

**Library Cluster Minutes
Plant City Campus
February 27, 2004**

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

Visiting: Karen Griffin and Pat Manack

The meeting was called to order at 1:34 p.m.

The Minutes from the previous meeting were approved as read.

Budget Process: Karen Griffin

Due to a previous commitment, Karen Griffin was not able to be present at this time. This agenda item was postponed to later in the day when she could be present.

Program Review Process: Karen Griffin

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Ask-A-Librarian: Jacquelyn Cress, Alicia Ellison, et al

Alicia Ellison had sent an email to Jacquelyn Cress proposing that the librarian's future involvement and commitment to the Ask-A-Librarian service, especially during the summer session when librarians will not be available, be discussed at the Cluster meeting.

The summer schedule for the Ybor City Campus Library has not been finalized. There is a possibility that Jeneice Sorrentino and Alicia Ellison might work a part-time schedule at alternate times, similar to last summer's arrangement.

Wendy Foley and Jeremy Bullian will also be working an alternating schedule at the Brandon campus library during the summer.

Jacquelyn Cress and Vic Harke will not be working during the summer session at the Dale Mabry campus.

The summer situation at the Plant City campus is still not certain due to the full-time, temporary status of Carlene Reeves, and the fact that the search for the full-time, permanent librarian is still underway.

Jeremy Bullian mentioned that in his experience working on the Ask-A-Librarian service, he noticed that there was considerable participation by librarians from other institutions. He felt that if the HCC librarians lessened their involvement over the summer, it would not greatly impact the service.

The Cluster decided to postpone this topic until after Karen Griffin's arrival.

Following Karen Griffin's arrival, Jacquelyn Cress updated her on the Cluster's discussion.

Karen Griffin informed the Cluster that she had already spoken to Linda McCarthy at CCLA about our situation. Linda McCarthy feels that as more libraries join the service, the work load will lessen for each library involved. Karen Griffin also mentioned that she would discuss the situation with Viveca Yoshikawa, the HCC Ask-A-Librarian contact person. HCC involvement in the Ask-A-Librarian service would have to be suspended for part of May, all of June and July and part of August.

Library Book Fund: Jeneice Sorrentino

Jeneice Sorrentino reported that she and Pat Manack met with Dr. Garcia. Dr. Garcia informed them that money had been deposited in the Library Book Fund as a memorial for William McInville. She also informed them that the Foundation was continuing to work on the brochure to be used for promoting the Library Book Fund.

Instead of using bookplates as a way to honor donors, Dr. Garcia said that letters will be sent to donors thanking them for their contribution, as well as publishing their names in the Foundation's yearly report.

Jacquelyn Cress shared with the Cluster, her idea of perhaps sending a card or email from the HCC libraries to the families of the deceased, as a way of demonstrating that they are in the thoughts of the library faculty and staff.

Annual Library Evaluations: Jeneice Sorrentino, et al

Jeneice Sorrentino proposed the question of when to conduct the annual library evaluations, and if all four campuses should conduct the evaluation the same week. Wendy Foley felt that having all the libraries conduct the survey the same week was a good idea.

Surveys should be given to all faculty, and to all students who attended library orientation sessions. Surveys should also be available in the library for other users to fill out.

The Cluster agreed that the week of March 29, 2004 was a good time to begin the evaluation.

Vic Harke will send surveys to each campus.

Jeneice Sorrentino was concerned with who to give the results to once the evaluation was complete. Karen Griffin is the key person, as well as the Deans.

Wendy Foley brought up SACS, and whether or not committee will expect the statistics to be available in one central location. Karen Griffin explained that it is Dr. Carley's

vision to have a centralized, SACS web site similar to the one available at Brevard Community College.

Budget Process: Karen Griffin

Karen Griffin provided a handout to Cluster members. This handout is an outline of a Business Plan/Needs Assessment for the 2004-2005 funding year. The plan includes a statement of need, purpose, background information, and justification regarding the funding for CCLA-coordinated databases, and funding for maintenance of HCC-purchased databases, collections and periodicals.

Karen Griffin asked the Cluster for assistance with this same exercise next year, by providing her with some concrete information as to how the librarians decide to spend their collection development finds. Some examples given were purchasing materials to support new programs or accrediting needs. Karen Griffin would like to use a systematic plan for collection development. She also mentioned that the Social Sciences and Behavioral Sciences programs are up for review next year. The Humanities, Mathematics and Office Administration programs are up for review this year.

Karen Griffin would like each campus to email her some specific information about how the collection development process is conducted on the campus before the April Cluster meeting.

Program Review Process: Karen Griffin

Karen Griffin has compiled all of the information concerning the library program review and has submitted it to Dr. Nagy. A meeting with the librarians and staff will be coordinated on Dr. Carley's behalf. This meeting will hopefully, take place on Friday to ensure that most everyone be able to attend.

Selection List Approval: Pat Manack

In the old DRA system the librarians had to electronically approve the selection lists before Technical Services would proceed with the order. In the new Aleph system, each individual title is on order and there is no formal selection list created. There is also no formal approval process in the Aleph system.

Pat Manack has not yet spoken with the Technical Services staff about this, but first wanted to discuss the situation with the librarians to get their input.

Discussion about the lack of an approval process ensued. Vic Harke stated that he would like to have some way to check what was ordered, even if it was simply a list given out after the fact.

Jeneice Sorrentino asked if it was possible for the librarians to view the order before it was submitted. Pat Manack said it was, but a staff member could make changes to the list after viewing.

Pat Manack suggested that the librarians could possibly take over ordering materials.

Pat Manack also suggested that she could instruct the technicians to print out a list of materials ordered on a given day. The librarians could then ask their local technicians to print a list of the order they submitted to be used for comparison.

Book Order Cancellations: Pat Manack

Pat Manack provided the Cluster with background information concerning the method used for notification that a book was no longer available for purchase from Baker and Taylor. Prior to 9/11, Baker and Taylor would cancel an order if the item was not available after 3 months. Because so many items were being cancelled after the 9/11 incident, the cancellation period was extended to 6 months. Pat Manack suggested possibly going back to the 3 month period. She also stated that she could notify Technical Services staff that if copies were currently available from Baker and Taylor to go ahead with the order. If copies were not available, they could order the item from another company. This would eliminate placing an order and waiting 6 months for the item to arrive, only to get a cancellation notice. Technical Services will try ordering the item from 2 different vendors before notifying the librarians that the item is not available.

Subcommittee Reports:

Electronic Resources Committee:

Jeremy Bullian will be emailing committee members to set up a meeting time for April.

Information Literacy Committee:

Jacquelyn Cress reported that she had recently sent an email to committee members listing some thoughts and ideas about moving information literacy forward in the HCC community.

Jacquelyn Cress also mentioned that she had been selected to attend Immersion in Seattle, Washington. Immersion is a 5 day workshop sponsored by ACRL. Ninety individuals are selected to participate in two learning tracks. The program immerses participants in information literacy activities, teaching methods, etc.

Mission Statement:

Wendy Foley reported that the library mission statement was approved and it is now posted on the library web page.

Roundtable:

Alicia Ellison reported that she has submitted her tenure portfolio. She also has an article being published in NISOD Information Abstracts. The article is about faculty/librarian collaboration for information literacy success. The article consists mainly of the material she provided in a hand-out for the Information Literacy committee's in-service presentation, as well as information from work she completed in a course at USF. The article will be coming out in the March 4th mailing. Alicia also is on the ballot for the Director at large position for the Florida Library Association.

Jeneice Sorrentino announced that the Ybor City Campus Library will be hosting a reception during National Library Week to honor Professor Kimberly Williams for the publication of her book, Alexandria and the Sea. Professor Williams will present a brief program and sign copies of her book during the event which is scheduled at 11:00 a.m. on April 21, 2004.

Carlene Reeves reported that she and Michelle Monteleon, Library Resources Technician at the Plant City campus, were unaware that students were able to place holds on materials through the OPAC. An encounter with a student made them aware of this. Books requested through the OPAC are then compiled in a report that needs to be printed out daily. Carlene suggested that the librarians check with their technicians to make sure that everyone was aware of this. Pat Manack reported that a circulation workshop would be conducted on Friday, March 19th, 2004.

Pat Manack will soon be sending out periodical/ EBSCO lists. Librarians can add or delete titles from the list.

Wendy Foley reported that she has also submitted her tenure portfolio. She also mentioned that the Florida Humanities Council program titled "Just the Facts" was a big success with 175 people attending.

Jeremy Bullian reported that he too has submitted his tenure portfolio. He also mentioned that he has a collaborative article being published in the "Reference Librarian". The article is about collaborating with faculty.

Vic Harke has an article coming out in next month's IT3 newsletter. The article is aimed at faculty and how to use the library databases. Vic also reported on the Campus Reads committee. The committee will be reading the book "Anna in the Tropics". Seventy two copies of the book were made available from the SGA. There is a campus reads website at <http://www.hccfl.edu/campusreads>.

The meeting adjourned at 3:35 p.m.

Respectfully submitted,

Carlene Reeves