



SNAPSHOT DAY, OCTOBER 4, 2010

“WHAT I DID TODAY”

A day in the life of the California State Library was captured on Snapshot Day 2010. On that day—October 4, 2010—the California Library Association invited every library in California to capture usage data for a 24-hour period to demonstrate the importance and value of public, academic, and special libraries in California.

One question on the Snapshot Day survey encouraged libraries to submit “examples of the ways staff in your library spent their time on Snapshot Day.” Every California State Library staffer was invited to write one sentence on his/her work on October 4.

Here are the 52 responses:

- Working on statistics today, also planning the desk schedule for the support staff and assisting patrons in the State Library on the phone and in person.
- I assisted a government agency Human Resources Dept. with training videos, making recommendations and suggestions for group training on critical workplace issues.
- I spoke with a Bay Area television station about identifying library volunteer opportunities they can showcase on their news program.
- I explained the library laws on fees to a library director. (I taught the law, and the law won).
- I supplied information to develop plans to assist the mentally ill.
- I identified, extracted, catalogued and prepared all servers' daily and weekly backup media for our disaster recovery container which a courier will transport to an offsite facility for safe keeping.
- Today I am meeting with federal and local officials to discuss opportunities to improve awareness of community health indicators in California and to use those indicators to guide decision-making.
- I processed the library's telephone bills for payment today!
- I sent out a bibliography of articles on children aged 0-5 years old: "Studies in the News for First 5 California."
- I prepare research memoranda for the Senate.
- I coordinated Snapshot Day, sent a letter to the editor, and issued a press release.
- I cataloged material for the California History Section, including the "The Writers' Revue 1922 presented by the Writer's Club of Hollywood." Our copy was inscribed by Charlie Chaplin.
- I edited a report on Homeless Youth statistics.
- Working with the San Francisco Bay Area Television Archive <http://diva.sfsu.edu/collections/sfbatv> to gather facts for the final report.
- I assisted a staff member from Golden Gate National Park Conservancy in finding a rare book on Sutro Baths. He is interested in scanning the book for Golden Gate Park promotional purposes.
- I processed a new shipment of federal depository materials and made them available to our borrowers.
- I assisted in organizing a charitable event at the California State Library today that will benefit numerous individuals throughout the state!

- I spoke to an account representative, discussed the conversation's outcome w/ a colleague, processed a related invoice, and thought about how CSL's holdings could supplement the educational programs of cultural institutions such as the newly expanded Crocker Museum.
- I am indexing three California History Room periodicals, serving the public in person and by phone on the Reference desk, collecting Interlibrary Loan requests to prepare for processing, preparing for a talk that will be given at Family History Day this coming Saturday, and cataloging three photographs for the picture collection.
- I worked to preserve California's history for future generations.
- I'm developing an online workshop to teach librarians how to conduct community needs assessments.
- It's a typical Monday here, I have answered 102 phone calls from patrons so far since 9:30am, and I did the mail, 40 new applicants' packages, and emailed 16 messages to the reader advisors.; I leave at 3pm so someone else does the last hour of receptionist work.
- I processed interlibrary loans, audited time sheets, worked the public desk and distributed information to our staff regarding the CSL California State Employee Charitable Campaign (CSECC).
- I'm helping to distribute voter education tools and resources for first time and busy voters!
- Today is the day of the Giving Fair where CSL employees will be participating in the California State Employees Charitable Campaign.
- I indentified a series of glass plate negatives for a gentleman today as Mission San Xavier del Bac, a Jesuit mission south of Tucson, Arizona
- Working on a *lot* of queries today, but the best one has been finding info which UC reference staff couldn't find re: Youth Gang Drug Violence Prevention Report (1993) for a researcher at UC Berkeley
- Working on the reference desk, I'm helping genealogists weave their families into the tapestry of American history.
- I am writing and editing scripts for recording FAQ messages on our forthcoming Automatic Call Distribution system, assisting patrons with reader advisory requests, training to become an Administrator for the BARD (Braille and Audio Reading Download) site, and writing and editing our forthcoming newsletter.
- I modified procedures documenting the tasks of a retired employee for succession planning, answered the phones, and compiled statistics for my unit.
- In addition to working at the reference desk, I looked up older laws from other states for the Departments of Justice and Corrections to assist them in enforcing Megan's Law.
- Today I helped a member of the library find someone who could intervene to evaluate potentially life threatening denial of medical care in the case of a relative in a state two time zones away. Other than that, I finished a 34 page review of current California and US renewable energy policy.
- I completed my timekeeping duties, responded to OCLC requests, filled requests from the law library and monitored the Request This Title while also updating the City and County Codes.
- I briefed section staff at a meeting on Snapshot Day, prepared handouts for Family History Day, researched and answered e-mail reference questions, and worked on the reference desk.
- I worked on a research memo for an Assembly office. Among many other things, of course ...
- I helped the state explore alternatives to an outdated public policy that costs millions and unduly affects civil liberties.
- I prepared paperwork for purchase orders that will be issued after the state budget passes.
- Putting together *Facts About Homeless Youth* to pair with short youth videos to educate policymakers and highlight National Runaway and Homeless Youth Month next month; we will send out a fact/video daily via e-mail throughout November.
- Arranged a meeting with a legislative office to conduct research for a bill next session.
- I opened, sorted, & processed the new materials received from Government Printing Office; shelved & re-shelved printed materials & DVD's.

- I've spent the day searching, among other things, for recorded materials on ME/Chronic Fatigue Syndrome and on British history specific to the period of Cromwell and also helping to re-record announcements for our soon-to-be installed automated telephone system.
- I worked on a policy brief on the circumstances of homicide using data from CDPH's California Electronic Violent Death Reporting System (CalEVDRS).
- I answered questions at our Capitol office and worked on the Women's History Month project.
- I was able to show a couple visiting the California History Section some old photographs of a 1915 version of the modern RV.
- I processed grant payments to go toward the preservation and restoration of historical buildings in California.
- I activated online database access for a state agency.
- I spent the day running reports in order to provide [data to] a number of patrons and going over webserver logs for number of page hits.
- I distributed CSECC campaign forms to give people a chance to give back to the community.
- I spent some time on a Sunnyvale Public Library (a Patent and Trademark Depository Library) project to create a database of California inventors who received U.S. patents.
- I worked on updating the state government-wide Best Practices website including posting information for two agencies.
- I worked on planning a network redesign that will optimize patron access to data.
- I released information about grant categories and priorities for the upcoming California Civil Liberties Public Education Program grant cycle.

For more information about Snapshot day, please visit: <http://www.cla-net.org/snapshotday/>

L. Parker 12/1/10