

Minutes of the Librarians' Meeting – Nov. 7th, 2014

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

Absent: Don Brown (DB)

APPROVAL OF PAST MINUTES: The minutes of the meeting of Oct 31st were approved as amended per received email corrections and will be distributed.

The aim of the meeting was to complete action items noted at the Oct 31st meeting.

Paralegal Exercise Review:

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

CS reviewed the paralegal assignment as provided by Prof. McGrue and reviewed parallel citations for the California Reporter, California Appellate Division, and California Reports. Use of the Blue and White Book for finding citations was also covered. CS had earlier reviewed the exercise with some of the part-time librarians. Please ask if there are further questions.

PROGRAM REVIEW

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

Older Editions of Reference Books – Methods of steering Users to available on-line editions: In the literature area, where there are some sets we are no longer getting as continuations, there is a sticker on the shelves noting that the database Literature Criticism Online updates these volumes. For other items we are to check the catalog for online copies. AC also explored the web on the topic and noted that Cambridge University puts a sticker on the hard copy noting that newer editions exist online. AC will emulate this practice and order similar stickers. AC will also look into making bookmarks that advertise the availability on electronic editions. The library needs to advertise the 13thousand eBooks better, and students are warming up to the collection. Librarians should continue to highlight eBooks in instruction sessions.

AG noted that DB will be sitting (and representing the LRU) on the Student Services and Community Affairs Program Review Committee.

Reference Tracking Pilot:

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 meeting. = ACCOMPLISHED

MM will add all librarian's names to the pilot, and notify p/t librarians via email. We will all track and report reference questions beginning next week through the Thanksgiving Break. We will also use the period to assess the evaluation and report form as it currently exists. Recommendations will be used by MM after the reporting period to adjust the form as needed. We will continue to collect hash marks for reference questions during this period.

DIGITAL RESOURCES

Databases: CREDO REFERENCE

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. = ACCOMPLISHED

MI sent out an email to all listing the databases added to CREDO under the TOPIC PAGES area. NM and MI are not opposed to adding more, but advised adding to the list slowly as we had problems before when we tried to add too many. It was agreed to get familiar with the current set-up before adding more. We will revisit this at the end of the semester, and then add, beginning perhaps with areas that show a gap – like the critical/controversial/current affairs databases.

FACILITIES**Access Room Issues:**

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

SD added signage per Action item. Further problems were noted in that some legally blind students cannot see the signs, and the signs have to be read to them as they enter the room. Another problem encountered was that of a student who, being legally blind, could not get to the adaptive program she needed as the run-up to the program is not suitable for this challenge. We will need to speak to Rob Sutton or Brian Krause on what they can install to help the student. AG noted there is no resolution as yet on when or who will replace the computers in the Adaptive Access room. The intent of the room is to serve as another resource for disabled students.

NEW ACTION ITEM: Contact R. Sutton/B. Krause re: start-up to adaptive access programs in Library Adaptive Access room

Ella Rose Madden Room:

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

AG spoke to Octavia Hyacinth and communicated that the Foundation has cut funding for materials as they feel funds for books should be coming from normal budget funds. AG noted that thus the ERM will become a dwindling collection as we will not be replacing or buying new materials marked ERM. We will continue to buy for the general R collection. It seems the focus of the Nursing department is on textbooks/testing materials – a practical focus. AG reported that OH DID apologize for the nursing faculty's earlier intrusion into the periodicals area.

Reference Area Computers:

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

AG consulted with RW re: icons on screen and getting the log-in screen to go directly to the Library page. RW said That ITS has mandated that no changes will be made in the next 2 months to allow people to become familiar with the new set-up, and then all requested changes are to be made in writing/via request forms. What we are asking for apparently necessitates a new screen image. AG asked NM to fill out a preparatory request and send it to all for information and comment, and then it will be sent to ITS as soon as the 2 month period is over. SD asked whether he could add a client control software item to the list to be sent to ITS? The software has pros and cons that we will discuss further (like privacy issues) but AG agreed SD should add it to the list NM will compile. MI wondered whether ITS understood how we operate and respect our expertise in the area, as every request to them seems to be dismissed without consultation, so it is not a true collegial partnership. This is a concern, but NM reported, and all

agreed that ITS does need to be consulted before items are bought as they understand what will work (or not) on the ECC network.

NEW ACTION ITEM: NM will prepare a request for change for ITS re: Reference screens/icons and email to all for comment and then this will be sent to ITS after the mandated 2 month wait period.

STAFFING

Proposal for New Position

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

This item was tabled for a future meeting.

MARKETING & OUTREACH

LibGuides Status:

ACTION ITEMS: MI and SD will create and bring to an upcoming librarians meeting (though NOT 7th Nov) an example Homepage site and MM will create and bring an example individual LibGuides for discussion. We would then adopt the homepage and use the individual LibGuides as a template, with the understanding that all can be changed in the future as our expertise grows and as new releases are unveiled = **IN PROGRESS**

SD and MI showed examples of a LibGuides home/base page. It was agreed by all to add the word LIBRARY, different image choices were presented. It seemed image 2 was preferred. More discussion and presentation will follow.

MM had prepared an example topic LibGuides, but was unable to retrieve it. MM will send out via email for comment, or present it at the next librarians meeting.

Librarian Web Pages:

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

Concurrently Enrolled Students:

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

NM clarified there are 2 systems – ECC and the Sierra Library system. If one can log-on to the computers one can still use the library databases ON CAMPUS. Library system records end each semester, and NM gets a new file to upload to the library system each semester

Compton Faculty and ECC Databases:

ACTION ITEM: AG will give a ruling on Compton Faculty access to ECC databases = **IN PROGRESS**

AG felt it would be a professional courtesy to extend ECC database access, upon request, to Compton faculty. It was felt that the CEC faculty might extend the invitation then also to their students. It was agreed have further discussion on allowing access upon request to CEC faculty, but to set clear parameters; stating access is for CEC faculty use only.

NM noted that we must not enable CEC library faculty not making progress on their own online access options for their faculty and students, especially as they are applying for accreditation.

OTHER

Representational Membership:

ACTION ITEM: Librarians to decide which Committees to belong to (LAC or Unit Council) and notify AG. AC will email Divisions to recruit more faculty for the LAC. This item was tabled for a future meeting.

ACTION ITEMS LIST

LIBGUIDES Timeline and ACTION ITEMS: MI and SD will create and bring to an upcoming librarians meeting (though NOT 7th Nov) an example Homepage site and MM will create and bring an example individual LibGuides for discussion. We would then adopt the homepage and use the individual libguide as a template, with the understanding that all can be changed in the future as our expertise grows and as new releases are unveiled.

REFERENCE MEETING ACTION ITEMS STATUS

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

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look into the possibility of adding more databases. = **ACCOMPLISHED**

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 =**ACCOMPLISHED.**

ACTION ITEM: AG and MM will be visiting the Nursing Faculty to convey information re: ERM Funds/Collection= **ACCOMPLISHED**

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ACTION ITEM: AG will give a ruling on Compton Faculty access to ECC databases = **IN PROGRESS**

Tabled for Next Meeting

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NEW ACTION ITEMS

ACTION ITEM: *Contact R. Sutton/B. Krause re: start-up to adaptive access programs in Library Adaptive Access room*

NEW ACTION ITEM: *NM will prepare a request for change for ITS re: Reference screens/icons and email to all for comment and then this will be sent to ITS after the mandated 2 month wait period.*