

## LIBRARY MEETING MINUTES – April 18, 2019

**Present:** Dr. Crystal Martin (CM), Ryan Gan (RG), Mary McMillan (MM), Camila Jenkin (CJ), Gary Medina (GM), and Claudia Striepe (CS)

**Absent:** Analu Josephides (AJ)

The meeting was chaired by MM and GM took minutes.

### AGENDA ITEMS

#### 1. Approval of Minutes

The minutes from the prior meeting were approved.

#### 2. Status of Past Action Items

Both past action items belonged to AJ, whom was not available for the meeting. Both items to be tabled for a future meeting.

#### 3. Music Library

CM provided an update as to some of the operational and administrative challenges being encountered in the music library. The result of the former, long-serving, music librarian retiring in spring 2017 has created multiple issues with support of the current music library staff. One problem CM noted was the abuse of students using the practice rooms due to a lack of a consistent policy. As a result, CM provided some potential solutions to assist with solving this problem. This included potentially having an ECC librarian being assigned as a contact for staff to help provide mediation between faculty. It was also noted that, if we assign adjunct librarians to a greater role, it should be made clear to the adjuncts the ways in which they are empowered to make decisions and when it best for issues to be brought to the division librarians (e.g. policy development).

CM also noted that better supervision in the evenings is in need. It was a possible recommendation to have adjunct librarians staff the evenings.

***Action Item: CM will request that music library classified staff provide a foundation for a practice room policy. This policy would be reviewed by librarians and submitted to Division Council for approval.***

#### 4. Library Survey

MM provided both the faculty and student LLR surveys Sheryl Kunisaki to review for potential questions she would like included for the Learning Resources Center and LMTC. She decided not to add questions to the faculty survey because they will be surveyed about tutoring separately. She was content with the questions on the student survey, with the recommendation to remove the term “learning software” from the one regarding Basic Skills as this is now outdated. MM asked for feedback as to the next steps for submitting the survey’s for implementation. MM provided that in the past we had used IRB to help administer the

survey and gather results. IRB provides mechanisms to gather granular data that would be useful for assessment. MM asked CM if it is possible to place an html link through the library website and CM approved. MM asked if it would be possible to place the surveys on Canvas' homepage, CM stated that it could.

CM suggested we utilize ECC's account for Qualtrics, which is a survey design and assessment software similar to Survey Monkey. Both the student and faculty surveys can be placed online. CJ asked if print copies of the survey were a potentiality. CM suggested the creation of QR codes on flyers for accessing the online survey.

MM asked if some type of incentive may be provided to help garner additional survey completions. CM informed the librarians that gift cards and other "cash" related items are not approved for use on campus. CM suggested that we provide items from the ECC bookstore.

***Action Item: MM and CJ will work to make the surveys available, with a projected timeline of early May for implementation.***

## **5. Outreach Updates**

CJ provided the upcoming plans for outreach:

- She is conducting a library tour for administrative assistants on 4/19 at 9:30am; 20 attendees had signed up to participate.
- CJ is coordinating with the Director of Career Pathways, Tiffany Miller, to provide a display featuring students from her department. A reception will be held on Tuesday 5/7 at 10:30am to celebrate this new display.
- A table featuring the LLR is being planned at the first Pride Fest being held at ECC on 5/14. CJ hopes to provide an introduction to some of the resources in the library that supports the LGBTQ community.

CJ solicited feedback about ideas for future outreach events. RG suggested the potential for a networking event that would bring local librarians together on campus, as had been done in the past. CS provided context as to similar events. GM suggested to possibility of conducting them on a rotating year basis.

## **6. Academic Senate**

CS provided an update to the librarians as to issues being discussed in Academic Senate. CS also informed the group that the terms for senators is expiring for MM, CS and AJ. CS suggested that the librarians consider the opportunity to serve in this capacity for the coming term with a commitment of three years.

***Action Item: A vote will be held for any full-time librarian wanting to serve as an Academic Senator representing the LLR.***

## **7. LSP**

RG provided an update as to the progress of the LSP migration. He confirmed that the weeding has been completed. The inventory process is near completion, with only the oversized collection remaining. RG

and GM will be working together to help complete the configuration process for the fulfillment requirements as it relates to circulation policies.

***Action Item: GM and RG will meet to complete the configuration form for fulfillment for submission to Ex Libris.***

## **8. E-Resources**

MM explained some of the differences with the ILS side (i.e. catalog, patrons, etc.) of Alma. MM provided the group with a list of databases, including EBSCO content, not currently available through Primo's Central Index activation wizard. One method for "importing" the metadata of these databases is through ExLibris "alternative coverage" lists. In PCI, We can activate other databases with some of the same metadata coverage as in our subscriptions for search purposes. If we have also made the activation of our subscription databases in Alma, thus indicating we have a full-text access to some of that content, we should be linked out to EBSCO, etc. We will not really know how this will work until we get access to our test environment. This may potentially affect the results provided through a "One Search" related searching platform as we will not have 100% coverage of our subscription databases that is discoverable via the "alternative coverage" method option.

MM provided another potential solution for EBSCO content by using an EBSCO API. This would provide a platform for searching this content separately. MM displayed the CSULB and UCSB libraries currently utilizing Primo for library material discovery. She demonstrated how UCSB is utilizing the EBSCO API as a method for aggregating EBSCO content on one platform, separate from Primo's discovery. ECC should be getting an "instance" to be able to further test the abilities and limitations of the new LSP.

MM shared that we will have access to more than 100 open access databases that would be discoverable in Primo. The option of deactivating or selecting certain ones was discussed. CS suggested that we deactivate this option in the beginning of the implementation process.

MM provided an update about the status of EZ Proxy. Most of the databases are working, with only a small portion still needing attention. MM is working with vendors to fix the remaining issues and should be working during summer. All previous links to e-resources will need to be updated with the new EZProxy stanza/URL. At that point, students will be prompted to authenticate from off-campus using their standard ECC username and password (single sign-on). EZProxy will connect with Colleague so currently enrolled students, and current employees, will automatically have access to e-resources regardless of their account record being active in Sierra.

### **Action Items:**

**Action Item: CM will request that music library classified staff provide a foundation for a practice room policy. This policy will be reviewed by librarians for input and submitted to Division Council for approval.**

**Action Item: MM and CJ will work to make the surveys available, with a projected timeline of early May for implementation.**

**Action Item:** A vote will be conducted for anyone wanting to serve as an Academic Senator representing the LLR.

**Action Item:** GM and RG will meet to complete the configuration form for fulfillment for submission to Ex Libris.

**Action Item:** MM to remove open access databases from our PCI activation wizard so that we can first conduct test searches of our Primo instance with our own local content.

**Action Item:** MM to complete implementation of EZProxy with a plan to switch over all public links between spring and summer terms.