Metro Librarians Meeting
February 13, 2018

Attending: Adam Brennan, Bob Holzmann, Jao-Ming Huang, Amy Lagers, Melissa Kash, Elizabeth Szkirpan
Note Taker: Adam Time Keeper: Amy Lagers

Consent Agenda
Melissa asked if the group had reviewed the agenda. Agenda approved. Melissa wanted more information on the GIS curriculum review.

LibGuides and Accessibility
This was a check-in on the progress of implementing the WCAG 2.0 accessibility guidelines in our LibGuides. Librarians have implemented guidelines from section 1.1: text alternatives. We discussed how to add alt-text to our librarian profile pics (through the image manager tab).

We will implement guidelines from 1.2: Audio and Video moving forward but not retroactively. Librarian assignments are to check guides for 1.3 and 1.4, paying attention to tables and forms. It was acknowledged that many of these guidelines are already implemented or controlled by our LibGuides templates or coding on the LibGuides platform.

LibCal Calendar
Amy has resurrected our Metro LibCal Calendar and added improvements, with some help from Lisa Haldeman. The group agreed the calendar looks great, and accolades are in order. Amy provided written instructions on how to add bookings to the calendar. Moving forward, when you approve a booking for classroom use or instruction, you are responsible for also adding the event to the calendar.

Exceeding Expectations
Melissa opened the floor to questions about what exceeding expectations is, and offered to expand on information provided by Paula Settoon in email. As a reminder, not all years will reward exceeds expectations.

**Roundtable**

Elizabeth showed off the cataloging guide: very nice! There also appear to be no more problems reported with eresources.

**Consent agenda**

**Adam Brennan**

- Amy and I met with the new research librarian at TCCL, Allison Embry
- The marketing committee met for February. I updated the group on LTAB projects and BBD here at metro. We will be receiving copies of The Shawl for the Big Read
- Instruction continues strong. I've had seven sessions so far, with several more on the horizon. I developed a story-based lesson plan that I will get to experiment with in March
- I'm developing a training workshop that utilizes role-playing games to demonstrate customer service skills
- I'll be teaching a workshop with Amy Leach in late February over copyright and plagiarism
- I met with communications faculty to plan our Stayonference workshop
- I traveled to west to observe Liz Binger's instruction
- I organized the agenda for HeLEO for the year
- I participated in book selection for Blind Book Date

**Bob Holzmann**

- Working on (and about 99% complete) eResources stats usage for the second half of 2017 (July-Dec.). Also documenting in detail the processes, access, and steps to get that data for the report.
- The application to TCC's IRB for the Library Services Assessment workgroup efforts have been approved, and the assessment plan regarding student use and statistical correlation to student success is proceeding.
- The procedures and setup in Springshare's LibWizard for recording the TCC ID numbers of all students in a study room is in place and seems to be working well. Refined the method
to best student TCC ID numbers for Research Consultations and for those in classes that the Librarians teach. All three of these use Springshare LibWizard or LibInsights or LibCal.

- The library services data that we have from the fall semester is well underway being prepared for IR&A to use as they develop and test the methods for statistical analysis and reporting impact.

- Library Programs and Services Assessment workgroup will be meeting Feb 21 to continue work on all forms of data collection (surveys, focus groups, feedback), data reporting (annual report, eResources usage, technical services stats, etc.), statistics testing, and overall assessment, and begin to organize the final plan document, recommendations, and presentation.

- Library Programs and Services Assessment next to challenging areas to collection student use data (TCC ID number) are on the table now to work on: ILL and Reference Desk questions/help. One area we cannot collect is Reference Texting, which will require an enhancement by Springshare.

- I registered to attend Amigos' online conference all day Feb 22: Wrangling Library Data: Analytics, Dashboards, and Spreadsheets

- I registered to attend the OK ACRL webinar on March 16 (afternoon) at OSU Tulsa, "Excavating Research Data Management from Library Data"

- Bob’s work is continuing with the Local Arrangements Planning Committee for the OLA state conference in April, here in Tulsa at the downtown Hyatt.

- Lots of work on eResources and databases problems, especially the situation where connection fails or screen do not display. Still researching and considering more that can be done that may help the situation even more. Also a lot of effort with updating eResources to improve access, and adding new and trial resources while removing others.

- Scheduled to meet online with Gale (Susan, Angela) about searching Gale products and which are bundled to cross-search, etc., on Feb 13. This information will be shared with staff to help improve use of Gale products and perhaps help improve our A-Z list.

- Support, changes, and improvement of library systems and digital technology ongoing and as needed or requested.

- Helping with oversight and organizing further efforts to improve Technical Services and help with the cleanup & organization of our documentation ongoing.

- Working on review of ILL deflection policies with Lisa at NE Library.

Jao-Ming Huang

- Assessment team work

- Update/check LibGuides
• Reviewing GIS curriculum

• Collaborative Mentoring Group Pilot

• Check WT Cox journals & magazines current subscriptions

Amy Lagers

• As part of the Instruction Development and Assessment (IDeA) workgroup, presented our recommendations to LMT. We have been given the green-light to continue with pilot study, and will give final recommendations in May.

• Set up the Metro Classroom Calendar and created instructions for adding events to the calendar. (See attached) I am recommending that all instruction sessions be added to this calendar, which is public on the website. This will facilitate librarian and LMT observation scheduling.

• Adam and I will be presenting a Zotero session at the Stayonference on March 2.

• Liz Binger will be visiting on Thursday to observe both Adam and I during instruction. We will also be giving her a tour of the library and campus.

Kristi Merchant

• Webinar on Jan. 22nd through Echoes & Reflections Using Online Resources

• Webinar on Jan. 23rd through Booklist Webinar called, "Mirror, Mirror, Diversity in Books"

• Webinar on Jan. 30th through American Library Association called, "Tackling New Standards"

• Helped set up mini book display by front entrance.

Elizabeth Szkirpan

• SharePoint and Intranet. Intranet content management plan has launched. SharePoint I just went through a vigorous audit and performed very well. Accessibility and feedback still needs to be addressed on the first SharePoint. SharePoint II is being designed and built.

• TCC Archives.

• Job Documentation. Completed the cataloging manual for the department. Working on a manual for Archives cataloging.

• Helping outline job duties in the Technical Services department. Will be working to create a Wiki and a SharePoint that may help improve inner-departmental communications.

• Completing my Consumer Health Information Specialization certification (CHIS). Completed Level I earlier this month. Currently working on completing Level II. I anticipate finishing the certification by mid-March.
• Acting as the National Education for Women (NEW) TCC campus representative. Working to recruit undergraduate women who may be interested in attending a free, five-day policy conference in Norman.

• Continuing to work on information to compile into a Law, CHIS, and LGBTQ+ LibGuide.

• Continuing to work on a literature review with the intent to publish on “other duties as assigned” for catalogers.
Creating a Calendar Event from Spaces Booking
Step 2: Leave it on "METRO Library Classroom Calendar" and click "Create Event".
STEP 3: The times for the event will already match the booking in spaces.

Add an event title, such as:

ENG1113 - Marc Cogman
Step 4: Choose "Metro Campus Library"

Step 5: Select the category that matches the booking.

Step 6: Select the category that matches the room use — No instruction Institution with Kristi Merchant Institution with Jayo-Ming Hung Institution with Adria Brennan

Submit: Add New Event