

Learning Resources/Library Committee Meeting
Friday, September 29, 2023
10:00 AM
Online Meeting

Agenda

The Committee will review/discuss the following topics:

- I. Committee Responsibilities
- II. Library Survey Data Collected during the Spring 2023
 - A. Faculty Survey of Library Services
 - B. Library Survey of Dual Credit/Concurrent Enrollment Students
 - C. Library Survey of Online Students
 - D. Library Survey of On-Site Students (CCC, Vernon, STC)
- III. TexShare Databases Update
- IV. Comparison of Library Hours to Cohort Institutions
- V. Computer Usage and Attendance Data
- VI. Promotional Initiatives
- VII. Overdue Fees and Fines
- VIII. Humanities Texas
- IX. Wright Library: Learning Spaces and Signage
- X. GreenGlass: Collection Evaluation Software

Minutes: Learning Resources/Library Committee

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Attendance:

Committee Member	Present	Not Present
Annette Bever	x	
Julata Brooks		x
Steven Ellerkamp	x	
Christina Hoffmaster	x	
Dean Johnston	x	
Linda Kalski	x	
Kim Long	x	
Shani Page	x	
Mark Roberson	x	
Stephen Stafford	x	
Angela Ward		x

- I. Approval of Minutes: The Chair noted that the minutes from the March 31st meeting had been approved by a quorum of seven members.
- II. Committee Responsibilities
 - A. The Chair noted that responsibilities focused primarily on assisting in the planning and evaluation of library services.
 - B. She further mentioned that library surveys are key to the evaluation process.
 1. Data is collected and then used for improvement of resources and services.
 - C. Marian also updated the committee on responsibilities pertaining to records management.
 1. She explained that as Records Management Officer for Vernon College, she ensures that the College is up-to-date on requirements of the Texas State Library and Archives Commission and the Local Government Records Act.
 2. Recent tasks have included updating VC's Records Management Policy on file with the State Library and receiving official designation from the Board of Trustees to name the Director of Library Services as Records Management Officer.
- III. Survey Results: The Committee reviewed data collected from students and faculty in the spring.
 - A. She reminded the committee that approval ratings were based on those students offering an opinion.
 1. The number of "Unawares" and "No Basis for Opinions" was included in the table for informational purposes, but not used in approval calculations.
 - B. On-Site Students at CCC
 1. The Chair noted that approval ratings were good.
 2. Of those students offering an opinion, 93% rated the overall quality as good or excellent.
 3. The Chair noted that the library targets approval ratings of at least 85% as per the library's Institutional Effectiveness Plan.
 4. It was noted that 19 students didn't know about live chat and online support.
 - a) The Chair discussed ways the library has worked to promote the service through informational materials.
 5. Student comments were very complimentary of library staff and services.
 6. Some comments requested more group study spaces at CCC.
 7. After hearing from students needing study rooms at MSU, Student Services asked Marian if she would contact MSU and request study room privileges for VC students.

- a) The University Librarian at MSU explained that current MSU ID's were required for reserving group study rooms; however, she noted that there were plenty of study spaces throughout the library for students to use at anytime.
- C. On-Site Students at Skills Training Center
1. The chair noted that approval ratings were 86% or higher for all services.
 2. Some students didn't know library assistance was available online.
 3. Marian noted that she would ask instructors to distribute library information to their students as a way to promote services.
- D. Library Survey of Dual Credit/Concurrent Enrollment Students
1. The Chair noted that approval ratings were good except for the ability to locate books and intercampus borrowing options.
 2. If a student is unable to locate an e-book on their topic, they can request the book from the Vernon Campus Library.
 3. Surveys showed drops in approval for most services when compared to 2022.
- E. On-Site Students in Vernon
1. The chair noted that approval ratings were good.
 2. Of those students offering an opinion, 96% rated the overall quality of library services as good or excellent.
 3. The library processed 54 surveys, just one fewer than the 55 surveys processed in 2022.
- F. Library Survey of Online Students
1. Marian noted there was a drop in approval for the overall quality of library services. The percentage of students selecting good or excellent was 78%, a 12% drop when compared to 2022.
- G. Faculty Survey of Library Services
1. Surveys showed that instructors were either pleased with the services or offered no basis for approval.
 2. The library processed 29 surveys, 10 more than the number processed in 2022.
 3. Data showed that a significant number of instructors didn't know the procedure for submitting recommendations for the purchase of library materials.
 - a) Marian mentioned that information on library services is emailed to faculty at the start of each semester.
 - b) It was suggested that the library wait until the second or third week of classes to email faculty information. This semester instructors were very busy with the new ERP/SIS and student access and login issues.

4. Marian noted the library targets an awareness rate of at least 75% among respondents.

IV. TexShare Databases Update

- A. Marian noted that instructors were reminded about changes in database content and cancellations of Ebsco resources.
- B. She also noted that a main concern this semester has been login issues.
 1. To resolve the issues, updated instructions were posted directly on the login window at the point of need.
 - a) Instructions reminded students to login with their new VC Colleague Student ID.

V. Computer Usage and Attendance

- A. Marian stated that the library will continue collecting data through the fall semester.
 1. After the fall, there will be a full year of data to use in making data-driven and informed decisions on computer replacements and library hours.

VI. Signage for Wright Library

- A. The Chair noted that signage has been ordered from TNT Signs and Graphics.
 1. Signs will be helpful in identifying various departments located in the library including the PASS Department, New Beginnings, and ITV Room 204.
 2. Instead of using plexi-glass signs, individual 4" bronze letters will be mounted directly to the wall.

VII. Discussion on Overdue Book Fines

- A. The Chair opened the discussion by mentioning the decision by several cohort institutions to eliminate overdue books fines.
 1. The colleges included: Ranger College, Panola College, and Northeast Texas College.
 2. She also noted that MSU, Texas Tech, and Texas Woman's University were among the universities deciding to do away with fines.
- B. Reasons given for eliminating fines included the following:
 1. Fines are frequently ignored and ineffective in getting books returned.
 2. Library staff are put in the position of having to mediate challenges/disputes to overdue charges.
 3. Fines are not a big revenue generator.
 4. Fines discourage students from checking out books.

- C. All cohort institutions utilize global due dates and holds as a means for collecting overdue books.
- D. The motion was made by Mark Roberson and seconded by Steven Ellerkamp to eliminate overdue book fines. The motion passed by unanimous vote.

VIII. Promotional Initiatives

- A. Marian noted that Welcome Centers were sponsored at CCC, Vernon, and STC during the first week of classes as a means for students to connect and learn more about library services.
 - 1. Welcome Centers featured library tours, Q & A, drawings, and swag.
 - 2. Vernon saw limited participation while CCC had few opportunities for Q & A or live demos.
 - a) Marian thought that Facebook would be a helpful tool for promoting the event.
- B. Marian noted that Library Updates will continue as a means for promoting library resources and services.
- C. The library also plans to participate in the Resource Fair beginning this spring 2024 semester.
 - 1. Resource Fairs are scheduled in the Sub on the Vernon Campus and in the Student Lounge at CCC. Both locations are popular with students and will be good venues for promoting library services.

IX. GreenGlass

- A. Marian mentioned that she was exploring the features and functionality of this collection management tool.
 - 1. The software analyzes collections for titles available in [HathiTrust](#) and for those in limited circulation or hard to obtain.

X. Humanities Texas

- A. Marian noted that she discovered more about this resource when speaking with Jon Hall at Ranger College.
- B. Humanities Texas is a non-profit organization that advances history, education, and culture through a variety of programs.
 - 1. The [traveling exhibitions program](#) includes photographs, excerpts, and double-sided panels/posters on a variety of historical, literary, and cultural topics.
 - 2. Marian mentioned that exhibitions include information on the suffrage movement in Texas, Latino participation in World War I, and historical cartoon depictions of past candidates and campaigns.

3. Organizations can rent an exhibit or apply for a grant.

XI. Adjournment

A. The meeting was adjourned at 10:55 a.m.