

San Jose State University Library Board Minutes

April 11, 2005 2-4pm

Attendees: Patricia Breivik, Ji-Mei Chang, Edith Crowe, Miriam Donoho, Sandra Fischer, Allison Heisch, Daniel Nilsen, Bernice Redfern, Pam Richardson, Dayana Salazar, and Judy Strebel

Special Guest: Jo Bell Whitlatch

Missing:, Pamela Jackson, Sampath Gadamsetty, David Parent, Malu Roldan, Wasin So, and Blanche Woolls

1. Approval of minutes from March 21, 2005 meeting
2. Academic Senate adopt-a-book sale (Miki and Jo)
 - a. Was held in December 2004 and raised \$180.
 - b. In the future, should be held at the beginning of the December Senate meeting.
 - c. Library needs to do more publicity.
3. Demonstration of electronic database use statistics (Jo)
 - a. Two ways to track use
 - i. Database logs: show only hits
 - ii. Vendor statistics: show hits, searches, retrievals and full text downloads.
 - b. Jo will check with Charity Hope to see if SFX statistics can be calculated.
4. Demonstration of assignments database (Bernice)
 - a. Database was created to give part time and new faculty information competence assignments that are easy to adapt.
 - b. Miki suggested database be presented at new instructor orientation and through Center for Faculty Development.
 - c. Currently all assignments are PDF files. Eventually want to put in interactive database, but cost is an issue.
 - d. The recommendation is to place a date on each assignment.
5. Book donation process (Allison)
 - a. The ULB proposed the library develop a bullet pointed handout with guidelines for faculty to consider before contacting a library liaison to donate books.
 - b. The most important criteria to include in handout are:
 - i. Curriculum: Does it support the curriculum and at what level?
 - ii. Currency: Faculty do not realize that every book costs \$32 to process.
 - c. It should also be emphasized that if the books are in good condition, they will likely be donated to the Friends bookstore.
 - d. Jo will ask Rae Ann Stahl, Technical Services Manager to develop a "Consider These Factors" list.
 - e. The ULB suggests the creation of an adoption fund, where faculty can donate money to offset the cost of processing their collections.
6. MUSE courses (Jo)

- a. Jo spoke to Gail Evans, and forwarded her email to ULB members.
 - b. Although MUSE has no official policy on information literacy, its ideas are embedded in the program.
7. ALA Read posters (Edith)
- a. SJPL owns the software, and is willing to let SJSU use the program.
 - b. The ULB decided to create posters for Annette Nellen and Susan Hammer, and proposed sharing ALA Read poster campaign information with Bob Ashton in University Advancement.
8. Budget study summary (Jo)
- a. This is an updated version that Patricia and Allison will present to Carmen Sigler on Thursday.
 - b. Next step is to draft front end matter for Academic Senate website.
 - c. Allison suggested using budget highlights in a PowerPoint presentation.
9. Scholarly Communication Toolkit (ACRL)
- a. Should library use to educate faculty?
 - b. Will be placed on agenda for next meeting.
10. Remaining ULB meetings for AY 2004/2005 (ULB Binder, Tab 1)
Spring 05: April 18, and May 2

Minutes respectfully submitted by Judy Strebel on April 12, 2005