

SUMMARY of Librarians' Meeting—26th Sep. 2014

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

AGENDA

Approval of last Minutes: Minutes of the last two meetings were accepted.

SAOs

Update: CS summarized prior meeting for AG, and further reported that the LRU SAO grid has been updated and posted to the web. SK had a later update, so CS will ask Mr. Brenes to repost the grid early next week.

RESOURCES/PROCEDURES

Cosmetology class: MI reported that she is continuing with the embedded librarian pilot for Prof Winfree's day class only and provided an instruction class for 2 other cosmetology classes. MI highlighted the TERC database, id cards and print accounts. MI has arranged with R. Stewart that the students will take the practice tests in the LMTC

Desk Procedures: CS thanked MM for recent procedures for Sabbatical reports and Lost/Missing Books. SD will add these to the Ref desk procedures manual for convenience.

Overdue Items/Catalog Suppression Cycle: MM has asked K. Morrow to institute a process to suppress long overdue books. The suppression cycle currently is that the 3rd billing notice is issued one month after a book is due, and this will also be the suppression date. If an item is returned KM can remove the suppression. It was agreed that this seemed reasonable. Deletion is a bit more complex as we pay for every record downloaded so does not want to delete too rapidly. MM sees deletion being a Winter break project and suggested a 2 year wait. So in 2015 we would delete 2013 long overdues, additionally a list would also go to AC should we wish to replace the item and re-use that record.

DATABASES/TECHNOLOGY

Databases Update: It appears that some eBooks no longer have an obvious print icon if a patron is using the Explorer browser. The icon IS available on Firefox and Chrome browsers. Using Explorer, patrons must save the pages to print as a pdf, and then the print icon will be available and will also tell the patron the allowable number of printable pages.

Renewal of Fall Databases: Two Gale health databases are up for renewal. The cost is \$10,600 for the two. The Foundation paid for them for a while, and last year we paid from the library budget. The usage stats are low, even accounting for some statistics gathering problems encountered last year. The consensus was to drop the databases.

Database Proxy Update: NM has moved the databases to the proxy server and tested it from home. Some webpages and videos need to be changed to reflect this. We must communicate to IT what they should show from the portal – the consensus was the Library homepage. Login will be different from the MyECC login, and the student cards need to be activated. This can be rolled out at any stage.

NM also brought up the issue of our webpage headings and the possibility of reducing and consolidating the number of headings and potentially confusing options for students. MI will separate out databases

from websites to reduce the A-Z list of databases and the fact that we are dropping 2 databases will also help. The group is undecided on where to place with Books in Print.

Boopsie: We have been looking at Boopsie for 3 years now. Several things have changed in the interim, including the price (currently approx. \$11 thousand annually as it is based on FTES)

We must come to a decision by end October. This will be brought back to the next meeting for a decision.

PROFESSIONAL DEVELOPMENT

Paralegal Exercise Review: CS prepared and distributed a handout, but was not able to go into the exercise due to time constraints. The answers are on the handout and so librarians are urged to try and figure out the answers, CS will also be helping the part time librarians through the week.

FACILITIES/OPERATIONS ISSUES

Security System/East Basement: Despite having no secure security system downstairs the president has given orders that the LMTC basement door remain open. (However, for safety reasons, the door is locked after 5pm) We need an inventory to take place so we can track losses. Our issue is the loss of novels that teachers are assigning for reading – Fahrenheit 451, the Giver, Like Water for Chocolate, etc.

Library Opening/Closing Procedures: NM requested that we be given training on these procedures re: alarms, lights, keys, etc. Remember campus Police can also be called in an emergency.

Cs/Sept28, 2014