

**Summary Minutes for General Distribution and Web Posting**  
**Minutes of Librarians' Meeting March 2014**

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 were approved and will be sent to the Unit.**

**SAOs**

**LRU Survey Update:** NM reported that Institutional Research has sent the Survey link, and that she picked up the print version today. The Unit will begin surveying on our return to campus, Monday March 24<sup>th</sup>. MM is prepping boxes for completed surveys for Circ and Ref counters.

**RESOURCES**

**Media Collection Discussion:** Two questions were put to the faculty. Firstly how do they feel about opening the collection to students? Secondly, how often do they use the collection, and how many videos are in "private" Division collections?

Re: the first question: If the collection were to be made available to students, faculty would prefer to see it run on the Reserve model, with media to be viewed on campus.

Re: the second question, faculty were divided amongst those who were not aware that we had such a collection at all, to faculty from the History department that use it all the time – supplemented with their own, or Division, materials.

**New Periodical Title Requests:** MM noted that NM as liaison, followed up with instructor Tim Muckey re: ranking his requested titles. She also found that 3 titles are available full-text via library databases. It was agreed that MM would follow up on the other titles (less the titles available on-line as per policy) to a cost of approx. \$600. This will include the title SD suggested "The Week"

**Faculty Records in Millennium:** The librarians discussed the issue of faculty records being automatically added/maintained in Millennium. AG will discuss this further with NM and Millennium and explore further options. Right now faculty must be referred to the Public Access desk to activate their record.

**Series New Directions...ex-Faculty Collection:** MI reported that the series is mainly from the 80s. The consensus was to discard the series. AC will continue through the discard process.

**DATABASES**

**Update on Databases:** MI noted that with the big push in STEM areas we may want to get some mid-level science databases. We currently have the lower level Todays Science and the very scholarly Science databases. Two possibilities are Gale Science in Context and Science Full-text from Ebsco. All agreed to purchase the Ebsco product.

Further discussion focused on the pros/cons of the Current Biography databases. The database has searchable indexes by name, country, and profession. If we vote for the database the print copies will be discarded. Please give MI input

The Chronicle of Higher Education Online includes extra content not in the print version

MM demo'ed Lib Guides via the Marymount site. The cost is \$891 pa. All the information is in the cloud on SpringShare servers and the pages can be skinned to the ECC brand. ECC library would choose a template and all areas are customizable.

MI gave a brief report on the recent Loyola Marymount Vendor Day.

### **PROFESSIONAL DEVELOPMENT**

**Library Advisory Committee Meeting:** The Library, and the Humanities, BSS, Nat. Sci., Fine Arts Divisions were represented at the meeting. Interest was focused on the Public Access department, particularly the Reserves and textbooks operations.

MM gave a brief report on Better World Books and their operations, and on the upcoming Women's History Month Book Discussion and tea, featuring "My Beloved World" by Sonia Sotomayor.

CS spoke about expanding the request for faculty reading lists to all Divisions.

AG had two observations to share from the meeting. Firstly that faculty seem unaware of the copyright issues surrounding the use of media like You Tube in the classroom, and she asked DB and MI to prepare a copyright statement with useful links to share with faculty. Secondly as regards faculty asking for the names of students who have not returned borrowed Textbooks so that they might follow up with them in class. The library may not share that information, only the library can contact the students. MM will ensure that the staff and student workers understand the FERPA regulations.

**CCL Technology Tools workshop April 23<sup>rd</sup>:** AG has sent an email link re: this event. Please register online if interested. There are no fees.

### **PROGRAM PROGRESS/PLANNING**

**Women's History Month:** CS, AC and MM reported satisfactory progress. Attendees must register via Faculty Development.

**READ Poster (National Library Week April 13-19):** MM announced that the 2014 honorees will have their photos taken on the 26<sup>th</sup> March. Ellen of the Graphics department is ready to make the posters and the frames are available. MM will begin publicity after the Spring Break and send the information to Ann Garten (Public Relations) CS will post on the ECC LRU Facebook page.

### **OTHER**

- CS, SD and NM all reported instances of poor shelving in the Reference and General Collection areas. MM will follow-up.
- NM noted that a credit card option has been added to the print/copy add value station. The option will be for a \$5. Minimum. There is no Paypal involved and the Quality Copy phone number will be provided in case of problems.
- AG talked to the Bookstore re: the Circulation area kiosk and a representative is to come in to inspect the unit. The kiosk contents have also been repositioned to minimize faulty release of items. These steps should lessen the impact on the Circulation area staff. The signage has also been changed and students are directed to contact the bookstore with issues. In the event of evening hours problems, a small stack of scantrons and the like have been left at the circulation desk to give to students if their chosen item misfeeds. Also \$2-\$3 in change. This is only for misfeeds and jams. If the Out of Order sign is up there are NO sales and money would NOT be returned.