Minutes of Librarians' Meeting 11th October 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)

Guests: R. Stewart, S. Kunisaki, Phil and Craig of QCI

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

TECHNOLOGY

Remote Printing: QCI representatives Phil and Craig answered questions re: the remote printing initiative. QCI has co-developed software enabling printing from Wi-Fi and remote locations. One can upload print jobs from anywhere one has internet access.

When one logs on to upload a print job, one has to create an account to identify the print job, and an identifier is assigned. One must have a valid email account and a verification code is emailed to one. Once one has created a PIN one can come to ECC and select and retrieve the job. This unique identifier is used for web upload only. In answer to a question about limitations, QCI noted they did not know of any besides normal occasional glitches. One cannot just print from a browser – all files must be uploaded first. The current Lexmark machines have network capabilities and can release jobs to any area on campus.

How it works is that the server on campus connects with the QCI server via SFTP (secure file transfer protocol) every two minutes. Our jobs are branded ECC as QCI servers connect to other client servers as well. QCI will work on simplifying the registration of jobs process.

In reply to a question of how stable the ECC network is, NM noted that problems with ECC servers and the library usually involve the LDap server that hosts the student records and that this web upload connection does not involve connecting to the LDap server at all.

MI asked a question re: problems printing larger jobs. It was noted that SFTP (as opposed to regular ftp) has an encrypted password attached and is thus only opened for a few minutes, and QCI will need to adjust the port opening time to accommodate larger PDF files. It was noted that we do often have large files involving the longer PDF academic articles, and e-book chapter downloads.

QCI noted they have this process installed at 10 other locations and have had few problems. QCI and NM will work on testing large size files. NM will then work on posting instructions. As re: instructions, it was requested that they be simplified and terminology standardized. As to the question of training /stepping students through the process, it was agreed that this will probably be mainly used by a niche group of the more technologically sophisticated students. However, extra training/workshops could be organized if needed. Jobs sent are good for 24 hours.

RESOURCES

Databases Update: MI reported that Springer eBooks have made it easier to print more than one chapter at a time via an easier to use button "download book". EbscoHost reports that by the end of October it will tweak its EbscoHost interface and make minor improvements to the left side list of limiters.

AG has asked MI to look into reviving plans to implement Boopsie. Since our last investigation Boopsie has changed its pricing model, and now bases pricing on full year FTES. There still remains the issue of

ECC signing the Apple Developers Agreement. AG asked that the librarians look into and market the free Ebsco app. Some ideas are to market on Facebook, get a group of early adopter students to play with it, and post a video.

FACILITIES

Library Room 9: AG reported that the Counselors using basement room 9 for Veterans counseling appointments will find more suitable accommodations by the end of October.

STAFFING

Student Worker Training: AG thanked the student training committee for today's training session and hoped the session will be followed up by an evaluation survey to get student worker feedback. The next time a training session is held, the LRU should be notified so that staff are aware that student workers will be in another location and not at their usual posts.

PLANNING

SAO Updates: CS had no updates for this meeting.

Program Review: DB and CS reported that the Program Review is now complete. DB noted he had made some last minute corrections to the Appendices. AG has submitted the Review to Mr. Garcia. CS noted that the recommendations should be entered into Plan Build and could replace some items currently in Plan Build.

Plan Build 2014-15 (due Nov 15th): AG will share new processes re: Plan Build at the Unit Council meeting on Tuesday. For these reasons staff will only begin entering new updates to department Plan Build areas after the Unit Council meeting. AG urged all to re-examine at the Mission statement and other verbiage on the Plans with an eye to updating the statements.

OTHER

IFTTT: AG shared information on this site that allows one to link apps together into channels. It was noted that the librarians should continue to bring such items to share at meetings to foster professional growth.

New Magazines: SD shared a print copy of a periodical "The Week" as a possible new addition to the library's print collection. It is a roundup of weekly news excerpted from other periodicals publications. SD wondered what the procedure was for initiating new periodicals enquiries. MM will investigate the costs and see whether it is a title available through our regular periodicals supplier.

Money Smart Week @Your Library April 5-12, 2014: AG reported that many libraries participate in this event. Some connect with other community agencies to put on displays and provide informational workshops. It is also part of the Graduation Initiative Grant brief to promote financial literacy in the student population, and perhaps the Initiative could help pay for speakers or workshops. Another idea would be to partner with Business faculty who may be interested in working with the library on this.

Cs/2013