LAC Minutes  
Tuesday, March 14, 2017  

Present: Gerald Chaudron, John Evans, Sylverna Ford, Shelia Gaines, Jill Green, Shanika Jones, Elizabeth McDonald, Bess Robinson, Perveen Rustomfram, Archie Shelton, James Singleton, Lee Slack  

Absent: Gail Barton  

Guest: Caitlin Harrington, Rachel Scott  

1. Interdepartmental Inventory Project – Rachel Scott  
A comprehensive inventory has not been done for McWherter Library in over 20 years. Inventory of main areas of the stacks needs to be done. Accomplishing this will require participation by as many departments as possible. Bess Robinson, Sheila Gaines, Gail Barton, and Rachel Scott met to discuss how departments can work together to get the inventory done.  
  • Collection Management did an inventory of Children’s books last semester. Damaged, unavailable, and missing books were removed from view in the public catalog.  
  • Collection Management is working to address the issue of books not on our shelves and books with multiple copies. We need access to laptops and bar code scanners for this project.  
  • We will eventually have a Brister project. Many items there will need to be barcoded.  
  • The goal is to update the inventory information for McWherter Library. Items will be suppressed in catalog not deleted.  

2. Career Readiness and the UL - S. Ford  
The Provost is interested in exploring the role the library can play in promoting career readiness for students. The University’s goal is to produce graduates who are career ready and can successfully integrate into the workforce. A donor has agreed to fund the center. Faculty and Staff can volunteer to be readiness mentors. A handout on University Libraries and Career Readiness for University of Memphis Students is attached to the minutes.  

3. Reserving Library Space - S. Ford  
There has been confusion lately about reserving space in the Library. We are working with Kathy Johnson in Physical Plant and Planning to make sure that our spaces are categorized appropriately. All reservations for space in the rotunda, the library conference room, and other open areas in the library should be made through the Administrative Office. The library conference room, 205, is not available to be reserved without going through the Administrative Office. For the most part, only library meetings will be scheduled in the conference room.
4. **Calendar Change for End of Semester - S. Ford**
   The calendar currently has 24/7 hours starting the Sunday before classes end. The data shows the Library is not in heavy use at that time. The calendar will be redone to reflect 24/7 hours starting on Study Day, Thursday, April 27, 2017.

5. **Additional Agenda Items**
   None

6. **Announcements**

   **James Singleton**
   Please notify me or the Administrative Office if you see areas around the Library that need to be cleaned or where supplies need to be filled or restocked.

   **Rachel Scott**
   Who is to be included in NEDtalks?

   **Sylverna Ford**
   The intent is to highlight faculty research as a part of Faculty Scholarship Week.

   **Perveen Rustomfram**
   Joan Osteen fell and had to have surgery. She will be out for several weeks.

   **Shanika Jones**
   Email me if you are planning travel to conferences.

Meeting adjourned: 9:37 am
Minutes Finalized: March 27, 2017