

## Minutes of Librarians' Meeting 27 September 2013

Present: Don Brown (DB), Alice Cornelio (AC), Seth Daugherty (SD), Alice Grigsby (AG), Moon Ichinaga (MI), Mary McMillan (MM), Noreth Men (NM), Claudia Striepe (CS)

### AGENDA

**The minutes of the last meeting will be sent to Ms. Hairston and the Unit.**

### TECHNOLOGY

**ITS Meeting:** AG and NM met with the ITS department re: reported & documented problems including "freezing" circulation terminals, remote access to WestlawNext, default printing options (b&w/color), slow/"hanging" student computers at Ref. ITS has promised to look into these issues alone or in consultation with QCI.

For librarian testing of remote access to databases, Claudio has agreed to extend the DSL line to the library for testing purposes. In the meanwhile librarians can call the Help desk to arrange to go to the 2<sup>nd</sup> floor of the Communications building and use the DSL line there for testing.

For the upcoming Millennium upgrade, IT has promised help with the install. When we give them the install date, they will send someone to put the client on local hard drives.

ITS said they could put a popup on the student Ref computers re: using/printing from Word in the LMTC – we need just send the desired wording.

Mr. Wagstaff will look into the issue of non-active students, but noted that there are conflicting interests/needs on campus. The issue has been elevated to another level and Dr. Arce is looking into having a policy statement formulated. It is to be hoped that the library will be able to give input.

NM asked about circ. stations getting an "off-line" circ. module installed for emergency use during times of power cuts. ITS cannot install this on "thin client" computers, so will look into improving access via thin client (or "in" stations), or getting circ. desks a regular pc. DB wants this option in the music library also.

MM had expressed a need for at least some circ. Desk computers to also get to other desktop options/functions. We need to send this request to IT. It was decided not to have this option at the periodicals desk stations.

AG spoke about the protocol for problem reporting as regards computers and computing systems. If the problems occur during off-hours, we are to call the campus police and they will contact ITS. This information will also be part of student/staff training.

Claudio has asked for a map of where the Wi-Fi access is weak in the building. NM will be compiling a map of problem areas. BD asked that the Music Library be included in the survey and mapping also. We have many complaints about a "weak signal". NM advised that the more people using the signal, the weaker it becomes. The Wi-Fi hub is located in the library lobby.

On the computer replacement cycle, the library is due for staff computer upgrades in March 2014, then the staff and student labs. The library is third on the list for general student computer replacements. We have 330 student computers. All replacement cycles are contingent on budget. The staff computers will be regular pc – not "thin client" stations. Ref, Circ. and Room 10 and Room 102 teacher stations will be on the Staff computer replacement cycle.

## RESOURCES

**Periodicals Back Copy retention Policy:** MM noted that back issues of periodicals are piling up and the library has need of a back issues retention policy. The Periodicals staff is working on making the periodicals holdings list accurate and adding information on digital duplication where appropriate. MI noted that Full Text Periodical Title Locator can also be used for this purpose. AG suggested MM start a policy on Back Issues, and bring it back to the next librarians' meeting for discussion and tailoring. The entire issue of periodicals with regard to microfilm and bound copies also needs discussion.

**Bound Periodicals:** To complete a recent assignment, students are accessing microfilm and old, bound issues of periodical titles. Some of the bound periodicals are on the "Teacher Center" side of the room in the West basement. The arrangement with Staff Development is that we may occasionally have reason to walk into that area to retrieve items, and that is still a library area.

**Databases:** MI reported that JSTOR is still working on the problem of emailing articles. While other databases allow emailing of complete articles, this has not been the way JSTOR operates. Here one emails a citation that gives one a stable URL that allows for printing. At the moment the stable URL is taking students back to the preview page. We should recommend printing the article on site, or saving to a flash drive until the issue is sorted out.

**Choice Cards:** NM had 2 recommendations. First that the Acquisitions staff check for duplicate titles on the OPACs as the librarians have too much else to do. AC will look into having the p/t librarians do this if any particular librarian finds they cannot manage this. Second, NM suggested having one librarian per division as per the liaison librarian pattern, to simplify the Choice cards divisions. AG remarked that the Choice Cards and the Liaison librarians were 2 different things and to leave things as they are for the present, noting that the card divisions do roughly align to the liaison assignments.

## FACILITIES

**Booking Rooms and Opening & Locking Doors:** CS reported an incident where Staff Development staff had reported laughing coming from Room 10, noting that this was odd as no classes were booked. Upon investigating CS found Room 10 empty, but sounds coming from the "pre-room" in front of Room 10. Upon further queries, the occupant vaguely identified herself as a therapist, but did not offer fuller details. AG will investigate further. There is also a problem with unlocked/open doors allowing unauthorized access to students who have no business in the rooms; this is especially of concern if campus equipment/computers are in the rooms. Please check that relevant rooms are locked in the mornings or as you pass by.

A suggestion was made to move the adaptive access stations to the Basic Skills area and turn the current adaptive access room into a group study room. AG noted that while it is true that more disabled students are choosing not to identify as such, it is still a good service to offer, and there are concerns re: asking wheelchair-bound patrons to negotiate their way upstairs to the Basic Skills Center. However, AG will discuss this with Ms. Kunisaki, and AG will also discuss the possibility of turning the current microfilm room into the adaptive access room. AG reported that a new video-telephone kiosk will be installed in the lobby of the library. The Special Resources Center is funding the kiosk.

**Gift Books Procedures Update:** AC and MM have looked at other areas to house gift books so as to clear the Circ. Work area. The books will now be taken to the storage area near the digital workroom. MM reported we already have 200 boxes ready for Better Books to fetch and sell/pulp. MM wondered if this venture was worth the time and expense. AG suggested we keep statistics on how many gift books we actually add to our collection, and depending on the number make a decision as to whether to stop taking gift book donations. We will add this to our Collection Development policy, once finalized.

**Public Access Workspace:** MM reported that her staff is working on cleaning and reorganizing the area.

**Reference Desk Configuration:** DB noted that he had measured the teleconference room counter, and it is not suitable, being too small and too high, to replace the current reference desk counter. On the other hand, the current reference desk is too large and needs repair. AG suggested looking at catalogs, or redesigning the desk using the modular design to our advantage. SD volunteered to take the project on.

## STAFFING

**Student Worker Training:** MM has organized a training session for October 11<sup>th</sup> that will encompass as many student workers as possible for an overall training. Each particular unit will then receive more specific training, which will be done in clusters. DB expressed a wish that the Music Library student workers be included in the training.

## PLANNING

**Library Policy 4040 Review:** AG thanked all for forwarding suggestions. The proposed Policy was read and agreed upon. AG will send the revised statement out via email one more time and then move forward with sending the Policy to the Ed Policies Committee.

**SAO Updates:** CS noted she had asked about Student Service areas and Accreditation and Trackdat. The answer was that if the ACCJC had not specifically mentioned an area, it is assumed that things are fine and we should not worry about it. Once the Academic areas have been brought to sustainability, attention will be turned to service area. For the moment, we should continue as we are doing. CS also mentioned the introduction of another layer of outcomes – the General Education Outcomes. Again, this will not affect us at this time.

## PROFESSIONAL DEVELOPMENT

**Curriculum Committee:** AC reported on her experiences with the Committee, noting that it is a 3 year term. The librarian member liaises between the faculty and the Committee on the matter of text-books and provision of enough materials to support a new course. AC mentioned the support of Chairman Mark Lipe.

## OTHER

**Update on Review Areas of Responsibility/Job Analysis:** AG asked that we finish reviewing and send comments/corrections to AG a.s.a.p.

**Security Issues Update:** We have theft issues that have proved hard to solve, and we need to explore other options and ideas on educating students on property safety. One idea is to do a follow-up article with the Union newspaper. Plainclothes officers are also stationed in the library. We also have a patron causing repeated problems – this has been recorded with Chief Travis, and we are to call the police department if he is seen in the library. This patron is not an active student, thus we can ask the police dept. to deal with him. Registered students that cause problems need to be dealt with via Rebecca Cobb. Paperwork and forms dealing with students is under revision, so for now report problems to Ms. Cobb via email and copy AG.

AG noted that she will ask our Safety chairs (Daugherty and Valencia) to look into active shooter activities, perhaps even staging a “mock-up” situation for staff. The other area requested for discussion is that of library building “safe rooms”.

**Paid Tutoring:** AG noted that our facilities, especially the study rooms, are being used for paid tutoring sessions. This is not allowed per Ed. Code. If it seems to you that a paid tutoring session is happening, please go into the study room and make inquiries. For-hire tutors are not eligible to book study rooms.

**Announcements:**

**Topics for Further Discussion:** QCI has been invited to attend a future meeting so that we can ask them to address specific concerns librarians and LMTC representative Ms. Wilson may have pertaining to their services like remote printing, the proposed credit/debit card payment methods etc.

**Amazon Card:** AC reported that she now has the card for “emergency” use.

**Program Review:** DB reported that he is putting together the Appendices and anticipates having around 8 of them. DB asked CS for the SAO appendix H. The plan is to send the completed PR on to Student Services Dean Garcia.

**Nov 6<sup>th</sup> Workshop:** to be held in Ontario on Planning Assessment in Higher Education Libraries. Let AG know if interested.

Cs/2013