

**Library Cluster Meeting Minutes
Ybor City Campus
April 8, 2005**

Attending: Alicia Ellison, Wendy Foley, Jeneice Sorrentino, Jeremy Bullian, and Jacquelyn Cress

Visiting: Pat Manack, and Dan Hood

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

The February 11, 2005 minutes were approved as read.

DLTS Update: (Pat Manack)

Pat informed the cluster that Essie, a technician at DLTS, will retire because of family issues as early as the end of April or early May. This creates an acquisitions problem. In the interim while hiring for Essie's position, Pat may need to take over acquisitions temporarily.

Implementation of ALEPH version 17 will be delayed from January 2006 until summer of 2006. New/redesigned modules include cataloging and acquisitions; these will mostly affect the technicians. Dave Whisenant will contact HCC about changes to the OPAC with version 17. Dave visits HCC on April 25th.

ALEPH version 17 should also include an inventory module, and HCC may try an inventory this summer. There should be a plan to perform a complete inventory. Three colleges have already pilot tested the inventory module with mixed results. Pat suggests doing it in the summer. Wendy suggested focusing on sections that are covered by the Program Review evaluations.

Pat noted that auditors have recently been at Lake City inquiring about their inventory schedule. HCC's past inventory picked up what items were absent from the shelves (items in the system, but not scanned in during inventory). However, many of these missing items were not investigated or tracked down.

Pat suggested changing the item status codes in ALEPH. In the OPAC the item status should reflect "days to loan" rather than an ALEPH code. For example, a circulating book would display for "two week loan" as opposed to "circulation". This will require changing loan statuses in the ALEPH privileges tables. Wendy suggested instituting the same loan policies across campuses for all types of item. Pat will attempt to complete these table changes before the end of the Spring semester.

Pat attended Judy Krugg's intellectual freedom workshop. While there she picked up some petitions dealing with the US patriot act renewal. These may be distributed to the

libraries. The subject of e-reserves came up while discussing intellectual freedom and copyright issues. HCC currently has no e-reserves.

Policy Review: (Alicia Ellison for Karen Griffin)

The cluster graciously thanked Jeneice for her hard work on the monumental task of rewriting policies and preparing the documents for becoming policy. SACS standard 3.8.2 was reviewed.

The compliance narrative draft for SACS standard 3.8.2 was reviewed. Jeneice suggested taking statistical totals off of charts posted on the library web site; effectively submitting district-wide stats. Alicia seconded unified statistical reporting across campuses. The cluster will use the five-year statistics from the website for reporting purposes.

Alicia has asked the librarians in the cluster to forward examples of “team teaching” to Karen Griffin. Alicia has collaborated with Judy Nolasco on an assignment in her class about life goals. She prepared a presentation aimed at these students called “making a connection” that dealt with life-long learning. Alicia reported that it seemed successful. This collaborative project will be evaluated using surveys administered by the instructor.

Election of Cluster Chair and Vice-Chair: (Alicia Ellison)

Alicia nominated Wendy Foley for chair for the upcoming year. Wendy declined because of family issues. Jeneice nominated Jeremy, Wendy seconded. Discussion ensued. Carlene is pursuing tenure, so she may want to add this to her portfolio; however she will be inundated with work as database chair. Jeremy subsequently accepted the nomination. Everyone thanked Jeremy for accepting the cluster chair position. The vote to elect him was unanimous.

Summer Schedules: (Alicia Ellison)

At Brandon, Jeremy is working Summer A, and Wendy is working Summer B.

At Ybor Jeneice is working Summer A, and Alicia is working Summer B.

At Plant City Carlene will work all Summer as of May 16th.

At Dale Mabry Jackie will work Summer A, and Vic will work Summer B.

Summer session begins on May 16.

Ybor summer ends Aug 10th.

DM classes end on Aug 19th.

Ask-A-Librarian: (Alicia Ellison)

Alicia has worked out a tentative plan for the dates that HCC’s librarians are unavailable for Ask-A coverage. The plan excludes the following days this Summer:

- All Fridays
- All weekends
- May 11-13
- May 30th
- August 11-23

After discussing options with the group, Alicia will propose to the Virtual Reference Coordinator (Jennifer Sullivan at TBLC) that HCC's summer coverage be Thursdays from 1-2 or 2-3 from May 16th through August 10th, whichever hours Ask-A needs -- whichever time slot is needed more. Alicia will submit the coverage hours for the Fall to Ask-A early this year to lock in HCC's coverage responsibilities from August 24th through December 13th. Those hours will be Thursday 3-4 and Friday 10-12.

Alicia will explain to the Virtual Reference Coordinator (Jennifer) that HCC's coverage hours cannot change on a monthly basis, but rather on a semester basis because we are not a unified library. She will inform Jennifer that HCC's coverage hours will continue unchanged each month, and attach the summer schedule for May 16th – Aug 10th.

Committee Reports:

Information Literacy: (Jacquelyn Cress)

Wendy reported on the Information Literacy Special Interest Group's meeting at USF. The meeting focused on methods of assessment for information literacy programs/classes. USF has performed two rounds of information literacy testing using the nationwide SAIL program and will compare their results to nationwide statistics. Manatee County has surveyed their English 101 classes. Southeastern College has an information literacy class which consists of three hours for one English class. There is a pretest followed by in-depth lessons.

Jackie mentioned that customizing a version of TILT specifically for HCC is going to take more technological expertise than is currently available. Jeremy will be consulting at the next cluster meeting regarding the technology issues. Alicia mentioned that there may be a way to customize TILT to HCC's needs.

There were suggestions to keep copies of assignments and syllabi at the reference desks.

Jackie expressed frustrations with developing lesson plans and exercises for specific classes and faculty members.

Ad Hoc Statistics: (Jeneice Sorrentino)

The library usage statistics are now published on the website. Jeneice thanked everyone for their help on the project. She expressed gratitude to Viveca for doing so much work analyzing the data and creating the charts/graphs. Jeneice also thanked Jeremy for publishing the statistics on the library website.

Databases: (Jeremy Bullian, Alicia Ellison)

Jeremy submitted the database priority list to Karen Griffin. The database committee met on Monday to clean up before end of semester. Pricing and functionality were finalized. There were no new databases added this year.

A Gale representative came to HCC to detail the new Infotrac changes. The changes entail integrating the Resource Center databases with the Infotrac databases. Gale will

call this new feature “Power Search”. They will also be adding an ebook feature to this new system. HCC will get MARC records with each new ebook purchased to add to our system so they will be searchable in the OPAC.

Wendy suggested sticking with one hardware technology in the future to read ebooks. A wireless network and laptops are in the works for coming years; this may be the best interface. There was general consensus for choosing a single ebook reader for all the libraries.

Pat noted that she has a pricing list for the Gale ebooks.

Ebooks: (Alicia Ellison)

Alicia went over the questions she forwarded to the group. She has spoken with Margaret Murphree from CCLA. Margaret reported that they are nearing completion of phase one of entering the ebooks into the OPAC. There should eventually be seamless authentication when checking out ebooks.

Phase two will allow local ebook records to be added to the OPAC. Each record may need to be touched, but there will be as much automation as possible. Phase two will happen over the summer.

Alicia noted that she asked the service desk how the stats for ebooks will be counted. All the campuses will share the ebooks, so how will the campuses be differentiated when an ebook is checked out? For example, if a patron checks out an ebook from Ybor, will it show up as checked out uniquely from Ybor, or just from HCC as a whole?

Alicia suggested that there may need to be a joint committee to do collection development between the four campuses, as these ebooks will be shared among the campuses. The money for the ebooks will need to be spent communally.

Roundtable: (All)

Pat will add statistics to the discussion agenda when Dave Whisenant comes to visit on April 25th. She would like to discuss database statistics with him as well.

Dan thanked everyone for accepting him into the group.

Jeneice noted the successful Doris Weatherford book signing event at the Ybor Campus Library co-hosted by the Women’s History Month Committee.

Jeneice reported that as Cluster representative to the Learning Outcomes Committee, she attended a meeting on March 24 during which course objectives were discussed. Over the next several months, learning outcomes will be identified for the course objectives.

Jackie reported that the Dale Mabry Library will celebrate National Library Week by having a book exhibit based on “something for everyone @your library”. There will be a

scavenger hunt contest for students, and the winners' names will appear in the Hawkeye student newspaper. Refreshments will be served for scavenger hunt/tour attendees.

Alicia has created a web page of resources attempting to define the cultural identity of Next-Gens, Gamers, Millenials, Generation Y'ers, etc. It is linked from her website.

Everyone thanked Alicia for her service as chair in the past year.

Jeneice motioned to adjourn, and Jeremy seconded.

The meeting adjourned at 3:48 p.m.

Respectfully submitted,
Dan Hood