

## MEETING MINUTES

<b>Team Name</b>	Collection Development (Serials)	<b>Date</b>	11/15/12
<b>Chair</b>	Mr.Neil Foulger	<b>Time</b>	9:30 -10:30
<b>Location</b>	Staff Conference room (LWLC)	<b>Secretary</b>	Ms.Kadiyala
<b>Attendees</b>	Mr.Neil Foulger, Ms.Tiwanna Nevels, Ms. Madhu Kadiyala, Ms. Rachelle Altman, Ms. Jessica Platt, Ms. Monica Hodge, Ms. Clarissa Broughton, Mr.Jian Zhang, Mr. Jamal Fisher, Ms. Linda Harvey		

## TEAM GOALS

1.	Review of currently subscribed electronic resources – preliminary discussion: Fall 2012; actual evaluation: Spring 2013 (actually – ongoing). Supports LWLC unit goal 6, LWLC WEAVE Online Goal 3 Objective, Office of LWLC Dean Goal 1.
2.	Regular bi(monthly)updates to the What’s New page with input from Librarians. Supports LWLC WEAVE online Goal 3, Office of LWLC Dean Goal 1.
3.	Regular monthly updates to the database pages – Supports LWLC WEAVE Online Goal 3, office of LWLC Dean Goal 1.
4.	Electronic resources’ vendor visits and/or webinars – Supports LWLC WEAVE Online Goal 3, Office of LWLC Dean Goal 1.
5.	Data Analysis Assessment Activities – Explains the success of the committee/team in achieving agreed upon goals and objectives.

## KEY POINTS DISCUSSED

<b>TOPIC</b>		<b>HIGHLIGHTS</b>
1.	Review of currently subscribed electronic resources.	14 databases will be cancelled due to budget constraints in FY2013. If there are any free resources with good information, suggest them to Mr. Foulger. Important things to mention in the suggestions will be – Name, URL, Subject category and a brief description of the content. Something similar to Internet Archives will be good. Most of the database renewals for rest of 2012 are complete. Currently working on January database renewals.
2.	What’s New Page.	What’s new page is being done by Ms. Rachael Altman. It will not necessarily have new books only. Anything that staff would like to have featured on that page – any events, holidays related information that is interesting or something similar, let Ms. Altman know. She will actually

		send an email to all the staff regarding the page. The page name might change from What's New to What's happening and will have more than just what's new. It can feature any good books, databases etc that are already in the library as well.
3.	Regular monthly updates to database pages.	Mr. Foulger provided a handout with electronic database updates during FY2012. There is only 92% update for the content as they are not completed on time. Current monthly updates indicate databases dropped by the Alabama Virtual library's databases and new databases added recently. We are trying to keep some of the databases through NAAL that AVL no longer provides. Some titles from Gale e-book library will also be added.
4.	Vendor visits/Webinars.	Mr. Foulger will pass along the information from vendors about webinars and other training sessions. Faculty can also attend these webinars or meet with the vendors if they want. Ms. Platt will pass the webinar information to faculty through ASU Info so they will be aware of the visits.
5.	Data Analysis Assessment Activities.	The Assessment form has a new column added that relates to data analysis. We are not exactly sure what information can be provided there. Any suggestions are welcome.
6.	Other Items	Discussed about assessing older resources – especially serials from long time ago. Ms. Altman will help Ms. Broughton with the assessment of journals. Mr. Foulger will assist once he is able. Ms. Harvey asked about bindery; Budget will be checked to see if bindery can be added.

## ACTION PLAN

No.	ACTION ITEM(S)	OWNER	TARGET DATE
1.	Monthly database updates will resume be sent out to members of Team	Foulger	Ongoing
2.	Members of Team will suggest no-cost, academically sound electronic resources and provide information to Electronic Resources/Serials Services Librarian. Information should be submitted by the 15 <sup>th</sup> of the month.	Team members, Foulger	Ongoing
3.	Useful resources in specific areas will be evaluated and suggested for inclusion in What's New (to be renamed What's Happening)	Team members, Altman	Ongoing
4.	Webinar and vendor training sessions information will be sent out to the Team.	Foulger	Ongoing
5.	Information about webinar and training sessions will be publicized via ASU Info.	Platt	Per above action item
6.	Review of old journals that are in storage.	Broughton, Altman, Foulger	Imminent
7.	Possible bindery purchases in FY2013.	Harvey, Nevels, Kadiyala	As funds allow
8.	Clarify meaning of "Data Analysis Assessment Activities".	Foulger	Sent e-mail inquiry to Davis.