

LIBRARY CLUSTER MEETING
October 12, 2001
Brandon Campus

Attendance: Jacquelyn Cress, Jeremy Bullian, Tammy Schofield, Wendy Foley, Jeneice Sorrentino, Terri Singer, Alicia Ellison

Excused: Vic Harke

Jeneice Sorrentino, Cluster Chair, called the meeting to order at 1:30 p.m..

The guests, Craig Johnson (Director of Parallel Programs), Pat Manack (District Library Technical Services), Viveca Yoshikawa (Learning Resource Automation Coordinator) and Myra Williams (Office of Instructional Technology) were introduced.

The Minutes of March 27 and August 20, 2001 were approved as read.

Updates:

Craig Johnson: Some of the duties of the LRC Dean job description have been added to Craig's job duties. Some of the AV responsibilities have been assigned to Mike Comins (Academic Technology). CCLA will hold its regional meeting on October 16 at Brandon. If holds are placed on DATATEL student records, they need to be done uniformly. DATATEL Training workshops will be held for staff. Craig encouraged us to finalize an Acceptable Use Internet policy as an in-College committee is working on the subject as well.

Computer Concerns:

Viveca Yoshikawa presented various problems, solutions and recommendations to **Myra Williams**, OIT. These included continuous printer problems; ip address conflicts particularly at MacDill and posting the library web page. Myra recommends a shared printer, with the libraries having a library domain with their own server. However, the Library must purchase the server. The college is purchasing NOVUS/CMS Content Management System. NOVUS will have templates to set up web pages. Jeremy Bullian then demonstrated the temporary Library web pages to Myra. The Cluster explained to Myra that the Library must have its own directory, with access for Library staff to do continual updating. Myra will get back to Jeneice within a week to let us know how to proceed.

District Library Technical Services Update:

Pat Manack discussed the circulating policies for CDs and videos. We need to decide how many days these items should be checked out. She asked us to go back to staff to ask for their input.

Pat recommends that withdrawn books not be physically discarded until the Librarian has signed the withdrawal list.

Pat stated that the Campus Transfer list does not seem to be in effect any longer. If anyone has questions or concerns about it, they should contact her.

Book budgets were passed out. Each campus now has its separate book account so that Essie Jones does not have to compile spreadsheets for each campus from a main account. DILLI funds WERE NOT withdrawn from the book budget as had previously been stated. The MacDill budget was cut back from \$13,000 to \$6,500.

Jeneice mentioned that Craig Johnson would like to work to increase collection development funds. Wendy, Terri and Jeneice volunteered to work together to help gather information. January would be the target date for information that is needed.

Electronic Database Committee:

Will stay with the June 1 to May 31 subscription dates. Librarians are welcome to set up demonstrations of databases and should follow up with feedback to the committee.

Technical problems with the databases should be reported to Tammy (if available). If Tammy is not available, Viveca will be Tammy's backup. Jeremy will back up Viveca and Jackie will back up Jeremy.

All HCC LRC subscription databases should be on the CCLA web page within a month. Terri Singer moved, and Wendy Foley seconded the motion, that the Electronic Database Committee report be approved. The motion was approved unanimously.

Information Literacy Committee:

The Committee submitted a FSPD grant proposal to District FSPD at the end of spring term, 2001. District FSPD forwarded the proposal to the campuses for payment of tuition expenses. Jacqueline Cress is currently enrolled in the Teaching Information Literacy course offered by USF LISIS. The tuition fee from USF is \$100 over that which is reimbursed by HCC. Jacqueline is pursuing this discrepancy.

Acceptable Use Internet Policy Committee:

Wendy Foley reported that the committee had agreed on a) components of an Acceptable Use Policy and b) questions that need to be addressed in order to write a policy. The research on the questions will be returned and the committee will meet in mid-November to write a policy. Tammy Schofield had discovered that John Huerta is working to determine a HCC Acceptable Internet Use Policy. Upon consultation, the Cluster determined that Jeneice Sorrentino would ask John Huerta to include the Committee Chair, Wendy Foley, on the Committee. The Cluster requested that the LRC Acceptable Use Internet Policy Committee continue with its work. Legal standards for First Amendment Rights are more stringent in the LRCs than in the computer labs.

Web Pages Committee:

Jeremy Bullian has been working on the Library's web page using a temporary host. He will send out the link for everyone to review. Please send the committee your recommendations for your favorite web sites and Library specific information for inclusion.

Please send Jeremy Bullian all your up-to-date, site-specific flyers to compile a collection for the Web Site committee to review for inclusion.

Terri Singer will investigate purchase of Serial Solutions. Serial Solutions will list both our print and electronic journals and link to any url we designate. The cost is \$1350. Terri will contact a college library in the State of Florida and a community college outside Florida who have it for user information.

Copyright in the Library:

Terri moved, and Tammy seconded the motion that copyright warning signs should be posted by each photocopier and on the printers for the computers. The motion passed unanimously. Jeneice will send us the wording that is used at Ybor.

Vendor Printing:

The Library Cluster recommends that students be charged for printing.

Terri Singer moved and Alicia Ellision seconded the motion that the Cluster be part of any vendor negotiations process.

Desk-top Uniformity:

Viveca recommends that we have a common theme. A motion was made by Alicia Ellison, seconded by Jeremy Bullian and approved unanimously, stating that the web committee will follow up on this issue.

Community Borrower Fee:

Terri Singer moved, and Tammy Schofield seconded, a motion to eliminate the community borrower's fee. The motion was approved unanimously. Members of the community who desire to borrow HCC materials will be encouraged to request the items through interlibrary loan at their public library.

Terri Singer pointed out that St. Petersburg College is already a Reciprocal Borrower and Manatee Community College is considering becoming a reciprocal borrower through Tampa Bay Library Consortium. Allowing reciprocal borrowers would pave the way for the College to take part in ALLEYCAT—an online TBLC union catalog—that would make Interlibrary Loan easier, faster and cheaper.

Vice-Chair:

Terri Singer nominated Tammy Schofield for the position of Vice-Chair; Alicia seconded the motion. The motion was approved unanimously.

The meeting was adjourned at 4:30 pm.
Respectfully submitted,

Wendy Foley
Cluster Secretary