

**Library Cluster Minutes
Plant City Campus
September 17, 2004**

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

Visiting: Karen Griffin, Pat Manack, and Viveca Yoshikawa

The meeting was called to order at 1:30 p.m.

The Minutes from the previous meeting were approved as read.

Draft of HCC Acceptable Use Policy: Alicia Ellison, Karen Griffin, Viveca Yoshikawa

Viveca Yoshikawa was on the committee that drafted the Acceptable Use policy. Karen Griffin invited Viveca to attend the Cluster meeting to discuss the policy. Alicia Ellison stated that she liked the policy and found nothing objectionable with it. There will be an addendum to the current policy addressing computer science classes and what guidelines students in those classes must follow. In further discussing the policy, Wendy Foley mentioned that she felt the policy was very network specific. Wendy was on both the Acceptable Use Academic Affairs sub-committee and Chaired the Cluster's Acceptable Use committee and feels that the policy is neutral on the issue of academic freedom. She did note that the harassment section of the policy is vague. Some discussion as to what it might contain ensued.

Viveca Yoshikawa discussed the situation of students installing software on the library computers. She wondered if there was a current policy addressing this situation or if the issue might be included in the Acceptable Use policy. Viveca mentioned that she did not see anything in the current policy that addresses this particular situation. Alicia Ellison suggested that on page 3 of the document, items five and nine might address such a situation. The wording of items five and nine was discussed. Alicia felt that either language could be added to the existing items or another item could be added addressing the reconfiguration or altering of student use workstations.

Wendy Foley motioned to add an additional point to the list of current points on page 3 of the Acceptable Use policy. She suggested the following: "Installing any software or altering the configuration of any College computers by unauthorized users is expressly prohibited."

The motion was unanimously approved.

Further discussion ensued regarding the Acceptable Use policy. Viveca questioned whether or not the policy addresses the situation where a member of the public comes into an HCC library to use the equipment and then behaves inappropriately. Alicia asked

if the cluster wanted to address this situation. She felt that it did not belong in the Acceptable Use policy, but is rather more of an acceptable behavior issue.

Jeremy Bullian asked Viveca whether a wireless network would create any situations not currently addressed by the Acceptable Use policy. Viveca explained that an Ldap would be used to verify if the user had an active account on the network. Students will be given limited accounts allowing them certain rights on the network.

Alicia questioned the Libraries' use of Fortress as the security software. She wanted to know if there was a better product on the market. Viveca stated that she was not sure, but that she would research this. Viveca did say that Fortress does have limitations, but that it does prevent students from deleting items from the public use computers. She also mentioned the use of the public web browser. It is very good and does limit the use of the computer to the library catalog and other library resources.

DLTS Update: Pat Manack and Jeremy Bullian

Pat and Jeremy explained the ProQuest Nursing database issue. Jeremy explained that he recently discovered there are currently two access points to CINAHL, but we are currently only using the one through Ebsco. Pat explained that the libraries are paying for both access points. The access points work in slightly different ways. Jeremy also explained that the ProQuest Nursing database contains strictly nursing journals, whereas CINAHL contains a wider variety of medical journals.

Pat reported that she had spoken to Mike Dalida about the Opposing Viewpoints database. She questioned whether or not the database could be purchased on the fiscal year rather than the calendar year. CCLA is not going to provide this database for HCC because of the high cost. CCLA had given Gale an FTE count of 12,000 for HCC. Most vendors request the Fall FTE count. Pat also reported that we can get either a 1 year contract from December 2004 to December 2005 or an 18 month contract from December 2004 to June 30th, 2006. Our current contract ends in December 2004. An 18 month contract would cost \$8583 or a 1 year contract would cost \$5722. By choosing the 18 month contract HCC would be locking in the current price for the entire time. Pat reported that in her experience, most databases had increased in price rather than decreasing.

Jeremy Bullian motioned that the Cluster accept the 18 month Gale contract for the Opposing Viewpoints database.

The motion was unanimously approved.

Pat reported that she did not yet have the book budget figures for the current fiscal year, but that the librarians should continue to order materials. The figure will be very close the amount each library had last year. EBSCO has not yet given DLTS a corrected invoice.

Pat also brought up the issue of community borrowers. This issue was briefly discussed in April of 2004, but had not been resolved.

E-books: Alicia Ellison

Alicia brought up the issue of our current e-book collection. We have a CCLA-provided collection that currently does not increase. She wondered if the subject of e-books was something that the Cluster should focus its attention on. Distance learning continues to grow and we need to consider the needs of these students, as well as “traditional” students who only have time to come to class and must do the bulk of their library research online, Alicia wanted the Cluster to consider whether or not the e-book collection should be increased.

Jeremy Bullian felt that this was a good idea. He felt that the user interface for the e-books had improved and many instructors like the e-books. Alicia mentioned that perhaps the e-books collection could be discussed by the Database committee during its meeting. Wendy Foley questioned whether or not anyone had recently looked at the usage statistics for the e-books collection. Pat Manack reported that she was certain that the e-books were purchased through TBLC. She spoke to someone from netLibrary about our need for textbooks in e-book format. She was told that the company is working on providing this, but Pat had not heard anything further. Jeneice Sorrentino felt that the e-books needed to be cataloged and put into ALEPH. This would greatly increase their accessibility. Jacquelyn Cress mentioned that she is not very familiar with the contents of the e-books collection. Alicia suggested that the issue should be brought to CCLA to see if ALEPH could be customized in such a way so that the e-books could be cataloged. Jeremy suggested that it might not be very easy to integrate the e-books into the ALEPH system due to the fact that he believes that netLibrary is not Z39.50 capable. However, he will pose the question to the Service Desk.

Region IV Input for CCLA Executive Committee Meeting: Alicia Ellison

The next CCLA Executive meeting is September 28th and 29th, 2004. Alicia Ellison has responded to Susan Anderson about issues affecting the Ybor campus library. She asked Cluster members if there were any other issues that needed to be given to her. Alicia reported that she will ask Dr. Anderson about merging netLibrary with ALEPH. Alicia will also resend out the email from Susan Anderson requesting input. If anyone has anything to add, forward the issue to Alicia who will then send it to Dr. Anderson.

Committee Reports:**Database Committee/Web page: Jeremy Bullian**

Jeremy reported his database issues during the DLTS Update portion of the meeting. Alicia Ellison thanked Jeremy for his fine job as the Library Webmaster. Viveca Yoshikawa reported that Dr. Judd is very impressed with Jeremy’s copyright web page.

Information Literacy Committee: Jacquelyn Cress

Jacquelyn reported on progress with the All College Day presentation. She had emailed the Cluster asking for assistance with the presentation. Carlene Reeves volunteered to assist Jacquelyn with planning and organizing the presentation, but is not able to assist with giving the presentation due to a previous commitment. Jacquelyn reported that she

will be doing one presentation during the morning session and that Vic Harke will be doing a different presentation during the afternoon. Vic's presentation is titled "Million Dollar Databases" Jacquelyn has not yet finalized her presentation. Karen Griffin suggested that Jacquelyn might perhaps combine the topic of information literacy with learning outcomes. Karen also suggested that Jacquelyn might develop a program about her experiences at Immersion. Wendy Foley suggested that we might need to promote to the faculty the ways that the libraries benefit them.

Jacquelyn reported that ACRL has developed an information literacy assessment tool called SAILS. Several colleges are currently using this tool. She also reported that ETS in Princeton is also developing an information literacy assessment tool.

Jacquelyn will send out an email to determine the Cluster's goals for information literacy. The Information Literacy committee will be meeting one or two times this year.

Jacquelyn also reported on the Fall Faculty In-Service presentation and the attempt to videotape the presentation. There was an equipment malfunction and the taping did not work as planned. The presenters will be meeting individually with Carl Schweibinz sometime during the fall term to re-tape.

Policy Review: Karen Griffin

Karen Griffin reported that she needs to work with the Cluster members to get out standard operating manuals. Rob Wolf has asked for everyone's procedures, rules and policies. This is a SACS requirement. There is a spring term deadline for this requirement. Karen mentioned that the current procedures, rules and policies need to be examined. Are we currently using the procedures, rules or policies? If we are not, they need to be removed. Karen will look at the information Jeneice Sorrentino has sent her and will send an email to the Cluster detailing what needs to be done. The revision process can be handled via email. Jeneice Sorrentino suggested that a standard policy manual needs to be developed and given to new employees. Wendy Foley reported that the Brandon campus library has some training handouts for new employees. Karen will look at that and see if they can be adapted to meet our needs. Jeneice Sorrentino volunteered to assist Karen with this.

Karen Griffin, Pat Manack and Jeneice Sorrentino are going to be attending a copyright workshop at Stetson University.

Karen discussed the idea of paying for databases based on FTE or by campus with primary usage. Alicia felt that by FTE sounded more equitable. Pat Manack had a breakdown of the cost of the databases by FTE. In the past, the cost of the databases was broken up equally by the four campuses. Everyone present agreed that paying for the databases based on FTE was a good idea.

Jeneice Sorrentino stated that the Collection Development Statement needed to be updated. It does not currently include electronic resources.

Alicia Ellison felt that it also needed to include a statement about weeding.

Karen Griffin reported that the selection/election/rejection procedure had been updated last year.

Roundtable:

Carlene Reeves reported that the Plant City Campus LRC Technician position was currently open and that hopefully the position would be filled soon.

Jeremy Bullian reported that Craig Johnson nominated him to be part of the Quality Enhancement Plan steering committee.

Wendy Foley reported on the Brandon campus library's ongoing mold problem.

The meeting adjourned at 3:54 p.m.

Respectfully submitted,

Carlene Reeves