Minutes: Metro Library Librarians’ Meeting

14 November 2017

In Attendance: Melissa Kash, Bob Holzmann, Adam Brennan, Amy Lagers, Elizabeth Szkirpan, Jao-Ming Huang

Consent Agenda

- The consent agenda was approved.

Earnest Hemingway’s Crap Detection

- Melissa encouraged the librarians to use Earnest Hemingway’s “crap detection” in the work place and in life.
- Hemingway said, “Every man [or woman] should have a built-in automatic crap detector operating inside him. It also should have a manual drill and a crank handle in case the machine breaks down.”

LibCal

- The new version of LibCal (called Spaces) will launch on or near January 5th. The Library Management Team (LMT) will have more information on Spaces after December 15th.
- Library staff will receive Spaces training between January 2 and January 5th with an implementation goal of January 5th.
- Spaces will have a new link, so we will have to update all LibCal links where appropriate.

Travel Requests

- Melissa sent out the steps to request travel authorization via email (see below).
- If Melissa asks the librarians if they would like to go to an event or conference, please respond quickly so Melissa can bring your request to LMT.
- If you would like to present at a conference, make sure that you submit your travel requests or get permission to attend the conference prior to submitting conference proposals.
- When submitting a travel authorization form, assign the form to Melissa and she will forward it to Tammy.

Travel Request Procedures

1. Notify your director of your request to travel/attend a conference or other similar event as soon as possible ahead of time.

   You must obtain approval to travel even if there are no fees or travel costs.

2. Wait for approval from your director.

   Upon receiving requests from our staff, the Leadership Management Team begins to coordinate conference attendance among the four branches. We will find out how many people are attending. Paula ultimately decides if/who/how many, etc.
3. Upon receipt of approval from your director, complete a Travel Authorization request in Jaggaer.
4. Send the Travel Authorization request to your director. She will then assign it to Tammy Upshaw for processing.

You must submit a Travel Authorization request to your director even if there are no fees or travel costs.

Continuations

- Melissa has asked the librarians to take a look at the continuations list that she has previously sent out. We will need to make a decision on what to keep or remove before the end of the year since continuations are renewed in January.
- If you would like to add anything to the continuations list, please let Melissa know by sending her all relevant information, such as ISBNS, titles, et cetera.

Librarians Meetings and Scheduling

- Paula has asked librarians to avoid scheduling appointments or meetings during our reoccurring monthly Librarians’ meeting. These meetings are reoccurring and should be easy to schedule around.
- Melissa has asked librarians and staff to extend the same policy to reoccurring Metro Librarians’ meetings and Metro staff meetings. If you will be missing one of these meetings, please let Melissa know ahead of time.

Instruction Booking

- Regarding Metro scheduling instruction for oversized classes or out-of-library instruction, the librarians discussed creating a new “room” to book in LibCal.
- Adam distributed a handout (see attached) stating that we can create a room in LibCal where we can direct instructors needing out-of-library instruction.
- Adam will create the room and the form that we will use. Adam will put all of the librarians on the form so that they are notified when an instructor requests instruction this way.
- While the form will fundamentally look the same as our traditional classroom booking form, other ideas to include on the form include first and second choice of teaching days and a section to include attachments for assignments.
- Adam will also work to sync all of the classroom calendars into the library’s master calendar or a different calendar so we can see all of the various classroom bookings in a single place.
- Regarding the mock LibWizard form previously discussed for out-of-library instruction, Melissa said not to worry about it right now. We’ll see if the LibCal option works and we can revisit LibWizard later if we need to.

Classroom Signs

- The librarians have expressed some concern about students not being able to find the library classroom when they are looking for their library instruction space. Amy suggested that a sign may help fix this problem.
The librarians agreed that using a spare white board might be a good option for now, but discussed the possibilities of permanent signage similar to the study room signage, using the white board permanently but with a foam core frame for branding, or a standing sign similar to the Think Tank sign.

For the time being, the librarians can use a spare white board for the classroom that show the instructor and class number for students, and Melissa will consider getting a standing sign. The classroom availability sign next to the library classroom door should also be removed.
Metro Librarians Meeting Running Agenda
November 14, 2017

Note Taker

Agenda

Consent Agenda
Earnest Hemingway – Crap Detecting
LibCal Update
Travel Requests
Continuations
Librarians Meetings/Other Meetings and scheduling
Instruction Booking
  Adam - Dummy Room
  Melissa - New Scheduler – Will know more after 12/15
  Elizabeth – Mock LibWizard form

Students finding their class in the classroom
Over the last couple of weeks classes that our Librarians teach are showing lower attendance than expected. Tonight we realized that this is usually due to students not realizing 1) Their class in in the actual classroom, and 2) They leave confused when they don't see their professor through the window. Many students don't stop to ask us, and just wander around for a minute before either leaving or finally being caught by one of us.

Patrick and I thought we might try putting up a standing sign near the classroom door that details which class is meeting there, "Comp 2, Mr. Grey."
Patrick and Bekah
Setting up a Dummy room

Why?
To schedule instruction independently of our classroom usage and improve our service.

Can we?
Yes! There appear to be a few different options. LibCal groups rooms into "groups." For example, the "Metro Library Study Rooms" has four rooms under it. What I propose we could do is add a dummy room under "Metro Library Classroom" group. It would use the same form as our classroom form, but we could give it a different name to indicate it is not in the classroom.

OR
We make it its own group, and give it its own form, if we want a separate form, like we did with the think tank.

Any barriers?
No, but we are currently using 18/20 rooms in our subscription so we are nearing our limits. Not every campus can follow our lead under our current subscription, if this proves to be successful.