MINUTES OF NOVEMBER 20, 2008

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

I. Approval of October 16, 2008 Minutes:
Change Dillon to Dylan under section II and critiquing to developing in the second sentence under ILL reports.
Janet moved and Nina seconded the motion to approve the October 17 minutes as amended.

II. New Library Issues

- Procedures
- Problems
  Update on noisy study rooms: Carolyn said she spent some time in study rooms 6 & 7 and they were noisy, possibly a sound coming from the furnace below. Nina said she went in 7 and heard the same noise. It sounds like a constant hum and this should be reported.

- Other?
  Nina gave an update on the bike rack. She contacted Rick Ross and he was in agreement with this need and suggested that Nina take this issue to the college council. Nina contacted Trisha Haggerty to bring this forward to college council, Trisha invited Nina to give a presentation at the next meeting in January.

The heat has improved.

III. Rules Committee Report (Holiday GiveAway Event):
The rules committee met and David distributed copies of the following proposed rules. They were reviewed, edited if needed and then approved.

Rule 1: Any item in your assigned sector may be considered for removal.
Rule 2: Everyone shall have the right of one pardon and one appeal.
Rule 3: Juries for appeals should consist of 3 people not on the team in question.
Rule 4: No pilfering from other areas allowed.
Rule 5: Items rescued pardoned must be moved to private space or out of the library.
Rule 6: Spouses and close friends are prohibited from influencing teams.
Rule 7: In the event of two people having attachment to an item, and if reasoned discussion and diplomacy have failed, a coin toss shall be in ultimate arbiter.
Paula suggested this go to jury deliberation before coin toss. The jury can determine if it goes to a coin toss.
Rule 8: Appeal of any of these rules can be suggested to the rules committee.
David moved and Nina seconded to adopt the rules as amended.

IV. Jury Selection:

Proposed assignment for:
Sector A: Amy, Joanne, and Gail
Sector B: Nina and Carolyn,
Sector C: Nancy and Paula.
If Janet, David and Dennis choose to join us they can.

For the jury there will be three individuals by sector.
Names selected:
Sector A: Nancy, Carolyn and Paula
Sector B: Joanne, Amy and Gail.
Sector C: Gail, Carolyn, and JoAnne.

V. GiveAway Schedule & Potluck:
Start time will be 10:00 and will end when we’re finished, maybe 4:00. Paula will work with Nina on the food. Paula proposed having a staff meeting that day.

VI. Parking:
Larry (security) spoke with Gail about the issue of assigned parking spaces being used by unassigned people. He asked if we’re parking in assigned spaces to be closer to the Library, and it’s not a problem with the library staff. Staff are either parking in their assigned spaces or parking in public spaces.

VII. Music/CD-Copyright:
There was discussion regarding a student that wanted to copy a CD on reserve to her computer, and whether she would be in copyright violation. Under the fair use provision, the library can only make one copy to loan. The student’s computer is not an extension of the library, but we can only make her aware of this. Paula noted that she’s not sure if fair use extends to multi media.

Reports:

ILL:
Carolyn’s report:

Under I.F. Provide timely & cost-effective Interlibrary Loan services
I.F.1. Develop a plan for cross-training staff in ILL procedures

I. THE PLAN
To train designated LMC staff how to use WorldCat Resource Sharing for purposes of Interlibrary Loan.

II. THE GOAL
Designated staff will learn to:

Create requests
Complete Borrower Required Fields
Update Requests
Add Bib Records in Voyager
Return Loans
Respond to Conditionals
Request Renewals
Save Requests
Delete Requests
Create Custom Holdings
Create Constant Data

III. TIMELINE
During the year 2008-2009 designated staff will accomplish:

Creating requests
Completing Borrower Required Fields
Updating requests
Adding a Bib record in Voyager
Returning loans

IV. PROCEDURES
New Interlibrary Loan procedures will be created to replace outdated procedures

To date, Nancy McDonald has been trained in creating requests, completing borrower required fields, updating requests and adding bib records in Voyager. We are writing and revising the procedures for these four tasks.

This quarter’s count for ILL requests to date is 79 requests.
Reference and Instruction:
David noted that he’s had 47 orientations so far this quarter and that the classroom is more comfortable now (not as hot). David made his calendar available to all of us to view in Outlook.

Media:
Dennis said that it has quieted down in his area. He’s heading out of town on vacation and will be back next Wednesday.
His new media area is set up in the A bldg. and we’ll need to schedule a field trip sometime after the end of the quarter (with refreshments).

Circulation:
Everything is going okay, it was noted that the computers get filled quickly.
We have a checklist from PC cop that we’ll need to discuss as staff (such as permissions).
Paula, Nina, Shellie, and Amy as a group can make recommendations for everyone to consider for each user group. We can call a special staff meeting for this possibly.

Systems / Processing:
Nina attended the NWEG meeting at Highline and noted it was good. She said there may be changes with NWEG, because they don’t plan to be a Voyager group anymore and will bring in all the other ExLibris products.

Acquisitions:
We have received 77 books for the constitutional studies foundation funded collection.
Paula distributed the new bookplate that will be included with the books. We plan to add a tab to the Voyager catalog displaying this and other collections.
Janet asked if the Ruth Kirk books will be added to this. Paula noted that we need to think about the parameters that make sense and what we should include for this online list. It should be an identifiable subject area or honorary collection.

I. Holiday GiveAway: December 17