

Minutes of Librarians Meeting, August 24, 2017

Present: Gary Maixner, Dejah Rubel, Ann Breitenwischer, Heather Symon Bassett, Mari Kermit-Canfield, David Scott, Scott Garrison, Sela Constan-Wahl, Melinda Isler, Leah Monger, Stacy Anderson, Ali Konieczny

Visitors: Faculty Center for Teaching and Learning (FCTL) Focus Group speakers; Todd Stanislav, Donna Smith, Tim Brotherton

Absent: Paul Kammerdiner, Kristy Motz

Call to order (Isler)

The meeting was called to order at 11 am by Melinda.

Faculty Center for Teaching and Learning focus group (Stanislav, Smith, Brotherton)

Todd, Donna and Tim spoke about an FCTL initiative to form a series of focus groups to seek faculty input for what wants, needs and interests for professional and instructional support from FCTL. These focus groups will occur in the Fall and Spring semesters, will last for a period of one hour and will occur at various sites throughout campus. Faculty may volunteer for a focus group and FCTL will also be sending randomly targeted emails to faculty inviting them to participate. The sessions will be recorded and an outside group will complete transcription (with non-identifying participant information) and compilation. Results will be used to inform future programming for FCTL and various forums to share the results will be considered.

Approval of Minutes (Symon Bassett)

Approval of the June 27, 2017 Minutes was tabled until the next regular meeting.

ADA Compliance Order and Website Updates (Constan-Wahl and Maixner)

Sela noted the Office of Civil Rights filed a case against the University regarding various accessibility issues for four of its websites, including FLITE's. She noted screen readers not being able to get through the site was an issue and that she has a list of items that need to be fixed, which will be difficult because of the construct of our system. Sela indicated there were two things that the University would have to do not to be fined, which are to establish a policy and ensure site compliance by a certain date, which is currently indicated as February 1, 2018. The compliance would extend to vendors, journals etc. There were some questions and concerns as related to timelines and vendor compliance. Scott will seek clarification regarding vendor compliance timelines and other questions regarding FLITE site compliance at an August 28 meeting of stakeholders.

Gary indicated that a project management plan is in place to ensure FLITE website compliance. He indicated that a core group will meet weekly and send work out to other teams within FLITE specific to their function. He indicated the overall goal is to ensure compliance in the designated timeline and build a solid base for future innovations and enhancements to the site. Sela noted that a paper representation of the plan is in her office and she is available to discuss individual concerns. Sela indicated there is a plug-in with OMNI that could help evaluate accessibility as related to LibGuides. Currently Springshare is compliant, but FLITE's customization within it is an issue. It

was suggested that it might be worthwhile to put forth a checklist or best practices document to help mitigate LibGuide compliance issues in the future.

Dean's Update (Garrison)

Scott noted that:

- He expects information from the all college meeting to be on the FLITE shared drive soon
- There is progress on the prayer and meditation space as associated with FLITE's Strategic Plan
- Randy Riley, Michigan State Librarian, will visit FLITE on September 27.
- A meeting with the Deans regarding the embedded librarian pilot program is scheduled for next week
- He will be following up with professional development travel requests
- He will be following up with respect to the Clifton StrengthsFinder workshop that occurred this summer
- Ex Libris appears motivated to negotiate and the system appears closer to being a possibility for FLITE

Resource Recommender Feature (Rubel)

This item was tabled for a future meeting.

Library Donation Policy (Rosen)

There was discussion of a Draft FLITE Donation Policy (**See Appendix A**), which Fran sent previously via email. She acknowledged the need to put a more emphatic statement noting separate donation requirements for University Archives and agreed to make that change. Fran and Mari agreed to collaborate on a collection statement pertaining to the vinyl record collection. Ann indicated that she would like to see a revised draft before adopting the Policy and it was agreed that a revised draft would be forthcoming. It was noted that the FLITE Donation Form should be updated to omit language that indicates donated items could be sold.

Other Items (All)

Gary reminded the group to make sure the Outlook password is updated when updating MyScheduler.

The meeting adjourned at 12:00 pm.

Submitted by: Heather Symon Bassett

Approved 9/26/17

Appendix A: Donation Policy (Draft)

Donation Policy (Draft)

Material Donations to the General Collection

Mission of the Library: FLITE is an essential partner for successful teaching, learning, and research. We empower all at Ferris State University and in our surrounding community to discover, evaluate, and apply information, and create and disseminate knowledge.

The Ferris Library for Information, Technology, and Education (FLITE) welcomes donations of materials that support or enhance the library's mission. Donations must be accompanied by a signed donation form which documents the transfer of property to the library. Donors may request that materials that are not added to the collection be set aside so that the donor can take them back within a reasonable amount of time (four weeks); otherwise materials not added to the collection may be sold, donated, or discarded. Donors may request acknowledgement with a book plate or an annotation in the library catalog.

FLITE will send a written acknowledgement of the donation and a count of the items donated. The Ferris Foundation also sends a letter to donors. FLITE cannot create inventory lists. Valuations for tax purposes are the responsibility of the donor; neither the library nor the university can provide such a valuation. Such appraisals should be completed before the donation is presented to the library.

Materials that can be donated to FLITE without prior approval

- Combined printed materials that have been collected by Ferris faculty and staff.
- Printed books, pamphlets, and scholarly or trade journals.

Materials that will not be accepted without prior approval

Audio/Visual materials in all current formats, including vinyl record albums, DVDs, CDs, etc. Donors who wish to donate these materials should provide FLITE with a list of the materials and a description of their condition. A FLITE staff person will respond within two weeks to let the donor know what the library can accept.

Materials that will not be accepted

- Materials in poor physical condition, including any evidence of mold
- Foreign language materials not relevant to foreign language courses offers at Ferris State Univ.
- Outdated textbooks (more than 10 years old)
- Popular magazines
- VHS tapes, Eight-track and cassette tapes, CD-ROMs, Floppy disks, and other outdated formats.
- Ebooks or other electronic files

The FLITE donation form can be found here:

<https://ferris.edu/library/publications/forms/DonationForm.pdf>

Information about donating to the Ferris State University Archives and Special Collections can be found here:

<https://ferris.edu/library/SpecCollections/donations.html>

Appendix A: Donation Policy (Draft)

Internal Procedures

Donations may be accepted if they meet the criteria for materials that FLITE will accept. Audio/Visual materials that are brought to the library will only be accepted with prior approval.

Initial processing of print donations is the responsibility of CAS technicians with functional supervision by the Collection Strategies librarian. For continuing resources, individual issues may be added to fill gaps in FLITE holdings. Pamphlets and books will be added if they are appropriate to the collection and will likely be of interest to the Ferris community. Books may also be added to replace damaged/worn copies, or to replace an older edition of a title.

Collection decisions for printed materials will be made within CAS, with consultation with liaison librarians as deemed necessary by the Collection Strategies librarian or designee. Guidelines from Special Collections are used to decide when materials should be sent to Archives.

Films in current formats will also be the responsibility of CAS.

Recorded music, including vinyl record albums and CDs, require different processing. The librarian who works with the Music programs will have primary responsibility for deciding what should be added, in accordance with a collection statement that has not yet been written. Until that statement is written, the default will be to choose not to add recorded music to the collection. Exceptions should be limited and well documented.

Since these materials are hard to dispose of, FLITE will not accept donations unless they have been pre-approved by both the librarian who works with the Music programs and the Collection Strategies librarian.

Any donations that are new titles being added to the general collection will be treated as new books and will be routed to the new book shelf.