LAC Minutes
February 20, 2018

Present: Gail Barton, Gerald Chaudron, John Evans, Shelia Gaines, Jill Green, Courtney Hicks, Shanika Jones, Joel Roberts, Elizabeth McDonald, Bess Robinson, Perveen Rustomfram, James Singleton, Lee Slack

Guests: Kenneth Haggerty, Caitlin Harrington

1. Privileges Card – Shelia Gaines
   The Special Privileges Card is available to all local non-students. Finish Line students have a Special Privileges Card because they do not receive a University of Memphis ID. Local students can get the card, login to the guest computers for up to 2 hours per day, and have regular check out privileges up to 10 items for 30 days. The Health Sciences Library and the Music Library can also issue these cards. Students will need a current form of identification, such as a Tennessee Driver License or a MLGW bill verifying that they live locally.

2. MLK Speech Update – Courtney Hicks
   An original copy of the historic “We Shall Overcome” speech by Dr. Martin Luther King, Jr., will be on exhibit at McWherter Library, March 26 through April 13. Memphis philanthropist Avron B. Fogelman purchased the speech at auction and agreed to give the University of Memphis, University Libraries the opportunity to display it. An opening ceremony is scheduled for Monday, March 26, 10:30 am, in the rotunda of McWherter Library. Signage will be available to direct students and visitors. There will also be a listening station at the exhibit in the rotunda and a PowerPoint presentation on the 4th floor of the library in the Special Collections Department. A layout of the exhibit is attached to the minutes.

3. Annual Reports - Bess Robinson
   Department heads should submit annual reports the fiscal 2017 – 2018 year. We will try to make annual reports standardized and easier to do by developing a template for the document. The new Dean/Executive Director and other campus administrators should be able to view an annual report from University Libraries and determine our function and purpose, as well as all departmental successes and challenges. The annual report should also help in marketing the library across campus and be reflective of our strategic plan.

   We are beginning a process to correct errors with the Libraries’ statistical reporting. Accurate collecting and reporting of departmental statistics for internal and external use is vital in defining and marketing the purpose of University Libraries.

5. Reserving Carrels, Study Rooms on the 4th Floor – Shelia Gaines
   Additional study rooms on the 4th floor can now be reserved online. Two 3rd floor study carrels will soon be available for short-term check out. Eventually there will be 8 study carrels available for short-term check out:
2 carrels are available for four hour reservations
2 carrels are available for 1 day reservations
2 carrels are available for 3 day reservations
2 carrels are available for 7 day reservations

We are still working on the logistics for securing keys for the study carrels that are available for short-term checkout. Reservations for study carrels for the full semester will still be available.

6. Data Stewardship Week – Kenneth Haggerty, Caitlin Harrington
We are proposing that the Libraries’ faculty and staff take a few hours a day during a week in May to clean up and organize emails, folders, LibGuides, Springshare, and data repositories. Training sessions will be available during that week for employees who would like to learn to manage their email. The Libraries will not be closed during this time.

7. Additional Agenda Items
None

8. Announcements

James Singleton
Eventually, faculty and staff will need to use their UofM ID instead of a key fob for the new card swipes at McWherter. Older ID cards will not work with the new card swipes. You will need to get a new UofM ID if yours is older than 2 years.

There is a bid going out for work in McWherter. At this time, I do not know what the work is for, but I believe it is for lighting in the library.

John Evans
This may be for vendors that want to bid on re-designs in the library. We have recently updated blueprints for Kathy Johnson, Director of Space Planning and Utilization.

Bess Robinson
There has also been some information on a patio possibly being built at the back of McWherter.

Shelia Gaines
There are 26 applicants for the MLK50 essay contest. 10 essays are from graduate students and 16 essays are from undergraduate students. The winner is going be announced at the MLK50 program in McWherter on April 3. The Commercial Appeal will be printing the winning essay.

Meeting Adjourned: 9:49 am