Library Advisory Committee Minutes  
November 18, 2013  
Los Angeles Southwest College

Meeting attended by: Jeffrey Bohn (English), Christopher Herwerth (Engineering), Rachel Goldberg (Theater Arts), Marina Cunin-Borer (Anthropology), Stephanie Brasley (Acting Chair)

Absent from meeting: Kevin Casey (Library Staff Rep), Shelley Werts (Library Chair), Marian Ruane (Staff Rep), Lamont Jackson (ASO Rep)

Guests: None

Date: Monday, 11/18/13

Time: 2:00p – 3:30p

Location: SSEC 118

Minutes submitted by: Stephanie Brasley

Agenda Topics

<table>
<thead>
<tr>
<th>Topic #1: Review of the Membership and Purpose/Charge</th>
<th>Duration/People Responsible/Deadline</th>
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<tbody>
<tr>
<td>Discussion Process</td>
<td>Duration: 30 minutes</td>
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<td>The chair reviewed the committee’s purpose as sent in an email in early November: The purpose of this committee is to represent the interests of the college with regard to library collection needs and services. The library has an outreach liaison program to promote information competency which is an institutional student learning outcome. Also, librarians want to ensure they seek the advice of faculty in selecting materials and developing and maintaining services that are beneficial to the LASC community.</td>
<td>Duration: 60 Minutes</td>
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<td>Charge: Members of this committee will serve in an advisory capacity on matters related to collections, reference, service policies, and information literacy instruction.</td>
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<td>Each member reviewed the policy and it was agreed that this was clear.</td>
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<td>Action Item None</td>
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Topic #2: Evaluation of Materials Selection Process

Discussion Process
Committee members reviewed the Collection Development Policy and the procedures delineated in the LASC 2013 Follow Up Report, Recommendation #4. The pros and cons of the current process was discussed. At issue was the A) the labor-intensive process for creating the initial lists for discipline faculty review, B) the delays in faculty returning the lists, and C) Not as many discipline faculty are engaged in the process as could be due to communication flows.

**Action Item**

Minor revisions were made to the procedure to increase efficiency and communication flow. Going forward the following steps will be taken to ensure optimal faculty and librarian collaboration in the selection process:

1. At the beginning of the fall semester, the librarian liaisons send out a call to all department chairs and faculty for acquisition recommendations.
2. Throughout the latter part of September and early October, librarians follow up with faculty through department presentations and individual emails and telephone calls to elicit information about topical and subject areas, as well as individual titles that need to be added to the collection.
3. No later than the third week in October, librarians compile lists of title recommendations which include cost information. The lists are then reviewed by the Library Advisory Committee.
4. The Committee-approved lists are sent to department chairs for their review and feedback.
5. The list-review process must be completed no later than mid-November. Finalized lists are forwarded to the area dean for final review and approval.
6. No later than December 1st of each fall semester, the dean sends cost information for approved materials to the Budget Committee chairs for inclusion into the annual budget.

**Topic #3:**

**Discussion Item**

Members discussed the frequency of meetings and optimal weeks and days during each semester.
**Action item**

**Frequency:** two times/semester

5th week and either the 11th or 12th week

The meeting dates that fall into the agreed upon timeframe will be determined at the beginning of the spring semester

**Duration:** 30 minutes

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**Topic #4: Ideas for Future Agenda Items**

**Discussion Item**

The committee decided to defer a report about the Library Remodel and Re-opening, fall 2014 to the next meeting

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**Action item**

**Future agenda items:**
-- Plagiarism/Academic Honesty
-- Copyright
-- TurnitIn contract

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Next Meeting – TBA, Spring Semester, week 5