

## **Minutes of the Librarians' Meeting of 12<sup>th</sup> February 2018**

**Present:** Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS),

The meeting was chaired by CS and AJ took minutes.

### **AGENDA ITEMS**

#### **1. Approval of Minutes.**

The minutes of the December 14<sup>th</sup> 2017 meeting were approved. Minutes will be sent on to Ms. Baldwin to distribute to the LLR staff and to post online.

#### **2. Status of Past Action Items**

The status of past action items is as follows:

AJ provided an update to the reference room computer relocation project.

#### **3. Adaptive Access Room**

AJ presented the current state of the adaptive access room and informed the librarians that Special Resources Center (SRC) Director Gary Greco is deciding if the SRC wants to continue and move forward with the current use of the room. Greco is thinking to integrate all SRC students to use the open computer lab to access technology and to have the I.T. place special software on each computer in the open computer lab.

Librarians voted to keep the current use of the adaptive access room and to ask Dr. Martin to move forward in working with the VPAA in purchasing 3 new scanners and possibly purchase 3 new computers. Librarians want I.T. to continue in reframing all three computers located in the adaptive access room. Librarians are asking if SRC could still provide their software updates to these 3 computers.

AJ expressed that several students who have disabilities use the adaptive access room on a regular basis and are already coming into the library to access the room and are being turned away due to its current closure due to equipment upgrade.

***Action Item: AJ to email Dr. Martin and inform her on the faculty librarians decision to keep the adaptive access room, to place requisition form with the VPAA to purchase scanners and computers, to request I.T. to upgrade the frame, and to ask SRC to update the software.***

#### **4. Ref Desk Site – Ask-A-Librarian**

AJ shared the Ask-A-Librarian form on the ref desk site and informed the faculty librarians that a link to the form is now in each canvas course shell thank you to Gema Perez.

MM will be embedding the Ask-A-Librarian link onto the library homepage.

CS asked to edit out her name from the form instruction.

Librarians discussed the possible future use of using LibCal to register future library orientations and MM suggest that we further explore upgrades of LibCal. MM recommended that a Springshare rep come to talk and demo LibAnswers/LibCal.

AJ shared Distant Education students already using the ask-a-librarian. CS was very happy to see the form already being accessed.

MM shared that it would be nice for the future of virtual reference where the chat wizard could follow the student as they navigate from page to page researching the catalogue and databases. This would allow an easier access to the chat widget by the student.

MM and GM recommended that the ask-a-librarian form instruction include a 24 to 48 window for librarians to respond to each question.

Librarians discussed the time frame of when a librarian answers the ask-a-librarian email. It was recommended that the librarians have the ask-a-librarian email open during their reference desk shift. It is also recommended that the afternoon and evening shifts try their very best to answer the ask-a-librarian email since they would have more of the time and opportunity. AJ stated that he is always monitoring the ask-a-librarian email to ensure the online environment is getting their questions answered.

***Action Item: AJ to make edits to the Ask-A-Librarian form per the recommendations of the faculty librarians. MM will begin organizing a time to have Springshare come to library and conduct a demo on LibAnswers and other aspects of the platform.***

#### **5. Library Classroom Use Policy**

Librarians discussed the policy on using the library classrooms 102 and LDC 10. The form went through a draft edit. CS will be typing of the form reflecting the new edits and bring it back to the next librarians meeting for a second reading. The librarians agreed that after the second reading the policy should go before the division council for review and approval. GM

***Action Item: AJ will work with CS to revise the Library Classroom Policy and bring it forward to the next librarians meeting for a second reading.***

## **6. LLR Policy**

CS provided a FYI that she is working on the children policy as being discussed with the division council.

## **7. READ Poster Event**

Librarians discussed what the date will be for the READ poster event. AJ recommended that the Read Poster Unveiling Event be combined together with the Poetry Read Event. The librarians all agreed that the two programs be combined into one program. GM will lead the READ portion of the event and AJ will lead the Poetry portion of the event.

Librarians decided that we will take a different approach to how the library will conduct the READ event and instead of seeking nominations for someone on campus being on the poster that GM will look into seeing how the LLR staff can be in the picture for the READ poster.

*Action Item: GM will recommend division group pic and follow up with photographer and marketing on this possibility. AJ will set the date in accordance with the poetry date and look at what days in April are available.*

## **8 Public Access Services**

GM provided information on library account activation. MM and GM provided information that all El Camino College, Torrance students have remote access to our library databases. GM will be receiving a list of registered students that he will upload their information into Sierra allowing students to have remote access. Students are still required to show their student identification when accessing reserves and circulation to borrow items. GM will conduct a second upload of registered students due to late registration. If a student is physically in the library and trying to access reserves and their library account is not activated they will be sent to circulation. Students who are remote or online students can call circulation during library hours and speak with public access to activate their library account. They do not need to be present with their student identification. Online students and our dual enrollment students are often not on campus. The librarians are working together to provide a more seamless access to our collection both physical and remote.

GM spoke about shelf moving plans and suggested that we do this in summer when we have more time. GM recommended that the Fine Arts genre be weeded further in the oversized collection.

The librarians voted to move the “R” collection and fold into the general collection. AJ and Dr. Martin will work with the Nursing Faculty to communicate this decision during the spring 2018 semester.

*Action Item: GM and MM will conduct further remote access testing and report back at a future librarians meeting.*

## **9. LibGuides**

MM demonstrated access and showcased the faculty guide that includes very important information that will help faculty to accessing instruction, reference, and resources. Librarians discussed where to best place the ask-a-librarian form. A discussion on copyright was initiated and CS is interested in working more on a guide reflecting copyright. MM will continue to work on updates to this form and she will let all the librarians know when the guide is published.

## **10. E-Resources Update**

MM shared that she is working on getting some new database trials and will have someone come into the library and demo one particular reference science database.

## **11. ECC Fall 2018 Class Schedule Updates**

Librarians worked together to revise the ECC Fall 2018 class schedule in regards to the library section.

*Action Item: CS will make the changes and forward the edits to Dr. Martin, Director of the LLR.*

## **12. Other/Future Agenda Items**

No other or future items discussed at this meeting.

**Meetings Adjourned at 4pm**

### **Action Items:**

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- 2. AJ to make edits to the Ask-A-Librarian form per the recommendations of the faculty librarians.*
- 3. MM will begin organizing a time to have Springshare come to library and conduct a demo on LibAnswers and other aspects of the platform.*
- 4. AJ will work with CS to revise the Library Classroom Policy and bring it forward to the next librarians meeting for a second reading.*

***5. GM will recommend division group pic and follow up with photographer and marketing on this possibility.***

***6. AJ will set the date in accordance with the poetry date and look at what days in April are available.***

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