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Public Services Work Team Essence Notes

Georgia Southern University Libraries

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Public Services Work Team Meeting
Monday, August 26 3:00 PM

Chairs: Kyle Herman, Ann Fuller

Recorder: Autumn Johnson

Attendees: Ruth Baker, Nikki Cannon-Rech, Kay Coates, Ann Fuller, Jessica Garner, Lori Gwinnett, Wendy Harrison, Kyle Herman, Natalie Logue, Aimee Reist, Debra Skinner, Kristi Smith, Lisa Smith, Dee Thompson

Agenda

1. Centralizing Graduate Student services on GS Libraries website (Baker)

Baker proposed creating a single landing page for Graduate Student Services. Currently, three separate areas on the GS Libraries website contain information regarding Graduate Student services including a page maintained by [Lane Library](#), a [Henderson Library blog post](#), and a general category of "[Faculty & Graduate Students](#)" LibGuides.

Discussion of how and where to place a single page was discussed. Ultimate consideration of Dean's vision for the website.

Baker volunteered to develop Graduate Services content that would be used on whichever mechanism (i.e. webpage, LibGuide, etc.) decided by the Dean. Baker volunteered and will enlist the help of Lane counterparts.

Consideration of creating general "Services" pages for all stakeholders including faculty and undergraduates beyond graduates. Consideration of Dean's vision for the website as a precursor to the development of additional pages.

2. Sharing furniture across Libraries (Garner)

Garner shared that Lane and Henderson Library have been exchanging furniture to better suit their needs. E.g. "Community" chairs changed and sent to Lane. Additional changes to fourth-floor furniture will also continue.

3. Writing Center at Lane (Fuller) /Lane Indices to ARC (Fuller)

Writing Center is being relocated to Lane Library. The print reference section is shrinking, with some items being weeded and/or relocated to ARC or Lane compact stacks. This also means relocation of furniture and relocation of print indices to the ARC at Zach S. Henderson Library.

Discussion of how materials will be transported. Skinner mentioned the use of facilities to transport materials straight to C&RS (2220) will expedite process.

4. Circulation policies (Smith)

This agenda item was proposed but not discussed at length Fred Smith did not attend the meeting. Logue mentioned Access policies are forthcoming.

5. Equipment for Checkout page (Herman)

Discussion of the various websites and their respective formats that exist for equipment checkout across Lane, Henderson, and the Learning Commons. LibGuide could serve as an alternative to the multiple pages.

6. Other

Significant discussion of Henderson Library's entrance ways from the first and second floor. Herman will work with Garner to relocated broken or unnecessary objects from this corridor in order to provide a clean, welcoming appearance for students and guests.

Wayfinding and general signage was also discussed. Logue mentioned the efforts of Access staff to streamline signage in order to convey a consistent brand identity for the University Libraries. Wayfinding will (hopefully) be part of this process.

Future Topics

1. Disadvantages/Advantages of combining social media accounts
2. Update Charge for Committee