

Meeting Agenda 5/22/2018

- Assessment for the Library
 - MakerSpace - G# login for most programming. Need another system for Family Science day? (Gate count, exit survey are currently used)
 - LIBR - pick one SLO and gather evidence from all Fall 2018 sections
 - Library Instruction Sessions
 - Give PRIE list of courses and ask for survey to be sent to students. Question: did you attend? Did your library instruction help you with the assignment? What did that help enable you to do?
 - Do we need an end of year LIBR survey? - maybe not
 - Tracking student and faculty appointments (categories: student, fac/staff, member of public)
- [Summer Continuity](#)
- Library app feedback - see email to Monica (forwarded to you 5/22/2018)
- Guided Pathways and Libraries Workshop ([April 2018](#))
- Laptops and Ref Desk computer

Meeting Agenda 5/4/2018

- Assessment for the Library: propose - hours survey or ebook survey (TMM)
 - Look over assessment surveys, compile questions to add/adjust/change.
 - Surveys reviewed in meeting: [Fall 2008 Faculty survey](#); [Pre-2012 SLO survey](#); [Digivey Data survey 2013](#).
 - Most survey data can be found in general [Assessment](#) folder in Dropbox and in Lia's [Library Surveys](#) folder.
- Microfilm - Deadline: May 8th - communicate to Ellie.
- Summer continuity - look in [folder](#)
- PLS: Wed May 9 1pm (call in)
- Information literacy questions bubbling up across campus (see email from Stephanie on 5/2/2018)
- Follow up from Stephanie on EBSCO & Newsbank
 - Newsbank - Did any of you try it out during the trial? Decision: no purchase
 - EBSCO Discovery (EDS) - Quote [REDACTED] has been shared with Canada & Skyline.
 - As of April 3, Skyline supports the district proposal, and Canada has tentatively confirmed support, but is waiting for funding to be approved, though they seem hopeful.
 - Since then, there is a complicating factor: PLS Info Services Committee is looking at options from EBSCO, though they aren't really designed to include the colleges. Valeria attended the last Info Services Committee

meeting, and reported back that not all of the public libraries are supportive of EDS. They will vote at the Info Services Committee meeting this week. Hopefully we will get an update that will help us make our decision.

Meeting Agenda 4/6/2018

- Library Services Platform LPS - state-wide CC ILS (Ellie)
- Annual Surveys (Ellie)
- Canada's technology lending program
- Collections: Weeding, microformats
- Assessment for the Library: propose - hours survey or ebook survey (TMM)

Meeting Notes

Meeting notes 3/2/2018

Annual Renewals Subscriptions (Stephanie)

- **Spring renewal** ([spreadsheet](#)) - decisions to Tracey before Spring Break
- **Problem - Cost per use for Swank is high -- Idea:** PR for Swank campaign targeting all faculty - maybe a Canvas module? Flex Day? Division meetings
- **Kanopy** - PLS has signed a contract - initially a pay-per-use model. Canada is interested in starting AY 18-19. CSM can use the Kanopy subscription but we'd prefer a curated model. - Decision: - not now.
- **Wall Street Journal** - Decision: yes kl, [REDACTED] -- make sure to promote to faculty, and raise awareness among administrators, too
- **EBSCO Discovery** - Decision: We are interested in starting January 2019 to be in sync with Canada and Skyline. Quote is for a 'district' subscription ([REDACTED] then 4% increase in the second year). 2 year commitment. Increase for 2nd year. Backup if the district subscription doesn't work then we'll go with CCL package.
- **Silicon Valley Business Journal** - Action item: SR checking with BUS faculty members to see if they still want it. If not, we'll use the funds for Wall Street Journal subscription.
- **DUE to Tracey: March 23**

Laptop checkout program:

- Matt -- Details about Emily's Chromebook, pros & cons, etc. - ASUS chromebook convertible to tablet style. My.smccd.edu can be used to logon. Smccd. Webmail and onedrive is available. O365's Word and Excel editing works.
- Teresa -- Report back about Canada's program details ([libguide](#) has info)
- Ellie -- Report back about ITS quotes, conversations with other stakeholders, etc.

Potential agenda items:

- District subscription to EBSCO Discovery (replacing WorldCat Local/Discovery)
- Reference collection deselection project follow up -- Adjunct Librarians don't all know about the project...we should ask them to sign up for sections to weed
I've been talking to Adjuncts 1:1 this week re:weeding assignments 2/5 -2/8 -ekt
- Process for textbook access codes, avoiding ordering editions including online access codes
- Spring renewal ([spreadsheet](#)) & new electronic resources discussion (decisions needed to Tracey 3/23):
 - Wall Street Journal online subscription decision -- \$3000 less than our last quote. New quote is [REDACTED] through CCLC. Decision needed for Spring renewal.
 - EBSCO Discovery - [REDACTED] total
 - Newsbank?
 - [more Spring renewal updates from Stephanie to come]
- Improvements needed for course reserve searching through OPAC, if agreed on, retraining will be needed for Bryan and any other staff or students entering course reserve records in Sierra
- Assessment for the Library: propose - hours survey or ebook survey (TMM)
- Follow up from February meeting action items:
 - Microformat discussion: Stephanie -- Newsbank options to replace microformat news holdings
 - Laptop checkout program:
 - Matt -- Details about Emily's Chromebook, pros & cons, etc.
 - Teresa -- Report back about Canada's program details ([libguide](#) has info)
 - Ellie -- Report back about ITS quotes, conversations with other stakeholders, etc.

Disposing of Government Docs:

https://docs.google.com/document/d/1xV8ReFPwLZU8AZvO7tgKYXe6StarePee_06Y9--O1y4/e/dit?usp=sharing

- Shifting this task to Classified Staff. Ellie will be giving this to staff, though Matt will continue to interpret the policies concerning discards and new uploads.
- Highest priority: reference weeding and the cart in the meeting room.

Microfilm Holdings

Meeting Notes 2/2/2018

Budget Conversation - Chromebook / Laptops Decision

We need give a low number scenario and high number scenario.

Look at $\frac{2}{3}$ Chromebooks and $\frac{1}{3}$ PCs

Issues

- Expense?
- Which students qualify and how many students would that be?
- Can students use Office online in a Chromebook? **No per ITS -ekt** Can it run other software?
- BSI learning community, bsi and other contacts -- who are the stakeholders

Chromebook/Laptops Action Items:

- **Matt** - will bring in Emily's Chromebook
- **Teresa** - will reach out to Canada to ask how about their program (#s, surprises, policies)
- **Ellie** - ITS quote for 75 devices and enough laptop carts for charging, security, & storage; Reach out to Tabitha and/or Jeremiah, Fi & other Learning Community coordinators as needed to determine **Quote request submitted to ITS 2/5 -ekt**

Instructor and Reference Computers

Need to be replaced -

- IT review is needed for classroom instructor station, both reference computers, all 3 circulation computers
Request evaluations submitted 2/5 -ekt
ITS completed 2/7 -ekt

Ask for replacement - Spring 2018 (instructor station and lower reference desk) Fall 2018 - remainder

Reference Core Collection

- Timeline to be determined
- Ellie and Kalina discussed a process. Ellie will be creating a list of areas and ask for volunteers then assigning areas.

Microformat discussion

- **Action item: Stephanie**
Set up trial for Newsbank - California Collection (San Mateo Times, SF Chronicle) local edition vs. national edition?

- [CCLC offers competitive pricing for Newsbank](#), I'll get info on what's available
- Investigate local holdings at other libraries/archives
 - San Mateo Public has: San Mateo Times 1901 - 2009 microformat
- Look at options for any unique content & sources that support curriculum
- Digitization?
 - Internet Archive digitization services: <https://archive.org/scanning>

SF Chronicle details from Newsbank rep:

SAN FRANCISCO CHRONICLE (Historical, current and image edition now available)

-Current ascii (computerized text) of San Francisco Chronicle and area news sources

-Historical archives for San Francisco Chronicle from 1869 to 1984 available in the electronic image edition with all photos, illustrations, etc.

-Current Image Edition– full color electronic image edition now available for current news

-All above can be searched through one integrated search option