

LIBRARY CLUSTER MEETING – DRAFT MINUTES
December 7, 2001
Ybor Campus

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

Jeneice Sorrentino, Cluster Chair, called the meeting to order at 1:30 p.m. Jeneice congratulated Cluster members on their hard work, cooperative spirits and accomplishments.

The October 12, 2001 minutes were approved as read.

District Library Technical Services Update – Pat Manack:

Pat distributed campus budget reports covering the period July 1, 2001 through December 5, 2001. She reported that CCLA would make its annual visit to the College on Jan. 10, 2002, from 10:00 a.m. to 3:30 p.m., in the Library at Dale Mabry, Room 318.

Server for Printing – Follow up Discussion:

It was agreed that since Viveca Yoshikawa had installed Jet Direct, printing problems have diminished. Alicia Ellison moved and Jeremy Bullian seconded the motion that discussion on purchasing a Library server be tabled until a later date. The motion passed unanimously.

Pay Per Page Printing from Computers – Vic Harke:

Danka submitted a quote of \$18,495 for ten card reader stations for the campuses, with the College receiving a 20% return on cards. The College would have to provide the hardware. Dr. Carley has asked Darson Bullard to investigate further. It is now up to the Deans to determine the College's course of action.

Library Holds on Student Records:

Currently Ybor and Plant City do not place holds on student records in Datatel; Brandon places holds and Dale Mabry is not sure. Concerns were raised that since LINCC and Datatel do not inter-relate, holds placed in Datatel are not taken off automatically when books are returned in LINCC. Students do not know their records have not been cleared until they try to register for courses or fail to get their grades. Students are sent back to the Library to have the hold removed, and not all (or any) Library staff know how to remove Datatel holds.

If holds are placed only in LINCC however, students that are not returning do not care if their circulation privileges are terminated. If holds are placed in Datatel, students are held more accountable for their actions. Pat will arrange with College Administrative staff for Library staff to be trained in removing Datatel holds.

Circulation of Math Compact Disks:

Tammy Schofield proposed and Jeremy Bullian seconded a motion to change the LINCC policy file to allow circulation of CD-ROMs for three days. The motion was amended by Vic Harke and seconded by Jeremy Bullian to change the policy files in addition, by allowing music CDs and DVDs to circulate for three days. The amended motion passed unanimously.

Pat requested a discussion of Stephan Forseth's (Brandon AV Tech.) request that telecourses be allowed a 12-hour loan period. Tammy Schofield requested that the loan

period remain “0” as it was essential that telecourse tapes be available in the Library at all times since some of her area did not have cable television.

Disabilities Policy for Library – Jacquelyn Cress:

In responding to a student request, Jacquelyn discovered that the Libraries did not have a Disability Policy. Jacquelyn and Jeremy Bullian volunteered to work on a committee to put together a policy proposal.

Use of Computer Workstations by Non-Students:

The Cluster’s Acceptable Use Committee may address this question. In the meantime, the consensus of the Cluster was that this was not a problem at the moment. The discussion then evolved into discussions of confidentiality of computer records, and that the Cluster needed to determine a policy for confidentiality of computer records.

Meeting Dates and Locations for Spring Term:

Jan. 3	In-Service	Dale Mabry	Time TBA
Mar. 8		Plant City	1:30 p.m.
Apr. 26		Brandon	1:30 p.m.

Committee Reports:

- **Electronic Database Committee – Tammy Schofield** is working on making sure that the HCC databases are on the LINCC menu, and working properly.
- **Information Literacy Committee** – Jacquelyn Cress and Alicia Ellison are completing their Information Literacy courses at USF. Jacquelyn noted that Craig Johnson wants a more specific Information Plan.
- **Internet Use Policy Committee** – Wendy Foley distributed the second revised draft for information only, as the committee has not yet accepted the revision, and reported that the Academic Affairs Committee has established a sub-committee to establish an Acceptable Use Policy. The sub-committee is chaired by Vic Harke. Vic reported that the Academic Affairs sub-committee is focusing on the content side of an acceptable use policy, and suggests adoption of the 6th Intellectual Freedom Principle as approved by the Association of College and Research Libraries in 1999. The 6th principle states that “Open and unfiltered access to the Internet should be conveniently available to the academic community in a college or university library.” Wendy asked for Cluster guidance as to how it would like to proceed.
- **Web Pages Committee** – Jeremy Bullian reports that the committee is continuing to add web sites.

Round Table:

District: Pat reported that Craig Johnson planned to invite the College Deans to District so that they could learn what District Library Technical Services does.

Dale Mabry: The new building is working very well. Jacquelyn reported that we are now members of LOEX. She will route their newsletter.

Ybor: Presented everyone with a plastic cup from their fall promotion entitled “Get in the Game @Ybor City Campus Library.” Alicia thanked the Cluster for the opportunity to work with them this term.

Brandon: Wendy thanked everyone for making her and Jeremy feel welcome.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted,
Wendy Foley