**Library Advisory Committee**

**Minutes**

October 11, 2024 | 3:00 – 4:00pm

Y-224

**Present:** Brett Holbrook, Randy Handel, Sarah Cervone, Katie Belanger, Ulysses Fann, Sarika Joshi, Nance Lempinen-Leedy

Brett Holbrook called the meeting to order at 3:02pm

**Updates**

* Members introduced themselves and the committee welcomed new student representative, Katie Belanger.
* Members discussed status of Learning Commons leadership transition.
* Lempinen-Leedy provided updates on new Library personnel:

1. Hired: Assistant Professor, Amanda Mosley
2. Hired: Designated Faculty, Jodie Patterson
3. One PT Librarian starting next week; one PT Librarian still vacant
4. Hired: Library Support Specialist, Donna Ragauckas

**New Business**

* Reserve textbooks:
* Lempinen-Leedy announced a change in procedure to placing textbooks in the Reserve Collection.
* College General Counsel approved the legal use of desk/NFS/promotional copies for the Reserve Collection.
* Reserve Collection intended to help bridge the gap for students who don’t yet have or don’t purchase their textbook or prefer a print version to a digital copy.
* Even if department is using e-textbooks, can still use print copies for the Reserve Collection and that includes desk/NFS/promotional copies – please help spread the word to colleagues.
* Update to Collection Development Policy re: Textbooks
  + Lempinen-Leedy explained that policy needed an update to reflect current practice and formalize criteria and exceptions.
* Lempinen-Leedy reviewed proposed changes to the policy.
* Holbrook stated that the new language was clear; Belanger asked if that included large print editions of textbooks, Lempinen-Leedy replied that it did; Handel stated that the English department was considering a move to digital textbooks.
* Holbrook made a motion to accept the proposed changes to the Collection. *Appendix A* Development policy as written; Handel seconded. *Yes-6; No-0; Abstain-0; motion passes*

* Provost’s Request for Committee Charge & Membership
* Lempinen-Leedy explained that the Provost has requested all college advisory committees have a formal charter defining the purpose, expectations, and membership with a focus on rotating committee engagement.
* Lempinen-Leedy presented the new Committee Charge detailing membership, 2-year term appointments, and that membership is selected by the Library Director. *Appendix B*
* Handel proposed providing names to the Library Director for membership consideration.
* eResources request for [AdFontes Media Bias Chart](https://adfontesmedia.com/interactive-media-bias-chart/) - Handel
* Librarians need to do a full analysis of all media bias chart providers and similar options before recommending a resource for purchase.
* Lempinen-Leedy demonstrated possible alternate option: Ground News <https://ground.news/about>
* Lempinen-Leedy said that library staff will get a quote for AdFontes and analyze options.

**Open Discussion**

* Cervone mentioned a recent discussion with librarian Matthews about display space constraints in the building. Pointed out that a Library & Learning Commons needs analysis about space constraints related to serving students might inform discussions with the Academic Master Plan workgroups. Cervone is a member of the “How” group and suggested that she could bring forward any related information Lempinen-Leedy could provide.
* Belanger confirmed that from the student perspective, having joint services in one space is beneficial to students. With a transition in leadership of the Learning Commons, Belanger recommended regular LLC staff meetings to share ideas and concerns.

**Adjournment**

Holbrook adjourned the meeting at 4:00pm

*Appendix A*

**Textbooks**

As a general rule, the Tyree Library does not purchase assigned course textbooks in print or

electronic format for addition to the library collections.

**Reasons textbooks are not purchased:**

* Textbooks are constantly updated, and repetitive purchasing of largely duplicative content

is not fiscally responsible.

* One copy is generally not sufficient for an entire class, and buying multiple copies is

prohibitively expensive.

* Most publishers do not license e-textbooks to libraries and when available, only allow a

single-user license which doesn’t support an entire class.

**Possible exceptions:**

* Textbooks that have earned a reputation as classics in their fields or that are the only or best sources of information on a particular topic.
* At the discretion of the library, textbooks for high-enrollment courses offered consistently over multiple semesters or academic years ensuring that resources will be used across a sustained period, maximizing their value and relevance.

*Appendix B*

**Committee Charter**

**Library Advisory Committee**

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| --- | --- |
| Date Originated: | October 2013 |
| Committee Type: | Standing Committee |
| Purpose: | The Library Advisory Committee (LAC) provides a vehicle of communication to involve faculty, staff and students with library affairs such as providing user input concerning library policies, services, and facilities. In addition, the LAC will act as an advocate to the college community for library services and their improvement. |
| Authority: | Make recommendations regarding library policies, services, and facilities. |
| Membership: | Members are selected by the board facilitator as follows:  (4) Full-time Faculty representing both the Academic Affairs and CTE divisions  (1) Full-time Student Affairs Representatives  (1) Full-time Career Service Representative  (1) Student Representative  (1) Library Director, as facilitator and ex officio member (non-voting) |
| Term Limits: | Two academic years, August – April |
| Committee Leadership: | Chair: Full-time faculty (rotating one-year terms) |
| Frequency of Meetings: | Once each fall and spring semester (or more frequently as needed) |
| Administrative Sponsor: | Library Director |
| Reporting & Information Distribution: | Agendas and minutes are posted on the Committee’s site in Teams and on  the library website.  www.sfcollege.edu/library/about/library-advisory-committee.html |