

Librarians' Meeting Minutes  
 May 10, 2018 11:00 am - 12:30 pm

**Present:** Joe Geissler, Lana Wong, Linda Martin, Alice Ho, Seth Daugherty, Barbara Sproat

AGENDA ITEM	DISCUSSION	ACTION
<p>1. Information / Updates</p>	<p>A. <i>PNL/Sick Time:</i> When requesting personal necessity leave (PNL) or going home sick, the Librarians should let Jessica know how many hours they are requesting/taking and how many hours they were scheduled to work on that day.</p> <p>B. <i>Facility:</i> Amanda Carpenter will be temporarily using the Librarians' Conference Room as an office. Her term in the IELLLS Division ends on June 30<sup>th</sup>. The space she is currently using will become Scott James' office as he takes up residence in the building.</p> <p>C. <i>Databases: Proquest National Newspapers</i> has been renamed <i>Proquest U.S. News Stream</i>. Proquest is adding content beyond the five core newspapers.</p> <p>Lana reported that there has been a 5% increase in database costs this year. Additionally, she reported that <i>Films on Demand</i> has never been added to the database budget. <i>Films on Demand</i> was added to our subscriptions before the PIE process began. There was no increase in database hosting fees.</p> <p>Lana said spring renewals will be \$46,470. She estimates fall renewals will be \$14,159. <b>The total database cost for 2018-2019 will be approximately \$60,629. We do not currently receive sufficient funds to cover the 5% increase or <i>Films on Demand</i>.</b></p> <p>The Librarians discussed various scenarios involving EBSCO Discovery Service (EDS) and the Statewide LSP purchase. The LSP Taskforce has</p>	<p><b>Joe</b> will speak with <b>Aaron</b> about the 5% database cost increase and Films on Demand.</p>

	<p>selected Alma. It will come with the Primo discovery service. If we switch to Primo as our discovery service, it may provide an opportunity to revisit our database holdings. The Librarians discussed a number of frequently requested databases including JSTOR and Human Relations Area Files (HRAF).</p>	
<p>2. District Policies and Procedures</p>	<p>A. <i>AP4040</i>: The Librarians reviewed and edited AP4040.</p> <p><b>Original:</b></p> <p><b>AP 4040 Library and Learning Support Services</b></p> <p><b>References:</b>  Education Code, Sections 78100, 78101 and 78103  Title 5, Section 51023</p> <p>The District supports the quality of its instructional programs by providing library and other learning support services sufficient in quantity, currency, depth and variety to facilitate educational offerings, regardless of location or means of delivery.</p> <p>The College Librarians will:</p> <ul style="list-style-type: none"> <li>• Establish and regularly review procedures for selection and weeding of library resources;</li> <li>• Develop and maintain a comprehensive collection of library resources (including digital resources), in consultation with classroom faculty;</li> <li>• Prepare students to deal with controversial subjects by providing materials that present opposing sides of issues as well as the many groups and opinions prevalent in society;</li> <li>• In the library and through other learning support services, instruct students and assist faculty in the principles of information competency; and</li> <li>• Review the library collection by using recommended lists of materials for community college libraries, professional journals in disciplines taught at the college and current bibliographic publications.</li> </ul> <p>Objectives in the selection of library resources shall include:</p> <ul style="list-style-type: none"> <li>• Providing materials that enrich and support curriculum</li> <li>• Providing materials that stimulate learning</li> <li>• Providing materials that represent the diversity of the District.</li> </ul>	<p><b>Joe</b> will make the edits to AP4040 and submit the recommended changes to <b>Aaron</b>.</p>

- Placing principle above personal opinion and reason above prejudice in the selection of materials.

If the content of library materials is questioned or challenged, the questions should be directed in writing to the Dean of the Library, signed by the person raising the question, and should include specific objections, page references, etc. The Dean and the College Librarians will then review the questioned materials and determine if they should remain available in the library. The Dean will provide a response to the individual questioning the materials as well as the Vice President of Academic Affairs.

***Recommended:***

**AP 4040 Library**

**References:**

Education Code, Sections 78100, 78101 and 78103  
Title 5, Section 51023

The District supports the quality of its instructional programs by providing library services sufficient in quantity, currency, depth and variety to facilitate educational offerings, regardless of location or means of delivery.

The College Librarians will:

- Establish and regularly review procedures for selection, deselection, and challenging of library resources;
- Develop and maintain a comprehensive collection of library resources, regardless of format, that: supports the curriculum, reflects a variety of perspectives, and utilizes professional literature and tools for selection and deselection;
- Instruct students and assist faculty in the principles of information competency.

If the content of library materials is questioned or challenged, a Request for Materials form should be completed and submitted to the Dean of the Library. The College Librarians will then review the questioned materials and determine if they are consistent with the current collection development policy and principles of intellectual and academic freedom. The Dean will provide a response to the individual questioning or challenging the materials, as well as the Vice President of Academic Affairs.

3. Curriculum	<p>A. <i>SCC Catalog</i>: Linda asked the Librarians to review the sections in the draft catalog that pertain to the Library. She reviewed the sections that need to be reviewed. Joe has already edited the general section about the Library. Barbara is proofing the section about the LIS courses. Linda said there are few opportunities to edit this section as they reflect the proscribed language in the course outline of record. Seth's name is being alphabetized in the list of Librarians.</p>	<p><b>Librarians</b> should send their recommended edits to <b>Linda</b>.</p>
4. Instruction	<p>A. <i>Fall Workshop Schedule</i>: The Librarians finalized the schedule of preplanned workshops for the fall semester.</p>	<p><b>Joe</b> will distribute the fall workshop schedule to the campus faculty before the end of the spring semester.</p>

Advance registration is required for workshops  
<http://scollege.libcal.com/calendar/libraryworkshops>

Week	Date	Day	Time	Workshop Title
3	9/12	Wed	1:30 pm	Finding Articles
4	9/17	Mon	11:10 am	Creating Citations (Chicago/Turabian)
	9/18	Tues	5:15 pm	Finding Articles
5	9/26	Wed	12:00 pm	Credible Internet Sources
	9/27	Thurs	8:30 am	Finding Articles
6	10/1	Mon	1:30 pm	Creating Citations (APA)
	10/2	Tues	5:15 pm	Creating Citations (MLA)
	10/3	Wed	10:15 am	Finding Articles
7	10/8	Mon	9:30 am	Primary/Secondary Sources
	10/8	Mon	6:30 pm	Finding Articles
	10/9	Tues	10:15 am	Creating Citations (Chicago/Turabian)
	10/9	Tues	12:00 pm	Finding Articles
	10/10	Wed	12:00 pm	Creating Citations (MLA)
	10/10	Wed	5:15 pm	Primary/Secondary Sources
	10/11	Thurs	12:00 pm	Creating Citations (APA)
8	10/15	Mon	1:30 pm	Creating Citations (MLA)
	10/16	Tues	6:30 pm	Creating Citations (APA)
	10/17	Wed	12:00 pm	Primary/Secondary Sources
	10/17	Wed	1:30 pm	Finding Articles
	10/17	Wed	5:15 pm	Primary/Secondary Sources
	10/18	Thurs	1:30 pm	Credible Internet Sources
10	10/29	Mon	8:30 am	Finding Articles
	10/29	Mon	1:30 pm	Creating Citations (APA)
	10/30	Tues	5:15 pm	Finding Articles
	10/30	Tues	6:30 pm	Creating Citations (MLA)
	10/31	Wed	9:30 am	Credible Internet Sources
	10/31	Wed	11:10 am	Creating Citations (Chicago/Turabian)
	11/1	Thurs	1:30 pm	Literary Criticism Sources
11	11/5	Mon	10:15 am	Finding Articles
	11/5	Mon	1:30 pm	Creating Citations (MLA)
	11/6	Tues	9:30 am	Creating Citations (APA)
	11/6	Tues	10:15 am	Credible Internet Sources
	11/6	Tues	5:15 pm	Creating Citations (Chicago/Turabian)
	11/7	Wed	12:00 pm	Primary/Secondary Sources
	11/7	Wed	6:30 pm	Finding Articles
	11/8	Thurs	8:30 am	Finding Articles
12	11/13	Tues	10:15 am	Finding Articles
	11/13	Tues	12:00 pm	Finding Articles
	11/14	Wed	12:00 pm	Finding Articles
	11/14	Wed	5:15 pm	Creating Citations (MLA)
	11/15	Thurs	1:30 pm	Creating Citations (APA)
13	11/19	Mon	1:30 pm	Finding Articles
	11/20	Tues	8:30 am	Creating Citations (MLA)
	11/20	Tues	11:10 am	Creating Citations (APA)
14	11/26	Mon	1:30 pm	Creating Citations (MLA)
	11/27	Tues	8:30 am	Finding Articles
	11/27	Tues	11:10 am	Creating Citations (APA)

	<p>Joe will draft an email and distribute the fall schedule before the end of the current semester.</p> <p>B. <i>Summer Workshops</i>: The Librarians discussed which workshops will be offered during the summer and the procedure for scheduling them. Only <i>Workshops on Demand</i> will be offered.</p>	
5. Other	<p>A. <i>End of the Year Party</i>: The Librarians decided to continue the tradition of having an end of the year pizza party. The Librarians will purchase the pizza. Joe will place a sign-up sheet by Karen's desk so that invitees can contribute should they wish to do so.</p>	

The next Librarians' Meeting will be May 17, 2018.