

LBSBC Committee Meeting 12/20/2013

Minutes

1. Housekeeping

- Per the constitution, this group consist of six members: one librarian, one staff member, one student, the Assistant Dean for Technical Services, the Program Assistant, and the Dean (or designee) who serves ex officio without vote.
- However, the librarian or staff member is positioned to serve only one year. So the LBSC members must vote on which of these two members will serve two years.

2. Group Student Room Final Recommendation

- Bethany submitted its final recommendation to the Library Steering Committee.
- LSC met and reviewed the recommendation to determine that the three-step process was followed conscientiously, as called for in the Library Governance document.
- LSC then emailed Bethany. LSC determined that there was no “preliminary recommendation”. The Library Governance document calls for a “preliminary recommendation” to be presented for feedback from stakeholders.
- LSC recommends that LBSC take its recommendation and put it forward for feedback from the library staff and from Professor Borland as a “preliminary recommendation”.
- After that, if there are no significant changes to the preliminary recommendation, it can then go forward as a final recommendation. If there are significant changes, it must be sent out for feedback again.
- The LSC also recommends that as regards the evidence presented, LBSC can simply state how evidence was collected (e.g. open forum, solicited feedback by email) but need not go into detail describing what evidence.
- Bethany will send another survey to Library Staff via qualtrics and meet with Professor Borland.

3. Food/Drink Policy

- Paula surveyed colleges regarding their food/drink policy. She will email full document to LBSC.
- Paula will work on a literature review of current trends in Library spaces. Even without this review, we have enough to formalize a charge to the LSC.
- In the interim, how do we enforce the current No Food/Drink policy?
- Other questions to be answered:

- What is the exact reason the Library does not have more trash cans? (e.g. is there a union policy of how many trash cans per cleaning space? When are the outside dumpsters empty?)
- What are the exact hours for Building Services Personnel in the Library every day?

4. Noise in the Library

- The LSC officially surcharged LBSC with looking into the issue of noise. Noise in the Library has been identified as an issue of student concern in LibQual and other surveys.
- In the interim, how do we enforce the noise policy? How can we reach students (e.g. table tent signs, Twitter, offering ear pieces)?
- LBSC will design a survey to gather more information about students' concerns.
- Other considerations:
 - Look at Literature Review for Library spaces – re: noise.
 - Look at other colleges' noise policies.
 - What about cell phone use in the Library?
 - Do we designate certain floors as quiet?

5. Disaster Plan

- Does Human Resources have a disaster plan for TCNJ? Invite a Human Resources representative to a LBSC meeting.
- Look at various disaster scenarios (i.e. natural disaster, campus violence, etc.)
- Look at vulnerable spots and safe spots in the Library.
- Work with Campus Environmental Services and walk through the Library.