

Library Cluster Meeting

March 8, 2002

1:30 p.m.

Plant City Campus Library

Attendance: Craig Johnson, Jacquelyn Cress, Jeremy Bullian, Tammy Schofield, Wendy Foley, Alicia Ellison and Vic Harke.

Excused: Jeneice Sorrentino, Terri Singer

Tammy Schofield, Vice Chair, called the meeting to order at 1:35 p.m.

The Minutes for December 7, 2001 and January 3, 2002 were approved as read.

District Library Technical Services Update – Craig Johnson

Craig reported that the Library Technician program would have two classes in the fall. The classes will be Introduction to Libraries and Basic Reference Materials. Pat Manack has been working hard to market these courses, and requests our assistance as well. Craig distributed each campus' Budget Expenditures Report for the period of July 1, 2001 – March 1, 2002. He also mentioned that the Cluster might want to reconsider its position about funding a collection for McDill if its students have not returned by the fall term.

Collection Assessment Report (1997) - Discussion - Craig Johnson

A SACS recommendation from the last review of the HCC libraries was that the collection be assessed on a regular basis. Craig had previously distributed copies of the 1997 Assessment of the collection that had been compiled by a consultant, Dr. Anna H. Perrault. He reminded the Cluster that SACS expected assessment of the collection to be a regular process and requested that the Cluster set up a process to do so. He suggested that statistical reports available from CCLA be utilized, as well as user surveys and in-house counts. He also suggested that a regular inventory be conducted as part of the collection assessment effort.

In 2005, we will need to conduct a self-study or compliance report. Sometime in 2006-7, a SACS team will visit.

Learning Communities Article - Discussion - Craig Johnson

Craig had previously distributed "The 'LEAPing' Librarian's Role in a Campus Learning Community" (*C&RL News*, January 2002). Alicia Ellison shared handouts that supplemented the "LEAPing' Librarian". Discussion followed

defining different types of learning communities in general and at HCC in particular.

HCC Acceptable Use Policy - Academic Affairs Sub-committee - Vic Harke

Vic announced that the Academic Affairs committee had approved the sub-committee's recommendation that the College provide free and unfiltered access to the Internet. The Policy is wending its way through the process of College approval. Craig noted that the Academic Affairs recommendation could apply to faculty and students, while the existing policy apply to employees.

Pay Per Page Printing from Computers - Vic Harke

There has been no progress of which Vic is aware. The proposed DANKA contract would take approximately three to four years to recoup costs.

CCLA Response Time - Vic Harke

The consensus was that response time to the computer catalog (LINCC) ranged from slow to excruciatingly slow. Each campus would continue to report its problems to the CCLA trouble desk. Concerns were raised that when HCC is converted from LINCC to EX-LIBRIS (a more robust database) that the response time would become even slower. Craig noted that the infrastructure issues needed addressing by HCC.

Library Holds/Student Accountability for Return of Materials - Wendy Foley

As requested by the Cluster at the previous meeting, Wendy reported on what services Unique Management Services, a library collection agency, could provide. If LINCC and UMS were to be electronically linked to avoid the need for manual inputting, we would need to purchase a software module. This module would a) have to be compatible with our DRA software and b) have to be replaced when we convert from DRA to EX-LIBRIS. The collection process has two stages: primary – where letters and phone calls are made to accounts owing \$25 or more in materials and secondary – where addresses are traced, calls and letters are made, and finally a bad credit report is filed. The primary stage costs \$4.95 per account; the secondary stage costs \$8.95 per account. UMS guarantees a 2:1 return on investment IF a \$10.00 late fee is charged. Wendy's recommendation was that we postpone any decisions on contracting with UMS until we complete our migration to EX-LIBRIS.

Concerns about the present system were raised. LINCC places a delinquent notice on customers with overdue material. Once these items become seriously overdue, staff places a registration hold on students in DATATEL. Unfortunately, if a student returns a seriously delinquent item and it is checked in, in LINCC, staff does not know that the item returned was delinquent and thus do not remove the registration hold on that student.

Tammy asked if Wendy would post a question on LINCCFORUM to see how the other community colleges deal with this problem.

Virtual Reference Service – Craig Johnson

CCLA is requesting grant funding for a 24/7 statewide reference service for community colleges. This service appears to be aimed at taking the place of the now defunct Florida Distance Learning Center, which lost funding. They request that each community college in the state contribute librarian time of nine to twelve hours/week to staff this service. Craig stipulated that the provision of staff hours would be reevaluated if they were not during normal library hours. Jeremy moved and Vic seconded a motion to provide nine to twelve hours of staff assistance to this CCLA project, if it is funded. The motion was approved unanimously.

LINCC Policy File for Video Checkouts – Wendy Foley

Brandon AV Technician, Stephan Forseth, requested that two changes be made in the LINCC policy files. After discussion, Wendy moved and Alicia seconded the motion to change the faculty video checkout period from the full semester to two weeks. The motion was approved unanimously. The second request was to change the checkout period of general videos from one week to twelve hours. This request reflects the current policy of allowing general videos to be used in the Library only. After discussion that indicated some librarians would like to see general videos allowed to circulate outside the Library, Wendy withdrew the second request from consideration by the Cluster at this time.

Committee Reports

Disabilities Policy Committee – Jacqueline Cress and Jeremy Bullian

Jacqueline shared research that she and Jeremy had done into the disability policies of ALA, HCC and of various colleges and universities. She and Jeremy will e-mail web sites for Cluster review. They particularly recommended the NYU and Yale University web sites.

Electronic Database Committee – Tammy Schofield, Chair; Alicia Ellison; Jeremy Bullian and Jacquelyn Cress

Please continue to review the database trials that are featured on the Library website. The Cluster will need to decide by April which databases they would like to select.

Information Literacy Committee – Jacqueline Cress, Chair; Wendy Foley; Tammy Schofield and Alicia Ellison

Alicia has prepared a draft of the Cluster's Information Literacy policy. The next committee meeting is on Friday, March 22. Jacqueline shared three titles on

Information Literacy and reported that Jeremy Bullian, Jeneice Sorrentino, Wendy Foley, Terri Singer and herself attended a workshop at USF on Friday, March 1st presented by Patricia Iannuzzi, Dean of Libraries at the University of California.

Internet Use Policy Committee – Wendy Foley, Chair; Tammy Schofield; Jacqueline Cress; Vic Harke; Jeneice Sorrentino; Alicia Ellison

Wendy reported that Vic had summarized the committee's progress in his earlier report.

WebPages Committee – Jeremy Bullian; Terri Singer; Alicia Ellison

Jeremy asked if the Cluster would like a web folder set up for Cluster business. All agreed that this would be an asset and thanked Jeremy.

The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Wendy Foley, Secretary