

Faculty Library Committee  
Minutes

Friday, January 20, 2023

1:00-2:00 p.m.

Zoom/Donnelly Library

Members Present

Melanie Zollner (Chair)	Rebecca Alvarez	Patrick Baumann
Kevin Corcoran	Juan Gallegos	Katie Gray
April Kent	Shereen Lobdell	Doug Main
Josephine Sena	Steve Williams	

- I. Call to Order by Melanie Zollner at 1:02 p.m.
- II. Agenda
  - a. Motion to approve the agenda made by Steve Williams and seconded by Katie Gray. Motion carried.
- III. Minutes
  - a. Motion to approve the minutes made by Katie Gray and seconded Steve Williams. Motion carried.
- IV. Director's Report (Presented by April Kent)
  - a. Working on an MOU with the West Las Vegas High School library.
  - b. Attending the Library Legislative Day in Santa Fe on Friday, January 27 and will be attending NMCAL and NMLA meetings on Thursday and Friday.
  - c. Work continues on the video game collection.
  - d. The library has subscribed to LibGuides.
  - e. GO Bond: 2018 funds have been spent and spending has begun on 2020 funds.
  - f. Ray Drew Gallery is being renovated, and the art room storage is being upgraded.
- V. Library Public Service Report (April Kent)
  - a. Spring Regular Hours: Monday-Thursday 8:00 a.m.-10:00 p.m., Friday 8:00 a.m.-5:00 p.m., Sunday 1:00 p.m.-10:00 p.m., Saturday: Closed.
  - b. Extended hours for midterms.
  - c. Spring Break Hours: Closed on March 11-12, 18. Monday-Friday 8:00 a.m.-5:00 p.m.
  - d. Big Read grant proposal being coordinated with English department.
  - e. Faculty author events are being planned for the spring semester.
- VI. Archives and Cataloging Report (Katie Gray)
  - a. Items added to the catalog: 221. Items withdrawn: 2158. OCLC records enhanced: 21. Art Metadata Sheets reviewed: 11.
  - b. Portions of the Leveo Sanchez Collection have been lent to the donor, who will be returning them to the library in the future.
  - c. Exploring options for art collection management systems.
  - d. Archives: Sigma Alpha Epsilon inventoried, updated finding aid for Dr. Cecilio Orozco Collection, items from the game room were donated.
- VII. External Programs and ILL Division and Donnelly System Report (Kevin Corcoran)

- a. Gina Centineo created 3 new book displays, assisted with the video collection, and gathered YouTube channel usage data.
  - b. ILL use was down between November and December because school was out for break.
  - c. Website use was also down.
- VIII. Library Instruction and Collections Report (Patrick Baumann)
- a. The library is conducting a free trial of LibGuides and developing new guides.
  - b. December acquisitions: 12 print titles, 12 print volumes, and 22 theses.
  - c. 4 sections of LIBR 1110 (3 on-line asynchronous, 1 on campus) are being offered from March 20-April 19. 1 section of LIBR 4000 and 1 section of LIBR 5000 are being offered from January 30-March 3, both are online asynchronous.
  - d. Individual sessions: January (2 sessions, 42 students).
- IX. Government Documents and Periodicals (Josephine Sena)
- a. Tax forms are arriving.
  - b. Cleaning up government documents. Removing dated material.
  - c. Fall theses are complete. This was the last time using this binder, who has retired.
  - d. With a new binder, students will have to pay more to process their theses. Most NM universities have electronic theses, about half of peer institutions that were researched had electronic theses. New policies are needed for electronic theses. Cotton paper is the most secure approach for long term thesis storage.
  - e. Embargo policies: 1/9 of researched peer institutions have an embargo policy. UNM and NMSU have a 2-year thesis embargo policy that is processed through the dean of graduate studies. Most common with the sciences, engineering, and creative writing.
  - f. Back shifting of periodicals has begun. It will potentially be completed by the end of the semester.
- X. Old Business
- a. Committee discussed draft of letter to Dr. Ann Wolfe regarding the inclusion of a librarian on the Graduate Council.
  - b. There are two separate concerns. 1. Exploring an embargo policy. 2. Theses procedures and policies.
  - c. An initial draft of the letter will be reviewed and revised by the library by January 25.
- XI. New Business
- a. Next meeting: February 17, 1:00 p.m., Zoom and in-person.
- XII. Adjournment
- a. Motion to adjourn made by Steve Williams at 1:47 p.m. and seconded by Katie Gray. Motion carried.