Reference and instruction meeting 10/21/15

Present: Lehman, Lennertz, Juhl, Kulczak, McKee, Torres, Youngblood, Laincz, Boyd, Johnson, Kirkwood, Jones, Spiegel, Zou, Freedle

Lora
- Special events and PR requests:
  o Regarding ARS events: funding must be requested at the start of the fiscal year along with the non-computer equipment requests we have done in the past. The Budget Request Form can be found in the Public Relations and Special Events StaffGuide (http://uark.libguides.com/c.php?g=79166&p=510418). Closer to the event, if any facilities support is needed, one would need to fill out the Library Special Event Notification Form which can also be found at the link above.
  o Regarding PR: All Newswire and Campus Calendar items must go through Kalli. Signage requests from ARS should go through Lora before going to Kalli.
- Joel Thornton update – will be starting Jan 11th
- We are in OA week. A faculty member from the Law School will be talking about copyright on Friday

Kathleen
- Thank you to everyone who has been helping pick up shifts! And since we were talking schedules, evening Ref Desk shifts for Spring semester: Monday = Beth, Tuesday = Kathleen, Wednesday = Jozef, and Thursday = Patricia.
- Individual study carrels (410, 411, 413, 414) are now working like the group study rooms with keys to check out at the east desk for three hours.
- Many of you have seen them, but the hours for Spring and Summer 2016 are attached.

Norma
- LibAnswers – Planning to move to LibAnswers 2.0 prior to Christmas. Excited for the option of different queues for various types of questions. May want to route some departmental emails through here.
- Reviewing reference collection – Will be developing a plan/process on how to review items that should probably come out of the reference collection and move to general collection. May include review of materials in compact storage.
- Phonebooks – Costs for phonebooks have gone up considerably this year. Probably going to be reducing the collection; plan to check with the History Commission and maybe the state library to see what they have been collecting.

Patricia
- IET rep will be here next week. Will send out reminder and schedule.

Sarah
- Have six confirmed groups for study break partners. Please let her know if you know of other groups that might want to get involved.