

**Library Cluster Meeting  
Brandon Campus Library, Sept. 16, 2005**

**Attending:** Alicia Ellison, Wendy Foley, Jeneice Sorrentino, Jeremy Bullian, Jacquelyn Cress, Dan Hood

**Visiting:** Pat Manack, Karen Griffin

The meeting was called to order at 1:34 p.m.

**Approval of 8/22 Mtg. Minutes**

Pending two minor corrections, the August 22<sup>nd</sup> minutes were approved.

**DLTS Update: (Pat)**

The Gale reference ebooks purchased at the end of the fiscal year are not available in the OPAC yet; however, they are available through the Gale Virtual Reference Library in the database list on the LINCC website. Pat noted a problem with the loading of ebooks into the catalog from CCLA. The issue has to do with authenticating users when linking to ebooks from the OPAC. It is a CCLA problem, and has nothing to do with DLTS's cataloging. Pat mentioned DLTS's hiring of a new employee to replace Essie. Her name is Alicia Medeiros, and she will be taking over Essie's duties, including purchasing. She is still training.

**Administrative Update: (Karen)**

Karen noted there may be new funds for purchasing ebooks from Ebrary through a package deal with CCLA. She then distributed a corrected operations manual for signatures. The new, updated, complete operations manual will be posted in public folders shortly. Karen also noted that the raising of student fees may trickle some more money into the libraries. She prompted librarians to think of places this money could be utilized.

Wendy discussed some student outcome assessments brought up at a recent General Education Committee meeting. One idea that arose was the development of a customized, HCC-specific standardized test. These tests would likely *not* be distributed in IDS classes. Administration feels strongly that there should be a quantifiable test to assess student learning outcomes.

Since there were not concurrent sessions at the faculty in-service this fall, Karen will try to help schedule presentations for the librarians at other campus events throughout the year.

Jackie noted talk at the Dale Mabry Library of imposing a \$3 fee for the replacement of temporary library cards because they are replacing such a large number of them. The problem arises for two reasons: (1) there is a college-wide policy of not issuing photo i.d.'s to students until after the add-drop period, and (2) the machines used to create the

i.d. cards are frequently out of order. There have been problems acquiring supplies (ribbons and card stock) for the photo i.d. machines. None of the other campuses charge a fee to replace the temporary cards. Wendy suggested writing down the students' ALEPH-generated library i.d. number on a piece of card stock. Dan noted Plant City's policy of writing this number on a piece of scrap paper.

Finally, Pat noted her resignation in December. She thanked everyone for making her stay at HCC an enjoyable one.

**Ask-a-Librarian:** (Alicia)

Alicia reviewed the Ask-A-Librarian schedule changes (Thursdays only 1-2 p.m.). This schedule poses some desk coverage problems. She will ask Jennifer Sullivan (@TBLC) if HCC can acquire a static schedule semester to semester. Everyone agreed to remain at 1-2 p.m. on Thursdays if such an arrangement is possible.

**Pornography Issue/Library Policy:** (Jackie)

Jackie and Vic have been working on naming the "Inappropriate Use Committee". Any policy generated from this committee will go to the college lawyer for approval. They also recommended asking Bruce Judd when a campus-wide log-on for all computers will be instated.

Jackie noted obtaining documents from the Dale Mabry Campus computer labs detailing their usage policies. Users must sign this policy in order to use computers in the labs. Under this policy, anyone caught viewing pornography may be banned permanently from the labs. Jackie also spoke with some Dale Mabry computer lab staff about how they deal with individuals suspected of viewing pornography, but each campus' computer labs have different policies. There was general agreement that there should be a campus-wide policy encompassing all computers. Jeremy expressed interest in having Dr. Judd visit a forthcoming cluster meeting to discuss this issue and wireless network access at each campus. Jackie and Vic will continue working on a policy draft dealing with inappropriate use of computers in the libraries.

Pat noted that Campus Cruiser is now up and running though there will likely not be a college-wide roll out until the spring semester.

**QEP Literature Review:** (Jeremy)

Jeremy thanked everyone for working on the literature reviews. Craig Johnson also sends his gratitude.

**Local Chat Service:** (Dan)

Dan and Jeremy will be researching the feasibility of implementing some type of instant message (IM ) reference service at their respective campuses. Dan detailed his experimentation with various IM aggregators and demonstrated how they might function if adopted at HCC. If successful, the IM reference service would be totally voluntary; i.e. there would not be mandatory/scheduled desk times as with the Ask-A-Librarian

program. The project is still in the very early stages of development and will likely require approval from the I.T. Department before proceeding much further.

**Committee Reports:**

**Information Literacy:** (Jackie)

Jackie will send an email to determine when a meeting will be scheduled to discuss some cross-campus information literacy assessment tool that ties in with the subcommittee's plan if TILT cannot be customized for HCC.

Wendy mentioned sending out an email in the summer with screenshots detailing database usage. She will resend the email so everyone may revisit the ideas presented.

**Database:** (Jeremy)

There was nothing official to report this meeting. There will be a report to the group before the next meeting. Discussion ensued about the db priorities. There was general consensus that none of the database subscriptions should be terminated this year.

**Statistics:** (Jeremy)

The libraries' website is currently reporting page visits, not page hits from the main HCC library page. Campus specific stats are generated and can be checked. Jeremy showed the group how to check the campus-specific statistics.

**Roundtable:** (All)

Wendy noted a turnout of 170 people at Brandon Library's Langston Hughes program in September. The program went very well.

Jackie noted the Dale Mabry Library's celebration of library sign-up month. Library technicians helped students sign-up for cards on the patio in front of the library. She will develop a flyer with cover letter to distribute to faculty members to encourage students to get library cards. The Dale Mabry Library will celebrate Black Poetry Day on Oct 17.

Pat mentioned an email on LINCC\_FORUM from Bill Foege (Director of Information Technology Public Services @Polk Community College Libraries) about students bringing children on campus. The libraries do not have a formal policy, but they all display signs asking students not to bring children on campus.

Dan mentioned updating HCC's automation system information and URL on Libdex.com. Dan will present a session at All College Day on blogging and rss technologies with a focus on using them as professional development tools.

Alicia mentioned inviting Dr. Judd to speak at the next Suncoast Information Specialists meeting being held at CAE on Oct. 5<sup>th</sup>. Dr Judd will speak about network security with a focus on libraries.

Alicia will do a presentation at All College Day with Judy Nolasco. Alicia and Ms. Nolasco devised a research assignment for which students must consider a career,

educational requirements for that career, home buying, and other life planning activities. Alicia tailored a library research session specifically to this assignment using targeted resources. When given last year in Ms. Nolasco's ENC 1102 class, the assignment was a success.

Alicia has also been working on the faculty development website. She has had appreciative comments from faculty and has been adding more content.

Jeremy noted his involvement in one of four QEP presentations at All College Day.

Wendy motioned to end the meeting.

Alicia seconded.

The vote to end was unanimous.

The meeting adjourned at 3:30 p.m.

Respectfully submitted,

Dan Hood