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SUMMARY MINUTES
of the LIBRARIANS' MEETING 27 March 2015

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

Absent: Mary McMillan (MM) (Conference)

APPROVAL OF PAST MINUTES: The minutes of the meeting of Feb 27th and March 13th were approved as amended and will be distributed.

FOLLOW-UP ITEMS FROM PREVIOUS MEETING
Approval of Changes to Web page: NM reported no feedback. NM will resend information, please respond for approval at next meeting.

Creation New SAO Statement: CS reported no response to email. CS distributed email, please send suggestions for change for confirmation at next meeting. MI advised putting a phrase re: Information Literacy into the Instruction team's statement.

SAO ASSESSMENT
CS (Facilitator) and SD (instruction SAO Team leader) have met re: entering the teams' assessment tool, assessment periods, and data into Tracdat. Once they have some items in Tracdat, they will assist the other teams. The hope is to get information into Tracdat be semester's end.
Satisfaction Survey 2015: This is a common assessment tool used by and for each SAO team. NM distributed the last survey and comment/result sheet. Please examine these for any potential changes/additions to the survey. NM will liaise with MM to call a meeting of the last committee re the survey. We are on a tight timeline to get it to IR and distributed to the campus. It was suggested to only do the survey every other year.

RESOURCES
Acquisitions Budget: AC reported some monies to be spent to a tight deadline. Please send suggestions to her. Selection can be slow because of the need to buy quality items so big purchases that can be processed swiftly are preferred at this stage.

Database Subscriptions: MI reported on database spending, and noted that there is a bit of money over. MI outlined some options. It was agreed to extend the Current Biography option.

Films On Demand:. We have now got a month's free trial subscription to test FOD and potential issues. Please use the link in the email to access and test the collection on and off campus. Potential problems to look out for could be buffering, freezing. Once we potentially roll it out we have no idea what the demand on the infrastructure might be. Teachers might view in class, assign viewings from home, and embed into Etudes. MI is also going to ask certain faculty to test it out in classes. We want to do due diligence.

Discovery: At least MI, NM, and CS will attend the LMU Discovery event. MM seems also to have interesting information re: potential problems with Discovery to share. There is a May deadline for purchase. We will postpone a decision until after the LMU visit and the report from MM.

OPERATIONAL ISSUES
"on Display" item status: NM created this new status recently so that staff can locate books that have been removed from shelves for a display. Please take item to the CIRC desk so that Cindy or Marqueeda can put the status on an item, or remove the status from an item. AC will work with Laurie to do this with new books. This procedure will be put into writing and put in procedures manuals at service desks, and put on Google Ref desk.
Library Printer Issues: The reference area has had printer problems. We received a "hand me down printer that is networked, from IT We have asked for 3 printers – for Rm 215, the Ref desk, and MN/CS office. All toner requests must go to Derrick.
Circulation Policies re: Overrides and Billed Materials items tabled until Public Access librarian MM is present.
Problem Students: The LLR office is putting together the "Crisis" documents, which include steps for dealing with problem patrons. If we do not have full information on a student, campus police must be called as they can get all the information needed for a referral to the next level. The police will pass the information on to Student Development/AIMS. If it is decided to ban a student from the LLR, AG will get a letter and tell the LLR staff.

MARKETING & OUTREACH BRIEFS
READ Poster date: Tabled until MM present.
Academic Technology Meeting Report: Mentioned in item Films on Demand. Also NM asked for automatic upgrades on items like Adobe, and that the thin clients be removed from LDC 10. This has also been added to the budgeting process in Planbuild/Tracdat.
Asian Pacific American Heritage Month: a film "Bittersweet Roots" will be shown in the DE room April 30th. Flex credit will be available. W. Hairston will send out the announcement..
Feedback for Academic Senate re: Chavez Day: Senate wants to get a feeling of faculty sentiment on the holiday. We are one of the few colleges who do not celebrate the holiday.

OTHER
AP 3750 Use of Copyrighted Material: AG distributed this as an FYI and thanked the Committee that had helped draft the procedure. . It is going through the consultation process now. Please send any feedback to AG.

Cs2015