

LIBRARY MEETING MINUTES – February 27th, 2020

Present: Ryan Gan (RG), Camila Jenkin (CJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS), Dr. Crystle Martin (CM), Mayra Ochoa (MO), Moses Wolfenstein (MW)

Excused Absence: Analu Josephides (AJ)

The meeting was chaired by CJ and RG took minutes.

Meeting called to order 2:06 pm

AGENDA ITEMS

1. Approval of the Minutes

The minutes were proposed for everyone to approve over e-mail.

2. Status of Past Action Items

All items have been completed as confirmed by the moderator.

3. LSP Migration

RG: We are currently in post-migration, which means while we were preparing for LSP migration through what we thought we needed (weeding, inventory of collection, configuration) we are now live with all of Alma/Primo active. This means we are receiving problems coming from working in a live environment with live users. I am prioritizing problems which are central to the LSP functioning and getting to other problems which are less vital. That being said, training and role configuration has been taking place in the LRC with Erika taking on some cataloging duties. Music Library staff are also being trained. Training has been done or will take place with Marquedda for holds/requests and Loretta for Reserves. Big thanks to Gary and staff for being patient with the Alma rollout process, specifically in the e-mail notifications and fines area.

MM: Some eBooks coming up as duplicate records. Links are working. Sometimes you see an eBook it goes to Gale Opposing Viewpoints but doesn't go to an eBook. This is how Ex Libris Alma handles Gale eBook metadata. The link resolver takes the user to the title page of a Gale ebook (not to the entry/article level). In OV, there is some content that is coming from some of their book publications (e.g. a singular chapter/entry), but the full ebook content is not in the OV database. However, Alma/Primo "reads it" as being an ebook, which is why the title appears in the results when filtering to that format option. EBSCO links were taking to other links to other databases. If there are errors with individual eBooks please let MM know by taking a screenshot with the example. MM reminded that not all is OneSearch, and direct them to the A-Z Database list.

4. Paperback Collection (CJ)

The Paperback Collection will be revamped as the (title pending) New Voices Collection. This collection will bridge young adult readers to adult readers. Focus exclusively on 16-19-year-old reading level. Focus on authors that reflect our student body, specifically new and upcoming authors of color, authors from diverse backgrounds and viewpoints, and YA that deals with

Commented [JC1]: I approve the minutes! Testing out a new way to show approvals- maybe this comment bar is an easy way for everyone to list their approval.

young adult topics. Catherine, Camila, and Peggy are currently ordering titles. The end goal is to make the shelf containing Popular Reading, New Voices, and the plays very visible and exciting. A work order will be set to instal lighting above the shelves. If any librarian would like to recommend titles for New Voices, talk to Camila.

5. Music Library Update (MO)

Weeding continues. Music Faculty have been notified and invited to look at the Library's collection to make suggestions. Two faculty members have come in and students have been asked for their input for collection ideas. Open browsing has changed. It was 2 days and 2 hours. Now it is all open browsing during when the library open hours.

6. ADA Accessible Desk (CM)

The two desks that we have are broken. Franklin had put it in the Annual Plan. CM met with Facilities. Facilities will remodel the two ADA desks downstairs. Now they are thinking about getting one for the Adaptive Access room. Facilities will be paying for these.

7. Zine and Graphic Novels (RG and CJ)

Zines are student created and ephemeral handmade magazines. Preliminary discussion with the Zine Club. MM asked if zines necessarily need to circulate since they are ephemeral items. MO said that Long Beach Public Library circulates. GM volunteered to take on the ordering of graphic novels and will also take suggestions. These Zines and Graphic Novels can be located with the proposed New Voices collections. GM will create a folder in Books in Print for graphic novels and then we can put in titles.

8. Administrative Procedure 4040 (CM)

This was last updated in 2016. This is on Dr. Jean Shankweiler's list of procedures to be updated. We need to review if it is correct and if we want to add or revise anything. MM volunteered to reach out to other community college's Administrative Procedures. CM will send us a digital version so we can incorporate our edits.

9. Canvas and LibGuides CMS Upgrade (RG)

Canvas and LibGuides will be integrated better with the Learning Technology Integration (LTI) tool. Metadata that is placed in the LibGuide can correspond with courses within Canvas. Gema Perez and RG will be working on this in the future. LibGuides CMS also has other functionalities which were referred to in RG's prior e-mail. Ask the Librarian link will be moved up on the webpage.

10. Academic Senate (CS)

First academic senate meeting took place on Feb. 18th. Active Shooter drill will be on March 19th. Be wary of scheduling things on that day. E-mail upgrade was brought up by Pete Marcoux. Pete Marcoux also reminded everybody about the Academic Technology Conference. Please register for the conference, and students are invited to attend. MM gave a presentation on OER recommendations for creating a Low-Cost Textbook designation for classes. Faculty had questions and MM recording them. CM said that there was a process to talk about instructional

materials which are different than textbooks. Accreditation forum (1:00 p.m. 286 in the Student Services Building) will take place next Thursday, March 5th. If you can't make the meeting, you'll be able to view drafts on the website. Faculty Diversification Resolution is going to the Board of Trustees.

11. Creating Curriculum Committee (CM)

Campus organization committee are having some shifts due to the Meta Majors. Departments are making some moves to different departments, some are staying. SRC and the Health Center will be moving to Student Services. All of Athletics will go to Academic Affairs. All of Fire, EMT, Paramedics, etc. will be going from ITEC to Health Sciences & Athletics. Academic Strategies will be coming back to the Library & Learning Resources. Academic Strategies are non-credit classes. They will start face to face and then maybe move to online. Supplemental instruction and also Library instruction classes will be coming back to us. Now that these classes are coming back we need to create a curriculum committee.

12. Librarians Meeting Schedule (CS)

Meeting every two weeks or every month? We are confirming to once a month with special meetings called as needed. Motion by CS, seconded by GM, Yes: CS, GM, MM, CJ. No: RG. Motion passes.

13. Space (CM)

The Music Library will undergo a reorganization. More details will be forthcoming. **Federation – Negotiations (CS)**

New librarian description was put forth by MM. The librarians reviewed this on the Microsoft Teams site. GM moves to approve the new description, RG seconds. Motion passes unanimously.

14. Other

MM: A heads up in the A-Z Database list you might see more Anatomy trial databases under "V".

CJ talked about part-time librarians or other librarians to help out with book displays.

Meeting was adjourned at 3:54

Action Items:

GM will create a folder in Books in Print and then we can put in Graphic Novel titles to be ordered.

RG will move the Ask a Librarian link up on the library's homepage.

CJ will reach out to librarians to help out with the book displays.

CM will send us a digital version of AP 4040 so we can incorporate our edits.