LAC Minutes
Tuesday, July 24, 2018

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

Absent: Shanika Jones

1. University Libraries Calendar – Bess Robinson
July 2018-June 2019
Second Reading/Approval
• The Council decided to have the RIS desk close at 5pm on Fridays, but the McWherter Library building and the Circulation desk will remain open until 6pm.
• Additional statistics will be reviewed to determine if the Libraries should close earlier on the day before a University of Memphis holiday or breaks. An updated calendar will be on the Libraries’ website.

2. Hours for the Special Collections – Gerald Chaudron
Department
The Special Collections Department will remain closed on Sundays.

3. Printing and Copying Guidelines – Jill Green
The Council discussed the Printing and Copying Guidelines for University Libraries. Changes will be made to the document to clarify the process of purchasing a copy card, photocopying, and printing. The updated document will be reviewed at the next LAC meeting.

4. Additional Agenda Items

Binding and Repairing Books - Gerald Chaudron
A patron has asked us to bind or repair a book. We do not bind or repair books for anyone outside of the Libraries.

Event Calendar for University Libraries – Courtney Hicks
You can now view the University Libraries Event Calendar. Go to the Libraries’ website and click on Events Calendar at the bottom left of the page or follow this link, http://libcal.memphis.edu/.

Tent City Exhibit – Courtney Hicks
This event will be sponsored by the Benjamin L. Hooks Institute for Social Change and has not yet been added to the Event Calendar. The Exhibit will be in the Libraries’ rotunda September 4 through November 9. It will depict an
encampment in Fayette County, TN, that began in 1960 and lasted 2 years. *Tent City* housed African Americans that were retaliated against for registering to vote during the *Civil Rights Movement*. On September 20, 2018, a reception for this event will be held in the rotunda.

5. **Announcements**

**Perveen Rustomfram**
- On Thursday, July 26, there is a *Census Resource Workshop* at 1pm, room 225. Ron Williams, Specialist, and Dr. Thomas Encarnaciaon, Chief, Data Dissemination Branch, U.S. Census Bureau, will present the workshop. *American FactFinder* is at 1pm and *Census Business Builder* begins at 2:45pm. Please visit the Libraries’ Event Calendar to register for the workshop.

- We are reviewing hours and staffing for the RIS desk and Chat service.

**Elizabeth McDonald**
Linde Brocato’s last day is July 31. I have placed a card at the Administration Office’s front desk. Please stop by and sign the card. I am also taking donations for a gift.

**Courtney Hicks**
- NEDFLIX will be in the Second Floor Commons Area of McWherter again this fall. Movie listings are on the University Libraries’ Event Calendar. In appreciation of Indie Memphis on Monday, October 22, 7pm – 9pm, there will be a showing of the movie *I Am Not Your Negro*. Indie Memphis has agreed to provide some promotional items for the showing.

- To recognize the recent accomplishments of faculty and staff, a celebration will be held sometime during the fall with food and a slide show.

**John Evans**
- Two staff positions are in search committees: An LAII in Special Collections and an LAIII in the Music Library.

- The Lecturer position, Lambuth Campus, is still open but will close on July 31. Currently we have two applicants in the pool. Please let anyone you know that is qualified and interested in living in Jackson, TN, that the position is open.
Gail Barton
I spoke with Latosha Dexter in the Office of Legal Counsel about the wording for ILL’s guidelines. She made some good suggestions and will be presenting a draft of the proposed changes to the website very soon.

Bess Robinson
Ashley Roach-Freiman and Michael Harris will be joining University Libraries as RIS Librarians. Ashley will start August 13 and Michael will start September 4.

Meeting Adjourned 10:10am
Minutes Finalized: July 27, 2018