Minutes of Librarians' Meeting 30 August 2013

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)

AGENDA
The minutes of the last meeting will be sent to Ms. Hairston and the Unit.

TECHNOLOGY

Amazon.com/acquisitions: AC reported investigating using Amazon.com as a vendor. 2 memos on the subject have been sent to Mr. Bonura, but to date there has been no response. AC will keep us appraised of developments.

RESOURCES
Databases Update: MI reported that we have 2 new databases for the upcoming year –CINAHL Complete, and Westlaw Campus Next which has been bundled in with the paralegal databases even though it is intended to reach a more general audience. There is, at this time, no remote access to the Westlaw Campus Next database. AG will investigate the old "regular" Westlaw password that used to be under Vince's name.

Additionally we have added a new collection to the JSTOR stable, and the current beta JSTOR page will go live sometime in September. The interface has changed so librarians are urged to become familiar with it and to note that we do not participate in the Books Project mentioned on the top page.

Country Watch has a new home page and Today's Science has a new look as well – so librarians are urged to look at these as well.

The Testing and Education Reference Center database has a module essential for the Cosmetology students who need to take a certification exam before being allowed to practice. The current Cosmetology textbook "Milady" has on online licensing preparation module running on TERC so it will be heavily used and MI is preparing an informational sheet on its use for the cosmetology students.

EBooks: The librarians were reminded that there is no DRM on the Springer and the Gale Virtual Reference Library eBooks, and therefore no restrictions on printing and downloading the chapters. The library webpage giving information on the eBooks has been updated. In answer to a question, it was reported that we are NOT weeding eBooks at this time.

Choice Cards Distribution and Library Liaisons: A new liaison list was distributed at the meeting. There are some new assignments. AC will also update the list to include the Mathematics and Applied Technology areas. Choice cards will be given to the librarians and should be given to the Book selection committees or contacts in the liaison's Division areas. AC would like the cards returned by Sept. 27th. AC learned that Nursing Director Kyle had resigned and so AC will contact the new director re: the $2,000. the Foundation has given the Nursing Dept. for books.

Progress – Weeding Project: The regular T area is complete, and the oversize T's are now being weeded. The Q's are next. The procedure will be as usual, with the p/t and Saturday librarians doing the initial review from carts, then allowing the liaison librarian (Q=NM) and the acquisitions librarian to finish the process. NM asked whether the Oversize books needed to be done, and AC felt the entire run of a number should be finished off. NM also raised a question about the aging faculty collection and AG

asked NM to conduct a study via checkout statistics to gauge usage before we make a final decision on the collection.

Reintroduction of required ID proposed by LRC: AG reported that this issue is being discussed, but at this point no decisions have been made. The librarians will be informed of any decision. There are NO plans to require I.D.s in the Ref or LMTC areas. AG reported that ITS is installing CITracks on computers used for tutoring to track use and get statistics related to the tutoring program as paper tracking has not proved efficient.

FACILITIES

Copy/Print Services: NM reported that QCI has installed a second Lexmark machine that will print b&w OR color using cash or student account. Discussion followed on where on the library webpage to put information and instructions on the upcoming wireless/remote printing option. It was decided to put it on the side (Omar controlled) area where it would be visible from every page, AND in the middle of the main library page in the general announcement area until no longer deemed a new service. AG suggested the information also be sent to the PR controlled campus FAQ page. AG also mentioned that the campus was totally redoing the campus site which would mean all departments will soon have to make changes to conform to the new design. Ag mentioned again her desire to see a webpage focus group that will include students to help us with our webpages as they seem so crowded with information and we need to know what student s find the most important and highlight that. NM has full responsibility for the LRU pages, and others with the interest and desire can help out with specific areas once trained.

STAFFING

Student Worker Oversight/Scheduling: All student workers work out of Public Access under MM, except the one student who works for Acquisitions. Mr. Romero helped out by setting up a preliminary schedule, but MM noted that she want to assign students duties for blocks of time and will post a schedule to that effect once this has been achieved. QCI is paying separately for some students to work in the copy room. They currently work from 9-12, and 1-5. It was noted that students are also crucially needed for the evening hours. Different nametags are needed for the QCI as opposed to the regular student workers. Student training was held in August, MM will do future training. NM volunteered to be the liaison to QCI re: student worker and other issues.

ECC Reference Google Site: SD demonstrated the group page he has set up to supplement the Reference log. He noted though that the site would only be effective if we all used it. He will resend out invitations to all. One must have a Google gmail account. We can read announcements, post responses, set up new topic pages. Librarians will use their own personal gmail username and password to login. SD suggested bookmarking the link and using it on our reference desk shifts.

We will also ask the Print shop for a poster size campus map to hang at the reference desk.

PLANNING

Library Policy 4040 Review: AG distributed copies of the policy for final discussion at the next meeting. Comment/suggestions can also be forwarded to AG via email before the next meeting.

PROFESSIONA: DEVELOPMENT

Update on Embedded Librarian/Humanities Division: Update tabled in interests of time.

MARKETING

Library/LRU Open House: CS reported that the Open House will serve as a cooperative Unit SAO. The Open House is set for Wed and Thurs Sept 4 and 5th. Advertising flyers have been produced and distributed around campus and at Unit service areas. The Worksheets are at the printer and will be placed at several service desks, with the bulk at Circ. A box for completed worksheets will also be at the Circ desk. Prizes (Starbucks cards) and balloons for decorations are being arranged. Friday morning AG will draw prizes from the completed worksheets; winners will be notified via their student emails and can pick up the Starbucks cards from MM at Circ. MI also volunteer 3 totes as prizes.

Instructional Videos Update: Update tabled in interests of time.

OTHER

Department Budgets 2013-14: Ms. Whiting distributed the supply budgets. AG noted that some had changed. For instance, if an area received over $1000. $100 will now be withheld to cover Unit "emergency supplies". AG noted that Sal and Francine are now the Unit Safety Chairs. DB reminded all that if budget items were needed we should report this via our Program Review, and AG noted that the Plan Build particulars would need to be in by semester's end and this would be another venue to request item funding.

Time Clock Concerns/Proposals: Ms. Whiting distributed a paper detailing the staff classifications who use the time clock (Temp. Classified, Temp. Non-Classified, and students) Students may only work 20 hours per week, although a letter from Counseling showing that they are in good academic standing may be sought, allowing them an extra 5 hours, for a TOTAL of 25 hours per week.

Classified and non-Classified temps may only work 25 hours per week.

Ms. Whiting may not manipulate any time-sheet records for legal reasons, so workers must recognize the importance of keeping accurate track of their hours. All concerned have also signed an affirmation noting that they may only work 25 hours pw. Posters will be made and posted near the time clocks reminding all of the new 25 hour rule, and reminding all that clocking in 8 min. after the agreed time will cause the clock to book them in at 15 min. after the agreed time. So if you agreed to start at 8 but clock in at 8:08 the clock will read your time as 8:15. Workers who do not bring their id cards to clock in MAY NOT WORK that shift. If a time clock is down try another clock; the LRU has 3 time clocks, located in the LMTC, Professional Development area, and the Learning Center. Michelle MAY be allowed to intervene if there is a campus-wide outage. DO NOT send workers to Michelle, she does not know each workers particulars. HR and Sheryl Kimble will send out more particulars as they become available. The issue has come up in the interests of complying with the new Health Care Act stipulations.

Cs/2013