

## Faculty Library Committee

Friday, January 21, 2022

12:00 p.m.-1:00 p.m.

Zoom

### Members Present

Melanie Zollner (Chair)	Jeannette Baca	Kevin Corcoran
Juan Gallegos	Katie Gray	Eric Griffin
April Kent	Shereen Lobdell	Doug Main
Josephine Sena	Orit Tamir	Steve Williams

- I. Call to Order by Chair Zollner at 12:02 p.m.
- II. Agenda
  - a. Motion to approve the agenda made by Kevin Corcoran and seconded by Steve Williams. Motion carried.
- III. Minutes
  - a. Motion to approve the minutes made by Kevin Corcoran and seconded by Steve Williams. Motion carried.
- IV. Director's Report
  - a. No report this meeting.
- V. Library Public Service Report (April Kent)
  - a. The library will continue with regular hours until midterm exams. Hours will be extended during midterms.
  - b. The library assessment survey is closed, and the results are being reviewed.
  - c. Five sections of library courses are being offered this semester. They are all being held asynchronously.
  - d. The embedded librarian program will continue in the spring and summer.
- VI. Archives and Cataloging Report (Katie Gray)
  - a. Four laptops are being provided for students at each center.
  - b. Cataloging: 619 new items have been added. 518 items have been withdrawn. These include items added to the general collection, theses, ebooks, and government documents.
  - c. Facebook page is currently on hiatus.
  - d. Archives/Special Collections
    - i. Student worker is engaged in several projects including scanning university yearbooks, cataloging government documents, and assisting archival research.
  - e. The library continues to collaborate with the Manitos Community Memory Project. Presentations on November 19, 2021, and December 14, 2021,
- VII. External Programs and ILL Division and Donnelly System Report (Kevin Corcoran)
  - a. Gina Centineo
    - i. Murder mystery event has been rescheduled for February 10, 2022.
    - ii. Working with Katie Gray to keep site updated and more accessible to students.

- iii. Will present with Kevin Corcoran at the January 27 Power of Service Employee Forum.
  - b. Library YouTube channel is available on the library webpage.
  - c. Data for Albuquerque center library provided by Helen Robertson.
  - d. ILL
    - i. Turnover for ILL. Three hours for turnover and less than a day before students receive them.
    - ii. Data for ILL use provided in the report.
    - iii. The library wants to increase our lender numbers.
  - e. Laptops
    - i.  $\frac{3}{4}$  have been returned. Students left some in their dorms or took them home over break.
    - ii. Looking for options to increase return. This includes having students check-in and check-out computers at midterm.
    - iii. Working with ITS to delete student documents.
    - iv. Nexis Uni database is currently not on available. Currently working with provider.
    - v. Library has asked for additional funds for Kanopy film service.
- VIII. Government Documents and Periodicals (Josephine Sena)
  - a. Subscription renewals have been processed.
  - b. Reviewing whether electronic journals are accessible.
  - c. Many theses are being submitted, and students need help with the required documentation.
  - d. Cataloging of government documents continues.
  - e. Tax forms are not yet available.
- IX. Old Business
  - a. Discussion of check list for new program development.
    - i. Katie Gray contacted Gloria Gadsden, who stated the checklist must be sent to the Faculty Senate. The Faculty Senate might then send it to the Academic Affairs Committee.
      - 1. Orit Tamir explained that it will be sent to the chair, who will send it to Academic Affairs Committee.
    - ii. New checklist needs to include a place for new resources that might cost the library.
    - iii. Motion to add library checklist made by Steve Williams and seconded by Orit Tamir. Motion passed by the committee.
- X. New Business
  - a. No new business.
  - b. Next meeting will be held on February 18 at 12:00 p.m.
- XI. Adjournment
  - a. Motion to adjourn the meeting made by April Kent and seconded by Orit Tamir. Motion carried. Meeting adjourned at 12:48 p.m.