RIS Desk/Chat Meeting  
June 11 and June 14 2018

Present: Gail Barton, Jim Cole, Cathy Dunn, Betsy Eckert, Sylverna Ford, Kenny Haggerty, Caitlin Harrington, Courtney Hicks, Ann Hudson, Linda Hyatt, Cindi Nichols, Helen Rodgers, Perveen Rustomfram, Rachel Scott, Lisa Sikkink, Barbara Thomas, Iesha Williams

1. Recording RIS Desk Stats Electronically (Lisa Sikkink)
   a. Lisa’s Presentation
   b. Questions?
      i. Does time stamp need to be exact? No, just within the hour block
      ii. Is the file automatically saved when you Submit? Yes
      iii. Difference between Submit and Submit & Clear? Submit will leave the option you just chose highlighted for next time Submit & Clear leaves nothing highlighted for next time
      iv. Will I have to log in every time? No, like Sierra; only time you should need to log in is if the whole system shuts down/restarts for some reason. Lisa will do in-person login training with all 8:00 people, plus anyone else who wants; login info will be on the Quick Reference sheet in the drawer at the desk.
      v. Do I need to mark my name when I mark a stat? No, you can use the generic Deskstats, RIS. You can use your name if you want, if you have an account for other Springshare functions.
      vi. You can make notes in the Internal Note space
   c. Demonstration
      i. How do I log in?
      ii. How do I record?
      iii. How do I change the time?
      iv. How do I change the transaction type?
   d. Comments
      i. Add to screen downstairs right away so we can go ahead & start practicing & exploring.
      ii. Get rid of paper sheet July 1 so we don’t use it as a crutch? Let us practice for a couple of weeks & then decide for sure closer to July 1.
   e. Username risdeskstats@gmail.com  
   Password stats2018!

2. Two Guest Log-ons in one day
   a. Perveen’s proposal: allow two logons per day during the summer, explaining that this is just for the summer and it will just be one during the fall and spring semesters; feedback?
      i. Rachel - generous; taking it back in Fall may upset people
      ii. Helen - he’s aware, not taking advantage
      iii. Barbara - we’ve been doing unofficially for years; this is just formalizing
iv. Linde - Visiting scholars (either local or long-distance) should be explicitly allowed multiple logins;
b. All agree? Yes; send reminder to all in August to remind patrons that this will end beginning last Monday in August when Fall semester starts

3. Coverage
a. Fridays - please take if you haven’t; can still do switch with Barbara or Brannen if you can’t do Friday 4-6
b. Gail - Will we continue to do the rotating schedule?
   i. We will look at desk times and see what to do about these less-desirable shifts
   ii. Things will be happier once we have the new Gov Pubs LA and the new RIS librarian

4. EDS Update
   (Rachel on Monday and Caitlin on Thursday)
a. Now searching physical resources as well (print books, technology, microfilm, Special Collections, etc.) - everything that is in Catalog Classic
b. Digital repository (uldr.memphis.edu) content not in it yet, has to be harvested separately
c. New: Location filter now available
d. Keep in mind that filters can eliminate without meaning to - e.g. if you limit to Peer Reviewed, you’ll eliminate all print books in our library, because print book MARC records aren’t marked as peer reviewed or not
e. Find inconsistencies, concerns? Please let Rachel, Caitlin, Kenny know.
   E.g. “Retrieve Catalog Item” goes to Catalog Classic; to be changed to “Show Catalog record”
f. Initial Search results ONLY our holdings. Can remove the Available in Library Collection limiter if you want to see things outside our holdings
g. QuickSearch search box will go to the EDS search box
h. The Search box on the Databases tab will go to the Database links in Classic Catalog
i. Journal Titles tab will work the same
j. Cannot access “My Library Account” from QuickSearch now -“My EBSCO” is a different thing with different functionality

5. Questions?
a. Perveen - Address Skype/video calls at the next meeting