Access Services Department Meeting 2019-12-19

Date
19 Dec 2019

Attendees
- Kabel Nathan Stanwicks
- Lynn DeBiase
- Steven Hunter
- Aaron Cohen
- Unknown User (ki957296)
- Unknown User (jp652199)
- Ellen Abbott
- Unknown User (lmaier)
- Angela Persico
- Matthew Dorry
- Jeff Goldstein

Goals
Discuss what went well and what we can improve on for next semester

Discussion items

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| 15 min | Department housekeeping | Kabel | - Staffing/facilities updates: LC2 position was not approved; looking at SL hours.  
- CaiaSoft updates: will do training on CaiaSoft so that we can pull materials from storage  
- Leave guidelines: Kabel emailed leave guidelines; please take a quick review.  
- Glen's final week: potluck on Monday; card and book  
- Paging materials from Science: we will pull materials from Science during the shutdown. we'll keep an eye on the request levels and send someone over when we have a decent number of requests to pull.  
- Service Desk info questions: Please remember to use the service desk info question sheet when answering questions at the desk.  
- SL register is in accounting for the shutdown period.  
- Hours issues displaying on website: please let Jeff know if you see issues with the hours display on the web site. |
| 20 min | End of semester debrief | Kabel | - what went well?  
  - uneventful/quiet  
  - patrons cleared out of buildings well during extended hours  
  - student attendance was better this semester  
- what can we improve?  
  - staples/staplers: do better job making sure that staplers have staples in them  
  - vaping in the basement during afternoon hours (signs, rounds, etc.)  
  - students showing up at wrong building for shift, use color coding?  
  - some students were scheduled for more than 6 hours and didn't take a break: students not sure if they get break, or aren't approaching staff about break. communicate this with students some way? when signing them in?  
  - student supervisor and desk supervisor queuing at desk. |
| 15 min | Law (K call number) cleanup project | Jeff | - K call numbers can be confusing because they vary from typical LC configuration.  
- About 4 different combinations for letter/number call numbers  
- will do overview of how the K call numbers work  
- will do some group training/group work, look at issues on the shelves.  
- will also work with students when they come back |
| Transfer slips | Angela | 4 different transfer to resource sharing slips  
- slips say transfer to RS, and then note about specific instructions below that.  
- Things were getting mixed up on shelves toward end of the semester  
- thinking about changing what the slips say to address workflow better on slip.  
- staff agreed this could make workflow easier.  
- Angela will make changes; provide feedback if have thoughts about this. |

Action items