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Meeting Minutes

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2008

LACUNY Reserves Roundtable Meeting Minutes, September 2008

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**MINUTES OF THE SEPTEMBER 2008 MEETING
LACUNY RESERVES ROUNDTABLE**

September 26, 2008, 3:00 pm

Library Conference Room, John Jay College

Members in attendance:

Ida Bazan, Medgar Evers
Angelina Brea, Lehman
Dean Bryan, CUNY OLS
Kathleen Collins, John Jay
Rhonda Johnson, Hostos
Curtis Matthew, Grad Ctr
Eric Neubacher, Baruch
Tinamarie Vella, Journalism
Jeanne Yan, Hunter

Introductions, some new attendees.

A reminder about who uses Docutek software for e-reserves. Rhonda Johnson is trying to push the service to faculty though it's been available for a few years – she sees reluctance similar to that with Blackboard.

A general survey and discussion about weeding policies and procedures with regard to photocopied readings, request forms and scanned photocopies . Rhonda Johnson delivers unused items directly to department (not specific faculty) though find they often do not want to accept it. Others look at circ history and decide if they need to contact faculty, discard, etc.

Hunter and Grad Center use/ experimenting with online reserve request system.

Discussion of how to process CD-ROMS that come with textbooks for reserve as well as whether different libraries have circulating DVD collections or only 3-hr loans (i.e. perpetual reserve).

Much discussion, per usual, about how to interpret and carry out murky copyright policy as library staff and how to communicate that policy to faculty. Rhonda Johnson emphasized the importance of faculty understanding intellectual property not just for reserves procedures but for the fate of their own work. General agreement that faculty education is necessary – how to request permissions as well as understanding rigor of guidelines.

Several attendees reported instances of faculty misunderstanding or being unaware of copyright in Blackboard – some faculty seem to think they are absolved of such concerns therein.

One suggestion of making public domain documents easier to find/access so that faculty have copyright-free material to choose from.

Discussion of the need to be aware of database subscription vendor agreements with regard to linking to articles on e-reserves.

Issues at each school subject to funding and staffing. Reminder survey of which schools train faculty to use the Docutek software and manage their own reserves; staffing situation for reserves; how each school requests copyright permissions.

Discussion of policy differences: some schools only allow required reading to be posted, some have a limit on total number of documents; how library communicates instructions to faculty (e.g. mass email, paper memos), setting deadlines for submitting reserves material. Acknowledged that community colleges, senior colleges and doctoral granting colleges have different needs.

Schools vary on the percent they tell faculty they can post online, e.g. 10-15%, 20%. A general question about where these numbers originated.

Discussion of differences for faculty between using Blackboard and e-reserves for posting readings. Suggestion that Blackboard is a pedagogical tool for which faculty are responsible v. e-reserves wherein library provides service and support. Reports that faculty either have preferences based on these differences, are unaware of the existence of options or have a long-standing dislike of Blackboard because they had technical trouble with it in the past.

Tinamarie Vella asked members if they were familiar with Google Docs, another place to post academic material online. Kathleen asked the same about Moodle. Others reported knowledge of faculty who simply use their own web sites.

Curtis Matthew reported that at the Graduate Center, academic dept. liaisons try to communicate reserves information to their departments.

Ida Bazan raised the issue of the reserve module in CUNY+/Aleph (aka CUN30) and wondered if the search could be limited to specific college vs. all CUNY. A few other schools reported not using CUN30 at all and instead using Docutek to list reserve books.

Rhonda Johnson described a template created by one of the Hostos catalogers so that she could input reserve books into the non-reserve (regular) CUNY+ search module. Group impressed and eager to emulate. CUN30 found no admirers in this group.

Discussion/survey of letting other CUNY students use reserve material at local college (most said yes) and how to handle pages torn from faculty-owned books (either notify professor or buy another copy).

General agreement that a workshop at the CUNY level regarding copyright information would be useful and welcome. Dean Bryan found agreement when he suggested that these copyright issues are not something reference librarians and tech services staff

should have to decide based on unclear guidelines.

Meeting adjourned at 5:00 pm

Submitted by Kathleen Collins, John Jay College