Access Services Department Managers 2021-11-18

Date
18 Nov 2021
12:30pm - 1:30pm
Zoom

Attendees
- Kabel Nathan Stanwicks
- Unknown User (cm342117)
- Angela Persico
- Jeff Goldstein
- Lindsay Van Berkom

Goals
- Plan department meeting agenda
- Outline and assign prep work for winter intersession shutdown at Dewey and Science
- Identify project and work priorities for winter intersession

Discussion items

<table>
<thead>
<tr>
<th>Time</th>
<th>Item</th>
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<th>Notes</th>
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| 10 min| Updates               | Kabel          | • Contactless pickup  
• Spring Hours  
• Cleanup day  
• ULIB PA System Install: January 5 - 7  
• Dewey JSTOR collections  
• ULIB bound journals moving into storage |
| 10 min| Department Meeting Agenda | All          | • Final Exams and stressed students  
• Dewey staff during winter intersession (December meeting)  
• Annual learning theme |
| 30 min| Winter Intersession   | All            | • Shutdown Prep  
• Pickup locations and hold shelves  
• shut down pickup locations monday 12/13  
• send holds to ULIB Thursday 12/16  
• Will campus mail stop delivering to offices like last year?  
• Dewey paging & book returns: Mondays and Thursdays (Kabel & Jeff; Lindsay);  
• Dewey ILL requests: cancel ILLiad requests; fill Alma requests  
• Science paging  
• Projects/Work focus  
• Delegation training  
• Train the trainer (Alma and desk training for student employees)  
• Crucial conversations  
• Collections: pockets and inventory; dusting/vacuuming  
• Strategic Planning |
| 5 min | Meeting Wrap up       | Kabel          | • Recap major points & Action Items assigned  
• Next meeting: Tuesday 11/30 |

Action items
- ✔ Contactless pickup: Teams chat Kabel Nathan Stanwicks 30 Nov 2021
- ✔ Campus mail winter intersession: will there be service? Kabel Nathan Stanwicks  ask PRM 19 Nov 2021
- ✔ shut down pickup locations Jeff Goldstein 13 Dec 2021
- ✔ days/times to plant for Dewey power/air during pickups Lindsay Van Berkom Kabel Nathan Stanwicks 19 Nov 2021
- ✔ Schedule for Dewey runs Kabel Nathan Stanwicks 30 Nov 2021
- Set up scanner in SL Lower Level **Jeff Goldstein** 17 Dec 2021
- Share out information about closures and material access during shutdown **Kabel Nathan Stanwicks** 10 Dec 2021
- Reactivate Dewey/Science pickup locations **Jeff Goldstein** 14 Jan 2022
- Workspaces for Dewey staff in ULIB during shutdown **Kabel Nathan Stanwicks Lindsay Van Berkom** 10 Dec 2021
- Dewey ILL requests: cancel ILLiad requests **Angela Persico** 16 Dec 2021