

**Library Cluster Minutes**  
**Brandon Campus**  
**November 12, 2004**

**Attending:** Wendy Foley, Vice-Chair; Jacquelyn Cress, Jeremy Bullian, Vic Harke, Carlene Reeves and Jeneice Sorrentino

**Visiting:** Karen Griffin and Pat Manack

The meeting was called to order at 1:35 p.m.

The Minutes were approved as read.

**Statistics: Jeneice Sorrentino**

Jeneice Sorrentino and Jeremy Bullian have been serving on an ad hoc statistics committee with Karen Griffin. At the previous Cluster meeting, Jeneice had brought forth three recommendations that the committee had formulated. Two of the recommendations are currently in process. The third recommendation had not been addressed.

Jeneice distributed to Cluster members, a handout titled "Library Usage Statistics – Monthly Reporting Form Proposed Modifications 2005-2006." The handout listed the following for Cluster consideration:

1. Add "Library Web Site Usage" as category 3 under Section A
2. Add CDs and DVDs as categories under Section C1
  - a. CDs could replace "films" in item "d"
  - b. DVDs could be added as item "g"
3. Add "In-house Usage" as a category under Section C
4. Delete Section E as virtually no microforms are purchased for the libraries' collections.

Discussion regarding these items for consideration followed.

Pat Manack stated that she does not keep statistics on the numbers of microforms at each library. When Viveca Yoshikawa compiles the yearly library statistics, she asks each campus library to verify their microform holdings.

Jeremy Bullian mentioned that he prefers to list the CDs and DVDs separately in the statistics form.

Pat Manack also questioned the online database statistics included. Jeneice answered that the information for the online database usage came from CCLA. Pat further clarified this by saying that CCLA provides the usage statistics for the databases that CCLA provides to HCC. They do not provide statistical information for the databases purchased directly by HCC. Pat suggested that Viveca would have to contact the database vendors directly to get those usage statistics.

Jeneice asked the Cluster members if they had gotten input from their library staff regarding the collection of In-house Usage statistics. Vic Harke reported that the Dale Mabry library staff responded positively to this suggestion. Wendy Foley reported that the response from the Brandon staff was neutral.

Regarding microform acquisition, Wendy reported that Brandon only currently received 2 microform titles. Vic reported that the Dale Mabry library currently received 2 – 3 microform titles. Carlene Reeves reported that Plant City currently received approximately 20 titles on microform, but will be reevaluating this next year.

Vic asked Jeneice about the number of slides reported on the statistics form. Jeneice reported that the number had been zero for some time. Vic stated that he is going to check on their slide collection with Elsa Villa at the Dale Mabry campus. Pat reported that the slides are also not currently reflected in the online catalog.

Vic made the suggestion of alphabetizing the non-print media found under Section C of the statistics form. He also suggested under Section C, changing item “F” “Cassettes” to “Audio cassettes”.

Discussion about the meaning of “Monthly Space Usage” ensued. Pat suggested changing “Monthly Space Usage” to “Patron Count”.

Wendy questioned whether the number of people using the Learning Labs should be counted as opposed to the number of videos being used in-house. Discussion about “Learning Lab Usage” ensued. Wendy stated that the Cluster consensus seemed to be to count the number of people. Wendy suggested perhaps installing a gate counter in the Learning Labs to get a more accurate count of people using the facilities.

Jeneice suggested that a vote be taken on the revised form at the next Cluster meeting.

#### **Circulation Calendar: Wendy Foley**

Pat Manack reported that she had asked Luu Crosby about the Circulation calendar and Luu informed Pat that she currently sets the calendar for all 4 campus libraries. Wendy Foley and Jeneice Sorrentino both stated that it was nice to have Luu doing this. Jeneice pointed out that with one individual doing it; it was more likely to be accurately and consistently updated.

Jeneice Sorrentino motioned that the duties of maintaining the Circulation Calendar be retained by the Circulation Contact person.

Jeremy Bullian seconded the motion.

The vote was unanimously approved.

#### **Community, Alumni & Retired Borrowers: Jeneice Sorrentino**

Jeneice Sorrentino distributed to the Cluster members, a copy of the old Administrative Procedure that addressed this issue, a copy of the Cluster meeting minutes from October

12, 2001 where the Cluster voted to eliminate community borrowing, and a copy of the current FUSA contract addressing retired faculty members' library privileges.

Discussion ensued about the information contained in these documents. Karen Griffin stated that the policy regarding issuing community borrower cards is still in effect.

Wendy Foley stated that the Cluster needed to readdress the issue.

Jeneice Sorrentino moved to reaffirm Administrative Procedure 3.303 that addresses the "Use of Learning Resources Centers by Community and Education Patrons".

Vic Harke seconded that motion.

The vote was unanimously approved.

More discussion ensued.

Jeremy Bullian moved to have Cluster members review the procedure for the next Cluster meeting.

Jeneice Sorrentino seconded that motion.

The vote was unanimously approved.

Wendy requested that Cluster members bring suggestions for review to the January Cluster meeting.

Vic Harke brought up the issue of distance learning students and library cards. He reported that in the past week the Dale Mabry library had 2 distance learning students that needed to get library cards in order to access the online databases via the library web site. He stated that there is currently no real system for dealing with this situation. He felt that some research needs to be conducted regarding working with the Distance Learning office to get students library cards.

Vic also reported that he consulted with staff at the Dale Mabry and they created an application form to be used by distance learning students. Vic distributed copies of the form to Cluster members. Vic also suggested that such a form could be posted online. The student would fill out the form and submit it. The card would be processed and mailed back to the student along with information about the library and its resources. Vic suggested that the librarians think about this issue. He also asked if one campus should be responsible for this. Discussion followed.

Wendy questioned whether or not distance learners could be included in the community borrower policy. Jeremy felt that they might not really fit into that policy. Karen stated that she would take the form to Dr. Carley to discuss the situation and the need for a policy.

**Policy Review: Karen Griffin**

Karen reported that the policy review process was progressing. She asked Vic Harke and Jacquelyn Cress to get the information that Sherell Holley-Wilson had already written up, to see what has already been accomplished in terms of library procedures. Karen also stated that there would be a meeting in her office at 10:00 a.m. on Monday November 15, 2004 to discuss the library goals needed for the strategic planning worksheet.

Karen reported that the "Collection Development Policy for the District Learning Resources Program" is obsolete. She is looking into this and would like to see much of it online in the future.

Carlene Reeves reported on a recent situation where a community user at the Plant City campus library had been using the library computers to view inappropriate material. A student assistant at the library observed the individual and reported it to Carlene. Carlene stated that Alicia Ellison asked her to mention the situation at the Cluster meeting to determine if the library had an acceptable use policy. Wendy Foley stated that there had been an acceptable use committee where such a policy was discussed. Vic Harke stated that a recommendation was made and forwarded to Dr. Carley. Discussion about the committee recommendation ensued.

Karen and Wendy both stated that in such situations, one should follow the new college-wide HCC Acceptable Use Policy.

**DLTS Update: Pat Manack**

Pat distributed the FY 2004-2005 book budgets for each campus library. She also reported that there was a \$14,000 overage in the EBSCO periodicals budget. To make up for the overage, the money was taken from the book budget.

Pat stated that she has begun exploring the reports that are available in ALEPH. At the next Cluster meeting, she will be able to let each campus know what has been spent and what things have been ordered.

Pat reported that ExLibris will be having a web-based training session on November 30, 2004 to explain the reports available in ALEPH. Her understanding of the session is that the individual follows along on the computer, but also has contact with an instructor via telephone. You must register to attend and it is open to everyone.

Pat also reported on an acquisitions problem that seems to be occurring in ALEPH. This problem only occurs with the Dale Mabry campus library's selection list. When Essie Jones builds a selection list, some items are not added. CCLA is working on fixing the problem.

**TBLC Annual Meeting: Jeneice Sorrentino**

Jeneice distributed copies of handouts that she received at the November 9, 2004 TBLC Annual meeting that she attended. She reported on the presentation given by key note speaker, Joan Frye Williams. Jeneice pointed out the use of collaboration software that is

heavily used in libraries in California. The software enables the library to set up a virtual room for instructors. The room can include information about the library as well as library and web resources. Jeneice also reported that the second half of the TBLC meeting was a report of TBLC's progress given by Charlie Parker, TBLC Executive Director. Jeneice distributed copies of the TBLC Strategic Plan for 2002-2006.

### **Committee Reports:**

#### **Database Committee: Jeremy Bullian**

Nothing to report

#### **Web Page Committee: Jeremy Bullian**

Nothing to report

#### **Information Literacy Committee: Jacquelyn Cress**

Jacquelyn stated that she will be sending out an email to committee members to set-up a meeting time to determine specific goals and generate ideas to bring forth to the Cluster. Jacquelyn also mentioned that they developed a pretest to be given to students to assess library skills. They have also been collecting syllabi and tailoring the orientations to meet the goals of the specific courses.

### **Roundtable:**

**Vic Harke** reported that he had 12 individuals attend his 2004 All College Day presentation titled "Million Dollar Databases". He received very good responses from the faculty members. Vic also reported that they were in the process of hiring a new Learning Resources Technician for the Dale Mabry campus.

**Pat Manack** reported that Dorothy Francoeur is battling cancer and is in St. Joseph's Hospital. Pat also reported that Tammy Schofield is moving with her family to Virginia.

**Wendy Foley** distributed to Cluster members, copies of a free publication titled "Florida World War II Heritage trail".

The meeting adjourned at 4:03 p.m.

Respectfully submitted,  
Carlene Reeves