

Faculty Library Committee Agenda

Zoom

12:00-1:00 p.m.

Friday, 17 September 2021

- 1.) Call to Order**
- 2.) Approval of the Agenda**
- 3.) Approval of the Minutes**
- 4.) Director's Report**
- 5.) Librarians' Reports**
- 6.) Old Business**
- 7.) New Business**
 - a.) Election of a Chair for the FLC**
 - b.) Proposed next meeting date: October 15**
- 8.) Adjournment**

Election of a new FLC Chair:

Prof. Melanie Zollner

The vote was 8-0-0

**LIBRARY COMMITTEE
ATTENDANCE**

DATE 9-17-2021

FACULTY

S. Williams x

J. Gallegos x

M. Zollner x

D. Main x

O. Tamir x

J. Baca x

S. Lobdell x

E. Griffen x

B. Vickers x

LIBRARY STAFF

R. Aragon x

A. Kent x

J. Sena x

K. Gray x

K. Corcoran x

FACULTY LIBRARY COMMITTEE MEETING

Director's Report

September 17, 2021 12:00pm-01:00pm

Items to Report:

➤ **Administration:**

- Ray Drew Gallery – Current exhibit, “Flora – Fauna and Somewhere in Between”, is live and virtual. Will be available until October 25, 2021.
- Reminder - Print and electronic books. Contact us with orders.
- Library Staff Performance Evaluations – submitted to HR July 26, 2021.
- Library's Strategic Planning – submitted September 16, 2021.

➤ **Budget:**

- Fiscal year 2020-2021 I&G – Spent 97% of the Library's I&G budget, excluding salaries and benefits.
- 2018 Library GO Bond – Currently have spent 59%.
- 2020 Library GO Bond – Grant agreement has been submitted to NMHU VP for Finance signature.

➤ **Building:**

- Facilities Department – working on getting a water bottle fountain filler, a private vendor fixed roof water leaks over catwalk (completed 9/15/21), electrical issues on first and second floors (completed 9/15/21), a new custodian on the first floor, Patricio Maestas (started 7/16/21), handicap front access door is out of order, just to name a few items repaired and/or being dealt with.
- Multi-purpose room now available for use.

➤ **Equipment:**

- Discussions with Joe Gieri. Kevin will give details on, 1) laptop & surface lending program, 2) old staff computers and 3) scanners.
- New microform reader/printer. Josephine will provide more information on it.

➤ **Legislation:**

- 2016 reversion date was June 30, 2021. All our funds were spent prior to this date.
- 2022 initiative. NM state librarians have a hearing with the LFC either on October 27, 28 or 29, 2021.

➤ **Personnel:**

- NMHU Employee Recognition Virtual Celebration – April 29, 2021.
 - 1) 2020 Retiree, Raymond Chavez.
 - 2) 2020 & 2021 Employee Service Awards - 35 years Ruben F. Aragon & Irisha Corral - 30 years Beatrice Ulibarri - 20 years Josephine Sena - 15 years Paul Tenorio – and 10 years Loretta Duran.
- New Mexico Academic Librarian of the Year – April Kent named at the NMCAL Retreat, August 6, 2021. April will be recognized at the NMLA Annual Conference, October 20-22, 2021.
- Full staffing of Library began July 19, 2021, with first floor open to patrons. At the start of the fall semester we made the entire building available.

➤ **Services:**

- Library services. April will provide specifics in her report.

➤ **Suggestions and Comments: SEE BACK →**

- **April & May, 2021 - NO SUGGESTIONS.**

June 2021

Suggestion	Response
<p><i>Please add BLACK METHODISTS in America (ISBN: 9798705279920 - Revised Edition - pub. in 2021) and THE SISTERHOOD (ISBN: 9781079752984 - pub. in 2019) to the African American Studies collection. These books are excellent resources for research and supplementary reading and are available on Amazon. According to Worldcat, Ala. A&MU., BYU, Columbia, Drew U., Harvard, Liberty U. U. Michigan, Princeton, SMU, Xavier of Ohio, etc. acquired one or both of these books. Royalties go to the United Negro College Fund.</i></p> <p><i>date: 6/4/2021</i></p> <p><i>realname: Paul Fuller</i></p> <p><i>department: NA</i></p> <p><i>status: Community Member</i></p> <p><i>email: spf@musfiber.com</i></p>	<p><i>Thank you for your suggestions. The book titles will be forwarded to the department in charge of reviewing book suggestion requests for the library collection.</i></p>

July 2021

Suggestion	Response
Stations with hand sanitizers and wipes to wipe down chairs, tables work stations are extremely dirty. More availability of trash cans	Thank you for your suggestion it is very important during the Covid pandemic. Currently we have sanitizer and wipes at the reference desk which are available by asking staff at the front desk. There has been more hand sanitizing stations installed though out the building. We will contact custodial services to relay suggestion of more trash cans, hands sanitizing stations, and wiping down tables and chairs.

August 2021

Suggestion	Response
<p>suggestion: La niña que nació sin cuerpo Juan Clemente Sánchez 978 84 17797 61 4 2019 Córdoba Almuzara date: 8/23/2021 realname: Manuela Lugo Franco</p> <p>suggestion: Philosophy in Hamlet - essential reading Subject: Book Recommendation Author: Jasminka Maric Title: Philosophy in Hamlet, 270 pages ISBN: 978-86-900802-0-5 Publisher: Alfa BK University/author Date of publication: 12/28/2018 date: 8/20/2021 realname: Carlina Poje department: English status: student</p>	<p>Thank you for your suggestions. The book titles will be forwarded to the department in charge of reviewing book suggestion requests for the library collection</p>

Donnelly Library Public Service Report to the Library Committee of the Faculty Senate
Friday, September 17, 2021

1. Library Building and Reference Service Hours

- a. Regular library building hours resumed at the beginning of the fall semester on Monday, August 16, 2021. Hours are listed below.
 - i. Sunday 1 p.m. – 10:00 p.m.
 - ii. Monday – Thursday 7:30 a.m. – 10:00 p.m.
 - iii. Friday 7:30 a.m. – 5 p.m.
 - iv. Saturday Closed
- b. With Donnelly Library now open during regular hours, reference service is provided in person, by phone, and email. The virtual reference desk on Zoom is now available on demand rather than being constantly open as it was during the building closure. Patrons may call or email the reference desk to request a Zoom session.
- c. Library Information Desk Contact Info:
 - Phone: 505-426-2275
 - Email: libinfo@nmhu.edu
 - Zoom Reference Desk: <https://nmhu.zoom.us/j/5054543401> (on request)
- d. Extended Library hours for Midterms will begin on Sunday, October 3, 2021 and reduced hours for Fall break will begin on Saturday, October 9, 2021.
 - Midterm Exam Hours (10/3 – 10/8)
 - i. Sunday 1 p.m. – Midnight
 - ii. Monday – Thursday 7:30 a.m – Midnight
 - iii. Friday 7:30 a.m. – 5 p.m.
 - Fall Break Hours (10/9 – 10/12)
 - i. Saturday & Sunday CLOSED
 - ii. Monday – Tuesday 8 a.m – 5 p.m.

2. Borrowing Library Material by Appointment Continues

- a. Donnelly Library continues to offer borrowing by appointment. Borrowing requests maybe made by email, telephone, or the online borrowing request posted to the library’s webpage. Patrons can pick up the books or DVDs from inside the library building or be met outside the building on request.
- b. Books and DVDs can be returned inside the library building or outside via the book drops.

3. Library Classes

a. Fall 2021

- a. LIBR 4000/5000 was cancelled due to low enrollment.
- b. The library is offering one section of LIBR1110 in person in Donnelly Library. The rest of the classes will be help online asynchronously. These classes will begin after midterms.

Course Number	Days & Time	Date Range	Instructor	Act
LIBR 1110-2001	MW 10-11:15 am Library 141	Oct 18-Nov 17	Kevin Corcoran	0
LIBR 1110-2002	Online Asynchronous	Oct 18-Nov 17	April Kent	15
LIBR 1110-2003	Online Asynchronous	Oct 18-Nov 17	Josephine Sena	2

b. Spring 2022

- a. The spring 2022 library class schedule was submitted to the registrar on September 15, 2021. All classes will be held online asynchronous due to student demand.
- 4. Individual Library Instruction Session Statistics**
- a. August individual library instruction session: 8 sessions; 132 participants
 - b. September individual library instruction session to date: 6 sessions; 74 participants
 - c. To request a library instruction session for your class, contact April Kent at ajkent@nmhu.edu, 505-454-3139.
 - d. Donnelly Library will be continuing the embedded librarian program for summer and fall semesters. For this program, one librarian visits the class at multiple points during the semester to support student research. Contact April Kent at ajkent@nmhu.edu, 505-454-3139 for more information.

Library/Faculty Committee Report

9/17/2021

Josephine Sena, Librarian

Head of Government Documents/Periodicals

Government Documents

1. Microform reader/printer
 - * It's located in room 218 on the 2nd floor
 - * Staff has already had training on how to use it
 - * It has some nice features and is ready for use
2. Most of the documents have been processed, cataloged, and shelved. The ones left are new mail that has come in and has been processed but needs to be cataloged.

Periodicals

3. Thesis signatures are coming along, so far 3 or 4 theses have been finished, processed and sent to cataloging as well as to the student if they had a copy.
4. I am still working on the electronic journals list to get a better handle on whether they can be accessed or not both on campus and remotely. Any problems would have to be addressed as soon as possible.

September 17, 2021

Kevin Corcoran - Librarian



External Programs and ILL Division Report – July/August/September 2021

External Programs

Donnelly Library:

- Gina Centineo continues to add videos to the Donnelly Library YouTube channel as she amasses a collection of works designed to help students and faculty navigate our available resources.
- Link is on the library webpage, and available at: <https://www.youtube.com/channel/UCBe7HTFUaE52sPkIrNjQV9w>
- Gina will be working with Dr. Peter Linder to host Constitution Day Jeopardy via Zoom on 9/17/2021. Zoom from 6-7 pm at <https://nmhu.zoom.us/j/96104820749>

Albuquerque: August 2021 (courtesy Helen Robertson)

Total Hours Library Open

Staffed: 171.5 hrs.

Total Reference Questions

Total Directional/General Questions:

E-mail/Phone Reference Questions: 1

E-mail/Phone Directional/General Questions: 19

Instruction

Class Instructions:

Total Attendees: 4

Library Tours

Workshops: 2

Circulation

Patron count: 21

Reserves

Items checked out

Laptops

ILL

Library Passport

Library Survey

Collection

Books received:
 Books catalogued:
 Videos received:
 Journals received: 3

Staff News:

Library Staff Meeting:
 Staff Meeting SSW:
 Faculty/Staff Training: August 25 – 9-10:30 am

Interlibrary Loan

Borrowing		
	July 2021	August 2021
Requests initiated:	65	33
Requests from Distance Ed	*	*
Requests filled:	41	43
Loans filled:	14	18
Articles filled:	27	25
Requests cancelled:	1	1
Percentage filled:	63.08%	130.3%
Av. Turnaround (days:hours:minutes)	4:01:55	10:18:29
IFM Costs	\$60.00	\$66.00
Articles Delivered via Doc Delivery	8	1
Text (TWILIO) Service	N/A	N/A
Lending		
	July 2021	August 2021

Requests received:	118	154
Requests filled:	18	56
Loans filled:	6	47
Articles filled:	12	9
Percentage filled:	15.25%	36.36%

- Tipasa is fully implemented. April and Kevin are working with OCLC support staff to work through any kinks in the new system. External Programs Library Associate Gina Centineo has also trained for assisting with the new Tipasa system.
- Held 2 1-hour training sessions for staff on Tipasa ILL Procedures 8/31 & 9/2.
- ILL is back to borrowing and lending any available items – including tangible materials (books, DVDs, etc. We still do not request textbooks- most lenders do not purchase textbooks, loans can take a long time to process & do not last a full semester, textbooks are expensive to replace, and acquiring textbooks undercuts the bookstore and its vendors.
- April Ortega has created a Tipasa training checklist for all workstudy students. Tipasa-related ILL information will be available for all staff in SharePoint in the Library Staff folder under ILL.

Systems

- Held 4 1-hour training sessions for staff on Laptop/Tablet Checkout & Check-in Procedures 8/17-8/20.
- Mario Urioste submitted his resignation as Library Computer Technician to take a position with the Highlands Institutional Research Department. His last day at the Donnelly Library was September 9. The Library Computer Technician has been posted via PeopleAdmin (9/15).
- Before leaving, Mario finalized his workflow files for the Technician position and posted them to SharePoint to help the Donnelly retain as much institutional memory as possible for the computer section.
- New laptops and tablets checkout has been brisk- there are currently 28 laptops and 1 tablet checked out – leaving 2 laptops and 4 tablets still available. While most items have been checked out by student athletes, we have seen a noticeable uptick in checkouts by a wider range of the student population.

Website & Database Usage Statistics		
	July 2021	August 2021
Library Web Site (page views)	5,548	7,788
Distance Ed Web Page (page views)	52	69
Library Tutorials (Google Analytics)	47	87
Library Tutorials (YouTube Channel)	58	92
Database Usage (mix of sessions and page views by site spec)	15,711	9980
LIBROS usage	27,853	14,269
E-book usage	1,265	561

Instruction

- No instruction in July. Scheduled library instruction for August 31 was cancelled because Dr. Sedillo's Special Education class did not make the enrollment requirement and was cancelled. Instruction on 9/8 (ECED 4200 – 7-8 pm) & 9/13 (GNED 6410 – 7-8 pm) for Dr. KwangJong Park and her 25 students total between the two classes.

Meetings

- Library meetings: 11 in July; 8 in August; 8 in September (so far)
- Webinars attended: 2 in July; none in August
- University Meetings/Events: 1 in July; 1 in August; 1 in September
- Employee Evaluations: 4 Staff members and myself July 13 & 14

Programs Attended

- Zoomed Development Days: HU Resources Parade on August 12, presented by the Center for Teaching Excellence

Archives and Cataloging Division Report, April-August 2021

K. Gray

Cataloging

- Statistics
 - Total Items Added: 1060
 - Original Catalog Records Total: 0
 - General Coll.: 0
 - Theses: 0
 - SC/Archives: 0
 - Artwork: 0
 - Gov. Docs.: 238
 - Items Withdrawn: 422
 - Ebooks Added: 11
 - OCLC records corrected: 0
- LIBROS
 - Contract with OCLC extended through 12/31/2023
 - New public interface launched in August

Archives/Special Collections

- Joined the New Mexico Archives Online as a Sustaining Member; \$1000 annual membership dues. Replaces the Rocky Mountain Online Archive.
- Update to Special Collections access procedures:
 - Access by appointment, Monday-Friday, 8:00-5:00
 - Aligned with procedures already in place for University Archives and Beisman Collection
- Facebook: 2 posts (Throwback Thursday). Currently on hiatus.
- Beisman visits [Help Desk statistics]: 0
- Beisman reference requests: 0
- Special Collections visits [Help Desk statistics]: 8
- Special Collections reference requests: 19
- University Archives visits [Help Desk statistics]: 0
- University Archives reference requests: 8
- Donation: received materials from donor, re: Federal investigation of the Las Vegas Hospital in the 1980s

Miscellaneous

- Donations: continued corresponding with book donors, re: suspension of donations
- Populated and launched Donnelly Library's Sharepoint site:
<https://livenmhu.sharepoint.com/sites/NMHULibrary>