

# Collection Development Committee

## Wednesday, January 19, 2011

### MEETING REPORT

Approved 02-17-11

#### ✚ Members present

- Vikki Carter, Troy Farnham, Carol Flakus, Jim Franz, Andrea Gillaspay-Steinhilper, Terri Hagle, Jon Kerr, David McCarthy, Jaime Meadows, 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 November 17 meeting were reviewed. "Update on periodicals" 2<sup>nd</sup> bullet will be amended to read: "Copies may be kept upstairs for three to ten years. Some titles are kept indefinitely."
  - *Terri made a motion to approve with suggested amendment; Sue seconded. Motion carried.*

#### ✚ Reminder-Process for Recommending Materials for Consideration

- Overview
  - Online Purchase Request Form – committee members are encouraged to discuss, at their respective department meetings, the advantages of using this form for making requests and/or recommendations.
  - Department Liaisons – any library staff member can assist if the department liaison is not available.

#### ✚ Updates

- Update on online catalogue landing page
  - Landing page had previously been the LPL site but has recently been changed to first display LCC site resulting in one less step for faculty and students.
- Update on log-on's to databases
  - The log-in for the student portal is the same log-in used for the databases. The goal is for automatic log-in to the databases once the student portal has been accessed.
- Update on Deselection Plan
  - Carmen is in charge of this process by placing deselected materials are on a cart in the Library office where they will be kept 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 This process removes out of date materials from the shelves and allows faculty and staff time to decide if the items need to be replaced. Ideally, the department liaisons would contact faculty to let them know if items from their areas have been deselected. The deselection carts will be brought to the Collection Development meetings in the

future so faculty members can review and make recommendations while there. The process has a time limit...items will stay on the cart for two weeks.

- Update on periodicals
  - No update on periodicals from Troy at this time. However, since Don Derkacht was unable to attend today's meeting, he sent the following suggestion from his department via email: Jim Stanley recommends that **Accounting Today** be deleted from the periodical list. Tim Allwine stated that he is "not currently using any of the listed periodicals in my BUS courses. My students typically access materials for article review research via ProQuest."
- Update on the LCC Archive
  - No update on archive at this time.
- Update on leisure reading plan – presented by Jaime
  - Process is begun by comparing the "best seller" lists to identify a purchase list. ASLCC funds \$950.00 a year for leisure reading. ASLCC may be asked if a portion of this amount could be used for the purchase of an additional rack. Suggestions may be placed in the blue and green "suggestion box" found at the Circulation Desk. All input will be handled by Jaime.
- Budget update
  - 2010-2011 Budget balances as of 1-10-11:

Databases-Electronic	10,001.63	(includes 7,000.00 one-time monies from Laura)
Periodicals-Print	10,320.00	
Newspapers-Print	0.00	
Books	9,862.13	
Standing Orders	2,208.88	
Multi-media	1,798.42	
Faculty Development	500.00	
<b>Total</b>	<b>34,691.06</b>	

- Films on Demand has drastically cut the purchase of DVD's. We can move unspent/unencumbered balances around.

### Department and Library Services Recommendations

- Review and action of November requests
  - Seventy-three titles were reviewed by the committee. More information has been requested on items 21 and 33 for presentation to the committee for electronic vote within the next few weeks.
    - Jim made a motion to approve; David seconded. Motion carried.
- Additional department requests
  - An addendum containing eight titles was reviewed. Titles are primarily suggested reading for specific courses. The DVD's would be used by those studying Liberal Arts Math, Math for Elementary Teachers and calculus.
    - Andrea made a motion to approve; David seconded. Motion carried.
- Library Services additional requests – none at this time

## Other

- **Department/Program Liaisons**
  - Rick Akins – Industrial Technology---**Troy**
  - Mike Dugaw – Humanities---**Susan**
  - Jeff Lucas – Math---**Andrea**
  - Tamara Norton – Nursing & Allied Health---**Carmen**
  - Staff – Student Development---**Terri**
  - Courtney Shaw – Social Science---**Troy**
  - Joan Herman – Language & Literature---**Carmen**
  - Adam Wolfer – Health & Science-**Andrea**
  - 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**

The meeting adjourned at 3:40. The next meeting will be held on Wednesday, February 16 @ 3:00 in LIB 103.