

**Library Cluster Minutes
Brandon Campus
October 31, 2003**

Attending: Jacquelyn Cress, Chair; Jeremy Bullian, Alicia Ellison, Wendy Foley, Vic Harke, Carlene Reeves, and Jeneice Sorrentino

Visiting: Pat Manack

The meeting was called to order at 1:40 p.m.

The Minutes from the previous meeting were approved as read.

Virtual Reference Project: Alicia Ellison and Jacquelyn Cress

Carlene Reeves and Jeneice Sorrentino were the first two HCC librarians to staff the Ask A Librarian chat reference desk. Both Carlene and Jeneice reported to the Cluster, their experiences using the chat software and assisting patrons in the virtual environment. Some difficulties with using the software were reported, and a discussion among the Cluster followed.

Alicia Ellison brought up the issue of filling out the holiday schedule that was sent to the Cluster members by Diana Sachs, the Virtual Reference Coordinator from TBLC. The schedule asked participating libraries to list days and times that they would be available to staff the Ask A Librarian service. Discussion among the Cluster members focused on whether or not to commit to additional hours during the months of November and December.

Jeremy Bullian moved to commit only to the already agreed upon 4 hours per week on Thursdays from 2 pm to 4 pm and Fridays from 10 am to 12 pm, during normal days of library operation when classes are in session. Alicia Ellison seconded the motion. The motion was unanimously approved.

Jacquelyn Cress coordinated the scheduling of the Ask A Librarian service for the remaining dates in the Fall 2003 term. The schedule is as follows:

Nov. 13, 2003 Alicia Ellison
Nov. 14, 2003 Carlene Reeves
Nov. 20, 2003 Jeremy Bullian
Nov. 21, 2003 Jeneice Sorrentino
Dec. 4, 2003 Jeremy Bullian
Dec. 5, 2003 Alicia Ellison
Dec. 11, 2003 Jacquelyn Cress & Vic Harke
Dec. 12, 2003 Carlene Reeves

Scheduling for the Spring 2004 term will take place at the December 5, 2003 Cluster meeting.

Library Web Page Change Issues - Novus vs. Current Platform: Jeremy Bullian

Jeremy Bullian reported that he received several replies to an email that he sent to the Cluster regarding changing the library Web pages from their current platform to the Novus format. One reply was in favor of the change, one was in favor of staying with the current format and the remaining responses were noncommittal. He thanked the Cluster for their responses.

Jeremy presented the pros and cons of switching from the current platform to Novus.

Pros: 1. Unlike previously thought, the library would have control over the appearance of the pages.
2. Moving to Novus would fix the asp file problem
3. Changing would allow those interested, to have access to the pages to make updates or additions.

Cons: 1. The process of converting the pages would time consuming, but Marshall Reeves, Web Services Manager would be available to assist with the process.
2. Novus operates using templates. It might be difficult to fit some of the current pages into the templates.

Jeremy has a meeting set up with Marshall Reeves to further discuss the possibility of changing to Novus.

A discussion among the Cluster followed Jeremy's presentation. Members of the Cluster were concerned about the impact Novus would have on future plans for the library Web pages. Also, there was concern about whether or not the College would continue supporting other Web formats outside of Novus.

Vic Harke moved to have the library Web pages remain in their current format. Wendy Foley seconded the motion. The motion was unanimously approved.

The Cluster agreed to have Jeremy Bullian reintroduce the issue at the next Cluster meeting, following his meeting with Marshall Reeves.

Library Collection Assessment: Jeneice Sorrentino

Jeneice Sorrentino thanked the Cluster members for reading through the Library Collection Assessment Statement and Plan and for commenting on it.

Alicia Ellison moved to accept the Library Collection Assessment Statement and Plan as drafted by Jeneice Sorrentino and the focus group. Wendy Foley seconded the motion. The motion was unanimously approved.

In addition, Jeneice reported that Karen Griffin notified her that the programs under review this year are Mathematics and Office Administration. The collection assessment process is to be done individually on each campus, not as a Cluster.

Library Book Fund: Alicia Ellison and Carlene Reeves

Alicia Ellison had posted the topic of library book funds at other community college libraries and how they deal with them to the LINCCForum listserv. She reported that she received one response from Valencia Community College. Valencia responded that their now defunct endowed fund (Adopt A Book fund) was managed by the college's foundation. Donors would contribute funds to the Valencia Foundation and direct them to the Adopt A Book fund. Disbursements were made to the libraries annually from interest. Personalized donor plates were placed in new books. Donors could specify a campus, but selection and purchase of specific titles was not possible.

Carlene Reeves presented the Cluster with copies of the "Tampa-Hillsborough County Public Library System / Friends of the Library Designated Gifts Information Form". Donors wishing to contribute money or specific materials to the public libraries may use this form to designate a specific branch to receive the donation, or to specify the donation as a memorial to or in honor of an individual. Donors may request the purchase of a specific title or subject.

Following a discussion, Wendy Foley suggested that the form used by the public library could be adapted to meet HCC's needs. Pat Manack offered to investigate the USF Library's gift program and bring her findings to the next meeting. Pat also offered to speak to Karen Griffin about the funding situation and budget process to see how the gift program would fit in and how funds would be disbursed. Pat will also ask Karen to speak to Adrienne Garcia about any legal aspects that would affect the libraries and the gift program.

The next meeting will be a working meeting to begin creating the specifics of the Library Book Fund at HCC.

Subcommittee Reports:

Information Literacy:

Jacquelyn Cress reported that the Information Literacy Committee had met the morning of October 31, 2003. The draft of the Information Literacy Program Implementation Plan that Jacquelyn had written was modified and approved by the committee. Jacquelyn will be sending a draft of the Mission and Policy statement and a draft of the Information Literacy Program Implementation plan to the Cluster for review. It will be discussed further at the next cluster meeting. It will be modified if necessary, and possibly be ready for approval. Upon approval, it will be posted to the library Web page.

Mission Statement:

Alicia Ellison reported that the Mission Statement committee will be meeting Friday, November 7, 2003 at 11 am at the Plant City Campus Library. Wendy Foley reported that

she had collected mission statements from several other community colleges. She also looked at the ACRL information regarding mission statements, but felt that what they had was really only applicable to a large university.

Round Table:

Jeneice Sorrentino reported that the Ybor campus has been actively involved in celebrating Hispanic Heritage month with a number of campus activities and displays.

Pat Manack asked the Cluster if their respective Dean's had notified them about the Library program Review. Dr. Carley wants to hold a meeting with all Library faculty and staff to discuss the program review. It was suggested that the second in-service day in January (January 9, 2004) could be used to hold a combination faculty / staff in-service. The libraries would already be closed so scheduling would not be an issue.

Pat also mentioned some Aleph implementation issues. HCC will be going live with the new library management system on the first day back to work after the winter break, January 5, 2004. There will be no ILL requests through the Aleph system. All ILL requests will go through OCLC until the Aleph ILL module is finished. Pat brought up the current discussion ensuing on LINCCForum regarding disconnecting the ILL feature in LINCC as soon as possible. There is the possibility that materials sent out as ILLs may get lost in the conversion process. Jeremy mentioned the ILL Web form he created and suggested that HCC could switch over to that. Wendy Foley was concerned that the libraries would have to pay a connection fee to OCLC for ILLs. Pat said the OCLC fees were minimal and were discounted by going through SOLINET.

Pat reported that the Aleph Acquisitions training would be held on Tuesday, November 4, 2003 from 9 am to 12 pm.

The cut off date for submitting selection lists is November 14, 2003. CCLA informed Pat that after that date any selection lists not built into a purchase order will not migrate to the new system. Ordering will resume in January.

On November 21, 2003 Technical Services will stop cataloging books in LINCC.

The meeting adjourned at 3:45 p.m.

Respectfully submitted,

Carlene Reeves