**Division Librarian Retreat, June 25, 2013, Charlotte Campus**

**Attendees:** Tim Bishop, Jane Bigelow, Cindy Campbell, Frank Dowd, Arenthia Herren, Peggy Phetterplace Bill Shuluk, Tony Valenti, and Mary Ann Walton

**Database Organization**

* **New Categories:** Reference and Interlibrary Loan
* **Interlibrary Loan:** 1. WorldCat; 2 ESC order form (direct link)
* **Reference:** 1. Credo, 2. Oxford, 3. Virtual Reference Library Gale, 4 OED 5. Encyclopedias 6. New DB (see next item)
* **Investigate:** Purchase an additional reference database: Cambridge
* **Investigate:** Remove Health and Wellness DB and just keep Gale Encyclopedia of Medicine titles; however Care Notes is also a good series.
* **Investigate:** titles in open source in databases; Hatha Trust via FLVC, e.g, dictionary of American Bio, Digital Public Library, etc. add to libguides
* **Business:** Remove 1. Access Business News
* **Biography:** Remove 1. Biography Index
* **Dictionaries & Encyclopedias:** Remove 1. Funk and Wagnall’s, 2. all of the “via Gale Virtual reference” titles
* **eBooks:** Remove 1. Credo 2. Global Road Warrior
* **English Comp:** Add 1. NYT; Remove 1. Oxford Reference
* **Health & Medicine:** Remove all nursing titles: 1. Cochrane Collection 2. CINAHL, 3. Health & Nursing, 4. Nursing & Allied, 5. Nursing Resource Center, 6. OVID
* **History:** Remove 1. European Views of the Americas, 2. History Films on Demand
* **Humanities:** Remove 3 specialized Alexander Street Press Video titles; keep only the general Alexander Street Press Video title; Remove specialized Films on Demand video titles; Add generic Films on Demand title
* **Library Science:** completely remove category
* **Mobile:** completely remove category
* **Natural Sciences:** Remove1. “via Gale Virtual reference” titles; 2. Springer; 3. Remove Films Media Group; 4. ADD generic Films on Demand title
* **Newspapers:** Remove 1. All Access titles EXCEPT Access Military, Government & Defense
* **Nursing:** Remove all Films on Demand titles
* **Psychology:** Remove all films on Demand titles titles, 2. ADD generic films on demand
* **Public Safety:** Remove 1. Access Military, 2. Legal Periodicals, 3. Military & Government Collection
* **Social Sciences:** completely remove category
* **Change Natural Sciences category to Science**
* **Speech:** Remove 1. Oxford Reference Online, 2. Communication Films on Demand; 3. Add generic Films on Demand
* **Streaming Video:** Remove specialized Alexander Street Press titles

**FLVC:**

* Selected option 2, 5.4/ Bill submitted to FLVC.

**Website:**

* Make search tool box more distinct; competes with ESC general search box
* Revamp homepage to mirror George A. Smathers UF Library’s web design
* Review links for accuracy and activity: error with U.S. Geological Survey under Recommended Websites
* Look into embedding Ask a Librarian similar to the UF Library ‘s homepage
* Ask Daniel to fix the ILL page on the Libraries’ website

**Cornerstone:**

* All first year students will be required to take the course within the next year
* The summer is slow; only three faculty are teaching cornerstone this summer

**Budget:**

* There likely will be no increase or decrease in the libraries’ budget this year; however, we have not yet been given the 2013/2014 budget
* Internal processing: cost was $10,000
* Gobi outsourcing: costs $3,000, started approximately a year and a half ago

**eBooks:**

* Focus on purchasing EBSCO eBooks this year
* Can purchase eBook titles in Gobi with ease
* As of July 1, ebrary will have a new interface
* Weed eBooks by title; start with ABC-Clio, EBSCO, & Gale eBooks; start with the R class; adhere to same criteria for weeding print books
* Review encyclopedias while weeding eBooks to locate updates
* Bill and Peggy will divide the R class list among librarians to weed
* Move away from purchasing bundled ebrary collections that include numerous irrelevant high and low end titles
* Order single titles only
* When creating a folder in Gobi, list your first name and the month & year
* Create a separate folder for eBooks with the format: first name, date, and notation “eBooks”

**Tutorial:**

* The video portion will be completed for Fall 2013
* Arenthia completed the PDF handouts
* The tutorial is in a libguide, which allows us to control it and make updates with ease.
* Dean Mary Myers is very excited about the new tutorial; she wants to include it in the Canvas shell as well as the online students’ orientation module
* The new tutorial will contain the core 10 modules of the current tutorial; however, it will change to a hybrid video and print resource, with numerous tweaks to the 2006 version.

**Review of Fees:**

* Tony shared a written proposal for changing the current fee/fine structure
* Proposed changes: 1. charging a late fee; 2. charging the true cost of the resource
* Tony’s recommendation: charge true replacement fee; wants to add a late fee; unsure of how to enforce it and the amount of work involved
* Peggy: leave the replacement fee at $42; charge more for electronic devices (kindles); we currently charge $84 to replace the kindle fire and paper white kindle, and $42 to replace the Kindle WiFi; if we start fining, the processing of fines will take place at Lee, which creates a staffing issue
* Arenthia: the implementation of a daily late fine would be detrimental; instead; move notices up from 16 days to 10 days, for example.
* Frank: we could institute a grace period: after 15 days overdue, the overdue fee kicks in
* MaryAnn: not keen on daily fine
* Interested parties will investigate further; what do other colleges do?

**Ask a Librarian**

* Our designated day and time continues to work for all.

**LIS 2004 Update**

* Frank chairs the LIS 2004 Update Committee; the course is taught in most Florida college, and has been taught at Edison since 2002
* Frank will investigate other LIS courses—LIS 1000, LIS 1002, etc.
* Face to Face LIS classes don’t fill, but online classes fill readily

**LibGuides**

* Want to upgrade to Libguides CMS, which offers improved statistics gathering, ability to customize each guide, groups functionality, the ability to control access content at every level, offers more book covers and reviews, includes an embedded survey form builder, and provides stats on exactly what students are accessing: websites, databases, books, etc.; money remains from the recent donation to the libraries; Libguides CMS would cost an additional $1100; we currently pay $1, 458; the new total would be $2,558.
* Arenthia discussed embedded librarianship—beyond one-shot instruction. She advocates making Libguides course specific, and dropping them into Canvas courses. Libguides can be used effectively with online students. When streamlining libguides to specific courses; statistics dramatically increased, as well as faculty buy-in; can tag libguides by course; add course text, etc.
* Arenthia created a custom catalog search box that is available through the co-owned template in Libguides
* Arenthia also suggested moving our recommended websites content into a Libguide

**Reference Collection**

* Lee Campus librarians have decided to radically weed the very dusty print Reference Collection, which currently consists of ca. 1500 volumes. The plan is to pare the collection down to one or two runs consisting of a few hundredtitles; create a Ready Reference Collection in the Research Lab; move one run upstairs; place computers in the Reference Area; and add a new reference database to our databases.
* This project will cost approximately $4000 to buy a router and four computers-desktops. We can utilize already owned study carrels; we don’t need to buy new furniture. This project will make the print Reference Collection more prominent
* The legal serials are an impediment. We are awaiting the publication of the new ABA accreditation standards, due August 1, to determine the extent of the legal serials that can be withdrawn.