

SUMMARY of Librarians' Meeting -- 31st October 2014

Present: 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: The minutes of the meeting of Oct 10th were approved and will be distributed. It was agreed to revert to the practice of including Action Items at the end of the minutes.

PROGRAM REVIEW

Updating Opposing Viewpoints, Taking Sides, & Information Plus Series. It was voted to continue ordering all three sets in print format.

Reference Tracking Pilot: MM shared handouts detailing a pilot study she has been working on since Spring 2014. The purpose is to “evaluate the effectiveness of the Warner Model of Reference Classification as a tool for acquiring assessment data on student information-seeking skills via questions asked at the Reference desk. ..”. MM records the reference transactions and data via Google docs, and all question/data points are customizable. MM wondered whether the pilot might be expanded, considering the potential value of the data. AG felt MM should share this with and involve the p/t librarians. CS felt the data would have value for Program Review and SAO areas.

ACTION ITEM: MM will share the Reference Tracking pilot with the p/t librarians and ask them to participate. Bring this idea up a potential SAO for the Reference/Instruction Team at next SAO.

BP/AP 4040: CS reported that BP/AP 4040 had been passed at the last Senate meeting, with one amendment to the procedure Dr. Arce also asked that the standard phrase re” President/Superintendent be included in the Policy. He agreed to a suggestions that the phrase be added to the last line of the Policy. AG thanked all for getting the Policy and Procedure to this stage. It now moves on for final Board approval.

DIGITAL RESOURCES

Databases: CREDO REFERENCE Demo: MI felt that Credo had improved and had more benefit to students than previously. MI showed some newer features. MI and NM have also added some content to the Credo site in the form of Power Search, linking to our catalog and to 10 databases from our collection. Links to this added content are found under “Suggested Resources”. Power Search only works with content from the Topics Page.

ACTION ITEM: MI and NM will notify all as to which 10 databases have been added to CREDO, and look into the possibility of adding more databases.

Databases: CREDO Information Literacy Modules: It was agreed that after the demo of last week, no librarian was interested in purchasing the IL modules at this time.

Databases: Gale Academic One File: Discussion on this item was deferred, as the deadline is only in Spring.

Reference E-books: Example: Gale Encyclopedia of Multi-Cultural America, 1995 copy in Circ, 2000 copy in Ref, 2014 copy online as e-book. It was decided to discard the 1995 copies and move the 2000 ed. to Circ. And be vigilant when checking the catalog as to the format of the edition.

ACTION ITEM: AC will to discard the 1995 copies and move the 2000 ed. to Circ. Gale Encyclopedia of Multi-Cultural America.

Compton Faculty and ECC Databases: AC was asked by a Compton faculty member for access to JSTOR...what is our policy? AG will ponder the issue and give her opinion at an upcoming meeting.

ACTION ITEM: AG will give a ruling on Compton Faculty access to ECC databases.

FACILITIES

Responsibility for opening Locked Rooms, DE, 202...: AC recently had 2 calls at the reference desk to open satellite rooms. There IS a key at Circ., but Circ. Staff cannot always easily leave the Desk. MM will speak to the Circ. Staff; sometimes it may be possible to find a student worker. This may be an issue where we all have to pitch in and help. All keys are in the locked room/cabinet behind the Circ. Desk.

Study Rooms: All upstairs staff in particular should please walk past the study rooms and monitor them, there have been many undesirable behaviors noted. They are told the rules on booking a room, but some choose to ignore them

Access Room Issues: DT reported that one evening a student claims he did not hear the closing announcement. DT confirmed that indeed it is difficult to hear announcements in that room. We are please to ensure that students know the library is about to close. We may need to go in there after the announcements, and additionally a sign will be posted on the wall in the Adaptive Access room re: Library hours. Also students using that room MUST bring their own flash drive as a recent incident occurred with the printer not working and a student was irate at not being able to save her work. It was noted that despite the rule to keep the room locked, sometimes the room is hot and smelly. We are to use common sense in these situations.

ACTION ITEMS: SD will make signage for the Adaptive Access room re: Library hours and those students should have a flash drive to save work.

Ella Rose Madden Room: Nursing faculty came through the facility last week in preparation for the accreditation team visit. The ERM funds are no longer there. All books are bought with general funds, and as such, are aimed at a larger group than the nursing students, thus we may have books and periodicals they might find not useful for the Nursing Program, but that we have bought for the collection. AG and MM will speak to the Nursing faculty. It is also the case that the Nursing Room may no longer be viable and be used for other purposes. The ERM collection will slowly vanish as it is weeded, as no new items are being bought for this collection.

ACTION ITEM: AG and MM will be visiting the Nursing Faculty to convey the above information.

STAFFING

Proposal for New Position: AG reported that our request for a new librarian position had not been successful. However, she asked the librarians to think about a new classified position to be titled something like "Library Operations Manager", or "Library Services Supervisor". Please think about this and we will revisit at a future meeting, AG will then raise the issue with Dr. Arce.

ACTION ITEM: Consider a new classified position. MM will add this to her self-evaluation document.

Marketing and Outreach

Librarian Web Pages: AG recently sat in on some instruction sessions for evaluation. She advised that all librarians introduce themselves as faculty, as she is not sure the students understand that we are faculty too. To further this, AG also advised ALL the librarians to get the OU Educate training and put up a page

on the Faculty Web pages site. CS, MI, and SD already have pages. OU Educate training is offered periodically.

ACTION ITEM: All Librarians must put up a faculty web page, or update their current page if necessary.

Concurrently Enrolled Students: These are students concurrently enrolled in High School AND ECC. Because the terms/semesters of the high school do not coincide with those of ECC, the files of students are only ready later than those of the general student body and have to be separately loaded. NM just dealt with Prof. Ventriss Woods class, and they are now in the system. NM is also working with IT and Robin Dreizler, to get the files of future concurrently enrolled students. Please pass all problems in this regard along to NM. AG said we should also revisit and discuss our obligations to concurrently enrolled students.

ACTION ITEM: AG and NM to discuss the process. Discuss the obligations of the library to concurrently enrolled students at a future meeting.

Reference Area Computers: MI noted that some Ref area computers have problems since the upgrade. Some are not set to the library homepage, and the College and Library icons take students directly to the Sierra catalog. AG will speak to IT and RW.

ACTION ITEM: AG will work with RW and IT to get the Ref are computers to begin at the library homepage, and get the icons corrected. Perhaps get Firefox installed as a browser.

OTHER

Representational Membership: AG is concerned that all librarians attend both the Library advisory Committee and the Unit Council. She fears that we overshadow others by sheer numbers. Numbers should be representative.

ACTION ITEM: Librarians to decide which Committees to belong to and notify AG. AC will email Divisions to recruit more faculty for the LAC.

Paralegal Exercise: Due to circumstances we did not follow-up with this, and CS went through the exercise with some of the p/t librarians separately. We will bring this back to the next meeting.

ACTION ITEM: CS will review the paralegal exercise at the next librarians meeting.

NEXT MEETING: 7th November. MM and CS will be a little late, due to a pre-arranged appointment with the New Faculty Academy.