LIBRARY / MEDIA CENTER
STAFF MEETING

MINUTES OF OCTOBER 2, 2007

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

I. REVIEW 2007-08 STRATEGIC PLAN:
   I.D.1 Draft a new procedure that describes the steps for flagging and processing new book acquisitions requested by faculty, and for notifying them in a consistent way—we are currently working on a procedure for faculty requests, we will retain and revisit. Put on agenda for next meeting.

   I.G.1 Email a “New Resources” list to faculty on a regular basis (quarterly?)—was eliminated and David has published on the Peninsula College Library Biblo-Bits blog, he will forward this info to faculty. David also volunteered to take lead on revising the LMC faculty handbook.

   V.B.1 Develop a list of resources that can be used to guide the implementation of a resource-based learning initiative @ PC—eliminated and delete objective V.B.

II. eBRARY PRESENTATION:
   David noted that there are many reasons to choose eBrary:
   ■ it is up to date;
   ■ less expensive than purchasing 30,000 print titles;
   ■ All disciplines are covered including business & economics, computers, literary criticism and health;
   ■ You can change the citation style;
   ■ Includes zoom features;
   ■ Keyword searching--can limit to different fields, option of searching text, title, or author is limited by document type and language.
   ■ For Boolean search you have to type in BOOLEAN first and then the word.
   ■ Can bookmark and highlight and annotate, but you have to create an account in order to use these functions.
   ■ You can bookmark pages in the bookshelf.
   David distributed an eBrary exercise.

III. PROCEDURE FOR UPDATING HOLDINGS RECORDS FOLLOWING SUBSCRIPTION CANCELLATION:
   Will work on via email.
IV. **EMERGENCY PREPAREDNESS:**

David attended the emergency preparedness session during the welcome back week in September. Local police suggested a lockdown in the classroom in case of an emergency. The fire department suggested getting out of the building. How should we react? It depends on the type of emergency. We need to discuss our earthquake response for staff and patrons. Paula will add it to the strategic plan to develop an emergency preparedness plan for library staff and patrons. Dennis (lead), David, and Nina volunteered to be on the emergency preparedness subcommittee.

V. **REPORTS:**

- **Interlibrary Loans [Carolyn]:**
  Carolyn reviewed her ILL 8-yr analysis. Periodicals have gone down, maybe because there are more e-sub. Non-student use is down. For turnaround time it was discussed that we should document ours and not use OCLCs. Home delivery is down this year from the distance learning students. Almost all orders are electronic.

- **Reference and Instruction [Gail / David]:**
  It as been busy, the first two weeks are always busy. The public patron use is down maybe because of the closeness of the computer stations. We’re glad that we have public computers in the evening. We did have a computer issue with a student yesterday, he was with the physics club and was researching a patent, he tried to install program to view a file but David said we couldn’t. David then checked with IT, and discovered that since it was tiff. file that required installation of a special application he was trying to open that he would have to go to the computer lab.

- **Media [Dennis]:**
  It’s been busy, there are three ITV rooms operating. Had a mini emergency in Port Hadlock, the equipment went down and had to be moved, there is a debate to fix or replace it. American Conversations is this week. There will be two screens in the PUB, Emma suggested video taping the speaker to display on one of the screens, the are renting the screen and switcher from the same company in Seattle.

- **Circulation [Sharon / Janet]:**
  We still have an issue with nursing students printing many copies.

- **Systems / Processing [Nina]:**
  Nina noted that we have a problem with labels fading on books due to the natural light which will need to be addressed quickly and she said will research thermal printers. Other libraries have noted this issue on the listerv, this hasn’t been a problem until we moved into A-12 because of the close contact with sunlight. Nina also looked into purchasing protectors for the new headsets, it will cost $0.10 a protector per ear.
($0.20 per headset).

- **Acquisitions [Amy]:**
  The first order of the fiscal year was submitted in Put in September and the next order should be placed in mid-December.

VI. **NEXT MEETING: NOVEMBER 14**

**Other:**
We have received several donations of dental hygiene books, flashcards, and many journals. We have received anthropology books as well. We need to address environmental sustainable issues; Paula will add an objective to the strategic plan.