LAC Minutes
May 1, 2018

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

1. Checkout Period for ILL Loans to other Libraries – Gail Barton
The checkout period for ILL book loans to other libraries will change from 8 weeks with one renewal to 12 weeks with no renewal. This update will be noted on the ILL profile.

2. Update on Dean’s Search – Rachel Scott
The search committee submitted recommendations to the provost for the Dean/Executive Director position. She will decide whom to invite and when. Libraries involvement in these interviews has not been established.

   • Alternate Use of Library Space Form
     The Alternate Use of Library Space Form is used by individuals or organizations outside McWherter Library to reserve space for exhibits, meetings, and other activities. The council reviewed this form. No changes were made.
   • Food, Drink & Tobacco Policy
     The Food, Drink & Tobacco Policy was reviewed by the council. The updated policy is attached to minutes.

4. Additional Agenda Items
   None

5. Announcements
   John Evans
   Data Stewardship Week is May 15-17. There will be one session at 9am each day with a different topic each day. Danish, fruit, and coffee will be served before the session begins. Arrangements are being made for the sessions to be recorded so that faculty or staff who cannot attend the 9am session can view them later. However, faculty and staff are strongly encouraged to attend.

   Perveen Rustomfram
   I would like to compliment Courtney Hicks and Anna Swearengen for all the games and activities in the rotunda for exam week.
Jill Green – We are still short a faculty member to march in the 5pm ceremony for spring commencement on Saturday, May 5. If you can volunteer to do this, please email me and I will get a parking pass for you.

Meeting Adjourned 9:48am
Food, Drink & Tobacco Policy

The University Libraries permits food and drink in McWherter Library and its branches. However, spills from food and drink can cause permanent stains, mold, and mildew on materials, furnishings, and carpets. Food leftovers not disposed of properly can cause pest infestations. Therefore, to ensure the preservation of collections, library equipment, and facilities, we encourage you to be conscientious in disposing of trash and in abiding by this policy.

In keeping with the University of Memphis policies (UM1563 Rev.1 and UM1738), illicit drugs, alcohol, and tobacco products (including electronic cigarettes) are not permitted in the University Libraries.

Food and beverages are not permitted in the Special Collections Department.

Food Deliveries from off campus can be made to students, patrons, faculty and staff at McWherter Library. Events with total food value under $200.00 are allowed to bring food in from off campus.

User Responsibilities

- Please make sure beverages are in covered containers with secure lids
- Food and drink should not be left in the Libraries overnight
- Please use the trash receptacles to dispose of waste
- Please use designated recycle bins to dispose of bottles and cans
- Should spills occur, please use paper towels from restrooms to clean up and notify library personnel at a service desk

Updated: May 1, 2018