

Collection Development Committee

Wednesday, November 17, 2010

MEETING REPORT

Amended and approved 01-19-11

✚ Members Present

- Vikki Carter, Don Derkacht, Troy Farnham, Carol Flakus, Jim Franz, Andrea Gillaspy, Marquita Green, Terri Hagle, Susan James, Jon Kerr, Louis LaPierre, David McCarthy, Jaime Meadows, Robert Moehle, Mary Stone, Sue Yarbrough, and Fran Nelson, Recorder

- ✚ 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.

✚ Approval of Minutes

- Minutes from the October 20 meeting were reviewed.
 - *Andrea made a motion to approve as written; Terri seconded. Motion carried.*

✚ Reminder-Process for Recommending Materials for Consideration

- Overview – number of requests is low
 - Online Purchase Request Form – this is the best and easiest
 - Department Liaisons –
 - ✓ Rick Akins – Industrial Technology---**Troy**
 - ✓ Mike Dugaw – Humanities---**Susan**
 - ✓ Jeff Lucas – Math---**Andrea**
 - ✓ Tamara Norton – Nursing & Allied Health---**Carmen**
 - ✓ Mary Stone – Student Development---**Terri**
 - ✓ Courtney Shah – Social Science---**Troy**
 - ✓ Joan Herman – Language & Literature---**Carmen**
 - ✓ Adam Wolfer – Health & Science---**Carmen**
 - ✓ Tim Allwine – Business & Information Technology---**Carmen**
 - ✓ Maggie Stuart (No Dept Head)– Transitional Studies---**Andrea**
 - ✓ Anthony Coleman (No Dept. Head)-CEO/HSC---**Jaime**
 - ✓ Darcy Smith (No Dept. Head)-WorkFirst---**Susan**
 - Recommendations can always be made to the Committee members

✚ Updates

- Update on Deselection Plan – Jaime (for Carmen)
 - Working on the 600's
 - On schedule for 900's and 000's
 - Carmen is in charge of this process and presented the plan at the October meeting. Deselected materials are on a cart in the Library office for approximately one month. Items can be reviewed before final dispensation.
 - This process removes out of date materials from the shelves and allows faculty and staff time to decide if the items need to be replaced.
- Update on periodicals – Troy

- Troy prepared an electronic list allowing the committee to see what we're paying for one, two, and three years.
- Process when receiving periodicals includes checking in the issue(s) and placing items on the periodical shelves located on the main floor while older issues are taken upstairs. Copies may be kept upstairs for three to ten years. Some titles are kept indefinitely. Committee members are to ask faculty in their departments to review the periodical list for items relevant to their area that could potentially be discontinued in print since many of these are available through our databases. Report findings to the Collection Development Committee.
- How could dollars saved from discontinued print periodicals be put to good use? Buy more databases.
- Accreditation requirements include periodicals contained within databases.
- Budget update
 - 2010-2011 Budget
 - Balances as of 11-16-10

Databases-Electronic	7,520.00
Periodicals-Print	11,000.00
Newspapers-Print	0.00
Books	10,662.88
Standing Orders	2,208.88
Multi-media	1,973.07
Faculty Development	500.00
 - "Fine" money can be used is necessary.
 - One-time money from Laura (Fac Dev) can be used elsewhere.

Department and Library Services Recommendations

- Policy update
 - DVD Closed Caption Discussion & Proposed Action
 - Our policy needs an amended statement regarding the closed-captioning of DVD purchases as originally set forth in Spring 2010.

Current Language in Collection Development Operational Policy and Procedures

DVDs / Videotapes

In addition to the standards set forth in "General Selection Criteria," the following will be applied:

- The material is such that it can be best presented only in the DVD or VHS format.
- It is issued in a format (i.e. 1/2" VHS tape or DVD) for which playback equipment is readily available at Lower Columbia College.

Proposed Change

DVDs / Videotapes

In addition to the standards set forth in "General Selection Criteria," the following will be applied:

- The material is such that it can be best presented only in the DVD or VHS format.
- It is issued in a format (i.e. 1/2" VHS tape or DVD) for which playback equipment is readily available at Lower Columbia College.
- It is available with closed caption accessibility features.

Criteria for Purchase of non-closed captioned DVDs/VHS.

In the event that the requested DVD/VHS is not available with a closed caption feature, the following criteria will be applied before addition to the collection:

1. Suitable alternative closed captioned materials will be researched and recommended if available.

2. If no alternative is available, the DVD/VHS tape may be added to the collection with a note for users to consult the Disabilities Services Office for alternative solutions when closed captioning is required.

- *David made a motion to approve; Sue seconded. Motion carried.*

- **Review and action of November requests**

- One title (2) will be set aside pending further research. The title deals with an important health issue, one on which we need solid information. This particular volume is a 2008 issue. Jaime will report findings at the next meeting.
- Courtney Shah’s request (13) for a database entitled “Women and social movements in the US, 1600 to present” provides materials not available in other databases. It will provide topics including diversity, multi-culturalism, and sexism, giving our students the opportunity to broaden their resources. We can track usage for one year and decide to renew at that time. Reasonably priced.
- Items 16/19 deal with veterans in the classroom, many of whom have difficulty coming to campus and finding a fit in a classroom setting. These volumes would be of particular interest as a faculty resource tool but we would probably add to the general collection. Our veterans can be referred to the VA office for free counseling. Their numbers on our campus are growing. Reasonably priced.
- Items 19/25 – Modern Marvels – would be placed in the general collection
- *Vikki made a motion to approve purchases; Mary seconded. Motion carried.*

 **Other**

- Jon will work with Joe Quirk for approval to move extra copies of books located in the Title 3 area into the general collection.
- Reference orientations – comparison stats for November

November	213	Classes	13
Fall 2010 Total	1030		59
November	249	Classes	16
Fall 2009 Total	1103		54

- Eight more orientations are scheduled for November 2010.
- We are in the process of applying for two additional LSTA grants.
- Proquest’s interface will change in January. An orientation will be provided to staff to assist in acquainting patrons with the database’s new appearance.

The meeting adjourned at 3:50. The next meeting will be held on Wednesday, January 19 @ 3:00 in LIB 103.