



# LIBRARY DEPARTMENT MINUTES

Wednesday, February 19, 2014

1:30 – 3:00 p.m.

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

**Absent:** Chisa Uyeki

	Item	Discussion/Outcome
1	<b>Area Reports (5 min ea, as needed)</b>	<p>The arrangement of the Reserves collection and the TPI books is working well at the Circulation desk. The Reserve shelves are not crowded anymore. By the end of spring 2014, the Reserve collection should be accurate in OCLC WMS.</p> <p>Brandy is still weeding out the Periodicals and has many princeton files that she is boxing up for salvage.</p> <p>If laminating is requested, Hugo can be informed and will put in the request through Print Services.</p> <p>Veronica, with Teacher Prep, delivered more TPI books to Circulation and picked up a few titles that were not being used.</p>
2	<b>Saturday Coverage &amp; Circulation Back-Up Review</b>	<p>Dinorah Parraguirre will be re-hired as a substitute for Laura Y.'s old position, covering Saturdays, until approval is granted to hire a 100%, 12-month Library Technician I position, with work days to cover Tuesday through Saturday. Converting the current 11-hour Library Technician I position to a 40-hour Library Technician I position will allow for additional coverage at the Circulation Desk through the week.</p> <p>Back-up assistance to the Circulation Desk will be the same as usual. Staff are advised to have all hands on desk and to adhere to breaks, lunches, and the back-up assignment times.</p>
3	<b>Staff/Faculty Equipment Replacement Update</b>	<p>Meghan thanked Hugo, Mike and Bill Rawlings for reviewing all staff and faculty computers and determining a replacement schedule for each. They found at least 14 computers that were not able to run on Windows 7, and those machines will need to be addressed first. IT may have a few machines available to swap out the front computers.</p>

4	<b>OCLC WMS</b>	LeAnn provided general comments on the status OCLC WMS migration. There are no outstanding issues. The current focus is database clean-up. Some issues are a direct result of the migration and some are related to past problems not evident in the other system.
5	<b>End of the Semester Due Date and Potential Problems</b>	LeAnn requested input on the advantages and disadvantages of eliminating the end of the semester due date and proposed ongoing due dates. For example, if a student checked a book out two days before the end of the semester the proposed due date for the book would be 21 days later not on the last day of the semester as practiced currently. Students would be able to borrow materials at the end of the semester to use between semesters for placement tests preparation or personal reading. Students can always return materials through the outside dropbox. There was support for the change. The Banner hold policy has been effective in prompting the return of overdue library materials so there were no objections to the proposal based on a concern of students not returning materials.
6	<b>General Collection Inventory</b>	<p>The migration to OCLC WMS prompts the need for a post-migration inventory. LeAnn requested input on inventory practices and how best to finish the inventory by the beginning of the Fall 2014 semester.</p> <p>One suggestion was to use laptops on carts to work at the shelves instead of loading carts and taking them to individual workstations. This should work if the wireless network supports the process. Mike commented that the network should work. Staff could still complete the inventory at their workstations. The objective is to have options that support individual work situations and preferences.</p> <p>It was suggested that we start in the spring with some of the smaller collections to test the network, and then re-evaluate before summer when the bulk of the inventory process would be completed. After the post-migration inventory is completed then the inventory process would be a 2-year rotation.</p> <p>To address the dust build-up on the books as to not interfere while staff are inventorying, <b>Loralyn</b> will ask Ken McAlpin on how to coordinate assistance with custodial staff on vacuuming the tops of the books.</p>
7	<b>Announcements –</b> <b>-Revised Permission Form to Use Reserves without ID</b> <b>-Pilot Single-Librarian Coverage</b>	<p>Permission to use Reserves without a Mt. SAC ID will continue to be granted with the newly revised permission form. Once approved by a Librarian, the student only needs to provide the signed form to the staff at the Circulation Desk. Permission forms can be shredded at the end of each week. Note, the form is not required for the first two-weeks of the semester, as we have practiced in past terms.</p> <p>The librarians will pilot single-librarian coverage, with on-call back-up, at the Reference Desk. Statistics show this practice can be sustained; however, concerns should be recorded and provided to Emily.</p>

	<p>There will be a campus emergency drill on Tuesday, March 18<sup>th</sup>. Three buildings will be chosen randomly and will be visited without notice to observe how the evacuation plans play out. Further discussion on regarding emergency planning will take place at the March Library Staff Meeting on Wednesday, March 12<sup>th</sup>. At Linda's request, Meghan will ask Public Safety to attend the March staff meeting and provide advice on how to respond in an active shooter situation based on the layout of the Library.</p> <p>Meghan will continue preparing our division's PIE based on discussion from the recent retreat on Friday, January 31<sup>st</sup>.</p> <p>Meghan advised that she and IT are exploring the idea of having IT support available on the Library floor. Should they move forward with the idea, Meghan would need to begin by adding the IT support needed to PIE.</p>
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