

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: NOVEMBER 29, 1993

The Library Faculty Advisory Committee met Monday, November 29, 1993, at 3:30 p.m. in the library. Members present were Lynette Smith, Kippy Massey, Ruben Keisler, Mike Morrison, Ronnie Thompson, Nancy Huber, and Brenda Keisler.

The meeting was called to order by President Ronnie Thompson. Minutes from the October meeting were read and approved after a change in Rule #2 to read: "Anyone exhibiting disruptive behavior will be asked to leave."

Under old business, Kippy stated that copies of the rules have been placed on the charging desk and that all furniture is now in. Tutor Charles Turner is no longer working here. To better meet the needs of the students, Cheryl Love will be encouraged to meet with technical instructors. There was a good response to the last study skills seminar. Another seminar may be scheduled after the spring semester starts. Mike Morrison asked if the majority of the students being tutored were referrals or walk-ins. Kippy replied that the majority are walk-ins asking for help themselves.

Kippy also reported that approximately 125 books were obtained from the Neius Catalog and that small donations are still coming in; however, some books may have to be placed in a book sale. Ronnie Thompson asked if there was any problem getting books returned. Kippy stated that there was not much of a problem. There have been four books taken. Mike Morrison asked about grades being withheld for overdue books. Kippy stated that there is a statement in the by-laws concerning the withholding of transcripts or registration clearance until unpaid fines have been remedied.

Kippy reviewed the Use Statistics showing the Fall, 1992, and the Spring, 1993, library individual and group use. The library is currently being used by approximately 35-55 per day.

There will be no December meeting. The next meeting will be January 31, 1994. With no further business, the meeting was adjourned.

  
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Ronnie Thompson, Pres.

  
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Brenda D. Keisler, Sec.

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: OCTOBER 25, 1993

The Library Faculty Advisory Committee met Monday, October 25, 1993, at 3:30 p.m. in the library. Members present were Kippy Massey, Ronnie Thompson, Mike Morrison, Brenda Keisler, Nancy Huber, Lynette Smith, and Gary Garrison. Adrian Ashley was absent. Kippy stated that Ruben Keisler had been appointed to replace Sue Nutt but would not be able to attend the October meeting.

The meeting was called to order by President Ronnie Thompson. Minutes from the September 27th meeting were read and approved.

Kippy gave out copies of the OTC Library/LRC Annual Report for FY 1992-93 which had been given to Dr. Martin for the October 26, 1993, board meeting. She reviewed the report noting that the current collection is still lacking in some departmental areas. Mike asked if books were being ordered from instructors' "want lists" or from other schools' inventory lists. Kippy stated that there was a poor response for the "want list" request. In addition, she stated that it would be best to order from familiar publishers. Mike suggested that instructors make a continuous "want list" which could be updated regularly so that Kippy could make rapid orders if needed. Kippy reminded that Workforce 2000 money would be available in the spring. She also stated that there are many more books than videos and that videos should be included in "want lists".

A tentative Library/LRC rules list was examined. Changes made were:

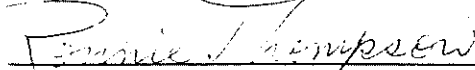
1. Add food to #1,
2. Change #2 to say, "Repeat offenders may be asked to leave," in place of #2 & #3.

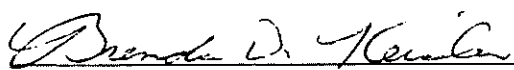
Kippy reported that attendance was up since September; however, many of the assignments made by instructors were too advanced for what the Library/LRC could currently handle. She suggested that instructors check with her before making assignments. Kippy also reported that no phone lines have been put in yet and that on-line requests are currently done by mail which is very time consuming.

Nancy Huber asked if all the furniture had arrived. There are still more chairs to come.

Tutor Pat Lay will be conducting study seminars for students. Several students have been referred to tutors for help.

The next meeting will be held Monday, November 29, 1993 at 3:30 p.m. in the library. With no further business the meeting was adjourned.

  
Ronnie Thompson, Pres.

  
Brenda D. Keisler, Sec.

## LIBRARY/LRC RULES

1. NO DRINKS OR FOOD AROUND COMPUTERS OR OTHER EQUIPMENT.
2. ANYONE EXHIBITING DISRUPTIVE BEHAVIOR WILL BE ASKED TO LEAVE AND MAY HAVE ALL LIBRARY/LRC PRIVILEGES REVOKED.
3. ALL SMALL CHILDREN MUST BE CLOSELY SUPERVISED BY AN ACCOMPANYING ADULT. IF CHILDREN ARE BEHAVING IN A DISRUPTIVE MANNER, THEY AND THE ADULT WITH THEM, WILL BE ASKED TO LEAVE. LIBRARY STAFF ARE NOT AVAILABLE TO SUPERVISE SMALL CHILDREN.
4. LIBRARY COMPUTERS ARE FOR INSTRUCTIONAL PURPOSES ONLY AND MAY NOT BE USED FOR RECREATIONAL ACTIVITIES.
5. THE LIBRARY PHOTOCOPY MACHINE MAY ONLY BE USED TO COPY LIBRARY MATERIALS WITHIN THE FAIR USE DOCTRINE OF THE U.S. COPYRIGHT LAW. IT IS NOT AVAILABLE FOR PERSONAL COPYING.

Approved by  
OTC Library Faculty Advisory Committee  
OTC Division Chairs  
10-25-93

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: SEPTEMBER 27, 1993

The Library Faculty Advisory Committee met Monday, September 27, 1993, at 3:30 p.m. in the library. Members present were Chairperson Ronnie Thompson, Nancy Huber, Lynette Smith, Brenda Keisler, Paula Stewart, Gary Garrison, and Mike Morrison. Kippy Massey and Adrian Ashley were absent.

The meeting was called to order by Chairperson Ronnie Thompson. Minutes from the August 23rd meeting were read and approved.

Paula Stewart gave a report on the NCA visitation. She stated that the library received a good review; however, there is much need for growth. Paula also stated that the library is currently serving approximately 30-40 patrons per day. The Saturday hours have been changed to 8:00 a.m. to 12 noon (from 8:30 a.m. to 11:30 a.m.).

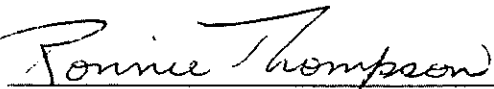
Charles Turner and Cheryl Love have been hired as technology and math tutors. Mike Morrison asked if their salaries were being paid through the library funds. The college is paying for this.

Lynette Smith commented on the LPN students' use of the library stating that they are developing research skills needed on the job.

Ronnie Thompson pointed out the fact that more furniture has arrived and has been placed in the library. There are more tables and chairs expected to arrive soon.

Book donations have been made by Dr. Nancy Vandette and Mr. Walter James. Dr. Vandette's donation included several novels and Mr. James's donation included Stephen King mysteries.

Ronnie reminded the committee that the scheduled meeting time is the last Monday of each month at 3:30 p.m. With no further discussion, the meeting was adjourned.

  
Ronnie Thompson, Chairperson

  
Brenda D. Keisler, Sec.

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: AUGUST 23, 1993

The Library Faculty Advisory Committee met Monday, August 23, 1993, at 3:30 p.m. in the library. Members present were Chairperson Ronnie Thompson, Kippy Massey, Nancy Huber, Brenda Keisler, Gary Garrison, Lynette Smith, and Adrian Ashley. Mike Morrison was absent. Committee member Sue Nutt is no longer working at OTC and will be replaced on the committee by another high school instructor as soon as possible.

The meeting was called to order by Chairperson Ronnie Thompson. Minutes from the April 26th meeting were not available. Ronnie started the meeting by congratulating Kippy on the new library and the hiring of the new library assistant, Paula Stewart.

Kippy was enthused in making comments about the library's move from the Community Room to its new location. Some of the furniture has been delayed, but will hopefully arrive soon. Included in that furniture is an L-shaped circulation desk which will be located near the entrance of the library. Kippy also commented on the growth of the use of the library including a tour by 30 LPN students this morning. Several items have been purchased including a TV, a VCR, a TV-VCR combo, dual cassette/CD with earphones, some books and videos. Additional funds have recently become available which will be used for technical materials (books and videos). The current collection has doubled over the past year.

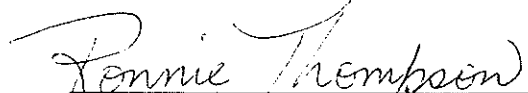
Kippy also stated that two tutors have been hired: Sherry Ray in English, and Pat Lay in math. A technical tutor will be hired soon. These tutors will be located in the library and will assist in the library when they are not tutoring.

Another big change for the library is the switch from Dewey Decimal Classification to Library of Congress Classification which is currently underway. All higher education institutes in Arkansas have been advised to do this. Kippy is checking for labeling processing where possible.

Henderson and OBU have both donated materials to the OTC Library including books and periodicals. The library also has a card catalog section on temporary loan from OBU.

The current library hours are 8 a.m. - 9 p.m. Monday thru Thursday, 8 a.m. - 5 p.m. on Fridays, and 8:30 a.m. - 11:30 a.m. on Saturday. The Library Policy Manual has been verbally approved, and Kippy is awaiting a final confirmation. After a brief discussion concerning copyright laws, the members toured the new library facilities and were adjourned.

  
Brenda D. Keisler, Sec.

  
Ronnie Thompson, Chairperson

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: APRIL 26, 1993

The Library Faculty Advisory Committee met Monday, April 26, 1993, at 3:30 p.m. in the Community Room. Members present were: Chairperson Ronnie Thompson, Kippy Massey, Nancy Huber, Sue Nutt, Brenda Keisler, Gary Garrison, and Adrian Ashley.

Applications are now being received for the Library Technical Assistant. Interviews will be set up as soon as possible so this person may be hired this summer.

Kippy reviewed new materials which have been received along with materials which have been ordered.

A tentative floor plan of the proposed new library site was passed out and discussed (see attached sheet). The new library will be located in what has been the LPN classroom.

Instructors are now being encouraged to include library related assignments in their curriculum. This may soon become a requirement.

The next meeting will be held Monday, August 23, 1993, at 3:30 p.m. with the location to be announced.

  
Ronnie Thompson, Chairperson

  
Brenda D. Keisler, Secretary

# LEGEND

A- OFFICE

B- REFERENCE DESK

C- CIRCULATION DESK

D- VF

E- ELECTRONIC CATALOG

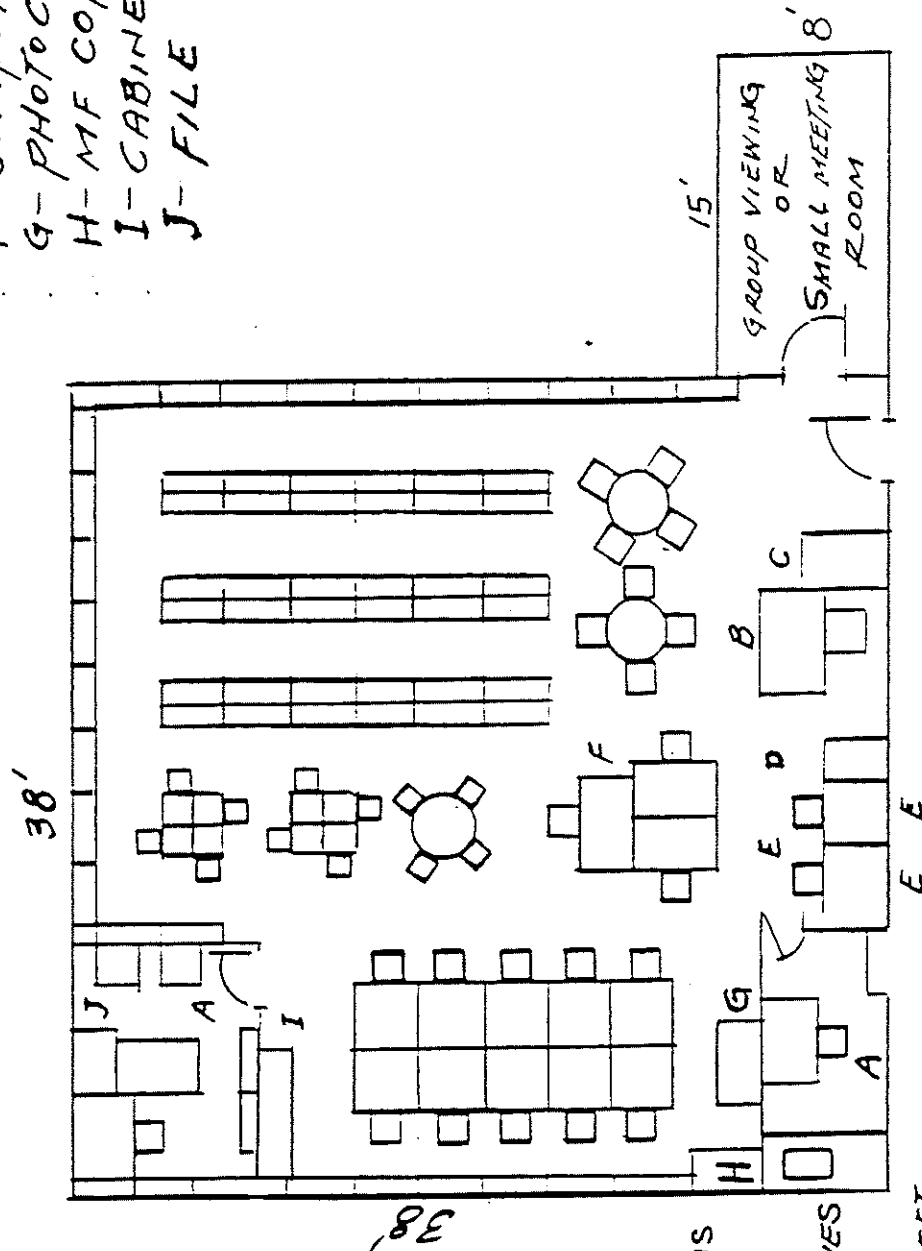
F- COMPUTER TABLE

G- PHOTOCOPY

H- MF COPIER

I- CABINET

J- FILE



35 STUDENT STUDY AREAS

61 SHELF SECTIONS

366 SHELVES

1098 LINEAR FT. SHELVES

10,200 VOLUMES

1655 TOTAL SQUARE FEET

NURSING CONFIGURED FOR LRC

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: MARCH 29, 1993

The Library Faculty Advisory Committee met Monday, March 29, 1993, at 3:30 p.m. Members present were Chairperson Ronnie Thompson, Kippy Massey, Mike Morrison, Nancy Huber, Sue Nutt, Brenda Keisler, and Gary Garrison. Adrian Ashley and Lynette Smith were absent.

The meeting was called to order by Chairperson Ronnie Thompson. Minutes from the March 8, 1993, meeting were read and approved.

Kippy explained that one representative from each area of OTC was selected for this committee with the exception of two from the technical area.

It was decided to present the LRC Policy Manual to the OTC Administration. Then the Administration will decide if it needs approval by the Board of Trustees.

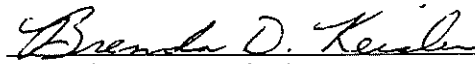
Update on hiring a Library Technical Assistant: The date for hiring has been tentatively set for July 1, 1993. Some members of the Advisory Committee may be asked to assist in the interviews. The person hired should be a high school graduate with 2 years experience in library work. Preferably, this person will be competent in working with AV equipment and possess clerical skills. The LTA will work full-time with some night and Saturday work.

Kippy explained the advantages, such as discounts, of ordering from Baker & Taylor. She has on-line access at home and can order using the Baker & Taylor CDROM.

Ronnie asked about the Inter-Library Loan. Kippy stated that she is looking at ALON (Arkansas Libraries Online Network). This will cost about \$500/year plus extra for long-distance. OCLC in Ohio accesses 27 million references. It includes ERIC, Wilson's Readers' Guide, and Applied Science and Technology indexes with the First Search capability.

The next meeting will be held Monday, April 26, 1993, at 3:30 p.m. in the Community Room.

  
Ronnie Thompson, Chairperson

  
Brenda D. Keisler, Secretary



OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: MARCH 8, 1993

The Library Faculty Advisory Committee met Monday, March 8, 1993, at 3:30 p.m. Members present were Chairperson Ronnie Thompson, Kippy Massey, Lynette Smith, Sue Nutt, Nancy Huber, Gary Garrison, and Brenda Keisler. Adrian Ashley and Mike Morrison were absent.

The meeting was called to order by Chairperson Ronnie Thompson. Minutes were read and approved with the clarification of the committee name "OTC Library/LRC Faculty Advisory Committee."

Kippy showed the committee the microfilm reader/printer which was donated by Bank of Malvern. Currently, we do not have any microfilm; however, this donation will hopefully serve useful in the future.

The hiring date for the Library Technical Assistant is possibly several months pending future funding. There will be no advertising for the job at this time.

A complete 2 CDROM Drive computer system is currently on loan from EBSCO. This program indexes @800 journal articles from all areas with 90 full-texted (no photos or ads). Full-texted articles are exact reproductions. The committee is invited to experiment with this system while we have it on a trial bases. Security is a concern considering the computer is not covered by insurance; therefore, Kippy is keeping the keyboard locked away while not in use. Hopefully, 4 computers, each with one CDROM drive, will be purchased in the future.

VCR tapes for the Food Service Department are now in. These tapes can provide additional certification for Food Service students. Also, "Mitchell's on Demand" repair manuals will be ordered soon.

Dr. Nancy Vandette has completed evaluating the Self-Study and the Policy Manual. The Policy Manual was unanimously approved with only cosmetic changes needed. A motion was made and approved to include an age limit for use of the OTC Library/LRC. The age limit will be 18 years old with the exception of college students who can provide a college I.D. or under 18 if accompanied by an adult. Kippy distributed copies of the Self-Study.

An investigation needs to be made concerning a policy towards disruptive patrons. Motion was also made and approved to include an approval sheet after each new policy in the manual.

The next meeting will be held Monday, March 29, 1993, at 3:30 p.m. in the Community Room.

  
Ronnie Thompson, Chairperson

  
Brenda D. Keisler, Secretary

LIBRARY ADVISORY COMMITTEE  
MINUTES OF FEBRUARY 23, 1993

The first meeting of the Library Advisory Committee was held on February 23, 1993, at 3:30 p.m. Members present were Chairperson Ronnie Thompson, Lynette Smith, Adrian Ashley, Mike Morrison, Sue Nutt, Nancy Huber, and Kippy Massey. Gary Garrison and Brenda Keiser were absent.

Brenda Keiser was appointed secretary.

Kippy then briefed the committee members on their responsibilities. Policy and procedure handouts were distributed for review. Nancy discussed her previous role as a member of a library committee.

A meeting is scheduled for every 2 weeks until the Library/LRC policy manual is completed. Monday, March 8, at 3:30 p.m. was voted as the next meeting time. On March 29, the committee will begin meeting once a month.

Kippy distributed a January report which was then discussed. Monthly reports for August through December are available. January was reported as a good month. Kippy then informed the committee on her proposed budget, floor plan, and equipment purchases for room 5.

The job description of the Library Technical Assistant was discussed. A new person will be hired to fill this full-time position in the future. Nancy, Ronnie, and Kippy were assigned to review the applications.

Kippy also reported that the Bank of Malvern will donate a microfilm copy machine.

The proposed OTC Library/LRC policy manual was then distributed for review. Kippy informed members to review the manual and special attention be given to Appendixes B, C, and E.

There being no further business, the meeting was adjourned.

Respectfully submitted by:

  
Ronnie Thompson, Chairperson

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: DECEMBER 2, 1994

The Library/Learning Resource Center Faculty Advisory Committee met Friday, December 2, 1994, at 2:30 p.m. in the library. Members present were Ronnie Thompson, Kippy Massey, Bob Smith, Brenda Keisler, Gary Garrison, and Ruben Keisler. Members absent were Lynette Smith and Adrian Ashley.

The meeting was called to order by Chairman Ronnie Thompson. Minutes were read and, with one correction, were approved. Kippy distributed copies of the Fall Semester Statistics (1994) showing the usage of the OTC L/LRC so far this school year. In comparison to last fall's statistics, there has been some increase. There have been about 500 individual tutoring session this fall; however, not all tutoring sessions or uses have been recorded. It is sometimes difficult to record every use when there are several students in the library at the same time. Assignments from classes are getting more complex, but the L/LRC is able to meet most of these needs.

Gary Garrison asked about the MLA Bibliography Index which he had heard would no longer be available. Kippy explained that, in the past, this service was included in the systems being used in the library; however, as of November 1, this service now carries a \$1500/yr. charge. Kippy is investigating other comparable CDROM programs which may be purchased to take the place of the MLA program.

Kippy also reported that the L/LRC section of the self-study was almost complete. She reminded the committee that the L/LRC Policy Manual and rules would need to be reviewed during the spring semester. Ronnie asked if there had been any more discipline problems. Kippy explained that everything was going great as far as discipline. There have been no problems this semester, even though night usage (where past problems had occurred) has increased.

No changes have been made concerning the new building. Kippy reported that the next OTC Board Meeting would be December 20. A survey of this semester's L/LRC usage has been distributed and are currently being returned. Only two negative comments have been made; all else is very positive. The negative comments related to the need for a larger facility and more tutor hours.

Registration will be held Tuesday, December 6. Mrs. Overton has volunteered to work that day while the L/LRC staff and tutors help with registration. With no further business, the meeting was adjourned. Ronnie will announce the next meeting time after we return from Christmas break.

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Ronnie Thompson, Chairman

  
Brenda D. Keisler, Sec.

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: OCTOBER 21, 1994

The Library Faculty Advisory Committee met Friday, October 21, 1994, at 2:30 p.m. in the library. Members present were Gary Garrison, Ronnie Thompson, Kippy Massey, Brenda Keisler, Bob Smith, Lynette Smith, and Ruben Keisler. Adrian Ashley was absent.

The meeting was called to order by Chairman Ronnie Thompson. Minutes from the September meeting were read and approved.

Kippy reported on recent meetings she had attended. She attended the Arkansas Library Association meeting in Hot Springs October 10th - 12th and a meeting October 13th with the ADHE and AIDC. Sessions covered topics on distance learning, interactive video, and CDROM products. Along with these sessions, Kippy was able to obtain information from automation vendors and had the opportunity to visit with other media specialists from other Arkansas technical colleges.

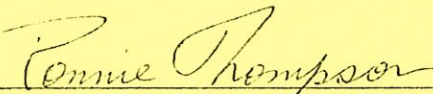
The possibility of offering distance education classes by next fall through AETN was also discussed. This could be a good opportunity for industry and workplace classes to be set up.

A Bibliofile sample request for proposal from The Library Corporation was distributed. Attention was made to page 9 concerning general software requirements for a Public Access Catalog. Hopefully, all technical college holdings can be placed on CDROM in the near future with a system which is easy for students to use.

~~The Library/LRC Policy Manual needs to be reviewed~~  
The role of the Faculty Advisory Committee needs to be reviewed and possibly revised. Lynette Smith made the motion that, after any revisions, this should be placed in the COPP. Bob Smith seconded the motion and it was approved.

Kippy reported on the continuing increase of use of the L/LRC. Tours are increasing; therefore, students are becoming more aware of the services available.

With no further discussion, the meeting was adjourned. The next meeting will be Friday, November 18, 1994, at 2:30 p.m. in the library.

  
Ronnie Thompson, Chairman

  
Brenda D. Keisler, Sec.



OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: SEPTEMBER 30, 1994

The Library Faculty Advisory Committee met Friday, September 30, 1994, at 2:30 p.m. in the library. Members present were Ronnie Thompson, Bob Smith, Kippy Massey, Ruben Keisler, Lynette Smith, and Brenda Keisler. Absent were Gary Garrison and Adrian Ashley.

The meeting was called to order by Chairman Ronnie Thompson. Minutes from the April meeting were read and approved.

Kippy presented the most recent iteration of the new blueprint plans for the school. Approximately 22 sq. ft. of space was added from the last plans to the new L/LRC. These general plans were accepted by the Board at last Tuesday's meeting. This set of plans were brought to Kippy this morning (9/30/94). Dr. Martin has stated that the architect will be here October 10th and will go over details of the L/LRC with Kippy. Kippy stated that one big plus in these plans is the high ceilings; however, she would like to change the location of the circulation desk and possibly add one office.

It was also reported that ArkNet has now been physically connected in the office through a 56K line. The library is connected to the office; however, the software needed to set up the system is not yet completed. Brenda asked what the policy was for public use of the L/LRC network system. Kippy replied that all students and faculty are welcome to use the systems, but should be scheduled to do so. The public should first go to the public library for services. If OTC has what is needed and the public library does not, then they may use these services on the L/LRC. Kippy also stated that since none of the Saturday classes made, Dr. Martin asked that the L/LRC be closed Saturdays for security reasons.

Kippy presented the members with a copy of the L/LRC Audit Report which she just received this week. The audit was done in February, 1994, by Consultant Barbara Baker. Attention was made to pages 5 and 6 concerning "Commendations, Recommendations, and Suggestions." Recommendations and suggestions have already been addressed and/or resolved; however, the council should review and revise the current policy manual and more efforts will need to be made towards collecting college archival materials.

With no further discussion, the meeting was adjourned. The next meeting will be Friday, October 21, 1994, at 2:30 p.m.

Ronnie Thompson  
Ronnie Thompson, Chairman

Brenda D. Keisler  
Brenda D. Keisler, Sec.

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: APRIL 26, 1994

The Library Faculty Advisory Committee met Tuesday, April 26, 1994, at 2:30 p.m. in the library. Members present were Ronnie Thompson, Gary Garrison, Mike Morrison, Bob Smith, Kippy Massey, and Brenda Keisler. Members absent were Ruben Keisler, Adrian Ashley, and Lynette Smith (all three were with students competing in Little Rock).

The meeting was called to order by Chairman Ronnie Thompson. Minutes from the February meeting were read and approved.

Kippy reported that a follow-up was done on the March suggestion that a student worker from CADC Project Achievement be placed in the library. GED student Amy Mathis has now been working for two weeks and works on Thursdays and Fridays. Kippy has requested that the library be kept on the list for other students who may be able to work on other days. Mike Morrison suggested that workers might also be obtained through a program for older workers.

Statistics were reviewed on LRC use for the semester so far. Numbers reflected high use despite a week of spring break. Also, a survey was sent out recently to students and faculty concerning LRC use. A petition for capital funds is being made. These funds will be used to purchase more shelving and to provide minimal equipment to connect to ArkNet II. The Workplace 2000 money will be used mainly for general education with emphasis on building up the reference collection. As prices continue to fall, additional CD Rom equipment may be purchased stressing educational areas. Ronnie asked if ArkNet II would be connected to the other departments. The grant only covers the LRC for now; however, the goal is to eventually network the whole campus.

Kippy reported that she had made a trip to WestArk Community College last week to view their distance education setup. The purpose of this trip was to explore the potential of expanding to Grant and Dallas Counties in the future. While there, she also visited their library. In comparison, she stated that although they had much more space, OTC's library is still very comparable, especially in the computer areas.

The library hours between spring and summer terms will be from 8 - 5 Monday through Friday. The library will be closed Saturdays through the summer with the tentative summer hours being set from 8 - 8 Monday through Thursday and 8 - 5 on Fridays. The next L/LRC faculty advisory meeting will be August 30, 1994. Mike Morrison was recognized for the input he has made on the committee while serving over the last year. With no further business, the meeting was adjourned.

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Ronnie Thompson, Chairman

  
Brenda D. Keisler, Secretary

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: MARCH 22, 1994

The Library Faculty Advisory Committee met Tuesday, March 22, 1994, at 2:30 p.m. in the library. Members present were Ronnie Thompson, Kippy Massey, Mike Morrison, Ruben Keisler, and Brenda Keisler. Members absent were Lynette Smith, Adrian Ashley, Bob Smith, and Gary Garrison.

The meeting was called to order by Chairman Ronnie Thompson. Minutes from the February meeting were read and approved.

Kippy gave a handout concerning the OTC L/LRC usage for January and February. In general, the usage by both students and instructors continues to grow each month.

Kippy also reported that she and Milton Purdy had attended a meeting in Fayetteville concerning ArkNet II. Clarence Duran had visited recently from Henderson State University to help advise in setting up the ArkNet II system. Through a grant, OTC's first two years of membership dues are being paid. We are already considered members. After connection has been completed, a faculty/student workshop will be held to familiarize everyone of the ArkNet II benefits. Mike Morrison asked about charges. Kippy stated that the school will absorb the charges which is approximately \$1500-\$2000 per year. There will be no long-distance fee.

Currently, the OTC L/LRC can dial in to the "First Search" connected to OCLC. All fields can be searched through articles since 1990 in government publications, Med-line, and ERIC. There is some trouble in connecting and disconnecting the phone lines in order to use this service. Ruben suggested using a T-jack phone connection to avoid this problem until something better can be arranged.

Recently, there has been a problem with students bringing disruptive children into the L/LRC. It was suggested that rules developed earlier this year be strictly enforced. Ruben asked if there are times when there is no supervision available. Kippy stated that many times she and Paula must both be out at the same time. Mrs. Overton is available on Fridays, but on other days there is no one available. Brenda suggested that Kippy get in touch with Peggy Richardson at the CADC Project Achievement office concerning student workers who might be able to help.

With no further discussion, the meeting was adjourned. The next meeting will be Tuesday, April 26, 1994, at 2:30 p.m.

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Ronnie Thompson, Chairman

  
Brenda D. Keisler, Secretary

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: FEBRUARY 22, 1994

The Library Faculty Advisory Committee met Tuesday, February 22, 1994, at 3:00 p.m. in the library. Members present were Bob Smith, Ronnie Thompson, Kippy Massey, Ruben Keisler, Mike Morrison, and Brenda Keisler. Members absent were ~~Nancy Huber~~, Adrian Ashley, and Gary Garrison <sup>and Lynette Smith</sup>.

The meeting was called to order by <sup>Chairman</sup> President Ronnie Thompson. Minutes from the January 25th meeting were read and approved. Time conflicts were discussed and it was agreed to move the meeting time from 3:00 p.m. (on the last Tuesday of each month) to 2:30 p.m. on that same day.

A copy of "An Analysis of the Accomplishments Made by the Library/Learning Resource Center at Ouachita Technical College Since the Implementation of a Formal Library Structure in Fall 1992" completed by Lamonica McCracken was given to each member. Kippy reviewed the highlights of the report which included basic record-keeping data and results from surveys from the various areas of OTC. Kippy explained that one reason for the surveys was to build awareness throughout the campus of the services of the L/LRC. She also included that not all transactions were included in the data such as information gathered by phone and some information provided by computer.

Kippy noted that the OTC L/LRC was the only technical college library to be included in a National Science Foundation Grant which will allow us to be hooked up to ArkNet II (Level II). The grant runs for two years; then OTC will have to pick up the charges unless the grant is possibly renewed or if future grants can be acquired. A time frame for connection has not yet been set, but it may be soon. There will be a lump sum user fee charge along with some on-line service charges. This was made possible through an expansion of the Arkansas higher education network with the assistance of Henderson State University. Eventually, we will be able to link with centers across the nation and the world. Mike Morrison asked if this could possibly be publicized and if this could benefit technical programs. Ruben responded that this would be very beneficial by allowing technical programs to have access to the latest technology. Also, industrial maintenance instructor Milton Purdy will be installing cables to link all instructors' office computers to the main computer ~~this summer~~ <sup>at the time of the summer</sup>. Ronnie suggested a press release concerning the grant for ArkNet II and will contact Kathy Richardson about this.

Kippy stated that retired librarian Florine Overton has volunteered to help out a few hours each week in the L/LRC.

Questions were asked concerning the local county library. The local library is not currently on a network ~~but does~~ <sup>and</sup> handle inter-library loans. Ronnie asked if Kippy charged for copier use. She

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OTC LIBRARY/FACULTY ADVISORY COMMITTEE  
MINUTES: JANUARY 25, 1994

The Library Faculty Advisory Committee met on Tuesday, January 25, 1994, at 3:30 p.m. in the library. Members present were Gary Garrison, Mike Morrison, Kippy Massey, and Ronnie Thompson. Ruben Keisler, Adrian Ashley, Lynette Smith, and Bob Smith were absent. → R

The meeting was called to order by President Ronnie Thompson. Minutes from the November meeting were read and approved. There was no meeting in December due to the holidays. A new meeting time for this semester was established, and it will be the last Tuesday of every month at 3 p.m.

Kippy reported that heavy use of the computers has made it necessary to form a policy. This policy allows library personnel to schedule the use of the computers. Each person will have to sign up for 30 minute time periods. The policy was then discussed and given unanimous approval.

Kippy also stated that she had new sheets to keep track of the library's use. These new sheets will aid in keeping a more accurate account of who is using the library and which materials are being utilized. The use of the library was high during the month of January. The exact numbers will be available at the next meeting.

A complimentary article which mentioned Ouachita's library was published in the Arkansas Higher Education Review. The article stated: "Red River, Ouachita, and Black River have been leaders in developing information technology options for their students."

The next meeting will be on Tuesday, February 22, at 3 p.m. With no further business, the meeting was adjourned.

\_\_\_\_\_  
Ronnie Thompson, Pres.

Brenda D. Keisler  
Brenda D. Keisler, Sec.

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: SEPTEMBER 22, 1995

The Library/Learning Resource Center Faculty Advisory Committee met Friday, September 22, 1995, at 2:30 p.m. in the library. Members present were Ronnie Thompson - chairman, Jean Myers, Ruben Keisler, Carla Crutchfield (replacing Bob Smith), and Brenda Keisler. Members absent were Gary Garrison, Lynette Smith, and Adrian Ashley.

Ronnie welcomed Jean and Carla to their first L/LRC meeting. The committee reviewed the purposes of the Committee as stated in the policy manual:

"The responsibilities of the Committee include promoting the Library/Learning Resource Center within the OTC campus community, advocating the adoption of library policies to the OTC Faculty Council, Administration, and Board of Trustees, and providing advice and assistance on a variety of issues as requested by the OTC Library Director."

Jean reported that Florine Overton will probably begin volunteering within the next week and will be cataloging new materials which have been received. She also reported that we would soon be totally automated and explained the Bibliofile Database.

Ruben made the motion that the Committee start meeting quarterly. Now that the L/LRC has developed into a fully functioning unit, there is less need for a monthly meeting. Carla seconded and the motion passed.

With no further business, the meeting adjourned. The next meeting time will be announced later.

  
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Ronnie Thompson, Chairman

  
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Brenda D. Keisler, Sec.

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: APRIL 28, 1995

The Library/Learning Resource Center Faculty Advisory Committee met Friday, April 28, 1995, at 2:30 p.m. in the library. Members present were Ronnie Thompson, Kippy Massey, Ruben Keisler, Gary Garrison, Lynette Smith, and Brenda Keisler. Members absent were Adrian Ashley and Bob Smith.

Several changes in the Policy Manual were reviewed. These include:

1. Rules insert
2. Age limitation (dropped the age 18 limitation)
3. Eligible borrowers (include community use with valid library card)
4. Inter-Library loan (ILL) for OTC students
5. Striking out the term "collection of textbooks" on page 9 of the manual (these are for tutor use).

Gary Garrison moved to approve these changes, Lynette Smith second, and the motion carried.

Kippy reviewed the statistics through the third week of April. There had been a total of 3646 uses for the spring semester, so far, with about two weeks of classes left. This compares to 3912 uses for the fall (1994) semester. She also reported that \$44,000 had been received by the school for basic skills development programs.

With no further business, the meeting was adjourned. The next meeting date will be announced after the beginning of the fall semester.

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Ronnie Thompson, Chairman

  
Brenda D. Keisler, Sec.

# !!!!!!CELEBRATION!!!!!!

WHO: OTC LIBRARY AND INSTRUCTIONAL SUPPORT STAFF AND FAMILY

WHAT: THE COMPLETION OF A SUCCESSFUL YEAR

WHEN: SATURDAY, MAY 6, 1995, 5:00 P.M.

WHERE: 305 W. SULLENBERGER AVENUE, MALVERN, ARKANSAS  
BOB & KIPPY MASSEY'S HOUSE

WHY: WHY NOT? AND BESIDES WE ARE ALL WONDERFUL, WE HAVE  
ALL WORKED HARD, AND WE DESERVE TO HAVE FUN TOGETHER  
(which we do anyway)

HOW: POTLUCK (SEE SUGGESTED LIST BELOW)

Kippy -- Meat, don't know what yet, Bob won't commit  
and iced tea -- if you want something else, bring your own

Paula -- English Pea Salad and Dessert

Martha -- Potato Salad and Dessert

Geneva -- Fruit Salad

Joan -- Vegetable casserole or salad

John -- Bread

Mrs. Overton -- anything she wants to bring

Linda -- whatever she wants to bring, and we won't even make her talk

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: MARCH 31, 1995

The Library/Learning Resource Center Faculty Advisory Committee met Friday, March 31, 1995, at 2:30 p.m. in the library. Members present were Ronnie Thompson, Kippy Massey, Ruben Keisler, Bob Smith, and Brenda Keisler. Members absent were Gary Garrison, Lynette Smith, and Adrian Ashley.

The meeting was called to order by Chairman Ronnie Thompson. Minutes from both the January and February meetings were read and approved (a quorum was not present at the February meeting to approve the January minutes).

Kippy referred to the Policy Manual which is still in the process of being edited. Additions which are being made are a library card page (regulations in the use of the library card) and a section of "Basic Rules for the Use of the L/LRC." Included on this list of Basic Rules will be the statement, "A complete copy of rules is available at the circulation desk." *Policy Manual*

Ronnie Thompson moved that the title "Library Director" on page three be changed to "OTC Director of Instructional Support and the Library"; Ruben Keisler seconded the motion and it carried. Bob Smith made the motion for a statement to be included in the COPP for reference to be made to the L/LRC Policy Manual concerning relevant matters.

In the budget, Kippy has requested funds for a part-time computer technician to assist students in computer-based research. Other money is needed to pay ArkNet membership. Arkansas State Library Association has been paying OCLC memberships of approximately \$500 in the past; however, we will be responsible for paying this in the 1995-96 term. There is an additional fee for ILL and First Search but we will have access to other sources such as Amigos Bibliographic.

With no further business, the meeting was adjourned. The next meeting is tentatively set for Friday, April 28, 1995, at 2:30 p.m. in the library.

  
Ronnie Thompson, Chairperson

  
Brenda D. Keisler, Sec.

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: FEBRUARY 24, 1995

The Library/Learning Resource Center Faculty Advisory Committee met Friday, February 24, 1995, at 2:30 p.m. in the library. Members present were Kippy Massey, Ronnie Thompson, and Brenda Keisler. Members absent were Bob Smith, Ruben Keisler, Lynette Smith, Gary Garrison, and Adrian Ashley.

Since there was not a quorum present, approval of the January minutes and all other decisions were postponed until the March meeting. A review of the Policy Manual was also postponed.

Kippy distributed copies of the following documents and asked that copies be distributed to the members who could not attend:

1. Statistics for January 1995 (with 1994 comparison);
2. Goals and objectives to be added to the Operational Plan;
3. LRC section of the Self-study;
4. The 1995-96 departmental budget which has been submitted but not yet approved.

After a brief discussion concerning these papers, the meeting was adjourned. The next meeting is tentatively set for Friday, March 31, 1995, at 2:30 p.m. in the library unless another meeting conflicts with this time and date.

  
Ronnie Thompson, Chairman

  
Brenda D. Keisler, Sec.

OTC LIBRARY/LRC FACULTY ADVISORY COMMITTEE  
MINUTES: JANUARY 20, 1995

The Library/Learning Resource Center Faculty Advisory Committee met Friday, January 20, 1995, at 2:30 p.m. in the library. Members present were Ronnie Thompson, Ruben Keisler, Kippy Massey, Bob Smith, Brenda Keisler, and Lynette Smith. Members absent were Gary Garrison and Adrian Ashley.

The meeting was called to order by Chairman Ronnie Thompson. Minutes from the December, 1994 meeting were read and approved.

Kippy Massey distributed copies of the current L/LRC Policy Manual which the committee was asked to review. Revisions may be necessary in a few areas. In addition, a copy of the rules needs to be incorporated into the policy. Kippy asked that the age limit regulation be considered - whether or not to allow anyone under 18 years old to use the L/LRC without a parent or guardian present. Ruben Keisler stated that allowing local high school students to use the L/LRC can be good public relations and may a recruiting feature for future students. Lynette Smith asked if anyone had checked with other technical colleges to see what policy they had concerning high school students. Kippy stated that she would follow up on that suggestion. Ronnie Thompson suggested that students in the high school trade classes be allowed to use their instructor's library card when using the L/LRC for trade class assignments.

Kippy also stated that the L/LRC is currently open on Saturdays from 8:00 a.m. to 12:00 noon. Additional areas which Kippy asked to be considered were: security, monitoring (especially when the new facilities are completed), and computer usage. After the L/LRC Policy Manual has been reviewed and/or revised, a copy will be submitted to the OTC Board for approval.

Copies of the Fall - 1994 L/LRC Statistics were distributed. A copies of the survey results were also attached. Both documents show an increase in usage and familiarity of the L/LRC facilities. The main complaint that was given was that the L/LRC needed to be larger with more materials and staff. The overall survey assessment was very positive.

With no further business the meeting was adjourned. Future meetings will be held the third Friday of each month at 2:30 p.m., depending on the time frame of other OTC committee meetings. Friday, February 17, 1995, at 2:30 p.m. is tentatively set for the next meeting.

  
Ronnie Thompson, Chairman

  
Brenda D. Keisler, Secretary