Collier Campus Library Advisory Committee

October 13, 2010

Minutes

Present: Kathleen Tenrreiro (Faculty – Nursing), Les Sutter (Faculty-Humanities and Psychology), Roger Forsythe (Faculty – English), Roberta Moore (Faculty – College Prep English), Yuliy Lebedev (Faculty – Humanities/ Philosophy) and Anthony Valenti (Campus Director, Learning Resources)

Excused: Kristen Zimmerman (Interim Campus Dean), Tina Ottman (Faculty – Biology), Giovanni Meave (Student Representative)

1:00 PM Meeting called to order

**Welcome, Introductions and Member Updates**

Tony Valenti welcomed everyone and introductions were made. Tony informed everyone of changes in Committee membership: Jamie Marecz has relocated to Lee campus and is no longer on the Committee and Roberta Moore and Yuliy Lebedev have joined the Committee.

**Approval of Minutes**

Tony asked for formal approval of Committee Minutes from last meeting. Les Sutter moved for approval (though pointed out his name was spelled wrong in the Minutes) and Roger Forsythe seconded. Tony apologized for the spelling error and will correct it in final version of the Minutes.

**Updates on Previous Matters**

Tony wanted to provide updates to various issues and matters that were discussed at the previous meeting.

* Additional computer work stations in open lab area – Tony had money to buy the desks, but IT informed him that they could not provide the computers needed for the desks. Tony decided to order new periodical shelving instead. The periodicals are now shelved by LC Call number so that they are grouped by subject. All the Nursing journals are now together for example. The Committee approved of this change.
* A TV/Monitor was ordered and set up in the Cyber Café area. It is either set to Headline news or Weather Channel depending on current events. When a campus wide information network is established, this unit will be tied in to that information as well
* Jim Stewart has the display cabinet that was in the Biology Lab but has not had time to repaint it for use in the library.
* Tony recently submitted a proposal to Dr. Pendleton in support of the Library purchasing ProQuest Cambridge Scientific Abstracts Natural Sciences database. Tony explained to the Committee that the database is actually made up of 6 resources including: Biology, Aquatic Sciences and Environmental Sciences. This resource will support all Natural Science courses, undergraduate Research, our partnership with Rookery Bay and the new 4 year degree in Biology that will be offered at Collier campus. There may need to be an adjustment made in the database budget to accommodate this resource.

**Library Planning**

Tony reported that the library is extremely busy and there are times when all computers are in use and all study chairs and tables are being used. Tony states that he will work with Campus Director of Administrative Services to put in a request for monies to fund 8 additional computer desks and computers as well as 3 study tables and 12 chairs to help provide some extra space. Tony stated that he was limited in how much he could expand and the next phase would be either another expansion of the library or a new library. Tony has spoken with Campus President, Dr. Allbritten and Dr. Allbritten has assured him addressing the space issue in the library is part of campus planning for the future.

**Library Updates**

Tony provided the following updates:

* There was a major printing issue this semester where the print cards were displaying a lot of error messages. The problem was finally found to be a faulty card reader in the J building open lab. This reader was replaced. Tony also indicated he purchased a machine that can add value to the print cards for re-imbursements when there are printing problems.
* Tony stated that he will be able to provide extended study hours during finals again for Fall semester. Tony stated that his part-time worker who volunteered to work extra hours has another job in the mornings now and has asked if the extended hours can end at 10:30 PM rather than at 11:00 PM so that he could get home before midnight. Tony proposed the following hours for Fall Finals:

Thursday, December 2nd 7:30 AM – 10:30 PM

Saturday, December 4th 9:00 AM – 4:00 PM

Monday, December 5th - Wednesday, December 7th 7:30 AM – 10:30 PM

This gives a total of 8 additional study hours for Finals week.

The Committee approved the extended hours.

* A complete inventory of all library items was completed over the Summer. This helped clear up the catalog and gives a more accurate record of holdings information. This was also a time to discover items that were misclassified, not barcoded, etc. Tony explained he also did a lot of weeding and identified some areas of the collection that needed updated material such as business books, and math and science texts.

**Open Discussion and Additional Items**

* Roberta Moore indicated that some of the withdrawn items that were removed during inventory could have still been of use for her. Tony suggested that he could identify items to withdraw and hold them aside to be reviewed by faculty prior to officially deleting the record and removing from the shelf.
* Les Sutter wanted to know if VHS tapes would be discarded since all new orders are for DVDs. Tony indicated that some titles are only available in VHS format and those should not be withdrawn. Les stated that campus IT informed him that as VCR players are breaking down, they would simply be discarded. Tony was unaware of this policy and will follow up on that. Les also thought that Lee campus library was discarding all VHS tapes. Tony was unaware of that as well and will follow up on that. Yuliy Lebedov suggested that VHS tapes can be transferred to DVD and he knows a place that has done this for him. Tony stated he will bring up this matter at the next Campus Director’s meeting.
* Roberta Moore had a News Letter title that she wanted to recommend be added to the Library collection. It is Nutrition Action and it covers aspects of health and nutrition in simple to understand language and illustrations. Kathleen Tenriero stated that it would assist Nursing program as Nutrition is being incorporated into the program. The Committee agreed that this would be a good resource to add. Tony stated it would be easy to add this title.
* Roberta Moore wanted to know if the Library could be involved in bringing cultural events to the campus. A discussion was held about this topic. The Committee agreed this would be a good idea. Les Sutter suggested that the Collier Public Library nearby has events and they may be interested in working collaboratively with the college. Tony agreed to have a meeting with the director of the branch library.

Meeting Adjourned 01:40 PM