

VENTURA COLLEGE

Minutes of the Library Committee

Date: November 29, 2012

1:45 p.m. – 2:30 p.m.

Present: Amanda Enfield, Ben Somoza, Florence La Femina, Dana Boynton, Marta Freixas, Maureen Eliot, Jim Carriger, Ayanna Gaines, Carla Kramer, Kathy Scott, Tanya Shaffer, Sarah Downs

Absent: Abra Flores; Bob Moskowitz; Bryan Thompson; Donna Roff; Eric Martinsen; Jennifer Garcia; Leslie Drayton; Linda Carroll; Lulu Coffey; Maria Teresa (Gigi) Fiumerodo; Peter Sezzi; Ronald Mules; Sandy Hajas; Stacy Sloan Graham

Guests:

Recorder: Kathy Scott

Minutes:

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Approval of the Minutes	The minutes from the September and October meetings were approved.	None		
Policy regarding Library Orientations/Instruction absent the instructor, and unattended classes in the library	Ayanna explained that there have been times when instructors have attended conferences and have dropped their classes off in the library unattended. Since the Librarians are not the "normal" instructor, they have no ability to enforce classroom rules, the classes feel no obligation to actually behave or do their assignments. This happens during scheduled class time as well as during orientations. Marta enquired whether there was a policy in place. Unfortunately there isn't and we cannot enforce what we don't have. It was decided that such a policy should be drafted, and it should include a proviso that includes that the librarian encourages those classes who are coming in for research purposes if given prior notice.	Draft policy	January	Ayanna and Sandy
New Library Website	The committee looked at the draft page of the new Primo search page. Primo allows people to search everything -- books and databases, including the catalogs of the other two colleges -- at once. There was excitement over the possibility of linking to instructors' articles. The committee noted that they would like to have a map of the physical library at some point, as well as a virtual tour of the library. They also noted that they would like to make links to the BEACH and group study rooms. There was also a grammar change to "Instructor's" to make it "Instructors".	Make edits	December	Ayanna and Dana
Library Twitter Account	In the demo of the website was included mention of the library's new Twitter account, which the committee approved of.	None		
Library Blog	The committee was also supportive of the library's new Blog.	None		
Revision of the Library Policy Handbook	The current Library Policy Handbook does not include the lending library and other new policies, so she has created a draft, adding the last five years' worth of	Approve policy	January	Committee

	changes, including Children policy, community member policy, laptop policy, and the aforementioned lending library policy. The forms are now included in the policy handbook, for ease of use. The handbook will be approved at the next meeting after the policy has been looked over.	handbook		
Other Business	<p>Program review: Kathy is optimistic that the library will receive the chairs and laptops that it requested.</p> <p>McNaughton: The McNaughton Collection books have been an issue when faculty/staff members keep them out for a long period of time; by the time they come back, the books are no longer "hot." It was decided that an informal note to faculty and staff should be placed in the books, informing them that there are people waiting for the books; they may not know the nature of the books, that they are rentals. The notes will serve as bookmarks.</p>	<p>None</p> <p>Make bookmarks</p>	As needed	Donna
Meeting Dates for next Semester	The dates for meetings for the next semester were announced as being January 24, February 28, March 28, and April 25.	None		

Respecfully submitted,

Ayanna Gaines,
Chair