



LIBRARY DEPARTMENT MINUTES

Wednesday, April 10, 2013

1:30 – 3:00 p.m.

Attendance: Brandy Cape, Meghan Chen, Deb Distant, LeAnn Garrett, Meghan Gaynor, Paul Kittle, Linda Small, Frances Smothers, Barbara Soriano, Amber Sprague, Pauline Swartz, Chisa Uyeki, Emily Woolery, Hugo Aguilera, Loralyn Isomura (Recorder)

	Item	Discussion/Outcome
1	Area Reports: <ul style="list-style-type: none"> • Circulation • Reference/Information • Periodicals • Acquisitions/Cataloging • Library Instruction 	No information to report for today's meeting.
2	Library Assessment/PIE Planning – Emily	<p>At the March 13th staff meeting, Emily requested staff responses on what the library has accomplished, the current conditions of the library and the future planning that library should be discussing. She shared the summary of the responses from the exercise and allowed faculty and staff to provide any edits or suggestions.</p> <p>Some acronym meanings were requested. AA-T refers to the Associate in Arts Transfer degree; BP refers to Board Policy; and AP refers to Administrative Procedure.</p> <p>Other suggestions were made to add some specific terminology to some comments to make the messages clear.</p> <p>Emily will make necessary changes and will use the information accordingly when preparing information for the department's PIE planning.</p>
3	OCLC WMS Migration	<p>Meghan welcomed LeAnn back, as this was the first staff meeting she has attended since returning from medical leave. LeAnn is temporarily scheduled from 12 – 4 p.m., Monday through Friday. Meghan also added that the Cal Lutheran visit will be postponed until the end of May, tentatively Friday, May 31st. Details will be provided as soon as they are finalized.</p>

	<p>LeAnn thanked Meghan Gaynor for the responsibilities she handled with Sirsi and staying in communication with IT, as well as for the leadership role she took in preparing for the OCLC WMS migration.</p> <p>Translation tables are due and bibliographic data will be sent to OCLC on Monday, April 29. For naming consistency, shelving locations will be referred to as a certain type of "collection." In reviewing the current collection and preparing it for the migration, the following collections have been confirmed so far:</p> <ol style="list-style-type: none"> 1. Vocational Collection 2. General Collection 3. Periodical Collection 4. Special Collection 5. Media Collection 6. McNaughton Collection 7. Reference Collection 8. Tutoring Collection 9. MARC Collection 10. Instructional Collection 11. Technical Services Collection 12. Vocational Reference Collection 13. Reserve Collection 14. Children's Collection <p>The current location of "Stacks" will be changed to General Collection based on a recommendation by the librarians. DVD's and VHS material that are booked by faculty and/or checked out by faculty will be referred to as the "Instructional Collection." This name change was also based on previous librarian discussions. The "Circ Desk" and Media Services" will no longer be considered as locations because it refers to a physical location rather than a grouping of library materials..</p> <p>Current functional locations will be retained: 1) Repair, 2) In Process, 3) Lost, and 4) Missing. Locations to consider adding are "display" and "books on review." LeAnn will research adding the two locations.</p>
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4	Study Room Online Booking	<p>Meghan thanked all input that was provided regarding the online reservation system for the study rooms. Meghan also thanked Hugo's work in preparing clear instructions on how to download the app for the Quick Reference (QR) Scanner and in creating the QR code for the online reservation system. Paul created the webpage mtsac.libcal.com/bookings.</p> <p>Instruction handouts will be laminated so that they can be reused. Students will be advised to be on time for their reservation, or their reservation will be considered canceled after 5-minutes from the start time of their reservation. No honor system language is necessary to be posted. Equipment will be tagged with the specific room it belongs in and students will be advised to keep equipment in the room it is assigned to. Dry-erase markers and board erasers will be kept in each room, and will be replenished as needed.</p> <p>Students will be referred to the Reference/Information Desk for questions or concerns regarding Study Room Reservation.</p> <p>Depending on when the locksmith can assist in changing the locks on the doors, the anticipated rollout date is during week 9. All study rooms except for rooms 208, 210, 219, 241 and 242 will be changed to a lock that can be locked or unlocked.</p>
5	Updates on Position Requests: Library Technician I & Library Page	<p>The request to fill for the Library Technician I position has been approved. The Library Technician I position will be a 100%, full-time position. Meghan is just waiting to hear from the HR recruiter that is assigned to the position to begin the hiring process. The request to fill for the Library Page position is still under review. At the president's request, Meghan provided additional information regarding the Library Page position. She also advised the president that the position would be cost neutral and no additional costs are being requested to fund the Library Page position. Meghan will provide updated information as she receives it.</p> <p>Meghan added information regarding the pending decision of increasing Wendy Shen's Account Clerk II position from 47.5% to 100%. In the past month, Wendy accrued about 25 hours of overtime, which has been a reoccurring situation due to the increasing fiscal demands of the division.</p>
6	Other – • Name Tags for Public Service	Table for future meeting discussion.

