, Denmark
<b>April 2, 1840</b>	<b>Emile Zola</b> born in Paris
<b>April 3, 1920</b>	<b>F. Scott Fitzgerald and Zelda Sayre</b> are married in New York City
<b>April 4, 1914</b>	<b>Marguerite Duras</b> born in Indochina
<b>April 5, 1837</b>	<b>Algernon Charles Swinburne</b> born in London
<b>April 7, 1770</b>	<b>William Wordsworth</b> born in Cockermouth, Cumberland
<b>April 8, 1341</b>	<b>Petrarch</b> crowned Poet Laureate on the steps of the Roman Capitol



## Workstation Tip of the Week

April 04, 2000

by **Alicia Miller**

*Management Information Systems*

This week's question: ***One section of my Word text is "faded" when printed. Can you identify what's wrong? Thanks.***

I examined the Word document you attached to your email message and it appears that the faded section of text you mentioned was typed in Courier font while the rest of the text was in Times Roman. It was also formatted in a different font color, a very dark shade of gray.

To correct the font type problem, click on any other area of text in your document and look at the name of the font displayed in the font dialog box on your toolbar. Then block the text appearing in the Courier font, click on the drop-down menu, and select the font in which the rest of the text is formatted.

To change the font color, block the faded text and right-click on it. Then select Font/Font color and select the darkest shade of black that appears on the palette. Click on OK.

Note that you can select all text in your Word document at once by clicking on Edit/Select All from the menu bar. By doing this, you can right-click and select as many options as you wish.



**BOOK QUOTE**

*“A book is a version of the world. If you do not like it, ignore it; or offer your own version in return.”*

**-- Salman Rushdie --**  
*Imaginary Homelands*  
 (1992)



**ADVICE FROM EINSTEIN**

*“It is enough for me to contemplate the mystery of conscious life, perpetuating itself through all eternity; to reflect upon the marvelous structure of the Universe; and to try humbly to comprehend even an infinitesimal part of the intelligence manifested in nature.”*

**GELMAN CALENDAR OF EVENTS**

<b>EVENT</b>	<b>EVENT</b>
<b>Exhibit</b> <i>Africana Women at the Dawn of the New Millennium</i>	<b>Faculty Author Signing</b>
<b><u>DATE</u></b> Monday, January 31 thru Monday May 1, 2000	<b><u>DATE</u></b> Thursday, April 6, 2000
<b><u>PLACE</u></b> Room 207	<b><u>PLACE</u></b> Special Collections Room 207
<b><u>TIME</u></b> Monday Noon – 8:00 p.m. and Tuesday – Friday Noon – 5:00 p.m.	<b><u>TIME</u></b> 10:30 a.m. – 12:00 noon

**RENAISSANCE TIMES**

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