

Library Cluster Meeting Minutes
Friday, November 3, 2006
Dale Mabry Campus

Attending: Jeremy Bullian, Jacqueline Cress, Vic Harke, Wendy Foley (Chair), Karen Griffin, Alicia Ellison, Kristin Heathcock, Viveca Yoshikawa, Chad Hyatt, and Alice Scott.

Excused: Jeneice Sorrentino and Jackie del Val.

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

Administrative Update: (Karen)

Karen relayed DLTS information and updates from Jackie del Val:

DLTS Report (memo from Jackie del Val)

1. When items are ordered non rush, is a monthly notification schedule sufficient for DLTS to provide the campuses with the status of items that are delayed?
2. Rush items will be ordered by DLTS ASAP, and DLTS will notify the campuses ASAP of the status on these items. To improve the acquisitions process, all items to be ordered need to be placed in Aleph, and DLTS needs to be informed of the order # in Aleph and provided documentation. In more detail, please
 - a. send ALL documentation by email and hard copy, if hard copy available, of catalog/ordering information to Alicia Medeiros.
 - b. copy Jackie Del Val on these emails.
 - c. have the acquisitions techs place the order in Aleph with a library note that it is a rush order and information is following.
 - d. Include the vendor information in the library note field.
3. Related to 2.c. above, campus acquisitions techs can run reports in acquisitions of all items ordered, their cost, and their status. Keeping records of campus-placed orders allows librarians to quickly access the status through their techs and in turn, provide DLTS staff with info that they may need to follow up on. DLTS will clarify any title status with techs, and if requested, DLTS will contact librarians directly. For any questions or training needed on how to develop the acquisitions reports, DLTS will be happy to provide assistance.
4. On a related note, DLTS is continuing to work on streamlining the acquisitions process overall. Any input from the cluster on what is needed and when will help. The more DLTS staff are informed of campus needs, the better they are able to fit these needs in with Aleph and existing acquisitions procedures.
5. With regard to the P-Card status, DLTS now works with a purchasing agent who orders certain rush items by using P-Card. This card is used primarily to order items that are rush or special order status. It is sometimes used for direct orders. Again, the same information as above is required to be entered into Aleph to be able to track the status.
6. After a delay of more than two months, the library book budget has now been allocated in the manner requested. Some of the purchasing was temporarily suspended while budget transfers were occurring. All purchasing has resumed now.

Finally, thanks go to the entire DLTS staff for their responsiveness and willingness to adopt a continuous quality improvement approach to the district library technical services operations.

Karen is working with DLTS to create a recommended format for data collection in each of the libraries. Currently each library collects data in different formats, and this creates challenges when completing statistics for various agencies. The recommendations will

improve the reporting of data, ensuring that each campus records the same type of information.

Valencia Community College contacted Karen about libraries' involvement in Achieving the Dream. Alicia reported that Jeneice is the Ybor City Campus Champion for this program.

Karen distributed copies of the CCLA Administrative Report from the October 2006 meeting.

Karen reported on her attendance at a presentation by Pat Profeta on reference service for distance learning students.

Borrower Log-in Update – (Alice Scott & Chad Hyatt)

There will be individual logins for all faculty, staff, and students. This is still being tested and will not be implemented during the Spring Semester. The goal is to have a unique username that will be assigned to an individual for all services, including WebCT, Hawkmail, and CampusCruiser. This could be implemented in summer or fall term.

A subcommittee has been formed to meet with representatives from IT to discuss community user issues. Committee members are Jeremy Bullian, and Kristin Heathcock.

Ask-a-Librarian Discussion and Schedule: Spring Semester - (Alicia)

Alicia distributed Ask-a-Librarian promotional materials.

Ask-a-Librarian service dates for Spring Semester:

VH – 1/11	JS – 3/8
VH – 1/18	WF – 3/22
JB – 1/25	JB – 3/29
JB – 2/1	KH – 4/5
AE – 2/8	KH – 4/12
AE – 2/15	JC – 4/19
WF – 2/22	JC – 4/26
JS – 3/1	AE – 5/3

Cluster Meeting Schedule – Spring Semester – (Wendy Foley)

Alicia suggested that the cluster resume more frequent meetings. Cluster discussed and decided on the third Friday of each month.

February 16th at 1:30 at the Plant City Campus
March 9th at 1:30 at the Brandon Campus
April 20th at 1:30 at the District Administrative Offices

Automation Issues - District Library Technical Services Update – (Viveca Yoshikawa)

Jeremy has created a wallpaper for all computer workstations at the Brandon Campus that is very helpful for students. If anyone is interested in something similar, please contact Jeremy.

Viveca discussed the use of computers at the circulation desk. She recommended that one of the computers be dedicated only to Aleph. She also suggested that limitations be placed on what students can do on the computers, reminding us that students cannot download anything to these computers. She recommended that Fortres be enabled on these computers.

Viveca gave an update on the network slowdown.

New business:

At what dollar limit will fatal holds be placed in Datatel? – (Kristin)

Kristin shared Plant City's concerns with the \$50 limit. Karen Griffin will work on changing the wording of the current policy so that the campuses can have some flexibility with the exact dollar amount.

Temporary barcodes v. 14-digit bar code labels – (Vic)

Deferred until December meeting.

Community borrower log-in committee – (Wendy)

Jeremy and Kristin will serve on this committee and will work with IT to determine log-in procedures for community borrowers.

ACRL Virtual Workshop Costs (Jacquelyn)

Jacquelyn inquired about the availability of funds for group participation in online activities. Karen stated that librarians must apply for funds from FSPD. This year only there is additional funding available for the AA program Strategic Plan Fund for faculty development.

QUESTIA discussion (Wendy)

The consensus of the cluster is that Questia is not recommended, as it duplicates many of the resources that we currently have. Jacquelyn noted that she would be interested in a free trial of this product for an extended period of time.

Committee Reports:

Information Literacy – (Jacquelyn)

Cluster members reported on the status of their Captivate tutorials. Jeremy's tutorial for Academic Search Premier is now posted on the library webpage. Jacquelyn is working on a tutorial for the Literature Resource Center which she anticipates will be completed by the end of the Fall Term 2006. Wendy completed her tutorial on "How to use the catalog" and a "Hot Topic Database" using PowerPoint.

Jacquelyn pointed out that the "Information Literacy Statement and Policy Plan" may need to be revised.

Alicia asked Chad about the possibility of adding a link to the library and ask-a-librarian in WebCT. Chad expressed enthusiasm for this and also expressed a need for a library webpage that is designed for distance learners. Jeremy will work on a webpage that will benefit all users that are accessing the library webpage remotely.

Databases – (Jeremy Bullian)

Jeremy is continuing to work with CCLA to determine which additional databases HCC will subscribe to.

Roundtable

Alicia noted that she will be attending the National Council of Teachers of English Conference with Judy Nolasco. They hope to submit a proposal for presentation at a later conference.

Kristin noted that Plant City is having a very successful Student Art Display in the library. The Plant City Library also had programs for Banned Books Week and Halloween.

Jeremy noted that he has been nominated for the Frye Leadership Institute at Emory University.

Jacquelyn noted that she served on the Library Card Sign-Up Committee for the Dale Mabry Library. In addition to a one-day sign-up campaign on the campus patio, the Committee created signs that were displayed around the campus, which generated additional library traffic. She noted also that Black Poetry Day was commemorated in October at the Dale Mabry Library with a poster display explaining the history of this celebration. There was also a DVD of Black poetry which played continuously in the Library for two days.

Vic shared information about his Banned Books Week Display. He noted that Dale Mabry Library has a new Saturday Librarian. The new librarian is Christa Fowler.

Wendy said that the fall speaker's program featuring Tim Dorsey, at Brandon was attended by about 150 students.

The meeting was adjourned at 4:45 p.m.

Next meeting: December 1, 2006 – 12:00 YLRC