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Library Department Head Meeting Essence Notes

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Library Department Heads Meeting

July 13, 2015

Essence Notes

Attendance: Bede Mitchell
Debra Skinner

Jocelyn Poole
Fred Smith

David Lowder
Ruth Baker

FAQs: Bede confirmed that department heads had identified no additional FAQs that they wanted recovered from earlier generations of web pages for inclusion in our current website. The only topic that had attracted comment was the lack of summary of our loan periods. Rather than post the lengthy and elaborate table with all patron categories and material types, it was decided that Fred will craft a paragraph that summarizes the basic loan periods for faculty, staff, students, and non-U patrons, with a statement that some exceptions exist.

Shelter in Place: The department heads group now has responsibility for policies and procedures related to the security of patrons, building evacuation in case of emergencies, and all other aspects of maintaining a safe and secure environment in the Library. Bede reported on a proposal he had given to Provost Jean Bartels to have certain buildings designated as sanctuaries in the case of "Shelter in Place" being declared and campus buildings being locked. Bede's proposal was that public safety officers be dispatched during "Shelter in Place" emergencies to the designated sanctuaries, with the intention of monitoring the locked entrances and allowing in anyone who was caught outside and unaware of the emergency situation. Armed and trained public safety officers would be the best suited to making determinations about who should and should not be allowed to enter the sanctuaries during the emergency. Whether this proposal is ever considered, we will meanwhile update our building safety procedures documentation with the campus's current "Shelter in Place" policy. Bede will clarify the statement to include weather emergencies.

Presentation Practice Room Update:

Ruth reported the new room is almost completed, and she will be updating the web page information regarding room use policies and the process for booking it. She and Fred will plan a short training session for Access Services folks during intersession regarding the room booking process.

Associate Dean Position - Responsibilities: Bede encouraged everyone to review the position descriptions he had sent out earlier in the day. The positions were found at Joblist.ala.org.

Next Meeting: Monday, August 10, 3pm