Library Faculty Department Meeting  
Minutes, June 10, 2013  
(2:00 p.m. – 3:30 p.m., 6-237)

**Attendance:**

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<tbody>
<tr>
<td>Deb Distante</td>
<td>LeAnn Garrett</td>
<td>Paul Kittle</td>
<td>Pauline Swartz</td>
<td>Chisa Uyeki</td>
<td>Emily Woolery</td>
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**Guest:**

<table>
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<tr>
<th>Item</th>
<th>Discussion</th>
<th>Outcome</th>
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<td>Approval of 5/13 Meeting Minutes</td>
<td>5/13 Meeting Minutes were approved.</td>
<td>Emily will distribute 5/13 minutes.</td>
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| OCLC Transition                | 1. There was an error in the May 24 patron load—2 fields were misspelled. OCLC is working directly with our assigned programmer from Information Technology. Next deadline is June 17.  
2. Library patrons will have two login accounts for OCLC WorldCat Local:  
   a. My Library Account – Patrons will use their college ID number and create their own password.  
   b. Full-text Access – Patrons will authenticate with their MyPortal username and password.  
3. Updating circulation statistics could add two weeks to the go live date; however, delays are not expected.  
4. LeAnn continues to work with Brandy Cape in terms of OCLC Acquisitions and serials holdings.  
5. Collections are being added to the OCLC Knowledge Base (KB):  
   a. Ebook collections – Meghan Gaynor is the lead  
   b. Article collections – Chisa is the lead  
6. LeAnn is working on the reconciliation report, which identifies records that did not have a match in OCLC.  
7. Deb and LeAnn met with the circulation team to discuss the timeline for transitioning to use of OCLC WMS.  
   a. July 31 – all items will be checked in  
   b. August 1 – reserve items only may be checked out and will be processed by hand  
   c. August 1 – 16 – returned items will be placed in a bin for check-in at a later date  
   d. August 26 – LeAnn plans to spend the day at circulation to provide extra support  
8. Chisa has found that exact matches for the statewide | Items 1 – 7 – information only  
Item 8 – Chisa will continue her investigation of EBSCOhost and KB and will report back in one month. |
EBSCOhost databases are not in the KB yet. We could link to a different collection, but searches would result in false hits. There is a possibility we would link to these different collections in order to assess the number and kind of false hits found. We would announce to patrons that this is being assessed for a time period.

### Adjunct Budget – 2013-14

The Library’s adjunct budget has been reduced since 2009:

a. 2009-10 hourly budget was reduced from $106,000 to $94,000 (11% loss)

b. 2013-14 Basic Skills Initiative allocation was reduced from $21,000 to $15,000 (29% loss)

PIE resource requests will be made to recover lost funds. Faculty must also consider areas of reduction in adjunct support if additional funds are not received.

Potential savings measures were briefly discussed:

a. Schedule single librarian coverage at the reference desk with full-time librarians being scheduled for “on call” hours

b. Halt the offering of customized information competency instruction sessions and direct faculty to library research workshops

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### Distance Learning Course Amendment Form (DLCAF) for Library 1

The department approved the DLCAF for Library 1 by email.

Deb and Pauline are SPOT certified. Adjunct faculty could receive SPOT certification. The department cannot pay for their time; however, they can earn 16 faculty credit hours. It is recommended that faculty teach a course in face-to-face mode before teaching an online section.

Emily will draft desk schedules:

**Summer 2013**
- Chisa and LeAnn will be released from desk and instruction duties for six weeks due to work on OCLC WMS, WCL, and KB (June 24 – August 1)
- Deb, Emily, Paul, and Pauline may be released from desk and instruction duties for three weeks to prepare instructional materials and web revisions (July 15 – August 1)

**Fall 2013**
- single library faculty coverage provided by full-time and adjunct faculty
- on call back up coverage scheduled for full-time faculty

### Information only

**Academic Senate Report**
- No report

**Faculty Association Report**
- No report

**Announcements**
- No announcements