Reference and instruction meeting 9/2/15

Present: Lehman, Lennertz, Juhl, Daniels, McKee, Torres, Youngblood, Laincz, Boyd, Parker-Gibson, Johnson, Kirkwood, Jones, Spiegel, Gibson, Zou, Stankus, Freedle

Lora

- Visiting classes – Please let Lora know what up-coming classes you have scheduled
- Update on Instruction Librarian – Committees will be voting soon to discuss rank of tenure of the candidate
- New field in Desk Tracker – The “Title Requested but not owned or available” box has been added into Desk Tracker to capture what our patrons are requesting or expecting to find. I (Kathleen) am going to move this box to its own tab to ease in data collection and will send out more information (hopefully shortly).

Kathleen -

- The printing software for the GACL labs will be changing soon. Some important details are:
  - Will still be called PrintSmart
  - Patrons will have to put in their user name and password to release print job
  - If a patron runs out of quota money, they can purchase Razorbucks and transfer some Razorbucks to their quota. There will no longer be a card swipe. Once transferred to the quota, Razorbucks cannot be transferred back. (I’m looking into what this will mean for our public quests who have used cards to print in the past.)
  - Everyone’s quota will be reset at the time of rollout!
  - Boddie has the instructions for installing the software already and will be working with the branches when the update takes place.

- We are looking at software that would allow patrons to book the Library study rooms we have available to them, which would include the group rooms on level 3, the consultation spaces that aren’t yet finished on level three, and the open single study carrels on floor 4. For the rooms on level 3, they’d still have to come get a key from us. For the rooms on four, they still won’t need a key, but we can put up signage to let walk-in users will know that the room may be booked later, tell them how they can check if it is, and tell them how to book if they want to reserve their spot. We’ll work out the details once a software is chosen. Whatever we will choose, will be on trial for a year or two. If it works well for our patrons and us, we’ll keep it and if not, we’ll search for a better solution. We will be going with Dibs software: http://dibs.evanced.info/

- The Class+ writing tutors will be in Mullins starting Sept 8th with the same hours as before: Monday – Thursday 2-8pm. I could not get an answer on what hours the other Class+ tutors will be working in the library, but if anyone comes our way, just direct them to the tutoring space. They do still plan to have a TV sign installed with information but are still working on it.

- On Sept 29th at noon there will be CAKE! and a small celebration for Kareen’s retirement

- This has been mentioned in some groups already, but Beth and Dylan have put together a form for course reserves that links directly from catalog records and will auto-fill the top portion of the form.

For example:
Leads to:

Request an Item for Course Reserves

Use this form to request that print materials from library collections be placed on course reserve for class.

For scanned articles, chapters, or other electronic materials, please use our reserve form or contact reserves staff.

More about course reserves.

About the Item

Author:
O’Neill, Amanda

Title:
Cats

Call Number:
SF445.7 .O6 1998

ISBN / ISSN
0753451131

Publication Date:
1998

Specific edition, translation, or copy? Comments?:

The form will be routed to the appropriate desk/branch based on the location chosen for the item to be put on reserve. Quoting from Beth “Though designed for instructors, please feel free to use this is you are getting requests for an item we already have in the library. This is an easy way to let the appropriate reserve desk know that the item is being used in a class and requested.” Also, if we get submissions for the students themselves, please forward to me and I will follow up with them.