Minutes

Approved on February 6, 2013

Present: Susan Auerbach(Chair), Marianne Afifi, David Bermudes, Joyce Broussard, Keji Chen, Rosemary Gonzalez, Lindsay Hansen, Charles Hatfield, Mohamed Hegab, Ellen Jarosz, Adrian Perez-Boluda, Juan Quevedo, Mark Stover, Meiqin Wang, Jim Lunsford (recording secretary)

Absent: Vanessa Cummings (excused)

Guests: Adan Garay (for Vanessa Cummings), Helen Heinrich

Call to Order
Susan Auerbach, Committee Chair, called the meeting to order at 2:00 p.m. The meeting was held in the Administration Conference Room in the Oviatt Library.

The minutes from the October 3, 2012 meeting were approved without objection.

Dean's Report:
Coffee Shop in the Library
Two potential floor plans for the new lobby were distributed; one with furniture and one without. There was a brief history given on the evolution of the coffee shop in the Oviatt, along with an explanation of funding. There was discussion regarding pros, cons, and concerns in general, as well as specific issues in relation to both plans.

- Neither plan has been approved by the fire marshal.
- The coffee shop will create a revenue stream; 50 % of net revenue – 25% of which goes to pay off construction costs. It was suggested that a portion of the revenue be dedicated to custodial fees. Regarding CQFs; they may, or may not, be able to be used for cleaning. The University Corporation will be responsible for cleaning in the coffee shop area and replacement of carpet tiles, if carpet tiles are part of the final design.
- Food and drinks will be allowed (as they are now) out into the library. There has been no evidence of book or equipment damage. Studies have shown no insect damage in relation to food on library premises.
- There was concern raised about noise mitigation, and it was explained that the coffee shop and Learning Commons will be designated as noise friendly areas.
- After the discussion <u>a motion was made and carried to advocate the floor plan with seating, pending assurances of noise mitigation efforts, and adequate facility maintenance to be paid for by the University Corporation</u>, with the recommendation to be forwarded to the appropriate Library planning group.

Chronicle of Higher Education site license
In response to librarians' request, and pending input from the committee, the provost has agreed to pay the $7000.00 yearly site license to allow campus wide access to electronic format of the Chronicle of Higher Education.

- Without the site license content is delayed and limited.

- The library will need to request continued funding support from provost annually, but the goal is to eventually add the site license cost to the permanent budget.
- After the discussion <u>a motion was made and carried to support a one-year trial acquisition of the site license</u>.

Old Business:
-Update on faculty borrowing due date
There was a brief explanation of the current policy and discussion about the inconvenience of having multiple due dates on a large number of items.

- After the discussion <u>a motion was made and carried to keep the February 28 due date for faculty</u>.

-Library's role in university's grant process (Item was tabled and moved to February 6 agenda.)
-Future surveys regarding the Learning Commons
Three sample Learning Commons planning surveys were distributed to the committee: a faculty survey, a student survey, and a graduate student survey.

- It was decided that Associated Students should provide feedback on the student surveys and the committee focused their attention on the faculty survey.
- After general discussion it was decided that a more focused and concise survey would likely get a better response from busy faculty.
- It was agreed that a small group would remain after the general meeting to incorporate the committee's feedback into an edited version of the survey to be returned to the Library Assessment Team for consideration.

Guest speaker/presentation:
Helen Heinrich, Chair of Technical Services, joined to make a presentation to the committee on Metadata Services to Facilitate Discovery of Online Resources (especially in ScholarWorks and Content DM).

- Outlined in the presentation were various metadata types; descriptive, administrative, rights, and structural.
- Common metadata schemata that are used in the Oviatt Library were discussed; MARC, Dublin Core, Encoded Archival Description.
- ScholarWorks was presented as a Dublin Core example which is used by the Oviatt to store electronic theses which are searchable by keywords supplied by the author.
- Record input examples were shared from the library's digital archives and the importance of description consistency was emphasized, along with the reminder of the human element that is involved in the data input process.

New Business:
Discussion of Open Access Policies (per 10/3 presentation): Should CSUN have a mandate for faculty work? (Item was tabled and moved to February 6 agenda.)
Library Committee Bylaws (Item was tabled and moved to February 6 agenda.)

Next meeting – February 6, 2013

The meeting was adjourned at 3:40p.m.
Prepared by: Jim Lunsford