RIS Meeting Minutes
9/12 January 2017


Guest 9 and 12 January: C. Parkman


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

Caroline He: B. Robinson introduced Caroline He, the newest member of Government Publications. Caroline mentioned that she was graduated from Vanderbilt in May and had worked in the Collection Development Department there. Those present introduced themselves to Caroline.

Chairs in the RIS area being moved: Mr. Singleton is going to start removing the chairs from the first row of carrels between the RIS Desk and the Assistive Tech Lab, while he looks for a place for the carrels. Those present suggested that he put them on three.

UMGlobal update: K. Haggerty reported on behalf of John Evans that much of what we had provided for UMGlobal had been cut. It is anticipated to be complete by the time classes start. Memphis.edu/uofmglobal. Please send ideas (including for tweaks) to him or John.

Feedback on the RIS meetings. B. Robinson noted that since it's been a while since former Learning Commons Coordinator ran the RIS meetings (and it's a new year!), now seems like a good time to think about how the meetings have evolved and whether we need to think about changing them up some. Reminders, for instance: Is there a more effective way of reminding us of things we should be doing, or how to do them, or when, etc.? The consensus seemed to be that reminders aren’t reminders to our new folks, and we all need reminding of things—particularly when we don’t do them often.

Those present praised L. Sikkink’s “RIS Desk Quick Reference & Reminders” sheet (the opening and closing statements, particularly!). A suggestion was made to add how to transfer phone calls.

B. Robinson suggested trying some hour-long targeted information sessions—for our new employees, and to routinely refresh our knowledge of various aspects of what we do/are asked about at the RIS Desk/in chats. She asked those present to give some feedback on the idea (anonymously) using a survey, including
• indicating one or more things they'd be interested in learning more about. (Between the Monday and Thursday meetings, B. Robinson and I. Williams were talking, and I. Williams suggested books in reference collection as something folks might be interested in learning more about. This was added to the survey.)
  o One of the items on the survey, “Accessing raw data/statistics,” sparked discussion. P. Rustomfram noted that access via government sites is different on different sites; she will pursue. R. Scott mentioned that some disciplines push even undergraduates to access raw data, and that there are a number of resources for big data. She, C. Harrington, and K. Haggerty will pursue. Send them specific information needed.
• suggesting a time (and a next-best time) that participants would generally be available to participate in additional training so that she could create a selection of trainings and suggest a time each month for interested folks to drop in, if they choose, and
• anything else participants would like to say to her, including constructive criticism, suggestions for discussion/future meetings, etc.

Most of those present indicated a preference for having brief trainings during the monthly meetings by an “expert” folks could ask questions of later. B. Robinson will follow up with G. Barton and
R. Scott about the former Learning Commons Coordinator’s 6-week training sessions. Shadowing at the RIS Desk is good—though not as useful during quiet times. B. Robinson distributed cards and asked anyone willing to do some training to write their names and what they’d like to cover, and we’ll pursue. RISers could also share information about relevant Webinars.

The UoM Wiki: J. Rodgers mentioned keeping training resources (PowerPoints, exercises, etc.) on the UoM Wiki. Features of the Wiki include blogs and calendars; using it could facilitate access across departments. Some expressed frustration at the difficulty of navigating the Wiki—to the degree that they’d stopped using it. L. Brocato, A. Roach-Freiman, and B. Thomas volunteered to pursue how to save things in a central place accessible from the RIS Desk.

Casey Parkman on the big TVs:
Casey mostly discussed the big TV in the Sandbox area and some of what it may be used for, including video games. They’re going to get a new TV soon.

- Video game details:
  - We have Xbox One and Wii U.
  - Games and remote controllers may be checked out (for four hours) from Circ. Instructions are in each kit; will soon be on website.
  - Instructions indicate where to plug what into the back of the TV.
  - The bigger box is the Xbox; the smaller one is the Wii U.
  - The sign-on appears when Xbox pops up. It’s free to sign up.
  - Players should use headphones. May use own or check out from Circ. Should keep the volume down.
  - There’s much demand for games and they may get more games if there's money.
- The TV and the remote control are in Chinese. Labels in English tell which buttons to push (like Volume).
- Issues with remotes might be caused by dead batteries. Send to Circ to get fresh batteries.
- Turn on TV using the TV rather than the remote.
- Both the TV in the Sandbox area and the one in the Fish Bowl may be hooked to game console or various devices with HDMI cords. Sometimes the consoles get switched. The correct ones are indicated on back of TV. HDMI on Xbox
- Use the remote to arrow to the wanted Mode. (See illustration on instruction sheets.)
- Note the different ports on the back of the TV.
- VGA, USB also on back. Xbox uses one mode; WiiU, the other.
- There is a computer at the big screen TV in the Sandbox area, but not at the one in the Fish Bowl. (The computer that used to be in Fish Bowl never worked well, so it was removed. There is a kit for the big-screen in the Fish Bowl.)
- If users bring their own laptops, they may check out cords to connect them to the big-screens. Circ doesn't have cords for all devices.
- The touchscreens don't really work; don't promote as such. It’s best to use the mouse on their computers. If doing so changes the aspect ratio, change the settings on their computers.
- Casey is clarifying the research guide and working on more "how to do" videos.