

# Queensborough Community College

The City University of New York

## Library Committee

### Minutes

October 6, 2004

Members Present: Rob Becker, English; Matthew Trachman, Social Sciences, Committee Chairperson; Dr. K. Kim, Chief Librarian, ex-officio; Kathleen Allen Administration Liaison.

The meeting was called to order at 1:00.

#### 1. Chairperson's Report

Prof. Trachman presented the charges to the Library Committee as drawn up by the Academic Senate Steering Committee. The Committee is to:

- 1) assess adequacy of Library building space
- 2) assess security for Library holdings in the current location
- 3) assess adequacy of the Library Resources; print and electronic
- 4) assess whether the Library has access for people with disabilities and appropriate electronic workstations
- 5) report on experimental course LIB101
- 6) report on access for people with disabilities
- 7) report on information technology/digitalizing the collection
- 8) report on long term planning for the library and library services in the Master plan

After some discussion to clarify the above charges, the Committee decided on the following plan of action:

Charges 1-4: It is the responsibility of the Administration to assess these areas. The Committee's interest is in finding out how the Administration intends to conduct such assessments.

Charges 5-8: These will form the basis for Committee response and actions, requiring active inquiry and the filing of reports. They will be the substance of Committee work for the current academic year.

The Committee next formulated a plan of action for this year's meetings. Prof. Allen volunteered to seek out current administration actions with regard to charges 1-3, above.

Charges 6 and 7 will require short-term inquiries. It was agreed that Prof. Trachman would contact Ms. Barbara Bookman, the Coordinator of Services for Students with Disabilities, and ask her to attend the Committee's next meeting, which would concern itself with charge 6, reporting on access for people with disabilities.

Charges 5 and 8 are long term projects that the Committee will be concerned with throughout the year. Longitudinal assessment is required to complete charge 5, and inquiry into all other charges will have an impact upon charge 8.

## 2. Dr. Kim's Report

Dr. Kim informed the Committee that the hours for the second floor of the Library had been extended from nine to ten PM weekdays from November 22<sup>nd</sup> through December 22<sup>nd</sup>, which includes finals week. This expansion of service responds to students' need for quiet space to prepare adequately for their classwork and examinations.

The next meeting of the Library Committee will occur on or about November 10<sup>th</sup> and will address charge 4.

The meeting was adjourned at 2:00.

Respectfully submitted,

Rob Becker