

SUMMARY MINUTES

MINUTES of the LIBRARIANS' MEETING 30 January 2015

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

Absent: Noreth Men (NM) on hiring committee

APPROVAL OF PAST MINUTES: The minutes of the meeting of December 5th were approved as amended and will be distributed.

PROGRAM REVIEW

Replenishing Copies of Required Readings for English Classes (Reserves): The issue of whether to buy extra copies of required English class readings on an ongoing basis was discussed. It was agreed that if a book was high demand and an item the library would purchase anyway, to get multiple copies (up to 5 copies) and put at least one on Reserve so that if all others were out the students could choose to use the Reserve copy. MM noted we should let teachers and students know that Reserve copies get tattered due to heavy use.

Student Equity Fund Allocations: AG reported that there are some monies available to the library; \$10 thousand from the Graduation Initiative for Math and English texts. And also an additional \$20 thousand from Student Equity funds - \$10 thousand for Math texts and \$10 thousand for English texts. Ms. Reyes has agreed to a committee to handle the funds that will include the library. – MM and AC agreed to be the library representatives on this committee.

Copyright/Reserve Materials: MM reported practices at the Reserves desk that might infringe copyright. **There is NO CAMERA USE allowed at the Reserve counter.** Staff must also NOT to copy items for patrons, only brief help at the copy machines is allowed. It must also be **consistently emphasized by all – “No ID – NO Book – NO Exceptions”**. CS noted this should be written down to show patrons, if challenged, and MM noted that it should be in the policies binder at the CIRC desk. MM also has **new copyright signs for the copy room that will be hung** on the walls as soon as they have been mounted.

DIGITAL RESOURCES

Reference tracking fo Spring: MM has added all the librarians initials to the project. It was decided to treat the Spring period as a pilot, and perform the tracking at a period nearer the end of the semester.

Database Update: MI reported that we have a decision looming- re Salem and their platform change. We activated Salem Literature as a database, but now they have a new website and we are automatically directed to the new platform which is not purely Literature, as before, but all Salem Press electronic titles. MI feared this could be confusing to students.

MI reported that the Consortium also is allowing checkout of e-book items. The body decided this is a non-issue for the ECC e-book collection.

MI demonstrated the new look of Country Watch. It is much more visual, and appealing. Video content is available, as well as a running news ticker.

Cataloging Query: CS noted on behalf of NM that a reference question for the book titled *Workplace Morality* had resulted in a display of non-related items. All were puzzled. CS handed the matter over to AC and DB to investigate.

Admissions Office referral of Students to Library: MI reported that the Admissions office is unnecessarily directing students to the library to print items. AG will again send a memo to Mr. Mulroney to remind his staff not to send students to the library unnecessarily.

FACILITIES

LibCal link on Website: MM noted that the room reservation site will (hopefully) be live next week. It will move from a beta to a live site, and the URL will change. MM asked for a decision on where to place the link to the room Reservations form on the library website. AG noted that NM is working on a remodel of the page for presentation to the librarians at a future meeting, and MM should wait and we could all decide then when we see the new page. MM demonstrated the new booking page. No log-in is required to reach the booking forms from home, and a once booked, an e-mail confirmation will be generated. Students do not have to come to the CIRC counter, but must have the e-mail confirmation in paper or on phone in case of disputes. To book a room, students must have an ECC e-mail address. The confirmation e-mails have the location of the study rooms, and MM will put the locations on the on-line map also.

Friends of the Library Policy/Procedure: The 2Guest Computers are NOT FOL computers. There has been some confusion about this. FOL can only check out books, tour the facility, and read ECC e-books from home. They may not be logged on to the guest computers and have NO database access. FOL is intended to raise money to support the library. The Guest computers are intended for new students who need access before they have been properly processed and so on. Again, there may be some judgment issue – use your own best judgment if issues arise. Staff must try and be consistent.

Broken Items Procedures: AG provided draft handouts of a procedure and associated form. A process is needed to streamline the issue. If an item is found to be broken/defective, if possible move it to the nearest closet/storage area and record status on form, leave form on item. It will be Derrick's task each week to examine the closets/areas for items and process them using the forms.

STAFFING

no item to report.

MARKETING & OUTREACH

LLR Calendar of Events: Once complete SD will put the form on Google Docs. For instance we need to decide on a date for the **READ poster** event and get it on the calendar. It is usually held to coincide with National Library Week AG reported that the **BigReads partnership with Inglewood PL:** has been postponed for one year at the request of IPL. It had been earlier decided not to repeat the Money Smart activities.

Conference Plan Spring 2015: AG asked that the librarians please plan and notify the Office re: conferences. If you had earlier applied for monies, and are now not able to go, please notify the office of

that too, so that the monies can be re-allocated.

Action item: *Please notify office of conference requests and plans.*

Early Library Arrivals Survey: the CIRC area conducted a survey last week of those who arrive early and await the library opening. AG distributed a handout of results and comments. These results will be analyzed and a decision made on opening the building earlier.

Action item: *Survey results to be analyzed and decision made re: earlier library hours.*

OTHER

Emergency Radios and Procedures: AG noted that the 2way emergency radios are used by building captains only. Decisions COME FROM the campus police TO the Library to evacuate...except in cases where evacuation is the obvious strategy (fire, earthquakes...). If one needs to report a problem to the police, use a normal telephone. AG is still attempting to get a clear resolution to the clock issue.