Collier Campus Library Advisory Committee

April 6, 2011

Minutes

Present: Tina Ottman (Faculty – Biology), Les Sutter (Faculty - Humanities and Psychology), Roger Forsythe (Faculty – English), Yuliy Lebedev (Faculty – Humanities/ Philosophy) and Anthony Valenti (Campus Director, Learning Resources)

Excused: James Martin (Interim Campus Dean), Giovanni Meave (Student Representative) Kathleen Tenrreiro (Faculty – Nursing), Roberta Moore (Faculty – College Prep English),

11:15 AM Meeting called to order

**Approval of Minutes**

Tony asked for formal approval of Committee Minutes from last meeting. Tina Ottman moved for approval and Les Sutter seconded.

**Updates on Previous Matters**

Tony wanted to provide updates to various issues and matters that were discussed at the previous meeting.

* The display cabinet has still not been re-painted. Tony will meet again with Jim Stewart regarding the painting of the display cabinet. Tina Ottman suggested that students may be able to assist with the actual painting if the paint and materials are provided. Tony will speak with Sue Buntic regarding this.
* The VHS conversion project will be completed during the summer. Faculty had 2 semesters to contact the library to let Tony know which VHS materials they would like to have transferred to DVD format. Roger Forsythe informed the group that Jason Mazeroski had assisted him with transferring some VHS titles into digital format that was accessible via Internet link. Tony will speak with Jason about this or to see if IT can do the transfer to DVD. Tony will also look into purchasing a machine to do the transfer “in-house” as opposed to paying an outside company to do the transfer.
* Tony has not had an opportunity to meet with the Collier Public Library Director to discuss a cooperative venture in bringing cultural events or people to the Collier campus. He hopes to be able to do this during the summer. Tony also suggested that our association with the Naples Philharmonic may be a source to explore and will speak with Sue Buntic regarding this.

**Library Planning**

Tony reported that the district Librarians recently had a meeting to discuss library planning. The Librarians decided to create 3 planning objectives that could be used for both district wide planning and for campus planning. The 3 objectives are:

1. To Improve Library Services
2. To Continue to Provide & Enhance Library Resources
3. To Provide Innovative Technology

One district wide Unit Plan was developed for each objective:

1. Analyze library facilities (space) to determine maximum usefulness
2. Continue to analyze collection and provide new resources to support baccalaureate programs.
3. Facilitate implementation of Primo 3 library OPAC

Tony reported that he had already created 3 unit plans for Collier Campus library because he needed them for new funding and new position requests. These 3 unit plans all fall under the objective to Improve Library Service:

1. Add 8 additional computer workstations to increase total number of available computers for student use.
2. Add 3 additional tables with 4 chairs each to study area to increase available seating for studying.
3. Hire a part-time Reference librarian to provide research assistance and research instructions to students and faculty during evening and Saturday hours.

**Library Updates**

Tony provided the following updates:

* There will be an upcoming change in the Library’s Online Public Access Catalog (OPAC.) The new OPAC will feature the ability to search the catalog and library databases at the same time. Tony provided a handout with a sample results list for a search. Tony will also provide a link to committee members to allow them to preview the Primo 3 search features. Tony explained that the idea of the all inclusive search is to provide the students with a list of results that can then be limited by material type, date, journal title, etc. AFTER the search has returned results. This is somewhat different than the traditional method of trying to set limits before you do your search to restrict what is returned by the search. Tina Ottman asked if the ability to limit results by database could be added as one of the limits. Tony will speak with CCLA and find out.
* Tony stated that he will be able to provide extended study hours during finals again for Spring 2011 semester. Tony proposed the following hours for Spring Finals:

Monday, April 25 - Thursday, April 28 7:30 AM – 10:30 PM

Friday, April 29th 7:30 AM – 4:30 PM (regular hours)

Saturday, April 30th 9:00 AM – 3:00 PM

Sunday, May 1 CLOSED

Monday, May 2 – Tuesday, May 3 7:30 AM – 10:30 PM

This gives a total of 10 additional study hours for Finals week.

The Committee approved the extended hours.

Tina Ottman asked if the café would also be open additional hours during finals week. Tony was not sure but would check with Café Office to see.

* Tony also wanted to present Summer Hours for approval. The summer hours will remain the same as last year:

Monday – Thursday 7:30 AM – 9:00 PM

Friday 7:30 – 4:00 PM

Saturday and Sunday CLOSED. There are no Saturday classes scheduled at Collier campus during summer 2011.

The Committee approved Summer 2011 hours.

* Tony wanted to get committee approval to stop providing change for students using Library pay-for-print machine. Since installation of the new pay –or-print system, library staff had been keeping about $20 in singles and coins to provide change in small amounts (usually to break $5.00 bills only.) Tony pointed out that there is really no secure way to store the money, and it is a hassle to get the cashier over to provide change on a continual basis. Tony would like to just have staff refer students who need change to the cashier or the café and no longer hold any money at Circulation Desk. The Committee approved this.

**Open Discussion and Additional Items**

* No additional items

Meeting Adjourned 11:55 AM