LIBRARY / MEDIA CENTER
STAFF MEETING

MINUTES OF MARCH 18, 2008

In attendance: Gail Banwart, Sharon Baron, Paula Doherty, Janet Gouin, David Kent, Carolyn Kirsch, Nina Pitts, Dennis Sanford.

I. APPROVAL OF FEBRUARY 20, 2008 MINUTES:

Janet moved and Nina seconded the motion to approve the February 20 minutes.

II. CAMPUS UPDATE?
Tom’s monthly meeting with the faculty on March 10 was briefly discussed. Paula and David both mentioned the faculty’s frustration with the underpreparedness and/or unwillingness of students to read much and often. As a consequence, students are not completing their homework, which is slowing the pace of their learning and precluding faculty from achieving their teaching objectives.

III. LMC MOVES
Nina & Paula presented a proposed timeline and sequence for staff moves. Staff was invited to start thinking about how they wish to move once the new building is accessible. The proposed move dates only affect those items that we will need help from Support Services to move.

IV. EMERGENCY PREPAREDNESS (UPDATE?):
An update and discussion was deferred to the April meeting.

V. REPORTS:

- Interlibrary Loans [Carolyn]:

  a) Support services has agreed to deliver ILL books to A-12 if more than a couple of books arrive at any one time.
  b) The ILL forms on the College website are still malfunctioning. Paula will ask Amy upon her return to post a Word version with Carolyn’s email address so Web users have an alternative.
  c) Carolyn will start training Janet on the procedures for ordering ILLs via WorldCat this summer.
  d) David & Carolyn presented a revision to LMC policy on “Interlibrary Loan Charges.” The new language reads: “If the library already owns a digital copy of an item, requests for a physical copy can incur a (1) a fee charged by the holding library, (2) a $5.00 (five dollar) Peninsula College Library interlibrary loan fee, and (3) postage.
**Reference and Instruction [Gail / David]:**

a) David reported on the CLAMS meeting in Spokane. The keynote presenter was “LibraryMan” and the topic was “Gadgets” you can use in your library.

b) The new Washington State union catalog is named “Wayfinder.” It is scheduled to launch March 31. The PC library was identified among Phase-I libraries.

c) David asked if any of us knew how many Washington State newspapers are available in ProQuest…if you weren’t there, submit your guess to David!

d) David gave a presentation at OPAEYC for the Education of Young Children entitled “Tactics & Tips to Find Quality ECE Resources” on Saturday, March 15.

e) David presented a revised ILL Policy to address the issue of ILL requests for copies of items we already own in digital format. After discussion, revision, and amendments the revised policy was accepted.

**Media [Dennis]:**

Dennis has been swamped—evenings & weekends—since he returned from sunny Florida. Vacation was hardly worth it!

**Circulation [Sharon / Janet]:**

All is good…😊

**Systems /Processing [Nina]:**

a) The Voyager upgrade is scheduled for August 12-14.

b) A large number of gift books have been processed

c) David & Nina will explore a “preferred” MARC field for identifying books “donated by Ruth Kirk.”

d) Nina updated our ILL policy accordingly on the Intranet site, [http://pcinet.ctc.edu/lmc/Pol&Proc/Policies/interlibrary_loan_charges.do](http://pcinet.ctc.edu/lmc/Pol&Proc/Policies/interlibrary_loan_charges.do), and will add an updated print copy to the P & P binder at the circ desk.

**VI. OTHER**

David asked how many were aware of Web Junction and the training options available at no charge. Check it out at [http://www.webjunction.org/do/Home;jsessionid=6C7A14D7D6667C451377A152B78A0B80](http://www.webjunction.org/do/Home;jsessionid=6C7A14D7D6667C451377A152B78A0B80)!
VII. **SPRING QUARTER MEETINGS:**

April 22
May 30
June 17