

Library Committee Meeting

9/25/2015

10:00 AM to 10:45 AM

Room 209

Meeting called by:

Type of meeting:

Facilitator:

Attendees:

MARCHÉ, GARY

GLASS, DON

JOHANSSON, JANE

KYRYLOVA, TETYANA

LAWLESS, ALAN

REED, SCOTT

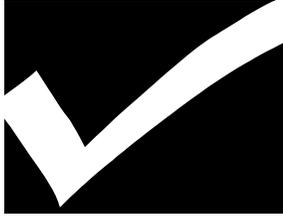
REITH, VICKIE

----- Agenda Topics -----

Approval of Minutes from March 6 (minutes taken by Sarah Clark)	Jane	5
Library Staff Changes	Alan	10
Library Website Changes	Carolyn	10
Library Circulation Statistics	Alan	5
LibCal for room reservations and scheduling	Sarah	5
Future projects: capstone workshops & learning outcomes for information literacy program	Sarah	10

Other Information

Resource persons:



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Approval of Minutes from March 6 (minutes taken Jane 5
by Sarah Clark)

Discussion: Minutes approved.

Conclusions:

Action items:

Person responsible:

Deadline:

Library Staff Changes Alan 10

Discussion: Library Technician-Acquisitions, Susan Cleveland, left to work for Rogers County Treasurer July 2, 2015. She is replaced by Ryan Dyer as of August 3. Dyer graduated RSU with a BS in Business Administration-Management

as an honors student. Collection Development Librarian, George Gottschalk, left to work for University of Illinois early September. He is replaced by Scott Murray, formerly of the St. Francis and Tulsa Community College libraries, as of

October 12. Access Services and Distance Learning Librarian, Allison Embry accepted a job at the University of Central Oklahoma Libraries. Her last day at RSU was October 14. Her replacement will hopefully begin November 9.

Conclusions:

Action items:

Person responsible:

Deadline:

Library Website Changes			Carolyn	10
Discussion: The website has a new face, new tutorials, and research guides. It also features more readily accessible quick links and an all-inclusive Discovery Search Box. The website is more user-friendly to students overall since it features a look and function similar to Internet search engines such as Google.				
Conclusions:				
Action items:			Person responsible:	Deadline:
Library Circulation Statistics			Alan	5
Discussion: FY 2015 circulation increased from FY 2014 overall by 2.43 percent. The increase was primarily fueled by an increase in DVD usage. Journal, CD-music and Blu Ray usage also increased. Book usage, including new books also notably dropped in usage as did playaways and CD-spoken.				
Conclusions:				
Action items:			Person responsible:	Deadline:
LibCal for room reservations and scheduling			Sarah	5
Discussion: LibCal is software that will streamline the process for students to book rooms and schedule research appointments. A paid account with LibCal will cost approximately \$1699.				
Conclusions:				
Action items:			Person responsible:	Deadline:

Future projects: capstone workshops & learning outcomes for information literacy program

Sarah

10

Discussion: Dr. Sara Beam, Writing Center Coordinator, is working with Dr. Sarah Clark to help seniors with the research and writing of their capstone projects. The project also is in place to build a sense of community among capstone students. A pilot was run in Spring of this year with a follow-up in October. As part of the Association of College & Research

Libraries (ACRL), the RSU libraries are working to refine and improve students outcomes by educating about the following aspects of research: 1. Source authority as contextual; 2. Information creation as a process; 3. Information as a valued commodity (attribution/citation); 4. Research as inquiry; 5. Scholarship as conversation; 6. Searching as strategic exploration.

Conclusions:

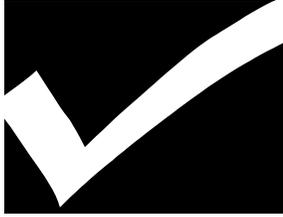
Action items:

Person responsible:

Deadline:

Other Information

Resource persons:



Library Committee Meeting

10/30/2015
10:00 AM to 10:55 AM
Room 209

Meeting called by:

Type of meeting:

Facilitator:

Attendees:

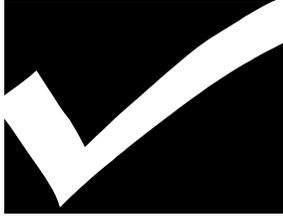
[Dr. Don Glass](#)
[Dr. Jane Johansson](#)
[Dr. Tetyana Kyrlyova](#)
[Alan Lawless](#)
[Dr. Gary Marche](#)
[Scott Reed](#)
[Vicky Reith](#)

----- Agenda Topics -----

Approve minutes from September meeting	Jane	5
Allocation Formula for FY 16	Alan	5
New Librarian Scott Murray	Alan & Scott	5
Ethnographic study of Federal Depository Libraries	Alan	5
Final Report of the IMLS Grant	Alan	10
Capstone Workshop	Sarah	10
Making information Meaningful conference	Sarah	10
New Access Services & Distance Learning Librarian	Alan	5

Other Information

Resource persons:



Library Committee Meeting

10/30/2015
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Attendees:

----- Agenda Topics -----

Approve minutes from September meeting Jane 5

Discussion: Minutes approved by the committee.

Conclusions:

Action items:

Person responsible:

Deadline:

Allocation Formula for FY 16 Alan 5

Discussion: Allocation formula largely unchanged. Total allocation is \$30, 000. Library material fund by department totals \$8,250; funds by degree plan totals \$13, 500; funds by circulation count totals \$6,000; funds by average cost paid/bk FY 12 totals \$2,250.

Conclusions:

Action items:

Person responsible:

Deadline:

New Librarian Scott Murray			Alan & Scott			5		
Discussion: Collection Development Librarian, George Gottschalk, left to work for University of Illinois early September. He is replaced by Scott Murray, formerly of the St. Francis and Tulsa Community College libraries, as of October 12.								
Conclusions:								
Action items:			Person responsible:			Deadline:		
Ethnographic study of Federal Depository Libraries			Alan			5		
Discussion: Mary Alice Baish, Superintendent of Documents wrote Alan Lawless and Carolyn Gutierrez seeking participation in an ethnography study, a project of Library Services and Content Management unit of GPO conducted by Ithaka S +R. STL is a candidate to be 1 of 24 sites chosen for data gathering by phone and onsite. Selection criteria include library size and geographic area. Depository libraries chosen will be notified within two months and interviews will shortly follow.								
Action items:			Person responsible:			Deadline:		
Final Report of the IMLS Grant			Alan			10		
Discussion: The Oklahoma Library Skills Initiative Project from the IMLS grant involved 6 Oklahoma academic libraries. Upon completing the first tutorial as well as two optional tutorials, the STL was awarded an IMLS grant. In addition to the grant, STL received a Dell computer with accessories as well as webcams, a Wacom Tablet, Podcasting Pack, Adobe Photoshop, and Captivate. Three STL librarians took part in the Captive Face-to-Face training and the 2013 Assessment Workshop. One librarian attended the workshop in 2015.								
Conclusions:								
Action items:			Person responsible:			Deadline:		

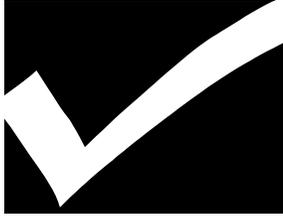
Capstone Workshop			Sarah	10
Discussion: In partnership with Writing Center Coordinator Sara Beam, Library Associate Director Sarah Clark				
conducted a Capstone Workshop during Fall 2015. Keynote speaker and RSU student Jacob Vann shared his project and discussed his capstone experience. Beam discussed essay organization and grammar, and Clark opened the floor to research questions and appointments.				
Conclusions:				
Action items:			Person responsible:	Deadline:

Making information Meaningful conference			Sarah	10
Discussion: Attended by Sarah Clark in October 2015, the regional conference emphasized best practices for developing information literacy skills in K-12, higher education, and lifelong students. Keynote speaker was Lisa Hinchcliffe. Clark presented "On the Other Side of the Reference Desk."				
Conclusions:				
Action items:			Person responsible:	Deadline:

New Access Services & Distance Learning Librarian			Alan	5
Discussion: Access Services and Distance Learning Librarian, Allison Embry accepted a job at the University of Central Oklahoma Libraries. Her last day at RSU was October 14. She is replaced by Kaitlin Crotty. Crotty served RSU's library as a student worker from 2007-2010. She earned her MS at the University of Oklahoma.				
Conclusions:				
Action items:			Person responsible:	Deadline:

Other Information

Resource persons:



Library Committee Meeting

1/22/2016
10:00 AM to 10:50 AM
Room 209

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Attendees:

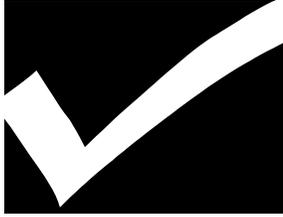
[Dr. Don Glass](#)
[Dr. Jane Johansson](#)
[Alan Lawless](#)
[Dr. Gary Marche](#)
[Dr. David Newcomb](#)
[Scott Reed](#)

----- Agenda Topics -----

Library Strategic Planning Meeting	Alan & Sarah	20
LibCal	Sarah	10
Choice cards	Scott	5
Library Liasons for 2016	Alan	5
Proposed Library Budget Cut for FY 2016	Alan	5
Library Collection Development Survey	Scott	5

Other Information

Resource persons:



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Library Strategic Planning Meeting

Alan & Sarah

20

Discussion: *Conclusions based on 12/15/2015 Staff Retreat.*

Notable strengths are as follows: 2 RSU alumni on staff, efficient and dedicated staff, recent increase to support MBA, ebook collection, database collection, LibChat, current and relevant book collection, LibGuides and tutorials.

Weaknesses of notable concern: no branch library in Bartlesville, website not ADA compliant, lack of study rooms, lack of ongoing assessment of collection, lack of salary increase, lack of research appt. distribution, smallest library staff among peer institutions.

Opportunities of note: LibCal could make multiple projects more efficient, improve communication with faculty re: students, grant collaboration with another dept., library app, book club, increase social media, Bartlesville branch.

Threats: State budget cuts, dependence on outside systems, cost of scholarly materials rising faster than budget, low pay could lead to turnover, small staff could lead to burnout, increasing textbook prices.

5 Year Plan summary: Weeding reference and stacks, LibCal implementation, assessment, improved outcomes for information literacy.

Summary of functions that can be eliminated: research tutorials, OLA membership, decreased open hours, embedded librarian, reference shifts.

Summary of new or improved services and activities: "Writing Wall," coffee bar, popular magazines monthly "e-news."

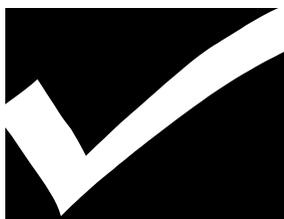
LibCal	Sarah	10
<p>Discussion: Product of Springshare, calendaring and event management platform for libraries. Used by 1,600+ libraries worldwide. Includes booking system for rooms, research appts. Display for daily library hours. Currently using LibChat.</p>		
<p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:
Choice cards	Scott	5
<p>Discussion: traditional and popular method of departments. Requesting returns by early February.</p>		
<p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:
Library Liaisons for 2016	Alan	5
<p>Discussion: Sarah Clark, Applied Technology and Sports Management; Carolyn Gutierrez, Math and Physical Sciences, Biology, and Psychology, Sociology, and Criminal Justice; Alan Lawless, History and Political Science;</p>		
<p>Scott Murray, Health Sciences, Business, and Fine Arts; Kaitlin Crotty, Communications and English and Humanities.</p>		
<p>Conclusions:</p>		
Action items:	Person responsible:	Deadline:

Proposed Library Budget Cut for FY 2016		Alan	5
Discussion: FY16 potential cuts are as follows: Student Wages=\$5,000, Benefits= \$3,000			
Conclusions:			
Action items:	Person responsible:	Deadline:	

Library Collection Development Survey		Scott	5
Discussion: Submitted to all faculty; Based on committee feedback, questions are as follows:			
<ol style="list-style-type: none"> 1. What department do you teach in? 2. What is your current faculty rank? (Adjunct/Instructor/Asst. Prof./ Assoc. Prof. /Professor/ Other) 3. On a scale of 1-5 (1= totally inadequate, 5=excellent), how well does the print and electronic collection seem to support students in the subject area(s) you teach? Please provide details on particular topics that we should focus on strengthening. 4. What topics do your students typically explore in their research papers or projects? 5. What kinds of sources (books, journal articles, primary sources, archives, statistical data, etc.) do you expect students to use when conducting research? 6. What topics would you like your students to explore outside of assigned research projects? 7. What topics do you as a faculty member explore for your own research projects? 8. Do you have a book, journal, DVD, CD or other item you'd like to suggest be added to the library collection? 9. If you would be willing to take part in a future focus group exploring the library's collection, facilities, and services, please add your name below. 			
Action items:	Person responsible:	Deadline:	

Other Information

Resource persons:



Library Committee Meeting

3/11/2016
10:00 AM to 11:00 AM
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Type of meeting:

Facilitator:

Attendees:

Alan Lawless

Don Glass

Dr. Jane Johansson

Dr. Tetyana Kyrylova

Scott Reed

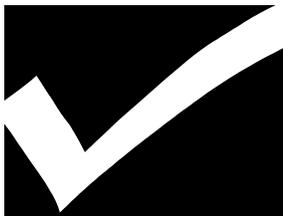
Amy Richards

----- Agenda Topics -----

Get It Now	Scott	5
Funds Per Fund Code	Scott	5
GPO Ethnographic Study Visit	Carolyn	10
Collection Development Survey Results	Scott	5
Copyright Meeting	Carolyn & Scott	10
Tutorials	Kaitlin	5
Student Wages Cut	Alan	5
Capstone Workshop	Sarah	10
LibCal Room Reservations	Sarah	5

Other Information

Resource persons:



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----- Agenda Topics -----

Get It Now

Scott

5

Discussion: A service that may help give library patrons access to more materials and help them to get those materials more quickly than through traditional interlibrary services is Get It Now. Get It Now provides journal articles in conjunction with the interlibrary loan system. The service is available free in unmediated form or through a subscription that enlists the assistance of a librarian in procuring the materials.

Action items:

Person responsible:

Deadline:

Funds Per Fund Code

Scott

5

Discussion: As of March 10, allocations remain for library materials, but due to current budget shortfalls, they may be lost. Departments are urged to take quick advantage of the remaining funds.

Action items:

Person responsible:

Deadline:

GPO Ethnographic Study Visit

Carolyn

10

Discussion: On February 17-18, an ethnographic study was conducted on the RSU Government Publishing Office by Dr. Nancy Foster, senior anthropologist for Ithaca S+R. Dr. Gutierrez hosted Foster who was interested in not only the depository but also the entire library. The process included Foster giving taped interviews to student workers. She also taped Gutierrez while she carried out various cataloging procedures. Foster concluded her visit by interviewing Gutierrez in two separate, taped sessions.

Action items:

Person responsible:

Deadline:

Collection Development Survey Results			Scott	5
<p>Discussion: Despite only 9 responses, the survey yielded some enlightening information. The survey reveals that overall the library supports the subjects faculty teach, provides what topics students are expected to find, and provides types of sources students are required to use. When asked what should be added to the library collection, the respondents suggested NOVA DVDs, books on computer programming, and a faculty book drive.</p>				
<hr/> Action items:			Person responsible:	Deadline:
<hr/>				
Copyright Meeting			Carolyn & Scott	10
<p>Discussion: Dr. Carolyn Gutierrez and Scott Murray attended the workshop, Turning Copywrongs into Copyrights: Copyright Tips for Every Librarian on February 26 at Virginia College in Tulsa. Among the topics of interest, keynote speaker, Jennifer Prilliman of the Oklahoma City University School of Law discussed whether students own the copyright to material they create in school. Any use of student material would require a waiver designated for specific purposes.</p>				
<hr/> Action items:			Person responsible:	Deadline:
<hr/>				
Tutorials			Kaitlin	5
<p>Discussion: Some tutorials on the library website need to be updated. The staff is also in the process of redesigning Captivate to be ADA compliant. Faculty feedback is sought for the update and redesign of the tutorials.</p>				
<hr/> Action items:			Person responsible:	Deadline:
<hr/>				
Student Wages Cut			Alan	5
<p>Discussion: Dr. Beck forwarded budget cuts to Alan Lawless that were recommended by Thomas Volturo. These recommendations were also shared with the Budget Advisory Committee. The cuts recommended would primarily affect student wages, travel expenses, and supplies.</p>				
<hr/> Action items:			Person responsible:	Deadline:
<hr/>				

Capstone Workshop			Sarah			10		
Discussion: A workshop hosted by Dr. Beam and Sarah Clark was part of a series of three. Because only one student attended, the question becomes whether to continue the workshops on-ground or take them online.								
Action items:			Person responsible:			Deadline:		
LibCal Room Reservations			Sarah			5		
Discussion: The LibCal booking system is to be piloted for room 303.								
Action items:			Person responsible:			Deadline:		

Other Information

Resource persons: