ILL Department Meeting Minutes August 8, 2012

Present: Gibson, Turner, Rohr, Reynolds, Roggio, Little, Hampton  
Absent: Tabler

**Gibson:** RazorRush posters are going up around the library. The service will be advertised as the new school year begins. It is imperative that we have our student workers in place by the beginning of the school year. When desktop delivery advertising begins we can expect our average of 650 articles a month to at least double, if not triple. Turner and Roggio will work together to ensure there is sufficient student coverage to assist Hampton in the evenings.

Paging is now available to all patron types. Users can place a request in the library catalog; the item will be retrieved and placed at the hold shelf for pickup.

Thanks to Kareen Turner for managing the mobile cart issues. She stuck with the problem and kept working on it until it was fixed. Thanks for your tenacity Kareen!

The University Archivist search is progressing well. We are at the stage where candidates will soon be invited to come to campus.

The searches for director of Academic Research Services and for Instruction Librarian (not sure if these titles are correct) will begin soon.

**Housekeeping:**

It was agreed that ILL staff will print just one copy of storage requests from now on. Because most of the procedure is automated now, multiple copies are no longer necessary.

It was agreed that staff who forward email requests to branches will move those emails to the "sent" folder once they have been sent. This will reduce confusion among staff as to which items have been handled and which have not.

Gibson will clarify with Zou and Callahan that Hampton should not be used at circulation more than 1.5 hours per day when the fall semester begins.