

# Queensborough Community College Of the City University of New York

## Minutes of the Library Committee A Standing Committee of the Academic Senate

Date: April 10<sup>th</sup>, 2013

From: Joanne Chang

To: Dr. Emily Tai, Chair of the Academic Senate Steering Committee  
Dr. Lana Zinger, Secretary of the Academic Steering Committee

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The meeting began at 12:00pm and ended at 1:00pm

Committee members in attendance: Prof. Diane Carey, Prof. Joanne Chang, Director Ben-Ami Freier and Assistant Director Carlos Herrera from Services for Student with Disabilities, Prof. Jeanne Galvin, Prof. Danny Mangra and Prof. Liz Di Giorgio

1. Approval of March, 2013 minutes
2. Thirty minutes prior to this meeting, Director Freier and Assistant Director Carlos Herrera reviewed the adaptive technology available in the Library, and then summarized their findings. Prof. Di Giorgio reports the following summary:
  - The Library has Jaws (a screen reader) and Kurzweil 3000 (a reading and writing system). Director Freier noted that there is a newer version of the Kurzweil system that he and Director Galvin will arrange to have installed in the Library. Director Freier noted that the Library has a Zoom Text screen enlarger that should have a scanner attached.
  - Director Freier believes that the library has some CCTV's and that these are important because they allow students to have text enlarged directly, without having to first scan the material. Director Galvin will follow up. Director Freier notes that the Library probably has large boxy CCTV's, and might want to have thinner LCD Panels if the Library has the budget for this.
  - Electric tables are suggested for the computer stations so that disabled students could adjust them for themselves, instead of waiting for a technician to manually crank them up or down to accommodate different sized wheelchairs. He suggests that we check that the doors to the Library are automated, as well.

Director Freier inquired whether his office would be allowed to borrow material for one hour to scan or to convert to Braille. Director Galvin says that it

would be fine for the SSD to borrow material, but that a procedure needs to be put in place.

Prof. Di Giorgio raised a concern about students who might have a sudden or temporary disability (a sprained ankle, for example) who might not be registered with Health Services but who might still need to use an elevator. Director Freier explains that students need a letter from a doctor, and must make a \$25 deposit in order to obtain a key. (The money is refunded to students when the key is returned.) The deposit helps to minimize the number of lost keys. Director Freier notes that his office would make provisional arrangements to provide services to students at the request of a professor, while the student is in the process of officially applying for services. Prof. Di Giorgio remained concerned because Health Services is not centrally located.

3. Follow-up discussion regarding clarification of two items listed in the Library Committee Guide. Committee decision was made to take following A and B items out and with approval from Prof. Galvin in the next meeting, to take C item out as well.
  - a. Recommendations in report made to Academic Senate on May 10, 2005
  - b. Respond to Library Task Force Report
  - c. Request, from the Office of Academic Affairs, an assessment of the Library
4. In regard of expanding Library hours and space for students, points below were discussed:
  - There are Student Union and Library buildings space on campus available for student study use.
  - There is a PC center in the basement of Library as well.
  - Run a possible on-campus survey in the future to gather collective ideas of hours and space desired from students.
  - Prof. Galvin and Di Giorgio will attend the meeting of Student Activity Committee for Library on April 24<sup>th</sup> at 2:15pm on campus.
  - A report of interest in extending Library hours from Student Activity committee is forwarded.
  - As the space between Science and Medical buildings will be renovated for extending student space, ideas of the use Balcony in the Library second floor surfaced.
  - Possibility of balcony at the 2<sup>nd</sup> floor in the library - a space that may be offered to students.
  - Points to consider for incorporating Balcony in the 2<sup>nd</sup> floor of library for extra space:
    - a. Finance
    - b. Legal issues such safety, capacity, and etc.

- Prof. Carey mentioned the space on the 3<sup>rd</sup> floor of Humanity Building may offer additional space for students to study especially if the door opens during warm seasons. There are chairs and tables readily accessible at the balcony there.
- Prof. Chang mentioned the possibility of scouring such spaces in each building (or getting a floor plan of each building on campus from Building and Ground) for student 'quiet zones' and make known to each student as Library hours are more limited than regular departmental buildings.

Submitted by Joanne Chang