Team Charter and Meeting Schedule 2018-2019:

This is the first official meeting of the Web & eResources Team. Emily thanked Amy for agreeing to be the chair. Amy will run the next agenda; this one was put together by Emily. The first thing we discussed was how we wanted to define our role as a team and what we hope to have an impact on. Emily had started a charter that she will update based on what we discussed and send it out for our opinion. There is now space on the KM Guide for this group where we are going to post our minutes and guiding documents. Please post minutes as a PDF to the KM Guide.

This group is meant to be a small work group and we don’t want it to be burden. We are all in agreement that our meetings can take place at NE right after the Librarians’ meeting most of the time, though that is flexible. Those in this group each play a role in a different system we use. We agreed that coming to this team does not add more responsibility to our roles in those systems or take job tasks away from others. Example: Josh at Southeast is still the go-to person for maintaining the LibCal calendar.

The initial proposed 2 year rotation for team members might not be ideal because Bob’s job description is not going to change and Liz will always be the website administrator. We’ll revise it to say at 2 years there will be a check in if appropriate.

Amy and Emily both brought up RACI as something to help us define our roles. This defines how involved a person needs to be in a project. The letters stand for:

R – Responsible
A – Accountable
C – Consulted
I – Informed

Our group is responsible for keeping up with advancements and consulting each other. With eResources, she wants to take the mystery out. She wants decision-making to be a more interactive process. We as a group aren’t paying invoices—Emily will still be doing that. Emily will still do the research but wants to encourage us to feel empowered to bring new stuff back. What we are not covering in this group is WMS and Discovery or Digital Archives (Andy’s area). This team can choose not to meet if there is nothing to discuss, or we can meet virtually. We are each responsible for reporting back to our home campus, which is another reason we are on this team. Emily wants representation from each campus.

TCC Website Management (Background and Current Roles):

Our discussion also included explaining our current roles to each other and how they overlap with others. Elizabeth is Bob’s backup for the A-Z list. Natalie maintains the rotating slide show on the website homepage and the books slideshow. Josh maintains the calendar for the libraries through LibCal.

Emily asked us to focus on how we can become a coherent team. She already sees some needs. There is an issue of our peers not really seeing what we do. How we communicate training opportunities to our coworkers and how we collect feedback can also be a focus for us.

Amy gave a brief history of the website for context. May 2015 was the new library website launch. We’ve had it for 3 years now, but have had a library website for 20+. We were early adopters of LibGuides. We’ve been with Springshare for around 10 years.
Bob printed out copies for us of two documents: ‘Overarching values/goals for the TCC library website’ and ‘Best practices for LibGuides.’ Those will be posted on the KM guide. These have helped shape the website. **ACTION ITEM: Please link to or post to documentation like this on the new team landing page of the KM guide.**

Review of these documents might be another thing we work toward. These two documents that Bob passed out were made by the Library Marketing Team. Amy N. is also on the Marketing Team. Lisa is the liaison.

We discussed the most regular updates needed to the website: graphic changes, new books, links to new book info, granting of new permissions, updating widgets, etc. The “Today’s hours” widget on the homepage was pointed out something we could change. The banner over the TCC Writing Center LibGuide could change as well so that it doesn’t look like it’s part of the library. **ACTION ITEM: Amanda needs access to Dropbox for LibAnswers implementation docs.**

**ACTION ITEM: Review and revise expert listings/Subject Specialties on LibGuides Profiles**

**ACTION ITEM:** We need to update library locations photos. Gameplan has a gallery of photos we can use. Contact Josh Barnes for this.

Some of what was discussed may feed into post semester or summer projects, such as reviewing accessibility.

**eResources Management:**

We currently have 20+ vendors we are dealing with for our databases. Emily reminded us that there are robust marketing materials we could be pushing out to faculty. It is a giant chunk of our overall budget. There is never an inappropriate time to mention database or eResources to faculty. Emily’s goal is to start incorporating direct feedback into our decisions. She wants feedback to go into a form and wants usage data to show to vendors to justify our decisions. She also doesn’t want it to be a secret what we’re paying. She showed us a list where she had pulled out all except the core student-facing access databases. She will send out that list to us as a group, but it has not circulated. Bob is working with their tech team to smooth some remaining issues out. Bob pointed out that Gale usage has doubled.

**eResources Statistics Fall 2017:**

Emily and Bob then directed our attention to the Database Usage Report sheet, an Excel list that everybody has access to—it was sent out to everyone. All Ebsco databases are provided by ODL except for three that we pay for directly. We began talking about video streaming databases, which Amy had gotten a question about from a faculty member. It might be something we want to look into. Alexander Street Press (a ProQuest product) is really our only video subscription platform. Emily pointed out that Gale’s Opposing Viewpoints has videos. Bob pointed out that ArtStor numbers on this list are up too, thanks to Kathryn. **ACTION ITEM: Look through the Database Usage Report and meet with your campus librarians. List the top three databases you would be willing to delete. Send those responses to Emily.**

Amy pointed out that maybe the A-Z limiters need to change. She suggested one for religion, because a student had asked her about religion databases. Emily said we may want to keep things the same for now, as there are trials going on.

**eResources Trials Feedback:**

Emily reminded us she sent us the quote for the AAS Historical Periodicals Collection. We could purchase it at the end of this fiscal year. Trials end in April. She wants to include a feedback link to a form from the A-Z page eventually.

**Roundtable Discussion:**
We might have a meeting in April if we need to. A meeting in July might be problematic because many are taking off for the 4th.