



## Library Faculty Department Meeting

### Minutes, October 15, 2014

(1:30 PM – 3:00 PM, 6-237)

A	Deb Distant	√	LeAnn Garrett	√	Hong Guo	√	Paul Kittle	√	Pauline Swartz	√	Chisa Uyeki	√	Emily Woolery
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Item	Leader	Prep (Read or Bring)	Action (Information, Discussion, Decision)
Approval of Meeting Minutes – October 1, 2014	lg	Review attached	Minutes approved with additions
Library Web Questionnaire	PK	Dissemination of questionnaire answers	Paul handed out responses to the questionnaire. Information only with no discussion.
QuestionPoint	PS/HG	Review attached QP documents - Full-time librarians and QP follow-up questions during regular desk shifts– intersession QP follow-up questions	Reviewed QP documents including Ask A Librarian mockup: <ul style="list-style-type: none"> <li>Discussed statement and link to the Information security standards practice 2.0 Information Collected statement and decided that the statement was not preferred.</li> <li>Decided that the Library Bill of Rights privacy and confidentiality statement would be a more appropriate statement.</li> <li>Edited typographical errors and suggested minor edits to the mock-up.</li> <li>Decided to use the statement “If you have research questions, librarians will teach you how to use the Mt. SAC library’s resources to find sources in order for you to complete your research” to convey the students’ responsibility in the</li> </ul>

			<p>process.</p> <ul style="list-style-type: none"><li>• Decided to use the phrase Mt. SAC Email (preferred) in the email form.</li><li>• Confirmed that the library has a private channel.</li><li>• Reaffirmed that purchase suggestions from QP interactions will be forwarded to Chisa for dissemination to the liaisons.</li><li>• Discussed the question about full-time librarians answering follow-up questions during regular reference desk shifts and addressed the issue of limited to no adjunct librarians during intersessions. Full-time librarians will follow-up questions they claim during their off-desk chat time and will not be expected to answer general follow-up questions during their reference desk shift. Paul volunteered to monitor and answer general follow-up questions during the winter intersession.</li><li>• Reviewed the email form mock-up and removed phrase <i>Reason for Research?</i> Decided to omit phrase.</li><li>• Decided that Hong will provide grid to librarians so they can sign-up when they will provide chat reference with the goal to spread the hours throughout the week. LeAnn will not be scheduling these hours as the librarians may choose their preferred hours.</li><li>• Target start date: November 3, 2014.</li></ul>
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Collection Development	CU	<ul style="list-style-type: none"> <li>- Progress update</li> <li>- Department liaison assignments</li> <li>- Individual meetings</li> </ul>	<p>Chisa provided an overview of collection development activities.</p> <ul style="list-style-type: none"> <li>• Informed the librarians that Global Online Bibliographic Information (GOBI<sup>3</sup>) accounts have been created.</li> <li>• Collection development assignments were reviewed and there will be some modifications to assignments. Areas are being mapped to departments and specific Dewey numbers.</li> <li>• Reminded faculty that everyone is assigned areas that they may or may not have an expertise or personal interest because all subject areas must be addressed.</li> <li>• Reminded everyone that on November 5, 2014 we will start the faculty meeting at 1:00 for GOBI<sup>3</sup> training. Advised everyone to independently watch a GOBI<sup>3</sup> tutorial in preparation of the training.</li> <li>• Explained that individual meetings with LeAnn and Chisa have been scheduled to set up approval profiles</li> </ul>
Academic Senate Report	CU		<p>Report given. Librarians supported Agriculture department public comments</p>
Faculty Association Report	EW		<p>Report given.</p> <ul style="list-style-type: none"> <li>• Requested input by 11/3 for interest-based bargaining and proposed 2016-17 calendar.</li> </ul>

Division Report	lg	<ul style="list-style-type: none"> <li>- Report accidents immediately</li> <li>- Carpet in Learning Resources halls will be replaced with rubber tile</li> <li>- Credit courses are scheduled</li> <li>- Large indoor informational computer screens are being purchased</li> <li>- Requested repair or replacement for right monitor in 238</li> <li>- Requested evaluation or replacement of circulation desk computers</li> <li>- Received \$10,000 gift money for quiet study room</li> </ul>	<p>Computer in 238 may have problem with video card. Display image is distracting and hard to look at. LeAnn to follow-up with Help Desk ticket.</p>
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