



## November 20, 2013 Ferris Library Advisory Council Meeting Minutes

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**Chairperson: Scott Garrison**

Scott Garrison, Leah Monger, Josie VanAvery, David Scott, Kristy Motz, Rick Bearden.

### **Topics**

#### **Solicitation Policy**

Scott noted that student groups have inquired with Lyle about soliciting collections for various charities such as clothing and food items in the lobby of FLITE and that direction needs to be given regarding that matter. He also noted that according to the FLITE private solicitation policy, his perception of the policy leads him to believe it would be okay to move forward, allowing the student groups that are official university organizations to solicit their various programs. Scott asked that we be mindful of where this activity happens and while we want to be supportive, we need to be aware of and ready to respond to any activity that might cause disruptions to other students at FLITE.

The FLITE policy (attached to these minutes) addresses the issues and is supported by university policy which allows for solicitation when pursued by the students.

Leah suggested that we need a more precise policy and Rick agreed that it could be clarified more simply.

Kristy noted concerns if the policy did not address public solicitations but Scott stated the president needs to authorize any public solicitation within Ferris.

Scott then noted that perhaps we should decide how often our policies should be reviewed and updated and that we should think about bringing a policy to the meeting once a month.

**Action:** FLAC will review one policy per month at the FLAC meeting starting with the oldest policy. Scott suggested that this review happen at the first meeting of the month.

#### **White Board Availability to Students**

Fran suggested white boards for the students via email last month. Per the request of Scott, David acquired an estimate from a common supplier of Ferris. The estimate appeared to be quite expensive so Scott proposed to acquire some white boards from Amazon. He thought we could see how well the students liked the boards and then move forward with physical plant if the outcome was positive. It was suggested to install a permanent white board in study room 106 and bring the moveable one out on the 2<sup>nd</sup> floor.

Scott will give some thought about additional white boards to purchase for other locations.

**Action:** Dave and Rick will measure and advise what size white board should be purchased. Josie will order the item and request Terry Pitts for installation.

### **Exposing DVDs**

Leah noted that Fran proposes to rewrite/clarify the circulation policies of the media booking so students may also check out the educational videos. Changing the policy is in support of the visibility of videos at FLITE from other offices on campus. That would include training videos that we could add to the FLITE collection and they would be visible through the FLITE scope. This allows the entire FSU/Big Rapids Community to see what videos are available. Leah suggested that we set up a task force to review the policies and opportunities of setting up the videos through the media booking system.

Rick and Dave noted that these videos are already visible within the FLITE catalog but they will be sure to check the catalog and make sure the video list is updated.

**Action:** Dave and Rick will work on the update as well as work with Kriss or Yuri if needed.

**Action:** Dave and Leah will run circulation numbers on the videos.

The other proposal by Fran is to treat the media booking videos like a reserve collection allowing students to check out videos on 3-hour reserve and use them in the library. This should also be available for faculty/staff for a specified period.

Scott thought we should consider replacing VHS videos with DVDs but asked what we should do with the ones that are not replaceable.

Rick and Dave suggest keeping them because we do still have a few VHS players.

Scott suggested that this agenda item should be included on the librarian's meeting agenda. He also suggested that Melinda could move the vinyl record collection to archives. Scott noted that this collection should be cataloged.

**Action:** Leah will ask Melinda if it could be added to the next meeting.

Dave and Leah will run circulation numbers on the VHS content to find what's really getting used.

### **Other Business/Roundtable**

Rick noted that Kelly's book scanner died so he made an executive decision to not only order a new book scanner but distributed to her one of the 2<sup>nd</sup> floor spare computers that contained more memory than her previous computer and may be used with the new scanner.

Rick also discussed a report that he received from Jim Furstenberg about a penetration report which found a small problem with Sierra. He noted that he is working with Jim on doing a minor fix and that it is good to find it now rather than later.

Scott asked if the faculty came up with names for the search committee for a replacement for Emily. Rick noted that they were near to being on the same page and that Melinda will send the faculty next steps on the vacant faculty position as soon as her schedule allows.

Meeting Adjourned @ 3:50

**Next Meeting**  
**December 4, 2013, 2:00-3:00 p.m.**

### **Current Policy on Private Solicitations to Individuals in FLITE**

Ferris Library for Information, Technology & Education FLITE Policy Document 2002:01

The purpose of this FLITE policy is to clarify internal issues not addressed specifically by the Board of Trustees policy on campus solicitation<sup>1</sup>.

- Distribution of sales literature, placement of solicited orders, delivery of solicited products, and solicitation of charitable contributions are prohibited activities within FLITE. FLITE personnel who wish to patronize vendors or solicitors must do so during non-work time and outside FLITE premises.
- FLITE personnel who are selling products or soliciting funds either for their own profit (e.g., Avon) or to benefit charitable and community organizations (e.g., Scouts, PTO) must follow the following procedures:
  - Literature and order forms are to be placed in the staff lounge. Literature and order forms may not be distributed in office areas. It is permissible to distribute a single, brief, FLITE-wide email message notifying staff that the materials are available for their voluntary perusal in the lounge.
  - Staff selling products or conducting solicitations must conduct their sales and fund raising during break periods and not during work time.
  - Staff who wish to place orders or make contributions must do so during break periods and not during work time
- FLITE sponsored fund drives (e.g., solicitations for retirement gifts for FLITE staff) are exempt from the above rules.