

Minutes of the Librarians' Meeting of 06th September 2018

Present: Analu Josephides (AJ), Mary McMillan (MM), Gary Medina (GM), Claudia Striepe (CS), Crystle Martin (CM), Camila Jenkin (CJ), Ryan Gan (RG)

The meeting was chaired by CS and AJ took minutes.

AGENDA ITEMS

1. Approval of Minutes

AJ Motioned to approve the minutes with edits. GM seconded the approval of the minutes. The minutes of the September 06th 2018 meeting were approved by all the librarians. The only edit brought forward was by AJ to correct "Josephedes" to "Josephides" in the first line of the minutes. Minutes will be edited and then sent on to Ms. Baldwin to distribute to the LLR staff and to post online.

2. Status of Past Action Items

AJ provided an update to the reference desk area carpet and new temporary desk. The desk will be changed out during the LLR 2020 renovation. CM mentioned carpet install is pending facilities scheduling a near future date.

MM provided update on libguides and canvas. Both of these platforms have the potential for hosting librarian created web-based instructional content that faculty could access for use in their classes as needed. Particularly for the online classes, developing modules within Canvas that faculty could import into their own classes either as a whole or ala carte style, could be an effective method. Librarians discussed how this is in line with what Pete Marcoux and Humanities faculty are wanting to do in regards to bringing information literacy/library instructional content into Canvas. PM discussed with CM about this grant project. CS will be reaching out to PM to gather information so the library can be included in any library resources development done by Humanities.

MM updated the librarians on the upcoming annual plan and setting of our 2019-2020 goals and budget requests. Deadline is November 1st.

AJ updated on dual enrollment and library orientations. The first library orientation for dual enrollment was conducted last spring 2018 by AJ and CM. AJ and CM mentioned that dual enrollment faculty is asking for more library orientations and possibly looking at having the librarians develop video tutorials to be embedded into their canvas shells/modules.

MM mentioned that she has had other faculty request library instruction for their online classes and so she sent them the presentation slides and online research libguide she uses in her face-to-face classes for them to use in the meantime while our librarian faculty develop a larger plan in creating more online content. AJ mentioned that last semester he completed two video tutorials for two Fine Arts faculty teaching Art 101. GM said due to short staff previously we did not have the man power to apply ourselves in developing all this online content that PM and others are requesting, now we do so he recommends we wait to hear back from PM and then set a plan in motion.

Action Items: CS will meet with PM to discuss humanities grant to develop information literacy content and digital assets. She will bring all updates on this item to the next librarians meeting on Thursday, September 20th.

3. Faculty I.D.

CM provided a faculty I.D> timeline 2018-2019 handout. A discussion amongst the librarians and CM commenced to decide on librarian positions that we want to request for the faculty I.D. MM gave institutional background on the history of what the faculty I.D. is and its process. She shared that one faculty representative and the Director of the library will attend the faculty I.D. committee meeting, we must provide justification, such as statistics from assessments, that the committee members participate in voting and ranking each disciplines faculty position request, provide a brief pitch to the committee on why these positions are necessary; and the membership is made up of about 30 members. Ranked positions then go before President Maloney who then looks at the budget and chooses so many positions from the list at which time these positions go before the board for approval.

RG asked if we will be replacing the music or acquisitions librarian. MM asked if we want to go out for these positions or look at other positions. CM reiterated that going out for positions is important and mentioned about lapse of time in requesting positions, that after two years it becomes a new position, as an example the music librarian position.

Librarians discussed two positions (1) E-Learning/UX Librarian and (2) Music Librarian. All the librarians voted and agreed on these two positions. All librarians are to submit various job descriptions via email to then formalize these descriptions at our next librarians meeting on Thursday, September 20th. CM will be submitting required faculty I.D. documents by Friday, September 21st to meet the deadline.

Action Items: Librarians to gather information on E-Learning/UX Librarian positions from other institutions and bring forward at the Thursday, September 20th faculty librarians meeting. CM to prepare faculty I.D. to be submitted by its deadline of Friday, September 21st.

4. E Library Service Platform (LSP)

RG provided two handouts (1) LSP Implementation Schedule and (2) Notes for LSP. He stated that there is a deadline of October 31st for our library to sign the agreement to participate in the first full cohort of CCC libraries migrating over to the statewide selected LSP and discovery platform (Alma/Primo). Libraries in this cohort will be migrating together on the same timeline (January 2019-December 2019) and will have their migration fees and first year of annual maintenance/service fees paid for by the state, with the hope that funding for future years would be ongoing. There is an opportunity to join future cohorts on our library's own timeline, but the library would likely be responsible for a portion of the migration costs/fees from their own operating budget. CCLC is arranging online demos of the two platforms by Ex-Libris, which will be recorded, and a regional meeting with the vendor will be held at Orange Coast College on 9/25. This will be our first opportunity to see the platforms and ask questions so everyone is encouraged to participate and bring forth their individual questions for the vendor as the platform functions pertain to each service area and student use needs.

MM mentions that the CSU system and many of the UC libraries are using Alma/Primo, which are where many of our students transfer. She noted that that our library's current discovery platform (EBSCO EDS) will not integrate with the Alma LSP so we would need to use the Ex-Libris Primo discovery platform instead. One significant concern about Primo coming from the CCC libraries is whether or not content coming from EBSCO databases will come into the Primo search results. As the bulk of our online collections are coming from EBSCO this would be problematic and would make the "discovery" portion of the platform very limited. In addition, Alma does not have a public-facing traditional OPAC as we have now, but rather solely uses the Primo platform for search. This will impact how our users access our collections and will change how we instruct students in library research in some ways.

RG said he will send out the Chancellors Office power point on this subject matter. CM and RG will set up meetings. CM to also set a meeting for Thursday, September 21st or Thursday, October 4th for a representative to speak with us with regards to this topic. An update will be provided by CM and RG at our Thursday, September 20th faculty librarians meeting.

CM mentioned that this system will allow for one card one I.D. system for students that speaks with Colleague and will include phone app bar code scanners.

Action Items: RG to organize two workshops in September (1) Alma and (2) Primo. CM to set up meeting with representative on either Thursday, September 20th or Thursday, October 04th.

5. EBSCO ebook collection/search widget

MM provided demo on the EBSCO e-book collection database, which includes the ebooks we have both purchased and those that are accessible via annual subscriptions (e.g. the new Community College collection of 50k+ new titles). Books that have records in the Sierra catalog include those we purchased in the past via the EBSCO/Netlibrary CCLC buy, those from Springer, and those from Gale (GVRL). In addition, records for reference titles we subscribe to through Credo Reference are regularly downloaded into Sierra by our cataloguer. However, the EBSCO ebook subscription holdings, which are large and are updated regularly, are now searchable within Sierra, but can be found via EBSCO EDS (OneSearch) or the EBSCO e-book platform itself. This changes how much emphasis we should be placing on the traditional OPAC when it comes to discovery our e-book content.

Librarians discussed if we want to change the search widget to move away from the catalogue as the default landing page and instead make OneSearch the default. AJ made a motion to adopt the One Search Discovery, but no final decision made only thoughts about how we use both interfaces (1) catalogue and (2) one search.

MM mentioned that if we went with the new LSP then Primo becomes our ~~aets-as~~ One Search Discovery and will automatically become our default because Alma does not have an OPAC.

MM also discussed the Database A-Z list and recommends eliminating the redundancy of maintaining both our primary A-Z listings on Springshare's platform and the A-Z drop-down list currently on the search widget, which requires getting into the html source code each time revisions are needed. She will consider ways to better streamline the management of these links.

MM asked if Alma has a reserves module. AJ recommended looking at Folsom Lake Colleges reserves link.

6. Stacks Management

GM provided an update to the "R" collection, noting that the Public Access team has already moved this collection and integrated it into the general collection upstairs in the East wing. He also provided direction on the next move/relocation of the "D" collection and the "Law Collection". Librarians discussed the possible solution to repurpose the

Madden room. GM made a motion to move the law collection to the Madden room. AJ seconded the motion. All the librarians agreed.

AJ met with LP of cataloguing and the following priorities were set for weeding that will assist with the relocation of the aforementioned “D” and “Law” collection, (1) “D” collection, (2) “N” collection, and (3) Oversized collection “A” through “M”.

MO, part time librarian will work with MM to weed out the “D” collection, AC, part time librarian will work with AJ in weeding the “N” collection, and SK, part-time librarian will work with CS in her liaison area.

Action Items: GM will begin working with the public access team in moving the “K” collection to the Madden room.

7. SAO/SLO

CS provided several handouts on the SAO/SLO. Provided an update and gave several recommendations on how to proceed if we wanted to revise our SAO/SLO/SSO. She stated that deadlines are fast approaching for the librarians to update information in TracDat. She gave a brief history on the LLR teams that helped to develop these SAO/SLO/SSO.

MM stressed the importance of assessments and how it guides our goals and annual planning. CS requested a future working meeting on SAO/SLO/SSO. CS requested this item be placed on the next faculty librarian’s agenda on Thursday, September 20th.

Action Items: CS will gather historical information on SAO/SLO that the librarians worked on and provide context for our SAO/SLO/SSO work.

8. Accreditation Update

Both CS and MM provided updates of the accreditation process. CS is co-chair of accreditation, MM sits on Standard II team, which is reporting on library and learning resources at the college. AJ is sitting on Standard IV, leadership and governance.

9. Libguide Plan

MM brought before the faculty librarians various libguides that she recommend we prioritize creating as we work on developing more online instructional content. She has committed to developing a libguide on how to use the various search platforms (OneSearch, EBSCO, Gale, etc). and an e-books libguide; and AJ has committed to developing a Citations specific libguide that could eventually replace the Pdf versions of abridged citation guides and he will work on his embedded librarian guide; and CS will

commit to developing a Legal libguide; and GM committed to developing a Business Research libguide.

Action Items: Librarians to develop libguides as discussed.

10. E-resources blog/marketing

Item Tabled.

11. Student Success Expo Overview

CJ provided information on the EXPO and requested the librarians continue to think about how we want to describe ourselves and the library as we move forward with other outreach events. She is setting up a student table and will be working alongside of FW, LMTC of the LLR.

12. Library photoshoot for promotional material date

Item Tabled.

13. Other/Future Agenda Items

The following items are to be placed on the agenda for the Thursday, September 20th, 2018 librarians meeting (1) Faculty I.D., (2) Library Services Platform (LSP), (3) SAO/SLO, (4) Reserves, and (5) Creating Info Literacy Content/Digital Assets (Marcoux Proposal).

Meetings Adjourned at 4pm

Action Items:

- 1. CS will meet with PM to discuss humanities grant to develop information literacy content and digital assets. She will bring all updates on this item to the next librarians meeting on Thursday, September 20th.**
- 2. Librarians to gather information on E Learning UX Librarian positions from other institutions and bring forward at the Thursday, September 20th faculty librarians meeting.**
- 3. CM to prepare faculty I.D. to be submitted by its deadline of Friday, September 21st.**
- 4. RG to organize two workshops in September (1) Alma and (2) Primo.**
- 5. CM to set up meeting with representative on either Thursday, September 20th or Thursday, October 04th.**

- 6. GM will begin working with the public access team in moving the “K” collection to the Madden room.**
- 7. CS will gather historical information on SAO/SLO that the librarians worked on and provide context for our SAO/SLO/SSO work.**
- 8. Librarians to develop libguides as discussed.**