

Student Library Advisory Committee
Friday March 13, 2009
12:00 PM
JSB Library Room 1710

Attendees:

Mike Shea, Christina Cabral, Paul DiSalvo, Joseph Massimini, Gail Humphries, Kris Hope, Vincent Torres, Rosalinda Gutierrez, Raul Valdez, Prdeep Srimivas, Amy Wallace

Minutes:

- I. Handouts From November Meeting (See Attached)
 - a. Library Assessment Analysis Meeting
 - b. Key Operational Projects for 2008/2009
- II. Actions from November Meeting
 - c. Have made one-time budget requests for additional digital equipment based on student feedback
 - d. Working with the Planning and Construction to address noise concerns raised by students.
 - e. Exploring textbook exchange program

III. Thoughts from the Group

Hours:

- Stay open later during mid-terms.

Noise:

- Reduce sound in EAC from adjacent classroom.

Outreach

- Display winner of student logo contest.
- Support a textbook exchange.

Services

- Open more classrooms to checkout.
- Have a way for student groups to check out 1730 and smaller classrooms without going through SC&O.

- Be able to checkout a classroom and the computers in it.
- Supply help on setting up digital equipment like projectors.

Collections:

- More reference books for extended education programs in Biotechnology.
List was sent to extended education.

Raise Awareness & Advertising Existing Services

- Raise awareness on quiet study areas.
- Raise awareness about fines, fees, and due dates.
- Raise awareness about research consultations and making one-on-one appointments with librarians.
- Raise awareness about ILL services.

Keep

- Noisy areas and group study sections. Gives a sense of community.

IV. Other Library Updates

- Library has added a suggestion box, laptops in the stacks to search the catalog, receipts for media items, and will be working with students on exhibits,
- Library has eliminated holds on reserve items and now limits reserve items to two renewals.

**Library Assessment Analysis Meeting
7/23/08**

Summary

Public Printer and Copiers (Talk to Copier Committee)

- Improve Up-Time
- Take Money for Papercut
- Change
- Address Refunds-Complaints since there is no current mechanism
- Allow faculty to print to public printers and use public copiers

More Hours Desired

- Open at 7:30 M-F
- Open at 9:00 Sat
- Open 24 for two weeks at the end of the semester (S 1pm –Th Midnight).
- Find a better way to secure the back entrance when not staffed, so can stay open 24/7

Noise

- Look at ways to minimize noise from campus events at the end of the semester
- Better and more informative signage in Quiet Study
- Better promotion of quiet study areas and study rooms
- Allow no phones in quiet study, and encourage people to talk outside the library
- Explore sound deadening devices
- No docent tours last two weeks of the semester

Classes Needed

- More classes on using digital media for faculty
- More classes on using digital equipment for students

Public Computers

- Shift more laptops from 4-hour to one-week
- Provide a list of programs on laptops, desktops

Vending Machines Desired

- Explore snack, drink, and supplies (pens, paper, scantron, etc.)
- Explore how the coffee shop café impact this need in the future

Improve Physical Space

- Outdoor Furniture for 3rd floor
- Supply wipees for clean-up
- Campaign to encourage people to throw away trash

Collection Development

- Shift some focus to free and lost cost acquisitions
- Seek collections gifts like the Chicano collection
- Identify new special collections and archival materials to be placed into image databases and the institutional repository (includes digital faculty-library grants program)
- Ingest CSUCI Newsclips and other existing archival materials into the institutional repository

Collections – Electronic Assess

- Library website re-design
- Implement Xerxes instance on the library website
- Upgrade integrated library system hardware and explore options for the future of the integrated library system
- Consider how IT's plan to move to virtual servers will impact our budget
- Install laptops in the stacks
- Set-up the open GIS lab
- Install laptops in the stacks and get the Encarta system up and running

Collections – Physical Access

- Install additional shelving in archival rooms in basement
- Catalog and make available the Flores Collection and other gift collections
- Finish cataloging the Western Foundation for Vertebrate Zoology journals

Collections – Preservation

- Stabilize the environment in the special collections and archival rooms in basement.
- Participate in the LOCKSS program with other CSUs

Services – Interlibrary Loan

- Modify to Iliad user interface and & templates to make it more user friendly
- Seek additional consortial or reciprocal agreements to expand the range of institutions
- Create better instructions for operating the ST-200X microscanner
- Revisit policies regarding overdue fines, dollar amount limits for different patron types, and service level expectations

Services – Information Literacy and Outreach

- Conduct the second year of the IL Assessment Grant (includes faculty grants)
- Expand library instruction
- Work with IT and OPC to get the various classroom operational for teaching
- Develop an overall outreach plan and expand activities while exceeding expectations on existing activities like the faculty welcome and the faculty scholarship celebration.
- Do more to engage the Student and Faculty Library Advisory committees.

Services – Access Services (Circulation & Reserves)

- Implement policies and provide information on the new community card
- Become a satellite cashiering site to intake fines, fees, and papercut money
- Expand print, electronic, and streaming server reserves

Library As Place

- Continue to expand the docent program
- Create a plan to better promote quiet study

Assessment

- Conduct student and faculty surveys in the Spring
- Conduct graffiti assessment in the Spring
- 2nd year of the IL grant
- Summarize assessment data and create a plan to implement change