UCLA Library

Activity Summary for the Month of January 2020

January was a busy month in the IS Lab. In addition to regular daily operations, we launched a structured schedule of training sessions that serve distinct purposes; received and began to integrate a generous donation from a local television station; prepared for the launch of our podcast; made a section of the stacks available for a project in the History of the Book course; delivered a new film handling workshop as part of the Introduction to Media Archiving & Preservation course; and initiated our marketing and communications protocol.

Training

We launched a structured schedule of training sessions in response to requests from students and faculty. Demand for opportunities for peer-led instruction is met by Maker Mondays, which occur on the first Monday of every month. Our first Maker Monday event introduced participants to the world of Raspberry Pi through the guided development of a digital display for marketing and communications.

Workshop Wednesdays address demand for a regular schedule of workshops led by the IS Lab Director and IS Lab Staff. These workshops are developed using a process that ensures the learning events meet accreditation standards. Our first Workshop Wednesday event provided participants with best practices for creating resumes that highlight in-demand skills at organizations seeking MLIS graduates.


**IS Lab Workshop Wednesday
Resume / CV Clinic**

Learn key strategies to highlight your skills

Forum Fridays, designed to serve as a laboratory for works in progress in the IS Community, began with second-year MLIS student Kathryn Brunet, who sought feedback in preparation for a presentation to donors on a collection of illustrated fencing manuals housed by the Clark Library. On hand to provide expert guidance was Distinguished Librarian Emerita, Curator of the UCLA Public Art Collection, and Alumna Victoria Steele.
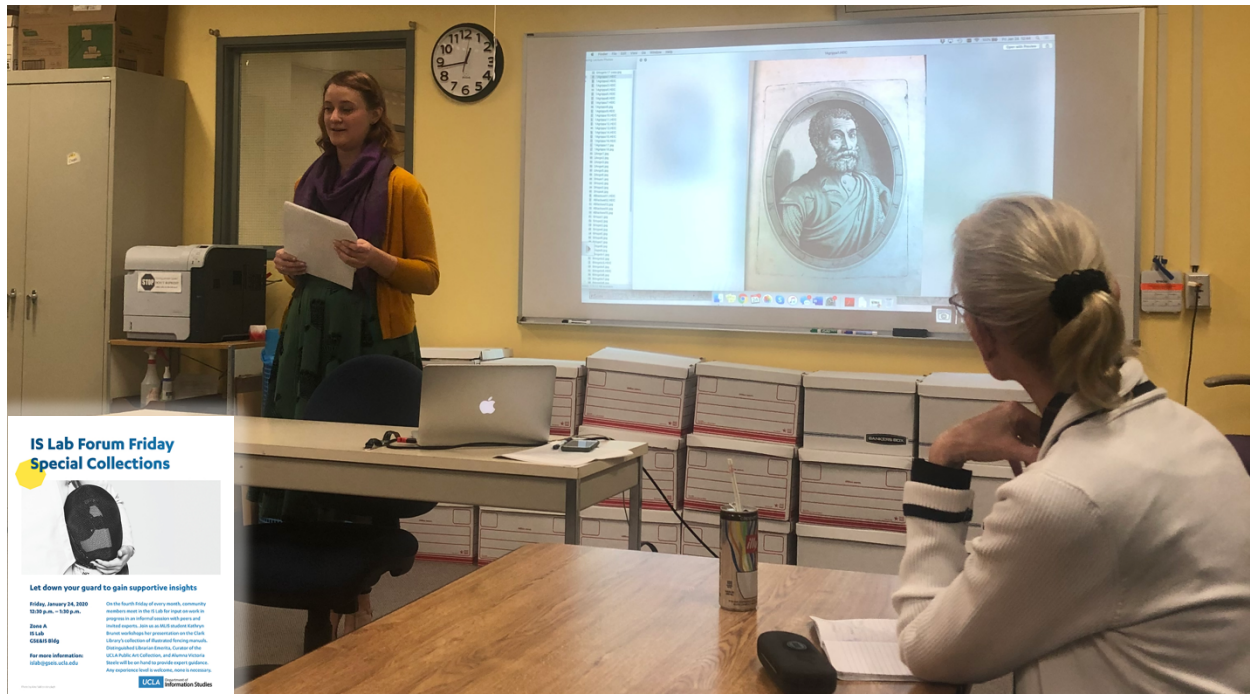
Zone C Enhancements

Alumni Brianna Toth and Adam Foster (MLIS, 2019) facilitated a large donation of video equipment from KJLA Studios in West Los Angeles to enhance the digital transfer stations in Zone C. This donation will help us achieve the transfer hattrick: audio, film, and video recordings from obsolete formats to digital files suitable for archival preservation.

Only two toes were broken in the building of this rack.

Instructional Support

Three instructional support activities rounded out the month of January in the IS Lab. First, we made a section of the stacks available for a project in Johanna Drucker's History of the Book course. Students enrolled in the course tried out our new circulation capabilities, as well. Making the main collection circulable for the first time in 60 years, the shelf read and barcoding adventure of 2018 bears fruit!

Second, IS Lab Staffer Shawn Hall delivered our new Film Handling workshop to students in Shawn VanCour's Media Archiving & Preservation course. This introductory lesson will soon be available for instructors to include in their courses as an activity on CCLE, which will pre-qualify students to use the new equipment in Zone C for their media archiving projects.

Third, IS Lab Director Diana Ascher gave a guest lecture on using personas and scenarios for user experience design in Leah Lievrouw's Human-Computer Interaction course. Students worked in teams to create personas and scenarios aimed at improving various websites and apps, such as Google Maps.

Marketing & Communications

Beginning in January, we initiated our strategic marketing and communications protocol to improve stakeholder knowledge of everything going on in the IS Lab. Aside from new flyers that adhere to UCLA branding guidelines and advertise our activities, we updated the temporary IS Lab website, created a calendar of communications, mapped out the activities planned in coordination with course schedules, and began editing our first Constellation podcast, which features Professor Ellen Pearlstein. We're also using the digital display created during the January Maker Monday session to promote IS Lab activities, at least until we gain access to the large marketing displays owned by External Relations.

Team Log

01/31/2020

Updated periodicals

Edited Film Handling workshop presentation

Added the book "The Art of Film Projection: A Beginner's Guide" to things we want for the lab

Talked about an upcoming Maker Monday where we make and project animated films

01/30/2020

Searched for photo + tagline for Maker Monday flyer

Watched Shawn's Film Handling workshop for VanCour's class – he nailed it!

Emailed Lab Team about Staff meeting Next Thursday 4 PM? - see email

Spoke w/ Casey W. about presenting – Forum Friday February 28

Added and barcoded 3 texts to catalog

Student borrowed & returned headphones for Skype call

01/29/2020

Prepared for VanCour lab tour for his class tomorrow

Added pictures in Film Handling online training videos

01/28/2020

Added MLIS Internship Fair to Outlook calendar

Printed & posted Spring 2020 schedule of classes

Helped MLIS student print

Posted to jobs board – now up to date with all postings

Explored workshop materials (specifically ContentDM and ArchivesSpace)

Took down 1/24 Forum Friday flyers around the GSEIS building

Posted Sayers Lecture Book Club Lecture event to IS website

Emailed (via islab@gseis.ucla.edu) Megan Needels IS Lab photos of Zone C for grant application

01/27/20

Corresponded with Texas After Violence Project to determine whether we can make two of their training sessions available to students in Michelle Caswell's Spring community archives course

Discussed scheduling with Britany & Jessica

Worked on CAPA ancillary materials

Corresponded with Lilia Sandoval

Reviewed mobile archival kits from other institutions

Worked on diversity study setup for Zach

Corresponded with Lilia

Created flyer for Maker Monday

01/27/2020

Wiped down all computers in the lab with disinfectant wipes

Updated job board

BV & JC continued working on Processing Workshop Presentation

JC emailed Vancour and Diana regarding the mandatory signatory workshop for newly registered organizations: Thursday, Jan. 30 @ Bruin Reception Room - 10am, 11am, 12noon, 1pm, 6pm

Need more printer paper refill <-- did you check the cabinet in Zone A?

Reshelved books

Continued editing Film Handling online videos
Updated film handling training on CCLE

01/24/2020
Met with group of librarians who want to develop a workshop on data ethics

01/24/2020
Continued editing Constellation podcast
Prepared for Forum Friday

01/23/2020
Corresponded w/ Teresa Barnett @ Oral History – RE: Meet @ 1
Corresponded w/ Zoe Borovsky RE: Teaching Zotero
Need to meet w/ Diana regarding questions
Equipment
Best practices
Circulation
Corresponded w/ Jeremy Z RE: Maker Monday – February 3
Meeting via Zoom – Monday, Jan 27 @ 3 PM
email Maxwell if you would like to join the meeting
Checked out books + delivered to Ginny Walter (See Circulation forms from 01/23.)
Gathered resources for Zotero tutorial + systems write-up

01/22/2020
Updated job board
Continuing editing raw files of podcast, trying to improve audio quality on raw interview files
Should we have a team meeting this quarter? It looks like Wednesday evening could be a good possibility.

Britany, Jessica, and Maxwell have class 5:30 – 9:00 PM on Wednesdays. Would Thursday evening work instead?
Grace can usually do Thursdays at 5, but can't do next Thursday (1/30)
So does next Thursday eve work?
Grace can meet Thursday 2/6 yes
Watched training video for JSTOR Forum for potential workshop development
Checked a bunch of IS 202 books back in
One student wanted to renew their book, since there isn't a protocol for this that I know of. I simply re-checked the book out to them. <-- (thumbs-up emoticon)
Corresponded w/ Oral History Lab RE: Survey for mobile kits – meeting tomorrow or next Thurs. Afternoon.

01/21/2020
Flyers for Forum Friday
Emails for Forum Friday
Budget review
Met with VanCour's GSR
Corresponded with Lilia

01/21/2020
Reviewed Circulation forms + process
Requested addition of email field <--not needed, we have student emails; so few external people; I'll add an optional Notes field
Discussed processes for sending reminder emails
Emailed student organizations RE: Maker Monday - March
Drafted email for Forum Friday
Emailed Kristian Allen in Data Science for help on Python workshop
Emailed RISE about mindfulness workshop

Updated Job Board
Corresponded w/ Jeremy RE: Maker Monday – February 3
Corresponded w/ Oral History Program RE: Intro + Survey for mobile media kit
Assisted MLIS student with setting up GSEIS account for printing
Updated 2019-2020 Course Reserves excel sheet
Posted physical flyers for the Forum Friday
There is an error occurring on the TV display – Maxwell, can you fix this? The Raspberry Pi is unplugged and now placed in the bottom desk drawer (where the barcode scanner is)
Fixed 😃 <--you two are great. Thank you. D

01/17/2020
Updated Periodicals
Updated job boards
Edited raw interviews for Podcast and saved as Audition File on IS Lab Hard Drive (printed out script, is in the lab desk drawer)

01/16/2020
Introduced student to portfolio collection
Checked out book to student for Drucker's History of the Book
Assembled media transfer station
Old PC w/ uncertain login info. Meeting w/ Justin next week to discuss setup
Assisted student with printing and locating other print locations on campus

1/15/2020
Updated job board
Edited Constellation Constitution
Worked on Python workshop

Placed book on reserve for IS 461 (Descriptive Cataloging)
Introduction to Cataloging and Classification, Z693 .W94 2015
Added new book to main collection
2 students checked out books for Drucker's History of Book
Continued working on Processing workshop presentation
Created email template and flyer template for the Processing Workshop, found here: C:\Users\islab\OneDrive - GSEIS\ISLAB_Active_2019-2020\Workshop Materials\Processing Workshop\Accession Workshop Materials ACTIVE\Communication Templates

01/14/2020
Discussed Children's Collection display ideas with Maxwell & Diana
Worked on Python workshop
Set up display w/ Raspberry Pi in Zone C

1/13/2020
Link for registering a campus student organization: https://www.sole.ucla.edu/Organizations
Registration ends Friday January 17 by 5pm . <-- done, awaiting approval D
Put together new vacuum and threw out old one, vacuumed video rack and Zone C
Updated job board
Added 3 new books to collection
Team agreed upcoming Workshop Wednesday will be Resume/CV Clinic by DA
Created and posted WW flyers in GSEIS building

Shifted books on first stack (AE-PE call numbers)
Added BetaCam SP tapes and U-matic tapes to Things to Order for the IS Lab document
Worked on the submission for the Constellation Podcast Club
Edited online film handling training
Updated Shawn VanCour on status of the new video equipment
Created Constellation Constitution for submission for club status (ISLAB_Active_2019-2020\Podcast\Podcast Outreach\Constellation Constitution.docx)
Worked on Organization description for podcast
Friday 1/10/20 note from Justin—I looked at the spreadsheet and saved a copy as "IS Lab Main Collection MASTER 011020 COPY TO CHECK" which should be the latest version saved. I left everything up (and re-locked the computer) to be safe. If it's ok, use that file going forward—probably just delete the old copy and rename the "CHECK" copy. (I suspect it was an issue with 2 copies of the file open at the same time, it said the issue was that the file on Onedrive had changed so it didn't want to overwrite that without confirmation.)
Thanks very much, Justin! (DA)

01/10/2020
Worked on film handling online video
Continued processes films donated to lab by Ellen
Updated job board

01/09/2020
Helped introduce Virginia Walters' Diverse Children's Literature class to the children's collection

They now know that they can check children's materials out if they are enrolled in the class
Virginia Walter inquired about a reference work called Children's core collection – we have the 2010 and a few earlier versions, but it might be worth investing in the latest edition
Looked at workshop schedule & wonder if we should push the first Workshop Wednesday back a week to accommodate 2 talks that are happening in the IS Department at the same time

1/09/2020
Placed course readings into protector sleeves
Cleaned up back shelves a bit
Sent email regarding Friday PM shift
Virginia Walter borrowed a book truck
Reorganized Course Reserves boxes

01/06/2020
Collected mail and sorted periodicals – need new stamp (added to 'Things to Buy' document)
Edited and approved pending job board postings
Set aside space for films in Ellen's independent study project
Shelved Fall 2019 Course Reserves
Posted Winter 2020 staff schedule to Outlook Calendar
Posted general IS Lab staff schedule on white board
Submitted Short-Course Development Packet for Processing Workshop
Maker Monday
1st-year MLIS student, Serena requested a master's thesis on medical records that was recommended to her by Caswell – only able to

locate one master's thesis in IS Lab Collection master spreadsheet

Collected and saved manuals for 16mm projector

Cleaned new video rack

Today's Challenges:

Unable to access the internship@gseis.ucla.edu email – current password not working ← Re: internship email, why were you trying to access? We're no longer responsible for this account.(DA)

Emails to letter writers with synopsis

Minutes

Staff schedule

Equipment donation

Clean & inventory equipment

Prepare Raspberry Pi Maker Monday

Call with MLG

Call with GLG

Call with Nancy K

Meet with Shawn VanCour

Meet with MLIS student x4

Rejoinder

CDP to ISC

eScholarship meetings

LotY Cmte

Met with Johanna Drucker and placed flags in the stacks for her History of the Book course

Helped out with Maker Monday (great success!)

Corresponded with folks re: KCRW internship planning

Requested CCLE site for MLIS Independent Study

Met with MLIS student (x 3)

Made zone reservations for Shawn VanCour and IS 596 student

01/03/2020

Maker Monday Prep

Resolved issue w/ DAKBoard setup code

Setup Second Raspberry Pi station

Copied Raspian directories onto MicroSD cards

Helped move AV equipment from Brianna and Adam

Broke two toes bringing in donated equipment

Call with union

Request for meeting with Lilia

Sent list of letter writers to Lilia in LHR

CAPA docs

Met w Shawn VanCour

01/02/2020

Maker Monday prep

Printed + Posted Maker Monday flyers

Coordinated & organized hardware

Raspberry Pi setup – NOOBs Raspian software on MicroSD cards

Email to [is-students] Re: Maker Monday Workshop Wednesday Schedule

Meet w/ Staff during Week 1 about Python/Syllabi Project

Contingency Plan: Accessing or Podcast Planning Workshop

Constellation Podcast

Waiting on final edit of episode 1 from Ashley; once we know the status, we will set first Constellation meeting