

Public Services Team Meeting

July 18, 2019

Present: Patty Barber, Marilyn Dueno, Natalie Skwarek, David Snyder

Planning for fall training

Location, date, and time:

Herrick Library, Saturday, August 24, 8:30 – 4:00 p.m.

Tentative schedule

All students

8:30 – 9:00 a.m. – Continental breakfast / welcome!

9:00 – 9:30 a.m. – ALMA 101 Terminology

Group One

9:30 – 10:30 a.m. – Primo Application

10:30 – 11:30 a.m. – ALMA Application

11:30 – 12:30 p.m. – Library Basics (Library of Congress, handling materials, shelving, in-house use, statistics, etc.)

Group Two

9:30 – 10:30 a.m. – ALMA Application

10:30 – 11:30 a.m. – Library Basics

11:30 – 12:30 p.m. – Primo Application

Group Three

9:30 – 10:30 a.m. – Library Basics

10:30 – 11:30 a.m. – Primo Application

11:30 – 12:30 p.m. – ALMA Application

All students

12:30 – 1:30 p.m. – Lunch

1:30 – 2:30 p.m. – Expectations (Punctuality, appearance, food/drink, timesheet fraud, headphone policy, etc.)

2:30 – 3:00 p.m. – Public Safety Session

3:00 – 4:00 p.m. – Schedule / Paperwork

Public Services staff to-do list:

Marilyn

- Contact HR and Public Safety about possibility of heading a training session or providing a relevant video for each topic

Marilyn and Natalie

- Send out reminder email to student workers regarding mandatory training and early check-in

Natalie and Patty

- In charge of food for the event
 - Breakfast:
 - Muffins / pastry assortment
 - Yogurt and granola
 - Fresh strawberries and grapes
 - Fruit juices
 - Lunch (sandwich / salad bar):
 - Ham, turkey, tuna, and hummus
 - American, Swiss, and Provolone cheese
 - White, wheat, and gluten-free breads
 - Lettuce, spinach, avocados, onions, tomatoes, cucumbers, condiments
 - Individual bags of chips
 - Assortment of cookies (including Oreos)
 - Motts fruit snacks
 - Bottled water
 - Afternoon snack / end of meeting
 - Ice cream

Dave

- In charge of coffee