

LIBRARY CLUSTER MEETING

Sept 16, 2011

Brandon Campus (BLRC)

1:30pm

Attending: Jeneice Sorrentino, Vice Chair, Jacquelyn Cress, Alicia Ellison, Wendy Foley, Vic Harke and Kristin Heathcock

Missing Items Records (Jeneice for Jackie del Val) – Missing and lost items need to be cleaned up in the catalog. Missing items are items that are assigned a missing status when staff cannot find them. Lost items may be either an item that is assigned to Lost status by staff, or an item that has been checked out to a patron and not returned for more than six-weeks. After discussing, the Cluster felt that one-year would be sufficient before a missing items report is done on a specific missing item. The suggestion was that the Librarians coordinate with the Coordinators to determine the frequency that these reports are run.

The Cluster decided that Lost items still signed out to a patron should not be forgiven, not taken out of the catalog, or off the patron's record.

Ask a Librarian Instant Invite (Alicia) – it is up to each campus to decide if they want this. Let Alicia know. Demo at: goo.gl/XmVqr It was suggested that this be a topic for another meeting since a few of the librarians were absent.

Satisfaction Surveys – Timing (Alicia) - Alicia moved to do a student satisfaction survey on a biennial year schedule. Kristin seconded the motion and it was approved, with one abstention. Kristin will check with IR to determine the best timing. Alicia moved that the libraries rely on the biennial staff survey instead of conducting their own annual faculty survey; Vic seconded. It was approved unanimously.

Update of Library Operations Procedures (Jeneice) – The current policies can be found on the Cluster website. They need to be updated. The Cluster discussed whether a Hawk Card is required to check out books at all campus libraries. It was felt that the Cluster should set policy, while the Learning Resource Coordinators set procedures. Sub-committee formed to review Library Operations policies: Jeneice, Wendy, Kristin, and Vic.

Community Borrowers (Kristin) – Kristin will ask DLTS to check to see if it's possible to see how many community borrowers we have, and whether there is a high loss rate. Kristin will also post a survey on LINCCForum to see what other libraries are doing in regard to Community Borrowers, and whether they see a higher loss rate.

Cluster Statistics (Wendy) – current statistics should be reviewed in order to see if they need updating, and how they relate to Cluster outcome statements. What type of assessment is the Cluster doing to show achievement of Cluster outcomes? How is that communicated to administration? Sub-committee:
Wendy, Kristin

Committee Reports –

Kristin reported on the FIT meeting. Jacquelyn reported that DM students in the library were having great difficulty in connecting to the wireless network. She also mentioned the demo of Microsoft and the Google e-mail systems that will take the place of Hawkmail.

Roundtable

Alicia will represent HCC in a new team of librarians across the state who will answer AskALibrarian emails in Spanish. Along with other participating libraries, HCC will have an “Espanol” link on our AskALibrarian portal/pages that will allow users to access a Spanish interface for submitting emails. The service will go “live” on October 17.

Jacquelyn – discussed the PREP II writing assignment and LibGuide associated with it. Jacquelyn and Vic noted that they have been deluged with orientations. Vic gave 15-library orientations in just the last week.

Kristin will receive enough iPads from her Dean in order to use them as an orientation lab. In addition, she will be doing an assessment of an online ENC 1102 class, to determine whether or not an online library orientation improves their research sources.

Jeneice – the Ybor Reserve section and small study area is now open. Renovation is continuing for a few weeks longer. The librarians are continuing to do library orientations, but in individual classrooms.

The meeting was adjourned at 3:55 p.m.

Respectfully submitted,

Wendy Foley, Secretary

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