A West Virginia State University's Standing Committee of the Faculty Senate 2018-2019: Library Committee Report, February 1, 2019

Senate report: February 1, 2019 submitted by Dr. Willette F. Stinson

2-year term

4 faculty (1 rep from each College), 1 LC, 1 student, 1 GRDI (non-voting) appointed by VP of Research and Public Service. Ex officio: Library Director

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Library Committee in Support of Drain-Jordan Library Department Goals through Year 2025:

Assessment: Continue to strengthen the culture of consistent improvement through ongoing assessment of Library activities and programs.

Infrastructure: Provide physical and digital infrastructures that advance research and education.

Staff: Recruit, develop and retain exceptional staff committed to our service culture and philosophy.

Information: Develop information resources and services that support research and teaching at West Virginia State University.


**Publishing:** Build collaborations to support faculty, graduate, and undergraduate student scholarly publishing.

**Learning:** Teach members of the WVSU community to be effective users and producers of information to meet their current academic needs and prepare them for a lifetime of learning and responsible leadership.

**Institutional collaboration:** Provide leadership and support for College initiatives and priorities.

**Marketing:** Market the Library’s information resources and services.

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**Shelter-In-Place**

Major William Porterfield facilitated talks with the committee on the following topic: The meaning of the practice of “sheltering-in-place” is relocating to a safe location on the campus and remaining there until authorities deem it safe to return back to campus residences or offices. West Virginia State University uses this sheltering procedure, if needed, as mentioned in its *Emergency Response Guide: Shelter-in-Place Procedures* during weather, environmental, chemical, criminal or national emergencies affecting West Virginia State University’s campus. The reasons for sheltering-in-place are listed below:

Sheltering-in-Place is a protective action taken inside a building to protect the building occupants from external hazards, minimizing the chance of injury and/or providing the time necessary to allow for a safe evacuation. Circumstances that may warrant a shelter-in-place activity could include:

- Severe weather
- Biological incident
- Active Shooter
- Civil unrest such as riot
- Radiological incident
- Accidental chemical exposure.

“There is considerable logic to Sheltering-in-Place where instructions from qualified personnel can be given; where Emergency Broadcast System (EBS) messages can be received; and if the emergency involves hazardous substance emissions, doors and windows can be closed and the outside air intake system can be shut down. The WVSU Emergency Response Plan addresses evacuation of
persons on campus to a safer location when the particular emergency situation calls for it."

**CONCLUSION:**
Major Porterfield said he will be in touch with the Drain-Jordan Library Department for a scheduling of an assessment of our shelter-in-place as well as training for *Shelter-In-Place Protective Action Drills* so that the proper responses become a habit. As quoted from the *West Virginia State University’s Emergency Response Guide: Shelter-In-Place Procedures*, “It is essential to be prepared in the event some emergency situation would ever occur. By reading this booklet, you help to make the WVSU campus a safer place. Know the proper responses to the sounds of the emergency siren and confidently proceed to an Assembly Area. Knowing the proper procedures, should they ever be needed, will help us all.

**EMERGENCIES – CALL 911 FROM CELL OR 9911 FROM CAMPUS PHONE**
**WVSU PUBLIC SAFETY – 304-766-3353 OR 3181**

It has been shown that sheltering-in-place is the preferred method of dealing with environmental emergencies. When you hear the emergency siren, it may likely be a test however, it could be a way of gathering us to disseminate emergency information regarding a weather or some other type of emergency. The instructions that pertain to Shelter-In-Place are issued from qualified emergency personnel; where Emergency Broadcast System messages can be received."

**Concrete Initiatives Established for 2019**

1. **Collection Development in Support of Recent & New Undergraduate Programs:**
   - Bachelor of Science in Engineering
   - Nursing
   - Masters of Education Instructional Leadership (on-campus & online)
   - Masters of Science in HHP Sports Studies

2. **Discoverability**
   **Sponsor:** Faculty Senate Library Committee  
   **Chair:** Willette Stinson, Ph.D.  
   **Librarians:** Rachael Jackson, Deborah Wells, Seth Caudill  
   This initiative addresses perceptions of awareness of library resources and services and will demonstrate “Journal Finder” to enhance patron discovery of the resources using discovery (way-finding) tools while in the physical library spaces. Additionally, new integrated library systems, called Sierra and OCLC’s
Worldshare Management Services, will be further evaluated for implementation in Spring of 2020.

3. Experiential Learning And Collaborative Learning
Sponsor: Faculty Senate Library Committee
Chair: Willette Stinson, Ph.D.
Staff: Tammy Naylor, Nancy Sims, Janice Young
Visiting Librarian: Edward C. Lomax, Ph.D.
As part of this second-year initiative, the library will strengthen its ties to the campus-wide experiential learning initiative, brand existing programs, and develop new ones further increasing awareness on campus of the library's important role in teaching, learning, and promoting student success.

4. Producing WVSU’s Drain-Jordan Library Video
Sponsor: WVSU Communications Department
This project will be produced by the Communications Department and filming will take place during the Spring semester of 2019. The video is to support the instruction needed for the Freshmen Experience courses, in particular, both on-campus and online.

5. Library Appreciation Day on Monday, February 4, 2019
Sponsor: WVLA
Our goals for the 2019 Legislative session can be summarized in: Books, Buildings, Broadband. Exhibits in our State Capitol’s Rotunda will be there from 9:00 a.m. to 7:00 p.m. It is time for Library Appreciation Day at the Legislature and this year the reception will be in the Great Hall of the Culture Center in Charleston from 5p.m. to 7p.m. on Monday, February 4th, 2019. The tickets are $25 each for Legislative Day tickets for all attendees (including legislators) and if you have any questions, call the WVLA (West Virginia Library Association) at (304) 528-5700, ask for Judy Rule (Parliamentarian of our WVLA).

6. Library Material on Reserve: Information for Faculty
The library will put any material the Course Instructor requests on Reserve for use by their students. However, to ensure the materials are available when the students need them, a few steps must be followed by Faculty to ensure that the request is properly served.

1. All books and reprints must be submitted or requested in writing seven (7) days prior to making students aware of the assignment.
2. A Library Reserve Request Form must be filled out for any material(s) placed on Reserve. (The Library Reserve Request Form is downloadable below in two formats).

3. If material is allowed to leave the Library, this information must be placed on the Reserve Request Form. Reserve items do NOT typically leave the library.

4. RESERVE REQUESTS MUST BE RENEWED EVERY SEMESTER or THE MATERIAL WILL BE TAKEN OFF THE RESERVE SHELF. Any Library material(s) needed for class assignments should be placed on Reserve to ensure that the entire class will have access to them. If the item is in the circulating collection (not in reserve) it will be checked out by the first student looking for it.