

Library Cluster Minutes
Plant City Campus
March 21, 2003

Attending: Jacquelyn Cress, Alicia Ellison, Vic Harke, Tammy Schofield, Chair and Jeneice Sorrentino

Guests: Karen Griffin, Pat Manack and Viveca Yoshikawa

Excused: Wendy Foley and Jeremy Bullian

The meeting was called to order at 1:00 p.m.

The Minutes from the previous meeting were approved as corrected.

Program Review:

Pat Manack noted that the Staff surveys had been compiled and submitted to Karen Griffin. Karen has shared the librarians' responses with the Deans. She also mentioned the need to upgrade computers before the Aleph implementation.

DLTS Update – Pat Manack:

Pat Manack initiated a discussion of LINCC circulating policies re: CD-ROMs, CDs and DVDs. The Cluster had previously voted by e-mail to set the DVD check out time period for three days. CDs that arrive in a book are now set to be checked out two-weeks (or the same time period as the book). Some libraries shelve CDs separately, taking them out of the book. Other libraries leave the CDs in the book. Pat will fax each library with their policy and request that they review it with the goal of coming to a uniform policy.

On-the-fly items will be deleted at the end of spring semester. Pat is working with the library technicians on this matter.

Pat asked the librarians to review their periodical subscriptions before they go on summer break.

Statistics: Alicia Ellison

Alicia thanked Viveca, Jeremy and Pat for their support. Jeremy has placed site meters on the web site. After a discussion, Alicia said she would incorporate suggestions and send the revised forms out to the Cluster for their review. It was suggested that the changes not take place until July 1.

Collection Assessment Project – Jeneice Sorrentino

Jeneice distributed her project proposal for the Collection Assessment process. She thanked the group for agreeing to be peer mentors.

Administrative Update - Karen Griffin:

Acceptable Use policy: John Huerta is reconvening his committee to review the policy proposed by Academic Affairs.

MacDill: The memo of understanding with MacDill needs to be reviewed. Last year, \$6500 from our book budget was allocated to that collection.

The Aleph Implementation steering committee will meet April 15th at UCF. Karen Griffin will attend and encourages anyone else who is interested to also attend. Mike Ryan from CCLA will be at Dale Mabry on May 1st. The meeting will include an Aleph demonstration.

Karen requested that four additional titles from the USF Teaching course be added to the Libraries' collections at each campus. This proposal met with agreement.

ID cards: Campus presidents will decide how to handle ID cards. She recommends that we talk to our Deans if ID cards continue to be a problem.

State-wide Virtual Reference – Tammy Schofield

Tammy shared information about the workshop she attended at TBLC. Questions surfaced about the Gale suite of databases and whether we would be required to purchase these because of the nine hours per week to which we have previously committed. Every librarian who works on this service must go to one day of training. Implementation probably will be sometime in the fall. For more information, see <http://info.virtualreference.lib.fl.us>

Committee Reports:

Information Literacy Committee

Jacquelyn Cress reported that the Information Literacy Implementation Plan will be completed in early Spring Term 2003 and reviewed progress to date. The goal of Phase One is to train librarians. The goal of Phase Two is to collaborate with faculty. The goal of Phase Three is to implement a pilot project. The goal of Phase Four will be assessment of the pilot project.

Electronic Resources Committee – Alicia Ellison

Alicia requested that Cluster members review the databases that we own, and put together suggestions for add/drops and requests for trials of new databases by Friday, March 28, 2003. . Librarians will be asked to list databases in priority order. Karen distributed a list of databases and their estimated costs.

Disabilities Policy Committee - Jacquelyn Cress, Jeremy Bullian

The policy is completed and is posted on the website.

Academic Affairs – Vic Harke

Vic has been appointed chair of the Nominating Committee. He reported that at large representatives from Dale Mabry and Plant City are up for nomination. If you would like to nominate someone for those vacancies, please notify Vic.

Roundtable:

Dale Mabry: Vic reported that collection of money from the photocopiers at Dale Mabry has been a problem.

Plant City: Carlene Reeves is the new part-time librarian.

The meeting adjourned at 3:55 P.M.

Respectfully submitted,

Wendy Foley