

Minutes of Librarian's Meeting, June 25, 2019

Present: Heather Symon Bassett, Melinda Isler, Leah Monger, Stacy Anderson, David Scott, Dejah Rubel, Sela Constan-Wahl, Kristy Motz, Ann Breitenwischer, Jason Bentley, Mari Kermit-Canfield

Absent: Ali Konieczny, Paul Kammerdiner, Fran Rosen

Call to Order (Isler)

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

Approval of Minutes (Symon Bassett)

Minutes for the May 28, 2019 meeting were approved unanimously.

Dean's Report (Bentley)

A written report was submitted prior to the meeting (see Appendix A). [See "President's Council Combined Initiatives/Expectations for 2019-2020" referenced in Dean's Report].

Proposal for Needlework Gift (Bentley)

Due to conflicting commitments, Provost Blake was unable to attend the meeting as originally planned to present the option of accepting a needlework gift from the family of Ray Dickinson. Jason provided information and posed several questions relating to the prospective gift. The group was in unanimous agreement with accepting the needlework gift and it was noted that FLITE placement would be considered once dimensions were known. The group was agreeable to a July or August reception, preferably at a time when Ray's former FLITE colleagues are available.

Resource Recommender (Rubel)

Dejah reviewed features associated with various database access options (see Appendix B). There was some discussion of the utility of having Primo's Resource Recommender turned on. A few concerns included that the recommendations take up too much space above the display fold and that relevant versus best bet databases often display in search results. Dejah explained that the recommended database that displays is harvested alphabetically from a list of all databases tagged for a subject though it may be possible to configure results to display a best bet database. She also shortened database descriptions, which should help reduce the space the recommended results take up. It was agreed that after the Alma go live date of July 16th, that Resource Recommender would not be turned on due to the need to further investigate its features and as well as the option for Primo results via OAI-PMH. [Resource Recommender has

been deactivated in the new instance/Primo VE because harvesting them from LibGuides A-Z list works much better].

Use of Library Resources and Ebooks as Affordable Textbooks (Motz)

Kristy introduced the topic about using and purchasing library resources and e-books as textbooks. She noted this was an introductory discussion only as Fran's voice should be included in the conversation. FLITE has chosen not to purchase textbooks in the past due to various considerations, including the prohibitive cost of buying them for all courses and the limits to print material use. With the advent of e-resources, it seems prudent to discuss the rationale behind this policy in more detail. The limited use consideration seems more relevant for print resources, as many e-books currently available offer unlimited, or at least multiple, user licenses. Second, with university cutbacks in funding, purchasing materials students will actually need and use seems a wiser use of library funds. Finally, offering this option supports textbook affordability on campus for our students. It was also noted that many traditional textbooks aren't available as e-books. This discussion will continue at a future meeting when Fran is present to help reevaluate FLITE's definition of a purchase policy for textbooks.

Alma Migration Update (Constan-Wahl)

Sela reminded the group of upcoming events associated Alma migration. She noted that there would not be changes to bibliographic records after 5 pm Friday (6/28) and that bibliographic and item records would also be migrated (people later). She indicated that print reserve items were taken off reserve status in the system, but remain at the Circulation Desk. Sela will communicate with weekend staff regarding migration considerations and herself and Kriss Tessin will be on call to help with questions. EZproxy is also being migrated to a server hosted by OCLC. That is due to go live in the beginning of August, and students will experience no down time. Parallel to the Alma migration, the Archival Toolkit will moved to a hosted environment with Archives Space. As of September 1st, there will be only two physical servers left at FLITE. The movement to more hosted environments versus physical servers is better for disaster recovery considerations as well.

The meeting adjourned at 12:05 pm.

Submitted by: Heather Symon Bassett

Approved August 27, 2019

Appendix A

Dean's Report

FLITE Librarian's Meeting

June 25, 2019

Dean's Report

There is much to share since my last update to the group on May 28, 2019. First, I want to extend sincere thanks and appreciation to each of you for the continued work to aid the ALMA migration and second, for your outstanding work as liaisons in helping inform recommendations about our collection. As I mention in every meeting across campus, I feel fortunate to be among such a group of outstanding professionals dedicated to providing the best possible support to, and resourcing for, our students, faculty, staff and guests.

In this update, I highlight the following items:

- Service Dogs & Emotional Support Animals
- Agreements - MI-SPI & LYRASIS
- E-Reference/Research & Privacy Workgroup
- Divisional Priorities for 2019-2020 (distributed 6/19/19 at SPARC's Summer Retreat)
- FLITE Safety Committee Charge
- Absences & Coverage
- Exempt Time – General Guidance for Exempt University Employees

Service Dogs & Emotional Support Animals

On June 20, 2019, representatives from across campus met to review a webinar about service dogs and the growing number of cases involving emotional support animals (ESAs). Of immediate importance to FLITE is distinction between service dogs and emotional support animals. If, or when, a dog enters FLITE, there are only two questions we may ask. The first is whether the dog is a service animal. The second is what services the dog performs/helps to perform. These are the only questions we may ask. It's important to note that other animals are not service animals and if the individual is not able to answer these questions affirmatively, the dog is not a service animal and shouldn't be in FLITE. Individuals with an approved emotional support animal would not have approval for the animal to be in FLITE.

Given the complexities of service animals, emotional support animals and the legal risks associated, there will be a professional development opportunity offered in coming months to help further our working understanding of the laws, campus policies and our procedures around both service dogs and emotional support animals.

Agreements - MI-SPI & LYRASIS

Last week, agreements for Ferris's continued engagement with MI-SPI and LYRASIS were processed for the 2019-2020 academic year.

E-Reference/Research & Privacy Workgroup

In coming weeks, I will be soliciting participation to join a working group to review our e-reference/research efforts and workflow as well as our privacy statement. The charge of this working group will be to review current practices and recommend what, if anything, we should consider adjusting to continue to best support our patrons.

Appendix A

Dean's Report

Divisional Priorities for 2019-2020 (distributed 6/19/19 at SPARC's Summer Retreat)

Included with this update is a copy of the Divisional Priorities for 2019-2020 shared during the June 19, 2019 SPARC meeting.

FLITE Safety Committee Charge

Thank you to all who assisted in the finalization of the revised charge for the FLITE Safety Committee. I truly appreciate the thoughtful attention as well as the time allocated for the ongoing work by all involved.

Absences & Coverage

As a general reminder, please email me and Josie if you are experience an unexpected circumstance that will prevent you from being at work. Once aware, the Dean's Office will help support coverage. For planned absences, please utilize TimeClockPlus. Planned absences also include the entry of exempt time. As a general rule, if you need to be away from campus for personal matters that are less than four hours, you would enter these using the exempt time category. Exempt time is not recorded against a payroll balance category i.e., vacation, personal or sick time.

Exempt Time – General Guidance for Exempt University Employees

As an exempt employee, it is understood there will be occasions when you may need to be away from work to attend to personal matters, e.g., school meeting, parent-teacher conference, dentist or doctor appointment, etc.

Salaried employees have an obligation to fulfill their job responsibilities in a complete and satisfactory manner, thus, no specific amount of exempt time is granted. The university recognizes that a reasonable amount of time is needed to meet personal needs that cannot be met outside of regular work time. The amount of time approved is at the discretion of the supervisor, though as a guide, use of exempt time should not generally exceed 24 hours.

When personal events occur and involve less than a four-hour period of time, it is appropriate to log this time as "exempt" in TimeClockPlus.

All time, including exempt time, is logged in TimeClockPlus. As a general rule, exempt time exceeding 60-minutes should be logged in TimeClockPlus. While this time is not recorded against pay, logging of this time is necessary to support operational coverage and sufficient client and patron services.

Absences of four or more hours in a regular workday are logged as personal, vacation or sick in TimeClockPlus unless otherwise agreed and approved as a part of a flexible schedule arrangement

Database Access Options

LibGuides A-Z List

- Best Bets
- Full descriptions
- Proxy settings centrally managed (no pre-pending links)

Primo Resource Recommender

- Includes Librarians, Subject Guides, and Databases
Can add library information, website, and up to three custom resource types
 - Could use one custom resource type to replicate Best Bets functionality. Doing so would reduce/eliminate the alphabetization display issue.
- Brief or no descriptions
Dejah shortened the descriptions, but we could remove them completely.
- Tags manually managed and can be problematic
 - Tag equity: vendor vs. local tags (See spreadsheet.)
 - Local tag construction e.g. matching LibGuides subjects, database name permutations
- Proxy settings manually managed (unless linked to an Alma record [pending investigation])
Note: Alma records will not be an option for all “databases” on our A-Z list.

Primo A-Z List [Pending further investigation]

- Centrally managed via Alma records, could appear in regular search results
- Manual subject assignment
- Example: https://explore.lib.uliege.be/discovery/dbsearch?vid=32ULG_INST:ULIEGE&lang=en

Primo Results via OAI-PMH [Pending further investigation]

- Centrally managed via SpringShare assets
- Automatic daily or weekly or on-demand harvests
- Example: https://onesearch.cuny.edu/primo-explore/search?query=any,contains,academic%20search%20complete&tab=default_tab&search_scope=everything&vid=bx&lang=en_US&offset=0