District Librarians Meeting

Held on March 30, 2011 beginning at 10 a.m. in the Rush Library, Lee Campus

Attending: Bill Shuluk, Frank Dowd, Tim Bishop, Jane Bigelow, Cindy Campbell, Mary Ann Walton and Anthony Valenti. Cody Aune was excused, and we were joined by Crystal Revak from Institutional Research and Planning for the morning session.

1. Item 1 – Cindy updated the group on the LR files in the Document Manager and showed us the acquisitions chart she made from the records available in GOBI and Aleph Acquisitions.
2. Item 2 – Bill gave an update about CCLA, especially the progress of the merge with the state university system and how it will continue to affect Edison libraries. He also discussed the OCLC reclamation project, and explained that our relationship with OCLC will continue, but the pricing structure will change.
3. Item 3 – Bill announced that Cindy and Steven Kolberg will be attending the CCLA users’ meeting on April 12. A large part of the meeting will be devoted to Primo 3.0 and planned implementation. He said that we are looking at possible implementation in September, 2011.
4. Item 4 – Mary Ann suggested as a possible Unit Plan that we may want to assess the library databases as well as the print/ online collections to see how they match the Academic Program Learning Outcomes that will be developed by Kevin Coughlin et al. She was relaying the idea from Dr. Rath, Academic Dean at Charlotte.
5. Item 5 - Tony Valenti discussed the issue of children in the libraries, especially as regards computer usage and children left unattended. The group agreed that children under 13 should not use the computers or be left unattended. This will require a change to the library policy manual. Cindy is going to check to see if there are any campus or district-wide policies regarding children.
6. Item 6 – Bill suggested that we might want to do a formal staffing analysis over the summer, with a view of adding staff where needed.
7. Item 7 – Bill introduced Crystal Revak, who demonstrated the use of SPOL, Edison’s online unit planning tool. Crystal explained how the site works and defined some of the terminology, and told us which elements have to be included in our unit plans, objectives, and action plans.
8. Item 8 – The group discussed possible unit plans and decided on a format of three unit plans with at least one district-wide action plan under each. Campus libraries can then submit their individual action plans for the appropriate unit plans. The Unit and Action plans we decided on were:

Objective Title: To improve library service

Strategic Priority: #1 (Develop and maintain a learning-centered culture)

District-wide Action Plan: Analyze library facilities (space) for maximum usefulness to students and present plans for expansion and/or reuse of facilities as needed.

Objective Title: To continuously provide and enhance library resources

Strategic Priority: #1 (Develop and maintain a learning-centered culture)

District-wide Action Plan: Continue to analyze collection and provide new resources (print and non-print) to support Baccalaureate programs

Objective Title: To provide innovative technology

Strategic Priority: #5 (Identify and develop short and long-term financial, facility, and technology resources of the College)

District-wide Action Plan: Facilitate implementation of Primo library catalog (this will need to include tasks with timelines for staff training, user education, notices to students & faculty, etc).

The meeting ended at 2:40 p.m.