

# Rogers State University

## Library Committee Meeting Minutes

October 23, 2017

Attendees: Alan Lawless, Jane Johansson, Rob Turner, Ram Adhikari, Walter Kelly

Facilitator: Jane Johansson

Note taker: Kaitlyn Crotty

### Sate of the Depositories in Oklahoma

---

*Presenter: Carolyn (10 minutes)*

RSU is a selective federal depository, receiving 16.49% of the total items offered (1,668 out of 10,116 selections). In Fiscal Year 17, 40 items classed as GOVDOC circulated: 31 in-house item uses, and 9 item checkouts. The library added 3,541 federal government document items in FY17: 65 books, 12 ebooks, 3,261 e-govdocs, 12 maps, 157 items under category govdocs, 1 cdrom, 2 dvds, 10 periodical issues, 2 eserials, 1 poster, and 2 websites. RSU became a federal depository in 2006 and a state depository in 2008.

### Kanopy Update

---

*Presenter: Scott Murray (10 minutes)*

The library is now fully subscribed to Kanopy. The original plan to dedicate \$2,000 to Kanopy's PDA model has been increased to \$4,000. Additionally instead of limiting the video access to the Arts category, all categories are available for access. The library is currently working on adding Kanopy to its website, and clearing up off-campus access error messages. The library is considering renaming the "Images" link on their homepage to "Images / Streaming Video" and listing Kanopy under that link. The library will send a campus-wide email to all faculty and staff when Kanopy has been added to the website and has officially launched. A video must be viewed for at least 30 seconds before it will count as a watch, and the purchase of a title (\$150 for 1 year of access) will not trigger until that title has been viewed 4 times. For classroom/teaching purposes, there is a function which allows for the creation of clips from videos, and for the creation of playlists, which may be useful for classes.

### Library Material Stats & interlibrary loan stats

---

*Presenter: Scott Murray (10 minutes)*

Library Material Stats for Fiscal Year 2017:

- In FY17, 1,317 titles were purchased and added to the library collection, including 954 Print Books, 165 eBooks, 80 DVDs, 3 DVD & Blu-Ray Combo Packages, 7 Spoken CDs, 52 Music CDs, and 56 Playaways.

Interlibrary Loan Stats from July of 2016 to June of 2017:

- Borrowing: The library received 650 requests from our patrons for materials owned by other libraries. Of those requests, 509 of them were filled (209 books & DVDs, and 300 copies of articles or book chapters.)
- Lending: The library lent 1,117 items to other libraries across the nation (339 books & DVDs, and 778 copies of articles.)

## Electronic Database Stats & New ODL Databases

---

*Presenter: Carolyn & Alan (15 minutes)*

Electronic Database Searches: The databases that received the most searches (over 10,000) are:

- Academic Search Complete: 56,418 searches
- America: History and Life with Full Text: 10, 283 searches
- Business Source Complete: 14,196 searches
- CINAHL with Full Text: 13,745 searches
- MEDLINE with Full Text: 10,116 searches
- PsycARTICLES: 12,423 searches

Electronic Database Full-Text Downloads: The databases that received the most full-text download requests for articles and/or eBooks are:

- Academic Search Complete: 25,010 downloads
- JSTOR: 12,100 downloads
- ScienceDirect: 10,484 downloads

Database Use Fluctuations:

- Academic Search Complete: Down
- American Chemical Society: Up
- America: History and Life with Full Text: Down
- ArtStor: Up
- Business Source Complete: Down
- CINAHL with Full Text: Searches are down, but record views are up
- Criminal Justice Abstracts with Full Text: Down
- JSTOR: Down
- PsycARTICLES: Up
- SocINDEX: Searches & views are down, but clicks are up.

New ODL Databases: As of October 1, 2017, the library has access to several new EBSCO databases, which were added by the Oklahoma Statewide Contract by Oklahoma Department of Libraries. These databases address a variety of areas, both academic and non-academic.

## New Furniture from Capital Equipment Funds

---

*Presenter: Sarah (5 minutes)*

The library has new furniture acquired through capital equipment funds. This furniture includes new sofas and chairs to replace the old department of corrections furniture in the 3<sup>rd</sup> floor seating area near the periodical shelving, new stackable chairs for the computer labs and study tables, and a new govdocs/public access computer, which the library is required to have as a govdoc depository. The sofas, chairs, and stackable chairs are already in place, but the library is still waiting on the replacement computer.

# Library Committee

Date | time 3/12/2018 1:00 PM | Location Library Rm. 209

Meeting called by	Jane Johansson	Attendees	Dr. Jane Johansson, Ram Adhikari, Walter Kelly, Alan Lawless, Scott Reed, Rob Turner
Type of meeting	Library Committee	Please read	
Facilitator		Please bring	
Note taker	Scott Reed		
Timekeeper			

## Agenda Items

Topic	Presenter	Time allotted
✓ New Associate Library Director, New Electronic Resources & Systems Librarian and New Collection Development Librarian <ul style="list-style-type: none"><li>Carolyn Gutierrez, librarian for RSU for the past 17 years, was promoted to Associate Library Director January 2018, replacing Sarah Clark who has taken a position at LaSalle University. Gutierrez retains her responsibilities for the government depositories.</li><li>Cecily Tubbs was hired as Electronic Resources and Systems Librarian February 1, 2018. Much of this position was formerly under Gutierrez. Among her qualifications, Tubbs served as solo librarian at Brown Mackie College for more than 9 years.</li><li>Scott Murray accepted a job at OSU-CHS in January 2018.</li><li>Michelle Reed began her position as Collection Development Librarian on March 1, 2018. Reed was Librarian, Admissions for Virginia College for nearly 3 years before accepting her new position at RSU.</li></ul>	Alan	15
✓ Department Book Funds Update & Choice Cards <p>Under Michelle Reed's purview, Choice Cards are again being dispensed, and options are accessible online. Departments are encouraged, as always, to take advantage of the available funds.</p>	Michelle	5
✓ New Online Research Appointment Web Form <p>The cumbersome paper format formerly required for students to request a research appointment has been replaced by a more convenient web page form that is available at the RSU library website. In addition to providing a more efficient method of</p>	Kaitlin	5

Topic	Presenter	Time allotted
delivering request information, the page also enables students to request specific librarians.		
<p>✓ New Department Liaison Update</p> <p>Department liaison assignments have been reorganized to encompass new staff as well as to enable all library staff to act as liaisons in their areas of expertise.</p>	Alan	5
<p>✓ ACEN Nursing Accreditation Visit</p> <p>As part of the accreditation visit for Nursing, the library staff was interviewed for 20 minutes and given high marks for its organization. The librarians found that they were actually over prepared. Nursing has now earned an accreditation for the next 8 years.</p>	Carolyn & Alan	5
<p>✓ Kanopy Update</p> <p>The new video platform has received 862 visits since October 30<sup>th</sup>, 2017, totaling 8140 minutes viewed. Top suppliers of content included PBS, Media Education Foundation, Janus Films, Kino Lorber Films, and The Great Courses organization. Thus far, \$1530 has been invoiced based on number of views. \$2470 remains of the original \$4000.</p>	Alan	5
<p>✓ JSTOR Open Access Titles</p> <p>The database JSTOR now provides open access to thousands of journal articles and book chapters. While the content is not usually current, the peer-reviewed material is useful to students and faculty alike.</p>	Carolyn	5

---

## Other Information

---

Observers

Resources

Special notes

# Library Committee Meeting

*Date | time* 4/16/2018 1:00 PM | *Location* Library Room 209

Meeting called by

Type of meeting      Library Committee

Facilitator

Note taker

Timekeeper

Attendees: Don Glass, Jane Johansson, Ram Adhikari, Walter Kelly, Alan Lawless, Scott Reed, Rob Turner

Please read

Please bring

## Agenda Items

Topic	Presenter	Time allotted
<input type="checkbox"/> Library Committee Minutes Approval		5 minutes
<input type="checkbox"/> Library Social Media Update	Kaitlin & Michelle	10 minutes
<input type="checkbox"/> Government Documents	Carolyn	20 minutes
<input type="checkbox"/> OLA Conference	Carolyn, Cecily, Kaitlin & Michelle	5 minutes
<input type="checkbox"/> Department Book Funds Update	Michelle	5 minutes
<input type="checkbox"/> Library Student Update	Alan	5 minutes

## Other Information

Observers

Resources

Special notes

✓ **Library Committee Minutes Approval** 5 minutes

Minutes approved unanimously.

✓ **Library Social Media Update** Kaitlin & Michelle 10 minutes

Social Media Improvements (Consistency will be key to ensuring our social media is effective as a marketing strategy.)

- Facebook: Since April 1<sup>st</sup>
  - We now reach an average 122 more users
  - The page gained 7 new followers

- Memes reach 3 times as many users as Links, videos, and comics (Reach = Views)
- Photos reach twice as many users as Memes
- Memes and Photos also have the largest engagement numbers (Share, Like, Comment)
- the largest demographic is now between the ages of 25-34
- Twitter: Since April 1st
  - Our tweets have been viewed 4,795 more times than the total amount for March
  - We gained 3 new followers
  - We have had 473 more profile visits than the total amount for March
  - The page currently has 35 more posts than last month
- Instagram is a new account, started on April 1<sup>st</sup>
  - We now have 18 followers
  - An average of 18.5 users view each post
  - 22 users have visited our profile
  - Memes reach twice as many users as photos
  - Photos receives twice as many views as Gifs and Comics

#### Marketing Progress

- We are revamping and reinvigorating Library material displays to increase awareness and improve physical material circulation
- We have created a Library Activities committee to work on furthering our reach to students, particularly incoming freshmen
  - We want to further engage other campus organizations and encourage usage of the Library and its resources.
  - External community outreach is also a goal
    - Research has shown that Academic Library marketing can play an integral role in solidifying potential new student enrollment and retention.

✓

#### Government Documents

Carolyn

20 minutes

U. S. Government Portals page now provides electronic access to government sources previously only officially available in print. Page includes data from sources such as Census Bureau, Dept. of Energy,

Healthcare, Manufacturing, Small Business Administration, and the State Dept. The Federal Digital Systems link provides access to information from all three branches of government. The digitizing effort is intended to make finding information more user friendly.

✓

**OLA Conference**

Carolyn, Cecily, Kaitlin 5 minutes  
& Michelle

The 111<sup>th</sup> Annual Oklahoma Library Association conference will be held April 23-25 in Tulsa. The conference is deemed an important venue for improving recruitment of qualified librarians.

✓

**Department Book Funds Update**

Michelle 5 minutes

The book funds budget per department is again released. Departments are again encouraged to make use of available funds through accessing Choice Cards online or contacting Michelle Reed.

✓

**Library Student Update**

Alan 5 minutes

Student worker turnover has been high, partially due to two students graduating and two transferring. One student will return in the fall and one will come back July 6; however between that time and the close of the spring semester, no student workers will be available. The library is attempting to hire two more in the meantime.