



Library Faculty Department Meeting

Minutes, October 1, 2014

(1:30 PM – 3:00 PM, 6-237)

A	Deb Distant	√	LeAnn Garrett	√	Hong Guo	√	Paul Kittle	√	Pauline Swartz	√	Chisa Uyeki	A	Emily Woolery
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Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)
Approval of Meeting Minutes – September 17, 2014	lg		Approved minutes
New Librarian Request	lg	Review request	Reaffirmed that the decision-making process was acceptable and reaffirmed the decision to request one growth position for new librarian.
QuestionPoint	PS/HG		<p>Pauline provided QuestionPoint follow-up planning document for discussion and review.</p> <p>Librarians agreed to following:</p> <ol style="list-style-type: none"> 1. Change references to all adjuncts to some adjuncts as some may be assigned to other reference desk tasks. 2. Clarify that full-time librarians will follow-up their own QuestionPoint questions, which might include referring to another librarian that could more appropriately answer the question. 3. Allocate 30 minutes paid personal QuestionPoint training time with Pauline plus 1 hour paid time to

			<p>watch recorded QuestionPoint webinar for adjuncts.</p> <ol style="list-style-type: none"> 4. Request student A-number when initiating QuestionPoint services, but not make it mandatory. 5. Add a privacy statement to inform students that their questions are confidential. 6. Use home page in viewport and consider building FAQ page when there is sufficient information and experience. 7. Omit optional survey at end of session until later date. 8. Investigate with intent to implement QuestionPoint statistics page and retire LibStats to take advantage of additional tools and functionality not available in LibStats. <p>Pauline will make requested changes to planning document and forward document to LeAnn for dissemination in agenda packet for the October 15, 2014 faculty meeting.</p>
Credit Course Scheduling	lg	<p>Fall 2014 Pathways with: English 1A MTWTH 4:30-6:35</p> <p>CRN 23476 (second 8 weeks) LIBR 1A Tuesdays 7:00–9:05</p> <p>Spring 2015 Pathways with: English 1A MTWTh 4:30-6:35 Myers</p> <p>English 1A MTWTh 6:45-8:50 Myers</p> <p>CRN 43098 (second 8 weeks) LIBR 1A Tuesdays 4:30-6:35 LIBR 1A Tuesdays 7:00-9:05</p>	<p>Librarians were asked to review their schedules based on the 1st download datasheet. All agreed that their schedules were correct.</p> <p>The currently assigned adjunct teaching Fall 2014 LIBR 1A (CRN 23476) on Tuesdays from 7:00-9:05 will continue so there is no need to find a substitute.</p> <p>Paul has agreed to teach the face-to-face LIBR 1A so Hong can teach and further develop the online-version of LIBR 1A.</p> <p>The adjunct assigned to LIBR 1A Pathways courses in Spring 2015 is no longer available so the courses will be assigned to Deb as all of the reference and instruction librarians have teaching assignments in the spring.</p>

Adjunct Pool	Ig	Loss of one adjunct and possible leave time for two adjuncts. Should adjunct pool be enlarged?	Librarians recommended reviewing the current adjunct pool to see if there are possible candidates, and if not, then proceed with the hiring process. All agreed that a teaching demonstration should be included in the interview process.
Collection Development Approval Plans	Ig/CU		<p>LeAnn informed librarians that the WMS acquisitions module would be implemented and that a collection development approval plan process and buying shelf-ready books were also being considered.</p> <p>Chisa shared information about using YBP Library Services, a Baker & Taylor company, book buying approval plan and their Global Online Bibliographic Information (GOBI³) interface. The services and how it links to WMS acquisitions were described.</p> <p>Chisa informed the librarians that not all books can be purchased through YBP and that other appropriate vendors would still be used.</p> <p>Buying shelf-ready books through YBP as part of the acquisitions implementation plan was also discussed. Librarians were informed that not all books will arrive shelf-ready and that there would still be a need for technical services processing for items such as legal books and books without bibliographic records.</p> <p>Librarians agreed to move forward with the collection development approval plan. Chisa and LeAnn will continue with the planning process and keep the librarians informed.</p> <p>Librarians supported buying shelf-ready books although the Dean would make the final decision.</p> <p>Pauline requested that we find out if automatic alerts are available through the WMS acquisitions module, and if so, to</p>
Shelf-ready books	Ig/CU		
WMS Acquisitions Implementation	Ig/CU	Intent to move forward – relates to approval plan and shelf-ready	

			<p>implement the alerts.</p> <p>It was suggested that librarians review curriculum in their areas to prepare for the approval plan and winter weeding project.</p>
Academic Senate Report	CU		No items needed immediate attention so time was given to the acquisitions discussion.
Faculty Association Report	EW		No report
Other	PK		<p>Paul announced ebrary is offering Safari titles for sale - meaning we would own them should we purchase them. Paul recommended that we do NOT do so, as the Safari titles outdate too quickly.</p> <p>Librarians agreed.</p>