Collier Campus Library Advisory Committee

April 9, 2010

Minutes

Present: Henry Linck (Campus Dean), Les Sutter (Faculty-Humanities and Psychology), Tina Ottman (Faculty – Biology), Roger Forsythe (Faculty – English), Giovanni Meave (Student Representative), and Anthony Valenti (Campus Director, Learning Resources)

Excused: Jaime Marecz (Faculty – College Prep. Math) and Kathleen Tenrreiro (Faculty – Nursing)

10:30 AM Meeting called to order

**Welcome and Introductions**

Tony Valenti welcomed everyone and introductions were made.

**Purpose and Charge**

Since this was the inaugural meeting of the Collier Campus Library Advisory Committee, Tony wanted to give a brief overview as to the purpose and charge of the Committee. Committee members were selected to give a broad representation of the campus community. Tony created a list of three Committee Objectives:

* Advise the Campus Director, Learning Resources regarding proposed policies.
* Counsel the Campus Director, Learning Resources in the general development and administration of the Library.
* Express the opinions and sentiments of the faculty, staff and students relative to Library policies and their administration to the Campus Director, Learning Resources.

Tony asked for any additions or changes to the Committee Objectives. None were offered and the three Committee Objectives will stand. Tony stated that the Committee members would all receive copies of the minutes as well as Dr. Pendleton at Lee Campus who is responsible on a District level for all campus libraries.

**Library Planning for FY 2010-2011**

Tony wanted to update the Committee on planning for the Library and his various Budget Requests for Fiscal Year 2010-2011. Tony explained how there is a need to increase computers and study space within the library as the library has almost reached capacity at several times during the semester. Tony worked with a Representative of Office Furniture and Design Concepts to determine what could be added to the space available. Tony made a request for 8 computer workstations to be added to the current number of 40, 3 additional study tables with 4 chairs each, a TV/ Video monitor for the Cyber Café area and Periodical Shelving units. Les Sutter asked if more Display Cabinets were requested. Tony said not for this year. Tina Ottman stated they have two display cabinets in Biology Lab area that could be re-painted to fit in the library. Tony, Les and Tina will follow up on this.

**Library Updates**

Tony stated that there is a current Library Survey available both online at the Library’s Web page and in print at the Circulation Desk. The survey period will be this week and next week to end on April 15th. This is a general Library Satisfaction Survey and some policy changes may occur based upon the feedback. Tony also stated that all campus libraries will provide extended hours during Final Exam week. The Collier Campus library hours will be extended from 9 PM until 11 PM Monday, May 3 through Thursday, May 6th. Library staff will keep statistics of usage every half hour to see if the students take advantage of the additional hours. Giovanni Meave will make sure to advertise the extra hours to the students.

**Open Discussion and Additional Items**

Tina Ottman asked Tony to explain how the budget for the Collier Campus Library works. Tony explained that he has an operational budget that includes staff, supplies, and Print Journals for Collier campus library. There is a district budget for databases and library materials (books, DVDs, etc.) that is shared by all campuses. There is a Collection Development meeting held at Lee campus at least once per month and Tony submits recommended items for the collection as needed. So far, this system has worked.

Les Sutter asked if the library could track print journal usage. Tony stated there is a way to do so with cards placed in each journal. Les was wondering if print journals were still being used. Tony said one of the staff, Diane, has a computer that faces the journals and she has informed Tony that the print journals are being used, though she cannot tell which specific titles are being used.

Roger Forsythe states that at the end of each semester he asks the students if and what they have read during the semester. This includes books, journals, online sources, etc. Tony asked if Roger could make this information available to him at the end of each semester as this could assist in collection development. Roger agreed to do this.

Les Sutter was curious to know how Reserve system worked and stated he has had some difficulty in requesting DVDs from Lee campus because these items were in Reserve for a class. Tony stated he would look into this.

Tina Ottman wanted to know if the library had access to Cambridge Scientific Abstracts. Tony stated that it is not a current database, but with the development of 4 year degrees and the increase in Undergraduate Research, this is a good time to look at adding it. Tony mentioned that a lot of new resources would likely be added to accommodate the 4 year degrees, for example, Dissertation Abstracts will be added in the near future. Tina also wondered if Edison faculty were considered Florida State workers as Florida State workers have online access to Cambridge Scientific Abstracts. Tony stated he was not sure and would follow up on that.

Meeting Adjourned 11:00 AM