RIS Meeting Minutes
27 / 30 June 2016

Present 27 June: G. Barton, A. Roach-Freiman, B. Robinson, H. Rodgers, J. Rodgers,
P. Rustomfram, R. Scott


C. Nichols, D. Wilder, I. Williams

Welcome: B. Robinson thanked everyone for coming, and B. Thomas, for booking 225.

LibCal for the RIS desk (R. Scott):
This new platform is anticipated to solve many of our calendaring issues. It allows users to see if rooms are booked, book rooms/training, and schedule research consultations—at McWherter and the branches. R. Scott thanked A. Roach-Freiman for investigating LibCal, requesting a trial, and helping set it up and troubleshoot it. It provides daily and monthly views of spaces such as study and instruction rooms and research consultations. It will also serve as our news and events calendar.

Red sections of sections of grids indicate that space is booked. As classes do not take place on the half-hour, the exact times are indicated in the title of a booked class (along with the class, instructor’s name, librarian’s name). To get to the calendar for 225/6 from the home page: Instruction, REQUEST LIBRARY INSTRUCTION HERE. Confirmed Bookings indicates who’s in 225/6. Past reservations may not be seen.

Those who do consultations may set up profiles in LibCal, indicate when they are available to do consultations, and sync their LibCal and Outlook calendars.

To schedule a consultation, users with a UoM email account click Ask a Librarian, then Research Consultations. They select a librarian (perhaps after reading her profile), view her availability, then select a time to meet. B. Robinson will follow up on a policy on who may request individual research consultations.

Send McWherter hours and all news and events to Anna Swearengen; branch news and events to Shaina Dampier. Sharon Tucker and Greg Woods print out group study room schedules during Fall and Spring semesters; Casey Parkman, the 3-D printer schedules. A few things need to be worked out. Let John Evans and R. Scott know any administrative issues or broken links. A. Roach-Freiman and M. Hajj are also great sources.

Safari eBooks (R. Scott)
This TBR database might go away when TBR changes. It’s grown from about 250 hand-selected titles by TBR librarians to over 33K titles. Great for technology, digital media, engineering, math and science, and business. Most (but not all) titles are in the catalog and link directly via EZProxy. Key word searches work well. Content may not be downloaded; users may print only one page at a time.

ILL links in the catalog (R. Scott)
Please review the related email that R. Scott sent 23 June about location links. When there is a record for a print book in QuickSearch or Classic Catalog that we do not own, users should see the "University of Memphis users--request via Interlibrary Loan" link. While users may expect to get the book right away, the average delivery time is 5 – 10 days (depending on the lender, glitches, etc.). R. Scott will add to the Request link (above) “(allow 5 - 10
days)”. The ILL form will not auto-populate from Sierra even if the user is logged in. This does not apply to eBooks.

Fun facts about eBook icons in Encore Duet:

- **E-books with this icon are loaded into Sierra**

- **E-books with this icon come through EBSCO**

**Ebook purges** (R. Scott)
Please review the email that R. Scott sent 24 June about our EBSCO subscription package. EBSCO regularly adds and removes titles. If you find a record for something we no longer have, let R. Scott know and she will suppress them in the next batch of suppressions she does in Sierra. Let her know any e-Book issues.

On a related note: When records for print books in the catalog contain no item information, it may be because they have been withdrawn or are missing, but the records didn’t get suppressed. Please bring these to Rachel's attention so she may address them.

**Complaints**
B. Robinson has received complaints about casual conversations and cursing by those working at the RIS Desk. Sound in that area carries; things you may not think, or wish, might be overheard may be. Casual conversation may be distracting to colleagues at the Desk who may be deeply engaged in an in-person or Chat question.

**Scanning/emailing using the public copiers on the second floor.** The copier near the Macs has a document feeder. All are reasonably intuitive. Great alternative when the KIC scanner is busy or down!

**Training plans**

  - **July** Government Publications, including a brief history, collection highlights, how the print and online collections align (and what's not in the catalog), when to refer questions, and a physical tour.
  - **August (tentatively)** 1020 mock-up.
  - **Future**
    - Special collections (how does it make us unique/help market us? what's not in the catalog?)
    - The new RefWorks (M. Hajj)
    - Web of Science updates (J. Rodgers)

**Announcements**

- Ms. Davita Vance-Cooks, Director of the United States Government Publishing Office, was unable to come as planned on 21 June. Watch for an invitation to a reception in Government Publications on 9 August celebrating the 50th year of the University Libraries’ serving as a Federal Depository Library.
- Thanks to those who have updated the RIS roster in the wiki, or provided me their information so that I may. If you haven't added your name, department, four-digit extension and cell number, please do so (or simply giving it to me) at your very earliest convenience.

Bess Robinson
8 July 2016