

LIBRARY SERVICES COMMITTEE
Minutes for April 12, 2005

In attendance: Meredith Bouchard, Elissa Daub, Kungmi Lee, Jason Torre,
Maryanne Vigneaux

LIBRARY ISSUES FORUM:

The April forum on Foreign Libraries is cancelled for now as Mimi reported that few staff are interested in participating.

The next forum will be on May 26th on travel reports. Those staff who attended meetings/conferences between Feb. – May 2005 will be invited to participate. The large conference room will be reserved.

We will move Dan's Forum on his research (bibliography, scores, music) to June or perhaps October.

NEW STAFF ORIENTATION:

Discussion ideas included the importance of orienting new staff soon after they are hired and putting the responsibility of doing this on the department/area where the new hire works. The packets would be prepared in the Director's Office – available student assistant could do this. We will begin to compile a brochure that includes all library staff. Jason mentioned that it cost \$240 to make 100 copies of a 50 page spiral bound booklet with durable cover for AIDC. Staples? Using black and white copy would keep the cost low. The brochure would include a photo and brief info (name, work location, phone). Elissa will check with the Campus Card Office for permission to copy and paste the photo on Solar. If no permission is given then we will ask Keith to take photos. LSC will begin to compile a USEFUL CONTACT LIST (part of the brochure?) that would be geared to staff in the library who could provide specific help. Examples: Who do I contact to reserve a library conference room? Who do I contact for a direct deposit form? Who do I contact for a Blackboard account? Who do I contact to order office supplies?

PROJECT WELCOMING STUDENTS IN FALL:

We are planning an all day information fair (9:00 – 4:00) on Tuesday, September 13 or Wednesday, Sept. 14. We will not go ahead with this idea until we know that library staff are interested and will be involved. A query will be put in the Library Bulletin in June (when activities have slowed down). It will be essential to have this event publicized through campus publications and fliers. We need to request: 1) donations for raffles/give-aways, 2) staff to give tours, 3) staff to station table display areas throughout the day, 4) staff to serve popcorn and pretzels, 5) staff to wear Wolfie costume, and 6) staff to take student individual photos with Wolfie.

NEXT MEETING: May 10, 2005, 2:00 pm, small conference room in Director's Office.

AGENDA: Discuss biographical brochure and general Reference Guide (contacts)