



LIBRARY DEPARTMENT MINUTES

Wednesday, January 8, 2014

1:30 – 3:00 p.m.

Attendance: Brandy Cape, Meghan M. Chen, Deb Distant, LeAnn Garrett, Hong Guo, Paul Kittle Dennis Ramos, Linda Small, Barbara Soriano, Amber Sprague, Pauline Swartz, Christine Gerloff W., Emily Woolery, Laura Yin, Hugo Aguilera, Loralyn Isomura, Wendy Shen, Mike Imes (IT)

	Item	Discussion/Outcome
1	Area Reports (5 min ea, as needed)	<p>Deb will be sending a memo to all faculty to advise that all VHS materials will be removed from the Library's general collection by the end of the winter 2014 intersession. Captioned VHS materials requested for bookings will still be provided. VHS materials owned by specific faculty will be returned to their owners, and non-captioned VHS materials will be the owner's responsibility to have captioned prior to using the material in class. Faculty can request the Library to purchase a DVD version of a title, if available. The memo will provide more detailed information for the faculty and will include AP3450 on Captioning.</p> <p>Brandy and Chisa continue to review Periodical materials for currency and discarding.</p> <p>Meghan reported plans for the "Quiet Room" are still pending. New Project Manager Mikaela Klein will bring a draft of the plans to review with Meghan.</p> <p>Emily reported they are piloting online sign-ups for workshops using the SARS grid, which is currently being used by other departments on campus.</p>
2	OCLC WMS Update	<p>LeAnn informed us that OCLC WMS was updated at the end of December 2013. The changes should not affect production because most were to the OCLC WMS interface. LeAnn will attend an OCLC webinar tomorrow, Thursday, January 9th, concerning circulation changes and will report pertinent changes as appropriate.</p>
3	Circulation Desk	<p>LeAnn collaborated with Laura and Rose during the library's closure before the winter break and accomplished the following:</p> <ol style="list-style-type: none"> 1. Developed a new plan to manage TPI books (please see attachment). 2. Identified Reserves books that have not circulated in the past semester, and relocated them to the back area of the Circulation Desk or returned them to the General Collection. The move alleviated crowded shelves and should make items easier to retrieve. At the end of the spring semester, any Reserve item that has not circulated during 2013-14 will be returned to the professor with a generic letter from the Dean explaining the return process. 3. Consolidated closed-captioned VHS materials, placed them in call number order, and shelved them in the back area of the Circulation Desk (north-side of the room). 4. Identified non-closed captioned VHS materials and packed and placed them in the storage area (adjacent to classroom 238). 5. Reviewed documents left by Cheryl McGee, Jan Freeman, and Frances Smothers after their retirement. Boxed and stored closed-captioning permission letters in the

		<p>back area of the Circulation Desk. Other documents that were obsolete are being picked up by the Warehouse for shredding.</p> <ol style="list-style-type: none"> 6. Boxed and stored Fran's personal belongings left after her retirement date in room 2S-2 (adjacent to the back area of the Circulation Desk). Items will be discarded at the end of the spring 2014 semester. 7. Emptied and tagged a few pieces of furniture no longer needed. Notified the Warehouse to pick up for salvage. 8. Wiped and cleaned the entire Circulation Desk, including the back area. <p>LeAnn also advised that, effective immediately, green dots do not need to be affixed on any DVDs. Green dots identified DVDs shelved in the Media Collection during the closure of Media Services and the migration of closed-captioned DVDs to the Media Collection shelves. Since all DVDs are now integrated into the Media Collection, the green dot is no longer needed.</p>
4	Brief Announcements –	<p>There will be a limited stock of printed Schedule of Classes for the spring 2014 semester. Warehouse will still deliver a few bundles to the Library, but students can also be directed to the Mt. SAC website for the online version of the Schedule of Classes.</p> <p>Room 208, formerly the Adjunct Office, is close to being converted to a Study Room. The room currently has a table, chairs, a TV/DVD cart, and a whiteboard. Once the window is installed, the room will be available for online reservation. During the winter intersession, the room will be made available by request, if all other rooms are occupied.</p> <p>The credit card feature for copying and printing was working well through the end of the fall 2013 semester. However, the feature has not been working since the start of the winter 2014 intersession. QCI is working on a solution, but the credit card feature will not be available until it has been resolved.</p> <p>Currently, when students send print jobs to the Printing Station, they choose the number that is assigned to the computer they were using. However, there have been many instances where old jobs might still be in the queue, and students end up choosing the wrong job. A request for a feature to allow students to "label" their print jobs prior to sending them to the printer. The Writing Center is currently using the feature, which helps students to choose the correct print job at the Printing Station.</p> <p>Hong thanked Linda for cleaning the Reference Desk during the library's closure, noting how spotless the desk is now.</p>

Respectfully submitted by Loralyn Isomura

cc: Instruction Office