MINUTES OF OCTOBER 29, 2009

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

I. APPROVAL OF MAY 21, 2009 MINUTES:
Carolyn moved and Nina seconded the motion to approve the May 21 minutes as amended.

II. CAMPUS UPDATE:
The monthly meeting with president Keegan is next week.

Paula noted that the self study will be consuming most of her time until January. She will also distribute the library piece (standard 5) of the self study for review.

Miriam Bobkoff will be joining the library staff (yay!). She has over 18 years experience as a public service librarian and she has recently worked at the Lower Elwha library. She has worked as a reference librarian and she has diverse skills in technology including databases. Her first day will be next Tuesday.

David noted that at the faculty retreat in September, Tom presented his research (conceptual framework for community college faculty development) and addressed the strategic initiative intercultural competence. Faculty will be discussing instruments that will be used to assess this initiative with students.

At David’s book discussion during faculty welcome back week, 17 people signed up to attend and only 8 came. They all felt that the book should be re-read. The book discussed is Informed Learning by Christine Bruce.

III. REPORTS:

Interlibrary Loans [Carolyn]:
Carolyn discussed statistics from her end of the year report. ILLs were up 9% and there were more journal requests. The turnaround time improved from 12 days to 7. Unfilled ILLs went from 39 to 27.

Nancy and Carolyn are finishing ILL procedures. Nina will post them on the web when they are finished.

There were 60 requests this summer, the bulk of requests are from faculty. There were only 13 requests during the first week of school from dental hygiene students.
David mentioned that he had trouble with the ILL online request form Sunday night (wouldn’t accept it), Carolyn tested it and it works, she received orders yesterday.

IV. **Reference and Instruction** [David/Larry]:
Proposal for vertical file PDN clipping criteria:
As part of our local history mandate, we limit our clippings for our vertical file using the following:

- **Local area maps** (Olympic Peninsula)
- **Local personalities & tribes** (Tess Gallagher, Tim McNulty, Raymond Carver, Makah whaling, etc.)
- **Peninsula College publications** (selected major documents, such as the budget, self-study, etc.)
- **Length and placement** (favor longer, substantial articles, so as to clip less and not to fill VF space with shorter with shorter, less consequential material.)

It was suggested that articles that of a unique local nature go on reserve and be made available online. We have talked about digitizing some of these items, are there any copyright issues? Paula will speak to John Brewer about this. It was also suggested that we can create a link to Voyager from a media server. Janet will hold onto the clippings that Gail had cut out.

David’s action items:
Fix reference workstations (often require several reboots before becoming available). It was suggested that Dennis Hill be contacted directly with this issue.

Cheryl McCurdy subscription donations to *Journal of Nurse Practitioner* and *Clinical Advisor* (no full-text or indexing available in our databases. Not indexed in *PubMed*). It was decided that the library will accession these subscriptions under the 3 year rule, and Janet will add them in Voyager as an item.

David’s action wish list:

- Linking from the OPAC search PC logo to the PC home page;
- Change the color of login to account link to contrast with dark blue background;
- Better Voyager version 7 compatibility with non-IE browsers (Safari, Firefox, Chrome, etc.);
- Voyager search parameters that allow searches that do not have anything entered into the search box (for example, to allow a search, using the format limiter to find all videos, or using the language limiter to find all Spanish language books);
- Move Registration kiosk toward east window to alleviate congestions. Carolyn suggested moving the printers. It was also suggested that it would be convenient to have the kiosk located close to the circulation counter. Nina suggested adding this on the agenda for the next circulation meeting. Paula asked if there is an option to have more than one print release station and Nina said yes.
David’s information items:

- CredoReference.com trial is underway with subscription planned beginning July 2010;
- Reference desk connections are now completed for migration to face circ desk;
- Newly revised 2009 APA and MLA handouts are in the handout kiosk behind reserve shelves. New link to Highline Community College Library examples handouts in Cyberlinks > Citation Guides;
- Thanks to Nina and Amy there have been improvements related to:
  - Ref-ref login for demonstration purposes at the ADA stand-up terminal;
  - Enlarging the link to the Library home page from the OPAC search page for visibility;
  - Updating hours of operation to accurately reflect summer hours and holiday closures;
  - Printer B is the default printer now;
- LSTA Workshop on integrating IL in pre-college curriculum: Nov. 20, 2009 at Highline CC;
- Observation: students seem to be OK now with the printing situation;
- Instruction: Class Sessions
- Instruction: Open-invitation professional development sessions:
  - Creative Commons (Feb. 8, 2010, Technology Day);
  - Secrets of OPAC (Winter quarter 2010);
  - Zotero (Spring quarter 2010)

Proposed library displays (2 simultaneous displays per month, books in displays will be available for checkout):

**2009**

|             | Human Rights & Court & Justice Issues |
| November    | National American Indian Heritage Month (David asked Miriam for help with this) |
| December    | Tim McNulty Writer-in-Residence (maybe have another display, Carolyn suggested books by multiple, local authors that have been published in the past 5 years) |

**2010**

| January     | Tim McNulty Writer-in-Residence (open to suggestions for another display) |
| February    | African-American History Month |
| March       | Tim McNulty Writer-in-Residence  
|             | Women’s History Month |
April
Earth Celebration
Tim McNulty Writer-in-Residence

May
Asian Pacific American Month
Jewish American Heritage Month

June
Lesbian, Gay, Bisexual, and Transgender Pride Month

Sept. / Oct.
Hispanic Heritage Month
Islamic History Month

November
National American Indian Heritage Month

Media [Dennis]:
Dennis is working on the cover for the self study, other than that, not much to report.

Circulation [Janet/Sharon]:
It was suggested that we establish guest logins in the CMS for people that don’t want to register with our library (usually check email and leave). Instead of using the same username and password for guests, Paula suggested using a list of 25 variations with a check column and date. We should not login for guests using our accounts. This will be discussed further at the circulation meeting. It would be nice to have a computer kiosk that only displays our catalog located close to the circulation counter so students can look up the catalog themselves.
Janet said she will start the pit purge next week.
Update on the public computer stations: most students seem to be happy, although they are not happy about paying to print. Some are grumpy about it timing out (some minimize the time display box on the screen and don’t click the button to extend their time). Nina stated that they’ve been liberal about extending time.
Miriam is joining us (another yay!).

Systems / Processing [Nina]:
Nina has finished updating the accounts for patrons who currently belong to two patron groups. The CMS system requires that each patron have only one patron barcode, or if there are two barcodes, they must be different. People who are in our system as “student” and any other status (e.g. “staff”) have two identical barcodes. Our solution was to add a letter after one of the 895 numbers on the person’s account: S for staff, F for faculty, etc. That project is finished, except that Nina will need to run a report occasionally to catch people who have newly acquired a second status.
At the last circulation meeting, we discussed what to do with SID/895 numbers when patrons are no longer students. Should we stop using the 895 number, and issue a LMC non-student number? Or, should we change the patron status to non-student, and use the 895 number? We have done it both ways in the past, with the preferred solution (especially for CMS) being the issuing of a new number. We talked about deleting the 895 number from the account, but it is used sometimes by ILL. Our decision probably has implications for database access through EZproxy, so we should investigate how accounts update in EZproxy, and whether leaving the 895 number would give undesired access to a number of non-students.
We also discussed establishing a Guest designation in CMS. We can set up a patron record for Guest in Voyager, and create a password of guest in CMS. We would need to change the password periodically. Paula suggested establishing a list of passwords, which we would rotate often. We would also register new patrons if applicable, so we could use the Guest login sparingly.

**Acquisitions** [Amy]:
We have ordered (and received most) 79 books so far this fiscal year.

V. **Policy / Practice Re: LMC Services to Minors:**
With the CMS system, minors can’t use the computers unless they have an account with the LMC, but if we issue an account in the underage patrons’ names, the LMC may be held responsible for the internet content they access – which is a problem. The parents can sign a child onto a computer using a parent’s name, if they wish. If they do, then the parent is assuming responsibility. Also, a student asked Larry if she could leave her 10-year-old child in the library while the student attended her evening class. We want students to know that we can’t provide supervision for children, and that this is a public building where unattended children can’t be assumed to be safe. So, Nina has been assigned with drafting a policy for review.

VI. **Next Meeting:** Thursday, November 19