LRC COMMITTEE

**MINUTES FOR DECEMBER 2, 2011**

**11:30 A.M., ROOM 201, B&O**

Present: Linda Fletcher, Crystal Harbert, Arlene Kuca, John Reho, Delilah Ryan, Pat Stroud (presiding)

Excused: Missy Wenner

Absent: Sara Hupp

I. Welcome and Approval of Minutes of the May 6, 2011 meeting: John Reho moved that the minutes of the May 6, 2011 meeting be approved as written. The motion was seconded by Crystal Harbert. Passage was unanimous.

II. Director’s Report and New Access Procedure:

1. Staffing: Pat reported that the part-time staff positions in New Martinsville and Weirton have been made permanent.
2. Statistics: Pat reviewed current trends in library statistics. Circulation of materials is down slightly on all campuses. Computer usage is up in New Martinsville and Weirton. Wheeling’s usage is down slightly. Public service and testing statistics are up on all three campuses. She reviewed the gate counts that were taken during the two previous semesters.
3. Discarding: Pat reported that all three campus libraries continue to discard older materials that are not being used by students. Pat reminded the faculty to let her know of any videotapes that need to be kept or transferred to DVD.
4. Law Books: Pat stated that we may be getting a large donation of law books from the law library that is closing in Wheeling. At this point she is not sure what we will be getting. Some of these items will need to have updates purchased for them. She is not sure who would be paying for the updates. Additionally, library staff is not trained in legal reference.
5. Inventory: Pat reported that library staff is working on placing inventory bar codes on all items in the library. This project is being done for Steve Lipiello to obtain a more accurate account of the worth of the collection. The project is very time consuming with a deadline of June 30, 2012.
6. Voyager: Pat reported that Northern switched from using student social security numbers to using student numbers for tracking purposes. This necessitated a change in the Voyager database, and also affected how community members or entered into the database. Community members are now assigned unique user numbers similar to student numbers.
7. Federal Statistics: Pat reported that previously library statistics were not included in IPEDS reports. By 2013 they will be included in the report. Pat stated that this is a good change.
8. Web Page: Pat reported on problems that occurred with the new web page format. There were problems originally with the library page not being transferred over to the new system. The page cannot be worked on unless it is made live. Pat is afraid that if the page is made live at this point it could confuse students using the page for research. She stated that the page will be made live on December 15. It can then be updated. Hopefully the necessary changes and updates will be able to be made before the start next semester.
9. Internet Service Provider Change: Pat reported that Wheeling and Weirton are now getting Internet service from Comcast. New Martinsville is still with Stratuswave. Pat stated that when the service providers change there are issues with the library databases. Every time there is a change she has to contact the database companies and notified them of the change.
10. Community Access: A new public access procedure is being implemented. During the month of December staff will be informing people coming into the libraries of the new procedure. Pat reviewed the procedure and highlighted the items that affect the libraries. There is to be no loitering, and no children in the libraries. The student log-in that will be implemented in January will help with keeping non-students off the computers. Non-students in the buildings will need to get a visitor’s pass to access areas other than the first floor or the library. A day time police officer is being hired to help with security in the B&O Building. Arlene stated that she felt the night time police officers aren’t around enough.

III. Division Meeting – Information Literacy: Pat will be attending the January meeting of the Humanities/Social Sciences Division. She will be talking about Information Literacy, and offering sample assignments that could be used for Comp classes. The division also thought that this could be done for speech and CIT classes. Pat wants to make students aware of the types of sources that are available for research, and that these skills can be used even after they move on from Northern. Pat reviewed the Opposing Viewpoints database. Discussion was held. John stated that he covers Information Literacy in his classes, and he doesn’t feel that the English instructors need this information. Crystal thought a list of suggested assignments would be okay. Pat stated that this would mostly be geared toward adjunct faculty. Pat stated that she would welcome any suggestions from the faculty.

IV. EBooks – update: Pat stated that she is still waiting for the proxy server to be set up. Once this is done the eBooks will be available off campus. Pat reviewed the eBooks that have been purchased and demonstrated how to access them. She reported that printing from these books is restricted to about 40 pages. These eBooks will be useful for distance students once they are accessible.

V. Technology – Proxy Server: Pat stated that the proxy server is supposed to be set up and available once the one student log-in is set up in January. She hopes it is functioning on January 3 when we return from break. Free-standing computers are being set-up in the libraries so that students will have an open computer to use to retrieve/reset passwords for the student portal.

VI. Other

1. Streaming Videos/Nursing: Pat stated that the comments were good on the preview of the streaming videos that she had set up for the nursing faculty. Unfortunately, there is not enough interest or students to warrant the purchase of these from MedCom. The cost for 350 videos is $7000 yearly.
2. Next Meeting: Pat will be in touch about a February meeting.

The meeting adjourned at 12:35 p.m.

Submitted by,

Linda Fletcher