LIBRARY / MEDIA CENTER

STAFF MEETING

MINUTES OF NOVEMBER 19, 2009

In attendance: Sharon Baron, Miriam Bobkoff, Paula Doherty, Janet Gouin, David Kent, Carolyn Kirsch, Amy McClain, Nina Pitts, Dennis Sanford

I. APPROVAL OF OCTOBER 29, 2009 MINUTES:
Janet moved and David seconded the motion to approve the October 29 minutes as amended.

II. CAMPUS UPDATE:
Paula discussed intercultural competence and how the college plans to assess the students. Out of the instruments reviewed, it looks like the college will use the educational type instrument (rather than business). There hasn’t been a formal decision yet.

The Tuesday afternoon legislation session included members of the 24th district, city, and county. At the session there was a discussion about going to a 4 day work week for many state agencies. They are trying to find ways to accommodate another budget reduction since the state is looking a deficit of about 2 billion dollars.

III. REPORTS:
Interlibrary Loans [Carolyn]:
The Interlibrary Loan timeline for 2008-2009 goals was accomplished:

Designated staff has learned to create requests, complete borrower required fields, update requests, add a bib record in Voyager and return loans.

The procedures for these tasks are written.

Thank you to Amy for making the electronic order form box more visible on our website. She darkened the words Interlibrary Loan in the shaded part of the box where the electronic forms are listed with Frequently Asked Questions, so it is more obvious to users.

Amy has instructed Nancy and Carolyn on scanning articles from LMC periodicals in order to send them electronically to off campus students. However, we are still in the learning stage and need further instructions/training.

ILL requests for the month of October 2009 total 63 compared to 40 in October 2008. Dental Hygiene students account for the increase.
And a kudos to share – from a student email – “Thank you! I’m SO impressed. It used to take my previous library on average 6 WEEKS to locate an item!”

Nancy had received an ILL request today for a book that was only available electronically, but the book was available at NOLS. She referred the patron to NOLS to pick up the book with his/her own library card. Paula doesn’t think this is unreasonable. If the book wasn’t available for check out it would have been ordered via ILL.

**Reference / Instruction / Collection Development [Gail/David]:**
David noted that the displays for the Native American books and National Park exhibit are ready (David will send a massmail). Janet asked if we were going to use the empty, third display cabinet, David said he will include Native American books in that one as well.

**Media [Dennis]:**
The use of a release form for studium generale presenters was discussed. Paula wants to make sure that presenters are signing a release form before filming the presentation. Paula will contact Dorothy about this.

Title III has purchased two digital cameras for faculty use; they will have those available for checkout in the library next quarter.

**Circulation [Janet/Sharon]:**
The CMS hasn’t been double charging recently. Nina had emailed a list of suggestions for this issue to IT with the possibility that some were implemented. Patrons aren’t getting angry anymore about the CMS and it seems to be going well.

Distribution of the wireless password to students was discussed. When a patron requests the wireless login information, circulation staff ask if the patron is a student, no evidence (proof of SID) is requested.

There was a discussion at the last circulation meeting about relocating the kiosks and adding another print release kiosk. Even though this area did seem quite congested the first couple of weeks, it has dispersed now. As it is set up now, it is a very convenient location for circ staff to answer several questions at one time, so this idea will be put on hold (and will be reviewed again next quarter).

**Systems / Processing [Nina]:**
Some of the public workstations are displaying black screens and don’t fully boot up in the morning. Nina spoke to Tom and Dennis about this problem and they said that while they were imaging the research stations there was a loss in power to the server and some didn’t get completely imaged. They haven’t started reimaging the computers yet in case the issue of double charging hasn’t been resolved (each time they make a change to the CMS the computers have to be reimaged). Nina and Paula concluded that the issue of double charging has been resolved and that the computers need to be reimaged. Nina will request this using the helpdesk request form.
Dennis and Tom want to know where the catalog only computers will be located. We need to choose a convenient, secure location. It was suggested that one be placed by the stacks and the other by circulation. David suggested using one of the carrels.

Nina spoke with the CMS rep about purchasing an additional print kiosk. The cost will be $1,000 and will add $200 to the annual maintenance fee.

Miriam and Larry are now added to the massmail email distribution list in Outlook.

**Acquisitions [Amy]:**
No recent purchases.

We will need to place an order to use the remaining funds for the environmental sustainability collections donated by the foundation.

IV. **EMERGENCY CLOSING PROCEDURES:**
Paula distributed the most current Peninsula College closure procedures. With this new procedure there is an expectation that employees will access school closure information instead of receiving a call. School closure information can be accessed with the following: the college switchboard, website, and schoolnet.org (or KONP as another source in case of power outage). Paula said that library staff have the choice to be contacted by phone in case of closure, and will be added to a list (Paula and Nina will make the calls). Nina is in the process of updating the phone list and will send it via email.

V. **DRAFT POLICY RE: LMC SERVICES TO MINORS:**
There have been past issues related to students leaving their children unsupervised in the library, or older youths wanting to use the public workstations (sign them in with their own account or their parents?). Miriam moved and Janet seconded the motion to approve the LMC services to minors policy.

VI. **DRAFT POLICY RE: REMOTE ACCESS TO LMC DATABASES BY NON-STUDENTS/NON-EMPLOYEES:**
The requests will be processed internally involving Paula, Nina and Amy, Paula doesn’t think this will require a separate procedure. All requests will need to go the library director. We could put this into a procedure; we will need to make exceptions for this access very narrow so we don’t violate our license. Janet moved and David seconded the motion to approve the remote access to LMC databases by non-students/non-employees policy.

VII. **NEW WEBVOYAGE TAB: DONATED COLLECTIONS:**
Not discussed.

VIII. **OTHER:**
Student Voyager accounts were discussed. When a student’s account is created in Voyager in the
summer their account does not expire until the following June 30. This cuts down on account maintenance and it assumed that the student is here for the entire school year.

IX. **NEXT MEETING: THURSDAY, DECEMBER 17**

Cancel the December meeting.