Library Faculty Department Meeting
Minutes, September 4, 2013
(1:30 PM – 3:00 PM, 6-237)

Attendance:

	Deb Distante	x	LeAnn Garrett	x	Hong Guo	x	Paul Kittle	x	Pauline Swartz
x	Chisa Uyeki	x	Emily Woolery						

Guest:

Item	Discussion	Outcome
Approval of Meeting Minutes: 7/22 and 8/23	Minutes were approved.	Emily will distribute 7/22 and 8/23 meeting minutes.
OCLC WMS, WCL, KB	1. LeAnn offered support with OCLC WMS and WCL to circulation / reserves staff during the first week of the semester. She also observed processes and suggests future discussion of – Workflow – Ergonomics – Misuse/misunderstanding of textbooks LeAnn reported the system showed a slow response time, but OCLC fixed the situation within 3 – 4 hours. 2. Chisa reported that OCLC KB error reports are: – 1/3 problems with vendor metadata – 1/3 not an error per OCLC – 1/3 source of error is unknown Chisa observes that OCLC responds quickly to questions. 3. It was requested that we program OCLC to display Cal Poly and IEALC library holdings in the results list.	1. Information 2. Information 3. LeAnn will investigate whether WorldCat Libraries listings can be customized to display Cal Poly Pomona and IEALC libraries without adding as a search option.
Library Home Page	1. Paul is working on some customization of the OCLC WCL widget: – Adding a reserves tab – Removing the full-text default with the article search 2. Faculty requested the article search have NO link to full-text only. This request is effective for the entire Fall 2013 semester. 3. Paul requested that Library faculty offer input on home page links. It is preferred that changes to the website be	1. Paul will continue work on the OCLC WCL widget. 2. Paul will remove the default link to full-text articles only. 3. Library faculty will work with Hong and Paul to discuss the purpose of the Library website.

	agreed upon prior to conversion to OmniUpdate.	

Collection Development	Chisa reported on:
	1. Review of print periodical subscriptions. Print subscriptions will be compared to electronic access by these criteria:
	   – Completeness of coverage
	   – Format – pdf or html
	   – Prevalence of title
	   – Coverage of the topic
	Faculty members agree with Chisa's rationale and support cancelation decisions based on the criteria.
	2. Library materials. The College confirmed instructional equipment funds may be used for library materials.
	3. Database request. A faculty member has informally requested a subscription to the database, Project Muse. This request will be evaluated.
	4. We are exploring multi-year purchasing options for some of the print Paralegal materials to control costs and increases.
		1. Chisa will review and cancel appropriate print periodical subscriptions.
		2. Information
		3. Information
		4. Information

AP 4040: Library Services	Emily shared a revised copy of AP 4040 Library Services. She requests that faculty review the revised AP. Faculty directed Emily to work with Library faculty and Meghan Chen, Dean of Library & Learning Resources Division. After department review, Emily will seek input from Eric Kaljumagi, Academic Senate President.	1. Emily will share the revised AP with:
		   a. Library faculty and Meghan Chen, and then
		   b. Eric Kaljumagi
		2. Faculty will review the first draft and provide input prior to the next faculty meeting.

Academic Senate Report	Chisa reported on the Senate Retreat and 8/29 Full Senate Meeting. We had a detailed report and discussion. Direction was given on how to vote.	Information
Faculty Association Report	No report was given. Faculty Association Representative Council has not met yet.	Information
Announcements	EDC approved the Distance Learning Course Amendment Form for Library 1.	Information