RIS Meeting Minutes  
10/27 October 2016


Absent: J. Barnett, L. Brocato, C. Dunn, G. Fitzgerald (subbing for B. Robinson), J. Osteen

Welcome: B. Robinson thanked everyone for coming, thanked B. Thomas for booking room 225, welcomed Lisa Sikkink (new LAII in Research and Instructional Services) and Brannen Varner (new Adjunct Librarian in Research and Instructional Services) in the 27 October meeting, and turned the meeting over to M. Hajj to briefly demonstrate some features of the new RefWorks.

New RefWorks
• M. Hajj has updated the Research Guide for the Legacy (old) RefWorks (bibliographic management system) and created a new Research Guide for the New RefWorks. The home page of the Guides invites users to schedule a research consultation for help. The Guide for the New RefWorks includes how to create an account, add references, add full text, etc. Once in the new RefWorks, the question mark (?) at the top right of each page links to additional resources for help (the RefWorks support center, video tutorials, and email [goes to them].) Maia will add to the Guide the help tools (including videos) that RefWorks has produced.
• Encourage folks who do not have an account to use the new version. (They may have accounts in Legacy and the New version; instructions in the “RefWorks, New Version” Research Guide show how to import records from Legacy to the New.)
• If there are issues with importing from QuickSearch, try to add them manually and let R. Scott know.
• Users may use the “Search Databases“ feature of the New version to locate citations from PubMed and from the Libraries catalog; however, this is not recommended as it is not nearly as effective as searching through the Libraries home page.
• Users registering off-campus will need the RefWorks group code (RWUMemphis). The advice on the “Create an Account“ tab on the “RefWorks, New Version” Guide that notifies users to call the RIS Desk for the code will be deleted. A link to the Library Database Passwords page (which provides the code) will be added to the catalog record for RefWorks New Version. "RWUMemphis" also appears at the end of the resource URL in the catalog record for RefWorks legacy version.

APA Style CENTRAL trial
Available through 23 November. Liaisons should notify/ask for feedback from interested department. C. Harrington will add a note to the New Databases & Trials page inviting feedback.

New (8th edition) MLA Handbook
• Not being immediately accepted. When users ask for the MLA book, ask which ed (7th or 8th)
• Two copies of the 8th edition are at the RIS Desk
• OWL defaults to the 8th ed
• RefWorks helps with both the 7th and 8th eds
• Information about both editions is in A. Roach-Freiman’s Research Guide “Citation Resources.” She will cover in a future meeting the changes in the 8th edition.

How to see who is teaching when
From the Libraries home page:
Instruction → REQUEST LIBRARY INSTRUCTION HERE. → Choose the date → Click Confirmed Bookings
**Holding materials at the RIS Desk**
Like Circulation, we do not generally hold at the RIS Desk Libraries materials for users. We do not have the staff to pull these materials, and once they are at the RIS Desk, others who need them cannot easily locate them.

On the very rare occasion that you pull and hold materials (such as hard-to-find microfiche or microcards) at the RIS Desk, please attach a note with the date you pulled it, the user’s name, the date it is no longer needed (no more than one week), and your initials. Put it in the black metal file box near the easternmost part of the RIS Desk (toward the back of the building). Tape a note where it was on the shelf/in the drawer, or use the periodical dummy (the black box in the metal file box) to indicate that it is at the RIS Desk. When it is ready to be returned to the shelf, put it on the cart by the door so that it may be scanned as having been used.

If a class needs a particular item or items, encourage the instructor to put it/them on Reserve.

**Procedures Manual**
L. Sikkink is compiling a procedures manual for the RIS area, so may approach RISers about writing or updating procedures. She plans to print out and put them in Wiki for ease of access.

**Center for Writing and Communication (CWC)-related books**
Plans are progressing for selecting and placing books from the circulating collection related to writing, statistics, etc. in the rightmost column on the shelves by the CWC. A location code has been created and will be tested. Once RIS Graduate Assistant Alana King pulls the books and delivers them to Cataloging, R. Scott will update the location and insert an item note as Cataloging adds the new call number prefix to the labels. These books will circulate to all users for two weeks. B. Robinson will approach Anna Swearengen about creating and laminating appropriate signage/banner as she knows the acceptable fonts.

**Reserving group study space less than 24 hours in advance/after 5/on weekends**
Those present discussed issues related to the current policy and whether reservations might be made the same day. Proposed solutions include adding on the posted, printed schedule a disclaimer that it is subject to change, and a link to the most up-to-date information. Groups 15 minutes late would lose the reservation. B. Robinson will pursue with S. Gaines and the LAC.

**In addition:**
- B. Robinson is very grateful that more folks are volunteering to sub. New folks are being added to the Desk and Chat rotations as quickly as possible!
- **Government Publications questions:** If someone requests a particular document—especially an old one—please call Government Publications. They’ll be happy to come out—and it’s more efficient than sending the person to the GP area. If no one is there/During evenings or weekends, please give the person the lib_govpub@memphis.edu address and their general phone number: 901 678 4455.
- H. Rodgers suggested that those who’ve set up research consultations let those at the RIS Desk know so that they know who to contact if students don’t remember the librarian’s name. (This information should be in the email the student received confirming the appointment.)
- **Periodicals are still in order**, but the end caps may not be accurate.
- **Please keep good statistics** to help determine future Desk/Chat staffing patterns.
- **Please turn Chat sound on at the end of your shift if you’ve turned it off.**
- B. Robinson will be out of town during the meeting normally scheduled for the second Thursday meeting in November and will calendar the new date and time.

Bess Robinson
7 November 2016