Reference and instruction meeting 1/6/16

Present: Lehman, Lennertz, Gibeault, Juhl, Daniels, McKee, Youngblood, Laincz, Parker-Gibson, Johnson, Kirkwood, Jones, Spiegel, Zou

Norma (and Kathleen)
- Training on LibAnswers 2.0: as part of being on the ref desk, we would like everyone to be logged in to the LibAnswers account during their shifts and answering or referring questions as they come in. Please use the generic login when at the desk (and your own login if in your office/elsewhere) I’ve attached the handout we had hoped to have on Wednesday. For those of you who work the desk but weren’t at the meeting, Norma or I will get you up to speed when we can.

Kathleen
- Sign up for Help-A-Hog Spring edition, which will be on Tuesday, Jan 19th and Wednesday, Jan 20th (please note Wednesday we will have a candidate for the Head of the Office of Scholarly Communications visiting). Please check your calendars and see the attached signup sheet – let me know if you can help out! You can email me or I’ll have the schedule hanging on my office door. Thanks for those of you who have already volunteered.
- Dibs! Reserve a Room is up and running. You can learn more here and here, but for now, direct patrons to the circ staff for booking or to answer questions. We’ll go through it together at our next meeting so you can help patrons make appointments, too.
- Please take a look at the email I sent this morning with the W to W schedule template

Beth
- The group gave a green light to go live with the updated catalog next week.

Lora
- Administration has approved the purchase of the discovery layer Summon. An implementation team will be created and more details will be forthcoming.
- For the redesign/creation of a reference consultation space, we will be hoping to be working with architecture students on the design.
- Joel will be starting Jan 19th and will be in office 220J (Karen’s old office). Elaine will be starting on Jan 25th and will be in 223B (Necia’s old office).
- Duties and goals due Jan 15th. Folks who will be reporting to Joel will be creating these in consultation with Lora for now.
- There is a meeting about the new storage facility today.
- There are discussions happening with the Research Office on data management. Campus is looking for a central place for faculty to be able to store data Joel will be working on this project. Starting in a few day, Tony will be checking email at home and hopes to be back at work in roughly six weeks.