

IS Division Meeting Minutes – Friday, June 27, 2008 @ 9:00am

Attending: Aldrich, Braden, Carroll, Cook, Goodson, Lankford, Rootes, Sullivan

1. Approval of minutes from 5/30/08 meeting (moved by Rootes, seconded by Aldrich & Cook).

2. Video feedback (Rootes)

1st one primarily for PR. Suggestion made to break it up into brief sections focusing on specific services. We need to concentrate on instructional efforts not PR. Rootes plans to use it in her classes so she can get feedback from students. Sound needs to be fixed, but consensus is that we are generally satisfied with it.

3. Reference desk student workers (brought up by Sullivan)

What authority do librarians have over them? Can librarian on duty give them a warning? Rootes says yes, that they have been told that the person working the desk is their supervisor for that time period, and they have specific instructions about what tasks they are to complete during their shift. Rootes will put an outline of that in the time sheet notebook. We should start initialing their time anyway so she knows that their time is verified when she has to do their biweekly timesheets.

4. Reference desk shift scheduling (brought up by Sullivan)

Goodson said that she will continue to do the schedule in a fashion similar to past customs for the time being. All the librarians have RefDesk among their MPE standards. LibStats is going to be implemented, and then we will be able to keep more detailed statistics, which will affect future staffing models.

5. Library Open House (brought up by Goodson)

Cook and Fulkerson have been assisting with plans. Open House will be similar to past events, but simpler (no prize drawings). There will be giveaways (pads, highlighter with Library logo, refrigerator magnets with Library contact information, candy). Table volunteers will be asked to demonstrate most important items on Library website using laptops on tables; Cook and Fulkerson are working on an outline of the most critical items to emphasize. Suggestion: contact Scot Lingrell to be sure that Open House is announced at the Transitions Orientations.

6. Badke 3rd edition desk copies distributed to all

Bookstore wanted us to stay with 2nd edition because they had so many left over, but we refused.

7. Other business

For the time being, students will still have to log into UCC computers before they can use the new shared online storage. Sam is working on it. Workaround is to tell them to check out laptops.

REMINDER: Next meeting is scheduled for July 25, 2008