SANTA ANA COLLEGE MISSION STATEMENT

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Library Flex Week Meeting Summary
August 27, 2009, 9:00 am – 3 pm

Attendees: Mary Ellen Bobp, Yolanda Garcia, Linda Martin, Barbara Palmer, Luis Pedroza, Annebelle Rice, Wenling Tseng, Nell Yang

Guest :   Maria Sugrañes

1. **Administrator Updates**
   a. **Ms. Sugranes shared updates on the budget and the impact on resources and personnel and advised us to expect it to worsen.**
   b. **Lottery monies were cut by 33%. TTIP funds are eliminated. Mr. Fujimoto has stated that we should not exceed 50% of our spending.**
   c. **Luis will contact Ronda regarding fine increase procedure and report to the Department.**
   d. **Librarians were asked to develop our Foundation accounts spending guidelines.**

2. **2009-2010 Librarians Meeting Schedule (NOT DISCUSSED)**

3. **Voyager OPAC Update**
   a. **Nell went over new changes found in Voyager. Handouts were provided.**

4. **Reference Desk Update**
   a. **Mary Ellen went over some changes and recommendations.**
      i. **Unattended backpacks should be taken to front desk.**
      ii. **Closing Librarians should make announcements prior to closing for students to save their work.**
      iii. **Closing Librarians are asked to shut down ADA stations manually.**

5. **Adjunct Training**
   a. **Carol provided Adjunct with basic training on WebAdvisor, phones, ADA stations and scanners.**

6. **Department Portfolio 2009-2010**
   a. **Librarians discussed some recommended changes and focused on this year's portfolio planning.**
   b. **Librarians will continue this process at the Sept. 10 Librarian's Meeting.**

7. **Program Review & 19QT**
   a. **Librarians reviewed the timeline for the completion of the Program Review.**
   b. **Librarians discussed the 19QT and discussed how the questions could be answered.**

Librarians' Meeting Summary
September 10, 2009

Attendees: Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Librarians' Flex Meeting Summary was approved with recommended changes.**

2. **2009-2010 Librarians Meeting Schedule was distributed.**

3. **Budget**

    A. **Librarians made recommendations on periodical titles to eliminate. Librarians began by establishing a browsing collection that is vital for our student literacy. Criteria for elimination included: cost, duplication in our databases and low usage.**

    B. **Librarians worked on recommendations for databases. Databases were strongly supported as a means to help students with assignments. Librarians also supported the idea of cutting print periodical titles in order to save databases. Support was unanimous.**

    C. **Librarians made recommendations on Reference & Standing Orders List. Recommendations were made based on cost and information available in other titles, websites and our databases.**

4. **Department Portfolio 2009-2010 (Postponed for next meeting).**

5. **Library Flyer**

    A. **Yolanda reported the cost of printing per Library Flyer utilizing RSCCD was .35. Price includes color and folding.**

    B. **Librarians noted this is a major marketing tool.**

6. **Library Instruction (Postponed for next meeting).**

7. **Other**

    A. **Yolanda reported that "House on Mango Street" has been selected by College as Book of the Year. The Library will be a major force in the publicity for this title. There will be a play production based on the book. Yolanda is working with contacts for a Latina writer's forum.**

Librarians' Meeting Summary
September 24, 2009

Attendees: Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Approval of Sept. 10 Librarians' Meeting Summary:** approved with amendments.

2. **Budget Cut**
   a. **Reference & BI Coverage for Absences**
      Back-up schedule for reference desk and workshop coverage will be routed
   b. **Print Periodicals**
      Periodical cut is finalized. The Library eliminated approx. $19K from 2010 print subscription list.
   c. **Microfiche and microfilm**
      $730 bill for *Time* and *Newsweek* came in. Librarians unanimously agreed to cancel.

3. **Technical Support**
   a. **Signage**
      Theft in library occurred the third week of classes. Student has been expelled. Librarians agreed to put up notices warning students "Do not leave items unattended."
   b. **Mini Computer Policy**
      Librarians revised the Computer Policy labels and agreed upon an interim policy. This will change when the library has an authentication feature in place.
   c. **'Connect from home" Troubleshooting Procedure**
      Carol revised the "Problem ID" form, which is now available at the Reference Desk cabinet under that name. Librarians are asked to record all problem ID incidents and forward them to Carol for troubleshooting.

4. **Department Portfolio 2009-2010**
   a. Reformatting is completed and will be submitted to Library administrator.

5. **Library Flyer:**
   a. **Library brochure** revision is completed and will proceed to publication. 300 copies will be ordered

6. **Library Instruction**
   a. Workshops include new information for students on the registration page. Quiz scores are sent to students and faculty via email.

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Librarians' Meeting Summary
October 15, 2009

Attendees: Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

Guests: Maria Sugrañes, Loy Nashua

1. **Guest: Mr. Loy Nashua, Associate Dean of Student Development**

   Loy made recommendations based on legal and operational issues.
   - Put up signage by entrance that these computers are subject to monitoring, are district-owned, and are not private -- anything district-owned is not private so there is no expectation of privacy.
   - Install a login requirement to hold students accountable: it would serve as a deterrent for violations. Engaging in the practice of monitoring implies that the Library will ensure district owned PCs are not used for criminal purposes.
   - Share our internet policy with them and fill out form with their student information and forward to Loy. He will apply sanction.
   - Current PC configuration provides semi-privacy. We should move away from that set-up.
   - Pop up box that says they agree to our policy doesn't always hold up in court. Loy suggests this popup box demonstrates that Library is taking precautionary steps.
   - Community users are treated differently; we don't record their name or require registration. Students are held accountable but community members aren't. Loy suggests making a policy to address the PC use.
   - Remember to document, don't let violations escalate.
   - Loy prefers to educate students and give them an opportunity to change their behavior.

2. **Approval of Sept. 24 Librarians' Meeting Summary:** approved

3. **Internet Use Policy**
   - Librarians discussed the revision of the policy to add language alerting students to log off after a session. Revision will be shared with Nick and Loy.

4. **Budget**

   a. **Reference & BI "Backup" Coverage for Absences:** approved for distribution.

   b. **Reference Schedule: Spring 2010**

- There will be no Intersession 2010.
- Mr. Fujimoto directed full-time Librarians not to double staff with other full timers.
- Schedule is to be submitted on 10/22.

c. eBooks & Database Renewals

The Department needs to come up with $4,335 to buy eBooks. Librarians will explore options to pay for them, including the following

- cut low-use print periodical subscriptions
- use Foundation money or interest from recent gift
- eliminate another database that is up for January renewal
- eliminate LRC
- Review list of periodicals for additional cuts for next meeting.

5. Reference SLOs and Assessment Draft

- Mary Ellen distributed revised Student Learning Outcomes (SLOs) for Reference
- Mary Ellen will share assessment draft at the 10/22 meeting.

6. Signage for Library

- Some Librarians recommend that the image of the thief be removed.

7. CI Tracking

- David will finish the installation of CI tracking on the network by Friday, 10/16.
- If students do not know their 7 digit IDs they have to access their WebAdvisor. The 7 digit ID is located under "My Profile."
- Staff, faculty, and community cannot log into the network until we get valid Community User IDs.
- Students must log off from CI tracking. Students need to be directed to find the log off icon.

8. Other.

- **Remote Access**: Students at CEC do not have WebAdvisor IDs so they are prevented from using remote access. Librarians would like to request that the login for Remote Access be Student ID #, not the WebAdvisor ID. This would allow CEC students access the Library remotely.
- **SAC Accreditation Follow-up Report on CD –** the 2 copies we received will be cataloged and kept with hard copies.

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Librarians' Meeting Summary
October 22, 2009

Attendees: Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Approval of October 15 Librarians' Meeting Summary –** approved with editorial revisions**.**

2. **Budget**
   a. The Department needs to come up with $5,100 to buy eBooks (without the discount).
   b. Librarians explored the option of cutting low-use print periodical subscriptions. The difference could not be made up using this option.
   c. Yolanda recommended pursuing ASG funding through the "ASG Leave-a-Legacy" program.
   d. Barbara replied and composed a request for funding of $5,100 to purchase the NetLIbrary Collection 9 database of electronic books.

3. **LIS 100 and 103 Courses**
   a. Librarians discussed LIS 100 and 103 curriculums.
   b. Luis will revise and distribute course descriptions.

4. **Reference Schedule: Spring 2010**
   a. Librarians reviewed Spring 2010 Reference Schedule.

5. **Reference SLOs and Assessment Draft** (postponed)

6. **Department Portfolio Planning 2010-2011** (postponed)

7. **Other**

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Librarians' Meeting Summary
November 12, 2009

Attendees: Mary Ellen Bobp, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Approval of October 22 Librarians' Meeting Summary**
   a. Summary was approved.

2. **Budget**
   a. BI Schedule: Spring 2010 – The schedule is ready and will be posted at the end of the workshops for this semester.
   b. Reference Schedule: Spring 2010 – There are still issues that need to be resolved with regards to scheduling and contract issues. The schedule will be reviewed at which point it may be sent back to administration.
   c. Spring Orders – Whether or not to keep the Literature Resource Center database was debated. We concluded that we would in keep Literature Resource Center and market it better to departments and their students that would benefit from it.

3. **LIS 100 and 103 Courses**
   a. Luis received input for the courses and is waiting to find out when the curriculum can be submitted for its quadrennial review.
   b. SCC counterparts have worked cooperatively in the process.

4. **Revision of Reference SLOs and Survey/Assessment Tool.**
   a. The new assessment tool/survey that was planned for this semester was not ready.
   b. We will continue to the development of a new assessment tool for the Spring semester.
   c. We will plan on using the same measurement tool that was used before.
   d. We ask that everyone work cooperatively and use the tool that we have during the next survey period, which is for **the week of Nov. 16 to 20**. We appreciate your participation for a successful week of collecting surveys.

5. **Department Portfolio Planning 2010-2011**
   a. Faculty Priorities Committee Input was submitted for the departments Faculty request.
   b. This committee will meet on Thursday, Nov. 19, at 2:30 pm. Luis will plan on taking the Department's requests to the committee.
   c. Due to schedule conflict the 11/6 Librarians' Meeting has been rescheduled to Dec. 3.

6. **Program Review** -- postponed

7. **Other**

a. CI Tracking Guest Log-in Policy and Procedure – Mary Ellen submitted starting points that were used to develop department procedures for logging in anyone that is not currently registered in classes at SAC. Mary Ellen will create CI sign-in sheet to capture name, phone #, ID # used, as well as date and time of guest login.

b. Facility Planning – There was discussion about two points of planning in the library. One suggestion was to utilize an office that will be vacated in L116-1 at the end of December, 2009. The other suggestion was utilizing the upstairs area in the Periodicals Department for use as Archival Materials storage and circulation.

Librarians' Meeting Summary
December 3, 2009

Attendees: Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang
Guest: Maria Sugrañes

1. Maria Sugrañes
a. Department Portfolio Planning
- Librarians are encouraged to visit InsideSAC "Departmental Portfolio System. Librarians are asked to pick three or four areas each year to show particular progress. We are expected to show continuous improvement in all areas. Maria recommends creating a paper trail to show repetition of budget requests for archival purposes. Goals should include activities that don't necessarily need a budget (eg: update workshop quiz.).
- Linked to Program Review covers things like direct assessment of SLOs and 19QT, includes data/statistics. Library's is due in February 2010.
- How to make the library a more central concern of the college? For instance, the library is excluded from the current Title V grant. Solution: CI Tracking since it allows reports that show students attendance in particular classes and that could be correlated to improved grades.
- At Chaffey College, all tutorial labs are under one system which tracks which class students are working on. Maria will ask Nick to load this system unto our network so we can collect data. Maria suggests making regular presentations to College Council, Academic Senate, etc.
- Cycle of Planning: In Jan. of each year, re-examine goals and indicate progress. By March portfolios are due because budget development is done in April. In December, Department begins identifying areas that reveal progress.

b. Facility Planning
- After December 2009, one office will be vacated in Media. After June 2010, a second office will be vacated.
- It is possible to move librarian offices into the vacated offices and convert current Librarians' offices into Group Study Rooms for student use.
- Maria will work to include Facilities Plans into the College's Master Plan.
- Library Wireless devices are 9 years old and are failing. Many students bring in their own laptops, mobile devices, texting, ipods all draining the system.
- IF SAC goes to Windows 7 it will be a problem for SAC library-owned laptops.

2. Approval of November 12 Librarians' Meeting Summary
   a. Summary was approved.

3. **Program Review**
   a. **Reference Assessment**
      - Reference Survey results were shared
      - There are indicators of erosion of service due to adjunct hour cuts and workshop cuts.
      - Compared to SCC, we are offering 192 hours per semester more with fewer staff
      - Statistics show library usage, gate counts and Group Study Rooms use are all up.
   b. **Workshop Assessment**
      - Nell shared the statistics from her Fall 2009 workshops that can be applied to SLO assessment.
      - We also have demographic and data based on quizzes from Find Articles workshops in Spring 2009.

4. **Department Portfolio Planning (DPP)**
   a. **Faculty Priorities Committee:**
      - Yolanda reported that it's unlikely that any new positions will be filled
      - The Committee decided to keep the same priorities list as last year.
      - Positions were not re-evaluated, but single position requests were moved up one place because OTA vacancy has been filled. Library is #6 on first position and #26 on second position.
   b. **DPP Progress Report, 2009-2010 & DPP 2010-2011:**
      - Nell asked everyone to insert new text/comments/updates to her.

5. **Budget**
   a. There is a negative $7,000.00 in the current periodical budget. If we continue to keep the print periodical subscriptions, then we will have to sacrifice the book and supplies accounts;
   b. Librarians will review the print periodicals list and will come up with a recommendation in our December 10 meeting
.

6. **Other**
   a. **Fall 2009 Survey Result Assessment**
      - Question #8 on survey was lowest. The question was: "I am now aware that I can search local libraries" online catalogs for materials not currently available in SAC Library.
      - Nell suggests using WorldCat at http://worldcat.org as the "one-stop" and easy way to search holding for local libraries.
   b. **LIS Courses**
      - Barbara questioned if LIS course will be approved? Changes weren't reflected in final document so everything is unknown.

Librarians' Meeting Summary (Draft)
December 10, 2009

Attendees: Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Approval of December 3 Librarians' Meeting Summary**
   Summary was revised and approved.

2. **Program Review**
   a. Librarians reviewed 19 QT (Questions Template);
   b. Yolanda will draft Questions 6, 11 and 13;
   c. Co-chair will revised the rough draft;
   d. Librarians will meet to finalize the document in the February 4, 2010 Flex Meeting.

3. **Print Periodical Budget (Luis :-)**

4. **Department Portfolio Planning (DPP)**
   a. 2009-2010 Progress Report – Librarians reviewed the progress report. Yolanda raised question about the timing of the report.
   b. 2010-2011 DPP Report – Yolanda raised question about the timing of the report.

5. **CI Tracking Guest Log-in Policy and Procedure (tabled)**

6. **Other**
   a. CI Track – CI Track positive attendance system will be fully implemented in Spring 2010.
   b. Student Printing – Mr. Fujimoto has decided to wait until Fall 2010 (or Summer 2009) to change vendors since it will probably take all semester for the transition.

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Librarians' Flex Week Meeting Summary
February 4, 2010, 9:00 am in L112-1

Attendees: **Sal Addotta, Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Wenling Tseng, Nell Yang**

Guest: **Maria Sugrañes**

1. Administrator Updates
    a. **Reconfiguration of Library Study Carrels to take advantage of electrical outlets**
       Action: Need updated map from CS. Was the carpet cleaned?
    b. **WASC Accreditation:**
       RSCCD is no longer under warning status although the Planning and Budget Allocation Model is still under scrutiny.
    c. Nancy and Chris will share the responsibility of stack management.
    d. Media equipment on Voyager. Media is piloting a program for checking out media equipment to faculty using Voyager. All media records are suppressed and not visible via OPAC.
    e. No Fridays next summer.
    f. Digitizing of *El Don* is in progress.
    g. Action: Dept. Portfolio Progress Report 2010-11 is due 2/18; Program Review due 3/18. Department should align Program Review goals with SAC strategic goals.
    h. CI Tracking: System doesn't kick in until instruction starts which is a problem for students in the beginning of each semester and for non-enrolled students.
    i. Lexis is available till June. Action: Ms. Sugrañes will communicate with the Paralegal faculty.

2. CI Tracking Guest Log-in Policy and Procedure
    a. Have guest register on *CI Tracking Sign-in Form* with name and phone number. Log each guest in using one of the ten bypass numbers following procedures outlined on *CI Tracking Sign-in Form.*
    b. Inform each guest that they *must* log off at the end of their session.
    c. Librarians reserve the right to limit guest use, depending on student demand.
    d. If Librarian is busy when guest is done, students can strike their names off the *CI Tracking Sign-in sheet* when they are finished.   Librarian can reinstate the number when they have time.

Mary Ellen's Report

a. Phones: Don't need to dial 9 to call 911 <u>or</u> Campus Safety (333).
b. Check SCC catalog if we don't own a <u>book</u> that a student requests. Notify Mary Ellen for Reference books and Barbara Palmer for books or topics for collection development.
c. New pathfinder by AR "Money for Education."
d. <u>Action: MEB will request a USB drive for use at the reference desk since adjuncts don't always have their personal USB available.</u>

3. Technical Support

a. Nealley Library Technical Support Form has been distributed to all staff electronically.
b. When students cannot open a file, send them to ACC as we have <u>limited</u> tech. support.

4. Approval of December 10 Librarians' Meeting Summary

Approved with changes.

5. Program Review & 19 QT

a. Question 13: Yolanda updated on Reference <u>consultation</u> and small group sign-ups.
b. Program Review is due in March 18, 2010.

6. Department Portfolio Planning (DPP)

a. The dept. needs to identify a few programmatic goals <u>that</u> don't cost money. Goals must be achievable in the short term.
b. Use Progress Report to develop dept. Program Portfolio Planning. For instance, the dept. may decide to investigate NetOp for classroom response system to keep students engaged. NetOp provides instant feedback on quizzes, handouts, etc. (Goal Bb.)
c. <u>Librarians will meet Thursday 02/11/2010 at 2pm to finalize changes.</u>

7. Other

a. **Periodicals Budget**: The Library is paid <u>through</u> July 2010 at which time we must decide to renew *Country Watch, CQ Researcher, Lexis, National Newspapers, OCLC Cataloging, OmniFile.* It has already been decided to not renew *Lexis* and *OmniFile* will be the first candidate for cancellation.
b. <u>Action: LP will inform the dept. of the status of the Periodicals budget in July.</u>

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Librarians' Meeting Summary
February 18, 2010

Attendees: **Mary Ellen Bobp, Yolanda Garcia, Luis Pedroza, Nell Yang**

1. **Approval of February 4 Librarians' Meeting Summary**
   Approval of Minutes of 2/4/2010 as amended

2. **Department Portfolio Planning**
   Portfolio 2010-2011 will be submitted to Maria's office on February 18, 2010.

3. **Program Review** – not discussed

4. **CI Tracking Guest Log-in Policy and Procedure**
   ITS is currently working on generating some guest passwords that will limit a guests log-in time to 30 minutes.

5. **Technical Support**
   a. Carol is scheduled at the Circulation Desk 6 hours per week. While she is at the front desk staff should use the Tech. Support back-up outlined in "Nealley Library Technical Support" chart.
   b. EbscoHost (on staff side) is cross-linked with SCC so if SCC does not subscribe to a database, we cannot access it. Currently this includes databases like *CINAHL*.
   c. L112-1 Instructor workstation closing procedures: **do not turn off the Instructor station.**
   d. Closing Librarian at Reference Desk should <u>NOT</u> shut down the BI Lab when using NetOp.
   e. Mary Ellen reported that an USB drive is now available at the reference desk.

6. **elDon Article**
   a. Mary Ellen distributed an article outlining Nealley Library services for students.
   b. The finished product will be sent to elDon to advertise our services to students who may not be aware of them.

7. **eBook**
   a. Librarians decided to catalog eBook collections so that the OPAC reflects all titles owned by the Nealley Library.

b. Librarians will establish a process to select appropriate eBooks for inclusion in Voyager database. At a future time, de-selection of the eBook collection will be addressed.
c. The first priority is to get the latest batch of eBook titles purchased with ASG funding in the OPAC.
d. Until the cataloging of eBooks is complete, librarians should refer students to the eBook link on the web page. This mean that students need to execute a search in the OPAC and in NetLibrary to get our comprehensive holdings.
e. Nell reported that **WorldCat Local** is now the gateway for Melvyl (UC system's union catalog). We are exploring WorldCat Local, along with SCC, to be the future OPAC interface to provide a single search that connects our users to all library materials (physical, electronic and digital), including eBooks and database articles.

8. **Other**
   a. **Revision of Drink/Food Policy to include water bottles**
      <u>Action Item</u>: Librarians decided to invite a representative from ASG before finalizing this decision. Academic Computing Center does not allow water bottles.
   b. **Facilities**
      Luis was invited to the Facilities Committee meeting and is now a member. The Committee is creating a Facilities Master Plan. Library will provide them with pertinent sections of our Department Portfolio that deal with space planning for inclusion in the Master Plan. March 16 Luis plans to attend and Nell will take his workshop.
   c. **Future Agenda Item:**
      Clean up "Basic Search" page. Remove "Other Libraries" etc.
      Should we make the "New titles by subject" somewhere?

Attendees: MEB, YG, LP, BP, NY

Minutes 2/18/2010 approved with amendments

Summer Schedule

There will be summer hours in the library of 2 five hour shifts Monday through Thursday from 6/21/2010 through 8/13/2010. Schedule will be routed beginning Monday, 3/8.

NoodleTools

YG recommended sending an email blast to all faculty about the availability of Noodletools.com as a product that correctly cites the current versions of MLA and APA format. MEB recommended that the *Citation Builders* link be renamed *Create a Citation.* MEB reported that a revised MLA Style pathfinder is currently available for perusal at the ref. desk. Make any recommendations or suggestions prior to 3/10 for inclusion in the final product and uploaded to our homepage. MEB will begin work on the APA Style pathfinder next.

Tech Support

Michael T. Nguyen of the Aca. Comp. will attend our dept. meeting on 4/1 at 2pm.

- Student can't save documents to desk top b/c PCs are locked down by ITS.
- Voyager OPAC down for no apparent reason. Server and client are not down – just OPAC. NY urges librarians to contact herself or CS so the situation can be documented.
- Students cannot access ebooks remotely.

CI Tracking

For students is still a problem logging off b/c they can't see the log off popup box and can't see the clock. Some students turn off machines instead of logging off.

ACTION ITEM: ITS needs to address the following issues in the immediate future:

- the log off problem
- the daisy chain problem
- the continuous unlimited use problem
- students can't save documents to the desk top.

CI Sign in sheet has been revised and now includes workstation being used, log in #, time, guest name and phone. Guests can still stay indefinitely b/c there is not a 30 minute limit. SCC has the same problem so it's a system wide technical dilemma.

Print Release Station and vendacard reader problems

Librarians' Meeting Summary
March 18, 2010

Attendees: **Mary Ellen Bobp, Barbara Palmer, Luis Pedroza, Nell Yang**

1. **Approval of March 4 Librarians' Meeting Summary**
   Summary of 03/04/2010 approved with amendments.

2. **Summer Schedule**
   a. Library Dept. was directed to reduce Summer/Fall schedules by 3 LHE.
   b. Summer schedule will run from Monday, 6/21 through Thursday, 8/12/2010 from 10 am – 6 pm Mondays through Thursdays.

3. **Department Portfolio Planning (DPP)**
   Portfolio 2010-2011 was updated to include facilities requests such as:
   a. Mediation of Group Study Rooms;
   b. A new router for WiFi and more access points;
   c. More power outlets to accommodate student use of mobile devices like laptops;
   d. More print release stations, etc.

4. **Program Review**
   a. Action Item: Nell will create a chart that documents the hours and services reduction since AY 06/07. Nell will breakdown by year: 06/07, 07/08, 08/09, 09/10.
   b. Action Item: Barbara and Nell Yang work together to clean up some language in the 19QT.

5. **Chair Election –** Tabled.

6. **Other**
   a. Create Citations
      Action Item: Citation Builders will be renamed "Create Citations" and Noodletools.com will replace KnightCite, Citation Machine etc. which are no longer current and don't reflect the changes in the current editions of MLA and APA. Add link to APA's tutorial http://flash1r.apa.org/apastyle/basics/index.htm
   b. Basic Skills
      Action Item: Luis will invite Sandy Wood to a future meeting to start a dialog on the Library's role with regard to Basic Skills.

c. Collection Development Policy

Barbara distributed a revised policy.

Action Item: Librarians are advised to review and make comments/suggestions.

d. Crying Babies in the Library

Fussy babies can disturb a disproportionate number of students. The Library may be impacted by the opening of the new Child Development Center and this issue deserves heightened awareness. All staff please be alert to situation involving disruptive children.

e. eBook links

Action Item: A link to free eBook databases will be added to the "Electronic Books" section under "Find Articles." It was recommended that a chart, similar to the one used by SCC Library, be linked.

f. Schools First Innovation Grant

Librarians discussed ideas that might be considered innovative. Grants are due by April 15.

Action Item: Immediately after Spring break, Mary Ellen will put out a call of projects for librarians to vote on. Projects might include: fax machine, change machine, laptop, batteries, $ toward the El Don project.

Librarians' Meeting Summary
April 1, 2010

Attendees: Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Approval of March 18 Librarians' Meeting Summary**
   Summary of 3/18/2010 approved with amendments.

2. **Fall Schedule**
   a. In order to cut 3 LHE from Summer/Fall schedule, Librarians have drafted various scenarios to be shared with Maria.
   b. The first draft is due on April 15, with final draft due on April 30.

3. **Department Portfolio Planning and Program Review**
   a. **Department Portfolio Planning 2010-2011 and Program Review** documents were submitted on March 25th.
   b. Co-chairs wished to acknowledge everyone's efforts in finishing these documents, in particular the Library's sections of the Accreditation Report, which have been cited many times in the Program Review document.
   c. **Spring 2010 Department Surveys – Reference, Instruction and Faculty:**
   Reference Survey will be conducted for two weeks during late April and/or early May.
   d. **Fall 2010 Department Surveys:** In Fall 2010, the Department will offer a completely different reference survey which will assess direct Student Learning Outcomes for Reference Services.

4. **Chair Election – Tabled.**

5. **Michael Nguyen, ACC Lab (2:00 pm) – Cancelled.**

6. **Other**
   a. **LIS curriculum** will be presented to Curriculum Council after Spring break. Luis will share the revised curriculum with Librarians prior to that meeting.
   b. **Yolanda** reported that there are 2 more Book of the Year activities:
      i. On April 21, 4:15 – 6:45 pm in D106, Film: "**Real Women Have Curves**" followed by discussion led by three department faculty: M. Castellanos (Counseling), L. Lopez (Spanish), A. Veyna (Ethnic Studies).
      ii. On May 4, 4:30 – 6:30 pm in D-101: "**Growing up Latina**" local author panel.
   c. **Vendor Day,** sponsored by Statewide California Electronic Library Consortium (SCELC), will take place on Wed. May 12, to be attended by Nell, Carol, Maria. This is a

free event except for $10 lunch, payable at door. Participants can talk to vendors such as EBSCO, Lexis, OCLC, etc. Pepperdine University Librarian will address their experience dropping Voyager and implementing of WorldCat Local, OCLC's new system.

d. **Overdue Fines:** SCC currently charges higher rate than SAC charges. Luis will contact SCC and find out about their fines. Librarians will discuss this issue in our April 15th meeting.

e. **ILL Policy:** Librarians will review current ILL policy for possible revision, such as new books policy.

f. **Periodical** database shortfall – Librarians discussed different budget cut options in order to keep database subscriptions. Librarians will invite Maria to the next Department Meeting to discuss budget issues.

Librarians' Meeting Summary (Draft)
April 15, 2010

Attendees: Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Approval of April 1st Librarians' Meeting Summary:** Summary was approved with changes.
2. **Budget**
    a. We need to come up with $14,000.00 for our budget shortfall. Ms. Sugranes was not sure if the shortfall was for this budget year or next. Librarians will look to the periodical list for a potential third round of cuts.
    b. Ms. Sugranes will be attending the next Librarian's Meeting on April 29.
3. **Reference Desk Schedule (Fall 2010):** Schedule version A will be submitted.
4. **Library Surveys**
    a. Reference will run from April 19-April 30. We urge all Librarians to participate in asking students to fill out the survey. We want to have at least 100 completed surveys. We may extend the survey dates if we do not have enough forms.
    b. Faculty survey was discussed. BP suggested that we add a question to the survey that would address the budget crisis of material that is affecting the library and whether this impacts their students or if they are aware. Librarians will add two questions. We will contact Nga after the two questions are devised for the next step in the process.
5. **Overdue Fines**
    Overdue Fines were discussed and Librarians seemed to be in agreement of raising overdue fines if the money stayed in the library and was used at the discretion of the Library staff**.**
6. **ILL Policy**
    a. Newly added titles would not be allowed for ILL circulation. This would allow our student population to use it first.
    b. Any ILL would be allowed to renew for two weeks total. An ILL item is potentially out of the collection for our students for 6-8weeks with this policy.
    c. An email will be sent to all Librarians to reminding them that any ILL
        requests taken at the Reference Desk are limited to five per week from the same requestor. This information is listed on the ILL form.

        During this discussion, the issue of whether Reference material would be allowed to be included for ILL lending was brought up. This led to discussion of what the existing policy is for Reference material to circulate. This discussion would be brought up during the next Librarian's Meeting.
7. **Other**
    Nell and Carol were invited by Mr. Fujimoto to attend a District Technology Advisory Committee.

Librarians' Meeting Summary
May 13, 2010

Attendees: **Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang**
Guest: **Maria Sugrañes**

1. **Approval of April 15th Librarians' Meeting Summary**

2. **Budget – Maria Sugrañes**
    a. Only discretionary funds remaining in library budget are Periodicals and the Book Budget.
    b. We will need to cut an additional $18K in September 2010.
    c. Mary Ellen recommended cancelling Literature Resource Center due to low use. That would save $8,633. The Dept. previously decided to cancel OmniFile for a savings of $5,740. Other possible cancellation recommendations might include CQ Researcher and OC Register.
    d. **Sawyer Trust $50K** – We need to decide how to spend the trust fund. Barbara wants to fund digitizing the El Don as an archival project. The Department did not have time to discuss this recommendation in depth.
    e. **Maria Sugrañes' Final Projects:**
        1) Electrical outlets for laptops: under the mural and in study carrels. Maria is still waiting for a bid from Ron Jones. She recommends at least connecting the study carrels and, in this one circumstance, she would recommend using Foundation money. BP thought this was a misuse of foundation funds. Her argument was that people who have been having automatic deductions taken from their paychecks to fund the foundation account didn't envision using the money for electrical outlets.
        2) MS is trying to get Library Technician (Circulation) position re-instated. Circulation is too thinly staffed.
    Safety & Security Committee Meeting
    Mary Ellen reported that another earthquake drill will occur on Thursday 10/21/2010 at 10:21am.
    Action & Agenda Item for Flex Meeting: It was recommended that signage be posted to indicate where flashlights and radios in each department are located, in case an earthquake occurs when the building captain is not available. Everyone needs to know where these items are located.

It was reported that next year's Spring semester starts 2 weeks earlier and ends in late May since there is no Intersession. This brings our district into alignment with other community college calendars in the area.

3. **Basic Skills – Sandy Wood (Tabled)**

4. **Chair Election (Tabled)**

5. **Library Surveys**

   a. **Reference Service**

   Reference survey results were presented. Librarians noted and shared some of the comments. There were fewer surveys submitted. It was noted that this decline could be a result of not having enough time to ask students to fill out the forms because of how busy it is at the desk.

   b. **Faculty Survey**

   Liberians will plan to send this out to Faculty during Fall 2010**.**

   Action & Agenda Item for Flex Meeting:

   In preparation for Fall Flex meeting, Librarians will bring suggestions of a question that could be included that address if the library cuts have affected their students library needs.

6. **Overdue Fines**

   Librarians decided that more time was needed to gather information to see if any increase in fines would benefit the library specifically.

7. **Other**

   a. Nell Yang reported on Technology Advisory Group Meeting dated May 6th

   b. Luis reported that the Academic Senate was secretly preparing to present Maria Sugranes with a resolution for appreciation of her work, time and support of Faculty. This will happen during the final meeting on May 25.

Librarians' Meeting Summary
May 27, 2010

Attendees: **Mary Ellen Bobp, Yolanda Garcia, Luis Pedroza, Nell Yang**
Guests: **Mr. Fujimoto (Vice President of Academic Affairs), Hang Le**
Library Staff: Anya Franklin, Thuy Nguyen

1. All Staff Meeting

a. Mr. Fujimoto announced that he will be responsible for the library when Maria retires. He informed the group that due to lost positions, there will continue to be some shifting of responsibilities.

b. **Managing Staff Requests & Protocol**
Hang will process the paperwork for the library. All Staff are encouraged to have arrangements for replacements when they put in a request for any planned time off. Mr. Fujimoto will assume arrangements are made when requests are received. For matters of a pressing nature, staff can email Mr. Fujimoto directly. If it's not an emergency, email Marta. Always copy Marta on email communications to Mr. Fujimoto.

c. **Facilities Master Plan**
The library has been identified as one of the departments most deficient in space. This will be addressed in the master plan and Mr. Fujimoto guaranteed that there will be a net gain for the library, although tutoring and other services will continue to reside in the L building. Mr. Fujimoto shared the need for a future manager to oversee a *Learning Resource Center*, which administrators envision the library folded into. Mr. Fujimoto anticipates a growth of 50% in FTES by 2020.
Group Study Room: Staff questioned whether a plan was still imminent to use L-110 as a Group Study Room for use beginning Summer 2010.

d. **New Chancellor**
Mr. Fujimoto expects an announcement on the choice of new chancellor by Friday, 5/28. He anticipates that it will take the new chancellor approximately 6 to 12 months to acclimate, then there may be some new hires.

e. Mr. Fujimoto will be on vacation from 7/28-8/11.

f. **The Dept. thanked Mr. Fujimoto for his continued support.**

2. **Approval of May13th Librarians' Meeting Summary**
   Summary approved with amendments.

3. **Chair Election:**
   a. Luis Pedroza and Nell Yang will continue to serve as Co-Chairs.
   b. The Department will develop a plan by which a new Chair by Spring Break 2011.

4. **Curriculum Council Representative Election**
   a. Luis will to serve as Curriculum Council Representative.

5. **Academic Senate Representative Election**
   a. Mary Ellen will to serve as Representative for Academic Senate and Budget Committee.

6. **Other**
   a. **Academic Senate** presented Maria Sugranes with a resolution for her years of service and her support of Faculty, the LIS and LT programs among other things.
   b. **Flex Week:** A workshop for Faculty to sees what their students learn during the Library Workshops will be offered by Luis.
      Action Item: Luis will need to coordinate this flex activity with Bonnie Jaros.
   c. A goal to request music CD's from Faculty for our collection was shelved this Spring, Luis will lead this goal during Fall 2010.
   d. **Workshop tutorial online**: Luis has begun working with Vincent Nunez from media to develop library instruction tutorials.

Library Flex Week Meeting Summary
August 19, 2010

All Staff Meeting

Attendees: **Sal Addotta, Mary Ellen Bobp, Chris Connally, Anya Franklin, Yolanda Garcia, Linda Martin, Linda Mills, Thuy Nguyen, Barbara Palmer, Luis Pedroza, Denise Phillips, Kevin Ross, Wenling Tseng, Nell Yang**

Guest: **Mr. Fujimoto**

Administrator Updates – Mr. Fujimoto

a. **Budget**
The District is in fairly good shape due to the cut-back measures previously implemented. The District hasn't received any money from the state yet and don't know how much it will receive. For the first time, the District was able to close out the portion of the budget that part timers are paid from. Much of this success was due to the savings from closing Market Place.

b. **Enrollment**
The District made target and the same target is set for 2010-11.

c. **Staffing**
Mr. Fujimoto reported his meeting with the new chancellor, Dr. Raúl Rodríguez.
Mr. Fujimoto has 3 classified positions for the library on the "must fill" list. It was further confirmed that Carol's position was a Library position and not an ITS position.

d. **Faculty Obligation Numbers**
Faculty Obligation Numbers are in jeopardy. The District could be penalized if we fall too low. Mr. Fujimoto reported that administrators are going to start phasing in the hiring of some full-time faculty tenure-track positions and urged the Librarians to create a new rationale and position description.

e. **Others**
Mr. Fujimoto will be very diligent about applying the 20 students-per-class minimum for classes to make.
Mr. Fujimoto thanked the staff for their willingness to be flexible throughout this time of reduced staffing.
If you need to contact Mr. Fujimoto, email is his preferred method.

SANTA ANA COLLEGE MISSION STATEMENT

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

Library Flex Week Librarians' Meeting Summary
August 19, 2010

Attendees: **Sal Addotta, Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Wenling Tseng, Nell Yang**

1. Instruction Update

a. The "online" workshop registration form now has a pull-down menu to indicate either class name or instructor name.

b. Luis asked that the "print" workshop registration forms **NOT** be distributed at the Reference Desk.

c. Luis will be keeping student records of workshop completion for one year. Students can contact Luis via email or visit him during his Reference desk hours.

d. Luis is in the process of creating a series of quick (5-10 minute) videos using Camtasia. These videos will get students started on how to navigate databases like the OPAC and Academic Search. They can be used when Librarians are single-staffed and cannot offer in-depth instruction. They are not designed to replace workshops.

e. Workshops will begin the 3rd week of classes and run for 12 weeks. Luis will be teaching some Friday workshops.

f. Student Learning Outcome from one of the three workshops will be targeted to assess direct student learning outcome.

g. Luis will pursue with Sandy Wood whether workshops may qualify for Basic Skills funding.

2. Reference Update

a. Mary Ellen trained adjuncts on the new print release system, **CCS** (Comprehensive Control Systems, Inc.).

b. Mary Ellen also updated adjuncts on other subjects, including: Lexis, Omnifile, photocopy sizes, student workers, Net OP, NoodleBib, Emergency Procedures, procedure for dealing with students viewing pornography and CI Tracking, etc.

Action Items:

c. MEB will email Rick Manzano and inform him that the library no longer subscribes to Lexis.

d. Luis will follow up with Nick to find out who can run CI Track Positive Attendance statistics as a special account is needed to run the report.

3. Technical Support Update

a. Nell shared the revised Technical Support sheet and urged librarians to send email requests to SAC Help Desk rather than call.

b. Thuy Nguyen is a suitable candidate to handle the hiring of student workers once handled by Carol.

c. Denise volunteered to handle Reference Desk statistics, pending approval from Mr. Fujimoto.

4. Service Learning Program

a. Yolanda will spearhead the hiring and training of a student who is interested in working in the Library through the Service Learning Program.

5. 2010-2011 Librarians' Meeting Schedule

a. Meeting schedule was shared. Librarians will meet monthly and attempt to communicate between meetings using email.

b. Co-chairs will meet with Mr. Fujimoto monthly.

c. Librarians were urged to leave the 1-3 pm Thursday slot open in their schedules for "as needed" meetings.

6. Policies, Procedures, Areas of Responsibility

a. Luis reiterated the issue of all Librarians being consistent in their respective areas of responsibility. This topic will be more thoroughly discussed in future meetings.

7. Others

a. Barbara is moving her office to L-116-1, which will make L-110 available for a Group Study Room.

b. Mary Ellen reported that the library was the recipient of an Innovation Grant which will purchase one new laptop.

c. Nell reported discussions with Cherylee Kushida regarding adding "Connect from home" link within Blackboard interface for easier student access.

Librarians' Meeting Summary
September 16, 2010

Attendees: **Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang**

1. Library Updates
Luis Pedroza

a. **Luis Pedroza reported Co-chair's meeting with Mr. Fujimoto**
1) Two "funded" staff positions have been submitted for approval. Librarians emphasized that there is a major need at the front desk, which was noted during accreditation and that candidates need to be informed that they are going to be working at the Circulation Desk.
2) Faculty Priorities Committee will plan to convene early in October. All departments will be starting from scratch. Rationale should include: What we have now; comparison of SCC Librarian staff; and a comparison of librarian/student ratio at other libraries.
3) During the interim 2011 period, 1/3/2011 – 1/23/2011, the Library will be open for limited service, Monday through Thursday 9 am – 5 pm, and Friday 9 am – 1 pm.
4) ITS plans to implement a "splash page" on all lab computers, including the Library's. Computer users will have to acknowledge before they continue to use the computers. Language may include: "Use of computer permitted only if user agrees to follow "Standards of Student Conduct" and "User computer operations may be monitored," etc.

b. **Workshop Assessment**
When students earn below 80%, they can retrieve the verification form at the reference desk. Librarian should initial and date quiz after reviewing the material with the student. Keep quiz and leave for Luis

c. **Library & Information Studies (LIS)**
Classes filled to capacity: 29 students in Tuesday class, 26 students in Wednesday class.

Mary Ellen Bobp

a. **Lexis –** The Paralegal Program has purchased 10 passwords for Lexis. Six of which are coming to the library as early as October.

b. **Group Study Room in L-110**
Issue is getting Sal relocated and getting furniture out at the same time.

c. **Print Release Stations**
The color printer is not being used very much. The color printer should be replaced by a B&W printer bringing the total print stations to 3. Vendor has asked that library personnel not touch

the machines but simply report any problems to the vendor when encountering printer/copier issues.

Action Item: Recommendation to replace the color printer with a third b/w printer.

d. **Emergency Preparedness**
On October 21 there will be an earthquake drill at 10:21 am.
e. **Budget**
Academic Senate recommends that each Department has a contingency plan for more cuts if the state budget comes in lower.
f. **Voter Registration Forms**
Forms are available in ref. in English, Spanish, Vietnamese and Korean.
g. **SAC Campus Services Pathfinder**
AnneBelle revised the pathfinder to reflect current hours and locations.

Yolanda Garcia

Library Technology – Classes filled to capacity:
- LT101, Introduction to Library Technology – 27 students;
- LT054, Children's Library Services – 27 students; and
- LT122, Public Services – 25 students.

2. Reference Schedule: Spring 2011
a. Go with same number of hours as we had in Spring 2010.
b. **Protocol when taking Leave**
For **pre-arranged absences,** please switch your hours with another Librarian.

3. Faculty Priorities Committee
Luis will distribute information compiled from previous years. Librarians were asked for input in preparation for this meeting.

4. Instruction Update
a. Luis shared what he and Vincent have been working on with regards to instruction.
b. Luis will send link of the online tutorial for the **Find Articles** workshop to Librarians.
c. Plan is to have two tutorials done by the end of the semester (**Find Articles** and **Find Books**).
d. Librarians recommend that a link to the workshop tutorials be embedded in the Library Homepage.
e. Online tutorials will supplement face-to-face workshops and will be made available to distance education students.

5. Technical Support
a. Until Carol's position is filled, Nell will maintain Library website.
b. Broken links reports have been added to the **Work in Progress** directory for Librarians' review (http://www.sac.edu/students/library/nealley/wip/)

c. **Library Owned Series**: Nell created a web page with hot links to most series owned by the Nealley Library even if they are closed. Barbara, Denise, Anya and Nell will meet to review the "Acquisitions Standing Orders List" before this web page is made available to students.

d. Library statistics will be handled by 3 individuals: Denise – gate count & reference statistics; Thuy – Voyager & databases statistics; Nell – Workshop statistics and all other stats not previously covered.

Action Item: Ask ITS to generate a Positive Attendance statistical report every semester.

6. Policies, Procedures and Areas of Responsibility

a. Librarians were asked to make revisions to Collection Development/Division Liaison sheet and LC Classification Table.

b. Librarians were requested to submit changes to Co-chairs by 10/01.

Action Item: Make an agenda item to further discuss Reference book check out and de-selection of materials.

7. Other

a. Yolanda was supported in her efforts to utilize Library Technology Program students as Library volunteers. These volunteers would have scheduled hours.

b. Yolanda has had requests from currently employed Librarians who wish to volunteer in our Library.

c. Our first Service Learning student volunteer, Mayte, is successfully working in the Periodicals Department.

Librarians' Meeting Summary
Oct. 14, 2010

Attendees: **Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang**
Guest: **Thuy Nguyen**

1. Vice President/Co-chairs Meeting Updates

a. Mr. Fujimoto will send out a memo to all Library staff with regards to helping all **disabled students**.

b. **Faculty Request**: Faculty Priority Committee will plan on meeting **10/22 at 9:00**. Luis will represent Library Department. Two librarian positions have been submitted for consideration.

c. **Staffing Request**: Staff Vacancies

- Nancy's position can be substituted. Beatrice Zuniga Anew has been hired at as substitute for 40 hours per week until the end of June.
- Carol's position is being recruited.
- **Personal Necessity –** Mr. Fujimoto sent a memo dated October 11, 2010:
  "If you are absent, Human.Resources is requiring that you state a reason if Personal Necessity is used. Make sure that it qualifies under your contract. Prior approval is required for Personal Necessity in most cases."

d. **Facility Requests**: L110 Group Study Room/L116-1 Office

- Group Study Rooms should be made available to others as "individuals" with contingent comment that they are to be made available to a Group first if one needs it.

Action Item: Librarians would also like to have Mr. Fujimoto address the issue at our next meeting

- With regards to prayer in group study rooms, we need to be sensitive to those needs.
- **L-110** Sal Addotta will relocate to Business Division.

Action Item: Librarians asked for a deadline on making this room available for Group Study. Librarians would also like to have Mr. Fujimoto address the issue at our next meeting

e. **Print Release Stations**:

- We need two network drops if we want to add another black and white printer instead of a color printer.

Action Item: Contact Nick and ask if that can be done, if not, what would the cost for to make this happen.

- **Bypass card**--- John issued a card with $9.50 but requested Librarians to keep a log of bypass card usage. Librarians will consult with Mr. Fujimoto before agreeing to his term.

2. Reference Schedule: Spring 2011
   a. Adjunct schedules have been received.
   b. Final schedule will be available soon.
   c. Mary Ellen requests that back-up librarian begin at 9:30 am on Thursdays.

3. Library Standards of Conduct
   a. Mary Ellen proposed revising the Student Code of Conduct policy," which is currently available at http://sac.edu/students/library/nealley/policies/conduct.htm. Mary Ellen will contact Loy Nashua, Associate Dean—Student Development, and make sure changes are in line with SAC policy.
   b. Librarians will look it over and be ready to adopt changes during next meeting.

4. ASG Leave a Legacy Program Funds
   a. **ASG Leave a Legacy Grant** - Library requested $6,100 for new electronic books in the past. Department agreed that this year we should submit funding requests for ebooks and more laptops and let ASG decide which proposal they would rather fund.
   Background: Thuy reported that out of the 31 laptops only 28 are currently working. According to Sean, District is migrating to Windows 7 operating system. None of the laptops have enough RAM for the upgrade.
   b. **Sustaining Excellence Grant** – Library will submit a proposal for 5 laptops.

   Action Item: Ask Mr. Fujimoto to consider using some of the Carl Sawyer Foundation fund to purchase additional laptops above and beyond the grant requests.
   Action Item: Mary Ellen will submit both grants by the deadline of Friday, 10/22 noon to ASG and Foundation.

5. Faculty Priorities Committee
   Luis will plan on attending the Faculty Priority Committee meeting, to be help on Friday, 10/22.

6. Technical Support & Systems
   a. Nell reported that our Voyager server was purchased in 2006 and will reach its end-of-life cycle soon. Currently each campus has its own server. It is time to re-evaluate our options.
   b. Option A: SAC and SCC share one Voyager server.
   c. Option B: OCLC WMS (Web-scale Management System/WorldCat) 1 license, a web-based solution.
   d. Option C: OCLC WMS/2 license.

e. OCLC representative is working on a proposal for Santa Ana College and Santiago Canyon College.

Action Item: Mr. Fujimoto has asked us to sit down with Nick to discuss three options to see that there are no technological roadblocks with regards to Library System (Voyager vs. OCLC WMS).

7. Policies, Procedures and Areas of Responsibility

a. Luis asked that we annually visit Collection Development/Division Liasion list. A good time would be during the initial Begin of the School Year. June 2006 was the last revision

b. Luis requested clarification of what policy should be with regards to loaning of Reference material. Librarians will decide at next meeting. There was majority support for not loaning reference material.

c. Luis requested clarification /discussion with regards to weeding policy and procedure in the library. Purpose would be to incorporate into policy a weeding philosophy that would include Reference material because all Librarians utilize collection.

8. Other

a. **Series and Reference Books**
   Mary Ellen reported that two broken links were removed from Subject Guides page. They have been replaced by two documents: "*Current Reference Titles"*** and "***Selected List of Series Titles.***"

b. **Lexis temp. ID** – Currently there is only one working ID & password in library. Mary Ellen and Denise Phillips working to activate the others. Students using their personal laptops cannot be logged onto lexis.com. Students must use a district owned laptop or PC to access lexis.com

c. Luis asked for feedback/discussion/direction with regards to Curriculum Council request for input into **Computer Competency requirement**.

d. Yolanda reported that Library now has four **Service Learning Students**. They are helping at Reference Desk and at Periodicals Desk. And are available at various times to help different Librarians. Program is going well.

Librarians' Meeting Summary
Nov. 18, 2010

Attendees: **Mary Ellen Bobp, Barbara Palmer, Luis Pedroza, Nell Yang**
(Yolanda Garcia: library instruction at CEC)

1. Spring 2011 Schedule
   a. **Schedule is approved but is subject to change due to future budget information.**
   b. **Spring schedule is sent out to all Librarians to proof and make certain that there are no conflicts.**
   c. **There will be some evening BI sessions, need to confirm there are no time/class conflicts.**
   d. **Schedule will be distributed to the rest of the Library staff once Librarians proof schedule.**
2. Faculty Priorities Committee
   a. **Luis had previously sent out an email with regards to the FPC meeting and the results.**
   b. **Luis explained the process of hire as described in the notes from the VP meeting.**
   c. **Concern was expressed with regards to the lack of raises for current Faculty as opposed to money allocated for new hires.**
3. Print Release Station
   a. **Color Printer not working consistently. Among other printing issues, printing process is too long.**
   Action Item: Ask John remove to remove it until we have adequate network drops in the future.
   b. **Network Drops – Library received quote for four drops $1,043.68. Mr. Fujimoto will try ot find money for electrical work to be done in-house.**
   Action Item: Work order in place with Denise in charge.
4. Foundation Grants Applications – not discussed.
5. Library Surveys
   a. **Luis will send out a one-page-quick-survey at the end of the Fall semester to Faculty that have used the Library workshops for their students. The survey will be distributed to all the Librarians**
   b. **Mary Ellen will offer a new version of Reference Survey during the Librarian's Flex meeting on Thursday, Jan. 20, 2011.**
   c. **Title V Survey: 77 questions covering 3 years of data. Denise was able to coordinate with each staff to gather statistics and filled out the survey.**
6. Systems Update
   a. **Screening Committee for Application Specialist position met on Tuesday, 11/16 with interviews scheduled for Monday, 12/7.**
   b. **Laptops: All laptops but one are out of warranty and do not expect to last very long. Librarians will check if it is a possibility to use the Carl Sawyer fund to purchase a bulk order of laptops.**
   c. **Voyager Server is reaching its end of useful life with warranty expired in June 2011. Nell shared usage statistics and the number of times this issue has been discussed at SACTAC or with SCC. Target date: June 2011.**

- **Option A: continue with Voyager with one server. MUST HAVE SUPPORT FROM ITS to go this route.**
- **Option B: OCLC Web scale Management System – one license**
- **Option C: OCLC Web scale Management System - two licenses**
- **Pepperdine catalog is an example of the OCLC Web scale Management System: WorldCat.**
- **Mr. Fujimoto, Nick Quach and Nell Yang will meet with OCLC representative on Nov. 23rd for a detailed proposal.**
- **Nell will distribute relevant document to Librarians.**

d. **PC Upgrades: Nell shared the state of PCs and laptops in the Library. With the exception of the two ADA machines, none of them have sufficient memory (4 GB according to ITS recommendation) to be upgraded to Windows 7.**

e. **Web Update/Revamp Website: The District is migrating to a new internet service vendor in Fall 2011. Anh can help us customize our web page if we submit the request.**

Action Item: Majority of the Librarians agreed that we can go forward with the request to Anh. Luis will ask Anh to help us design the website. Nell will send template to Mary Ellen and Mary Ellen will work on it.

7. Policies, Procedures and Areas of Responsibility – not discussed.

8. Other

a. **Group Study Room:**
- **L110 Progress: White board is hung. Furniture will be removed. Working on getting a table. Sign up sheet is ready.**
- **Students wanting to use Group Study Rooms (GSRs) to pray *if they are not in use* is OK due to multiple court cases.**
- **The Department believes that a space on campus should be designated for people who want to pray.**

Action Item: Luis will follow up with Mr. Fujimoto and Loy.

- **If GSR is not in use it can be used by a single occupant with stipulation that group requests have precedence. Do not sign up this person so the schedule looks clear. Single occupants can be removed at any time if a group requests it. Groups always have precedence, even if they have exceeded their time. In other words, if a group has stayed their full 90 minutes, they cannot be usurped by a single.**

b. **Tutorials: EbscoHost, ProQquest, Country Watch, CQ Researcher, Literature Resource Center, NetLibrary, and Opposing Viewpoints all have beautifully-designed tutorials imbedded in their Help screens. Suggestion to put a link to tutorials underneath each database as a resource for remote users.**

Action Item: Put a link to vendor-created tutorials under each database in work-in-progress directory so people can preview. Have the links in place prior to the Spring semester.

c. **Ebooks: BP wants to add next collection of ebooks. $6,100 partially funded by book budget. Need to be cataloged.**

Librarians' Meeting Summary
Dec. 2, 2010

Attendees: **Mary Ellen Bobp, Yolanda Garcia Barbara Palmer, Luis Pedroza, Nell Yang**

1. Spring 2011 Schedule
  a. **Reference:** Schedule has been distributed to the Library staff.
  b. **Instruction:** Workshop schedule for Spring 2011 will include some evening instruction.

2. Orange County Library Association (OCLA)
  a. Yolanda reported that **OCLA** will undertake a fundraising project called, "Linking Libraries to Help Haiti." This countrywide effort will incorporate libraries from throughout Orange county and all donation will directly assist the Centre Culterel Pyepoudre, a community library in Port-au-Prince which was destroyed in the earthquake catastrophe in January of 2010. The Nealley Library will participate for the first two weeks of the Spring semester.
  b. **New instructor** for Library Technology (LT) Program will be Betty Turner, former graduate of LT program and a School Librarian. Betty will teach LT 101.

3. Reference Update
  a. **Reference Standing Order:** Librarians reviewed current Standing Order list and made recommendations of cancellation. Luis suggested approaching Middle College High School for support in funding the purchase of books oriented toward high school students.
  b. **Print Release Station:** Mary Ellen went over recent and proposed print release changes, such as the elimination of color printer and the proposed installation of 4 new network drops to support 2 new printer stations.
  c. **Group Study Room:** L-110 becomes Group Study Room (GSR), with tables to be moved in to replace the desks currently reside in the room.

4. Systems Update
  a. **Bypass Card:** Librarians declined the bypass card from John Carbone because of documentation requirements.
  b. **Laptops**
  - Mr. Fujimoto will fund for 2 new laptops with earphones totaling $8,800. Barbara wants to know if this is the TTIP money that appeared in our account.
  - Mr. Fujimoto approved using the Carl Sawyer Trust to purchase more laptops. Each laptop will be identified as having been purchased with the Carl Sawyer grant.
  - Power strips: Mr. Fujimoto supports the installation of more power strips in the library to support laptop usage. Mary Ellen will identify which study carrels can use electricity from the power strips for an updated map of the library.
  - Mr. Fujimoto will find money for new chargers and batteries if they are under $200 a piece. First generation laptops can still function but they will need to be plugged in not use batteries.

c. <u>**New signage:**</u>
  - This sign will appear at the top of each monitor in the network: "This computer may be monitored either physically or electronically by SAC staff."
  - NetOp will not work after Windows 7 upgrade unless we purchase an upgrade.

d. <u>**Web**</u>:
  - ITS will be working with Share Point to brand the various college websites. SAC will be migrating to the same web engine that SCC uses.
  - Library can only make minor changes to web page. Librarians will work with Anh Dinh to enhance Nealley Library website.

e. <u>**Library Systems Cost Analysis:**</u>
  - Voyager is 10 years old. Server is near end of life, with hardware maintenance agreement expires 06/2011. We are at a turning point where we need to make a decision either to purchase a new server or to change direction to a web-based integrated library system.
  - Nell shared cost projections of the two options as well as the usage of each. IT and Systems people will be meeting with SCC in January.
  - Yolanda recommended Nell meet with classified staff before meeting with SCC Librarians.

5. Instruction Update

a. All workshops for the Fall Semester have been completed. Nell and Luis have been collecting statistics. We will continue to collect these statistics and apply them to our portfolio.

b. **Workshop Attendance:** This semester we taught a total of 64 sessions of workshops. We had a total 928 students attending workshops this semester. This information will allow us to set goals for the next semester as we target different Instructors and classes as work to expand the workshops.

c. **Workshop Assessment: 91%** of all participating students scored 80% or above on the Workshop proficiency assessments. 9% of the students that took the workshop assessments scored 70% or below. .

d. **Student Learning Outcome Survey:** For student learning outcome assessment purposes, one question from the "Find Articles," workshop was selected, "What is the purpose of a periodical database?" Of the students surveyed, 7% of the students did not answer it correctly. This number is relatively low, but this issue is vital in addressing information competency with our students. We will use this data to focus on how to best strategize to better teach this concept in the workshops.

6. Other

a. <u>**ADA stations**</u>:
  - Mr. Fujimoto is okay to with other students using the ADA station computers with the caveat that if any disabled student needs the computer they have access to it.
  - The main concern is that all Librarians handle the situation in the same manner.
  - A suggestion would be for us to have a sign that clearly states that students are welcome to use those computers if all other computers are being used but they must stop their work immediately if a disabled student needs to use it.

b. <u>**Group Study Room Use Request for Prayer**</u> :
Librarians should pursue the matter of "prayer" in the college with Loy Nashua, Associate Dean of Student Development.

Librarians' Flex Week Meeting Summary
January 20, 2011

Attendees: Mary Ellen Bobp, Barbara Palmer, Yolanda Garcia, Luis Pedroza, Nell Yang, Linda Martin, Sal Addotta
Guests: Mr. Fujimoto, James Penilla

1. **Administrator Updates**
   - **One classified staff** position is currently posted. A Librarian may participate in the committee if they would like.
   - **One Librarian** position is being recruited and a small committee will be convened. The committee is to consist of 2 Faculty members, (an Academic Senate representative, and one librarian. Also 2 managers, one to serve as Equal Employment Opportunity Advisory Committee representative. The committee number was questioned.
   Action Item: Send interview questions to Mr. Fujimoto.

   - **Equipment -** Carl Sawyer monies can be used to purchase some laptops but Mr. Fujimoto would like to see some of the funds to be preserved for a scholarship or something with more longevity. Barbara reminded the group of the *El Don* digital archive as a potential suggestion.
   Action Item: The librarians need to prioritize their suggestions for the distribution of Carl Sawyer fund.
   - **Budget –** Mr. Fujimoto announced that the budget projections are not good. SAC may see a 10 to 20 million dollar reduction.

2. **Technical Support**
   - Nell introduced James as the new Library Application Specialist.
   - For this semester, all job requests normally handled by Application Specialist should be sent directly to James and copied to Nell.

3. **Reference SLOs**
   - Mary Ellen introduced the draft for the Reference SLO Survey which will begin April 4th and will run for at least 3 weeks.
   - Recommendations for changes were submitted, to be incorporated into a final draft to be shared with the Librarians.

4. **OCLA's Fundraising Endeavor**
   Linking OC Libraries for Haiti (January 12 -- February 9)
   - Yolanda explained the countywide fundraising endeavor and how it would work in the Nealley Library. SAC's participation will begin on January 24th, the first day of the Spring semester. The project will end on the evening of February 9th.
   - A collection can, fabric links, sharpie pens, and a stapler have been placed at the Reference Desk for this project, and signs will be placed in various areas of the Library.
   - Each evening the closing Librarian secures the can and its contents in a pre-determined location. Each morning the opening Librarian collects and places the empty can at the Reference Desk.
   - For each 25 cent donation individuals receive a fabric link on which to write their name or message. All of SAC's links are stapled onto a continuous link. On February 12th the links of all participating libraries will be connected into one large chain of support. Donations and links will be sent to Haiti via FOKAL, The American Library Association's designated organization for Haitian library aide.

5. **LT Program Spring 2011**
   - Yolanda announced that there are currently 15 students enrolled in LT 101 and 17 in LT 102.
   - Yolanda shared the recruiting efforts and numbers for the current LT program.

6. **Department Portfolio Planning (DPP) & Program Review**
   - Luis asked the Librarians to please keep in mind how we would like to consider selecting a Department Chair for next year.
   - This should be decided prior to Spring break.
   - Mary Ellen suggested that each librarian serve a semester each, rotating the duties.

Action Item: Department Portfolio needs to be addressed in one of the first meetings of the year.

7. **Other**
   - Mary Ellen announced that there is a new column on the Ref. Statistics Form for Group Study Rooms denied. Each librarian who turns away a group is instructed to indicate the number of students in the group.
   - Mary Ellen announced a switch in the Reference Desk schedule approved by Mr. Fujimoto.
   - Nell demonstrated how Librarians and staff can view cataloging records generated by the new RDA (Resource Description & Access) cataloging standard: go to the Library of Congress website at http://catalog.loc.gov/, enter "RDA" to retrieve over 7,000 records generated by the national libraries test project.
   - Nell announced that EBSCOhost is updating the Academic Search Premier interface to include access to NetLibrary eBooks. The release date is to be announced.

Librarians' Meeting Summary
February 10, 2011

Attendees: Barbara Palmer, Yolanda Garcia, Luis Pedroza, Nell Yang

1. **Library Budget**
   a. **Budget Cut:** Librarians have deemed that everything is vital for the success of the student population and thus declined to make a cut in any part of the budget and referred any cuts in the budget back to the administrator.
   b. **Equipment Wish List**
      i. Three items were approved from the list.
         - Scanner (Recommendation by Sean for scanner to be placed at station #49. Not certain how this would impact the space)
         - Adobe Acrobat
         - Adobe Photoshop
      ii. Nick (IT) mentioned that Library PCs' upgrade to Windows 7 and Office 2010 is pending on an upgraded version of NetOp that would be compatible with Windows 7. As currently there are no funds for this and limited needs of software for the Library, Librarians decided not to recommend a NetOp upgrade.

2. **Schedules**
   a. **Summer 2011 Reference Schedule**: Clarification to the summer schedule dates was made. Summer schedule will run from June 13-August 7.
   b. **Fall 2011 Reference Schedule**: Librarians will request the same adjunct workload as Fall 2010.
   c. **Fall 2011 Instruction Schedule**: Librarians will request the same instruction hours as Fall 2010.
   d. **Fall 2011 Class Schedule**
      i. Yolanda will look into why LT053 "Library Internship," is currently listed as a hybrid class.
      ii. Nell reported that each department can have up to two highlights on the printed class schedule. Library currently has one for the **Library and Information Studies Program.** Yolanda will work to develop another a highlight for the Library Technology Program by **March 9**.

3. **Recruitment**
   a. **Classified Staff**: Committee has been formed for the Library Technician position. Linda Mills and Anya Franklin will serve along with Norm Fujimoto. Yolanda expressed strong support of the two classified participating in the committee because they are extremely knowledgeable of the requirements for this position.
   b. **Librarian**: All full-time Librarians want to participate in the Faculty Hiring Committee for the Librarian vacancy at SAC.
   c. **Adjunct Pool**: Nell applied for Sabbatical Leave, which will be determined in April. It was recommended that applicants not selected for the Librarian position might later be revisited for sabbatical replacement if Nell's Sabbatical Leave is granted.

4. **Department Portfolio Planning (DPP)**
   a. Please submit **progress report** for the Department Portfolio by **March 10** to Nell
   b. Librarians will address new **Department Goals for 2011/2012** Academic Year after Progress Report has been completed.

5. **Technical Support**
   a. Voyager Upgrade Timeline: Nell reported that Systems Team is planning to upgrade Voyager at the end of May.
   b. 2011 PC Update: Nell recommended that Student PCs upgrade to Windows 7 and Microsoft Office 2010 to be done at the same time Voyager is upgraded, which is the end of May.

6. **OCLA's Fundraising Endeavor**
   Linking OC Libraries for Haiti (January 24 -- February 9) - Yolanda wishes to thank all students and staff who donated for this countywide project. SAC's collected effort raised $95.95.

7. **LT Program Spring 2011**
   a. Elizabeth "Betty" Turner, an LT Pprogram alumni has joined the LT Program as a new instructor for LT101.
   b. All three classes offered this semester made the cut and are doing well.

8. **Other**
   a. Nell will send out a list of web pages to be reviewed by Librarians who own the pages. This will allow us to compact our site in preparation to the transition from FrontPage to SharePoint.
   b. Currently, CEC students do not have WebAdvisor IDs, which is required to access Library's electronic resources off SAC campus. Luis asked and received support for Librarians to discuss this issue with the administrator and ITS.
   c. Due to recent theft of computer headphones, Systems Team recommended headphones be checked out at Periodicals Desk. Thuy has lent her support of this new procedure.
   d. Currently SAC Faculty and Staff are unable to use WebAdvisor IDs to use Library computers. Librarians wish to discuss this issue with the administrator and ITS.

Librarians' Meeting Summary
March 10, 2011

Attendees: Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Library Budget**
   a. Librarians referred any further budget cuts back to the Administrator.
   b. Mr. Fujimoto is working on finding some money by fine-tuning the budget

2. **Schedules**
   a. **Fall 2011 Reference Schedule**: Double staffing of full timers was discussed
   b. **Fall 2011 Instruction Schedule**: Same workshop schedule as Fall 2010 will be submitted for approval..
   c. **Fall 2011 Class Schedule**
      i. LT 053, Library Internship will continue to be listed as a Hybrid class in the class schedule.
      ii. Yolanda developed and submitted a "Highlight" for the Library Technology Program to be included in the printed schedule.
   d. **Department Chair -** Luis will serve for the Fall 2011 semester. Mary Ellen will serve for the Spring 2012 semester.

3. **Recruitment**
   a. **Classified Staff:** Library Technician vacancy committee members are currently paper screening.
   b. **Librarian & Adjunct Pool**:
      i. **Interview schedule**
         • March 14 8-10 a.m. Organizational meeting, developing selection criteria, developing interview questions.
         • March 29 2-4 p.m.   Selection of candidates to interview
         • April 15 All Day   Interview candidates
         • April 18 TBD Final interviews
      ii. **Librarian Hiring Committee**
         • Luis will serve as the Academic Senate and Affirmative Action representative
         • Mr. Fujimoto, Bart Hoffman from Human Services Luis, Nell, Barbara, Yolanda and Lana Wong will constitute the committee.
         • Barbara expressed concern about two managers (a Dean from another division and a V.P.) serving on the faculty screening committee, and the fact that Mr. Fujimoto and the department co-chairs are not following the protocols outlined in the RSCCD

administrative regulation for *Full-Time Faculty Recruitment & Employment - AR4102.1.*

- Luis responded that he had contacted John Zarske, President of the Academic Senate with regards to the two administrator issue. Zarske replied that given the circumstances, the two administrators involved might not be a bad idea.

4. Department Portfolio Planning (DPP)
a. 2010/2011 Progress Report
Librarians updated the 2010/11 portfolio planning progress report, which will be turned in on March 16, 2011.

b. 2011/2012 Portfolio Draft
Librarians will compile the 2011/12 portfolio planning report, which is due on April 21, 2011.

5. Systems Update
a. **Voyager Upgrade Timeline**: Nell reported that the next Voyager upgrade is scheduled on May 24, that ITS planned to purchase a new Voyager server, which will not be ready by the time of the upgrade.

b. **Headphones:** Librarians recommended that James and Thuy work on the headphones relocation project on a row by row basis to ease the transition.

c. **Wi-Fi Upgrade –** Scheduled to be done in the summer**.**

Action Item: **Check with ITS if the equipment upgrade will impact Library's Wi-Fi service.**

d. **Web Tasks –** James has been assigned the following tasks:
   i. InsideSAC – Portfolio Database; InsideSAC web pages update
      James will work with Hang Le to get an account and training if needed.
   ii. Extension Web Site – Information Competency Tutorial
      James will work with Michael Ward to get an account.

e. **Network Tasks –** James has been assigned the following tasks
   iii. Proxy Server & Network PCs troubleshooting
      James will work with Nick Quach to get an account.

f. **Web-scale Management System Site Visit – Hope International University visit is scheduled on April 8, 2011 at 9 am.**

6. LT Program
Yolanda reported that recruitment for a LT110 Technical Services adjunct faculty will occur as soon as Mr. Fujimoto receives Board approval.

7. Other
In preparation to the transition to the SharePoint web engine, Nell will send out the web pages to be reviewed for the May 12 Librarians' Meeting.

Librarians' Meeting Summary
April 21, 2011

Attendees: Mary Ellen Bobp, Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Frank Perkins –** ASG Incoming Vice President addressed concerns about the services the library offers. Student government wants to more publicly advocate for the library which will benefit the students.
   - **Library hours** – ASG would like to see them expanded, especially opening earlier. ASG would like to know how much it would cost for the extended hours for finals and mid-term weeks coverage. Librarians referred him to Mr. Fujimoto.
   - **Group Study Rooms** – ASG wanted to know if the rooms may be used for meetings. Librarians have never imposed a restriction on this request but the rooms are specifically for "study." Yolanda distributed a copy of the Accreditation Report which compares the Nealley Library to other community college libraries in Orange County.
   - **Overdue Fines for laptops** – It is noticed that the laptop fines are very hefty. Yolanda explained that the policy encourages students to return the laptop so that other students can have access to it, thus maximizes the availability of laptops to all students.
   - **Space** - Not enough desk space/cubicles and not enough workstations in network.
   - **Electrical outlets** – Need to maximize the limited number of electrical outlet access in the Library.
   - **Book budget** – Inadequacy of book budget. Barbara noted that this year's book budget is $35,000.00 from lottery funds and around $20,000.00 from the general fund. The library had more purchasing power in the 1970's.
   - **Donations** –Soliciting donations from the students was discussed but used books are a concern: titles too old, in poor condition, take up our staff time to go through each item, space issues, disposing of the discards is labor-intensive.

2. **Library Budget**
   - Mr. Fujimoto inquired the feasibility combining the two existing Library Foundation accounts as the Foundation will charge a fee for handling each account. The Friends of the Library fund currently has $15K balance.

   <u>**Action Item: Librarians need more clarification about limitations on each account.**</u>
   - Overdue fines: Mr. Fujimoto is investigating this issue with Peter Hardash.
   - Commencing Fall 2011 semester, tuition will increase to $36/unit.
   - Luis reported that all our databases are paid for the year.

3. **Schedules**

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a. Fall 2011 Reference Schedule
Librarians recommend that the new librarian have the same load as everyone else – 12 hours/week at reference and one workshop.
b. Fall 2011 Instruction Schedule
Same schedule as Spring 2011. Luis will take some of the Friday workshops so that more sessions can be offered in the evening. Luis noticed that the evening workshops were not well attended this semester so he will contact Speech, English and other disciplines to raise awareness of evening workshops.
c. Department Chair – Mary Ellen would like to readdress the issue of Department Chair for AY 2011-12.

Action Item: Agendize Department Chair election for 5/12 Librarians' Meeting.

4. **Recruitment**
   a. Classified Staff – Classified position in Circulation has been selected pending Board approval.
   b. Librarian & Adjunct Pool
      • Faculty position - Finalists have been selected, pending reference checks, final interview with President on 5/02, and Board approval.
      • Adjunct Librarian pool – To be used for sabbatical replacement, if approved.

5. **Department Portfolio Planning**
   2011/2012 Portfolio Draft was submitted to Mr. Fujimoto on April 21st. It was recommended that Mary Ellen assume the Collection Development assignment.

6. **Systems Update**
   a. Web-scale Management System Site Visit: Hope International University – Nell reported the successful visit to Hope International University Library on April 8 by Anya, Denise, Thuy, James and Nell.
   b. Nell reported Systems meeting on April 21st. James and Nell will hold regular meeting, monthly or as needed.

7. **Other**
   a. Blackboard
Action Item: Librarians requested to have Blackboard icon placed on the desk top of all workstations in the network and on the circulating laptops.

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Librarians' Meeting Summary
May 12, 2011

Attendees: Yolanda Garcia, Barbara Palmer, Luis Pedroza, Nell Yang

1. **Faculty Comment (Tabled)**

2. **Information Competency**
   a. The Business Division Dean is continuing to gain support for their Computer Competency requirement at SAC.
   b. The Dean has used the term "Information Competency" to "reframe" the requirement during a SACTAC meeting and a similar term when speaking to Curriculum Council.
   c. The Mission Statement of SAC has divided Information Management into two separate categories and Information Competency is the Library's domain. The Chair of the committee clarified the point.
   d. The computer competency requirement will be addressed again during a Curriculum Council meeting in October.

3. **Schedules**
   a. Fall 2011 Reference Schedule -- A new version was distributed and will be submitted for approval after some minor revision.
   b. Fall 2011 Instruction Schedule -- Instruction schedule will include additional evening workshops.
   c. Department Chair -- The Department Chair for 2011-2012 academic year will remain as originally planned: Luis for the Fall semester and Mary Ellen for the Spring semester

4. **Recruitment**
   a. Classified Staff – Edward Luna is the new Library Technician
   b. Electronic Services Librarian – Yolanda announced that the Board has approved Stacy Russo, who will be joining us as the new Librarian.
   c. Sabbatical Replacement – Mr. Fujimoto was asked if the other Librarian finalist could be the sabbatical replacement
   d. LT Instructor – screening for the new LT 110 instructor is in process. Committee members are: Mr. Fujimoto Nell and Yolanda.

5. **Department Portfolio Planning**
   a. Foundation Accounts – Librarians support the proposal consolidating the two Foundation accounts.
   b. Nealley Library Reference Service Survey
      - Nell shared results of the survey, which was compiled by James.
   c. Shared Governance
      - Division Senators - Luis will serve as new Junior Senator.
      - SACTAC & Web Committees - It was recommended the new Librarian represent the Library in SACTAC & Web Committes.

6. **Systems Update**
   a. List of Systems Duties – James and Nell created a Technical Support Task List; Librarians commented and updated the list.
   b. PC Images for Summer 2011
      - BlackBoard icon will be placed on desktop (action item requested by Mary Ellen);

- LT110 Software Programs: Voyager, OCLC Connexion & bookmark will be implemented for Fall 2011.
  c. SharePoint Files – Nell distributed to the Librarians a list of Library web pages selected for SharePoint conversion.

7. **Other**
   a. Overdue Fines
      - Effective Fall 2011 Mr. Fujimoto requested we follow the same overdue fines rate as SCC Library.
   b. Copy Machine
      - Mr. Fujimoto requested information as to what is involved in getting an extra copy machine for students.
      - Luis will follow-up with the request for a new copy machine.
   c. ProQuest & EbscoHOST migrations will be done in the summer. After the migration, our eBook collection will be incorporated into the new EbscoHOST interface.
   d. Mr. Fujimoto funded a new scanner in the Library. The new scanner (HP ScanJet G4050) for staff use will reside in L-108 by the vacant desk.
   e. Nell has identified 12 older model Library PCs which need to be replaced with newer models.
   f. A special note of recognition to Yolanda for co-chairing the Electronic Services Librarian Hiring Committee.

SANTA ANA COLLEGE MISSION STATEMENT
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Librarians' Meeting Summary
September 15, 2011

Attendees: Mary Ellen Bobp, Seth Daugherty, Yolanda Garcia, Stacy Russo, Luis Pedroza
Guest: Sylvia Turner, Dean

Turner remarks/comments:
- Ms. Turner will not need sign out sheets sent to her. Sign out sheets may be used for in-house use only. Time cards which document absences are required.
- Ms. Turner will need to know of any trades in shift hours.
- There is no money for extra help or subs.
- Ms. Turner has been working on the fee structure for fines with SCC's Dean Weispfenning, in which there is general consistency for both students at SAC and SCC.
- Suggestion is for fines to be punitive enough to deter students from violating policies.
- Librarians are urged to make fee structure decision early, offer plenty of signage, and educate student early and often of new fee structure.
- 19 hour Lib. Clerk position is frozen. Ms. Turner will find out if this position could be flown internally.
- Application Specialist I position is posted and is being flown internally. Any FT employee can apply. Process will proceed if the pool is large enough. If position is not filled, she will go back to VP and ask for direction.
- Librarians stressed urgency, necessity of both positions along with the specialization of the Applications position.

Assignments
Librarians agreed to divide assignments for one year. Librarians will revisit assignments again next year when all Full-Time Librarians are in attendance.
Attached is the agreed upon collection development and liaison table for the academic year 2011-2012
- *Action Item: Luis will update the Col. Dev./Liaison chart by 09/22.*

Reference Desk Coordinator
- MEB and SD will work together on Reference Desk Coordinator duties.
- YG proposed that we consider a Public Services Coordinator position.

Action Item: YG proposal will be a future agenda item
Action Item: YG reminded the dept. that we need to run a survey both semesters of this
Academic Year. It was suggested that a survey could be expanded to include all Public Service
Desks
- SD will work with LP on short online tutorials based on concepts from the Library
  Research Workshops.

Col. Dev.
- **Action Item: _Musical Lives_ series will be canceled immediately due to cost
  ($99/book) also the _Social Issues in Literature_ series will be added to the Standing
  Orders List**.
- MEB reminded everyone to forward suggestions for purchases.

Database Renewals
- SR is creating an updated guide to *Literature Resource Center database*. When finished,
  it was suggested to market it to faculty.
- Librarians agreed to renew *BIP* and *LRC* databases.

LT/LIS
- All 3 LT classes made
- Both LIS sections made.

Committee Reports
- SACTAC – SR will email questions from SACTAC re: innovative teaching techniques
  using technology.
- Computer Skills Proficiency Test will cover basic computer skills.
- AS – MEB reported that using district email for personal use is being discouraged.
- LP reported that during the Academic Senate retreat the issue was brought up that bylaws
  state: Deans and Faculty member are co-chairs and create agendas for division meetings.
- Curriculum Council –B. Jaros will temporarily chair committee, until Monica Porter
  assumes the assignment.

Book of the Year
- YG shared info about **_Hotel on the Corner of Bitter and Sweet_** on Nealley Library
  homepage including teaching guide, reading group discussion guide and more.
- Susan Gear wants to donate an elec. copy. SR will check on feasibility
- Donation of 840 legal books to the library. SR will address this issue. Use and space
  will be major determinants.

Fines

- Yolanda shared a SAC/SCCcurrent and proposed overdue library fines comparison chart. The chart shows that SAC overdue fines were low, and the proposed fees for SAC were increased to align with SCC. Although SAC Reserve material overdue fines were increased, they were not increased as high as SCC fines. Librarians concurred with SAC's proposed library fines.

Other

- SR is the faculty advisor for the SAC Book Club, a new student organization that begins this semester. The club will hold a business meeting and book discussion each month

Librarians' Meeting Summary
Oct. 27, 2011

Attendees: Bobp, Mary Ellen; Daugherty, Seth; Garcia, Yolanda; Russo, Stacy; Pedroza, Luis

1. Department Portfolio

Equipment, positions, or anything to do with money must be submitted by December 1. Each librarian has been directed to come up with individual goals. The Department will collectively review and attach to portfolio after discussion and consensus.

Action Item: LP will send out the most current Goals/Activities for Year 2011-12 and Progress Report.

2. Collection Development
Librarians decided to keep questionable acquisitioned titles in L112-1 for use as samples during workshops and LIS classes.

3. Student Survey
Distribute student survey week no later than week 12.
Action Item: MEB will make corrections to existing document and route to librarians for revision so that a final copy can be ready for distribution by week 12.

4. Librarian position
Reference/Instruction position with tech. experience/Generalist with college library experience preferred.
Action Item: LP will add pertinent information to our position and present to the Faculty Priorities Committee. Submit any suggestions to LP by November 1st.

5. Curriculum
Discussion related to how students will be able to meet the computer literacy continues. SAC students wishing to complete an AA degree must be assessed as computer literate by meeting one of the following: 1. Passing a designated 3-unit business class. 2. Passing a multiple choice test created by the Business department. 3. Passing a class that meets 50% of the *Computer Literate Criteria List* created by the Business department. This Business department proposal was received critically in Curriculum Council. CIC Librarian voted to abstain. This is a district-wide issue.

6. OCLA
OCLA, Nealley Library, and Ethnic Studies Dept. are presenting **Gustavo Arellano** on Wed. 11/9 from 5-6:30pm in Dunlap Hall, Room 101 which accommodates 200 persons. Flyers will be posted at Reference Desk and in Library posting area.

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7. Library Guides

SR introduced LibGuides and asked for input regarding a subscription to this service. LibGuides are dynamic, course guides designed by librarians available through the Community College League for $854/year. Subscription normally costs $949/year. Each librarian would have their own account which can be customized. Offer expires 11/10/2011. Approx. 30-40 colleges in CA. currently subscribe. The subscription would be an on-going annual commitment.
Action Item: SR would request more information from DP with regards to funding.

8. Camtasia Project

SD shared a list of ideas for the production of 1-2 minute videos about searching different databases. Librarians suggested the possibility of creating a quiz at end of tutorials as a refresher for students who have previously attended workshops. The tutorials could also be made available for the purpose of self-study.

9. Leave–a –Legacy

YG worked with Periodicals department and submitted a request for replacement laptops. Many laptops have been retired or are not compatible with current software upgrades.

The suggestion was made that all requests previously submitted and/or not funded should be added to the portfolio for ~~any~~ future grant or funding opportunities.

10. Adopt-a-Family

Librarians discussed the idea of sponsoring a family for the holidays.
Action Item: LP will send email and see if all Staff would like to participate.

11. Other

SR and Linda Duong will be migrating all of the library webpages from the current server to the new SharePoint server as part of a campus-wide migration project that must be completed by February. Webpages will display in a similar fashion. This manual process is labor intensive and tedious, involves copying, pasting the code for each page, checking formatting and making all necessary changes to ensure proper display.

Attendees: MEB, SD, YG, LP, SR

Guest: ST

Spring Schedule

Sign up for same # of hours as Fall semester. Evening workshops to be covered by adjuncts.

Dept. Chair

Election occurs at end of AY. Dept. Chair is middleman who conducts dialog between Dean and librarians. Position gets 3 LHE per semester.

Division Liaison Responsibilities

YG reminded librarians to be proactive with their divisions. Get copies of assignments and syllabi either from faculty or from division office if possible.

Selection and weeding go together. For instance, if your area is science, you are responsible for both selecting and de-selecting material in that area.

Share answers with other librarians at ref. desk or through email about unusual assignments. Leave assignment at desk with your notes.

Databases

SR shared database budget. See attachment.

CCLC entered into a database agreement with EbscoHost for 3-5 years for all community colleges. Included in the package is a business database called *Business Source Elite* not *Business Source Premier*. Also *CINAHL PLUS and Alt Health Watch* are not on the list. We must pay separately if we want those. We are paid through June for our EBSCOHost databases so we will have access to everything until June. We must decide in June if we want *CINAHL Plus, Alt Health Watch and Business Source Premier* enough to pay separately for them.

BIP will look different in January.

National Newspaper will now be called *Newsstand* and will include *OC Register*. It is expensive at $12,353/year. Maybe librarians could consider *LAT* and *OC Register* alone which would be less.

LRC subscription includes free subscription to *Opposing Viewpoints*.

Homepage/SharePoint

SR shared some questions with everyone. Does anyone use **sitemap**? Could we begin next semester without it?

Does anyone use **For Faculty**? Reserves, Library Assignments info, ILL might be of interest. The fact that faculty can check out books for an entire semester should be included.

About the Library does not need to have mission statement since it will be on the homepage.

Library Guide for Wireless Laptops should be revised. It can be added later.

Library Handbook also can be left off.

Subject Guides will be moved over as is except for broken links. Although it needs to be revised, it can be moved over as is for now.

Equipment List

Library needs more outlets for students to plug in their mobile devices. Librarians need to be more proactive about getting connectivity, laptops, PCs, expanded network.

ST offered 3 additional LHE for adjuncts for Spring 2012 semester.

Student Surveys

Approx. 60 received. Color coding each section might make it easier to comprehend.

Also make survey available online.

Consider running the survey _week 7 of each semester_ and shoot for 100 completed surveys.

Action item: share revised surveys first or second week of next semester.

Flex meeting

Action Item: Check w/ ST about when flex meeting for FPA division is scheduled.

Forward agenda items to MEB. Some ideas: demo of Midwest LS, Sharepoint, results of AS retreat on Chair responsibilities.

Library Dept. Planning 2012 Draft

Thanks to LP for his work on this document.

Other:

One time Monies   _Action Item: Make agenda item on how to spend $5K._

LT 122 will be taught by SD next Spring semester.

Action Item: Carl Sawyer Foundation how much? What can the $ be spent on?

Flex Meeting Minutes

01/19/2012

Attendees: Sal Addotta, Mary Ellen Bobp, Seth Daugherty, Yolanda Garcia, Linda Martin, Luis Pedroza, Annebelle Rice, Sstacy Russo

Reference Announcements:

Schedules

Distributed the ref. schedule and meeting schedule for Spring semester 2012. Luis mentioned that there will be 7 Monday evening workshops and 6 sessions of both Friday workshops. Dates TBA.

Reference Desk Printer

Routed the print-out with the specs. for the new printer at Reference. It will be installed very soon. It cost $900 which came from the one-time money fund.

Scanner Station

Routed a small sign for the network monitors which says *"Please Scan Your Thumb Drive for Viruses at the Scanning Station Before Using."* Thuy will alert students who check-out laptops by including new language on the laptop check-out forms and indicate that the Scanner Station is located near the Reference Desk.

Miscellaneous

Reminder that there is always a Night Dean on campus if closing librarians and LT instructors encounter a problem. Call Campus Safety and they will direct you to whoever is on.

Reminder that BB is a depository for all department documents and that there are current readings in the "Readings" folder at Reference. These come from various professional sources like the Council of Chief Librarians, LOEX, LA Times, etc.

Reminded everyone to forward "hot topics" to Mary Ellen so I can be more proactive when ordering books.

Full-timers mark your calendar for a visit by the representatice for Midwest Library Service on Feb. 09. w Chris Crosby will demo the database and set up individual accounts for each librarian.

Stacy is working with Cheryl Lee Kushida on making sure that all BB/Distance Education classes have a link to the library.

Action Item: Make a future agenda item on how to proceed.

<u>New Appointments:</u>

Linda Duong starts as our Applications Specialist Monday, January 23.

Terry Ho will be scheduled at the Front Desk weekday evenings until the Circulation position can be flown.

<u>One-time $</u>

Discussed how to spend the $4100 balance of the one-time money which needs to be spent by March. Suggestions included:

- laptops which are about $550 each total

- the purchase of 3 36x72" tables for the Group Study Rooms

- a change machine

- smaller TVs in the video-viewing area

- more ear phones

- extra credit-viewing DVDs to support a Biology class. Mary Ellen has ordered these through the book budget.

- comfortable furniture to put in the Popular Reading area that encourages students to peruse the collection

- a carousel for the collection Stacy is putting together in Popular Reading

- a small carousel for displaying high-use Pathfinders

Action Item: Make this a high priority, future agenda item. Money must be spent by March 2012.

<u>SharePoint</u>

Stacy demonstrated the new SharePoint interface which will go live on Wednesday, Feb. 8. All dead links were cleared in the migration process.

<u>Database Announcements</u>

Stacy reported that there are some changes in the EbscoHost products, due to a statewide purchase. There are some new databases including:

- America: History and Life
- Auto Repair Reference Center
- Book Index with Reviews (includes BIR Entertainment with music reviews)
- Consumer Health Complete

- Newspaper Source Plus (expanded version of Newspaper Source)

BIP will have a new interface soon. Proquest National Newspapers was renamed Proquest Newsstand and expanded.

For those interested a free EbscoHost database workshop will be offered on Thursday, January 26 from 12:30-3pm at Saddleback College.

<u>Academic Senate Retreat</u>

Mary Ellen reported on the Academic Senate Retreat.

<u>LT news and Book of the Year</u>

Yolanda announced that Seth will be teaching LT 122 and that it's possible that LT 101 will not make due to low enrollment.

Yolanda encouraged librarians to promote the Book of the Year.

Stacy announced a project idea for a popular reading collection that could be placed near the library entrance to promote lifelong reading. This would be an experiment to see if students check out the material. We may also include a survey to determine students' reading interests. A tentative goal is to have the collection in place for Fall 2012 semester.

<u>Donations</u>

Mary Ellen reported that SCC Library has donated a large number of books for inclusion in our collection or as book sale items.

Minutes

02/09/2012

Attendees: Mary Ellen Bobp, Seth Daugherty, Yolanda Garcia, Stacy Russo

Guests: Monica Collins, DSPS, Chris Crosby, Midwest Library Service

DSPS

Background: SAC enrolls approximately 50 hearing-impaired students/semester. SAC DSPS provides between $150K-200K interpreting services per semester.

Monica informed the librarians that the FCC will provide a free videophone for use by currently-enrolled deaf students. The phone transmits calls directly to an interpreter so that deaf students can have a conversation. She suggested placing the videophone equipment in the library because we are the most accessible and are open more hours than DSPS. Videophones can either be hard-wired, meaning they must have electricity and a high speed internet connection or there is a downloadable videophone application which could be loaded onto designated PCs.   Windows 7 is the best operating system for the videophone but it can work with XP or Vista.   DSPS will train students to use the equipment before they come to the library so that all the library has to do is provide a designated PC.

Action item: Librarians will research with the help of Don Dutton and IT personnel to see if the downloadable application can be accommodated on the ADA workstations. Librarians will also discuss how to monitor the appropriateness of calls.

Approved Minutes of 1/19/2012.

Databases

SAC Library qualifies for a $7294 credit from EbscoHost. Librarians need to decide at March meeting if *Business Source Elite* is sufficient for our students, otherwise we will have to pay for an upgrade. The same decision has to be made regarding *CINAHL Plus*. Stacy also handed out a list of all EBSCO databases we can select from regarding the $7294 credit.

Action Item: Librarians should contact Stacy to arrange any trials of databases from the list provided. Decide at our next meeting if we want to pay extra for CINAHL Plus and Business Source Elite and/or add any new databases.

SharePoint

Stacy invited changes to the website. Please contact her directly with any requests.

The current font is the standard font for the college. Stacy will check on changing the font size as *Find Books* and *Find Articles* seems small.

Question mark next to databases is missing. When students click on the question mark, a brief description of the database used to appear. Currently, for a description of a database you must click on A-Z databases at the top.

Action Item: Stacy is looking into recovering this feature.

Remove "Ask a Librarian" and provide a link to BlackBoard as well as other changes were recommended.

Thank you to Stacy and Linda Duong for migrating the library to SharePoint.

The district is in the process of hiring a graphic designer whose first project will be the look of the district and college websites and make recommendations.

Law Books

Librarians unanimously decided to decline the legal gift books for the following reasons:

- proximity of law library which subscribes to the WestLaw database containing current full text of these documents.
- some are duplicates.
- many have to be updated regularly.
- lack of space.

Midwest Library Service, a collection development tool

Chris Crosby trained the librarians to navigate the Midwest database for collection development.

Chris reminded librarians that ALA will be at the Anaheim Convention Center the week-end of 6/21/2012. He will send us free entrance passes to the exhibits.

One time equipment/furniture money

Librarians finalized their recommendations.

Attendees: Mary Ellen Bobp, Seth Daugherty, Yolanda Garcia, Luis Pedroza, Stacy Russo

Guest: Sylvia Turner

I.   Updates: Staffing

Ms. Turner reported that Terry Ho will be staffing the Front Desk from 4-8pm on Mondays, Wednesdays, and Thursdays as a short-term Library Clerk through June 30.

Action Item: The position is to be permanently filled in the near future.

Curriculum

Ms. Turner observed that LT 101, *Introduction to Library Technology*, the first required course of the LT program, which has been offered each Fall and Spring semester since inception, has had an inconsistent pattern of low enrollment during spring semesters. She suggested that LT course offerings be re-evaluated and that online or hybrid options be explored. She also suggested that libraries in the area be surveyed, informing them that their answers will shape the future of the LT program.

SAC is the only college that offers this program in OC. Yolanda has chaired the program for over 20 years. It is an all-encompassing vocational program that involves teaching, marketing the program, working individually with students, public relations for LT scholarships and much more. Yolanda would like to see someone else assume the responsibilities of the program.

Action Item: Make this discuss an agenda item.

Money

The interest money from the bequest left by Carl Sawyer of $140K-$150K to the library needs to be spent. It is recommended that the principal be preserved with donations of this type. This means that the interest could be spent or a small sum of the principal could be spent. For instance, up to $25K could be spent.   Sylvia would like the librarians to consider venues for using this money.

- For instance, the library could offer an interdisciplinary scholarship competition with a research component open to all disciplines. Awards could result in cash prizes with an awards ceremony, publicity, etc. Each applicant would have to produce a letter from a faculty sponsor.
- Or some of the money could be used for staff development. For instance, the library staff could attend conferences with the money.
- Or an outreach program that affects literacy or higher level learning with high school feeder schools could be formed.

- Or a venue that would support the NASA project on campus.

The college has access to a Financial Development Officer who can advise the dept.

Stacy has had some experience with the Library Research Prize at both Chapman and CSUF.

Action Item: Christina Romero will attend our May 10 meeting to explore ideas for spending the interest money.

II.   Circulation: Fines for faculty

Faculty are able to check material out for an entire semester. If the materials are not returned on time there is currently no fine in place. Unfortunately, a few faculty abuse this service. The librarians recommend that a fine be put in place to motivate faculty to return material on time. This fine should align with the fee schedule charged to students with overdue materials.

Action Item: Yolanda will discuss with Circulation Staff and Ms. Turner prior to implementation.

Reference Books: Should they be checked-out?

Reference books do <u>not</u> circulate. Students need to take photocopies of pages of reference books.

III.   Minutes of 02/09/2012 approved.

IV.   SAC 2011-12 Book of the Year

The website for the Book of the Year is:
www.sac.edu/StudentServices/Library/BookOfTheYear/Pagfes/default.aspx

The author of *The Hotel on the Corner of Bitter and Sweet* is coming to SAC on Thursday, May 3. A luncheon will immediately follow the author's presentation at the Hacienda. Yolanda encourages all the librarians to attend, if possible.

Other programs detailed on the SAC Book of the Year website.

Yolanda reported that art and artifact exhibits related to the Japanese American internment experience during World War II (E.O. 9066) will be on display in the library until the end of the semester.

Action Item: Displays to be put up over the Spring break.

V.   Instructional videos

Seth demonstrated the various instructional videos. He invited feedback from the librarians. For instance, would we like an assessment tool after each video? Are there any other recommendations?

Luis suggested making students aware of the videos at the end of each workshop.

The tutorials could also be a tool for students who have previously attended and passed a workshop and yet are being required to attend again by a different instructor.

Monday, 3/12, Luis will be attending the English Department meeting to make them aware of the tutorials.

VI. **Databases**

Stacy went over the options to spend the 2012-3 EBSCOHost database credit money of $7294.

The librarians would like to see more complete information about the Science FT database ($1737).

Action Item: Stacy will email a list of journals covered in Science FT and try to arrange a trial. Librarians will respond with their individual recommendations by Thursday, March 15, 2012.

The librarians definitely want CINAHL Plus ($1917), Alt Health Watch ($428) and Criminal Justice Abstracts ($2675).

VII. **SLO Reference Survey**

Mary Ellen distributed copies of the Reference SLO Survey.

Action Item: Librarians will begin the next Reference SLO Survey on Monday, March 26 for at least 3 weeks.

VIII. **Announcements**

There's an EBSCOHost demo of their Discovery platform (a mediated database that searches for books and periodicals simultaneously) on Monday, 3/12 at 9:45am at SCC Library.

Action Item: Stacy will attend and report back.

DSPS videophone software will be installed on #56 and #57, the two ADA workstations. Don Dutton and Monica Collins aren't sure when the final product will be installed but the order is in the works.

Mary Ellen suggested updating the *LC Subject Heading* multivolume set for $295 plus shipping. We currently have the 23rd edition, dated 2000.

Action Item: The 33rd edition, 2011, LCSH will be ordered this year.

Librarian's Meeting Minutes

04/12/2012

Attendees: Mary Ellen Bobp, Seth Daugherty, Yolanda Garcia, Luis Pedroza, Stacy Russo

Minutes of 03/08/2012 approved with amendments.

Committee Memberships:

Dept. Chair – ME Bobp will serve as chair for the 2012-3 academic year.

Academic Senate – S. Russo will serve as the Library Junior Senator.

Curriculum Council – L. Pedroza will continue as Curriculum Committee representative.

Teaching and Learning Committee – Y. Garcia will continue as TLC member.

Book of the Year Coordinator – Y. Garcia will continue to coordinate the BOTY.

Schedules: Summer: There are 62 slots divided by 5 librarians. Each Librarian is to sign up for 12 four-hour slots. Two librarians will have an opportunity to sign up for an additional shift. Dean Turner approved each librarian working consecutive shifts. In other words, a librarian could choose to work 10-2pm *and* 2-6pm of the same day with two fifteen minute breaks.   Put the sign up when you leave the desk for a break.

Reference: Each librarian's total student contact hours must equal <u>13</u>.

LT Program:

Y. Garcia was notified by Dean Turner that LT 102 was officially canceled for Fall 2012 semester *after* the fact. This leaves LT 101 (the beginning course) and LT 053 (the final course) to be offered in the Fall 2012 semester. By cancelling LT 102 continuing students of the program will not be able to enroll in an LT course in the Fall 2012 semester.

Database Decision:

Dean Turner has approved EBSCO Package III which means that the library has administrative support for the new *Discovery* product. Discussion ensued about which 10 additional databases to choose. The price of the additional 10 databases is included in the Package III subscription. Additionally, *Science Full Text Select* is going to be included at no extra charge.

Librarians chose the following databases:

Academic Search Complete

Alt-Health Watch

Business Source Complete

Communication & Mass Media Complete

Criminal Justice Abstracts with Full Text

Environment Complete

Historical Abstracts with Full Text

International Bibliography of Theater & Dance with Full Text

Literary Reference Center Plus

SocINDEX with Full Text

Since the Gale *Literature Reference Center* is bundled with *Opposing Viewpoints* we want to keep it until we have had an opportunity to compare the *Literary Reference Center* to it.

Announcements:

Workshops

L. Pedroza discussed the recurring problem of multiple registrations by one student to the same workshop. When students don't get an immediate email confirmation they often re-register. Luis will work with District ITS on revising workshop registration.

The workshop scheduling this semester resulted in smaller workshop attendance. Since students had an array of workshops to choose from, it resulted in less students per class. Librarians will remedy this by better scheduling.

Jury Duty:

ME Bobp will report for jury duty on Tuesday, April 17. Librarians will be single-staffed for the duration of her jury service.

Public PCs:

All public PCs in the network, the Express stations, the ADA stations, and all PCs in L112-1 are no longer covered by warranty. This means there is no money for parts or repairs. Nell will address this situation when she returns from sabbatical.

Nealley Library Foundation money and Carl Sawyer funds are not to be used for the purchase of public PCs.

Dictionary of Mexican American History will be re-instated into the reference collection.

Book of the Year Activities:

Check the website for up-coming events.

Let Y. Garcia know if you want to attend the luncheon for the author of *Hotel on the Corner of Bitter and Sweet* on May 3 at the Hacienda.

Librarians were encouraged to suggest titles for next year's Book of the Year. Reading level has to be accessible to ESL students and easy to incorporate into a variety of courses.

Yolanda will continue as Book-of-the Year Coordinator.

Carl Sawyer Fund:

Christina Romero from the SAC Foundation will attend the May 10 meeting to discuss various uses for the Carl Sawyer Fund.

Attendees: Mary Ellen Bobp, Seth Daugherty, Yolanda Garcia, Luis Pedroza, Stacy Russo

Guests: Dean Turner, Christina Romero, Denise Phillips, Anya Franklin

Friends of the Library Fund

The FOTL fund is comprised of donations and payroll deductions. The current balance is $16,301.21. These funds are a complement to district funding and not a replacement. The Friends fund can be used for spending on a broad array of projects such as staff development, books, equipment, software, supplies, furnishings, specialized staffing needs, student awards, setting up a special collection

Action Item: Call Stephanie Adams for confirmation that this balance does not include the Margaret Fellows Scholarship monies

Action Item: On the SAC Foundation Account Form under Dept. it should read "Nealley Library under the Division of the Fine and Performing Arts" **not** *"Fine & Performing Arts Division and Nealley Library."*

Action Item: Add Library Chair and Denise Phillips under Contact Person(s):

Carl Sawyer Trust - Library

Definition: An endowment/trust refers to a fund wherein the principal amount of the money stays in place and only the interest is spent. It can be a temporarily restricted account. For instance, it could be set up so that it exists for a fixed term like 20 years and then all remaining proceeds revert back to the Library Dept. It can be used for a scholarship endowment (but doesn't have to be), a software purchase or a large book purchase. All funds are in an accrued account. The beauty of this type of fund is the long term benefit and the ability to leverage the money by getting matching funds.

History: This is a bequest to the college which was divided between the Exercise Science Dept. and the Library. The current balance of the Library portion is $58,117.16. The Foundation recommends retaining a constant balance of $50K and either spending the difference, $8,117.16, or reinvesting it. If the library decides to purchase something, it can occur within the next 7 -8 months. Purchases can be made for one-time projects only. There are restrictions on what type of purchases can be made with endowment money. For instance, the money cannot be used for on-going purchases. The Library is urged to come up with a long-term strategy but with the flexibility to put the $ back in if not spent. We can do more than one thing with the money. Not restricted to one project.

Action Item: Christina will provide Dean Turner and the Library with the amount of the initial gift.

Action Item: Put the need for more network drops into the general budget request. Dean Turner would need to know how much it would cost, what the need is, where it is in our priorities.

Background of endowments in the Library: Denise mentioned that L112-1 and L112-3 were purchased through the donation of an individual.

Minutes of 4/12/2012 approved with amendments.

Leisure Reading Collection: <u>The Reading Post</u>

Stacy announced that the name of the location will be <u>The Reading Post</u>. It will be assembled during flex week. In the OPAC there will be two new locations:

- ***Reading Post: New (RPNew):*** for books from the New Book Truck that will go to <u>The Reading Post.</u>
  <u>Reading Post: New</u> will include books that the librarians designate for inclusion in <u>The Reading Post</u> collection. Librarians will designate these books by putting the orange tags in books that qualify as reading material appropriate for <u>The Reading Post</u> and they will reside in the <u>The Reading Post</u> for the duration of the semester.

- ***Reading Post (RP):*** for the Leisure Reading Collection books.

New books that are not designated for <u>The Reading Post</u> will go directly in the stacks.

RP (for The Reading Post) and **RP New** labels will appear on the spine of these books for the shelvers.

Currently there is a recently added status designation for New Books. This will continue.

The old **Popular Reading Collection** will be eliminated as a location and the books will be moved into the Main Stacks.

Check-out periods for Reading Post items will be the same as all other books.

Stacy will place a Survey near <u>The Reading Post</u> to gauge reading interests of SAC students.

Reference Schedules: Summer and Fall 2012

Librarians approved Fall 2012 Reference Schedule, Summer 2012 Reference Schedule, and 2012-3 Librarians' Meeting Schedule. Please keep Thursday afternoons open in case additional meetings need to be added.

Reference SLO Survey results were shared. This item will be revisited.

Action Item: Make this a future agenda item.

Announcements:

Auto Reference Center DB

Yolanda demonstrated the *Auto Repair Reference Center* database to Automotive Technology faculty and students and they were excited about the prospect of having off-site access to this database which they found relevant, useful and easy to navigate. Anticipating greater student and faculty access to this database Librarians agreed to make it more visible by moving it up from the "other databases" category, to the top of the "subject databases" category.   Yolanda informed those attending the demo that she would inform the Automotive Technology faculty if the cost of the database becomes prohibitive for the library. (They may decide to pitch in for the cost).

Seth

Seth Daugherty has been offered a tenure-track Librarian position at El Camino College. Congratulations, Seth. We will miss you.

Discovery Service

 Stacy will take the lead implementing the new product over the summer. Nell Yang is already working on the catalog portion. Stacy will also be redesigning the library home page with the Discovery search box and new images for the fall.

OCLA

OCLA will be presenting a poster session at ALA on Sunday, 6/24 from 11-12:30 in the Exhibit area. This project was one of 46% accepted of the 259 proposals entered.

OCLA's Spring Program will take place at the Braille Institute on 5/31 at 1:30pm. A luncheon will begin at 11:30am at the Claim Jumper Restaurant. Please RSVP to Stacy no later than 5/21 if you plan to attend.

Stacy will serve as President of OCLA next year.

Summer Teaching Retreat

Stacy will be participating in a Summer Teaching Retreat at Chapman University on Friday, 6/29. The event is free but parking is not. Go to www.chapman.edu/library/teaching to register.

Iceberg Melting workshop

Mary Ellen and Yolanda will attend *The Iceberg Is Melting* on 5/11 from 9-12noon in A130.

LT Updates

Yolanda announced that LT 102 will be offered in the Fall so that continuing students can stay in the program. LT 101 will be offered every Spring semester only.

Book of the Year

Yolanda has agreed to serve as Coordinator of the Book of the Year program next year. *The Librarians would like to acknowledge Yolanda Garcia's efforts in promoting all of the Book of the Year programs on behalf of the Nealley Library and making them the success they were.*

Librarians' Meeting Summary
September 20, 2012

Attendees: Yolanda Garcia, Luis Pedroza, Stacy Russo, Nell Yang
Staff: Linda Duong, Anya Franklin, Linda Mills, Denise Phillips, Thu Nguyen

1. Areas of Responsibilities
   - This item was tabled.

2. Schedules
   - Draft of Spring 2012 will be routed based on current operating hours for the library.

3. Department Portfolio Planning
   - Library department is not listed on the PA/PR schedule
   - LIS and LT are listed for 2013-2014
   - Library department will begin planning for 2013.

4. Library Technology Program Update – Yolanda Garcia
   - LT 053 Library Internship (the last required course of the program), 10 students enrolled
   - LT 102, Information Sources for Paraprofessionals, 24 students enrolled
   - Both classes met the minimum enrollment requirement.

5. Instruction Update – Luis Pedroza
   - LP worked with Anh Dinh during summer to update workshop registration. The registration helps to make certain student emails are sent to the correct address. Anh has been a great advocate for the library and her help with the registration has been immense.
   - Workshops have been very well attended.
   - We are down three computers in BI room. Michael has said that they are out of warranty.
   - Both LIS100 sections made enrollment.

6. Reference/Collection Development Update – Mary Ellen Bobp
   - Draft of Collection Development Policy was distributed.
   - Collection Development Coordinator assignments were discussed.
   - Librarians unanimously agreed that adjunct faculty should not be responsible for the full-time faculty duties of the Collection Development Coordinator. Department Co-Chairs will communicate this to Dean Turner.

7. Electronic Resources/Web Update – Stacy Russo
   - Link to new SAC homepage (beta) was sent to all Librarians.
   - It was recommended that the Library be linked to "Academic" and "Current Students" link.
   - Ebsco Discovery Services search results ranking has been modified so that Library catalog results are weighed higher. In the past, catalog holdings would sometimes not appear until page three or four.

8. Systems Update – Nell Yang
   a. Integrated Library System
      - The search of the next generation ILS is teamwork, with all Library faculty and staff participation if they choose to.
      - SACTAC has included the search of the next generation ILS in its Action Plan.

9. Other
   - Library should have a presence on Blackboard. This is common in many colleges utilizing Blackboard. This will be made a recommendation to Ms. Cherylee Kushida of Distance Education.
   - Librarians are still reviewing copyright email sent in recent weeks.
   - Denise, Anya and Edward were all willing to participate in a future Nealley Library newsletter along with Stacy and Luis. Stacy will forward this information to Dean Turner.

10. All Staff Information Meeting
   - Luis welcomed staff who voluntarily participated in this 30 minutes information session regarding the selection of the next generation Integrated Library System (ILS);
   - Stacy presented information on the past, the present and the future of our ILS.
   - The first demo session by OCLC WorldShare Management Services (WMS) will be held on 9/27 at 2 pm in L-112-1.
   - The second session by Innovative Integrated, Inc. Sierra System will be held on Oct. 11 at 2 pm in L-112-1.
   - Nell did a demo, sharing the following next generation ILS sites:
     - SAC – Ex Libris Voyager OPAC (ILS) and Ebsco Discovery Services (Discovery)
     - Santa Barbara – http://library.sbcc.edu/ (WMS)
     - Pasadena – http://www.pasadena.edu/library/ (WMS)
     - Cerritos – http://cert.ent.sirsi.net/client/cerritos Sirsi/Dynix Symphony (ILS) and Enterprise (Discovery)
     - Rio Hondo – http://rioh.ent.sirsi.net/client/default/ Sirsi/Dynix Symphony/Enterprise

LIBRARIANS' MEETING – FALL 2012
November 1, 2012

MEETING SUMMARY

Attendees: Yolanda Garcia, Luis Pedroza, Stacy Russo, Nell Yang

1. **Schedules**
   - Spring 2013 Reference Schedule
     - The scheduled will be finalized over the upcoming weekend.
     - Yolanda confirmed that LT 101, LT 110, and LT 053 will be offered next semester.
     - There was a discussion about double staffing the reference desk on Monday evenings. Instead of double staffing, it was agreed that Yolanda would provide in-depth research assistance for individuals and small groups for 3 of her 12 reference hours in the spring. There was a discussion of how this form of assistance, which we are unable to fully offer with our current staffing levels, creates rich opportunities to serve our students.
   - Spring 2013 Instruction Schedule
     - Linda Martin will teach research workshops in the evening.
     - Sal Addotta will teach research workshops on Friday.

2. **Faculty Priorities Committee**
   Luis represented the library faculty at the Faculty Priorities Committee on Friday, October 26. There were dire needs expressed throughout the campus. Luis spoke towards the end of the meeting. He pointed out that although the library does not generate FTEs, we help all students. We even field writing and counseling questions. Hiring 1-2 new librarians would help us get closer to meeting several goals, including making the library more prominent in every class, ensuring all students have access to our databases, and implementing an expansion of the library into distance education. A new librarian would have student contact. Luis concluded by sharing there was a high level of support from the other faculty at the meeting. A librarian position was ranked #4 on the priorities list.

3. **Student Workers**
   Throughout this Fall 2012 semester, Librarians have had the assistance of over 10 Service Learning student volunteers at the Reference Desk. These volunteers work anywhere from 15 to 100 hours, and they assist students by directing the traffic flow for computer use. They also help students to log onto computers, purchase print cards, and print. They replenish Reference Desk area supplies, and answer other simple directional questions, such as the location of restrooms, photocopiers, etc… These students receive 30 minutes to one hour of training prior to their placement, and after that orientation they are scheduled to work w/different librarians throughout our scheduled hours of operation.

Santa Ana College Mission Statement

The mission of Santa Ana College is to be a leader and partner in meeting the intellectual, cultural, technological, workforce and economic development needs of our diverse community. Santa Ana College prepares students for transfer, employment, careers and lifelong intellectual pursuit in a dynamic learning environment.

- The librarian on Reference Desk duty is to work with, and oversee the functions and performance of these students. Librarians need to be consistent regarding student worker roles and etiquette.
- Student workers should not use a librarian's workstation (this creates confusion when students approach the Reference Desk with questions);
- Whenever necessary, librarians are to remind, and encourage student workers to be proactive. They are to circulate, to be on the lookout for students who wish to use a computer, purchase a print card, or print.
- Student workers are not to read, or do their homework behind the desk.
- In order to avoid confusion, "Student Assistant" badges will be created. These will be located in the Reference Desk supply drawer, and should be worn by student workers during their shifts. At the end of their daily shifts, student workers are to return the badges to the Reference Desk supply drawer.

4. CD classification

Luis shared that more titles are being added to the CD collection. He is considering new ways to organize the CDs to make them more accessible to students. One suggestion was to use LC call numbers. Another suggestion was to go with a music store model of genres followed by alphabetical order. Nell, Yolanda, and Stacy all support Luis pursuing this.

5. Program Review

- Library Survey – Luis will locate the reference survey for students we used last year. We will conduct this survey again before the end of the semester.
- The most recent 19QT will be distributed to all librarians for our review. We will divide responsibilities and each of us will be dedicated to writing portions of the document.

6. Integrated Library Systems & Discovery Services – Nell Yang and Stacy Russo

Nell provided a brief update of our status. She thanked Stacy for her work on the ILS project. On 11/29 (2 p.m. – 3 p.m.) and 12/6 (2 p.m. – 3 p.m.) there will be all staff discussions regarding our ILS project. The purpose of these discussions is to ultimately reach a vendor recommendation we can provide to Sylvia Turner. It was agreed that prior to the 11/29 discussion we will ask the staff members to rank the vendors from 1-5 in preferential order. This ranking will give us a good place to start the 11/29 discussion. SR agreed to facilitate the discussion.

7. Others

- The printer in L-112-1 (HP LaserJet 4000N) needs to be linked to the network.
- The printer at the Reference Desk (HP LaserJet 3015) needs to have double-sided ("duplex") printing set as a default. This printer also needs to print to the circulation area printer and the color printer.

SANTA ANA COLLEGE MISSION STATEMENT
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Librarians' Flex Week Meeting Summary
January 20, 2011

Attendees: Mary Ellen Bobp, Barbara Palmer, Yolanda Garcia, Luis Pedroza, Nell Yang, Linda Martin, Sal Addotta
Guests: Mr. Fujimoto, James Penilla

1. **Administrator Updates**
   - **One classified staff** position is currently posted. A Librarian may participate in the committee if they would like.
   - **One Librarian** position is being recruited and a small committee will be convened. The committee is to consist of 2 Faculty members, (an Academic Senate representative, and one librarian. Also 2 managers, one to serve as Equal Employment Opportunity Advisory Committee representative. The committee number was questioned.

   Action Item: Send interview questions to Mr. Fujimoto.

   - **Equipment -** Carl Sawyer monies can be used to purchase some laptops but Mr. Fujimoto would like to see some of the funds to be preserved for a scholarship or something with more longevity. Barbara reminded the group of the *El Don* digital archive as a potential suggestion.

   Action Item: The librarians need to prioritize their suggestions for the distribution of Carl Sawyer fund.

   - **Budget –** Mr. Fujimoto announced that the budget projections are not good. SAC may see a 10 to 20 million dollar reduction.

2. **Technical Support**
   - Nell introduced James as the new Library Application Specialist.
   - For this semester, all job requests normally handled by Application Specialist should be sent directly to James and copied to Nell.

3. **Reference SLOs**
   - Mary Ellen introduced the draft for the Reference SLO Survey which will begin April 4th and will run for at least 3 weeks.
   - Recommendations for changes were submitted, to be incorporated into a final draft to be shared with the Librarians.

4. **OCLA's Fundraising Endeavor**
   Linking OC Libraries for Haiti (January 12 -- February 9)
   - Yolanda explained the countywide fundraising endeavor and how it would work in the Nealley Library. SAC's participation will begin on January 24th, the first day of the Spring semester. The project will end on the evening of February 9th.
   - A collection can, fabric links, sharpie pens, and a stapler have been placed at the Reference Desk for this project, and signs will be placed in various areas of the Library.
   - Each evening the closing Librarian secures the can and its contents in a pre-determined location. Each morning the opening Librarian collects and places the empty can at the Reference Desk.
   - For each 25 cent donation individuals receive a fabric link on which to write their name or message. All of SAC's links are stapled onto a continuous link. On February 12th the links of all participating libraries will be connected into one large chain of support. Donations and links will be sent to Haiti via FOKAL, The American Library Association's designated organization for Haitian library aide.

5. **LT Program Spring 2011**
   - Yolanda announced that there are currently 15 students enrolled in LT 101 and 17 in LT 102.
   - Yolanda shared the recruiting efforts and numbers for the current LT program.

6. **Department Portfolio Planning (DPP) & Program Review**
   - Luis asked the Librarians to please keep in mind how we would like to consider selecting a Department Chair for next year.
   - This should be decided prior to Spring break.
   - Mary Ellen suggested that each librarian serve a semester each, rotating the duties.

Action Item: Department Portfolio needs to be addressed in one of the first meetings of the year.

7. **Other**
   - Mary Ellen announced that there is a new column on the Ref. Statistics Form for Group Study Rooms denied. Each librarian who turns away a group is instructed to indicate the number of students in the group.
   - Mary Ellen announced a switch in the Reference Desk schedule approved by Mr. Fujimoto.
   - Nell demonstrated how Librarians and staff can view cataloging records generated by the new RDA (Resource Description & Access) cataloging standard: go to the Library of Congress website at http://catalog.loc.gov/, enter "RDA" to retrieve over 7,000 records generated by the national libraries test project.
   - Nell announced that EBSCOhost is updating the Academic Search Premier interface to include access to NetLibrary eBooks. The release date is to be announced.

Part Time & Full Time Librarians' Meeting Summary
January 24, 2013

Attendees: Sal Addotta, Yolanda Garcia, Linda Martin, Luis Pedroza, Stacy Russo, Nell Yang

1. Library Updates
- Librarian position – Full Time Librarians met on 1/22 prior to meeting with Dean Turner to go over the new Librarian position. It was decided to post for a general Librarian position with emphasis on e-learning.
- Budget – Dean Turner and Denise worked together to identify funding sources for, OCLC WorldShare Management Services (WMS), the selected next generation library system.

2. Schedules
- Spring 2013 Reference Schedule – distributed
- Spring 2013 Instruction Schedule - distributed

3. Technical Support
- Linda Duong started maternity leave on January 23, 2013.
- Nell will respond to tech support requests on Voyager issues.
- All other issues can be sent to SAC Help Desk at helpdesk@sac.edu.

4. LT Program Spring 2013
- Yolanda reported that all LT courses were full or almost full and would meet the 20 student limit.
- Two new adjunct faculty joined the LT program: Dele Ukwu and Shamika Simpson. They have taught together in LT program from Long Beach. They are teaching LT110: Technical Services.
- Reference Librarians will be able to have Service Learning students participate during some shifts. Service Learning students are trained, but Librarians are reminded that they should provide guidance of do's and don'ts at the Reference Desk.

5. Department Portfolio Planning (DPP) & Program Review
- Copies of "Library Department Program Review: 2009-2010" were distributed.
- Adjunct Librarians may be asked to participate and provide input.

6. Other
- CD's are being reclassified and displayed for easier patron use. Nell thanked Anya for implementing the "ANSCR Classification System for Sounding Recordings" and for repackaging them in slimmer cases.
- Dean Turner asked Linda Martin to stop by and re-introduce herself. During the meeting, instruction was discussed. Dean Turner suggested the possibility of a pre-quiz for the workshops. Librarians noted the time constraints of the workshop and considered a brief three question pre quiz. Librarians will discuss and suggest various methods of piloting this during the semester.

Librarians' Meeting Summary
January 24, 2013

Attendees: Yolanda Garcia, Luis Pedroza, Stacy Russo, Nell Yang

1. **Areas of Responsibilities**
   - Librarians decided that this issue would need to be addressed until all Librarians were present.

2. **CCL Deans' & Directors' Spring Meeting**
   Library and Learning Resources Deans, Directors, Head Librarians, Coordinators & Department Chairs are invited.
   Thursday-Friday, March 21-22, 2012, Sheraton Grand Hotel, Sacramento
   - Librarians support the idea of sending representation to CCL but this should not come from Library funds.
   - In the past, this meeting was attended by Library administration and Library faculty.

3. **Program Review**
   Surveys
   - Reference Survey: Librarians have determined that the reference survey should begin April 1. The survey will run until May 10.
   - Instruction Survey: A survey for Instruction will coincide with Reference Survey dates.
   - Faculty Survey: A survey for Faculty will be revised and distributed to coincide with Reference and Instruction surveys.

4. **Library Displays – Stacy Russo**
   - Stacy suggested an idea for a March display for Women's History Month and an April display for National Poetry Month.
   - It was suggested that we locate an area to develop other displays throughout the year. A suggestion to purchase a low shelving unit to use as a display where the material placed can still be checked out will be investigated.
   - Stacy also suggested a free standing easel in which students could leave comments. This could also double as a marketing tool for displays or other college happenings. This will be investigated for cost.

5. **Others**

LIBRARIANS' MEETING – SPRING 2013
February 14, 2013, 2:00 – 4:30 pm in L112-1

MEETING SUMMARY (draft)

Attendees: Yolanda Garcia; Luis Pedroza, Stacy Russo, Nell Yang

1. Approval of Minutes
- Minutes of the January 24, 2013, meeting were approved.

2. Library Updates
- Librarians reviewed the job description for the new librarian position and created selection criteria for the application screening process. Responsibilities of the new position were used to create the criteria.

3. Schedules
- The May 16 librarians' meeting has been changed to May 9.
- There was a review of the current Spring 2013 Reference Schedule. When Mary Ellen returns later this semester, it is anticipated that she will take the reference hours highlighted in pink on the schedule. These hours are currently being covered by P/T librarians.
- Nell and Luis will take the Summer 2013 schedule to Dean Turner for approval next week.
- Reference schedules, including the Fall 2013 schedule, will be included in our Program Review.

4. Reference/Technical Support Incidents
- **Blackboard and browsers**
  Nell brought a PDF printing issue to our attention. When students open a PDF document through Blackboard, they are not able to customize the printing. It is best to download the PDF, which will permit more customization. Also, librarians noticed that there are browser issues when working in Blackboard. It was recommended to try both Firefox and Internet Explorer when experiencing a problem, since one of the browsers may provide a solution.
- **Printing**
  The number of pages showing at the print station is sometimes not matching the actual pages of the document. For example, the print station may show a 5 page document as just 1 page. The student will be charged $.05, but all 5 pages will actually print. The vendor is aware of this issue.
- **Scanner and PDF documents**
  PDF Creator, which is free, is not currently installed on the DSPS workstations. Nell will request DSPS to install this software. Nell also brought to our attention that installing Acrobat Professional on the DSPS workstations would be helpful for the students, since this would allow them to create a single document with several scanned pages. She will also request this through DSPS.
- **Acrobat XI Professional/scanner for Program Review/accreditation**
  There was unanimous support for Nell to receive funding to purchase the Acrobat XI Professional software ($69.95) for her office computer and a scanner for her office (approximately $200). The software and scanner will be helpful items when preparing for Program Review and accreditation.
- **Smart phone Internet access**
  Nell reported an issue of the Internet not working on a smart phone in the library. It is not known if this is an isolated incident. Librarians who encounter this problem should report it to Nell, so she can take the issue to SACTAC.

- **Technology Inventory**

  Nell completed a technology inventory for SACTAC. She pulled up the inventory and we reviewed it. Yolanda mentioned that we have documented in our annual portfolio numerous times that we need replacement laptops. In addition, there is a need for a replacement of our PA system. Announcements over the system cannot be heard in the library classroom and other locations in the building.

5. **LT Program Spring 2013**
   - Yolanda reported great enrollment numbers for the LT classes this semester. LT 101 has representation from Santa Ana Public Library and Orange County Public Library. There are also students in 101 who have never worked in a library.
   - During the Fall 2013 semester, LT 054, Children's Library Services; LT 122 Public Services; and LT 053, Library Internship will be offered. We will be recruiting for an instructor for LT 122.

6. **CCL**
   - Library Information on the CCL website needs to be updated. Luis will e-mail Stacy with John Nixon's dates as the dean. The building construction date of 1958 needs to be added.
   - Primary Editor – Nell will send an e-mail to have the primary editorship changed from Luis to Stacy.
   - Deans' & Directors' Spring Meeting – Stacy will attend the meeting to represent SAC and report back information. Luis and Nell will check with Dean Turner for coverage of Stacy's reference shifts on Thursday, March 21.

7. **Department Portfolio Planning (DPP) & Program Review**
   - The Reference Survey, Instruction Survey, and Faculty Survey will all be included in the appendix of the Program Review. Nell showed us a table of contents she created. We will also include a discussion and assessment of SLOs.
   - Librarians are to review the previous Faculty Survey that Yolanda distributed to us via e-mail and provide feedback by Thursday, February 21, at 2 p.m. We plan to do the Faculty Survey every other year during the spring semester.
   - The Instruction Survey will run for 2 weeks this semester.

8. **Others**
   - Luis spoke about the importance of transparency and communication between all of us as colleagues.
   - During the summer, Luis will lead an investigation into the possible reconfiguration of the large bank of computers. It is currently difficult at times for students and librarians to access the workstations.
   - There was a discussion of the possible Lee Mallory donation. Stacy and Luis gave Nell and Yolanda an update on a recent meeting with Dean Turner and a meeting with Lee yesterday to view the materials. The donation includes poetry books Lee authored; books by a small, local press; flyers from the OC/LA poetry scene; letters from Charles Bukowski to Lee; and other small press publications dating back to the 1970s. We are carefully weighing the pros and cons of the donation, but we expect to make a decision shortly.
   - Stacy provided an update on the Web Committee. A re-design of the entire SAC website, which we were anticipating, is scheduled for the summer with the intent of releasing the new site in time for the Fall 2013 semester. Stacy expressed concerned at the Web Committee meeting regarding a two-week turnaround in the summer to get all webpages ready for the release. Considering the volume of pages on the library's website, the re-design may be a considerable task. Still, we can all anticipate a new look to the site in the fall.
   - There was a discussion of Nell's draft of an "Library of Congress Classification System" document. This document, once complete, will be available online and in print for students. There will also be a staff version that will identify liaison librarians with their subject areas.

LIBRARIANS' MEETING – SPRING 2013
March 14, 2013, 2:00 – 4:15 pm in L112-1

MEETING SUMMARY

Attendees: Yolanda Garcia; Luis Pedroza; Stacy Russo; Nell Yang

1. **Approval of Minutes**
   - Minutes of the February 14, 2013, meeting were approved.

2. **Schedules**
   - **Spring 2013 Reference Schedule**
   Librarians reviewed the schedule for the final 8 weeks of the semester. P/T librarians will continue to cover the shifts previously assigned to Mary Ellen.
   - **Summer 2013 Reference Schedule**
   The schedule is being routed in order of seniority. Librarians agreed that when working the 10-6 shift and taking a short break they will put up the sign notifying patrons that they are away and they will also notify circulation staff when they leave for breaks and when they return. Two reference shifts may conflict with OCLC training sessions.

3. **Electronic Services**
   - **EBSCO Renewal**
   Stacy will research the budget and options for the EBSCO renewal, especially since we will not be renewing the EBSCO Discovery Service. She will send options via e-mail prior to the April 18 librarians' meeting.
   - **LibGuides**
   Librarians discussed the pros and cons of starting a subscription to LibGuides with funds Cherylee Kushida is able to provide for distance education technologies. After the first year, the library would likely need to fund the continuing subscription. It will take time, possibly several months, to create guides to release for the Fall 2013 semester. Librarians asked Stacy to check with Cherylee on any expectations with the subject areas we would create. If there are no expectations, there was agreement to implement LibGuides.
   - **Student Art Display**
   Stacy has a work of collaborative student art in her office that was created for a "coming out" event last semester. One of the students involved with the event requested the piece be on display in the library. The librarians agreed to display the art throughout the remainder of the Spring 2013 semester and then every year at a designated time to correspond with a national LGBTQ celebration. The top of a shelving unit in the Periodicals Department near study room 104 was designated as an appropriate place. The art cannot be permanently on display. Stacy will communicate this option to the student. If the student seeks a permanent display, the library will need to decline.

4. **Reference/Technical Support Incidents**
   - **CD and Audio (#1 - #34)**
     Nell informed the librarians that audio has been disabled on workstations from #35 on. She will contact ITS to see about fixing this issue. If it cannot be fixed, labels will be placed on workstations beginning with #35 that state wording similar to the following: "No audio on this computer. Use stations 1-34 for audio."
   - **Print Release Stations & Flash Drive Printing**
     A student was recently discovered plugging his flash drive directly into a print release station to print his documents. Although this can be done, this increases the potential for a virus to get into a print release station. If librarians notice students doing this, we need to tell them they must send their print jobs from a workstation.
   - **Inserting Page Numbers in Word Documents**
     Nell demonstrated how to insert page numbers in Word documents to help librarians who may not be aware of how to do this. First you select "Insert" from the tool bar and then "Page Number." You can pick the location of the page number, such as top or bottom and right or left alignment. After inserting the page number in this way, you can type a last name or other information in the header. It is important to insert the page number first.

5. **Systems Update**
   - **Technology Inventory** – *tabled, due to SACTAC cancellation*
   - **OCLC WorldShare Management Services (WMS)**
     a. **Training and Planning (Spring 2013)**
        Nell handed out a document with various dates throughout the spring and summer for training. There are some conflicts with the training sessions. In one instance, Stacy is scheduled to teach during an important session. Also, during several trainings Yolanda will be single-staffed on the reference desk at peak times.
     b. **Implementation (Summer 2013)**
        There are several trainings and activities taking place during the summer session. This will require some librarians, including Nell and Stacy, to work beyond their reference shifts.
     c. **Edward Luna's Cataloging Account**
        Nell brought to everyone's attention the need to clean up call numbers in our catalog for the upcoming migration to OCLC. Ed will assist with this project when he is not on the Circulation Desk.

6. **CCL**
   - **Deans' & Directors' Spring Meeting (Thursday-Friday, March 21-22, 2013)**
     P/T librarians will cover Stacy's morning and evening reference shifts while she attends this meeting in Sacramento.

7. **Department Portfolio Planning (DPP) & Program Review**
   - **Reference Survey**
     Dates were reviewed for the upcoming survey.
   - **Instruction Survey**
     Luis explained that a demographic survey will be stapled to the workshop assessments. Luis will look into the need to combine SLOs and this demographic survey.
   - **Faculty Survey**

Yolanda previously distributed an earlier version of this survey. Nell will send this out again for the librarians to review.

- **Librarian Positions**
  There was a discussion of the lost position, due to Mary Ellen's retirement. Librarians discussed the need to actively pursue a replacement. Librarians reviewed questions and criteria to bring to the search committee meeting for the open librarian position. Luis also provided everyone with documents to review regarding equivalencies and district document AR4102.1 regarding recruitment.
- **Collection Development/Division Liaison** – *tabled, due to time*
- **Accreditation**
  Yolanda provided everyone an "Accreditation Standards" document. Standard II.C. applies directly to the library. Pages to review include 33-35 and 40-42. This document outlines the evidence that will be needed for accreditation. Yolanda is attending an accreditation committee meeting on March 15, 2013. Anya is also on this committee. Yolanda will share pertinent information from this meeting and another accreditation meeting she is attending on Tuesday, March 19, 2013. There was also discussion at this time regarding the need for programs *and* courses to have SLOs. New information regarding the need for *all* SLOs to be assessed each semester was discussed. Finally, the importance of our monthly statistics that Linda Duong provides being culminated into annual statistical reports was discussed.

8. **Others**
   - **Printing in the Library** – *tabled, due to time*
   - **Library Policies and Students** – *tabled, due to time*
   - **Book of the Year**
     Yolanda will be putting up a display on the shelving unit used for the children's books. This display will have images that illustrate the steps to James Meredith's integration at the University of Mississippi. It will include information on civil rights activist Medgar Evers. Yolanda also recently attended the play *Oh, Yes She Did!* She is hoping to have the actress come to SAC for a performance where she will portray prominent women in the civil rights movement. Yolanda is still working on setting up a Freedom Riders program.

LIBRARIANS' MEETING – SPRING 2013
April 22, 2013, 2:00 – 4:15 pm in L112-1

MEETING SUMMARY

Attendees: Yolanda Garcia; Luis Pedroza; Stacy Russo; Nell Yang

1. Approval of Minutes
- Minutes of the March 14, 2013, meeting were approved.

2. Library Updates
- **Librarian Position**
Everyone was reminded of the upcoming interview schedule. Some logistics still need to be worked out.
- **Library Offices**
Yolanda decided to stay in L-105. No decision has been made yet on who will move to Mary Ellen's old office, L116-1.
- **Collection Development/Division Liaison**
Luis will handle Mary Ellen's areas throughout the rest of the semester. There was also a discussion on donated films. Everyone agreed that films donated to the library can be added. They will go through the same review criteria as other gifts.
- **Area of Responsibilities**
Luis will look at the duties of the Reference Coordinator role that Mary Ellen previously handled. It may be possible to divide up the duties and assign them to different librarians.
- **Database Renewal**
Everyone reviewed the EBSCO renewal options that Stacy prepared with Denise's assistance on determining the remaining balance in our electronic resources account. Stacy will inform Denise of our #1 choice for renewal and our alternate #2 choice if funds are not available to cover the first choice.

#1 Choice:	
Academic Search Complete	3,306
Criminal Justice Abstracts	2,755
Environment Complete	3,174
SocINDEX with FT	2,204
Total	**$11,439**

#2 Alternate Choice:	
Academic Search Complete	3,306
Criminal Justice Abstracts	2,755
SocINDEX with FT	2,204
Comm & Mass Media Complete	1,818
Total	**$10,083**

3. Schedules
- **Summer 2013 Reference Schedule**
Linda Martin will cover two of Stacy's dates, so Stacy can attend the OCLC WMS training.
- **Fall 2013 Reference Schedule**
The schedule is currently being routed.

4. **Accreditation**
   - Yolanda provided an update related to Standard II-C accreditation meetings. She stated that several labs (the Academic Computing Center, the Student Success Center, the Reading, Math, Writing Centers and CEC labs will be included in the standard. Yolanda distributed "Santa Ana College Self-Evaluation Analyzing Evidence Template," which will be our Standard II-C working document.
   - Yolanda also reminded us that our three the PA/PR documents (Library Department, Library Technology Program and Library & Information Studies) will be due in early October.

5. **OCLC WorldShare Management Services (WMS)**
   - **Training Schedule**
   Nell recommended Luis and Yolanda watch the training session on the public catalog. She will send them an e-mail with more details.

6. **Conferences**
   - **Deans' & Directors' Spring Meeting, 2013 (Thursday-Friday, March 21-22, 2013)**
   Stacy provided a report on her recent attendance at the meeting. A statewide purchase of an ILS is still years away. Karen Schneider, a librarian at Holy Names University in Oakland, spoke at the meeting regarding her concepts of "radical hospitality" and "radical optimism." Stacy will provide any other details from the meeting via e-mail.
   - **California Conference on Library Instruction, 2013**
   Stacy gave a brief description of the poster session on community librarianship she recently gave at the conference. The poster discussed work on campus with student clubs and starting a community reading group in downtown Santa Ana.

7. **Department Portfolio Planning (DPP) & Program Review**
   - **Reference Survey**
   Luis has been collecting the reference surveys for each day. We will continue the survey through the semester.
   - **Instruction Survey**
   Luis has been compiling the demographic surveys the librarians are having students complete at the end of the research workshops.
   - **Faculty Survey**
   Everyone reviewed the faculty survey, making changes to wording and adding/deleting questions. This survey will run later this semester.

8. **Others**
   - **Printing in the Library** – *tabled, due to time*
   - **Library Policies and Students** – *tabled, due to time*
   - **Book of the Year**
   Yolanda mentioned the play *Oh, Yes She Did,* which will be performed at SAC on Wednesday, April 24 at 12 noon. She also mentioned that the photographic display *Integrating Ole Mississippi* is now online. Yolanda provided the images and captions, Nell digitized the images, and Stacy uploaded the display to our website.
   - **CI Sign-In Form**
   Nell provided everyone with a revised sign-in sheet for us to review. There were no recommended changes. This form will now be used at the reference desk.

LIBRARIANS' MEETING – SPRING 2013
May 9, 2013, 2:00 – 3:50 pm in L112-1

MEETING SUMMARY

Attendees: Yolanda Garcia; Luis Pedroza; Stacy Russo; Nell Yang

1. Approval of Minutes
- Minutes of the April 22, 2013, meeting were approved as amended.

2. Library Updates
- **Librarian Position**
  Luis provided a status update of the interview process with the final candidates.
- **Library Office L-116-1**
  Campus Safety will be using L116-1 for 90 days. Nell will then move into L116-1 for the Fall 2013 semester.
- **Librarian PC**
  Mary Ellen's computer will be moved to L-108.
- **Librarian Desk**
  Luis is going to request through Dean Turner that Barbara Palmer's ergonomic desk be returned to the library.

3. Schedules
- **Summer 2013 Reference Schedule**
  The two dates Linda Martin will cover so Stacy can attend the OCLC WMS training are July 10 and July 24.
- **Fall 2013 Reference Schedule**
  The schedule is almost complete. It now reads "Staff" for the new librarian's hours. An adjunct librarian will be working on Fridays, which adds an extra hour of adjunct pay.

4. Accreditation
- Yolanda provided information regarding the accreditation process, including Standard II-C and the nine accreditation documents we need to be aware of. All documentation, including the report and supporting evidence, is due the first week of December 2013.
- Yolanda showed everyone a revision she would like to make for the Library Technology Program mission statement. Everyone agreed on the revision. Luis handed out revision possibilities for the Library Instruction Program mission statement. The librarians went over possible wording changes and finalized a revised mission statement. The three approved department mission statements are:
  1.) the Library Department Mission Statement
      The mission of the Santa Ana College Nealley Library (SAC) is to promote educational success, information competency and lifelong learning through the implementation of quality programs, services and equitable access to current and relevant sources.
  2.) the LIS Program Mission Statement, and
      The mission of the Santa Ana College Library Information Studies Program is to make students information competent by teaching them to successfully search, retrieve and evaluate information using a variety of sources.
  3.) the Library Technology Program Mission Statement
      The mission of the Santa Ana College Library Technology Program is to successfully prepare students for employment as library support staff in positions above the beginning clerk level.

5. **Department Portfolio Planning (DPP) & Program Review**
    - **Goals & Activities 2013-2014 – tabled, due to time**
    - **Reference Survey – tabled, due to time**
    - **Instruction Survey – tabled, due to time**
    - **Faculty Survey**
      Luis sent the survey the librarians worked on at the previous meeting to the District Office for technological assistance. The librarians reviewed recommended changes from the District. The survey was finalized. Luis will electronically deliver the final version to the District. Once everything is set up, the survey will be distributed to faculty before the end of the semester.
    - **19QT**
      The librarians reviewed the 19QT and confirmed the areas each librarian will write and gather data for. There was a discussion of how this is a collaborative process and everyone will need to work together, including meeting in the summer on an as-needed basis to ensure the October deadline is met.

6. **Book of the Year Events**
    - *Oh, Yes She Did*, Sandy Brown's NAACP award-winning one woman show, the culminating event for SAC's 2013-2014 Book of the Year (The Help, by Kathryn Stockett) was performed on April 24 in Phillips Hall. The performance was very well-attended, with classes, instructors, individual students, faculty, staff and administrators. All were inspired by the show's message and performance. Feedback was very positive. .

7. **Senator Election**
    - Nominations and elections were conducted. Luis will serve as the Junior Senator in the Academic Senate next year. Stacy will move into the Senior Senator position.

8. **Systems Update**
    - **OCLC WorldShare Management Services (WMS)**
      Nell provided an update on the training that has been completed to date, as well as planned training and events.
    - **Public Catalog Training Event**
      The training initially scheduled for Thursday, May 16 was cancelled.

9. **Others**
    - **Printing in the Library – tabled, due to time**
    - **Library Policies and Students**
      Nell shared that she was interviewed by a student from *el Don* regarding library policies. She was specifically asked about the enforcement of the drink policy.