

HELENA COLLEGE LIBRARY
REPORT FOR THE ADVISORY COMMITTEE
SPRING SEMESTER 2014

HELENA COLLEGE INSTITUTIONAL MEETINGS:

- The Library Advisory Council met on November 13, 2013
- Della continues to serve on the Academic Standards and Curriculum Review committee (ASCRC), the Budget Committee, the College Council as representative for the Budget Committee , the Academic Leadership Committee, and the Faculty Senate
- Elizabeth Karr continues to serve on the IT Committee, Research Committee, and Diversity Committee and helped facilitate several guest speakers on various diversity topics spring semester
- Mary Ann George continues to serve as President of Staff Senate, as Staff Senate representative on the College Council, and on the Professional Development Committee
- Elizabeth shared faculty library services with adjunct faculty at their spring orientation
- The library staff participated in Spring student orientation sessions in January
- Della Dubbe attended Family Medical Leave Act training in December 2013
- Della Dubbe and Valerie Martinez met with Senior Leadership on December 2, 2013 to present the proposal for a library/study area in the room/open space to the right when entering the main entrance of the Airport Campus. They met with Leadership again on March 3, 2014 to present a plan for this library space upon the request from Dean Bingham at the prior meeting.
- Della met with Dean Bingham for approval of a letter of support for a “next generation” ILS for Montana University System libraries

MEETINGS AND CONFERENCES:

- Elizabeth Karr attended the October meeting of the State Librarians’ Roundtable and Della Dubbe attended the January meeting
- Elizabeth Karr the Mobile Services for Libraries and Quality Matters Rubric (for online courses) training Spring 2014 semester
- Elizabeth Karr presented the collaborative career workshop with Alan and updated the career resource guide
- Della continues to serve on the Montana Library Association (MLA) and Pacific Northwest Library Association (PNLA) Boards – her term ends July 2015
- Mary Ann George and Della Dubbe attended the Offline Library Retreat at Carroll College in February
- Elizabeth Karr and Della Dubbe attended the Montana Library Association Conference in Billings in April
- Della participated in two affiliate collection development meetings in January and April
- Beginning March 3, Della has attended weekly Monday meetings for the implementation of Primo, our new discovery tool
- Della attended the first three training sessions for the SFX link resolver and Primo (these sessions will continue into May)
- Della met with our YBP representative to discuss the purchase of e-books, either replacing or adding to Title 360 with Baker & Taylor, our present vendor

- Mary Ann George completed training and transition to OCLC Worldshare for ILL and to Title Source 360 for ordering books

LIBRARY ADMINISTRATION:

- The Library FY2015 budget was submitted in January 2014
Of note in this budget is \$986 for the replacement of milk glass with clear glass in the interior library windows
The original budget requested was \$3654 less than last year and we were able to cut an additional \$4300
- Completed Planning & Assessment and sent to Institutional Researcher, Mike Brown
- The Library Year Three Self-Evaluation report was reviewed for changes in January 2014 and submitted. Participated in a phone interview with NWCCU Accreditation Coordinator.

COMMUNITY OUTREACH:

- Elizabeth and Mary Ann created 1 bulletin board display, 13 book displays, and 1 online display
- Library staff selected and lent resources for the Civil Rights display as well as the Diversity Committee's Native American Heritage Month display in the glass case across from the Lecture Hall

GOALS FOR FY2014: LIST FROM FALL W/UPDATE

- Integrate books in reference, oversized and circulating collections - DONE
- Develop a copyright/fair use policy for Helena College faculty, staff and students with an accompanying informational webpage or resource guide - DONE
- Purchase and install touchscreen computer and mouse for the handicapped workstation – REQUESTED
- Promote and expand embedded library services in Moodle classroom – PROMOTED, still promoting
- Create space and move airport campus program collections to airport campus – ON HOLD
- Complete purchase of the Primo discovery tool for searching in collaboration with affiliates and make available on the library website – IN IMPLEMENTATION PHASE, proposed beta launch in May, production launch in June
- Finish Library Operations Manual update - DONE
- Focus on Assessment – IN PROCESS
Still need to work with Denise Runge on this
- **NEW** - Library's role in an information literacy plan for the airport campus
- **NEW** - Library Prize Competition

ONGOING:

- Encouragement for faculty purchase suggestions
- Collaboration with affiliates – meetings, collection development, services
- Encouragement for textbook additions to reserve collection for student use
From faculty, department, publisher, vendor
- Continuous creation and updates to online subject and class guides.

Mission: The mission of the Helena College Library is to enable student success in the programs and degrees offered at the college.