



## Library Faculty Department Meeting Agenda, January 7, 2015

(1:30 PM – 3:00 PM, 6-237)

A	Deb Distant	X	LeAnn Garrett	X	Hong Guo	X	Paul Kittle	X	Pauline Swartz	X	Chisa Uyeki	X	Emily Woolery
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Item	Leader	Preparation or Goal (Read or Bring)	Action (Information, Discussion, Decision)	Time Allotted
Approval of Meeting Minutes – December 3, 2014	lg		Approved with modifications	5 min.
Winter Intersession	lg	Bring comments, questions, concerns, or issues	<p><b>QuestionPoint</b> Switch from LibStats to QuestionPoint for recording information desk statistics will start in Spring 2015.</p> <p>QuestionPoint categories (see attachments)</p> <p>Concern that recording all questions related to course reserves in one category will result in a decline in ready reference questions. Change should be noted when comparing past statistics.</p> <ol style="list-style-type: none"> <li>1. Agreed to use proposed categories. Categories to be evaluated and reviewed for accuracy and purpose at the end of Spring 2015 semester.</li> <li>2. Agreed to use only one code category per question for Spring 2015. Use of multiple codes per</li> </ol>	As needed

			<p>question to be evaluated at the end of Spring 2015.</p> <p>QuestionPoint emails with inaccurate addresses are being bounced back – how do we follow-up? QuestionPoint best practices advise confirming email accuracy at the end of the online reference session. Other than that, consider the question answered. Close question noting that email is not valid. Take no additional action.</p> <p>Assessment for QuestionPoint (see attachments)          Provided survey questionnaire          Reviewed five proposed questions          Advised to:</p> <ol style="list-style-type: none"> <li>1. Remove neutral response</li> <li>2. Change service to Ask a Librarian</li> <li>3. Add reference to "Librarians" in response</li> <li>4. Use Google forms</li> </ol> <p>Informed that a survey for librarian's confidence in using QuestionPoint will also be developed</p>	
Workshop Sequencing & Scheduling	lg/PS	<p>Brief librarians about scheduling plan          Explain plan for encouraging students to take all three workshops</p>	<p>Informed librarians that the workshop schedule was developed based on the winter intersession class schedule that allows students to take a sequence of three workshops. A</p>	10 min.

			drawing for a campus gift card will be done for students taking all three workshops. The drawing will be done only during the winter intersession and will not be an ongoing practice.	
Winter weeding project	CU	Review winter weeding project details. Answer questions, concern	See attached plan Reviewed plan document Discussed tagging criteria: publication data identified by barcode numbers and circulation data of 4 or less circulations Discussed color coding Reviewed selection and evaluation tools including CREW guidelines Answered questions about process Provided next-steps to librarians Emphasized that the winter weeding project's goal is to weed items that "must go" because the information is obviously out-of-date and is no longer an asset to the collection	Remaining time