Reference and instruction meeting 8/5/15

Present: Lehman, McKee, Torres, Youngblood, Boyd, Parker-Gibson, Johnson, Kirkwood, Jones, Spiegel, Stankus, Freedle

Kathleen
- A reminder as we approach the start of the school year to track all questions in DeskTracker, even the easy ones...like answering “Where is the bathroom” for the hundredth time a day...with a smile :)
- Thank you to fall evening duty folks: Monday – Beth, Tuesday – Kathleen, Wednesday – Jozef, Thursday – Tony
- Tours for start of school year – please see the attached for the dates and times of the start-of-the-semester tours. See Norma if you can sign up to help out (GAs can help out, too!)
- Other volunteer opportunities: thank you to everyone who signed up for stuff during the meeting, I’ll have Outlook invites out to y’all shortly. Still would like one volunteer to be my this buddy for the straggler student orientation table on Monday, August 10th from 7:30 – 9:00
- UAPD text number: 479-800-0405 – share far and wide! – this is a number we and our patrons can use to alert the police of a situation or share information with them; this is particularly useful for situations where a phone call might not really be an option but a text is. Also, it’s a good way to send pictures of a situation to help give the police more information.
- Confirmed time for microform training: August 12th at 9:00am in periodicals
- When to work – put in all future dates that you know or think you know. It is helpful for me for general long-term planning if you put in your absences (conferences, vacation dates) in When to Work as far in advance as you can that way I don’t plan to be out at the same time as the rest of the team! If plans do change, just send me an email (via Outlook or through When to Work) and it’s easy for me to update. Again, generally it’s easier for us to plan for you to be out and then actually have you here, than it is for us to find you gone once all the puzzle pieces are in place. I (or Sherryl) can easily show you any of the preferences/time-off features in WtoW if you’d like a refresher.
- I have a small proposed shift for the ready reference materials so we can use the empty shelves in the area behind the learning common desks. At the meeting we agreed it would be okay to move the Ready Reference materials to the empty shelving that is in the Learning Commons area (about four feet from where it is now). This will allow for a better flow of the course reserve materials as those shelves fill in for the fall semester. I hope that makes sense in writing, but just let me know if you have questions.

Necia
- FYI: There is a researcher (grad student?) working with Dr. Patrick Stewart who is conducting research study and will be in the library today (he’ll be the guy with the big case of tablets). Ask Necia for more details.

Beth
- Beth shared with the group the draft of the new libraries webpage design that she and Dylan plan to roll out before the start of the school year. Her apologies to everyone that has screen shots for presentations, but we agreed with her that getting the roll out nowish, rather than later, is preferred.