Reference and instruction meeting 7/15/15

Present: Lehman, Lennertz, Gibeault, Fritz, Daniels, McKee, Torres, Laincz, Salisbury, Parker, Johnson, Kirkwood, Jones, Spiegel, Gibson, Zou, Stankus

Lora
  - updated organizational chart to reflect functions has been posted
  - Room 102 upgrades –
    o Please let Boddie/Lora know if there is software you need that wasn’t listed
    o Group decided to go with Windows 2010 and Write-N-Cite 4 on the 102 computers
  - ALA and other conference reports – Lora will schedule a time for people to share the most interesting thing they learned or something them would like to implement here
  - Candidates for Instruction reminder – please attend as much of the candidates’ interview sessions as you can. Interview dates are Aug 3-4 and Aug 6-7.
  - Basic stats for this year – Lora will have reported numbers to share later but generally numbers are down for services (circulations, questions, etc.). There followed a discussion about QuestionPoint; will need to investigate its usefulness, issues with answering questions, other options for a chat service, etc. at a later time.
  - SciFinder – Science group assigned to discuss and create a policy for walk-in user use of SciFinder

Luti
  - Graduate student orientation activities – described the activities of which she is apart for the international and graduate student orientations. Generally she shares library basics and does not go in-depth on subject specific material. Michelle said she has put together a handout for the graduate students of the departments she works with to introduce them to the libraries.

Kathleen
  - BluuBeam intro – Email Kathleen if you have ideas for what messages might be “beamed” to students. (Actual Pro/Con report and recommendation will come later – Let Kathleen know if you want to help with this future report)
  - Watch for any OPAC records not fully loading and tell Judy if you see any misbehaving
  - Fyi: web group will be looking at FAQs pages and will ask ref to review later - this brought up the question of what is best to go to in a LibGuide vs. regular webpage; Kathleen will bring this to Web Group/Web Services.
  - When to Work - Sherryl is working on a Fall Template – Please put your preferences in for fall (let us know if you need any help with this, or want a WtoW refresher in general). Any volunteers for Fall evening reference desk Monday, Tuesday, or Wednesday? – please let Kathleen know.
  - Microform reader training by Lynaire tentatively scheduled for Aug 12th at 9:00am (opposite week of reference meetings)
  - Sherryl and Kathleen are looking to do a practice off-line circ drill in August (hopefully before school starts). I’ll keep you posted