

SUMMARY MINUTES
of the LIBRARIANS' MEETING – February 13 2015

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)

APPROVAL OF PAST MINUTES: The minutes of the meeting of Jan 30th were approved as amended and will be distributed.

PROGRAM REVIEW

Library Webpage Update: NM presented a draft update for comment. After discussion it was decided to schedule a meeting on this topic alone. In the interim, all should send comments to NM. AG had asked NM to make the draft page in response to concerns that had been expressed re: the current page. Also it is good to change things occasionally and keep the page fresh.

Action Item: Librarians to find 2 college library web pages they like. Special meeting to be convened to settle our ECC library page updates. Send suggestions on current draft to NM for incorporation.

Periodicals:

Titles Currently Routed to Librarians: MM reported that the periodicals titles currently routed to librarians are not being read, and should the practice continue? It was decided to continue routing the titles to the reference desk, but perhaps put the folder in a more obvious place so that it is not overlooked. Librarians must be vigilant in marking that they have looked at the titles.

New Requests: MM noted there is a little money left in the periodicals budget, and were there any new paper titles we could purchase? MM recommended The Economist. The Chronicle of Higher Education was also mentioned and it was suggested MM speak to Professional Development Director, Lisa Mednick to see if it could be funded through that department as it would benefit the faculty.

Holdings List: MM reported that Loretta Lau (LLau) is trying to reconcile what we own, updating title changes, holdings dates, and the format. MM also wants to evaluate the print collection in terms of usage, and perhaps eliminate those rarely looked at. MM will use a refined in-house usage count to track this, and report back.

AC said the cataloguing department will use the completed holdings list to update the catalog records.

Action item: MM will report back on possible new print titles. Please send suggestions tom. MM will report back on less-used print periodicals for a decision, and present the Holdings list once completed.

Current Biography: MM asked about the filing and location of the monthly paper copy. It was noted that the title is checked in, and the current copy noted in the catalog record, then stamped and placed in the box in Reference with the bound yearly CB volumes.

MI also noted that before a record is created for an item, it should be checked that we don't already own an item, or have an existing record – "Taking Sides" was mentioned as an example.

Action Item: AC will correct the catalog record for Current Biography so that the volumes appear in date order.

DIGITAL RESOURCES

Database Update: MI reported that the printing issue with TERC has been resolved. There have been problems with the different browser print options – with Firefox, use the Options menu, with Chrome; right click, with Explorer, the standard method works.

Sarah Rayley of the Consortium is retiring; she has been a good friend to ECC library.

FACILITIES

Admissions Office referral of Students to Library: AG sent a memo to Mr. Mulrooney, who responded that 4 new front desk staff are being trained.

Emergency Announcements: AG talked to ITS who said that they will create a way for the library staff to override the system to make emergency announcements.

Wireless Capability: ITS will improve wireless capability in the library.

MARKETING & OUTREACH BRIEFS

LibCal rollout Update: MM noted that the room reservation site will be live next week Tuesday. To book a room, students must have an ECC e-mail address. The confirmation e-mails have the location of the study rooms. Flyers re: the service has been out all week. Students can book a room up to a week in advance.

MM also conducted one LibGuides training session.

Accreditation Report: AG noted that ECC/CEC had been reaffirmed for Accreditation with a Follow-up report. AG noted that re: the L&LRU, we had received a commendation for the close work between librarians and faculty to improve information literacy via the embedded librarian program, there was one recommendation re: coordinating all tutoring programs and services, a recommendation re: on-line tutoring a Java – easily fixed. ECC uses the on-line tutoring service Net Tutor www.nettutor.com/ecc which now has a statewide contract for California Community Colleges.

LLR Calendar of Events – READ Poster: It had been decided to host the event in April as part of National Library Week April 12th. MM distributed a list of past winners. Librarians are please to send MM 2 nominations with the names, divisions, and a brief reason for nomination before the next meeting so that MM can tally and report the results at the next meeting.

Action Item: Librarians to send no more than 2 nominations each for the READ poster to MM before the next meeting so that MM can tally and report the winner.

Conference Plan Spring 2015: AG asked that the librarians please plan and notify the Office re: conferences. The Conference Committee will meet on Wednesday.

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

OTHER

Discovery Systems: AG expressed a wish to have a small group begin investigating the possibility of a Discovery system. AG noted the library landscape is changing, and systems and products and search are increasingly combined. Students are also increasingly expecting these integrated resources even if they do not fully understand them.

Action Item: Please contact AG if interested in being part of a group to investigate a Discovery System for the library.

Statistics: NM reported problems with database usage statistics. NM is still investigating all the options. Our proxy system works via Sierra. JSTOR is also having acknowledged problems with statistics. ECC currently has 46 databases and usage statistics are important to track. NM will keep us informed of progress.