

7-20-2006

I-Share Instruction Team Minutes for July 20, 2006

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Recommended Citation

Consortium of Academic and Research Libraries in Illinois, "I-Share Instruction Team Minutes for July 20, 2006" (2006). *I-Share Instruction Team*. Paper 15.
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I-Share Instruction Team Meeting Minutes

Thursday, July 20, 2006, 10:00am

Attending: Susan Avery (University of Illinois at Urbana-Champaign), Molly Beestrum (Dominican University), Amy Glass (Illinois Central College), Courtney Greene (DePaul University), Joe Hardenbrook (Millikin University), Leslie Starasta (Lincoln Christian College and Seminary), David Bell (IUG Liaison), Lorna Engels (CARLI), Jessica Gibson (CARLI).

Excused: Marta Davis (Southern Illinois University at Carbondale), Luann DeGreve (Benedictine University), Chad Kahl (Illinois State University)

I. Welcome and Introductions

II. Announcements (CARLI, I-Share Users' Group, others)

David Bell reported that the I-Share User's Group recently held their first meeting at which they accomplished a number of organizational and administrative tasks, and began planning.

Jessica Gibson reported that the rebuild of the universal catalog will be completed in the next couple of weeks. The I-Share OPAC Team had its first meeting yesterday and has an agenda of items to be considered.

III. Useful Information

A. Brief background of the End User Instruction Committee

[Note: this is a somewhat expanded version of the background culled from the Annual Reports of the EUIC, included in these minutes for future reference.]

The End User Instruction Committee was created in spring 2004, to support member libraries by sponsoring periodic forums focused on topics of interest to instruction and public services librarians, and by creating tutorials on the use of ILLINET Online for patron use.

In Fall 2004, EUIC put together a website that highlighted resources from ILCISO member libraries used to teach ILLINET Online (both print and online), and provided information on how to teach ILLINET Online. The site is located at:

<http://office.ilcso.illinois.edu/Reports/iuageuic/train/home.htm>

In November 2004, EUIC conducted a forum at the Heartland Community College. The newly created website was presented at the forum. In addition, there was a demonstration of features in ILLINET Online related to instruction and a brainstorming/sharing session amongst participants regarding pitfalls and tips of teaching the catalog. In the afternoon, there was a panel presentation on instructing specific user groups; afterward participants attended breakout sessions, each led by a member of the panel.

After the forum, EUIC began working on their primary charge: creating online, customizable tutorials on how to use ILLINET Online. These tutorials were developed for the use of all ILCISO member libraries with the understanding that most institutions would want to customize the tutorials

to demonstrate their own catalog rather than the universal catalog.

Funding for the project was provided by the ILC SO office, and Spring 2005 was spent writing the scripts, procuring Camtasia and Snagit software for all member libraries, and attending software training to learn how to create the tutorials.

Twelve tutorials were made available to member libraries, linked from the universal catalog, in September 2005. Two separate access points were created for the tutorials: one for the general public, which links to playable files, at <http://www.carli.illinois.edu/I-Share/training/movies/eu-tutorials.html>; and one aimed at member library staff, which also provides links to additional documentation, at <http://www.carli.illinois.edu/I-Share/training/movies/eu-libs.html>.

The re-branding of the universal catalog to I-Share, and accompanying interface changes, rendered these tutorials somewhat out-of-date soon after their release, an unavoidable eventuality in any case. The Committee took the opportunity to review and revise the content of the tutorials and a set of revamped scripts has been prepared and will be passed forward to the new I-Share Instruction Team, as the tutorial project will remain a high priority for that group.

The Committee developed and delivered training on the Camtasia Studio software to ILC SO member library staff. Five sessions were scheduled across the state in the months of November and December 2005: Heartland Community College, in Bloomington; North Central College, in Naperville; Southern Illinois University at Edwardsville; Columbia College Chicago; and Eastern Illinois University, in Charleston. In sum, 58 persons attended the training; the Bloomington, Chicago and Naperville sections had highest attendance, and there was some indication that there might still be demand for further training in future, particularly in and around those areas.

Jasmine Cieszynski (ONU) presented on behalf of the Committee at the CARLI Public Services Forum, held February 24, 2006 at Kankakee Community College. She gave a brief background on the Committee and its projects, and highlighted the tutorials and discussed some tips for creating customized tutorials at individual institutions, as well as showing examples of customized tutorials produced as a result of the training offered by the Committee. Materials from her presentation are available at: <http://library.olivet.edu/pubserv/ins/faculty/EUIC/>

The committee reviewed and revised the Web site of resources originally created in Fall 2004. In conjunction with this project, a letter was sent to the membership soliciting information about any tutorials produced to provide instruction on the local catalog or on I-Share, most particularly those created with Camtasia software. These tutorials will be linked to the Web site to provide examples from across the consortium. It is anticipated that the revised Web site will be completed in the not-too-distant future, as the new CARLI website continues to take shape.

B. Ongoing projects

Currently the only ongoing project is the revision and re-production of the tutorials. EUIC revised the scripts prior to being disbanded. Those scripts will be collected and forwarded to I-Share Instruction Team members by Courtney Greene, so that they can be reviewed prior to the group's

first in-person meeting.

Team members are also requested to review the existing tutorials (see links above).

Jessica Gibson will send around electronic versions of the training documents prepared by EUIC for the Camtasia training sessions held last fall.

Finally, I-Share Instruction Team members are requested to ascertain what version of Camtasia Studio is currently available at their campus, and arrange for access to the software on their primary machine as it will be necessary to committee work. A quick way to obtain version information is to launch Camtasia Studio, and access the Help menu – About Camtasia Studio will tell you what version you are currently running; Check for Updates will inform you as to what updates may be available. Team members are asked to contact Courtney Greene, Jessica Gibson and Lorna Engels with this information and we will work to get everyone

C. Where to find minutes and documents

EUIC minutes can be found at:

http://office.ilcsso.illinois.edu/Minutes/UAGEUIC/UAGEUICMIN_home.html

Two separate access points were created for the tutorials:

one for the general public, which links to playable files, at <http://www.carli.illinois.edu/I-Share/training/movies/eu-tutorials.html>;

and one aimed at member library staff, which also provides links to additional documentation, at <http://www.carli.illinois.edu/I-Share/training/movies/eu-libs.html>.

IV. Scheduling of in-person meeting

Three potential dates were proposed for an in-person meeting, to be held at the CARLI offices in Urbana, from 10a-3p: Fri Sept 15, Fri Sept 29, Fri Oct 6. A survey will be sent out, so that Team members can rank their choices; everyone is asked to submit it by Friday August 11th.

A crash course/refresher workshop on Camtasia will be included as part of the meeting's agenda.

Administrative decisions such as setting length of terms, and selection of a chair will also be undertaken, so Team members are asked to give some consideration to these matters in advance.

V. Adjournment

The meeting was adjourned at 10:50am.

Respectfully submitted,
Courtney Greene