Library Advisory Committee Meeting

November 6, 2009

Learning Resources Large Study Room

10:00 AM

**Meeting Minutes**

**Meeting Called to order:** 10:00 AM

**Attendance:**

Dr. Margaret Desjardins

Dr. Marilyn Herlin

Dr. Tom Rath

Phenessa Jones

**Welcome**

**Overview of Purpose** – Library Advisory Committee

* Each committee member received a copy of purpose and responsibilities set forth in the ESC Libraries policy, p. 8.
* Phenessa Jones discussed purpose and responsibilities set forth in the ESC Libraries policy, p. 8.

**Minutes Procedures** - Since there was no definite procedure in place for recording and administering faculty meeting minutes, an agenda template was submitted and agreed upon.

**Approval of agenda** – So moved

**Review of SACS**: Standards 2.9; 3.8 (3.8.1, 3.8.2, and 3.8.3)

* Each committee member received a copy of the aforementioned SACS Standards regarding the library
* Discussed the standards pertaining to the library
* Dr. Rath thanked committee for their time and participation. Discussed the importance of this committee and their contribution in preparing for SACS Reaccreditation process.

**Review of Collection Development** – ESC Libraries Collection Development (CD) policy, p.10, 12-16)

* Each committee member received a copy of the aforementioned CD policy
* Discussed policy, asked if there were any questions or concerns, policy self-explanatory.
* Discussed past and present system of material selection and moved for a more formal faculty request system using a simple form.
* Dr. Herlin and Dr. Desjardins suggested including the Faculty Senate for material request involvement. Grace period of 10 days – 2 weeks for request submissions twice a year.
* Phenessa Jones will create a simple form to be voted upon during next meeting.

**LRC Quality** – Library services in support of scholarship & research

* Asked for suggestions to enhancing LRC services
* Agreed upon that current LRC services were sufficient and complemented faculty and student needs well.

**Announcements** – Next committee meeting will be on Dec. 9, 2009 at 10:00 AM in the LRC Small Study Room

**Adjournment** – 10:58 AM

**Respectfully Submitted**

Phenessa A. Jones