LAC Meeting
July 10, 2018

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

1. **Career Collection Location – Courtney Hicks**
   Career Services would like to use space in the Libraries to be designated as a Career Collection Location. The Libraries purchased 28 new books for the Career Collection and will be moving other books from the existing collection to the area. Liaisons from Career Services will be available to counsel students on career choices. A probable location is near the current Technology Sandbox space on the first floor.

2. **Moving Donations to University Libraries – Gail Barton**
   We are developing a procedure for moving large donations to University Libraries. Currently, when the Libraries receive large donations, volunteers are recruited to help move the donations. To aid in efficiently using Libraries’ staff and resources, a moving company can be used through the University at a cost to the Libraries. Estimates for the cost of moving large donations can be requested.

3. **Website Wording for “Research Materials” – Gail Barton**
   We are working with the University’s Legal Department to better define ILL guidelines. Direct language on ILL guidelines should help to avoid issues in the future.

   Council members reviewed the proposed University Libraries Calendar July 2018 – June 2019. Library statistics representing usage by patrons and students will be presented at the LAC meeting on Tuesday, July 24, so that a discussion can be held on the Libraries remaining open on Fridays until 6pm. The calendar is attached to the minutes. Any changes or corrections to the calendar should be submitted to Anna Swearengen, mswrngen, X2744, by Friday, July 20.

5. **University Libraries Display Policy – Jill Green**
   Council members reviewed the University Libraries Display Policy. The updated policy is attached to the minutes.

6. **Additional Agenda items**
   **John Evans**
   The City of Memphis is preparing for its bicentennial in 2019. The Libraries should plan to participate in this event.
Perveen Rustomfram  
What is the status of merit raises?

Bess Robinson  
We have the numbers for available funds merit raises for faculty and we are working on the report. We have not received the numbers for available funds for merit raises for staff.

7. Announcements
None

Meeting Adjourned: 10:12am
Minutes Finalized: July 11, 2018