

Advisory Committee for Library Services

Membership:

<i>Name</i>	<i>Campus</i>	<i>Title</i>	<i>Working Title</i>	<i>Area of Focus and Responsibility</i>
Lea “Beez” Schell	RCC	<i>Vice President and CAO</i>	Chair	<i>Provide leadership and guidance for Library Services initiatives.</i>
David J. Ayersman	RCC	<i>Vice President and CIO</i>	Technical Consultant	<i>Assist team members with tasks and initiatives while providing technical oversight and managing institutional memberships and licensing for library services affiliations and products.</i>
Lisa K. Brewer	NCC	<i>Associate Professor, English</i>	OER Coordinator	<i>Serves as researcher and practitioner to learn how open educational resources (OER) can be used at New River.</i>
Amanda G. Combs	RCC	<i>Instructor, Biology</i>	Best Practices Researcher	<i>Identify best practices for delivering library services at community colleges.</i>
Julia A. Jackson	GVC	<i>Assistant Professor, English</i>	Digital Literacy Coordinator	<i>Digital literacy.</i>
Annie E. McMillion	GVC	<i>Director, Library Services</i>	Collection Manager	<i>Works to maintain the library’s collection by acquiring new resources, managing them, and routinely weeding the collection to meet the needs of our educational community.</i>
Dianna L. Putorek	MCC	<i>Assistant Professor, English</i>	Personalized Assistance Facilitator	<i>Ensures that library services are delivered with emphasis on personalized assistance.</i>
TBD	TBD	<i>Director, Physical Plant</i>	Facilities and Learning Spaces	<i>Assist our group with identifying new locations for delivering decentralized library services.</i>
Angela M. Strickland	RCC	<i>Interim Dean</i>	Orientation Coordinator	<i>Provide oversight of online orientation and work to improve student preparedness for remote learning.</i>
Tamara L. Rahal	RCC	<i>Administrative Assistant, Academic and Student Affairs</i>	Library Services Assessment Coordinator	<i>Works to identify the library services requirements for each academic program and communicate these needs to the library to ensure they are met.</i>

Charge:

1. Serve as ambassadors for library services by educating others and sharing information about library resources and services.
2. Participate in researching best practices and current delivery methods in use throughout higher education for library services.
3. Collaboratively develop a 5-year plan for library services that will incorporate best practices and improve access to services throughout our 9-county region.

Goals:

1. Facilitate and encourage usage of library services throughout the New River CTC curriculum where appropriate.
2. Improve access to library services.
3. Identify appropriate metrics to measure library services and periodically review them to adjust services to meet changing demands.
4. Collect user data to guide decisions regarding library services.

Meetings:

We will meet once in Spring 2019 and then twice per term after that during the fall and spring terms each year until the plan is created and implementation has begun. We hope to identify a few brief articles related to our issues that we can read between meetings and then discuss collaboratively during meetings to guide our planning.

Library Services Information:

Library Transition Plan - <https://web.newriver.edu/projects/library-transition-plan.pdf>
Facilities Master Plan (2016-2026) - <https://www.newriver.edu/about-new-river/>
Library Services Plan – to be developed by early 2024.

Meeting Agendas and Summaries

Agenda

October 20, 2023
(2nd Meeting for Fall 2023)

*Those in attendance will be **bolded**.*

Ayersman, Brewer, Combs, Jackson, McMillion, Putorek, Sampson, Strickland, and Rahal

1. Updates from Director of Library Services.
 - a. Next steps and timeline for creating a plan for library services (when to complete and who to assist?).
 - i. Library Plan—draft due by end of 2023.
 - ii. Strategic Plan and Technology Plan to be available in early 2024.
 - iii. Library Plan **separate** from Technology Plan!
 1. *Before next meeting, send links for Library Plans you've found that you recommend for us to review.*
 - b. Partnering with Student Success Centers to include Library Services as a **wraparound** service. Work with **Marie** to formalize agreement of SSC serving as liaisons back to the library. What information about the library is needed for the SSC staff? Annie will provide a **bulleted list or FAQ** of information (add it to our web site too), contact information, and how-to information. *QM Rubric manuals available for check-out at each SSC (sharing with Department Chairs).*
 - c. Opportunities for collaboration? (HEPC OER Initiative 3-year pilot)
 - d. Do we need signage for library services? Maybe have one at the front desk on each campus with Library information?
 - e. Do we need to **communicate monthly updates** (maybe through the Hawk's Nest and direct emails) to share information about scheduled library workshops, training, and online resources.
2. Additional priorities, initiatives, membership, and tasks.
 - a. **Add OER information to the Library Services page?**
 - b. Review database subscriptions and discuss renewal efforts and plans (Lexis-Nexus).
 - c. Updated Comevo by adding library services information in the new student orientation.
3. Next meeting: **February 2024?**

Meeting Agendas and Summaries

Agenda

September 22, 2023
(1st Meeting for Fall 2023)

Those in attendance will be **bolded** and those unable to attend will be colored *red*:

Ayersman, Brewer, Combs, Jackson, McMillion, Putorek, Sampson, Strickland, and Rahal

4. Updates from Director of Library Services.
 - a. Next steps and timeline for creating a plan for library services (when to complete and who to assist?).
 - i. New Strategic Plan due by end of year.
 - ii. Technology Plan to be available in early 2024.
 - iii. Library Plan **separate** from Technology Plan!
 1. *Before next meeting, send links for Library Plans you've found that you recommend for us to review.*
 - b. Partnering with Student Success Centers to include Library Services as a **wraparound** service. Work with **Marie** to formalize agreement of SSC serving as liaisons back to the library. What information about the library is needed for the SSC staff? Annie will provide a **bulleted list or FAQ** of information (add it to our web site too), contact information, and how-to information.
 - c. Opportunities for collaboration?
 - d. Do we need signage for library services? Maybe have one at the front desk on each campus with Library information?
 - e. Do we need to **communicate monthly updates** (maybe through the Hawk's Nest and direct emails) to share information about scheduled library workshops, training, and online resources.
 - f. **QM Rubric 7 manuals available; need announcement to faculty (6 copies available). First-come, first-served, and term-length checkout period.**
5. Additional priorities, initiatives, membership, and tasks.
 - a. **Add OER information to the Library Services page?**
 - b. Review database subscriptions and discuss renewal efforts and plans (Lexis-Nexus).
 - c. Library Services course shell in Brightspace is created. How to make it accessible to all students to provide library overview? Embed it within a broader orientation course? How will this content be different from WWW content? Is SharePoint the best place to centralize this information for all employees?
 - d. **Need to review and update Comevo orientation information related to Library Services.**
6. Next meeting: **10/20/2023, at 12pm**

Meeting Agendas and Summaries

Agenda

May 5, 2023

(2nd Meeting for Spring 2023)

Those in attendance will be **bolded** and those unable to attend will be colored *red*:

Ayersman, Brewer, Combs, Jackson, McMillion, Putorek, Sampson, Strickland, and Rahal

1. Updates regarding Library Services.
 - a. Creating a plan for library services.
 - i. Identify examples of similar plans to emulate.
 - ii. Deadline for developing **draft outline** to identify the structure of New River's Library Services plan (**November 2023**).
 - iii. **Data to be collected** to inform decision-making?
 1. Develop surveys for user groups (employees, students, community).
 2. Usage data for collection and ILL.
 - iv. Target date for completing the plan (**April 2024**).
 - b. Partnering with Student Success Centers to include Library Services as a **wraparound** service. SSC staff to serve as liaisons back to the library.
 - i. What information do we need to share with SSC about library services?
 - ii. Library services web site updates.
 - c. Available workshops and training related to library services?
 - i. What content in **LinkedIn Learning** is relevant (digital literacy, conducting searches, authoritative sources, etc.)? Create campaigns for students.
 - ii. **HESK Knowledgebase** for Library Services (update).
 - d. Opportunities for collaboration (public libraries, college/university libraries, more?).
 - e. Do we need **signage** for library services?
2. Secondary priorities, initiatives, membership, opportunities, and tasks.
 - a. **Add OER information to the Library Services page?**
 - b. **OER presentation with LinkedIn Learning (5/12/2023 at 1pm).**
 - c. Review **database subscriptions** and discuss renewal efforts and plans (EBSCO and Lexis-Nexus, OER). Is JSTOR offering free subscriptions?
 - d. **Library Course Shell** in Brightspace and accessible to all students from all courses to provide library overview.
3. Next meeting: **Fall 2023**

Meeting Agendas and Summaries

Agenda

March 31, 2023

(1st Meeting for Spring 2023)

Those in attendance will be **bolded** and those unable to attend will be colored *red*:

Ayersman, Brewer, Combs, Jackson, McMillion, Putorek, Sampson, Strickland, and Rahal

7. Updates regarding Library Services.
 - a. **Updates from the Director of Library Services.**
 - b. Creating a plan for library services.

- c. Partnering with Student Success Centers to include Library Services as a **wraparound** service. Pete has agreed that SSC can serve as liaisons back to the library.
 - d. Scheduled workshops and training.
 - e. Opportunities for collaboration.
 - f. Do we need signage for library services?
8. Secondary priorities, initiatives, membership, and tasks.
- a. **Add OER information to the Library Services page?**
 - b. Review database subscriptions and discuss renewal efforts and plans (JSTOR and Lexis-Nexus).
 - c. Library Course Shell in Brightspace and accessible to all students from all courses to provide library overview.
9. Next meeting: **April 28, 2023, at 12pm**

Meeting Agendas and Summaries

Agenda

March 4, 2022

10. Updates regarding Library Services.
 - a. Discuss directive for vacating pink library building by July 2022. Announced to BOG on 3/3/2022.
 - b. Describe the furniture (desks, shelves, etc.) and any large items that need to move.
 - c. What are the options for culling the collection? Where do unwanted items go? Found legislation and am waiting on response from Becky Kuhn.
 - d. The optimal GVC space for relocating library services appears to be the **G315 computer lab**. Josh Gill is working to identify where we can relocate 15 or so computers for student use at the GVC.
 - e. Describe what the room should look like for the best delivery of library services? Workspaces for students in small groups. Roundtables. Softer lighting. Carpets, window shades.
 - f. If we can also use G317 as a small office for the Librarian. We have networking equipment in that room (in the closet, and it makes some noise).
 - g. We will need to consider the schedule of the building as we set new Library hours for summer and fall.
 - h. Bob is working on list of resources to cull prior to the move.
 - i. Partnering with Student Success Centers to include Library Services as a **wraparound** service. Pete has agreed that SSC can serve as liaisons back to the library.
 - j. With adjacent computer lab and computers within the new library, there should be opportunities for workshops and training.
 - k. Being located within the GVC main building may also present opportunities for collaboration.
 - l. Once we confirm the new location and a time frame for the move, we need to communicate with users.
 - m. Do we need signage for library services?
11. Secondary priorities, initiatives, membership, and tasks.
 - a. **Add OER information to the Library Services page?**
 - b. Review database subscriptions and discuss renewal efforts and plans (JSTOR and Lexis-Nexus).
 - c. Library Course Shell in Brightspace and accessible to all students from all courses to provide library overview.
12. Next meeting? May 1, 2022 at noon

Those present will be marked in bold: **Ayersman, Brewer, Coston, Jackson, Putorek, Reikowsky, Sampson, Strickland, and Rahal.**

Agenda
February 11, 2022

13. Updates regarding Library Services.

- a. Discuss new directive for vacating pink library building by July 2022.
- b. Describe the furniture (desks, shelves, etc) and any large items that need to move.
- c. What are the options for culling the collection? Where do unwanted items go?
- d. Possible GVC spaces currently include G418 and **G315**.
- e. How many computers can we keep in G315 and still make room for library services?
- f. Describe what the room should look like for the best delivery of library services?
- g. If we can also use G317 as a small office for the Librarian, is that helpful? We have networking equipment in that room (in the closet, and it makes some noise).
- h. We will need to consider the schedule of the building as we set new Library hours.
- i. Bob is working on list of resources to cull prior to the move.
- j. Partnering with Student Success Centers to include Library Services as a **wraparound** service?
- k. With adjacent computer lab and computers within the new library, there should be opportunities for workshops and training.
- l. Being located within the GVC main building may also present opportunities for collaboration.

14. Secondary priorities, initiatives, membership, and tasks.

- a. **Add OER information to the Library Services** page?
- b. Review database subscriptions and discuss renewal efforts and plans (JSTOR and Lexis-Nexus).
- c. Library Course Shell in Brightspace and accessible to all students from all courses.

15. Next meeting?

Those present will be marked in bold: **Ayersman**, Brewer, **Coston**, **Jackson**, **Putorek**, **Reikowsky**, Sampson, Strickland, and Rahal.

Agenda
November 19, 2021

16. Updates from our Librarian.
 - a. Review database subscriptions and discuss renewal efforts and plans (JSTOR and Lexis-Nexus).
 - b. Review of **CloudSource OA** (information to be shared with consortium).
 - c. Need faculty volunteer to work with Bob (and me) to introduce library services using Zoom (like how we've done this in the past with ENGL 102 for in-seat classes). (Julia Jackson will work with Bob and me).
17. Review membership, tasks, and discuss next steps.
 - a. Need to identify the faculty who received OER funding and schedule a meeting with them to discuss how library can support them. Lisa **Brewer** was awarded mini grant for OER (May 2021). Duane **Napier**, Dianna **Putorek**, Stacy **Reikowsky**, and Karen **Berneburg** also received OER Faculty Awards (October 2020).
 - b. **Add OER information to the Library Services** page.
18. *Need to plan for beginning of term training sessions in Zoom with Librarian for faculty during convocation and during first few weeks of classes for students. Give 15-30 minutes per session. This information needs to be prepared and piloted in Spring and Summer for delivery in Fall 2022.*
19. *Reminder, only 5 years remain of the 10-year Facilities Master Plan (which recommends vacating the pink library building by 2026).*
20. Quick Reads on Evolving Library Services:
 - a. How School Librarians Are Evolving -- <https://www.techlearning.com/how-to/how-school-librarians-are-evolving>
 - b. The Role of the Community College Library in the Academy -- <https://www.ala.org/acrl/issues/roleofcommcollege>
21. Next meeting (**02/04/2022**) at noon?

Roundtable with Faculty and Staff Institute for OER (contact Wendy)

Those present will be marked in bold: **Ayersman, Brewer, Coston, Jackson, Putorek, Reikowsky, Strickland, and Rahal.**

Agenda
April 2, 2021

22. Updates from our Librarian.
 - a. Trials (Proquest, JSTOR, and more getting links onto the library page).
 - b. Will add survey links for users to provide feedback.
 - c. Purpose is to identify additional resources for the library to provide and costs will vary.
23. Review membership, tasks, and discuss next steps.
 - a. Some faculty have received funding for their OER classes but not Brewer. They trained and received lots of resources. Some companies that provide access to the OER resources for a reduced cost. This is the first term that the OER courses have been taught. By Fall there may be more information to share and another training opportunity. Stacy is working through the summer to get ready for Fall term. Dianna, Stacy, and Lisa are all involved. What role should the library have in this initiative?
 - b.
 - c. Add OER information to the Library Services page.
24. Need to plan for beginning of term training sessions in Zoom with Librarian for faculty during convocation and during first few weeks of classes for students. Give 15-30 minutes per session. This information needs to be prepared and piloted in summer to be ready by fall.
25. EZProxy issues resolved.
26. Reminder, 5 years remain of the 10-year Facilities Master Plan (which recommends vacating the pink library building by 2026).

Those present are marked in bold: **Ayersman, Brewer, Coston, Jackson, Putorek, Reikowsky, Strickland, and Rahal.**

Reminder: Add a link to the **EXProxy Menu** to the Library Services page:

<https://login.nrproxy.newriver.edu:2050/login>

Meeting Agendas and Summaries

Agenda

December 11, 2020

1. Review membership, tasks, and discuss next steps.
2. Updates from our Librarian.
3. Survey for new student orientation doesn't include Library Services, so Angie will work with Steve to update.
4. Beginning of term training sessions in Zoom with Librarian for faculty during convocation and during first few weeks of classes for students. Give 15-30 minutes per session.
5. Check the links Bob shared to see if they work outside our firewall. GALE works inside
6. <https://about.jstor.org/whats-in-jstor/>
7. <https://about.jstor.org/librarians/journals/multi-discipline/>
8. <https://about.jstor.org/librarians/fees/community-colleges/>

Those present are marked in bold: **Ayersman, Brewer, Coston, Jackson, Putorek, Reikowsky, Strickland, and Rahal**. Lisa Brewer tried to join but was unable.

February 14, 2020

<https://www.oclc.org/research/partnership/interest-groups/library-assessment.html>

Shared Library Plans

Manhattanville College Library

<https://mville.libguides.com/c.php?g=752153&p=5388171>

Site provides clear framework for planning, goals and objectives, and progress. Also includes photos of users showing love to the library.

Eastern West Virginia Community and Technical College (library services provided by Southern)

<https://easternwv.edu/current-students/library-services/>

No plan available, but list of OER courses is included. Jason does a report that shows cost of course materials and below a designated amount the resources are provided at low or no cost, meaning they are likely OER or nothing is required.

Academic Libraries and the Bigger Picture of Strategic Planning

https://www.higheredjobs.com/Articles/articleDisplay.cfm?ID=3404&utm_source=09_20_2023&utm_medium=email&utm_campaign=InsiderUpdate&utm_content=1&VersID=1&SchedVersID=234

Explores the changing role of the library and aligning with college strategic plan.

Agenda
November 15, 2019

1. Discuss the readings.
2. Reading List
 - a. *Is Google Making Us Stupid?*
 - b. *Library Services to Distant Students: An Equity Issue*
3. Share notes from "The Role of Libraries in College Innovation" webinar I attended (attached to the meeting invite).
4. Define expectations of faculty for future of library services at New River.
 - a. Discern authoritative sources from social media and opinion information.
 - b. Identify physical space needed for library services.
 - c. Articulate a 5-year plan to promote and progress library services.
 - d. What personnel resources are needed to provide library services?
 - e. How does our library meet community expectations regarding services to them?
 - f. Introduction to the Library (workshop, by Zoom?, how to use the resources, etc...).
 - g. Copies of textbooks that are currently in use. (Get donations from students, get free copy from publishers).
 - h. Assistance for students to access sister libraries.
 - i. Beginning of term library orientation.
 - j. Ask RDO's about the programs and workshops needed.
 - k. eBook pilot? PMT, EMT using eBooks now
5. For next meeting we hope to review library usage information. Bob will provide the information for us and it will include:
 - i. Walk-ins (gate count).
 - ii. ILL Requests.
 - iii. Circulation (Items checked out and in).
 - iv. Accesses to Licensed Database Resources.
 - v. Some historical data has recently been lost, but Bob can compile what he has and share at next meeting.

Need to add list of OER resources on the library web page.

Those present were (**Ayersman, Brewer, Reikowsky, Jackson, Coston, Strickland, and Putorek**).
Those not present were (Tyson).

Next meeting to be in early February. Friday at 1pm

Agenda
10/4/2019 1pm

1. Review Charge, Goals, and Membership
2. Review Master Plan as it Pertains to Library Services
3. Review Library Transition Plan
4. Two Articles to Read and Discuss at Next Meeting (attached to today's meeting invite)
5. Identify Areas of Focus for Research and Information Gathering
 - a. Current Options for Delivery of Library Services in Higher Education
 - b. Best Practices for Library Services at Community Colleges (**Reikowsky**)
 - c. Open Educational Resources (OER) (**Brewer**)
 - d. Metrics and Measuring Library Usage and Success (**Ayersman**)
 - e. Providing Personal Assistance to Library Patrons (**Putorek**)

- f. What Library Services are Needed at New River? (**Tyson**)
- g. Considerations and Priorities for Weeding our Collection (**Coston**)
- h. Digital Literacy (**Jackson**)

Those present were (Ayersman, Brewer, Reikowsky, Jackson, Putorek).
Not present were (Strickland and Tyson).

Next Meeting? 11/15 at 1pm (yes, this works for most)

Ideas and Recommendations

1. Need to make Library Services more readily available from WWW home page.
2. Creating a library module (course) in Blackboard to train/ teach students.
3. Julia to share PPT file.

May 2, 2019

(Initial meeting to review charge, scope, goals, and discuss our direction)

Those present were (Ayersman, Reikowsky, Jackson, Coston, Strickland, and Putorek).
Those not present were (Tyson and Brewer).

Issues and Topics

1. Reading List
 - a. *Is Google Making Us Stupid?*
 - b. *Library Services to Distant Students: An Equity Issue*
2. Library 2.0: The Global Teacher Librarian Network—<https://teacherlibrarian.org>
 - a. Open Educational Resources—<https://sparcopen.org/news/2018/open-textbooks-pilot-fy19/>

Open Educational Resources (in lieu of Purchasing Textbooks)

https://www.avnetwork.com/news/wake-tech-added-oer-to-one-class-and-saved-students-dollar360k-edcoop?utm_source=Selligent&utm_medium=email&utm_campaign=7077&utm_content=Eduwire_eNews_8%2F28%2F19+&utm_term=&m_i=XWcYPNC5gyY844fwMhL5r7DxvTWVaGOgFFmYyIcnfBeXJ8P6YmpVx8i8Cbh3b3ilSW1IBefO_y%2BMrLIpUCiO1tWWqLb6qTXXXi&M_BT=616736726532

To review library comparisons:

<https://nces.ed.gov/surveys/libraries/compare/default.aspx>

Transforming Our Libraries from Analog to Digital: A 2020 Vision

http://er.educause.edu/articles/2017/3/transforming-our-libraries-from-analog-to-digital-a-2020-vision?utm_source=Informz&utm_medium=Email+marketing&utm_campaign=ER

College Libraries, Redirected

https://www.insidehighered.com/news/2017/04/03/study-library-directors-moving-ahead-plans-rethink-libraries?utm_source=Inside+Higher+Ed&utm_campaign=1f87d6751c-DNU20170403&utm_medium=email&utm_term=0_1fcbc04421-1f87d6751c-199406689&mc_cid=1f87d6751c&mc_eid=16377271b3