

**Library Faculty Department Meeting Minutes**

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| **Date:** | **August 18th, 2021** |
| **Time:** | **2:00pm- 3:00pm** |
| **Location:** | **Zoom** |

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| Members | Present | Absent | Excused |
| Timothy Bishop | X |  |  |
| Yuri Bolanos-Arias | 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. **Course Reserves: Yuri and Peter** 
   1. Image Access scanning software has been updated
   2. Smooth transition to digital reserve system
   3. Faculty eReserve request form has been uploaded onto library’s website. “Faculty Services” tab 🡪 “eReserves Request From 2021/2022” 🡪 15 questions
   4. MyDocs application
      1. Universal app, works well on most devices
      2. Follow instructions to download application
      3. Click “checkout now or later” to add item to application’s library
      4. If item is unavailable, students can input email address to be notified of availability on a first come first serve basis
      5. Ability to download entire books, accessing one chapter at a time
      6. Ability to search keywords
      7. Click red “X” in top right corner to return book
      8. Previously borrowed titles are stored and added to the application’s library for ease-of-access in future
   5. Reserve items will be loaned for a 3-hour period with a 30-minute blackout period to prevent overuse by one user. Professors can request alternate time allocations
   6. Information Technology department installed MyDocs software on library computers and laptop kiosk
   7. Approximately 20 titles are currently on reserve
   8. 3 ways to access reserve list from library’s website homepage: eReserves icon, “Materials and Borrowing” tab, Spotlight flyer
   9. Reserve items are organized by cover, title, edition, course code, and class title
   10. Process is faculty driven to provide titles based on need/curriculum
   11. The current most popular reserve materials are from World History, English, Microeconomics, Macroeconomics, Anatomy and Physiology, and Microbiology courses
   12. The library has 10 available copies of this year’s One Book One College (OBOC) book, available for a 7-day period
   13. Physical reserve items need to remain in the library for the duration of semester to uphold copyright compliance
   14. Sample research papers can be transformed to digital reserve items
   15. Scanning process per reserve item can take between one day and one week
2. **QEP Updates: Jane** 
   1. Librarians are essential component of transdisciplinary course capstone
   2. Beginning in 2022/2023 academic year, students will be required to take course
   3. 5-year process
3. **Effectiveness Plan: Jane**
   1. Three outcomes:
      1. Creation of a Librarian Liaison Program
      2. Increased Library Support for the Accelerated Pathways Programs
      3. Increased Library Support for Online and Distance Learning
   2. Need to examine the "Assessment Methods," Results & Analysis," and "Use of Results" components
   3. Statistical data is important
   4. Elevate eLearning task force 🡪 increase communication, collaboration 🡪 data from surveys and focus groups by support services and library
   5. Increasing support with dual-enrollment accelerated pathways 🡪 reaching out to counselors
   6. Library liaison program was stalled due to pandemic
   7. Face-to-face interactions are valuable for interpersonal growth among students and librarians
   8. Raise awareness of library resources for distance and in-person students
   9. Need to improve student navigation of library resources
   10. Communication and marketing of library resources through Student Engagement, eLearning, Cornerstone

Minutes recorded by Victoria SanFilippo