Title IX Review

- Several Metro employees attended Title IX training with the Title IX Coordinator, Heather Hancock, last week.
- Title IX is a law from the Department of Education that prevents discrimination on the basis of sex, which includes sex, sexual orientation, and gender identity. Both students and employees of educational institutions are protected, though in slightly different ways. Sexual harassment includes assault, abuse (including coercion and battery), and harassment (including Quid Pro Quo, Retaliatory harassment, hostile environment). Also included are stalking, intimate partner violence, retaliation, pregnancy and parenting, and transgenderism.
- ALL employees are mandatory Title IX reporters, meaning, if a student or fellow employee tells you something that sounds like a Title IX violation, you are required to report the incident to Heather to investigate. You can report an incident to Melissa, who will report it to Heather, or you can report directly to Heather. You should disclose that you are a mandatory Title IX reporter if someone is about to disclose or seems that they are going to disclose sensitive information with you.
- Heather will work with the victimized and accused parties to investigate the incident and to determine which actions, if any, are necessary. Heather will work with the victim to decide if the victim would like to pursue an investigation and if possible, Heather may not have to investigate the incident. At present, Title IX is very victim-centric, though this may change.
- There are two confidential reporters at the college that are not required to report Title IX violations to Heather. You can find their contact information here: [http://www.tulsacc.edu/campus-life/campus-safety/title-ix-non-discrimination-policy](http://www.tulsacc.edu/campus-life/campus-safety/title-ix-non-discrimination-policy) or by going to Home > Campus Life > Campus Safety > Title IX / Non-Discrimination Statement.
- Heather emphasized that Title IX is not a punishment system, but an effort to change toxic work environments. If you see something that makes you uncomfortable or is upsetting and you report it, we can work to change the environment.
- Melissa has asked employees to think about thoughts and actions as-if Dean Goodson was in the room; if it’s not appropriate to tell the college president, it’s not appropriate to say at work!
- You can contact Heather Hancock, the Title IX Coordinator, at (918) 595-7842 or heather.hancock@tulsacc.edu with any questions or to report a Title IX or possible Title IX incident.
ADA EAC Computers

- Natalie has been working with the Education Access Center (EAC) to update our Americans with Disabilities (ADA) computers within the library.
- The Metro Library has two PCs with accessibility software for students to use; one is outside of study room one near Natalie and Adam’s office, and the other is near study room three and Amy’s office.
- The computers have a screen reader software (called JAWS) and a screen magnification software (called Zoom Text).
- Both programs run as soon as the machines start so students with vision impairment can log in to the computers, but once the student is logged in, they will have to use keyboard commands to start the software that they need.
- Most students who will use these machines are familiar with them through the efforts of the EAC office, but it’s okay to help a student get the machine set up if they are unfamiliar with the software.
- To run JAWS, type: CTRL+SHIFT+ALT Tap J
- To run Zoom Text, type: CTRL+SHIFT+ALT Tap Z
- The desks also raise up and down for patrons with mobility issues.
- The Education Access Center (EAC) is located on the third floor in room 331B and our point of contact for the computers themselves is Mark Bielefeld, who is the IT administrator for EAC. He can be contacted at (918) 595-7389 or mark.bielefeld@tulsacc.edu. If you have a student with a question that you think may be in the EAC realm, you can contact the Metro EAC office at (918) 595-7115 or eac@tulsacc.edu.

Library Emergency Plan

- Natalie also worked on updating the library’s emergency plan. It is on the Wiki and is attached to these notes for your convenience.
- You should review and be familiar with the library’s emergency plan, but you can find a copy of the plan on the library Wiki or at the bottom of these minutes.
- The staff discussed the plans a bit. Highlights include that you cannot force students or other staff members to comply with an emergency plan. Your personal safety is important as well, so don’t risk your safety to try and force another person to comply with the emergency plan. Campus police or HR will handle non-compliance as is necessary.
- If you would like more information, you can also view Campus Police’s Emergency Management preparation videos: http://www.tulsacc.edu/campus-life/campus-safety/emergency-management.
- Ask Natalie if you have any questions.
- Andy Taylor from Northeast Campus has created a spot on the library’s Knowledge Management LibGuide for the storage of meeting minutes. We will be uploading minutes from staff meetings here from now on.
- You can access previous meeting’s minutes by going to the Library Team Landing Pages of the KM Guide and clicking on “Library Staff Meeting Minutes”.

**RDA Conversion**

- Elizabeth prepared a brief presentation on the new cataloging standards the Cataloging Department has started using.
- Elizabeth provided a handout (see attached) on what this conversion may mean for the catalog and for the circulation staff, though there are few changes for the time being.

**Technical and Public Services Blending**

- Elizabeth prepared a brief presentation on the blending of technical and public services based off of her OLA attendance of “Extending Your Reach: Providing Technical Services from a Distance.”
- Elizabeth provided a handout (see attached) with suggestions from the Oklahoma City Metropolitan Library System on how to keep Technical Services active within Public Services. Highlights include cross-training and improved communication between the two departments.

**Leisure Reading**

- Amy has been working with circulation staff to clean up the Leisure Reading section. Amy had Natalie run a systems report on the items that are marked in the catalog as being in Leisure Reading and cleaned out any additional items. Amy encountered a problem with some books still having a Leisure Reading sticker, so they were shelved in Leisure Reading, but they had been removed from this shelving location in the catalog. Any missing or checked out books shelved in Leisure Reading have a pop-up note to give the items to Amy for review.
- Amy also rotated out any items older than two years, aside from books that are still popular circulation-wise. Most new books are being shelved in Leisure Reading regardless of age since they are new to our collection.
- The new circulation employees have been trained on double-checking the item locations and stickers.
- J.P. suggested that in order to keep the Leisure Reading section clean, the circulation employee who checks in the item should also go ahead and shelve it instead of sticking it on a cart. This is OSU-Tulsa’s procedure and it seems to work well for them.

**READ Scale**
• The Metro librarians have been working on a question referral system for their new tiered reference system. The referral scale they have looked at is called the READ scale.
• Adam was going to present on the READ scale, but since several employees were out for the day, Adam agreed to talk to Natalie and Travis about it so that they could talk to the circulation staff and train them on the new model.

Classroom Booking

• There has been some recent problems with classroom booking since library classes booked on the back end of LibCal do not notify librarians. To prevent this, circulation staff should help instructors book their classes on the front end of LibCal so the librarians will be notified of bookings waiting to be mediated.
• There is still a 48 hour blackout period in classroom booking so librarians have enough time to prepare for their classes, but you can always direct an instructor to a librarian to see if we can accommodate them.
• The only people who should book on the backend of LibCal should be the librarian intending to teach the class.

Mentors to Part-Time Staff

• Melissa met with Jamie Holmes from the Southeast Campus Library and found out that SEC librarians mentor the part-time staff.
• Melissa would like to implement a similar system here and is working with the Metro librarians to determine what these mentorships will look like.
• Adam will mentor Jao-Ming and Josh, Amy will mentor Kristi and Patrick, and Elizabeth will mentor Bekah and Lisa.

Other Updates

• Paula has released a preliminary budget for the 2017-2018 fiscal year. We will have $1,000 for supplies, $5,000 for GOBI orders, and $5,000 for orders from other sources. This is a conservative release for now. Paula may release more funds later in the year, but there’s no guarantee.
• The Library Management Team is conducting interviews on July 18th to fill the Northeast Campus Director vacancy.
Title IX
Metro Campus Library

July 12th, 2017
What is Title IX

- Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.
Tulsa Community College is committed to establishing an environment for its students and employees that fosters inclusion, values equity and diversity, embraces and respects the dignity of people, and provides equal educational and employment opportunity. The College does not discriminate on the basis of race, color, national origin, sex, age, religion, disability, status as a veteran, sexual orientation, gender identity, genetic information, or any other basis protected by applicable discrimination law in its policies, practices, or procedures. This includes, but is not limited to admissions, employment, financial aid and educational programs, activities, or services. To do so, the College will develop procedures, practices and guidelines that comply with applicable federal and state discrimination laws.
Department of Education

Office of Civil Rights

Title IX
Title IX Coordinator
Heather Hancock
Title IX is protection of discrimination on the basis of sex or gender (for students and employees)

- Sexual Harassment (Sexual Misconduct) that includes
  - Sexual Assault
  - Sexual Abuse, Coercion, battery
  - Sexual Harassment (Quid Pro Quo, Retaliatory harassment or Hostile Environment)
- Stalking
- Intimate Partner Violence
- Retaliation
- Pregnancy and Parenting
- Transgender
Mandatory Reporter/Responsible Employee

Mandatory Reporter (also known as Responsible Employees or non-confidential reporter)

**ALL** Employees are Mandatory Reporters except those designated as Confidential Reporters.

TCC’s confidential reporters:

**Lori Aery Gonzalez, MS, LPC**
Outreach Counselor | DVIS
4300 S. Harvard Ave. | Tulsa, OK 74135
phone 918.743.5763

**Jessica Heavin, MS, LPC, NCC, CEAP**
Director of Wellness Services, TCC
Travels to all 4 campuses
phone 918.595-7269
* [https://www.youtube.com/watch?v=1CQKrhFeTVk](https://www.youtube.com/watch?v=1CQKrhFeTVk)
What should a mandatory reporter tell someone who discloses an incident of Sexual misconduct?

• Before a student reports information that he or she wants to keep confidential, a mandatory reporter should ensure that the student understands: (affirm, interrupt, inform)

| The employee’s obligation to submit his or her report to the Title IX Coordinator or other appropriate school officials. |
| The student’s ability to share the information with a confidential reporter. |
Once a school has been given notice

- Once a school has actual or constructive NOTICE of sexual violence or harassment it MUST
- take immediate and appropriate steps to INVESTIGATE and
- take prompt and effective action to END the harassment, REMEDY its effects, and PREVENT it from occurring again.
Where do you report Title IX complaints?

- Title IX Coordinator
- Human Resources
True? or False?

- Mandatory Reporters have to report allegations of sexual misconduct or sex discrimination which occurred off campus.
What would you do?

Two peers in your area are very close. They have worked together for a long time. When they are working on something together they sometimes start talking about their personal lives. Their conversations tend to go towards their relationships. They can be overheard talking about what they did Friday night and how their sex lives are going (with some graphic detail). They talk about funny jokes on Facebook that have a sexual undertone and they show pictures to each other and like to share with anyone else that is around. It makes you feel uncomfortable but you just try to ignore. Lately another employee has come to you saying they make them feel uncomfortable and they find themselves trying to move away from where they are working. What would you do?
How can we help each other?

- Jokes - funny or not so funny?
  - Language
  - Actions
  - Social Media
Questions
• 9 to 5
• https://www.youtube.com/watch?v=_Z3ScqlwiYk
• Cup of tea
• https://www.youtube.com/watch?v=fGoWLWS4-kU
ADA Compliance PCs
ADA Compliance Computers

• We have two PCs with accessibility software: LB 43 and LB 44
• They each have two accessibility applications
  • Screen reader software: JAWS 18.0
  • Screen magnification software: Zoom Text 10.1
• Both programs run on the login screen
• Once logged in a student must use a keystroke combination to activate the desired software
  • JAWS: CTRL+SHIFT+ALT TAP J
  • ZoomText: CTRL+SHIFT+ALT TAP Z
• Desks also raise up and down
Emergency Plan
Tornado / Dangerous Weather Event

• Librarian or Person in Charge should announce to everyone in the library that a tornado warning has been issued for the area and they need to proceed calmly to the ground floor (designated shelter).
  • Officially designated shelter classrooms on the ground floor: G10, G11A, G12, G13, G14, G27, G31, G35, G37, GX1, GX2, GX3, GX4, GX5.
  • Another nearby shelter is the hallway to the east of the library. This should only be used if you are unable to safely make it to shelter on the ground floor.
• Also announce that the library will be closed until the warning is lifted and the all clear is received from Campus Police.
• Staff should split up and sweep the front and back of the library, including study rooms, and ensure patrons are proceeding to the shelter.
• If time allows and your judgment deems it safe, do the following:
  • Grab a cell phone.
  • Close and lock the north, south, and west doors.
• Library staff should shelter with patrons on the ground floor.
• If there is a patron in a wheelchair, take the patron to the nearest stairwell. Once the patron is inside, close the fireproof blast door, call 918.595.8888 to notify Campus Police of their location, and then proceed to the ground floor. YOU CANNOT STAY AND WAIT WITH THE PATRON.
• Once the all clear is lifted, proceed as directed by Campus Police and campus leadership.
• NOTE- We cannot force anyone to evacuate or shelter in the event of a storm. If someone refuses to leave the library, don't wait on them. If possible get a description and let police know.
Fire Emergency

- Librarian or Person in Charge should announce to everyone in the library that a fire drill has sounded and they need to evacuate the library and go down the stairs to exit the building. Patrons and staff should travel across the street to the parking lot to the north or south of the building.

- Also announce that the library will be closing until the warning is lifted and the all clear is received from Campus Police.

- Staff should do a sweep through the back of the library and check the library classroom/study rooms/offices.

- Guide people out of the library and across the street to the parking lots. You MUST cross the street completely and wait in the parking lot. DO NOT STAND IN THE STREET.

- If there is a patron in a wheelchair, take the patron to the nearest stairwell. Once the patron is inside, close the fireproof blast door, call 918.595.8888 to notify Campus Police of their location, and then evacuate the building. YOU CANNOT STAY AND WAIT WITH THE PATRON.

- Once the all clear is lifted, proceed as directed by campus police and campus leadership.

- NOTE-We cannot force anyone to evacuate. If someone refuses to leave the library, don't wait on them. If possible get a description and let police know.
Campus Lockout

• A lockout could occur for a number of reasons, including a suspicious person, an active police chase, a shooting near the campus, etc. When a lockout occurs Campus Police will lock all exterior entry or exit from the campus.

• The Metro Campus Library’s only key responsibility in a Lockout is to follow Campus Police instructions and communicate to patrons about what is happening.
Campus Lockdown

- A lockdown could occur for a number of reasons, including an intruder on campus, gunshots fired on or near campus, or a physical altercation taking place. In the event of a lockdown, Campus Police will announce over the speakers a Lockdown has been issued.

- The Metro Library has two key lockdown areas.
  - The Library Classroom
  - Staff offices with locking doors (primarily 2000A, 2000B, 2000C, 2000H)

- When a lockdown is issued, it is important to use your best judgment as every situation is unique.

- If possible and safe, guide patrons to the classroom or a locking office as quickly as possible.

- If you are working in your office, if possible and safe, direct any nearby patrons to shelter in your office with you.

- Once you have sheltered, remember the following:
  - Get Out of Sight
  - Turn Lights Out
  - Silence Cell Phones
  - Lock Doors

- Shelter until the all clear is announced by Campus Police. Any officer that comes to the shelter door should identify themselves.
Bridging Technical and Public Services by Elizabeth Szkirpan

July 17, 2017

Key Takeaways

- Outreach: Tours, tables, committees to get to know other library staff/departments.
- Maintain position in conversation. Have input, talk.
- Make cataloging and technical services accessible. Make sure everyone is versed in customer service and basic public/technical service skills/information.
- Know your liaisons. Ask if you can help with projects.
- When big changes come, focus on the positive.

What RDA Conversion Means for You by Elizabeth Szkirpan

July 17, 2017

- The Cataloging Department has officially converted to a new cataloging standard as of July 1st.
- There will be no major changes for circulation staff at this point, though there are likely to be big changes in the future with the new record formats.
- For now, the biggest change that circulation may notice is that you can search for a book by an alternative title in addition to its correct title. So, you can find a book like #BossGirl by searching for “Boss Girl,” “BossGirl,” and “#BossGirl.”
- Additionally, the new standard mostly removes abbreviations, so you can search for certain phrases, books, or editions with or without abbreviations. For example, “Experiencing Humanities Volume 1, First Edition” would have been discoverable previously by searching for “Experiencing Humanities Vol 1, 1st Ed.” Now, you should be able to use the old method and expanding methods to find items, so you could search for “Experiencing Humanities volume one first edition” or “Experiencing Humanities vol one, 1st ed.”
- There is also less emphasis on capitalization in the new standards, so you should not run in to any search result problems due to capitalization.
Data from Metropolitan Library System

How comfortable are you asking Technical Services for help? (Technical Services includes Technical Processing, Cataloging, ILL, and Materials...)

- Not Comfortable 31%
- Somewhat Comfortable 61%
- Comfortable 0%
- Very Comfortable 8%

Do you know who to contact in Technical Services if you had an issue?

- I'm not sure who to contact 69%
- I am somewhat confident that I could find a contact 3%
- I am confident that I could find a contact 8%
- I am very confident contacting technical services 15%
- Other

Have you researched any of the following departments or their policies on the intranet in the last 6 months?

- Materials Selection
- ILL
- Cataloging
- Technical Processing

Describe how you contact the Cataloging Department when you have a question.

- Contact Pauline 31%
- Contact a different cataloger they know personally 23%
- Email the Cataloging Department 23%
- Check an online or paper resource for information 23%

Suggestions from Survey Takers:

- Job Shadowing
- Training
- Follow-up on requests
- Status Updates
- Specialty Cataloging
- New Contact Information