

Minutes of Librarians' Meeting 8th November 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

LRU Webpage: NM showed a draft page, based on recent changes, for approval. The new changes are intended to display the LRU departments more clearly to users. After a few tweaks and suggestions NM submitted the page for publishing.

RESOURCES

Faculty Collection: AC reported that she had received responses on the issues from most of the Library Advisory Committee and they all support integrating the collection into the main, general collection. CS noted that the Faculty Development Committee has the issue on the agenda for their next meeting. AC agreed to leave the final decision until all parties have given input. The Collection will be weeded before integration. AG noted that if the collection is removed from the area for integration, the library is giving up a space. An alternative that AC will investigate is putting gift/donated books there that the library does not necessary want to add to the collection, for faculty to browse and take away. That way we maintain control of the area.

Sabbatical Report Procedures: MM reported that a memo had been sent to faculty the sabbatical reports are available. To facilitate access of the reports MM has a binder at the Circ. desk, and will make one for the Ref desk, of reports by faculty author, division, and year. The reports are all in the Treasury in locked cabinets. MM asked whether it should be Circ. or Ref staff that should fetch the reports. It was agreed that Circ. staff should normally get the reports unless there was no-one at the Circ. desk, or the staff was too busy – in those cases the patron could be referred to Reference. Most sabbatical reports are bound by the Catercraft Company. MM will make up a policy and procedure for process and place them in the aforementioned binders.

Database Updates: MI reported frustration with ITS as we are still experiencing problems with the portal after 2 weeks. AG noted that she has left a message on the matter with ITS.

Four librarians attended a CINAHL webinar that outlined the many options that CINAHL Complete offers searchers. MI will add one of the tutorials to the tutorials area on the webpage.

MI reported some spare funds. These will be used to renew WestlawCampus Next and to put a planning placeholder for Boopsie. We will also get the database ArtSTOR. Many other California community colleges had subscriptions to this.

The Springer e-book collection is proving problematic of late, and support seems to be only available via email with Germany. It seems that not all of the 4,000 titles are fully available from off campus. MI is working on the issue. Please email MI with other problem titles.

CS reported that there are also anomalies with the Ebsco e-book collection. The title in question did not display the usual [electronic resource] tag in the title. CS will send AC a screen shot of the title so that it can be investigated.

FACILITIES

North Reading Room: MM posed a question about a piece of adaptive access equipment near the entrance of the North reading room that is proving a magnet for leaving trash and collecting dust, and asked whether it could be moved. A similar piece of equipment is already in the Adaptive Access room. AG noted that we should provide access to reading aids in other areas of the library also. MM felt there were not enough books in the North Reading room to warrant its staying there. MM will scope out other areas to put the equipment.

MM also felt that the current layout of the North reading room is not conducive to quiet study. The arrangement does not flow naturally and group and individual tables are mixed. MM felt separating individual carrels from group tables may be more effective. DB noted that the Program Review had suggested a task force be formed to make those sorts of decisions. It was decided that MM head a taskforce to look into the seating arrangements in the North Reading room, and look at how other colleges deal with similar issues. CS and SD volunteered to join the task force and MM said that she would also like Circ. staff member Cindy Lopez to be part of the venture as well.

NM asked about the taskforce that was looking into renaming the Unit and AG noted that was on the agenda for the next Unit Council meeting.

STAFFING

Library Student Workers Holiday Festivities/recognition: MM noted that this was her first year here and she wondered how the library approached the issue of the holidays and student workers. MM felt it important to show appreciation via a pot luck luncheon, going out to lunch, making gift bags, or some other means. AG noted that Mr. Martinez had hosted a pit-luck luncheon, but that she had vetoed this practice on his retirement. It was also noted that the ECC campus puts many constraints on catering issues. It was noted that the library has approx. 23 students and volunteers. AG suggested light cookies and coffee and gift bags, but thought this might be a better conversation for the Unit Council meeting.

Part-Time Librarian Pool: SD noted concern that the part-time librarian pool is depleted and asked to widen the pool. AG will contact HR and follow up with SD. All agreed it was a good idea to have a deeper and active pool from which to draw.

SAO Updates: See item below

Report on Workshop “Planning, Assessing I Communicating Library Impact: Putting the Standards for Libraries in Higher Education into Action: CS reported on the Ontario workshop, noting that this would be a brief overview and asking for more time at a future meeting for a more detailed report.

The group worked from the ACRL booklet “standards for Libraries in Higher education” available online at <http://www.ala.org/acrl/standards/standardslibraries>. It was reported that Information literacy will be more diffused and institutionalized although the ALA/ACRL definition will remain. Libraries will have to therefore work more diligently to show their worth and value to the process and be more adept at formulating outcomes and gathering data. Ideas posited were to look at how to leverage what we are already currently doing; work more closely with institutional research, work with other divisions on combined initiatives (like embedded librarians), volunteer for and conduct more “pilot studies”. CS also noted that some other interesting ideas (iLOVE the Library), and other free assessment tools (TRAILS) were discussed.

Plan Build 2014-15 (due Nov 15th): AG thanked all for their participation in the process. AG has reviewed the new additions and noted that the deadline was approaching. A meeting of all for next Thursday is planned in 202, 1-2pm

PROFESSIONAL DEVELOPMENT

BP and AP 4040: AG reviewed previous comments and distributed new drafts for comment. The BP was accepted and will go forward for Board approval. It was agreed that the librarians did not like the mandated addition of “and Other Instructional Support” to the title of the AP as it either made the document one-sided, or demanded more detail be added to the document. AG will contact Ms. Alice Martinez about this. In the interim it was decided to produce the document as just pertaining to the library.

OTHER

ITS Request: MI has asked ITS for a test user name and password, with no success thus far. AG will follow up with ITS.

Friends of the Library card Clarification: CS noted several recent requests from patrons to use the Guest log-in on laptops. It was clarified that this is not policy, and guest sign-ins are only for those with FOL cards and to be used on the two specified workstations only. The only exception is at the beginning of a semester when new students may need to create a user account. In these instances, the librarian must remain with the student until the account is created and see that the student then logs out of the guest account and continue with the new school account. It was also clarified that the library facility is open to the community, but not all of the resources are. Community members desiring more access may apply for a FOL card, and even this gets only restricted access to resources.

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