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Collections Work Team Essence Notes

Collections Work Team (formerly Collections Committee)

1-23-2017

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Collections Team

Monday, January 23, 2017 @ 3:00PM

Library Conference Room

In attendance: Jessica Williams, Rebecca Ziegler, Greg Vaughan, Jessica Garner, Debra Skinner, Nikki Cannon-Rech, Bede Mitchell, Clement Lau, Chelsea Faircloth, Vanessa Cunningham, Melissa Jackson, Ruth Baker, Lori Gwinnett and Fred Smith

1. Disaster Plan update: Bede said that the last activity focused on people safety instead of collection safety. The fire drill was successful, but the Fire Marshall suggests following up with a real, unannounced fire drill. All of the Panic buttons worked.

Concern was expressed regarding the current locations of fire extinguishers. We plan to add more and to create floor plans showing existing fire extinguishers.

We want to have standardized locations for extinguishers e.g. next to the elevators on all floors.

Clement walked around with the fire marshal to look at locations and conduct a risk assessment regarding possibility of fire extinguisher abuse (playing, etc.)—determined low.

Fire Marshal will provide an assessment of what extinguishers are need and where they should be located, and he will also provide a price quote. For example, no fire extinguishers are currently in the ARC.

Fred praised the fire extinguisher training. The Fire Marshal exhorted those present that we should always pull the fire alarm before reaching for a fire extinguisher (often located near staircases) and that we should now the difference between alarm pulls and alarm signals/lights.

Bede said that we could arrange future training about how to deal with damaged materials. Lyrasis might offer a program. Clement will look into it.

Jessica Garner suggested that we have another fire extinguisher training session, and Bede said that could be possible based on projected interested from staff.

2. Update on shelving plan for current periodicals: We will keep the current shelving arrangement for current periodicals and post signs explaining where the online content can be found for titles that we no longer receive in print.
3. Announcements: None