# Library Faculty Department Meeting

Minutes, February 25, 2013; Reviewed and Updated; April 22, 2013
(2:00 p.m. – 3:30 p.m., 6-237)

## Attendance:

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<tr>
<th>x</th>
<th>Deb Distante</th>
<th>LeAnn Garrett</th>
<th>x</th>
<th>Paul Kittle</th>
<th>x</th>
<th>Pauline Swartz</th>
<th>x</th>
<th>Chisa Uyeki</th>
<th>x</th>
<th>Emily Woolery</th>
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**Guests:** Meghan Chen, Meghan Gaynor

## Discussion & Outcome

| Item | Approval of 1/29 Meeting Minutes
|------|Minutes were approved via email. Action: Emily will forward minutes of the 1/29 meeting to library faculty and division management.

### Transition to OCLC – WorldShare Management Services (WMS) and WorldCat Local (WCL)

Faculty discussed plans to transition to OCLC WMS and WCL. Decisions were made, but several questions remain.

#### OCLC Timeline and Task Analysis

1. **DECISION NEEDED 2/25:** A decision on the circ migration is required.
   - **UPDATE 4/22:** It was decided to migrate circulation statistics.
2. **DECISION NEEDED 2/25:** Are visits to other libraries necessary, such as Cal Lutheran
   - **UPDATE 4/22:** Yes, a visit to Cal Lutheran would be helpful.
3. **Scope statement mentions mid-June 2013 (test mode) and mid-July 2013 (go live)**
   - **UPDATE 4/22:** The scope statement is due week of April 22. Test mode is now mid-July 2013 and go live is now mid-August 2013.
   - a. Intersession runs June 24 – August 4
   - b. Fall 2013 begins August 26, 2013

#### SirsiDynix Contract

1. **DONE** Meghan Chen must request extension in instruction office by March 8. Faculty have interest in an extension.
2. **ACTION:** Meghan C. will request of Sirsi a pro-rated extension for access through August 1 or August 30
   - **UPDATE 4/22:** An extension required a 6-month contract. Faculty decided NOT to extend the Sirsi contract beyond July 31. **ACTION:** Library Faculty must decide how to provide access to reserves material on August 1.

#### Data migration

1. **ACTION:** Meghan Gaynor and LeAnn Garrett will lead the data migration projects in circulation, reserves, cataloging, and serials.
2. **Circulation data**
   - a. What circ data can be migrated? Is it all or nothing? **ACTION:** Meghan G. will investigate. **DONE**
   - b. What is the cost? [no cost]
   - **UPDATE 4/22:** Circulation statistics will be migrated. There is no additional cost to OCLC to move this data.
3. **Reserves data**
   - a. Do we want to migrate our brief reserves records and create temporary records? **NO**
   - **UPDATE 4/22:** LeAnn and Meghan G are analyzing the brief records.
   - b. Do we want to find OCLC records and migrate those full records? **YES**
     - i. Analyze and assign roles
     - ii. Weed reserves collection
     - iii. Find OCLC records
     - iv. Migrate reserves records
   - **UPDATE 4/22:** This work should be done by cataloger or cataloging technician. LeAnn is in process of weeding the reserves collection and migrating reserves records.
c. We will use temporary records for artifacts / equipment (calculators, flash drives)
   i. Do we want to implement student self checkout of study rooms?  YES \[\text{DONE}\]
   ii. Get parameters from PCC, SBCC – PCC uses LibCal.
      \textbf{UPDATE 4/22:} On April 24, the Library will pilot study room self-reservation with the use of the LibCal system.

4. Cataloging backlog
   a. **DECISION NEEDED:** Will we halt cataloging for a period?  
      \textbf{UPDATE 4/22:} Yes, we will halt cataloging effective April 29.
      \textbf{Question (ew):} Is cataloging now being performed in WMS?
   b. CatReview records are currently suppressed – in OCLC, it will be listed as “in process”
   c. Local enhancements will not occur
   i. Example – removing “juvenile” from subject heading
   d. Local notes will occur
   i. Local notes will migrate – not yet sure where they will go
      \textbf{UPDATE 4/22:} Local notes will go in 999 field; uncertain of how they will display in public catalog.
   ii. Concerns – leveled readers, other item categories
      \textbf{UPDATE 4/22:} This concern is under review.

5. Serials cataloging
   a. Analysis is required – **ACTION:** Meghan G. will lead this analysis.
      \textbf{UPDATE 4/22:} Serials cataloging is not separate function.
      \textbf{Question (ew):} Is there anything special for Meghan to do here?

**Knowledge Base (KB) Implementation**

1. **Who will lead?** **ACTION:** Chisa and Paul will lead implementation of the Knowledge Base.
   \textbf{UPDATE 4/22:} **ACTION:** Chisa, Paul, and LeAnn will collaborate on implementation. Chisa and Paul will describe parameters of collections; can implement as soon as the data load is clean; initial set up period.

2. What goes in?
   a. Electronic resources will be managed in the Knowledge Base. (Electronic resources will not be cataloged.)
   b. Electronic resources include e-books and streaming videos.
      \textbf{UPDATE 4/22:} All databases are included – reference sources, books, newspapers, magazines, journals, videos, images. A subscription to OCLC WorldShare License Manager is being investigated.

3. **DECISION NEEDED:** The following questions impact instruction:
   a. When will we launch KB?
      \textbf{UPDATE 4/22:} We can launch the KnowledgeBase after data migration is done.
   b. What will we search by KB?
      **?? UPDATE 4/22:** [30 days after data migration]
   c. Will we use PubGet?
      \textbf{UPDATE 4/22:} Yes.

**WorldCat Local (WCL) Configuration**

1. **Who will lead?** **ACTION:** Meghan G. and LeAnn will lead configuration of WorldCat Local.

2. **ACTION:** Faculty will give input toward configuration.

3. **Is the A-Z list part of KB or WCL?**  
   \textbf{UPDATE 4/22:} A-Z list is part of KB.

**Acquisitions**

1. Dewey number is required to create record.
   a. Cataloging (Mary, Hong) records must be entered first.
   b. Similar system of ordering is already in place for videos.
   c. Liaisons should still submit orders to Barbara.

2. Are acquisitions modules ready for our use?
### Acquisitions

1. **DECISION NEEDED:** We will use acquisitions module as close to status quo.
2. **DECISION NEEDED:** Customization related to liaison work can come later.
3. **DECISION NEEDED:** Will we halt acquisitions for a period?
   - **UPDATE 4/22:** **ACTION:** Librarian liaisons should place orders as usual. Barbara Soriano has direction on how to transition from Sirsi to OCLC WMS.

### Curriculum

1. **DECISION NEEDED:** Who will lead?
2. **Preparation of library materials**
   - **UPDATE 4/22:** **ACTION:** Deb, Emily, Pauline, and adjunct faculty will lead development and preparation of curriculum and instruction materials.

### Training

1. **DECISION NEEDED:** Who will lead training?
2. **Training is needed for two user groups:**
   - Library faculty and staff
     - **UPDATE 4/22:** **ACTION:** LeAnn and Meghan G. will provide training to Library faculty and staff.
   - Campus faculty
     - **UPDATE 4/22:** **ACTION:** Librarians will provide training to campus faculty and staff.

### Assessment

1. **DECISION NEEDED:** Who will lead assessment projects?
2. **Assessment is possible for three user groups:**
   - Library faculty and staff
     - **UPDATE 4/22:** **ACTION:** Meghan G. and Amber will lead assessment toward Library faculty and staff.
   - Campus faculty
     - **UPDATE 4/22:** **ACTION:** Deb, Rose, and Amber will lead assessment toward campus faculty.
   - Students
     - **UPDATE 4/22:** **ACTION:** Pauline, Linda, and Brandy will lead assessment toward students.

### Website

1. **DECISION NEEDED:** Who will lead website revision?
   - **UPDATE 4/22:** **ACTION:** Paul, Emily, and adjunct faculty will lead website revision.
2. **Revision may be needed to connect with OCLC interface.**
3. **Continued maintenance of database lists is expected.**
   - **UPDATE 4/22:** Multiple access points are preferred. Will revisit after further use of WCL.

### Announcement to Faculty

1. **Who will lead?** **ACTION:** Meghan C. and Emily will lead announcements to faculty.
2. **It is preferred that public desk faculty and staff issue a consistent positive message.**
   - **UPDATE 4/22:** Accurate messages are also important.
3. A “soft launch” will be conducted in terms of the student group.