

LIBRARIANS MEETING MINUTES – 1 March 2018

Present: Analu Josephedes (AJ), Crystle Martin (CM), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS),

The meeting was chaired by AJ and CS took minutes

AGENDA ITEMS

1. **Approval of Minutes:** Minutes of the meeting 12th February were approved pending corrections SRS to SRC to be made. AJ will forward corrected minutes to Ms. Baldwin to post to the Library web page.

2. Status of Past Action Items

1. *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.* See REFERENCE SERVICES in minutes. **In Progress.**

2. *AJ to make edits to the Ask-A-Librarian form per the recommendations of the faculty librarians.* **Completed**

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.* MM is attending a SCEL vendor day next week, and will ask for a rep. to come and give a demo. **In Progress.**

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.* **Completed**

5. *GM will recommend division group pic and follow up with photographer and marketing on this possibility.* See READ POSTER/POETRY EVENT. **In Progress..**

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

7. *GM and MM will conduct further remote access testing and report back at a future librarians meeting.* GM and MM ran testing, and the system seems to be working. A student/faculty load is done each semester, so students do not have to come on to campus to get access to resources. There may still be the odd case of students who register late, or have “name difference” problems, but these should be few. ID Cards must still be activated by students wishing to check out physical items, and to update their print/copy accounts. **Completed.**

8. *Student Award.* AJ recommended that this activity be held for the Outreach Librarian to tackle. As the issue has been very low-key so far, there are no expectations. It was agreed to do so. CS shared the last email on the issue from the Foundation, that agreed to fund the award. **In Progress.**

3. Collections/E-Resources

Careers in Focus Series: MM noted that we still have money for books that needs to be spent by end March. There are also quite a few current assignments that involve career research. MM looked at our Ferguson “careers in Focus” series, and noted that they are dated. Pricing for a new set is good, at \$2,300, but they are dated 2013-ish, and will very soon be outdated also. After 2017 the series will only be available in e-format. MM is still ascertaining the price for the e-format set. We have, in the past, used

Periodical monies to purchase a one-off e-book set. Going forward, should periodical subscriptions budget OR book budget monies be used if it is a capital purchase as opposed to a subscription purchase? CM will try and get some clarity on this and report back. It was agreed to pass on the Ferguson print set. Salem Press also has a 25v. set of career books. We already own 6 of the set in print. They are pretty current. The print also comes with unlimited access to the electronic versions, and they are currently offering a 10% discount – the cost would be approx. \$2,200. All agreed to the purchase of this set. It was also agreed that we, in general, are all in favor of a “subscription strategy” in buying e-books.

Action Item: CM to get clarity on Book vs Periodicals subscription budgets as re: purchasing opportunities.

E-Resources New Orders/End of Year Spending: MM provided a handout of possible subscriptions. Some were requested/suggested by faculty, others may cover gaps in our resources. The Auto-repair program has a list of three options, with varying pricing – AutoMate (an Ebsco product), Chilton’s (a Gale product), and Mitchell1. Trials were provided to Automate and Chiltons for review by the auto faculty. Their preference is Chiltons, which is more of the industry standard, however we do not have enough remaining funds available at this time. A decision was made to go with AutoMate for the time and place a budget request for an upgrade to Chilton’s. MM will go back to the Auto faculty with our recommendation.

Humanities faculty requested the OED (Oxford English Dictionary) – we currently have this as a trial subscription, and also own an older print copy. Cost is \$1,200 p.a. with the standard annual increases..

Also under consideration to fill in equity and diversity collection gaps are the Proquest Diversity Bundle, Ebsco LGBT Life, and the Gale Archive of Sexuality and Gender.

It was noted that Ebsco Professional Development and Ebsco Religion and Philosophy are going away as discrete bundles, but the content will still be available via Academic Complete.

Discussion noted that Ebsco is working well for us and fits our Discovery platform. Gale seems to be problematic at this time with slow loading and other problems. We also have to consider budget constraints. We have asked for an extra \$10,000 for databases, and this may come through, but we cannot rely on that at this time.

MM proposed a strategy for the 2019/2020 budget request process, whereby we ask for individual databases rather than a large sum for blanket purchases. This was agreed to as a good strategy on many levels.

MM called for a vote and it was agreed to recommend EBSCO’s AutoMate to the Auto faculty until additional funding is available for Chiltons, and get the OED and the Ebsco E-Books Community College Collection. If we run out of funds MM and CM will work on a transfer of some monies, possibly from the Foundation.

Action Item: MM will go back to the Auto faculty with our recommendation of Mitchell 1.

4. **Reference Services**

Ref Computer Relocation: AJ noted that this process is almost complete. 2 computers have been relocated to 206 for adjunct librarian use, both have internet access. 1 computer is in the West Reading Room. To prevent the recurrence of students using the computer for questionable purposes, the computer has been turned around to indicate staff use only. There is currently no Ethernet jack in the North Reading room and IT is working on getting WiFi access. 1 computer was moved to the Music Library for use as an OPAC station. We still have 2 computers “spare”. AJ reported that he still has the Notebook, original intended for roaming reference. It was agreed by all that the removal of the computers from the

Reference area, and repurposing of the remaining computers for research purposes was working well. AJ recommended that we drop the project of making a background screen as it was no longer needed as the screens should now automatically revert to the ECC catalog.

Adaptive Access Room: AJ reported that the room is currently not available to students while we get issues resolved (via meetings between CM and G. Greco), and also pending the purchase of up-to-date equipment including scanners. An issue was reported re: a special needs student needing a Reserve book, which cannot leave the library, to be used in conjunction with scanners and ReadWrite software. We are not sure if this program has been loaded onto the Access room computers. CM reported that IT is working with the SRC re: software and it is her wish that this software get loaded onto all computers. It was noted that we DO have headphones available at the Circ desk for checkout. These are discarded once a semester for health reasons. While the Adaptive Access room is not available, students can be referred to the SRC. We asked for a list of the software loaded on the Adaptive Access room computers be made available to the reference desk so that we can answer queries.

Wheelchair Accessibility: The two low stations in the Reference room will get placards indicating that these stations are for wheelchair –bound patrons and that patrons should respect their priority when necessary.

it was noted that many of the Reference area IT issues should be resolved once we get a single point of contact with our new Systems librarian.

Part-Time Librarian Evaluation Form: AJ brought a form for librarian approval. CM and AJ intend to evaluate 12 of our 13 adjuncts currently approved, this semester. This is to comply with the requirement to create a rehire list. This will be an internal document, but must be created and maintained per contract. A sub-committee of the Ed. Policies Committee is currently looking at campus evaluation forms. GM is a member of the sub-committee and is representing librarian interests. This form then, is an TEMPORARY form for use this semester, and has been shown to VPAA Shankweiler. The librarians approved the form. It was noted that the form only applies to observation. The adjunct librarians can mention any special projects like weeding in their self-evaluation reports. Student evaluations will involve asking students served during the evaluation period to fill in a form and put it in a sealed box. Evaluations will need to be redone in Fall as the rehire list needs 2 observations, and a work record of 10 consecutive semesters. The Spring evaluations will begin the cycle. The list is by seniority, but does not mean the adjunct would get to “pick” their hours, rather hours allocated will depend on availability.

Action Item: CM and AJ to evaluate adjunct librarians during the Spring Semester.

5. **READ Poster/Poetry Event**

GM reviewed the ideas resulting from our last discussion. We recalled that the READ poster event had lost a little steam in recent years, and that some faculty had respectfully declined the award. The idea of honoring the work of the entire LLR had been floated and GM contacted Communications and Marketing, and talked to campus photographer AMY, and it seems the idea is OK. Dates for possible picture- taking are March 9th, 16th, or 23rd. GM will send out a Doodle poll to get the majority vote. For the photo it is asked that all members of the LLR hold their favorite book. Gary will lead the READ Poster event, and Dr. Shankweiler will say a few words. Due to other meetings, the event is scheduled to begin at 12:30, light refreshments at approx. 12:45, and then segue into the Poetry event.

The READ poster/Poetry event is slated for April 24th. Librarians were asked to donate a book of poetry to be raffled off to students during the event. Once all details are finalized, GM and AJ will begin advertising the event. A handout detailing the event and planning committee members was distributed.

Action Item: GM to send out a Doodle poll to arrange a date for a group photo of the LLR staff holding their favorite books.

AJ and GM to advertise the event slated for April 24th.

Librarians to each purchase and donate a book of poetry for a raffle.

6. Library Classroom Policy – 2nd Reading

CS and AJ presented the draft Policy. The librarians approved the policy. It will be taken to the LLR Division Council as part of a larger policy of LLR room use.

Action Item: CS to move the approved policy on to the LLR Division Council.

7. Weeding Project Update and Info

AJ noted that adjunct librarians have been paired with full-time librarians to continue the weeding project. AJ has asked the adjunct librarians to commit to any hours they say they will devote to weeding in the interests of streamlining the timesheet process, or add the hours after the fact to the NEXT timesheet so that there is no confusion or need for changes to be made.

CS shared some information re: questions that may come up as re: items that may be beautiful or important, but very worn. Some natural conclusions may be to consider them for the Treasury or rebinding. This may be possible, but there are things to consider in these areas as well, and CS consulted with Ms. Palayo of Cataloging and got further information to consider. CS distributed a little history and information re: the library Treasury, and Bindery practices that the librarians can share with their adjunct partners. It is requested that adjuncts give such items to the librarians to query with Ms. Palayo.

8. Shakespeare Survey/Shakespeare Studies Status

CS noted per the librarian minutes of 5th Oct 2017, that the librarians had agreed to weed the print copies of Shakespeare Survey and Shakespeare Studies. Shakespeare Studies is available 1975 to Present via Academic Search Complete. GM will liaise with Ms. Palayo to deaccession the volumes. It was agreed to keep some of the newer volumes in the Reference area in the Bound Periodicals area shelves. MM will cancel the print subscriptions to both titles when it is time for renewal – we may have already paid for this year.

Action Item: GM to work with Ms. Palayo on deaccessioning the volumes, and arrange to house some volumes in the Reference area.

MM to cancel the paper subscriptions to both Shakespeare titles at the appropriate time.

9. LLR SAOs

CS brought copies of the current llr SAO related web pages. It was noted that a lot of clean-up is needed as re: LRU to LLR etc. Also our use of the SLO, SSO, SAO terminology needs to be standardized. The information on the site is old and does not reflect our current work, which has also fallen behind and needs to be revitalized, and timelines set. It was agreed that GM and MM could continue to lead the Public Access area and CS and AJ collaborate on the Instruction and Research area, but that the teams and goals could be rethought once our new librarians were hired and aboard, and maybe expanded. Realistically, any work achieved this semester would be more in the Planning realm given the shortage of librarians.

Collaborative projects like the Student Satisfaction surveys will be deferred to the fall semester and we will enlist the help of IR.

Relatedly CS noted that Dr. Simon of the Assessment of Learning Committee had contacted her via email to ask about the possibility of the Librarians administering the ILO assessment instrument for the ILO Information Literacy – SAILS, during library orientation session during a given week/s in this spring semester. The librarians agreed in principle, but also had concerns and questions.

1. that some/most of the students in the targeted classes would be “first timers” – ie: how would the test measure information literacy achievement gained at ECC, as opposed to what they come in to ECC with? Would the ALC target classes that are mainly comprised of students with a year or two of ECC behind them to get a more accurate gauge of ECC contributions to this ILO?

2. We would also need to know which time frame . Some weeks have more orientation sessions than others – or has the ALC already selected target classes that will have agreed and booked to come into the library for orientation session?

3. Many of the librarians do run Embedded Librarian classes who could perhaps be persuaded to also participate...given the caveats above re: targeting mid- or late- education (at ECC) students. Or we could also run one or two “lunch-hour” sessions in our LDC lab for drop-in, “last year” students, with a pizza reward or similar.

3. assuming the test will be online, all of the proposed classes would need to be booked into our LDC lab.

4. Finally, there were concerns about the rigor of the test, especially if shaved down to 15 minutes. It was felt by some that the questions might be a little “obvious”, and one could easily “guess at” the correct answer.

Action Item: CS to gather most up-to-date LLR SAO information and update the LLR SAO page. Teams to try and do some forward planning and set timelines for implementations so that we are ready to move ahead once more adequately staffed.

CS to contact Dr. Simon re: agreement to host the SAILS tests during library orientation time, and convey librarian concerns and questions.

10. Library Fines

CM noted that the library does not receive the monies collected from fines as all fines are paid at the Cashiers office and put into a general fund. CM will try and find out about the “rumor” that the monies were intended to go into a textbook fund.

It seemed that to deny services based on a tiny amount owing was punitive and not good for the LLR image. CM proposed that if the student returns the item, the fines be cleared from the record.. A lost book will still trigger a hold on the account, but cleared once returned. We will not advertise this, but agreed to the proposal.

Action item: GM will inform his staff of this new procedure re: fines.

11. Other/Future Agenda Items

GM noted that if the weeding projects moved at a good rate, the shifting could be done over the upcoming summer. The Rs were discussed AJ, as the Nursing liaison, will let Nursing know of our intention to move the Rs from the ERM room and into the general collection, and also that the room may be repurposed. Repurposing ideas that were brought up include – putting the Law collection there, making it into a 3rd library instruction classroom, making it into a “makerspace/gaming room”. We will encourage the Nursing Dept. to put their Textbooks into the Reserve Collection. The current room arrangement is confusing as re: the flow of the collection, often closed to non- nursing students who may wish to get a book from that area, intimidating to non-nursing students.

***Action Item: AJ to inform the Nursing Dept. of the intention to move the R collection back to the general circulation area, and repurpose the current ERM room.
Librarians to finish the weeding in time for a Summer book shift.***

The next librarians meeting on the 15th March will see GM moderating and MM taking the minutes. At the meeting of the 29th March, MM will moderate and GM will take minutes.

CS/ECC2018

ACTION ITEMS SUMMARY:

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Action Item: MM will go back to the Auto faculty with our recommendation.

Action Item: CM and AJ to evaluate adjunct librarians during the Spring Semester.

Action Item: GM to send out a Doodle poll to arrange a date for a group photo of the LLR staff holding their favorite books.

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