

Standard Five -- Self Study Committee Library and Information Resources

Agenda

Monday April 13, 2009

Room 123

3:00 pm

1. Meeting Minutes February 9, 2009

2. Drafting the Report

3. Discussion of Indicators

Standard 5.A – Purpose and Scope -- The primary purpose for library and information resources is to support teaching, learning, and, if applicable, research in ways consistent with, and supportive of, the institution’s mission and goals. Adequate library and information resources and services, at the appropriate level for degrees offered, are available to support the intellectual, cultural, and technical development of students enrolled in courses and programs wherever located and however delivered.

- a. **5.A.1 The institution’s information resources and services include sufficient holdings, equipment, and personnel in all of its libraries, instructional media and production centers, computer centers, networks, telecommunication facilities, and other repositories of information to accomplish the institution’s mission and goals. -- Suzanne and Candace**

- b. **5.A.2 The institution’s core collection and related information resources are sufficient to support the curriculum. -- George, Alan and Dave**

- c. **5.A.3 Information resources and services are determined by the nature of the institution’s educational programs and the locations where programs are offered. -- Danny and Joella**

4. Accomplishments and Celebration

**Standard Five Self Study Committee
Library and Information Resources
Meeting Minutes
Monday April 13, 2009
3:00 p.m.
Donaldson 123**

ATTENDEES

Janice Bacino, Mike Cronin, Danny Straw, Suzanne Hunger, George Sonnenberg. Absent: Candace Pescosolido, Joella Foust, Alan Thompson, and Dave Kneebone.

MINUTES

The minutes of the February 9, 2009 meeting were reviews and approved. (Suzanne moved, Mike seconded)

DRAFTING THE REPORT

Discussion was held on the process of creating the draft report which is due May 7. Since a technical writer will be revising the draft, Janice will take the posts from the blog and integrate them into a draft. Mike will review this draft before it is submitted.

**DISCUSSION OF INDICATORS ---
OBSERVATIONS AND SUGGESTIONS**

The following indicators were discussed:

Standard 5.A – Purpose and Scope -- The primary purpose for library and information resources is to support teaching, learning, and, if applicable, research in ways consistent with, and supportive of, the institution’s mission and goals. Adequate library and information resources and services, at the appropriate level for degrees offered, are available to support the intellectual, cultural, and technical development of students

enrolled in courses and programs wherever located and however delivered.

5.A.1 The institution’s information resources and services include sufficient holdings, equipment, and personnel in all of its libraries, instructional media and production centers, computer centers, networks, telecommunication facilities, and other repositories of information to accomplish the institution’s mission and goals.

Suzanne led the discussion on this indicator, emphasizing the relation of the mission to the current services and resources. A summary of key points and additional comments have been posted to the blog.

5.A.2 The institution’s core collection and related information resources are sufficient to support the curriculum.

George led the discussion on this indicator, with emphasis on the insufficiency of the print collection and the point that while ILL and electronic resources help, they are not a practical, fast, or tangible substitute for an adequate collection. A summary of key points has been posted to the blog.

5.A.3 Information resources and services are determined by the nature of the institution’s educational programs and the locations where programs are offered.

Danny led the discussion on this indicator. It was pointed out that we

need to clarify agreements for reciprocal borrowing with area libraries by staff and faculty as well as students. A summary of key points has been posted to the blog.

ACCOMPLISHMENTS AND CELEBRATION

Janice presented a table of all the improvements that had been implemented in the Library program though out this academic year as a result of discussions and recommendations of this Self-Study Committee. (Attached)

In celebration of us having finished all the indicators in our self study -- and indeed most of our committee work -- Janice would like to host a pot luck party at her house. She will send out an email with potential dates.

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MEETING SCHEDULE

The committee's next meeting is TBA.

With no other discussion to come before the group, the meeting was adjourned.

Improvements to Library Resources and Services in response to Self Study 2008 - 2009

Fall 2008	Developed webpage of library services and online orientation to library for staff.	•Self Study Committee Recommendation 2008	•Semester Report Fall 2008
Fall 2008	Added webpage on <i>Resources in Alternative Format</i>	•Self Study Committee Recommendation 2008	Self Study Blog 5.C.1 Post November 7, 2008
Spring 2009	Established an area in library for handouts and information on using the library and its electronic resources.	•Self Study Committee Recommendation 2008	•Semester Report Spring 2009
Spring 2009	Requested budget allocation of \$5,000 for creation of Leisure Reading collection	•Self Study Committee Recommendation 2008	Library Budget Request FY10
March 2009	Implemented online form for submitting Interlibrary Loan (ILL) requests.	•Self Study Committee Recommendation 2008	•Semester Report Spring 2009
March 2009	Implemented online form for submitting suggested purchase requests.	•Self Study Committee Recommendation 2008	•Semester Report Spring 2009
April 2009	Reconfigured Library Advisory Board with broad based internal representation to more effectively advise the development of the library's collection and services in support of the college's mission.	•Self Study Committee Recommendation 2008	•Semester Report Spring 2009
April 2009	Formalized and documented approval process for library policies, regulations, and procedures by explicitly stating in <u>Operations Manual</u> .	•Self Study Committee Recommendation 2008	•Edit to <u>Operations Manual</u> 1.0 Front Cover 4/8/09 •Self Study Blog entry 5.B.3 dated 4/8/09