

Library Cluster Meeting Minutes
Friday, Feb. 19, 2010
Brandon Campus

Members Attending: Jeremy Bullian, Jacquelyn Cress (chair), Alicia Ellison, Wendy Foley, Vic Harke, Kristin Heathcock, Jeneice Sorrentino,

Guests Attending: Jackie del Val, Karen Griffin,

The meeting was called to order at 1:39. The Jan. 22 meeting minutes were approved electronically and posted to the [Cluster website](#).

District Library Technical Services Update (Jackie dV):

- Jackie informed us that 8-12 colleges have automatic patron loads on a weekly basis. Would we like to have this at HCC? The cluster emphatically agreed. Jackie and Michelle Monteleon will work on this request.
- Jackie is going to research Batch ordering with our various vendors (of 10 or more orders) such as with Baker & Taylor. She will test for ALEPH compatibility.
- Viveca's position (Learning Resource Center Automation Coordinator): The position description was accepted. Karen will enter it in the HR system and hopefully it will be posted next week.
- DLTS is working on Budget balances. They should be ready Monday. Jackie will send them out as soon as they are.
- Ejournal in the OPAC (for Brandon): Mario is working on restricted access titles only, not open access as these are freely available on the web.
- Jackie is working with CCLA on an OPAC-only profile for PCs. This would be a dedicated PC with only catalog access (no databases or web searching).
- Hawk Card ID carding has been going well. Discussion. Alicia emailed Linda Edwards concerning a pay-per-print (PPP) courtesy card, on advice from Barbara DeVries. Karen and Jackie will work with Linda to make sure the courtesy cards are available for malfunctioning issues (concerning printers & copiers) in order to help. In addition, Karen will communicate with Steve Shields on our behalf.
- FMG - Films on demand cataloging. There are 11,000+ titles in the collection. Valencia has only cataloged 1500 for the OPAC in 2 years. Do we want to have MARC records if it isn't a perm collect? Vic noted that faculty interest in this resource was high. Jeremy concurred. Can we contact FMG about other institutions further along with MARC records? Vic suggested perhaps sharing the workload with other institutions like SPC and Valencia? Jeremy ventured that it would seem very likely that we would continue subscribing to this resource and that perhaps having Valencia's 1500 in the OPAC would be a good start.
- Vic noted Jackie should get a raise for the good work she's been doing and asked Karen if we could ask for a raise for her. She said that we could.

Administrative Update (Karen):

- Discussion of recent diversity workshop at District. Karen asked if the cluster thought the April inservice would be a good forum for a workshop on racism at the workplace. The cluster agreed this could be an appropriate forum.
- Vic questioned whether or not a RFP was in place for the PPP initiative. Karen will get clarification on the process.
- Karen thanked JdV on all the work she's done, especially re: IDs. The cluster emphatically agreed (applause).

Interlibrary Loan (ILL) / Intercampus loans (Kristin):

- There seems to be no uniformity on how the campus libraries are handling these requests. There are instances when a LRC technician cancels a hold/ILL request and then the patron isn't notified. Kristin offered Rob Fernandez's step-by-step process for ILL requests as a good model. Wendy volunteered Laurie MacNicol's assistance along with Rob. Discussion. Is there an urgency among staff to check ILL requests? A question about the ILL request limits was raised. **After the meeting, Jeneice provided information about the number of ILL requests allowed according to the Interlibrary Loan Operations manual. Michelle Monteleon verified the ILL limits were correct in the ALEPH policy file.

Committee Reports:

- On Chad Hyatt's request, Jeremy will meeting with Jeff Russell regarding library website conversion to LibGuides as opposed to Novus. Wendy asked when we can expect a Primo link on the website. CCLA is working on a malfunction with our Primo customization. Jeremy will notify the cluster when this is ready.
- Information Literacy plan. Jacquelyn is reviewing information literacy sources and is still in process of revising the plan.

Roundtable:

- Kristin: the orientation area has been moved to back of the library and its 21st century conversion was greenlighted by Chad Hyatt & Dean Bonnie Finsely-Satterfield. Because the specific area of the PLRC has a room number, it qualified for a 21st Century classroom. Cross-trained tutors from writing center will be stationed in the library periodically. Will be putting in for LSTA grant funding for a disabilities accessible work station.
- Jacquelyn: a prep professor emailed her requesting grammar/textbooks audiobooks for blind students. Her initial research has revealed most seem ESL related or are unclear. Karen will check with Millie for prep funding that may help. Jeremy will email Jacquelyn regarding WUSF Radio Reading Service contact information.
- Jeneice: YB administrators gave the office of the month award to the YB library. Mentioned that Jeremy & Alicia did a great job on the [HCC/Hawkcard LibGuide](#), noting it is helpful & informative.
- Wendy: John Moran (photographer) will be on campus (Feb. 24) for the Brandon Speaker Series, sponsored by SGA. Thanked the other campuses for agreeing to host Derrick Dunbar (Intern at BR library) in March at the various campuses.
- Vic: complimented the YB campus music events. Recommends to send out a message to faculty to urge students to get their card.
- Jeremy has created a video tutorial on creating playlists for students in the Films on Demand database. This will be published in the [CITT newsletter](#). He will notify the cluster when the FMG tutorialand URL are ready.

Jeneice moved to adjourn the meeting. Jacquelyn seconded. Meeting adjourned at 3:55pm.

Prepared By: Jeremy Bullian, Librarian – BR