

Collection Development Committee

Wednesday, January 21, 2009

Meeting Report

The purpose of the Collection Development Committee is to establish collaboration between library staff and faculty in order to make a concerted effort to meet instructional needs of every department. Our goal is to ensure that LCC's Library holdings, equipment, and services are focused on the curriculum and programs of the College to ensure that faculty have the resources to support instruction.

✚ **Members Present:** Pat Boerner, Dave Cordero, Linda Cullom, Troy Farnham, Carol Flakus, Jim Franz, Andrea Gillaspy, Terri Hagle, Susan James, Jon Kerr, Sue Yarbrough (for Annette Ward), Mary Leach (for Deborah Wöhrmann), and Fran Nelson, Recorder

✚ **Members Absent:** Jim Dillinger, Ray Lindsey, Gary Nyberg, Carmen Robinson, and Raymond Morrison, ASLCC Representative

✚ **Welcome & Introductions**

- Jon opened the meeting at 3:05 by welcoming attendees and distributing draft documents for committee consideration.

✚ **Approval of the Minutes**

- Jim Franz made a motion to approve minutes as written from the December 03 meeting. Dave Cordero seconded. Motion carried.

✚ **Committee Review and Motion for Approval**

- **Learning Commons Mission Statement**
 - The committee recommended a change to the wording of the second bulleted item – beginning with the words “Foster learning by ---” and suggested font/size uniformity for numbered Goal items.
 - This document will be the benchmark for our ongoing Program Review. Members feel the statement reflects the Learning Commons energy.
 - Susan James made a motion to approve with the suggested amendments. Sue Yarbrough seconded. Motion carried.
- **Committee Website Description**
 - The website verbiage describing “Instructional Support Services” needs to be changed to reflect “Collection Development Committee”.
 - Members reviewed a draft of suggested wording. Several revisions were suggested and a revised draft will be sent electronically to members for further consideration on Thursday, January 22.

✚ **Update on Purchases**

- **Andrea** presented a new “Recommendation for Purchasing Books or Resources” form for use by the campus community. The form can be found on the landing page of Library Services, filled out and emailed to Terri. The requests will be placed in the order queue which will then come to the Collection Development Committee as a request to purchase.

This form opens the door for student input by giving the recommendations a bigger voice. The suggestion was made to have this document be accessible from the “Forms” link on the Internal Page. Andrea will work with Marie Wise in this endeavor. Reference may be involved in future “subject” searches or other broad terms.

- Wording on the form was revised in regard to “required fields”. Sentence now reads: “Fill in the form as completely as possible and save it”. An additional item was added to differentiate “leisure” vs. “instructional” requests and is discussed further under “Leisure Paperback Book Selection”. The committee approved the form by consensus.
- **Terri** presented samples of the new Access database that is now in use for tracking purchases. The database replaces a cumbersome manual bib card system and is a tremendous step forward. The database reporting output (Current Title Suggestions) can be emailed to committee members prior to the meeting for review. Purchases (On-Order) from our last two meetings have been received and are on the shelf.
 - Dave Cordero made a motion to approve use of the database system with suggested modifications to font/format on Titles for ease in reading. Jim Franz seconded. Motion carried.

Department Recommendations

- **Inter-library Loan Lists-Recommendations for Purchase**
 - **Susan** has prepared reports for both LPL and OCLC Books Borrowed for any given date range. These reports keep track of borrowed items by department or by specific course number. Copies of these reports were given to members to take back to their respective departments for consideration. An ILL request is usually filled within 5-10 business days. Patrons can pick up Longview Public Library item(s) at the LPL.
- **Department Recommendations**
 - Members considered all items on the Current Title Suggestions list as well as an additional request for a PBS 4-DVD set for Clint Hull/Louis LaPierre’s Integrative Studies course entitled “Change: Evolution in Life and Language”.
 - Dave Cordero made a motion to approve purchase on all. Susan James seconded. Motion carried.

Leisure Paperback Book Selection-ASLCC

- **Review Current Process-Best Seller List**
 - Purchase of new paperbacks typically came from Best Sellers List covering many genres. Usually 100-150 titles are purchased from Borders where a 20% discount is realized.
- **Determine process for Students and Staff Recommendations**
 - A checkbox will be added to the on-line request form to differentiate “leisure” vs. “instructional” requests.
 - The suggestion was made to place a suggestion box near the bookracks and to ask if ASLCC might purchase the box.
 - The Lunchtime Librarian (Andrea) might also communicate with students to let them know they are welcome and encouraged make requests.
- **New Bookrack**
 - Current paperback collection is good shape so any new purchases will need to be stored on a new (additional) rack. ASLCC is considering and will most likely approve the purchase of a rack for additional books.

Other

- **Conversion of VHS Tapes to DVD**
 - We are currently working out copyright issues. The best scenario would involve making one DVD copy from an existing VHS and then no longer checking out the VHS
- **24/7 Virtual Reference Coming to LCC**
 - The state library is helping with the purchase of service for an online chat with an academic reference librarian on a 24/7 basis. The service will cost us \$280.00 as long as we volunteer two hours a week. We (Andrea) will volunteer one hour on Saturday which counts as two. There is a 40-second delay to allow us to pick up our own students. This service will launch on February 01, 2009.
- **Surplus Items**
 - Items to discard/weed include record album collection. The stack is wobbly and/or dangerous plus we have no turntables on which to play the records. Possible departments who may be interested in taking these out of the library include Music, Lang & Lit, or Drama. These items are considered state property and must go through LCC' Surplus procedure.
- **Getting the Word Out**
 - Committee members are urged to relate to their respective departments that library service liaisons are available to attend departmental meetings or classroom sessions to inform, enlighten, or make more aware those who may not know all of the services available from Library Services.
- **Purchasing Deadline Approaches!**
 - Cut-off date for purchasing is April 01, 2009.
 - All purchases must arrive on campus on or before June 30, 2009.

The meeting adjourned at 4:15. The next meeting will occur Wednesday, February 04 @ 3:00 in LIB 103.