

WILLIAM RAINEY HARPER COLLEGE
Algonquin & Roselle Roads
Palatine, Illinois 60067

AGENDA

November 24, 1970

- I. Call to Order
- II. Roll Call
- III. Approval of Minutes
- IV. Approval of Disbursements
- V. Communications
- VI. New Business
 - A. EDUCATIONAL PRESENTATION
(Learning Resource Center) Exhibit A
- VII. President's Report
- IX. Adjournment

WILLIAM RAINEY HARPER COLLEGE
BOARD OF TRUSTEES OF JUNIOR COLLEGE DISTRICT 512
COUNTIES OF COOK, KANE, LAKE, AND McHENRY, STATE OF ILLINOIS

Special Board Meeting of Tuesday, November 24, 1970

Due to lack of a quorum, the special meeting of the Board of Trustees of Junior College District No. 512, scheduled for 8:00 p.m. on November 24, 1970, was canceled.

Board members present--Mr. John Haas, Mr. Richard Johnson and Mr. Joseph Morton--toured the Learning Resource Center facilities and participated in a discussion with Dr. Voegel and his staff on the facilities and equipment.

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MEMORANDUM

TO: BOARD OF TRUSTEES OF HARPER COLLEGE

FROM: James J. Hamill, Chairman

SUBJECT: Re-Scheduling of Board Meeting

DATE: November 18, 1970

This will serve as notification that the regularly scheduled Board meeting of the Harper College Trustees on November 26, 1970, will be cancelled and a special meeting will be held on November 24th.

The meeting will be held in the Board Room at Harper College and 8:00 p. m.

The agenda for this meeting is attached.

HARPER COLLEGE L.R.C. COMPARISON DATAReferences:

- (A) Library Survey: A Multimedia Survey of the Community College Libraries of the State of Illinois, The Survey Committee of the College and Research Library Section of the ILA, George Fox, Chairman, 1970.
- (B) Report of Selected Data and Characteristics of Illinois Public Junior Colleges, 1969-70, Illinois Jr. College Boards, Springfield, Jan., 1970.

The highlights of the L.R.C. data reported in reference A (data base: 1968) and reference B (data base: 1969) regarding Harper's L.R.C. are as follows:

1. In 1968, Harper was 1st in number of volumes added (ref. A-Table 6).
2. Harper is 1st in size of TV studio complex, both present and planned (ref. A-Table 7).
3. Only 6-12 colleges are planning various facets of library automation (ref. A-Table 8). Harper is now in phase I of its automation development.
4. Harper ranks 3rd (of those colleges with AV included in L.R.C.) in % of total institutional budget which was 9.0% (ref. A).
5. In 1968, Harper ranked 9th among 27 public junior colleges in Illinois for volumes held in the library. Of the other 8 colleges, they were all 6-65 years older than Harper, except one (ref. A).
6. The L.R.C. ranked 3rd in number of professional people assigned in L.R.C. in fall 1969 (ref. B-Table 15B).
7. In the fall, 1969, Harper ranked: (ref. B-Table 40; Table 43).

18th - volumes added	6th - periodical holdings
15th - total volumes held	6th - film holdings
5th - microfilm holdings	13th - filmstrip holdings
6th - serial titles holdings	11th - audio tapes holdings

FACULTY CHARACTERISTICS

Table

C.

9. Preparation of learning resource services staff

	<u>Number</u>	<u>Percent</u>
a. Holding earned Doctor's degree	<u>1</u>	<u>8.3 %</u>
b. Holding Master's degree plus 30 or more sem. hrs.	<u>1</u>	<u>8.3 %</u>
c. Holding Master's degree	<u>7</u>	<u>58.4 %</u>
d. Holding Bachelor's degree	<u>2</u>	<u>16.7 %</u>
e. Holding Associate's degree (2 yrs. of college or more)	<u>1</u>	<u>8.3 %</u>
f. Having less than Associate degree (under 2 yrs. of college)	<u> </u>	<u> %</u>
g. Total	<u>12</u>	<u> %</u>

10. Preparation of the student personnel services and aids staff

	<u>Number</u>	<u>Percent</u>
a. Holding earned Doctor's degree	<u>5</u>	<u>25.0 %</u>
b. Holding Master's degree plus 30 or more sem. hrs.	<u>5</u>	<u>25.0 %</u>
c. Holding Master's degree	<u>10</u>	<u>50.0 %</u>
d. Holding Bachelor's degree	<u>0</u>	<u>0.0 %</u>
e. Holding Associate's degree (2 hrs. of college or more)	<u>0</u>	<u>0.0 %</u>
f. Having less than Associate's degree (under 2 yrs. of college)	<u>0</u>	<u>0.0 %</u>
g. Total	<u>20</u>	<u> %</u>

SOURCE: 1970-71 Application for Recognition Report

L.R.C. RESOURCE COLLECTION

Table I indicates the total growth of the collection which has now reached 40,529 cataloged items. Since 12,077 items were cataloged last year, with 252 work days, this averages about 48 items a day; 8,413 books were cataloged, which averages up to just over a rate of 700 a month.

TABLE I
TOTAL GROWTH OF COLLECTION

Type of material	Total last year	Added	Total
Books	21,587	8,413	30,000
Films	328	205	533
Filmstrips	113	250	363
Microfilm	2,357	1,247	3,604
Port., Maps, etc.	0	12	12
Records	544	257	801
Reprints	0	280	280
Slides	3,203	1,245	4,448
Tape recordings	320	157	477
Video Tapes	0	11	11
Total items	28,452	12,077	40,529

The inventory in August, 1969 showed 242 books missing, a little over 1% of the book collection. There are indications that the loss rate for last year is higher. Another inventory underway now will determine.

TABLE II
COMPOSITION OF THE COLLECTION

	L.C. Class	1969-70 % of coll. (30,000)	1969-70 % of additions (8,413)
Humanities & Gen. Works	A,B,M,N,P,Z	38	40
Social Science	C,D,E,F,G,H,J,K,L	30.5	29
Physical Science	Q,QE	6	5
Biomedical Science	QH,QR,R,S	9	9
Technology	T,U,V,	8.5	9
Unclassified Mat. (unc. bound periodicals)			

The slide index developed by the Library Staff is unusual, not often found in libraries and is added to constantly. It provides ready access to any of the 4,500 slides in the collection by author, title or subject approach.

L.R.C. - LIBRARY SUMMARY

	Sept. - Oct. Comparisons	<u>1969</u>	<u>1970</u>
1. Patron use, Library floor		28,172	29,686
(Daily Average)		671	742
			(2 less days)
2. Printed materials circulated .. <u>TOTAL</u>		<u>3,290</u>	<u>4,364</u>
a) 2 week, books			
1. students		2,507	3,189
2. faculty		248	268
b) Reserve books		474	862
c) Magazines		52	43
d) Reference materials		9	2
3. Microfilm use		65	168
4. <u>Copies</u> of materials reproduced		5,586	6,275

L.R.C. - AV MEDIA SUMMARY

	Sept. & Oct. Comparisons	<u>1969</u>	<u>1970</u>
1. Patron use, Independent Study Center		840	2,200
2. AV Materials circulated from LRC	<u>TOTAL</u>	<u>1,150</u>	<u>1,808</u>
a) film strips		18	67
b) listening station materials		376	156
c) records		165	188
d) 16mm films		162	152
e) slides		218	203
f) tapes (reel)		211	116
g) tapes (cassette)		-	462
h) other misc.		(no data)	62
i) electronic calculators		(new 10/70)	45
3. Rental Films used			91
4. Graphics Production	(9/69-1/70)		Sept.-Oct. Only
a) 35mm color slides		925	2,262
b) overhead transparencies		335	230
c) photography prints (B&W)		2,080	827
d) 16mm movie film (entire yr.)		1,800 ft.	100 ft.
e) signs (entire yr.)		220	190
f) design & graphic art projects		0	25
g) thermofax quick process overhead trans.		--	3,000
h) work orders		(no data)	169 of 200 completed
5. Television Studio Productions	(not operational)-		7 completed - 31 in process
a) TV distribution	(not operational)		69
b) portable videotape recorder use	(not operational)		123
6. Audio Reproduction & Duplication	(only partially operational)		1,314
7. AV Equipment Utilization		1,402	1,471

7.

AUDIOVISUAL EQUIPMENT USE
 Fall Semester
 Comparative Figures

	1969			1970		
	SEPT.	OCT.	TOTAL	SEPT.	OCT.	TOTAL
Film Strip Proj.	10	38	48	13	20	33
Overhead Proj.	87	116	203	Assigned to all rooms		
8mm Loop Proj.	3	3	8	7	2	9
8mm Motion Proj.	1	2	3	3	3	6
Slide Proj.	21	35	56	38	58	96
16mm Proj.	79	101	180	62	119	181
Record Player	15	44	59	11	42	53
Tape Recorder	42	71	113	21	27	48
Tape Cassette Recorder	27	51	78	149	330	479
Filmstrip & Record Player	3	3	6	4	1	5
Filmstrip Previewer	0	1	1	7	11	18
Opaque Proj.	23	37	60	15	27	42
Programmer	--	--	--	0	2	2
Carts	91	261	352	77	115	192
Screens	--	--	--	6	18	24
Headsets (LS)	91	31	122	48	101	149
Elec. Calc.	0	0	0	0	new 45	45
Stereo Record Player	15	24	39	3	4	7
Reading Accelerators	30	0	30	22	0	22
TOTAL	550	852	1,402	514	957	1,471