



LIBRARY DEPARTMENT MINUTES

June 11, 2014

1:30 – 3:00 p.m.

Attendance: Brandy Cape, Meghan Chen, Deb Distant, LeAnn Garrett, Christine Gerloff, Hong Guo, Rose Higuera, Paul Kittle, Dennis Ramos, Linda Small, Barbara Soriano, Amber Sprague, Pauline Swartz, Chisa Uyeki, Laura Yin, Hugo Aguilera, Loralyn Isomura, Wendy Shen

Absent: Emily Woolery (NWD)

	Item	Discussion/Outcome
1	Area Reports (5 min ea, as needed)	<p>Meghan began the meeting by acknowledging Barbara Soriano, who was awarded for her 30 years of service at the Classified Awards Ceremony on Wednesday, May 21st. Due to a scheduled vacation, Barbara was not able to attend the ceremony.</p> <p>Meghan also acknowledged Emily Woolery's trailblazing service as the first Department Chair for the Library faculty and thanked her for her work and dedication. Meghan announced LeAnn Garrett as the next Library Department Chair for the 2014-15 academic year.</p> <p>The Request-to-Fill for the 100%, 12-month Library Technician II position, was approved and days/hours of assignment are Tuesday through Thursday, 9:00 a.m. to 6:00 p.m., Friday, 7:30 a.m. to 4:30 p.m., and Saturday, 8:30 a.m. to 4:30 p.m. Meghan explained recruitment begins with a Voluntary Lateral Transfer to those with the same title, and Meghan announced Rose Higuera applied for the transfer and has been hired for the position. With the mandatory 4/10-schedule for the campus beginning Monday, June 16th, Rose's Saturday coverage will begin the first week of the Fall semester. A new Request-to-Fill has been submitted to begin to process again to fill Rose's vacancy, which covers the afternoon-evening hours for the Circulation Desk.</p> <p>As the end of the semester is near, Laura has been working on the Reserves books collection and contacting professors whose books have not circulated for the last year. Laura reports that faculty have been responsive and she anticipates completion of her project before her last contract work day, which is Monday, June 16th. If the project is not complete by then, she has gone over the project with Rose, who will complete the last few details while Laura is gone, if needed.</p> <p>Chisa reported that acquisitions funds are almost spent down, and she acknowledged Barbara, Brandy and Wendy for their assistance.</p> <p>Pauline provided a heads-up to the workshop sign-ups on-line that will soon have the same sign-on access as the student portal. She will keep the library faculty and staff posted on</p>

		when the change happens.
2	Summer 4/10 Schedule for Summer 2014	<p>The mandatory 4/10-schedule begins on Monday, June 16th and will end on Sunday, August 10th. The last Friday of the 4/10 schedule is Friday, August 8th and normal work schedules will resume on Monday, August 11th. As in years past, all working schedules for faculty and classified are scheduled Monday through Thursday only. Meghan requested classified staff to email summer schedules to Loralyn by the end of this week.</p> <p>Meghan confirmed the decision of the classified holiday on Thursday, July 3rd. Classes will still be in session, but certain student service areas may be closed due to the holiday. Meghan opened the discussion and requesting input about having the Library open or not. Faculty emphasized the need to have the Library open for students if classes are in session, and inquired if they are allowed to run the Circulation Desk for the day. Meghan will check with Instruction to find out more. We anticipate finalizing plans for Thursday, July 3rd by next Friday, June 20th. Confirmation of plans will be shared with the division via email.</p>
3	Inventory Information & Update on the Collection	<p>Inventory of the general collection has begun. Meghan requested the assistance of the Library Technician III's (Linda, Christine, Brandy, and Barbara) to prepare a plan of action and distribute the workload amongst themselves, Laura, Rose, Kim, Bill, and David. Meghan emphasized the need to balance workload and that staff were not asked to set primary job duties aside. A deadline of the general collection inventory is set for Thursday, August 21st. Meghan will be meeting with Linda, Christine, Brandy and Barbara every other Monday for status update. Once the general collection is complete, the special collection and vault contents will be reviewed, and Meghan would like those items to be catalogued and available with easier access and for public use. Those two collections will be reviewed in context of the overall plan for the whole collection.</p>
4	Ongoing Due Dates	<p>LeAnn reminded faculty and staff that the ongoing due dates feature is in place. Students, faculty and staff may now check-out library materials through library closure periods. The allotted check-out time is the same as normal, which is: 1) students have 3-weeks, and 2) faculty and staff have 16-weeks. The system is supposed to restrict students that are not registered from checking out books, LeAnn is still researching how the system is handling such. In the meantime, LeAnn advised the following to assist with the workflow at the Circulation Desk:</p> <ol style="list-style-type: none"> 1) If a student has their Mt. SAC student ID card, and the WMS has no restrictions noted when their ID# is scanned; then the student is allowed to check-out material as normal. 2) If a student has their Mt. SAC student ID card with "Community Education" noted on the card, and WMS does not recognize their ID# when scanned; their information must be entered manually prior to checking out material as normal. 3) If a student has their Mt. SAC student ID card without "Community Education" noted on the card, and WMS does not recognize their ID# when scanned; then the student is probably not registered for the term and is not allowed to check out material until

		<p>they are registered for a course.</p> <p>LeAnn and Paul will work on publicizing the ongoing due dates information on the Library webpage. LeAnn advised that the ongoing due dates is only available for Library materials and does not apply to materials in the MARC or in the Learning Lab.</p>
4	Mutual Lending Agreement with Cal Poly Pomona Library - Revisions Provided	<p>Cal Poly Pomona Library Director, Ray Wang, provided some revisions to the mutual lending agreement that we have with them. Just a few minor changes were made – please see the handout attached for further information. Our faculty and staff inquired if Cal Poly Reserve books can be checked out to Mt. SAC students under the mutual agreement. Deb emphasized the agreement should be reciprocal to both and what is available to their students in our Library should be available to our students at their Library. Meghan agreed but will report if she receives conflicting information in her meeting with Ray Wang this afternoon.</p>
5	Other – -College increasing course offerings -Newly added e-Book resources	<p>With the college increasing course offerings again, Meghan opened discussion to the possibility of increasing Saturday hours and/or providing library hours on Sunday afternoons. Faculty and staff were open to both ideas and agree that students do inquire about weekend hours. Meghan will prepare a quick survey and request Hugo to push out the survey to students. Suggestions provided were: 1) Saturday, 7:30 am to 9:30 pm, 2) Saturday, 8 a.m. to 8 p.m., 3) Sunday, 12 p.m. to 4 p.m., 4) Sunday, 12 p.m. to 9 p.m., or 5) 2 p.m. to 9 p.m.</p> <p>Chisa announced new resources have been added. Through the EBSCO eBooks, the following categories were added: 1) sciences, 2) nursing, 3) criminal justice, 4) general personal development. Ferguson's career guidance resource was also added.</p>