

MINUTES of the LIBRARIANS' MEETING 8st May 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 May 1st were approved and will be distributed.

AGENDA

Reviewed past Reference Meetings Action Items. Items on the agenda already marked **Completed** were removed.

ADDITIONAL DISCUSSION ITEMS:

1. NM showed the most recent draft of the library web page and asked for last comments.
2. AC reported that UCLA librarian Ms. Riley offered ECC library duplicate copies of reference titles:
 - Faiths Across Time: 5,000 Years of Religious History.
 - A Cultural and Geographic Encyclopedia of Black Gold
 - Encyclopedia of Social Media and Politics.
 - Undocumented Immigrants in the United States: an Encyclopedia of Their Experience.

AC was pleased to accept this offer, and ECC will keep the first 2 sets, and offer the last two mentioned to the CEC library, as ECC already recently purchased them.

Additionally some items from the late Professor Maria Brown's estate will be donated to the ECC library. These items will have a commemorative bookplate inserted.

3. DB reported that a box of instrumental music found its way back to the Music library, and he is cataloging the items.
4. MM noted it was time for another shipment to Better World Books. MM noted the library had received a large donation of books from an estate earlier this year. AC is still looking through the items to see whether any can be added to the collection
5. AC had a procedural question re: discarded books. AG advised considering the purchase of a desensitizing machine for the upstairs office as these are not excessively expensive.
6. The question of whether Brandon is currently working for ECC and QCI, or is slated to return for the summer or Fall was discussed. No one seems to know for certain. Brandon's duties are limited to resolving problems with equipment for QCI. For ECC Brandon will aid the ECC Computer Lab Specialist (Ms. Wilson) with imaging computers and other tasks as assigned. Call Ms. Kunisaki should issues arise.

MM noted that there will be no student help available in the copy room over Summer. Some discussion followed on how to handle copy room issues in the near future. This will be an ongoing discussion.

Remaining Action Items:

Action Item: All library areas should review and revise policies and procedures, and share revisions at upcoming reference meetings beginning spring 2015, and post policies and procedures in a public space accessible to all. A regular cycle for review should be established.

*Marked as **IN PROGRESS, and will REMAIN***

Action Item: The three main decisions (bolded) must be communicated to all staff, documented as policy, and followed consistently by all.

*Marked as **IN PROGRESS. Will KEEP on list until resolved.***

Per Jan 30th meeting the 3 issues were:

NO CAMERA USE allowed at the Reserve counter (Students may not use cameras to copy material at the counter n view of the staff).

It must also be consistently emphasized by all – “No ID – NO Book – NO Exceptions”.

MM also has new copyright signs for the copy room that will be hung

Action Item: MM will inform all of the date period to pilot the Reference questions tracking.

*Agreed to **KEEP as an action item for future implementation.***

Action Item: AC and DB to report back on cataloging item.

Per Jan 30th minutes – this referred to the following item:

***Cataloging Query:** The book title Workplace Morality had resulted in a display of non-related items. AC and DB to investigate.*

Will KEEP on list until resolved.

Action Item: MM will change brochure as needed when next updating FOL brochure.

*Agreed to **KEEP as an action item for future implementation***

Action item: MM will report back on less-used print periodicals for a decision, and present the Holdings list once completed.

KEPT on the list and revisit in Fall.

MM noted that she will receive the renewal list over the Summer and then we can make a decision re: less-used periodicals. MM and the Periodicals staff have some questions re: access that need solving for an accurate Holding List.

Action Item: NM to work on getting Westlaw CampusNext available for remote access.

This item will be KEPT on the list. AG and NM will discuss further, and are waiting to hear from Claudio in IT.