Minutes of Librarian’s Meeting, November 25, 2019


Absent: Ali Konieczny, Paul Kammerdiner, Kristy Motz, Mari-Kermit Canfield, Jason Bentley

Call to Order (Isler)
The meeting was called to order at 11 am by Melinda.

Approval of Minutes (Bassett)
The following librarians minutes were approved as presented: 9/24/19 (motion Dave, second Stacy and unanimous approval), 10/22/19 (motion Stacy, second Sela and approval with one abstention (Dave)) and 10/29/19 (motion Stacy, second Dave and unanimous approval).

Dean’s Report (Bentley)
Refer to “Dean’s Download for November 22, 2019” email for Dean’s Report (see Appendix A).

First-Year Experience Librarian (Isler)
Melinda presented a current job description for the “First Year Experience Librarian” position, which librarian faculty need to approve prior to posting. After a brief review, the group was in agreement with making it explicit in the first part of the document that the position is a 12 month, tenure-track position. Additional feedback will be accepted following the meeting and Melinda will email the revised version for a faculty vote prior to forwarding it to Jason (hopefully, before the Thanksgiving recess).

Appointment to Timme Travel Grant Committee (Isler)
Melinda indicated that the Timme Travel Grant Committee was in need of a new librarian member. Mari had expressed an interest in serving in that role and has served on the Committee previously. Dave offered to serve as a backup for appointment and has never served on the Committee.

FLITE Strategic Plan Update (Anderson & Monger)
Stacy reported progress from FLITE’s strategic planning meetings. A SharePoint site (search FLITE Strategic Plan in SharePoint App within Outlook) with planning documents is available to everyone. The group incorporated revised timelines and tasks into a planning document Jason originally presented and anticipates a December meeting(s). The goal for a final draft of FLITE’s Strategic Plan is the Fall of 2020 (prior to the HLC visit). Leah noted that Jason will consult Brooke Moore for advisement in communicating with various stakeholders and/or assisting with presentations/facilitation. She further noted that Jody Gardei and Lisa von Reichbauer facilitated
discussions of mission and values for the University’s strategic planning process and it may be requested that they reprise some exercises to assist with developing FLITE’s. Leah also drafted a document sharing historical information about FLITE for reference during the planning process.

Donation Process (Rosen)
Fran shared a FLITE material donation policy, donation form and an internal procedures for donations document, which were also distributed prior to the meeting (see Appendix B). The group appeared in general agreement with the contents. Sela will complete an accessibility check prior to posting material on the website.

Other (All)
Heather shared news of her pregnancy and a 5/18/20 due date as this will impact RIS scheduling.

Dave reported finals activities including therapy dogs in FLITE (12/9/19; 6-7 pm in the FLITE Deck) and a Henna art activity decorating bags for a supper-in-a-sack program (12/5/19; 5-8 pm on the 1st Floor of FLITE).

Dave also announced that the MiALA Annual Conference 2020 will be hosted by Ferris (at the Holiday Inn Hotel & Conference Center). He anticipated that a poster session may be scheduled at FLITE and that scheduled tours of the Jim Crow Museum and the Museum of Sexist Objects may occur (in addition to general availability of the museums).

Leah announced that as part of area Great Michigan Read events, Ferris will host author, Dr. Mona Hanna-Attisha, author of the Great Michigan Read title, What the eyes don’t see. FLITE will be one of the sponsors bringing her to campus and there may be an opportunity to help.

The meeting adjourned at 11:35 am.

Submitted by: Heather Symon Bassett

Approved December, 2019
Colleagues,

As we near the end of the semester, I’m please to share the following updates.

**Personnel Changes**
This semester, we wish the best to three colleagues who have, or will, transition to other professional opportunity. Our best wishes to Elizabeth Burbatt, Kristi Motz and Jody Maloney who have, or will, end their professional appointments.

**Position Searches**
I am pleased to shared that Provost Blake approved the following position searched. These are in process of being completed in PeopleAdmin for posting within the next two weeks:
- First-Year Experience Librarian
- TIP Coordinator
- Academic Advisor-Level 1 in RSS

In addition, the Web Services and Instructional Design position was directed for review through the Academic Affairs vetting process. This process will begin within two weeks and should conclude with a decision from the Provost in mid-January.

**Provost Search Update**
Academic Search will assist Ferris with the search for our next Provost and VPAA. Members of the Dean’s council meet with the search consultant on December 3rd to provide input.

**U.S. Department of Education – TRIO Student Support Services (SSS) Grant**
Ferris initiated work toward the submission of a TRIO-SSS grant. We expect the RFP to release sometime in December. Thank you to all who engaged in the brainstorming and logic modeling during the two-day onsite with our writing partner, Ms. Susan Vogelsang.

I wish you all a wonderful day and re-energizing weekend.

With appreciation,
Jason

Jason Bentley, Ed.D., Dean of RSS & Interim Dean of FLITE
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Donation Policy – Ferris Library for Information, Technology, and Education (FLITE)

Material Donations to the General Collection
Please note: This policy only covers donations to the general collection; a separate policy covers donations to Ferris State University Archives and Special Collections. See below for more details.

Mission of the Library: FLITE is an essential partner for successful teaching, learning, and research. We empower all at Ferris State University and in our surrounding community to discover, evaluate, and apply information, and create and disseminate knowledge.

FLITE welcomes donations of materials that support or enhance the library’s mission. Donations are accompanied by a signed donation form which documents the transfer of property to the library. Donors may request that materials that are not added to the collection be set aside so that the donor can take them back within a reasonable amount of time (four weeks from notification unless other arrangements are made); otherwise materials not added to the collection may be donated to another library, sent to a resale agent, or discarded. Please note that materials donated by FLITE may be sold by recipients. Donations are acknowledged by a note in the library catalog when appropriate. Donors can request that the note be omitted; donors can also request a bookplate.

FLITE will send a written acknowledgement of the donation and a count of items donated. The Ferris Foundation also sends a letter to donors. FLITE cannot create inventory lists. Valuations for tax purposes are the responsibility of the donor; neither the library nor the university can provide this. Such appraisals should be completed before the donation is presented to the library.

Approval of donations to the General Collection, when required, is the responsibility of the Collection Strategies Librarian or designee.

Materials that can be donated to FLITE without prior approval
- Printed materials of any type not listed below that have been collected by Ferris faculty and staff either individually or as a department.
- Printed books, pamphlets, and scholarly or trade journals in good physical condition.

Materials that will not be accepted without prior approval
- Audio/Visual materials in all current physical formats, including vinyl record albums, DVDs, CDs, etc. Donors who wish to donate these materials should provide FLITE with a list of the materials and a description of their condition. The Collection Strategies Librarian or designee will respond within two weeks to let the donor know what the library can accept; this information will also be shared with the FLITE Circulation desk.
- Other items not covered by this policy.

Materials that will not be accepted
- Materials in poor physical condition, including any evidence of mold.
- Foreign language materials not relevant to courses offered at Ferris State University.
- Outdated textbooks (more than 10 years old).
- Popular magazines
- VHS tapes, Eight-track and cassette tapes, CD-ROMs, Floppy disks, and other outdated formats.
- Ebooks or other electronic files.
The FLITE donation form can be found here: (see attached for draft form, final revised form will be posted & link to form will be included here)

Those wishing to donate materials to Ferris State University Archives and Special Collections should contact the University Archives for procedures and policy. University Archives may accept non-print materials and older materials. See: https://www.ferris.edu/university-archives/archivesdonations/index.htm
Internal Procedures for Donations

Donations brought to the library may be accepted if they meet the criteria for materials that FLITE will accept. In practice, we will accept all printed materials from FLITE faculty/staff that are brought to the library as long as it is in decent condition; front-line staff aren’t expected to check the dates on textbooks or be informed about what foreign language materials are relevant to Ferris courses.

If we identify the donor as a community member then we can choose not to accept looseleaf binders, papers, and other unbound/unpublished materials.

Boxes of popular magazines, including National Geographic, should not be accepted.

Audio/Visual materials that are brought to the library will only be accepted with prior approval. Please tell the donor to contact Fran Rosen and Carrie Buss about these donations.

Initial processing of accepted donations is the responsibility of CAS technicians with functional supervision by the Collection Strategies librarian. For continuing resources, individual issues may be added to fill gaps in FLITE holdings. Pamphlets and books will be added if they are appropriate to the collection and will likely be of interest to the Ferris community. Books may also be added to replace damaged/worn copies, or to replace an older edition of a title.

Collection decisions for materials other than recorded music will be made within CAS, with consultation with liaison librarians as deemed necessary by the Collection Strategies librarian or designee. Guidelines from Special Collections are used to decide when materials should be sent to Archives.

Films in current formats will also be the responsibility of CAS.

Recorded music, including vinyl record albums and CDs, require different processing. The librarian who works with the Music programs will have primary responsibility for deciding what should be added, in accordance with a collection statement that has not yet been written. Until that statement is written, the default will be to choose not to add recorded music to the collection. Exceptions should be limited and well documented.

Since recorded music materials are hard to dispose of, FLITE will not accept donations of these materials unless they have been pre-approved by both the librarian who works with the Music programs and the Collection Strategies librarian.

Any donations that are new titles being added to the general collection will be treated as new books and will be routed to the new book shelf.
Appendix B
FLITE Material Donations

Ferris State University
Ferris Library for Information, Technology and Education

MATERIALS DONATION FORM (General Collection)

I hereby give to Ferris State University Library the gift herein described, transfer to the University all property and literary rights pertaining thereto (except as stipulated below) and accept this acknowledgment as record of this gift and transfer of ownership to Ferris State University. I acknowledge and agree that this gift may be used at the discretion of the Library, which may include adding it to the collection, donating it to another library, sending it to a resale agent, or otherwise disposing of it.

DONOR’S SIGNATURE: _____________________________________________
Name: _____________________________________________________________
Address: ____________________________________________________________
City: ____________  State: _____  Zip: __________  Telephone: ______________________

DESCRIPTION OF DONATION: (Quantity and format of items – to be filled out by library staff)
FLITE will send a written acknowledgement of the donation and a count of the items donated. The Ferris Foundation also sends a letter to donors. FLITE cannot create inventory lists. Valuations for tax purposes are the responsibility of the donor; neither the library nor the university can provide this. Such appraisals should be completed before the donation is presented to the library.

_____________________________________________________________________________________

_____________________________________________________________________________________

STIPULATIONS/CONDITIONS/RESTRICTIONS
Donors may request that materials that are not added to the collection be set aside so that the donor can take them back within a reasonable amount of time (four weeks from notification unless other arrangement are made); otherwise materials not added to the collection may be donated or discarded.

________ (check to request return of materials that are not added to the collection). Use space below to provide any additional stipulations/conditions/restrictions:

_____________________________________________________________________________________

Donations are acknowledged by a note in the library catalog when appropriate. Donors can request that the note be omitted; donors can also request a bookplate.

_____ (check to omit note)
_____ (check to request bookplate/dedication)  Details:________________________________________

The Ferris State University Library gratefully acknowledges this gift. Thank you very much.

Library Officer: ___________________________  Date: ___________________________