



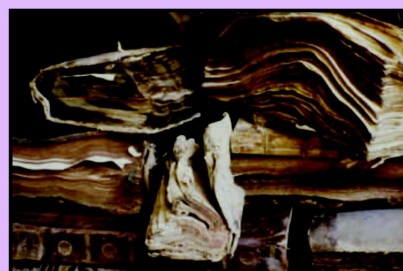
April 2006

Disaster Planning Group Is Hard at Work

By Deirdre Scaggs

Disasters, both large and small, cannot be predicted. While the outcomes of disasters can vary in their magnitude, from a leaking pipe to the potentially devastating effects of a tornado, the best that we as librarians can do is be prepared. Unfortunately, we are often reminded of the potential effects of disasters only when they occur and the damage is already done. Although it did not happen locally, the devastation caused by Hurricane Katrina in New Orleans was a sad reminder of this.

Disaster planning can be a complex process. The UK Libraries' Disaster Planning Working Group has been given the task of reviewing the current disaster plan and updating it for each of the libraries. The group is focusing on the materials and collections in all of the UK libraries. The foundations of disaster preparedness are risk assessment, an effective communication system, training, and supplies.



These books show the effects of water damage.

Updating the Libraries' Disaster Plans

A written plan is just one element, and while it is the group's starting point, being prepared is an activity that takes a great deal of time and is ongoing. The written plan is the result of a wide range of preliminary activities and is integral to librarianship. Our current disaster plan was last updated in 1994 and since that time there have been changes in collection locations, in personnel, and collection priorities. The group will be looking at risks associated with major disasters from tornadoes and fires to water damage and mold.

Members of the Disaster Planning Working Group have been gathering resources to assist in the development of an updated written disaster plan. Many of you may have been contacted by members of the group asking you to complete a hazard survey which will help us to identify potential risks and become familiar with problem areas. No matter how much effort is put into creating the perfect disaster plan, it will be largely ineffective if staff are not aware of it, if it is outdated, or if it cannot be located during a disaster.

The Disaster Planning Working Group hopes to make a concentrated effort to make plans for educating and training library staff in the event of a disaster.

News To Use



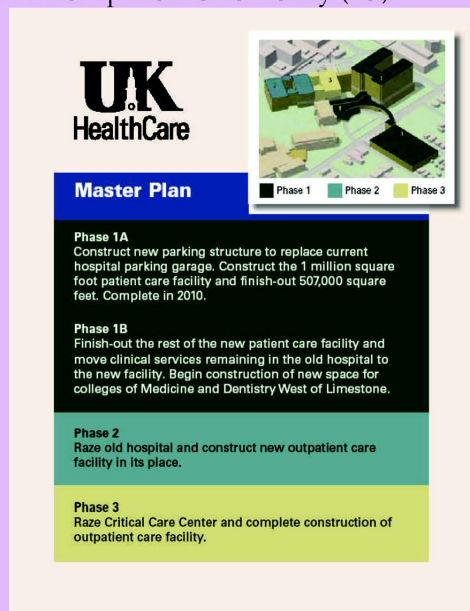
Changes at the UK Medical Center

The lay of the land will be changing yet again on the south side of campus. Construction of a new 1,129 car parking garage for the Medical Center was set to begin in March on Limestone between Conn Terrace and Transcript (the former site of the venerable Dutch Mill restaurant). This is to make way for the wrecking ball to eradicate the current Medical Center parking garage so that a new patient care facility (i.e., hospital) with two six-story bed towers can be constructed in its place.

More excitement: a portion of Rose Street down near the entrance of the hospital will be permanently closed off and Huguelet Avenue will be extended over to Virginia Avenue, thus becoming the new corridor between Limestone and Rose Street. A stoplight will be put in at that new intersection. Washington Avenue will no longer extend all the way to Rose Street. The Huguelet extension is slated to begin in April of 2006 to be completed by September of 2006. (Won't that be fun for start of the fall semester?)

For more details, including a map, please refer to the [February 2006 *Renewal* newsletter](#) from UK HealthCare.

And this is only the beginning. A whole new health sciences educational and research complex is being planned for "west of Limestone" (where the latest research building just went up). This includes a new health sciences information commons, the centerpiece of which will be ... *a new health sciences library!* Stay tuned...



Map included in the February 2006 *Renewal* newsletter.



Terri Does Texas By Terri Brown

On January 20, I was fortunate enough to attend an ALA Pre-Midwinter Institute for Library Support Staff in San Antonio. The session was titled, "Circulation—Front Line and First in Service," and promised "Everything you wanted to know about how to increase service to patrons and how to manage circulation services in your library. This concentrated, yet complete session will look at all aspects of circulation and how you can bring world-class service to your institution."

Since this program screamed relevancy to my job, I received permission from my supervisor to attend and submitted a request for funding. I was very excited when notified that my request was approved! Debbie Sharp was attending a session on the same day, so we ended up being traveling partners.

What I want to share with you here are the most encouraging aspects of my trip. The first is ALA's concerted efforts to include support staff and the second is that money *is* available to our own support staff (yes, *you!*) should the opportunity arise for you to attend one of the many professional development opportunities out there. See <<http://www.uky.edu/Libraries/stpdg.doc>> for guidelines.

Conferences and workshops present not only opportunities for learning, but also for networking, new ideas, revitalization, and more. And if the training opportunity just happens to be in a place you've never visited—all the better! Did the session provide all it promised? Time will tell. I will be testing a PowerPoint on my staff and will then share it with others who are interested at a later date.

News To Use (continued)



Second Spot Bonus Award Winner is Announced!

Off the Shelf is pleased to announce that Carole Stevens, Acquisitions Library Technician in Young Library, is the second recipient of the Libraries' Spot Bonus Award! Carole's award is given in recognition of her contribution to improving the Acquisitions Department's workflow associated with processing credit card payments. During a training session, Carole noticed that hand-typed information on the credit card cover sheet also appeared on the Voyager voucher and questioned whether this information could be transferred electronically. With the implementation of a new workflow, the system-produced Voyager voucher will actually replace the cover sheet! Carole's question resulted in time savings and improved accuracy in her department.

Carole's Spot Bonus Award of \$100 recognizes and rewards her interest and initiative.
Congratulations, Carole!

Six Attend MLA's 75th Anniversary Celebration

Three UK Libraries employees and three UK Library and Information Science (LIS) students attended annual meetings of the Music OCLC Users Group (MOUG) and the Music Library Association (MLA) held February 21-25, 2006, in Memphis, TN.

Kerri Scannell and Sandy Rodriguez attended the MOUG national meeting where the focus was on sound recordings. Sessions included discussions on the future of sound recordings formats including digitalization, cataloging spoken word recordings, and how to deal with cataloging oddities like enhanced CDs, custom CDs, and Hybrid CDs. We're pleased to announce that Kerri was elected the new Secretary / Newsletter Editor for the organization.

Paula Hickner, Kerri Scannell, and three LIS students, Jessica Hudson, Charly Jackson, and David Bryant, attended the 75th Anniversary MLA Meeting. During the conference, Paula was named the next Assistant Convention Manager. Her new position is a four year appointment, two as Assistant Convention Manager and two as Manager of upcoming annual MLA meetings.



At the MLA Banquet (L to R): Jessica Hudson, Charly Jackson, Kerri Scannell, Paula Hickner, and David Bryant. (Photo by Bruce Evans, Baylor University).

Attending these conferences gives music librarians a chance to connect with other music librarians, to share experiences, and to learn from each other. Our conferences are full of interesting music sessions, general library sessions, and lots of music!



Microwave Oven Given to Young Library

Those who use the kitchen in the Young Library Staff Lounge can thank Kathy Franklin for the new addition to the collection of counter top appliances! Thanks to Kathy's family, who donated a gently-used microwave oven to the library, the kitchen will now accommodate the needs of additional hungry personnel! We'll appreciate the shorter line at the ovens!



Second Diversity Program Is Scheduled

The UK Libraries Diversity Working Group will sponsor a presentation on April 12th from 10:00 a.m. - 11:00 a.m. in the W. T. Young Library Auditorium. Karen Slaymaker, Assistant Director for International Student Services and Emmett "Buzz" Burnam, Director, Multicultural Recruitment will explain diversity services offered by their offices. All library employees are encouraged to attend.

News To Use (continued)



Library Associates Hold Annual Meeting

The UK Library Associates Annual Meeting was held on the evening of March 20, 2006 at The Lafayette Club in downtown Lexington. During the program the University of Kentucky Medallion for Intellectual Achievement was awarded to David B. Dick. The 24th Edward F. Prichard, Jr. Lecture was delivered by renowned historian and author, Charles Bracelen Flood. Mr. Flood's discussion revolved around his latest book, *Grant and Sherman: The Friendship That Won the Civil War*.



Back by Popular Demand - *Kentucky State Journal* Takes a Closer Look at PRC

Following the January tour of the Preservation Reformatting Center (PRC) given to members of the Kentucky Press Association (see coverage in the March 2006 issue of *Off the Shelf*), the editor of the *Kentucky State Journal*, Carl West, decided to take a closer look at the PRC's operations. The result was a feature article that appeared in that newspaper's March 12th issue (Section C) written by UK grad, Brittany Johnson. The feature, which included many wonderful photographs of the PRC, gave an in-depth report that included such trivia as: Each role of microfilm can hold two months worth of newspapers, or 60 issues, or 1600 pages. Impressive!



UpToDate Now Available at UK

The University of Kentucky College of Medicine is pleased to announce that UpToDate, a clinical information resource, can now be accessed from campus workstations. This frequently requested resource is available via a campus site license agreement supported by the Dean's Office, UK College of Medicine.

UpToDate provides concise answers to patient care questions that arise in daily practice. Subject-expert physicians serve as authors and editors. Published research is reviewed and summarized, and specific recommendations are made for patient care. Content areas include Family Practice, Internal Medicine, Obstetrics and Gynecology, and Pediatrics.

UpToDate can only be accessed from computers located in UK facilities within the campus Internet IP range. This includes remote facilities such as Kentucky Clinic North and South, and the Departments of Psychiatry and Rehabilitation Medicine.

UK Medical Center Library offers support and training for UpToDate. For questions and comments, please contact: Email: mclib@uky.edu Phone: 859-323-3983

What's Coming Up?

April 7 12:00 Piano recital featuring Eun Hae Kim of the School of Music. John Jacob Niles Series. Lucille Caudill Little Fine Arts Library.

April 7 12:00 - 2:00 Serving Immigrant Populations: A Library Prototype for Diversity, by Bill Erbes. (Teleconference) Sponsored by the Libraries' Employee Development Committee. Young Library Auditorium. More information on the Soaring to Excellence: Libraries, the Universe, and Everything series is available at <http://www.dupagepress.com/COD/index.php?id=693>

April 12 10:00 - 11:00 Diversity Services on Campus. Karen Slaymaker, Assistant Director for International Student Services and Emmett "Buzz" Burnam, Director, Multicultural Recruitment. Sponsored by the Libraries' Diversity Working Group. Young Library Auditorium.

What's Coming Up? (continued)

April 12 2:00 - 3:00 UK Libraries Employee Recognition Ceremony. Young Library Auditorium. Reception to follow in the Gallery. Sponsored by the Libraries' Employee Development Committee.

April 28 12:00 - 2:00 Google Book Search: Its Impact on Scholarship and Libraries (Teleconference). Sponsored by the Libraries' Employee Development Committee. Young Library Auditorium. More information on the Library Challenges and Opportunities series is available at <<http://www.dupagepress.com/COD/index.php?id=1032>>.

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Ask Libbie (the librarian)

Q. Dear Libbie,

Thanks for the plug for [Classical Music Library](#). Readers may like to know that *Appalachian Spring* is by Aaron Copland, not Arthur Copland.

Thanks, Paula the Music Librarian



A. Dear Paula the Music Librarian,

Oh my, my, my! First off, Libbie is so excited that someone actually read her column! And, so embarrassed that an error found its way into cyberprint! But there is a reason (not an excuse, a reason). Please choose the one(s) that suits you the best:

- A. It was those pesky Leprechauns! Libbie neglected to include anything Irish in the listing and seeing how it was March and all, the wee ones put a curse on it.
- B. Libbie just had her head in the clouds – she was overcome with spring fever herself and was <gasp> careless!
- C. Just checking to see if anyone was really closely reading the column...

Libbie extends an apology to all of her readers for the Copland error.



And by the way, did anyone actually go to the [American Poetry](#) site and search on "spring fever"?

Here's a hint: a local high school is named after this famous poet.



Spotlight Series

The Spotlight Series features Karen Jefferson who retired from the UK Libraries after 28 years of employment.

Karen Jefferson --- Library Technician Senior, Young Library ILL

Karen Jefferson first began working at the M. I. King Library in 1978 as a Student Assistant in Central Serials Records (CSR). In 2006, she said her "Good-byes" to co-workers and exited the W.T. Young Library (WTYL) for the last time as a UK Libraries' employee.

Karen is the third in her family to retire from UK in the last seven years. Her mom, Barbara Hahn, who worked for UK Libraries in King Bindery, King Cataloging, Agriculture, Lexmark and WTYL Preservation, retired in 1999. Karen's dad, Forrest Hahn II, retired from the UK Data Processing Center in 2000.

Karen began full-time work in the King Acquisitions Department in 1979. She has also worked in the Music Library, Lexmark Library, Engineering Library, WTYL Circulation and finally WTYL Interlibrary Loan. Karen has truly loved working at UK and has enjoyed the variety of people with whom she has worked.

Karen was born in Lexington, KY, but lived her first five years in Anderson County. (Her dad worked for the Commonwealth of Kentucky at that time.) The family then moved back to Lexington where Karen and her siblings attended Fayette County schools. Karen graduated from Tates Creek High School. Karen is the oldest of four, having one brother, Forrest III, and two sisters, Janet and Susan.

Karen's husband Steve is a school photographer. He is a Territory Manager and travels within Kentucky for his work. Karen and Steve have one daughter, Kate, who is 21 years old.

Did you know that:

- Karen took "dance" for several years? Starting at first grade and continuing through high school, Karen took dance lessons at the Barbara Ann's School of Dance. She still loves to dance.
- Her family has four dogs? They have three Bichon Frises (Maggie, Zoey & Annie) and one Pomeranian (Celeste). She loves animals.
- Karen enjoys vegetable and flower gardening, swimming and cooking? She loves outdoor activities.
- Karen would like to do volunteer work, such as "Meals on Wheels?"

Good-byes are never easy and as Karen says, "This will be tough." Karen hadn't intended on retiring so early but her priorities have changed. She is now taking on new responsibilities and beginning a new chapter in her life. We wish her well!



Tech Talk

By Stacey Greenwell, Head, Desktop Support

What's a Wiki?

I thought a fun addition to this column might be an introduction to some interesting technology terms. Here's a definition of a wiki from the Wikipedia (<http://www.wikipedia.org>):

A wiki <wee-kee> or <wick-ey> or <Wik-EE> is a type of website that allows users to add and edit content easily and is especially suited for collaborative writing.

The name is based on the Hawaiian term wiki, meaning "quick," "fast," or "to hasten" (Hawaiian dictionary). Sometimes the reduplication wikiwiki (or Wikiwiki) is used instead of wiki (Hawaiian dictionary).

In essence, wiki is a simplification of the process of creating HTML web pages combined with a system that records each individual change that occurs over time, so that at any time, a page can be reverted to any of its previous states. A wiki system may also provide various tools that easily allow the user community to monitor the constantly changing state of the wiki and discuss the issues that emerge in trying to achieve a general consensus about wiki content. Wiki content can also be misleading as users may add incorrect information to the Wiki page.

Wikis can be a perfect quick and easy collaboration tool. I'm using one with an SLA technology committee, and it has worked well for our project. I've been using wikis for personal use as well—one for disc golf scores and one for restaurants we want to try on our next NYC trip. Wikis are easy to use once you get the hang of it.

Want to try your own wiki? Check out <http://www.pbwiki.com> for a free wiki!

Shortcut to the Staff Directory in Outlook

You may recall a past column which discussed creating a shortcut to a website within your Outlook folders. This document explains how: <http://www.uky.edu/Libraries/LTS/shortcut.pdf>

The example in the document is how to create a shortcut to the Staff Directory page. Since the new website was launched, we have a new URL to the Staff Directory. It is: <http://www.uky.edu/Libraries/staff.php>

To change your shortcut to the new URL, simply follow the instructions in the document above.

More Useful Tools from Microsoft

Last month I collected a few tutorials from Microsoft on various Outlook topics. Did you know that Microsoft offers a wide variety of tutorials, templates, and other useful tools on a number of topics? This site is focused on running effective meetings and includes several articles, templates, and demos to help: <http://office.microsoft.com/en-us/FX011595681033.aspx>

WOW!!!



Jo Staggs-Neel ~ was awarded a \$500 Travel Grant from the Food, Agriculture and Nutrition Division of the Special Libraries Association (SLA). This grant is awarded to new professionals or those who have changed fields recently to be used during the SLA Annual meeting.



Paula Hickner ~ was named Assistant Convention Manager by the Music Library Association. Paula will serve the Association as the Assistant Convention Manager for two years and as the Convention Manager for two more. This is a very prestigious appointment in the national organization. Congrats, Paula!!!



Kerri Scannell was elected to the position of Secretary/Newsletter Editor for the Music OCLC Users Group (MOUG), a national organization that gives music library professionals a voice with OCLC. Kerri's position places her on the MOUG National Board and she will get to travel to Dublin, OH, the home of OCLC, for summer board meetings during her appointment.

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Dennis Davenport

Newsletter submissions are due by the 15th of the month.

Breaking News!!!



This news just in! Sorry we had to fit this on the back page, but that's the only page that had room.

The UK Libraries has announced that it will be allocating special end-of-the-year funds to purchase its very own **HOT AIR BALLOON!**

Yes, this is just so exciting!!!

Dean Diedrichs announced today that the balloon will be used for:

- ◆ Library Express delivery to faculty offices on the upper levels of POT
- ◆ Orienting new library faculty and staff to campus
- ◆ Collecting gift donations on windy days
- ◆ Outreach to library users at rooftop parties
- ◆ Promoting library services, like the new Information Commons, and ...
- ◆ Transporting employees to work under 'Plan B'!

Believe this??? April Fools, everyone!!!