

GELMAN NEWS

Retreat Assessing the Librarians' Reorganization

by **Janice Houck**

Interim Group Leader for Education and Instruction

On August 16th, the librarians of The Gelman Library System and other key Gelman staff met at the Mount Vernon Library auditorium for a day-long retreat. A sub-committee of Cabinet, consisting of Liz Harter, Jean Pec, and Janice Houck, organized the retreat with the goal of examining the results of the reorganization of librarians that occurred in the summer of 1999. Overall, it was a very productive day, and participants were able to share their concerns about the current organization of librarians while thinking of ways to improve it.

Facilitated by Maureen Sullivan, the day began with a review of comments from surveys that were collected in the weeks leading up to the retreat. Participants discussed the beneficial results of the reorganization, and then broke into small groups to discuss changes they would like to see.

In the afternoon, the small groups reported their recommendations. The entire group then agreed on the most important of the suggestions, and at the close of the retreat, agreed on the following actions:

- Explore the consolidation of the Reference, Instruction, Collection Development, Web, and Electronic Resources groups (other groups will remain the same). Debbie Bezanson will convene meetings of the 15 librarians involved in these groups to discuss this recommendation. This group will make recommendations by mid-October, with an interim progress report in September.

ANDREA'S SCHEDULE IN THE HUMAN RESOURCES OFFICE

Monday, August 21, 2000	3:00 p.m. – 5:00 p.m.
Tuesday, August 22, 2000	9:30 a.m. – 11:00 a.m.
Wednesday, August 23, 2000	3:30 p.m. – 5:00 p.m.
Thursday, August 24, 2000	2:00 p.m. – 4:30 p.m.
Friday, August 25, 2000	3:00 p.m. – 5:00 p.m.

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- Communications Task Force – This task force was formed to address one of the most pressing problems facing the Gelman organization, and to find ways to strengthen communication and establish common expectations for certain groups. Cathy Zeljak, Bernadette Boucher, and Andrea Stewart volunteered for this task force. Cathy offered to convene this group, and they will report back by November 1.
- Clarifying Terms Task Force – It was agreed that terms such as department, unit, group, and team are unclear in the Gelman organization and need clarification. Carolyn Frenger, Vera Fullerton, and G. David Anderson volunteered for this task force, and Carolyn will convene the group.

The flip charts from the day’s discussions are being transcribed and will be sent out via GroupWise to members of Council and others who attended the retreat. The original flip charts will then be made available in the Professional Development Reading Room, Gelman Room 107.

GELMAN HUMAN RESOURCES

VACANCY LISTING

Please see **Attachment A** for Gelman’s Vacancy Listings.

New Pilot Program in Acquisitions

by **Marifran Bustion**
Acquisitions Department

It is with great pleasure I announce a pilot program Acquisitions has developed with the Library Information Technology Department to have Acquisitions staff be responsible for all Acquisitions tech support activities. Tahirih Wilson, who has worked in Acquisitions for a few months in the Serials Unit, will now spend approximately 20 hours/week in maintaining and repairing desk top computers, installing applications, and other related PC work. She has received training in LIT and will continue to participate in the LIT Friday training sessions as well as other LIT training.

Tahirih will also be responsible for Voyager reports, such as those Beth worked on, and begin training next week. Because Access and Excel are installed on Beth’s PC, she will use Beth’s desk and computer. (I’m not sure when she’ll actually move to that desk.)



THE EINSTEIN CORNER

“Few are those who see with their own eyes and feel with their own hearts.”



Workstation Tip of the Week

August 29, 2000

by **Alicia Miller**

Management Information Systems

(Note: Over the past three years, I have enjoyed writing the "*Workstation Tip of the Week*" column and hearing faithful readers tell me that these weekly hints made a positive difference in their day-to-day work. So, it is with mixed emotions that I announce that today's column is my last tip. As a result of new and expanded end user resources available on campus and a recent refocusing of Management Information Systems (MIS) activities, I will launch a new column, entitled "*On Learning . . .*". "*On Learning . . .*" focuses on the practical applications of the skills and knowledge we acquire, and will debut in the October 3rd issue of *Renaissance Times*. I am sure you will enjoy this new column as much as you have enjoyed the weekly tips!)

THE GW VIRTUAL HELPDESK

The George Washington University Virtual Help Desk describes itself as "*The tech support site for GWU's computing needs*" and is clearly striving to live up to this vision. Over the past several months the GW Virtual Help Desk has evolved into a comprehensive and useful resource, not only for students, but for staff and faculty as well. Visit <http://www.gwu.edu/helpdesk/> and find, among other things, links to:

- ✓ Late-breaking news affecting your access to or use of GW Systems or applications
- ✓ Free software training in Microsoft Word, Excel and PowerPowerPoint and building web pages
- ✓ Application forms for GWMail accounts
- ✓ Online manuals, including GW Web Publishing Guidelines

- ✓ GW's Code of Conduct and associated policies and procedures for using University hardware and software
- ✓ Tips and tricks on how to get your work done faster and better

The "*just in time*" format of the information provided by the GW Virtual Help Desk assures that you are getting the most recent information available about "basic" GW systems resources on campus. Although The Gelman Library System will continue to develop systems resources and deliver training unique to the needs of an academic research library, you'll discover that GW's Virtual Help Desk will also make a positive difference in your day-to-day work. Give it a try!



BOOK QUOTE

"All books are divisible into two classes: the books of the hour, and the books of all Time."

*-- John Ruskin --
"OF KINGS' TREASURIES"
SESAME AND LILIES (1865)*

THIS WEEK IN LITERARY HISTORY

August 27, 1871	Theodore Dreiser born in Terre Haute, Indiana
August 27, 1930	H.L. Mencken marries Sara Powell Haardt, whom he met when he was delivering a lecture on "How to Catch a Husband" in Towson, Maryland
August 28, 1749	Johann Wolfgang von Goethe born in Frankfurt-am-Main
August 29, 1769	Edmond Hoyle dies in London at age 97
August 29, 1809	Oliver Wendell Holmes born in Cambridge, Massachusetts
August 29, 1962	Robert Frost , 88, visits the U.S.S.R. on a State Department-sponsored goodwill tour
August 30, 1797	Mary Wollstonecraft Godwin born in London
August 31, 1867	Charles Baudelaire dies in Paris
September 1, 1875	Edgar Rice Burroughs born in Chicago
September 2, 1917	Cleveland Amory born in Nahant, Massachusetts

GELMAN CALENDAR OF EVENTS

EVENT	EVENT
<p><i>Home Base: The Neighborhoods of Washington D.C.</i></p> <p>Exhibit Showing</p>	<p><i>Faculty Author's Signing</i></p>
<p><u>DATE</u></p> <p>June 23, 2000 through Sept. 14, 2000</p>	<p><u>DATE</u></p> <p>September 14, 2000</p>
<p><u>PLACE</u></p> <p>Room 207</p>	<p><u>PLACE</u></p> <p>Room 208</p>
<p><u>TIME</u></p> <p>Monday through Friday 9:00 a.m. – 5:00 p.m.</p>	<p><u>TIME</u></p> <p>Thursday 10:00 a.m. – 12 noon</p>

RENAISSANCE TIMES

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