

College of San Mateo Library Advisory Committee
Meeting Summary
January 30, 2013, 2:15-3:45pm, 5-337

Members Present: Jeff Flowers (Chair), Janet Black, Lorrita Ford, Martha Menendez, Roberta Reynolds

Guests Present: Lia Thomas (CSM Library)

Issues Discussed:

Performance Indicator Surveys

The Committee began the meeting speaking about the performance indicator survey instruments. The group discussed the possibility of having the surveys hosted at a central location on the college's website to allow for easier access by community members as well as the possibility of making the act of taking surveys a flex activity to encourage participation.

A representative from the library formally introduced the survey instruments. The source materials were outlined, from this committee along with various accreditation bodies, as well as the guiding principles used to construct these devices. A demonstration of the surveys was conducted. The committee discussed the possibility of offering prizes for survey participants, specifically the option of providing CSM gift cards as an incentive for survey participation.

Some members of the committee thought that one piece of clarifying language on the surveys would be to substitute "librarian" for "library faculty". This was to ensure that the most people would understand that not everyone working in the library are librarians.

These surveys will be distributed soon so that the results can be rolled into the library's accreditation reports. All of the surveys will be linked in a single email message. If flex activity time can be used for survey completion, that information will be included in the email message.

Library Accreditation

The committee discussed the library's accreditation. The latest standards were shown to the committee, along with an overview of what's happening in the library and what challenges the library is facing. The group reviewed the library's current efforts of data collection / data analysis and other evidence being procured for accreditation. Relating to the observed dip in number of orientations being conducted by the library, Roberta mentioned that this dip may be a result of shifting needs of the writing center orientation.

Outreach

National Library Week is coming up (April 14-20, 2013) and there was talk about the preparations being conducted for this time period. The idea of having maker spaces was advanced. This mini-maker faire would introduce to the community these types of spaces, including the types of materials being considered for this event.

The CSM Library will be issuing a newsletter in the spring, and the committee discussed the possibility of including a book report.

Committee Membership

The lack of a student representative is due to the fact that our current student is not available during our normal meeting times. A new student representative will be sought in the mean time.

Next Meeting: February 13, 2013 2:15-3:45, location TBD.

Tentative agenda items include:

1. Further sharing of data collected by the CSM Library
2. CSM Library Newsletter
3. Tablets – what the library has and demonstrating the devices to the committee

Submitted by Jeff Flowers, Chair.