



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:

x	Deb Distante		LeAnn Garrett	x	Paul Kittle	x	Pauline Swartz	x	Chisa Uyeki	x	Emily Woolery
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Guests: Meghan Chen, Meghan Gaynor

Item	Discussion & Outcome
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)	<p>Faculty discussed plans to transition to OCLC WMS and WCL. Decisions were made, but several questions remain.</p> <p><u>OCLC Timeline and Task Analysis</u></p> <ol style="list-style-type: none"> 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. <ol style="list-style-type: none"> a. Intersession runs June 24 – August 4 b. Fall 2013 begins August 26, 2013 <p>SirsiDynix contract ✓DONE</p> <ol style="list-style-type: none"> 1. 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. <p><u>Data migration</u></p> <ol style="list-style-type: none"> 1. Who will lead? ACTION: Meghan Gaynor and LeAnn Garrett will lead the data migration projects in circulation, reserves, cataloging, and serials. 2. Circulation data <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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 <ol style="list-style-type: none"> 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 **✓DONE**
 - ii. Get parameters from PCC, SBCC – PCC uses LibCal.
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?
UPDATE 4/22: Yes, we will halt cataloging effective April 29.
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
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
UPDATE 4/22: This concern is under review.
- 5. Serials cataloging
 - a. Analysis is required – **ACTION: Meghan G.** will lead this analysis.
UPDATE 4/22: Serials management is done in acquisitions; serials cataloging is not separate function.
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.
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.
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?
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?
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?
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?

- a. We will use acquisitions module as close to status quo.
 - b. 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:
 - a. Library faculty and staff
UPDATE 4/22: **ACTION: LeAnn and Meghan G.** will provide training to Library faculty and staff.
 - b. 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:
 - a. Library faculty and staff
UPDATE 4/22: **ACTION: Meghan G. and Amber** will lead assessment toward Library faculty and staff.
 - b. Campus faculty
UPDATE 4/22: **ACTION: Deb, Rose, and Amber** will lead assessment toward campus faculty.
 - c. 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.