

Library Cluster Minutes
Dale Mabry Campus
April 23, 2004

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

Visiting: Dr. Bruce Judd, Vice-President of Information Technology; Viveca Yoshikawa and Pat Manack

The meeting was called to order at 1:35 p.m.

The Minutes from the previous meeting were approved as read.

HCC Libraries and Information Technology: Dr. Bruce Judd

Dr. Judd provided the Cluster with background information regarding his career and experiences. Dr. Judd informed the Cluster that he taught Biological Science, Marine Biology and Human Anatomy and Physiology for 25 years at both the community college and university levels. He has worked at various institutions in Florida, as well as colleges and universities in California. He has vast experience in helping colleges and universities to advance technologically.

Dr. Judd also discussed ideas and goals that he would like to work on here at HCC. He has been focusing on improving the College network. He has worked with Bob DeWitt of Collegis to improve the response time of the Helpdesk. Cases are no longer being held as they were in the past.

Dr. Judd has the ability to hire approximately 5 to 6 individuals for his staff. He is planning on hiring an Administrative Assistant and a Server Administrator with high level Windows and Linux experience. A consultant, Wes Irish, from the Xerox Parc (Palo Alto Research Center) will be coming to HCC for 2 weeks to examine the network and determine its weaknesses.

Concerning the Helpdesk, Dr. Judd plans on hiring a technician for each campus and having someone available from 8 a.m. to 8 p.m. to assist with technical difficulties. Student assistants will also be hired to provide help. The Brandon technician will be assigned to assist with the Plant City campus.

There are plans for developing a student email system Dr. Judd sees email as being the primary means of communication between the College and the students.

IT3 will soon be offering classes on the Brandon campus, as well as the Dale Mabry campus.

The wires currently used for the College network are no longer adequate. Dr. Judd discussed plans for determining the network needs and the funding needed for the project.

Dr. Judd ended his presentation with a question and answer period. Issues brought forth by Cluster members concerned the ID card machines, Datatel holds and a computer replacement plan for the libraries.

Electronic Resources Report: Jeremy Bullian

Jeremy Bullian reported on the issues discussed at the Electronic Databases Committee meeting. Karen Griffin attended this meeting and asked the members to prioritize the electronic databases to which HCC currently subscribes. Jeremy distributed to the Cluster the prioritized list created by the Electronic Database Committee members. He also explained that Karen Griffin suggested that alternate funding for the College Source database might be found. Student Services is the primary user of this database. The money spent by the libraries on this database could be freed up for use in another way.

JSTOR has been requested by a Dale Mabry faculty member. Jeremy distributed a sheet explaining pricing for the JSTOR product. The first year access fee is \$1000 and the collection fee is \$1500. Pat Manack suggested that Jeremy check with CCLA to see if JSTOR purchasing has been negotiated through them. Jeremy reported that currently, approximately 3 community colleges in Florida subscribe to JSTOR. He will contact CCLA to gather more information about negotiations. Pat Manack also informed the cluster that the money used for the purchase of College Source currently comes from the library book budget and would not be lost if the Cluster choose not to continue subscribing to the database. The money would go back into the book budget to be used in another way.

Jeremy reported that he is researching the possibility of a reduced FirstSearch package. Since FirstSearch no longer includes the WilsonSelectPlus database, usage has declined. The current package is very costly and a reduced package might lead to a decrease in cost. He spoke with a person at SOLINET who is going to research this and will be getting back to him. The package formerly included access to 49 databases, but the current count is 32, so pricing has changed somewhat already. Jeremy will be contacting the Cluster via email with his findings.

Jeneice Sorrentino moved to accept the list prioritized databases ranked by the Electronic Databases Committee members with the caveat that Jeremy Bullian will pursue more information regarding JSTOR and FirstSearch, and findings will be provided to the Cluster. Vic Harke seconded the motion. The motion was unanimously approved.

Electronic ILL Form: Jeremy Bullian

Jeremy Bullian reported that CCLA's new ILL form incorporates prepopulated data into the ILL request. The ILL form imports both bibliographic data and patron date directly into the form. Jeremy reported that Jackie del Val, Brandon library's Automation Assistant and ILL technician, suggested creating a generic ILL email address for each campus. When students use the ILL form the request would be sent to the generic email address for the campus, and anyone responsible for filling ILL requests could check the account. This would alleviate problems when individuals responsible for ILLs are on

vacation or out sick. Jeneice Sorrentino reported that she had already spoken to the person responsible for ILLs at the Ybor campus and felt the generic email address was a good idea. Carlen Reeves also spoke to the person responsible for ILLs at Plant City and felt it was a good idea too. Vic Harke will speak to the individuals responsible for ILLs at Dale Mabry and let Jeremy know their decision. Jeremy informed the Cluster that he will be keeping the current ILL form up on the Web page to be used for external (non-OPAC) ILL requests.

Statistics: Viveca Yoshikawa, et al

Viveca Yoshikawa reported that she recently received two annual library surveys. The surveys are the Academic Library survey and the Association of College and Research Libraries (ACRL) survey. In the past, each campus was responsible for keeping various usage statistics that were then submitted to Viveca. This practice has not been done in the last few years. Viveca reported to the Cluster that the surveys ask questions regarding things such as, library expenditures, library collection size, library services, electronic services, personnel, reference transactions, circulation transactions, ILL activity, service hours, etc. Viveca also suggested making a survey sheet for each campus to use to record selected data. She will work with the person on each campus responsible for collecting survey data.

Viveca will send copies of each survey to cluster members so they may see exactly what type of data is needed. Viveca also suggested that one thing that had not been collected in the past, but that might be important, is in-house usage of materials. The use of portable data collectors or simply counting materials left on tables were both discussed

Viveca would like the Cluster members to consider what statistics are necessary to keep, and to also perhaps come up with definitions of categories such as reference or directional questions.

Wendy Foley requested that Viveca email a copy of the Excel spreadsheet with the past data so Cluster members could see what had been collected in the past.

Library book Fund: Jeneice Sorrentino

Jeneice Sorrentino reported that Dr. Garcia has not yet completed the brochure detailing the Foundation's library book fund.

Jeneice also reported that a library book fund has been set up to memorialize Bill McInville. The donations of this fund will not necessarily be given to the Dale Mabry campus library, but will be distributed amongst the campuses.

Community Borrowers: Pat Manack, et al

Pat Manack reported that there have been individuals from the community asking to borrow materials from HCC libraries. These individuals are also attempting to utilize resources in various writing labs on the campuses. The community borrower policy needs to be discussed. In the interest of time, Pat requested that this topic be tabled until the fall.

During this time, the issue of the reciprocal borrower agreement was also discussed. Mr. Carey at the USF library has alerted Vic Harke that HCC students currently owe the USF library money for lost materials. This potentially jeopardizes that reciprocal borrowing agreement. Jeneice Sorrentino stated that she turned all reciprocal borrowing overdue records over to Luu Crosby last year when Luu became HCC's Circulation Contact.

Vic Harke also reported that there have been problems regarding the reciprocal borrowing agreement with USF for HCC dually enrolled students. Maria Kart, part-time librarian at the Dale Mabry campus, has worked with Armwood High School dually enrolled students to ensure that they all have HCC library cards. When some of these students attempted to use the USF library they were denied borrowing privileges. Vic suggested that there are some policy issues that need to be worked out with USF.

Jeneice Sorrentino said she assumes the reciprocal agreement is still in effect with USF since no change has been announced. She expressed concern that there appears to be no way to authenticate a reciprocal borrower using the new ALEPH system.

Wendy Foley suggested the possibility of hiring a collection agency to pursue students that have not returned materials to the USF library. She also suggested that if USF reported lost materials to HCC more quickly, Datatel holds could be placed on the records.

Vic Harke will pursue the dual enrollment issue with USF and with Karen Griffin.

LTA Certificate: Pat Manack

Pat Manack met with Dean Johnson to discuss the Library Technical Assistant certification program. She also met with Judy Iglesias and Linda Gillon from the Tampa-Hillsborough Public Library regarding the LTA certification program. Pat reported that the public library heavily promotes in-house training of their staff, and the LTA certificate is not a requirement for employment or promotion in the public library system.

Due to low enrollment, Pat suggested to the Cluster putting the LTA certificate program on a two year moratorium.

Vic Harke moved to place the LTA certificate on a two year moratorium. Wendy Foley seconded that motion. The motion was unanimously approved.

Ask a Librarian Summer Schedule

Jacquelyn Cress supplied Cluster members with a handout listing the dates that HCC would be responsible for staffing the Ask a Librarian virtual reference desk during the summer term. The HCC Librarians have agreed to staff the virtual desk on Thursdays, from 2:00 p.m. to 4:00 p.m. Carlene Reeves is unsure of the Plant City summer schedule. Once that has been determined, she will also be contributing time to assist with the project. The current schedule is as follows:

First 6-Weeks

Second 6-Weeks

5/20/04 Jeneice Sorrentino
5/27/04 Jacquelyn Cress
6/3/04 Jeneice Sorrentino
6/10/04 Jacquelyn Cress
6/17/04 Wendy Foley
Bullian
6/24/04 Wendy Foley

7/1/04 Alicia Ellison
7/8/04 Jeremy Bullian
7/15/04 Vic Harke
7/22/04 Alicia Ellison
7/29/04 Jeremy

8/5/04 Vic Harke

Planning Ahead for All College Day, In-Service Presentation: Jacquelyn Cress, et al.

Jacquelyn Cress reported that the Information Literacy Committee, at their last meeting, discussed repeating the Faculty/Librarian Collaboration for Information Literacy Success workshop at the Fall 2204 Faculty In-Service. The Committee also discussed at that meeting the possibility of another Cluster member or members presenting at All College Day, rather than repeating the Faculty/Librarian Collaboration workshop. Jacquelyn presented the idea of planning presentations for such events as Faculty In-Service and All College Day in advance, to avoid any last minute pressure to organize presentations. Jacquelyn also informed the Cluster that the Committee discussed presenting a program on TILT at the Spring Faculty In-Service.

Subcommittee Reports:

Information Literacy Committee

Jacquelyn Cress reported on the discussion held at the last Information Literacy Committee meeting while discussing the Planning Ahead for All College Day, In-Service Presentations agenda item.

Election of Cluster Officers for 2004-2005 Term (Chair, Vice Chair, Secretary)

Chair: Jeneice Sorrentino nominated Alicia Ellison for the position of Cluster Chair. Wendy Foley seconded that nomination. The vote was unanimously approved.

Vice-Chair: Jeremy Bullian nominated Wendy Foley for the position of Cluster Vice-Chair. Alicia Ellison seconded that nomination. The vote was unanimously approved.

Secretary: Alicia Ellison nominated Jeremy Bullian for the position of Cluster Secretary. Jeremy Bullian declined the nomination. Jeneice Sorrentino nominated Carlene Reeves for the position of Cluster Secretary. Wendy Foley seconded that nomination. The vote was unanimously approved.

Roundtable

Jeneice Sorrentino reminded the Cluster about completing the Library Collection Assessment for the Mathematics and Office Administration programs. Jeneice will email the report form to Cluster members to aid in the process.

Pat Manack informed the Cluster that the Council on Library Media Technicians (COLT) will be having their annual conference in Orlando just before the ALA Annual Conference. The Dale Mabry technicians are planning on attending this conference.

Alicia Ellison informed the Cluster that she had not been elected to the Florida Library Association Board of Directors, but she was recruited to be on the FLA Scholarship Committee. Alicia also reported that an article she wrote, based on material she prepared and contributed to the “Faculty/Librarian Collaboration for Information Literacy Success” presentation, has been accepted for publication in the peer-reviewed journal, *Community and Junior College Libraries*. The article will appear in Volume 12, Issue 2 of this journal, due out in Summer 2004.

Wendy Foley reported that the Brandon Campus Library has been the recipient of a grant from the Student Government Association. Wendy and Jeremy Bullian were able to purchase \$1000 worth of paperback books and \$2000 worth of DVDs to add to the Brandon collection.

Vic Harke informed the Cluster that Ora Chester will be retiring from her position as a Learning Resources Technician at the Dale Mabry Campus Library. They are currently looking for a replacement and the position closing date is April 25, 2004. Vic also reported that there is a new Assistant to the Dean for the Dale Mabry Campus Library. Amy Chapman, part-time librarian, will be leaving her position. The position closes on April 26, 2004. The position will not be expanded to a full-time position.

Carlene Reeves distributed copies of a handout she received during a TBLC workshop entitled *The Florida Electronic Library*. The handout describes a new web site titled *WebJunction* for library professionals. There are many free online courses that the librarians or staff may be interested in.

The meeting adjourned at 4:55 p.m.

Respectfully submitted,
Carlene Reeves