

**Library Faculty Department Meeting Minutes**

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| **Date:** | **July 8th, 2021** |
| **Time:** | **9:00am- 10:45am** |
| **Location:** | **Zoom** |

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| Members | Present | Absent | Excused |
| Timothy Bishop | X |  |  |
| Yuri Bolanos-Arias | X |  | X |
| Jane Charles | X |  |  |
| Jill De Valk |  |  | X |
| Frank Dowd | X |  |  |
| Gerald Franz |  |  | X |
| Arenthia Herren | X |  |  |
| Richard Hodges |  |  | X |
| Karen Kalisz |  |  | X |
| William Shuluk | X |  |  |
| Anthony Valenti | X |  |  |
| Peter Van Leeuwen | X |  |  |

1. **Update on Digital Reserves/CDL-Peter and Yuri**
   1. The library’s purchase of the Bookeye 5 scanner is paving the way for the transition to electronic reserve resources
   2. Data about most popular/requested reserve books pre-pandemic was gathered
   3. Looked at various delivery services🡪 DSLG has been chosen, not affiliated with Alma
   4. 24 titles have been scanned in full thus far
   5. Methods to abide by copyright restraints: can only create electronic copies of as many physical copies we own
   6. Upload title to content servers, provide QR codes for faculty to share on Canvas with students in courses. Fall 2021 implementation.
   7. Branding is in process for application
   8. MyDocs application will display “library reserves” tab which will show what books a student has checked out. “Tap to checkout” button will enable viewing. Items in dock will have “look at later” or “check out now” options
   9. Arenthia asked if number of books checked out by one student at a time can be limited 🡪 3-hour loans with 30-minute blackout period (embargo) after expiry time to prevent overuse
   10. Books will be viewed in a PDF format. Bookmarks will be available.
   11. Tony asked how students know where to find available titles🡪 Arenthia suggested creating a LibGuide
2. **Ask a Librarian and SMS: Moving the FSW based chat-Arenthia and Yuri**
   1. Ask a Librarian virtual chat and physical reference desk scheduling may raise issues
   2. Bill and Frank offered to take on more virtual chat shifts
   3. Electronic Resources Librarian🡪 what will scheduling look like? This position will now be on reference team
   4. Reference desk will be manned by adjuncts primarily if possible
   5. Reference desk hours of operation will likely be 11am-2pm
   6. 3rd floor service desk area usage is being reconsidered as a possible service point
3. **Academic Year 2020-2021 Student Satisfaction Survey Results- Jane**
   1. QEP narrative is being finalized
   2. Jane’s major takeaways from survey results 🡪 promote, outreach, and market more
4. **Embedded Program Update- Jane and Arenthia**
   1. Arenthia was asked to be part of student readiness committee🡪 online learning, communication and outreach
   2. Librarians agree that information literacy is a competency cultivated over time and a tutorial will not suffice, librarians are needed
5. **OBOC Meeting- Arenthia**
   1. Library involvement in One Book One College events is wanted
   2. Arenthia will send invites for Zoom meeting with Mary Schultz to discuss library integration
6. **eBook orders- Arenthia**
   1. Collection development will focus primarily on electronic books
   2. EBSCO collection manager is platform for eBook orders🡪 Arenthia offered to host a Zoom meeting to discuss the platform navigation if needed
   3. Tony is point of contact for collection development questions🡪 Tony will soon have admin access
   4. Frank expressed eBook catalog issue🡪 purchased titles are available in EBSCO eBook database but not searchable in catalog

Minutes recorded by Victoria SanFilippo