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2009

LACUNY Reserves Roundtable Meeting Minutes, October 2009

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**MINUTES OF THE OCTOBER 2009 MEETING
LACUNY RESERVES ROUNDTABLE**

October 29, 2009, 3:30 pm

Library Conference Room, John Jay College

Members in attendance:

Ida Bazan, Medgar Evers

Angelina Brea, Lehman

Kathleen Collins, John Jay

Rhonda Johnson, Hostos

Curtis Matthew, Grad Ctr

Simone Yearwood, Queens

Jeanne Yan, Hunter

Tinamarie Vella, Grad Journalism

Hannah Alcasid, Hunter

Jung Cho, Queensborough

KC passed along message to group that Olga Snaider requested that reserve staff clean up/update data in Aleph reserve module as central office plans transition to updated module. Group expressed dismay that this was a tremendous amount of work and queried about specific next steps in transition so they could plan accordingly. Because each college uses the reserve module in different ways, there is no global solution.

TV asked group about e-reserve policies with regard to completing reserve request/copyright forms. RJ and others described their policies (basically: no form, no reserve item posted). Conversation revolved around perennial difficulties with faculty expectations of library services.

Each college representative described his/her experience with the textbook initiative. Common problems included late faculty orders, differing loan periods, grace periods and renewal policies. Each school seemed to handle funds and execution differently.

Anne Leonard from City Tech had posed a question via email about colleges that use same scanner for ILL/Reserves. Three librarians present offered to speak with Anne independently for consultation.

RJ raised the issue of the Tuition and Fee Manual which sets fees for overdue reserves. This was discussed in light of possibly altering policies for the new textbook collections (e.g. higher fines). SY pointed out that it's possible, according to manual, to add extra fees for overdue reserves. Discussion around fees for other types of items such as calculators, laptops, photocopy cards which are services not considered in the manual. Calculators were also discussed as OLS has begun issuing them to various libraries for reserves.

AB passed along message from Addie Soto regarding Sony Readers/Kindles. Which libraries are using them and if so, how/why and how are they managing the lending? No other libraries were currently using. RJ mentioned Hostos lending ipod Touch and how the tool itself comes with its own copyright statements on top of whatever library copyright guidelines stipulate and which may see a contradiction in policies. Discussion about how these devices were to be used – some concern about libraries not having a clear plan and questions about purchasing them without such a plan. In addition, with the implementation of new technology, staff is burdened with helping students deal with technology problems.

SY said Queens was surveying students to find out if they own a reader, would they like to read textbooks on them, etc.

Discussion about security policies for non-book items. RJ explained how Hostos registers laptops with NYPD, e.g. and using “deep freeze” software so users can’t save document to hard drive. Included discussion of storage space for non-book items. Some colleges administer loans of certain items via instructional tech depts. vs. library.

Discussion about communication challenges between library faculty and technical services and how decisions are made.

Meeting adjourned at 5:00 pm

Submitted by Kathleen Collins, John Jay College