



Library Faculty Department Meeting Agenda, January 21, 2015

(1:30 PM – 3:00 PM, 6-237)

A	Deb Distant	√	LeAnn Garrett	E	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 – January 7, 2015	lg		Approved
New Librarian Position	lg	Brochure completed Finishing approval process	Shared modifications to librarian brochure suggested by Human Resources. Librarians were informed that Meghan Chen and department chair reviewed and finalized the brochure using some, but not all of the suggestions provided by Human Resources.
Workshop Handouts	PS	Location for availability RIE input on retention	All agreed that the finished workshop worksheets should be stored in the adjunct office because the room is easily accessible to all who might need the worksheets, the door is locked to the library, and there is space and cabinetry for storage. It was agreed that the worksheets be retained from July 1 to June 30 so librarians could use student input for year-end reports. Assessment rotation may affect retention cycle. Everyone was reminded to shred papers that have a student name and A-number.
QuestionPoint	lg	Check-in for problems or concerns	There were no questions or concerns about QuestionPoint.
Winter Weeding Project	CU	Status report Instructions and advice	See attached below. Along with the weeding project, librarians were reminded to keep buying

			and ordering.
Announcements	lg		Extended hours were successful so we will probably be offering additional hours during Spring 2015 finals. Funds will be requested for snacks and a therapy animal.

Hi all,

At our Library Faculty meeting today we decided a few changes/additions to the process for weeding (if you were at the meeting please be sure to see pink highlight for a change in info).

* If a Librarian finds a book on the shelf that should be weeded, but wasn't on the list please put a BLUE slip in the book and initial it. (I know I had talked to a few people about different ways to handle this situation- don't worry about going back and changing ones you've done already- just going forward please use the blue slip. This will make processing the withdraw of the books easier.)

* If a book is not on the shelf please just write NOS & your initials next to it so that we know you couldn't find it. If it already says NOS that means that the student worker or page who put the slips in the books couldn't find it. (We'll search for these books and if we can't find them we'll remove them from WCL).

* If you want to do a quick RCL search and you have a smart phone or using one of our tablets you can search isbn's with the Bowker Bookwire app. This app is available for both iphones and android. The following is the username & password for all of us (This is different from the info I shared at the meeting). As of this moment it's not working for me- but I'll get it fixed and let you all know.

username: mtsaclibrary

password: xxxx

*I have put copies of the CREW method handbook with slips of various colors and pencils on the cart outside my office for you to take the the stacks with you. The CREW handbook provides some guidelines by Dewey ranges that might be useful to refer to.

Please let me know if you have any questions,

Chisa