

**Queensborough Community College  
of the City University of New York  
Minutes of the Library Committee  
A Standing Committee of the Academic Senate**

**Date:** April 20, 2016

**Room:** Library 224

**Committee Members in Attendance:**

Prof. Joanne Chang (Committee Chair), Prof. Jeanne Galvin (Chief Librarian and Presidential Delegate), Prof. Helmut Loeffler, Prof. James Timbilla, Prof. Sujun Wei, and Bolaji Ayorinde (Student Representative)

**Review/Approval of Minutes:**

Minutes from March 9, 2015 reviewed and approved.

**Minutes:**

I. Chair Chang invited Prof. Kevin Kolack from the Elearning Committee to discuss the Library's Committee participation on the following two issues. Unfortunately, Prof. Kolack had to reschedule, and will meet with the committee at a later time.

- a. Report on information technologies/digitizing the collection/availability of e-texts for student references.
- b. Collaborate with Committee on eLearning and Student Activities on 'fitness while studying' project (see handout)

However, he gave committee a Subcommittee Summary by Julita Haber and James Cutrone about Guidelines for incorporating movement and fitness into healthy online studying and learning. A few of the videos listed were selected and distributed to committee members to watch and report back in the next meeting to be discussed and possibly include for 'fitness while studying' and may be posted on the library website for students.

II. Director Galvin answered "Request reports on Library support sessions for faculty and students across curricula" below in email:

For students we offer course related instruction whenever requested by a faculty member. We do about 400 sessions a year. We also do walk in library sessions at the end of each semester. We are available at the ref desk 75.5 hours per week. We also have late night chat 11 hours a week.

Faculty members can request an embedded librarian for their classes. This service is available for regular classes, PNETs and FNets.

For faculty members we offer several workshops in collaboration with CETL each year.

When our liaisons are invited to departmental meetings they can share information about resources that might be relevant to the work of individual departments.

Recently we added a consultation service. Students and faculty can schedule individual help with a librarian.

We are open to recommendations for further outreach. It is disappointing when we find faculty members who do not know basic library strategies such as how to find a journal.

III. Regarding the Five Year College's Master plan, it looks good overall. A short discussion is followed related to the Library matters:

Laptop numbers for rent increased from 35 to 70. Students pay \$175 per semester for tech fee that covers 300 pages of free printing. There is a 30 min limit to scan book/textbooks for copyright protection and 2 hours of textbook reserved use in the library. A new scanner was bought from Brooklyn College for better quality and cheaper price.

The next committee meeting is scheduled for May 11 or 18<sup>th</sup> 2016 at 12:30pm. (to be confirmed) with invitation of two new members Larisa Honey and Agnieszka Tuszynska

Meeting adjourned.

Respectfully submitted,

Joanne Chang