LIBRARY / MEDIA CENTER

STAFF MEETING

MINUTES OF MAY 20, 2008

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

I. APPROVAL OF APRIL 22, 2008 MINUTES:

Under V. Systems /Processing change the second sentence from “some are copy 5,” to some include a fifth donation.

Carolyn moved and Gail seconded the motion to approve the April 22 minutes.

II. PERIODICALS IN WORLDCAT: PRO & CON:

We would either need to make copies and mail them or scan and email. There would be cost and time implications. Updating the holdings is something to think about, specifically title/serial changes and purges. David suggested that we upload serials from Voyager Acquisitions twice a year, but Nina noted that at any given time the records are not real accurate. Uploading the circulating collection and periodic cleanup will be minor. We could upload the reference collection if we have unique items to include.

PRO
- Reciprocity
- We have unique resources to share

CON
- Every local change represents a duplicate change in OCLC

The general preference is to batch load holdings for general and reference collections to WorldCat.

III. FOUNDATION FUNDRAISING CAMPAIGN:

With the new library building, the foundation board was very interested in embracing this fundraiser. The board has requested that for any donations that are $50 or more that the donator be recognized on a book plate. It was suggested that this information be included for donated books in Voyager so this information can be visible. David suggested that we work on collections that are fully funded so they can be included with the batchload (will probably happen the end of summer). It was suggested that we think about including foreign music.
IV. **NEW LIBRARY SIGNAGE:**

Group discussion produced the following recommendations:

*Reference desk*—Research Assistance

*Circulation desk*—Information Desk was suggested, we need to think outside traditional schema of circulation. Janet suggested Circulation Services, Library Services, Information Services (could be in conflict with research assistance) or Circ “R” Us. The consensus is to use Library Services.

*Photo copy machines*—Copy Center, or Duplication Services.

Gail’s suggested signage would be “Come Fly with Us Library.”

We will need to look at the floor plan and review the spaces we would like signage for and contact the sign consultant via JC.

V. **FIELD TRIP TO LOWER ELWHA LIBRARY: July 10 or 17:**

Both are Thursdays, after 2:00, would that exclude anyone? We plan to have a staff meeting after viewing their Library. Either date would work, with approximate arrival at 2:30. Jamestown will be our next visit.

VI. **REPORTS:**

- **Interlibrary Loans [Carolyn]:**

  A student asked for a title via ILL that David discovered was free at books.google.com (ebook). The whole book was available.

  Everyone’s completed almost all of their Wayfinder trainings. In her training Carolyn discovered that she could change the admin module to enable or disable ILL requests that could be directed to reference or to ILL. The requests must go through a staff member and not a personal request. David thinks we should continue processing ILLs the same as we are now.

  Nina discovered that there is an illustrator search.

- **Reference and Instruction [Gail / David]:**

  David had an orientation this morning which he designed a new exercise for finding primary sources.

  David submitted a request for a faculty stipend to do a cross culture study with a nursing program (using Library resources) in Popayan, Columbia.

  David said he installed PrimoPDF on his computer, he noted that you can use this software to convert any office document into a PDF file. He converted his PowerPoint presentations into PDFs to use for tutorials on a Blog that Eric Wattercotte had created that lives on a server here at the college. David’s curious if this will work for people that have a dial up internet connection.

  Gail and David will work on an acquisitions list for the collections funded
by the foundation.

Gail said there were many nursing students in the library this past Sunday evening.

- **Media [Dennis]:**
  Dennis said he cleared up an issue with the drop down screen and white board configuration in the new library.

- **Circulation [Sharon / Janet]:**
  Should we limit checked out books to a new community patron that doesn’t have a permanent address? We should draft a policy for new community patrons and limit their use in some way, maybe we could have them put a deposit down (cash) when checking out items. Should we require them to have permanent address? Paula suggested that a minimum of 6 months should suffice. NOLS requires you to bring in a city bill for evidence of a permanent address. We could review their policies, but our mission isn’t explicitly to serve the public, not in the same way as NOLS.

  Paula said she will ask Deb if a custodian can help with the closing process in the new library.

  Update on room reservation system--Paula had a conversation with Steve and Eric for programming this, but the problem is the college doesn’t have a separate database apart from CIS. Paula has been researching stand alone room reservation applications for scheduling; she asked Gail and Nina if they could look for applications for scheduling as well. This will need to be a self serve web reservation system.

  Reserves update—there have been a number of items on reserve that have not matched what a certain faculty member has supplied on his/her syllabus. Students are requesting items we don’t have. Sharon has communicated with this individual (sent a letter) and she hasn’t received a response. There are a number of faculty members that don’t know how to deal with reserves, they don’t know about the forms, and often they don’t think about the circulation period they need to provide for their items. It would be great if David could present this info at a Faculty Senate Meeting. Nina volunteered to help David with a handout and to address an e-reserve option.

- **Systems /Processing [Nina]:**
  Nina participated in a OCLC holdings course to make our holdings consistent to what OCLC would like to see posted and there are four different levels, Nina said that we will probably keep ours at level one or two (there would be too many changes to get to level four).

  JoAnne and Nina are using Connexion via OCLC to download records to the Voyager cataloging module. They won’t upload the holdings now
since they would have to be stripped.

- **Acquisitions [Amy]:**
  We have received 145 books for this fiscal year.

VII. **SPRING QUARTER MEETINGS:**
June 17

**OTHER:** Dennis attended the recent Arts and Humanities building meeting. He said that David Jones (the new music instructor) mentioned that he has two offices that are separated by a music library, and he noted that he needs more space for his piano. His plan is to shrink the music library and then Mary O’Neil-Garrett suggested housing the music library collection in the library. Paula said that Mary had mentioned this to her and we would be pleased to have it, it will be an enhanced collection, and we won’t have to provide call numbers for all the items.

For this new music collection, Dennis suggested that we include CD/cassette players in the media stations.

Gail asked if our library is still going to be labeled as the John D. Glann Library and Paula said it is not.