Collier Campus Library Advisory Committee

October 24, 2012

Approved Minutes

Present: Roger Forsythe (Faculty – English), Mary Pasquinelli (Faculty – Nursing), Les Sutter (Faculty - Humanities and Psychology), and Anthony Valenti (Campus Director, Learning Resources)

Excused: Tina Ottman (Faculty – Biology), and Oscar Santiago (Student Representative)

2:05 PM Meeting called to order

**Approval of Minutes**

Tony Valenti asked for formal approval of Committee Minutes from Fall 2012 meeting. Les Sutter moved for approval and Roger Forsythe seconded.

**Member Updates**

Tony stated that there are still at least 2 openings on the Committee and he will have to ask for volunteers when he meets the faculty prior to Fall 2013 semester. Les Sutter indicated he may have some leads on potential volunteers and he will follow up on those. Tony stated that Student representative, Oscar Santiago will be graduating in May. Tony will ask Sue Buntic to nominate a new student to serve for Fall 2013 meeting.

**Library Planning Updates**

1. Collier Campus Unit Planning 2013 – 2014
	1. Tony reported that since both goals for 2012-2013 were not met, he will carry over both goals into 2013-2014 unit planning.
	2. Goal 1 is to try to increase Reference services to the Edison Collier campus during the evenings and on Saturdays.
		1. Tony reported that he posted for the position of Learning Resources Associate in Fall 2013, but that he was unable to fill the position. One promising candidate was offered Full Time employment elsewhere and the second posting had no candidates with the required MLS degree in Library Science. Tony explained that the Faculty Librarians were adamant about having a person with an MLS Degree in Library Science provide the research instructions. Tony stated he tried to have the funds for Learning Resources Associate transferred to an Adjunct Faculty Librarian position but the formula that is used to calculate adjunct faculty work hours does not work well for the coverage needed. The budget of $18,000 would only fund about 10 hours per week and the need is for at least 20 hours. Tony stated he will make an attempt to get a Full Time Faculty Librarian position approved, but if this does not work out, he will at least try to get the budget for an Adjunct Librarian increased to fund a 20 hour work week.
	3. Goal 2 is to try to get one of the two computer classrooms in the Library to be used exclusively for Library Research Instruction and for overflow computer use when all the computers in the computer lab area are in use.
		1. Tony reports that he has kept statistics on how many Research Instructions were done in a computer classroom with hands on opportunity for students and how many were done in a regular classroom with no hands on opportunity and so far less than 50% of the Research Instructions are done in a computer classroom. Tony is hoping that with the completed renovation of the A building, to include 3 new computer classrooms, he will be able to make a case to have at least one computer classroom in the Library dedicated to Library Research Instructions and to act as overflow computer use during busy times.

**Library Updates**

Tony provided the following updates:

1. Library Organization/ Reclassification of Positions – Tony reported that currently his position and title remain the same. He states that the current organization of the Libraries is as follows: Collier, Charlotte, and Hendry Glades Center Libraries have a Campus Director. The Campus Directors report directly to Dr. Pendleton. She is the District Dean of Libraries. There is no longer any formal supervision of Campus Directors on a Campus Level (no longer also reporting to a Campus Dean or Campus President.)
2. College Database Review – Tony stated that the Edison State College Librarians will be meeting over the Summer to take a detailed look at all the databases, including usage statistics, to determine where some cuts could be made in anticipation of a budget decrease for 2013-2014 budget. Tony has heard that this time some databases will have to be cut..
3. Faculty Authors Shelf – Tony reports that he set up a display of Faculty authored books in February 2013. He will leave the Display up until the Summer. He will then use the new shelving to highlight new books added to the collection. The Committee suggested reviving the Faculty Author exhibit every 2 to 3 years to accommodate new faculty, new books, etc.
4. Preview of Library Tutorials – Tony showed the Committee a preview of the updated Library Research Tutorials. Tony explained that the current Research Tutorial is outdated and not dynamic. Two Faculty Librarians have been working on a new tutorial that will include video demonstrations of how to do searches in the catalog and in databases. Tony showed one of the tutorials for using the Opposing Viewpoints database. The complete tutorial is scheduled to be posted prior to the Fall 2013 semester. Tony indicated that video tutorials could be made for specific courses or programs such as an OVID tutorial for Nursing or ProQuest Natural Science tutorial for Biology. Tony stated that the completed parts of the video tutorials can be viewed on You Tube if you do a search for ‘Edison State College Library Tutorial”
5. DVD Donation Drive – Les Sutter stated that a lot of students are going to digital media and/or streaming and they are looking to get rid of their DVDs. He stated that one student found that they could only get .50 cents for each DVD at a local pawn shop. Les suggested that the Library could have a DVD Donation Drive to encourage students to donate DVDs to the Collier Campus Library. Tony stated he will come up with an e-mail that could be sent to Collier Campus faculty, students and staff soliciting DVD donations. The e-mail will have to go out next week as the semester is almost over. Tony will send a draft to be reviewed by the Committee. Tony stated he will also have Diane Taylor create a sign that could be posted around campus. All DVDs collected will be reviewed by the Committee and approved DVDs will be sent to Lee Campus to be catalogued to be added to Collier Campus Library Collection.
6. Spring Final Exam Hours – Tony proposed the following extended hours for the library for Spring Final Exams:

 Wednesday, 04/24/13: 7 AM – 10 PM

 Thursday, 04/25/13: 7 AM – 10 PM

 Friday, 04/26/13: 7:30 AM – 4:30 PM (Regular Hours)

 Saturday, 04/27/13: 9 AM – 4 PM

 Monday, 04/29/13: 7 AM – 10 PM

 Tuesday, 04/30/13: 7 AM – 10 PM

 Wednesday, 05/01/13: 7 AM – 10 PM

This schedule means the Library will be open 9 1/2 additional hours for Final Exams. This schedule was approved by the Committee.

1. Summer Hours – Tony proposed the following hours for Summer:

 Monday – Thursday 7:30 AM – 9:00 PM

 Friday 8 AM – 4 PM

 Saturday and Sunday CLOSED

This schedule was approved by the Committee.

**Open Discussion and Additional Items**

No additional discussion or items.

2:55 PM Meeting Adjourned