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## Public Services Work Team Essence Notes

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## **Public Services Work Team 04/25/16 Essence Notes**

Fred began the meeting by sharing info such as the fact that ISD students were assisting Circ. Desk staff with checking and closing the building on Friday and Saturday nights. The student assistants also try to round-up our 14 whiteboards at midnight and leave them near the elevators.

The next topic of discussion was the 3rd floor station at the recent Open House where students had the opportunity to learn about searching for books in the library catalog and also going into the book stacks to find a book and/or see where books in their major were shelved. There was a suggestion to do it in the Browsing Area on the 2nd floor at the next Open House, partly because of the extra time and difficulty of going to the 3rd floor that a few people noted. Related to this, it was suggested that we make and put up LC numbers by Subject Area posters based on the info that Rebecca compiled. And a "Down Only" sign for the elevator across from the Circ. Desk was also suggested.

Next there was discussion about the phone charging stations and how they are not used as much as they could be because students don't want to leave their devices unattended. Suggestions to improve the situation included getting longer charging cords and moving chairs around the stations. Clement suggested the possibility of obtaining library lockers and making them available for phone charging, but Bede pointed out that some people might try to use them as their own permanent lockers unless some kind of nightly clean-out policy was used. It was also noted that we have battery chargers and the cheaper phone cords chargers available for check-out at the Circ. Desk.

Finally Lori suggested improving the quality of the Southern Ambassadors library tours by either letting library staff conduct the tours ourselves and by making a video that could be shown to the tour groups.