***Library Advisory Committee Meeting***

**Meeting Minutes**

**Date:** 8/28/2015, 11:00 AM – 12:00 PM

**Location:** J-204

|  |  |  |  |
| --- | --- | --- | --- |
|  | Present | Absent | Excused |
| Dr. Eileen DeLuca | x |  |  |
| William Shuluk | x |  |  |
| Timothy Bishop | x |  |  |
| Arenthia Herren | x |  |  |
| Mary Ann Walton | x |  |  |
| Anthony P. Valenti | x |  |  |
| Cindy Campbell | x |  |  |
| Jane Charles | x |  |  |
| Frank Dowd |  |  | x |
| Steven Kolberg Bianco | x |  |  |
| Dr. Rozalind Jester | x |  |  |
| Dr. Mark Herman |  |  | x |
| Dr. Brian Page | x |  |  |
| Dr. Thomas Rath | x |  |  |
| Dr. Matthew Hoffman |  |  | x |
| Monica Moore |  |  | x |
| Rachel Lieberman | x |  |  |
| Lee Sutter |  | x |  |
| Jason Calabrese |  |  | x |
| Dr. Myriam Mompoint |  | x |  |
| Mary Pasquinelli |  |  | x |
| Christina Ottman |  | x |  |
| Dr. Carolyn Seefchak |  |  | x |
| Marilyn Herlin |  |  | x |

Meeting was called to order at 11:01 AM

1. Library Advisory Committee Mission Statement and Organization
   1. Professor Valenti had created mission statement for the advisory committee which he maintained on the Collier campus. Professor Shuluk adopted this mission statement and asked the committee for feedback to have it fit the Division Library Advisory Committee's purposes.
      1. Professor Shuluk will present a mission for approval after collecting edits and suggestions via e-mail as well as combining the elements from the discussion below:
         1. Dr. Rath asked what the third bulleted goal entailed, this is in regards to the committee’s review of annual progress of the Library
            1. Professor Shuluk clarified that this was an operational goal directly involving the committee to understand and direct the unit planning goals and objectives of the Libraries. Through understanding the unit goals will present a clear picture of the operations of the Libraries and the services it provides.

In order for any committee member to gain an understanding of how the Library works, Professor Shuluk invites any committee member to sit in on a research instruction session, to sit and observe the reference desk, or observe other areas of the Library.

* + - 1. Additional goals should include the following aspects:
         1. Communication with all the schools of the college, to ensure the Faculty have input.

Presently the Library has good communication with faculty and the Schools but continually strive to improve outreach. The School of Pure and Applied Sciences is an example.

* + - * 1. Dr. DeLuca recommends reiterating “research instruction” into the goals section.
  1. The composition of the committee are Faculty members from the various college schools, the Librarians from each campus, academic support programs, and staff.
     1. The committee’s expected time commitment is to meet formally 2 to 3 times annually. The purpose is to provide direction and input to the Libraries in terms of Collection Management; and to provide a means of Faculty outreach to keep them appraised of what services, programs, and resources the Library is undertaking.

1. The Reorganization of Library Services
   1. Over the past year the Libraries have reorganized into one central operation with the consolidation of budgets, standardizing hours of operation, staffing and personnel, and qualified primary leadership under a district Head Librarian. This undertaking was part of the 2014-2015 unit planning cycle.
   2. Standing unit plans will consistently revolve around 3 key areas of the Library’s mission: Instruction, Collection Management (both in digital and print), and the Assessment of services, resources, and instruction. Documentation for the various campus libraries, as well as the division, are updated regularly on the College’s Document Manager (<https://docs.fsw.edu/docnew/browse.php?fFolderId=1890>)
      1. As a result, a coherent organizational chart has been created to best display the reorganized operations over the division and is available on the Library’s website under the side navigation menu item, “About the Libraries” (<http://www.fsw.edu/assets/pdf/library/Organizational-Chart.pdf>)
         1. Hiring of adjunct faculty Librarians: 3 for Thomas Edison (Lee) Campus and 1 for Collier.
      2. The Library policies have also been completely revised and adapted to the division. These are also contained under the “About the Libraries” menu item on the Library’s website (<http://www.fsw.edu/assets/pdf/library/library_policies.pdf>)
      3. The collection management policy and direction has been re-evaluated and revised. The policies have also posted to the Library’s website in the same location (<http://www.fsw.edu/assets/pdf/library/CollectionDevelopmentPoliciesandProcedures_FINAL.pdf>). As a result, the Librarians have been meticulously weeding through the print collections.
         1. Collection management is not strictly dealing with print considerations, these policies and procedure also extend to the continuously evolving electronic delivery of resources offered.
2. Current Collection Considerations and Concerns
   1. The Faculty has addressed concerns over the radical weeding of the Circulation collection taking place across the division.
      1. Dr. Rath suggested before the Library begins undertaking new projects it should provide an abstract to the Faculty of what will take place within that project: the rationale, methodology, considerations, and intended result. Dr. Jester was the second to the motion, recommending that the abstract or meeting minutes go out to the Faculty Senate meetings to keep Faculty apprised of Library initiatives. Dr. DeLuca recommends also to disseminate the information through the committees and department chairs. It is important to turn the abstract into methodology and the evident into the explicit.
         1. The weeding project for example should have communicated to the Faculty the following:
            1. The method in this phase is based on a general usage list created on the criteria of no circulation (or lending activity) since the items were added to the collection more than 2 years ago.

Items are also being weeded due to their physical condition (i.e. dust, mildew, mold, acidity, physical damage, health risk, etc…) and the current relevancy of their content.

Items are now being weeded on a schedule to cycle through the collection and to re-evaluate the collection regularly.

No rare or inaccessible works are contained within the collections, nor, should they exist, are they being removed from the collections or they will be given to institutions that can house them properly.

Most of the FSW faculty librarians have a subject specific master’s degree in addition to a master’s in Library Sciences. They use their content knowledge and expertise to cull out-of-date content and order new up-to-date resources within their subject areas.

* + - * 1. Additional rationale for the project is based on freeing space within the Library to provide students more study area which is a critical need. The consolidation of resources is also taking place through the reordering of materials both in print and electronically.

Professor Charles attended a session during her conference stay at ALA this past year which was presented by a Librarian whose library recently took similar steps to solve a similar problems. The result of the weeding project was the extra space needed for students. It also resulted in circulation statistics increasing because the weeding made the collection easier to browse and the content was more relevant to students.

* + - * 1. Considerations have been taken to ensure a measured approach and to balance the print and electronic collections based on best practices. Each college program has also been taken into consideration whether the content is up-to-date for current offerings and curricula.

Professor Campbell in conjunction with Professor Herren are exploring two different models of allowing students, faculty, and staff to “drive” collection management based on need and relevancy to curricula through:

Patron-driven acquisition (PDA), allows students, faculty, and staff to “order” physical books which have not been purchased by the Library through records placed within the discovery tool (i.e. the catalog). Requests would be reviewed and either accepted or rejected based on certain guidelines.

Demand-driven acquisition (DDA), where eBook records are loaded into the discovery tool and the content is immediately available for use to the student, faculty, or staff patron. The eBook title would be purchased and added to the Library’s permanent eBook collection if it has met certain use criteria.

Professor Walton informed the committee about the use of resource sharing to obtain older research works and materials from larger holding libraries, such as the Florida Universities, for student, faculty, and staff requestors.

Effective one-to-two business day intercampus transfers for lending is available to obtain materials.

There is space available at the Charlotte and Collier Libraries to expand FSW collections if the need arises.

1. Discussion of other Planning Outcomes
   1. Instruction matches program needs
      1. Learning Objectives have been created for 4 different types of instruction:
         1. One-on-One Reference Assistance
            1. Librarians are available on desk for 12 hours per day to provide one-on-one reference assistance.
         2. General to subject specific research instruction
            1. Research Instruction sessions are constantly being scheduled.

Concern was raised on how to avoid overwhelming the Librarians with instruction volume during key points in the semester.

* + - * 1. Research Instruction works best when it is focused on a particular assignment, this is the basis for what resources to direct the students to.
      1. Introduction to Library Services Workshops.
      2. Truth-seeking workshops.
    1. There are standing learning outcomes developed by the Librarians which are reviewed regularly and regular discussions about pedagogy.
  1. Assessment of the Library’s homepage and resources
     1. Professor Charles is the Library’s assessment librarian
        1. Recently completed a qualitative study on the Understanding Plagiarism Tutorial (<http://researchguides.fsw.edu/UnderstandingPlagiarism>)
     2. The Library’s web presence is constantly tweaked, the Library’s homepage is critical to effective delivery of services.
     3. The Faculty Survey of Library Resources and Services will be going out to all Faculty in October 2015. This survey was biennial; this will now be an annual survey instrument.

Meeting adjourned by Professor Shuluk at 12:06 PM.