

Library Cluster Meeting

April 26, 2002

1:30 p.m.

Brandon Campus Library

Attendance: Jeremy Bullian, Wendy Foley, Jeneice Sorrentino, Tammy Schofield, Vic Harke, Jacquelyn Cress, Alicia Ellison.

Excused: Terri Singer

Jeneice Sorrentino, Cluster Chair, called the meeting to order at 1:35 p.m.

Jeneice acknowledged the teamwork and initiative that have driven the Cluster's accomplishments this year, including: a strong and evolving web presence, the information literacy plan and disability policy that are under development, and the well-articulated draft of the new catalog entry for HCC libraries.

Minutes for March 8 were approved as read.

District Library Technical Services Update – Pat Manack

Pat distributed copies of the new flyer promoting the LTA certificate program. She worked with the HCC marketing department to produce this flyer.

Mike Ryan, of CCLA, is scheduled to be at DLTS on May 10. He will meet with DLTS staff in the morning to discuss the "clean-up" of LINCC that must occur prior to converting to ExLibris. Mike will be available in the afternoon, starting at 1:30, in Room DLTS 318, for general discussion of circulation and technical issues. Pat invited the program managers and encouraged them to bring as many technicians as they can to the afternoon session.

Baker & Taylor is offering access to *Title Source II*, their inventory database with full-text reviews, for \$260/year/user in any HCC library. Through such access, the user could see if a title is out of print or not yet published. This would cut down on the incidence of cancelled, "not yet published" orders—an issue that has become prevalent since 9/11/01, as publishers have cut down on their stocks. *Title Source II* is subject-searchable (thus enabling finding similar items). It covers Baker & Taylor's inventory only, not materials available direct-from-the-publisher. The company is offering a free, two-week trial, including training by their representative. At one time, LINCC was supposed to have a direct-order connection to Baker & Taylor, and it is possible that ExLibris will have this feature. Pat suggests that accessing *Title Source II* might be a good practice run for a potential direct-order feature of ExLibris, and that the summer might be a good time to try it. Each campus can then decide locally if it wants to have this access, which would be financed by each campus' materials budget.

Craig Johnson informed Pat that he has requested \$250,000 for the 2002-03 DLTS materials budget. This is the same amount that we had for 2001-02. However, we will not know for another month or two what the final figure will be.

As part of the DLTS update, Jeneice inserted an announcement that Craig has requested a library program review from Karen Griffin.

Regarding a recent question about borrowing privileges for retired faculty, Jeneice provided a copy of Article 6, Section 6.23, of the current FUSA contract.

Academic Affairs Committee—Vic Harke

A. Report. Vic commented on the report of the Academic Affairs Committee's Subcommittee on Non-traditional Delivery Methods. The report, which is a draft document, was sent to all faculty members via e-mail. Cluster members are encouraged to read it and send comments to Vic.

As announced at the March 8 meeting, the Academic Affairs Committee approved the Acceptable Internet Use Policy as drafted by the Cluster's committee chaired by Wendy. This document is recommended as the academic counterpart to the one that the Committee view as the employee policy, and which is presently posted on the college web page. Vic and Wendy will present this policy during the regular meeting of deans and directors, on Monday, April 29.

B. Election of Representative for 2002-03. It being time to elect the Cluster's representative to the Academic Affairs Committee, Alicia moved that Vic be re-elected for the upcoming year, and that Jackie serve as the alternate. Wendy seconded the motion, which passed unanimously.

Collection Assessment—Jeneice Sorrentino

Pursuant to Craig Johnson's suggestion at the March 8 meeting that the Cluster develop a methodology for regular collection assessment (as per the last SACS review of HCC libraries), Jeneice posed the question of how the group wishes to proceed, i.e. form a committee to begin working on this project in the Fall? However we proceed, we need a document that describes a process and schedule for regular collection assessments, and that provides for documenting actual assessments by individual libraries. Alicia Ellison asked if there are funds available to hire a consultant to coordinate this process, being that Cluster members may already be overextended with committee assignments within and outside the Cluster. Pat Manack will ask Craig whether funding for a consultant is available.

Cooperation Agreements—Jeneice Sorrentino

Pursuant to a recommendation from the last SACS review of HCC libraries, Craig recommends that at least one cluster meeting be devoted to reviewing cooperation agreements currently in place with such entities as USF and the International Baccalaureate program. Copies of these agreements should be at each library, and all librarians and staff should be aware of them. Jeneice volunteered to provide copies of these agreements to all Cluster members, so that an agenda item to discuss these agreements can be scheduled for a Cluster meeting in 2002-03.

Consideration of Electronic Databases for 2002-03

The Database Committee, chaired by Tammy Schofield, presented recommendations for resources to be added and discontinued, depending on whether FirstSearch will be financed through funds other than the book budget. This question was still unanswered at the time of the Cluster meeting. The Committee will follow-up via email next week, when an answer is expected on this question, and will finalize recommendations for a Cluster vote.

Library Entry from HCC Catalog on Web Page

Alicia Ellison applauded the Cluster's teamwork in crafting the new draft of the entry about HCC Libraries in the upcoming catalog. Alicia also commended Terri Singer and Jeremy Bullian for creating useful web pages that can also serve as marketing tools for the libraries. In keeping with the idea of maximizing our marketing potential on the web, Alicia moved that the verbiage in the new catalog entry be linked from the main HCC Libraries web page. This could be an informational and promotional description of who we are and what we do, which could be particularly helpful as the new SACS accreditation cycle begins. Vic Harke seconded the motion, which passed unanimously.

Information Literacy Session for Fall In-Service

Terri Singer was not present to discuss this item. Members present discussed various ideas for such a session. Vic volunteered to try to include the "new library databases" on the agenda as one of a menu of break-out sessions from which faculty can choose to attend for development

credit. He volunteered to conduct the hour-long session, but invited collaboration to provide an additional "section" in the event of overflow attendance.

Election of Officers for 2002-03

The following Cluster members were elected for office in the coming year:

- Chair: Tammy Schofield
- Vice Chair: Jacquelyn Cress
- Secretary: Wendy Foley
- Historian: Jeremy Bullian

All nominations passed unanimously.

Selection of Meeting Dates for 2002-03

This item was tabled until the first Cluster meeting at the Fall in-service.

Committee Reports

Disability Policy. Jacquelyn Cress outlined the following action plan for herself and Jeremy Bullian to complete their work on this project:

- (a) Write a draft of the HCC Libraries Disability Policy.
- (b) Email the draft to the Cluster for their review during Fall 2002.
- (c) Revise the draft, making changes if necessary.
- (d) Post the final policy to the Libraries web site by the end of Fall 2002.

Web Page. Jeremy invited Cluster members to communicate any and all suggestions for improvements, additions, and revisions to Terri, Alicia or him.

Information Literacy. Jacquelyn reported that work continues on the plan and policy, with a draft for Cluster review targeted for the Fall. She recommended that we plan ahead for the planned visit by Melisandre Hilliker (of SPC) and Drew Smith (of USF) to talk about information literacy with the Cluster. Jacquelyn will ask Wendy to obtain potential available dates from Melisandre and Drew.

FLA Conference Report

Alicia discussed the FLA Conference session, "Searching Faster and Smarter on the Web." She distributed her written synopsis of the session, plus handouts.

Round Table

Librarians Working During Summer I: Jeneice, Jackie, Terri, Wendy, Tammy

Librarians Working During Summer II: Jeremy, Vic, Alicia

Adjournment

The meeting was adjourned at 3:45 p.m.

Respectfully submitted,

Alicia Ellison (substituting for Wendy Foley, Secretary)