

Minutes of Special Librarian's Meeting, August 14, 2019

Present: Heather Symon Bassett, Melinda Isler, Leah Monger, Stacy Anderson, David Scott, Dejah Rubel, Sela Constan-Wahl (remote), Kristy Motz, Ann Breitenwischer, Jason Bentley, Mari Kermit-Canfield, Fran Rosen, Paul Kammerdiner, Elise Bohn (remote)

Absent: Ali Konieczny

Call to Order (Isler)

The meeting was called to order at 1 pm by Melinda.

Approval of Minutes (Symon Bassett)

None.

Brief Updates on Vacant faculty position and upcoming faculty vacancy (Isler)

Melinda requested that the RIS team develop a new position description as related to the upcoming faculty vacancy that will occur with Kristy's retirement. She also indicated that Jason and Sela are currently reconfiguring Sela's position description, which may result in a second position description to present at the next librarian's meeting. As staff and/or faculty positions have changed or as positions at FLITE have not been replaced, Sela has taken on more responsibilities relating to FLITE systems including Sierra, SpringShare applications, etc.

Approval of Circulation Policies Within the Alma System (Scott)

Dave proposed several adjustments to circulation policies in relation to establishing Alma system rules and with an interest in promoting user convenience and achieving other efficiencies. He reported OMSS feedback that students found FLITE's four hour laptop checkouts to be too prohibitive and shared some laptop usage data. After some discussion, the group was agreeable to extending the laptop checkout to a six hour period, establishing a fifteen minute grace period for fines and a \$1/hour fine thereafter. If a laptop is not returned by the end of the day, a replacement fee would be incurred, which would be refunded upon return. The same was agreed to for checkouts of room keys. The Alma system does allow for a demerit system of tracking checkout abuses and limiting future use, which needs further investigation. To promote consistencies, FLITE and Kendall's policy for staff checkout periods for books was reevaluated. After some discussion, it was agreed that both Kendall and FLITE would observe staff loan periods of one hundred and eighty days and two renewal periods.

Update on Process for Discussion of Collections (Rosen)

Fran noted that input was needed for longer term policy questions as well as for collection decisions requiring more immediate attention, such as January 1st renewals. Fran inquired about the utility of establishing a small group to inform collection recommendations, acknowledging

with present staffing levels and projects that may not be feasible. There were no immediate decisions; Melinda suggested that Fran consider what would work best. Fran will continue to send out information about upcoming renewals, and will keep the Collections libguide updated. As related to Kanopy, Jason posed the question of at what point it would be worthwhile to adjust license types with an uptick in costs driven by use.

Activating Export to Mendeley in Primo (Rubel)

The group was agreeable to Dejah's proposal of adding Mendeley as a citation export option in Primo/SmartSearch results. The group noted a preference for freely available, well-known citation managers as options and requested listing EasyBib and Mendeley as options (Zotero exports are possible through a browser function, so it doesn't need to be added as a separate 'Send to' option).

The meeting adjourned at 2:00 pm.

Submitted by: Heather Symon Bassett

Approved August 27, 2019