

Librarians Meeting Spring Semester 28th January 2016

Present: Alice Cornelio (AC), Seth Daugherty (SD), Moon Ichinaga (MI), Mary McMillan (MM), Noreth Men (NM), Howard Story (HS), Claudia Striepe (CS)

Absent: Don Brown (DB)

Items Discussed:

PlanBuild/Tracdat: HS reported that Plan Build is being phased out. All Plans should be on Tracdat and the updates to the plans are due in February. Each area should have its own plan, and ranking is usually done by members of the Unit Council. HS may arrange for voting online if a meeting cannot be convened in time.

Westlaw Next: The librarians recommended dropping Westlaw Next and informed the Law/Business Division. Dropping Westlaw Next would NOT affect the Westlaw database and user licenses that the Paralegal area subscribes to. Although we received no replies to our mails notifying the Business Division of our recommendation and actions, the Division now wants another meeting on the issue.

Collection Weeding: AC reported that she and SD have arranged for a more streamlined system, and weeding trucks will now be moved through the Reference area on a weekly basis, instead of twice a month. SD noted that individual librarians may indeed continue their individual weeding initiatives.

Periodicals Holdings Lists: MM noted that Periodicals staff have updated the lists and all are up-to-date. Included is a list of what we would lose if we dropped microfilm. MM has initiated a track of microfilm usage this semester, so that we can base any decision on keeping/discarding microfilm on data. MI mentioned an issue of a BSS professor who has sent students from a Women's Studies class to look at bound periodicals titles Life and Good Housekeeping...unfortunately we do not keep Good Housekeeping in this form. MI will follow up with the professor and has suggested Better Homes and Gardens be used instead. It was also noted that the Bound Periodicals area is difficult to access during evening hours.

UPDATE: MI has followed up with the aforementioned instructor and will relay final outcome.

Follow-up on outstanding agenda items from Fall semester:

1. Food and Drink in the Library policy: Although discussed at a Unit Council meeting last semester, it seems there is no uniformity to the policy. HS will follow up with all areas and confirm we are all on the same page. The Unit had agreed that drinks with lids, or in similarly secure containers, were acceptable. Food is still not allowed.

2. ProQuest Historic Newspapers: MI priced the ProQuest historical newspapers database, and it is very expensive. CS noted she had found a site with some access to historic papers, including <http://www.nytimes.com/ref/membercenter/nytarchive.html>
<http://onlinebooks.library.upenn.edu/webbin/serial?id=nytimes>

3. Outstanding Cataloging items: AC reported that Laurie will continue to clean up items as work load allows. The specific item originally noted "workplace Morality" has been corrected.

4. Friends of the Library Brochure: MM said changes will be made on an as- needed basis.

5. Tracking of Reference Questions: SD will implement this at some point in the future.

Lunar Year Display: MI set up the display and TV film installation on Friday.

READ Poster Nominations: MM sent out the request for nominations. Please respond. MM would like the nominations back by 5th Feb, and will then send the choices /justifications to the librarians for voting. MM needs money for the poster frames. Perhaps FOL money can be used for this.

Technology Updates: Two new computer workstations have been installed at the CIRC and Reserve desks respectively. Millennium offline CIRC has been installed on the computer itself so that work can still proceed if the campus server goes down. The computers will then automatically sync with the main server later.

New Director: The arrival of the new director was discussed. This will probably be on the agenda for approval at the next ECC Board meeting.

Paralegal Professor McGrue Meeting: Professor McGrue has sent copies of his assignments to the library. Prof. McGrue is also willing to meet the librarians to discuss the assignments. All agreed it would be useful to meet with him. CS has issued an invitation to the Professor.

Grievance Forms: HS and CS shared the grievance forms faculty, staff and even students should fill in, if wishing to report student behavior issues. The forms are available online, but a few paper copies will be kept at the CIRC and REF desks for easy access.

Retirements: AC announced that she will be retiring in May.

Administration Building renovations and relocations: It was noted that the Admin building is only due for renovation to begin in mid-2017, which gives time for planning. We must begin to develop a report of the impact of a relocation on the LLRU and Collections, and plan accordingly.

New Part-time Pool: SD noted that he and HS have begun the process to recruit more part-time librarians. Mr. Robles will be joining us mid-February to replace Ms. Sophos.

Cs/ecc2016