

SUMMARY MINUTES of the LIBRARIANS' MEETING 17th April 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 March 27^h were approved as amended and will be distributed.

FOLLOW-UP ITEMS FROM PREVIOUS MEETING

Changes to Library Web page: NM reported back with a draft page of last agreed changes. After discussion it was felt that the librarians need to meet to discuss the philosophy/mission of the page and a methodology for making desired changes, for instance adherence to an SAO timetable. The librarians agreed to hold a special meeting of the topic.

Action Item: *Please check calendars for a tentative meeting May 5th, 2:30pm in 102.*

Creation New SAO Statement: CS drafted new SAO statements. The three teams basic SAOs will now read:

Research and Instruction Team: (Lead: S. Daugherty) *students will demonstrate awareness and knowledge of, and satisfaction with, the research resources and services.*

Public Services Team (Lead: M. McMillan) *students and faculty will demonstrate awareness and knowledge of and satisfaction with, the range of services and resources available via the LRU Public service desks, including Library Circulation, Periodicals. Reserves, Learning Resources Center and the Music Library.*

Academic Support Team: (Lead: S. Kunisaki) *students will demonstrate awareness and knowledge of, and satisfaction with, academic support resources and services available.*

Teams may add additional SAOs as they see fit. The Instruction team had added an SAO, amended to reflect a desired change in wording, which reads: *After attending a library orientation, student's knowledge of information literacy and research concepts will increase by 10% after taking a pre/post assessment.*

Action Item: *Please respond to CS with other final changes to SAO statements. The SAOs will be confirmed at the next librarians meeting, and the Unit posters and materials changed to reflect the new SAOs.*

SD to Create Draft Policy re: handling older REF print editions when online editions are purchased: SD will amend and shorten his policy and resend to all for comment.

Action Item: *SD will amend his draft and resend to all via email for comment.*

AC report back on Purchases: See agenda item Acquisitions.

Repot back on LMU visit: Tabled until next librarians meeting.

SAO ASSESSMENT

CS (Facilitator) and SD (instruction SAO Team leader) met re: entering the teams' assessment tool, assessment periods, and data into Tracdat. CS and SD worked on a draft SAO and IL pre-

post question sheet assessment tool and the team gave input which resulted in some amendments. The SAO and assessment tool will be entered into Tracdat and the assessment run early in Fall.

Satisfaction Survey 2015. MM sent the survey to Institutional Research and expects it back this coming week for student/faculty distribution. The e-link will also be available. The survey is also in 2 parts – the questionnaire, and the comment sheet.

Action Items: *Survey to be conducted as soon as received from IR. Surveys will be sent to, and collected from, all LLRU departments.*

RESOURCES

Acquisitions Budget: AC reported back on purchases. Most of the monies allocated have been successfully spent and the remaining small sum is available for spending until the end of April.

Database Subscriptions: MI noted the subscription renewals are progressing smoothly.

Films On Demand: This is a \$7 thousand per annual subscription for the Humanities and Social Science package of 1260 titles. MI reported that the pilot is going well, with mainly positive comments. One faculty felt the films were too long, but may not be aware that one can show clips. Quite a few DE instructors have participated in the pilot.

Discovery: SD reported that SAC reported very favorably on the Ebsco Discovery system. Sadly, they found it too expensive and moved to the WorldCat system which they do not like as much. We will also await librarian feedback from the LMU visit

Action Item: *Report back from team visiting LMU before purchase decision is made.*

Weeding of Shared Collection eBooks: ECC purchased three shared collections from Net Library in 2008, 2009, and 2010. A Consortium Committee made recommendations re: weeding, and 400 titles from our collections are candidates for weeding. These are all in areas where currency is important – medicine, economics, test prep., and so on. We will agree to the recommendations if there are no concerns.

OPERATIONAL ISSUES

Circulation Policies re: Overrides and Billed Materials items: MM AG, SM and NM met re: the issue of determine the problem. To avoid un-necessary overrule the policy, NM made the following changes related to CIRC loan rules: 1) increase the maximum # of borrowing items to 30 items for faculty; 2) create new item type “*Audio Equipment*” for Music Library with 12-hour loan period; 3) modify maximum # of borrowing items to 99 items for Inter Library Loan (ILL) patron. It is also hoped to set up a quarterly report. Hopefully we will see the violations of policy go down as we get a handle on the issues.

Copy Room Coverage: it was noted that the machines can be complicated to use and help in the copy room is vital and appreciated. AG said Brandon WAS still employed by QCI, albeit under different conditions than formerly, and with different responsibilities. MM noted this still brought up the issue of the report chain. It was discussed whether we should just note the copy

area as being a self-serve area and take no responsibility. It was noted that most problems seemed to be with log-in issues on the copiers. No resolution was reached.

Security Incidents and Police Response to Emergencies: It was noted after the police response to security incidents last week, that there are several issues to be addressed. While the police are more responsive and are patrolling more frequently, there are some issues to be addressed. AG noted she had spoken to Chief Trevis re: protocols and he had attempted to reach her, but she was not in the office that day. AG noted it is police tactics to say nothing, and we are supposed to go via Ann Garten. AG is meeting SV and SD (our safety leaders) re: a new ability to make public safety announcements. AG will speak to Chief Travis re: police attitude

MARKETING & OUTREACH BRIEFS

READ Poster date: MM reported a good turn-out and a successful event. The only issue was the locations with all the students walking past and perhaps we can revisit the location issue next year. We might also want a bigger event that showcases faculty authors and the like.

Asian Pacific American Heritage Month: a film “Bittersweet Roots” will be shown in MBA 319 April 28th. Flex credit will be available. W. Hairston will send out the announcement. Kevin Starr is a partial moderator of the film. Three classes have signed up for extra credit. An ARSTOR training on Thursday of the same week, for training Fine Arts faculty as requested. Unfortunately, this is the same date and time as the Distinguished Faculty Award.

Feedback Academic Senate: CS reported on the confirmation and make-up of the hiring panel for the future CEO. Details of the PlanNet report to the BOG were also noted.

NEXT MEETING

Review status of Action Items.