



Library Faculty Department Meeting Minutes, January 29, 2014 (1:30 PM – 3:00 PM, 6-237)

Attendance:

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

Guest:

Item	Discussion	Outcome
Approval of 11/20 Meeting Minutes	<p>Faculty reviewed and approved the 11/20 meeting minutes.</p> <p>Faculty asked about minutes from two past meetings:</p> <ul style="list-style-type: none"> 12/4 meeting with guests, Meghan Chen and Dale Vickers 12/11 meeting with discussion topic of quiet room 	<p><u>Action:</u> Emily will distribute the 11/20 minutes.</p> <p><u>Action:</u> Faculty will review the 12/4 and 12/11 minutes at a later date prior to distribution.</p>
Permission to Use Reserves Form	<p>Faculty reviewed the policy and practice of approving the use of reserve items with an alternate form of ID. Since January 2012, 1,128 permission slips have been signed for 840 students. Of those 840 students:</p> <ul style="list-style-type: none"> 678 students requested a permission slip once (60%) 101 students requested a permission slip twice (18%) 36 students requested a permission slip three times (10%) <p>Faculty members are satisfied that the current policy and practice supports student learning with limited faculty and staff effort and minimal misuse by students.</p> <p>Faculty made minor revisions to the permission form.</p>	<p><u>Action:</u> Emily will:</p> <ol style="list-style-type: none"> 1) print copies of the revised form, and 2) confirm with library faculty and staff that this policy will continue.
Desk Schedule & Adjunct Hours in Spring Semester 2014	<p>Emily shared updates about the department's adjunct budget and requested input about how to utilize remaining funds. Faculty discussed the possibility of (1) scheduling one librarian only on the reference desk and (2) scheduling full-time faculty members in "on call" shifts.</p>	<p><u>Action:</u> Emily will propose to full-time faculty a desk schedule and use of adjunct funds for Spring Semester 2014.</p> <p><u>Action:</u> Faculty are asked to give input once this proposal is shared.</p>
Library Workshop Sign Up	<p>Librarians reported two challenges to online sign up for library workshops:</p> <ol style="list-style-type: none"> 1) Some students' Banner pins do not work. 2) Students cannot use the system to sign up on the day of a workshop. 	<p><u>Action:</u> Pauline will communicate with Jacolyn Martinez, Counseling, and will report back to the Library faculty and staff.</p>
Academic Senate Report	No report – Academic Senate will meet again in Spring 2014.	
Faculty Association Report	No report – Faculty Association will meet again in Spring 2014.	

Announcements	Emily informed faculty that she will not run for department chair for the 2014-2015 academic year. LeAnn expressed interest in serving in this role. 😊	Information
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