

Access Services Meeting November 12, 2009

Present: Mary Jo Beers, Dave Snyder, Brian Sullivan

Student Supervisors - We discussed the Spring Semester schedule for student supervisors. Brian will email the student supervisors and ask for their preferences for which shift to work next semester. We will take this in to consideration when creating the schedule.

AV Equipment – Access Services is responsible for the circulation, scheduling, and setup of all AV equipment, particularly the equipment that goes with the various rooms that are reserved in Herrick. Brian will arrange a meeting with Ellen so we are all up to speed on how to operate all of the equipment. We discussed ways to make sure the student workers know that this is a service we offer the AU community.

Communication – We discussed ways in which we could improve communication between the Access Services staff regarding various issues that come up when one of us talks with a student worker. We all agreed to email each other more frequently whenever we discuss a scheduling or other issue that other Access Services staff should know about.

Thanksgiving Break – There will be no student workers on Wednesday, November 25 due to Thanksgiving Break. Student workers will be expected to work their regular shifts during the hours we are open on Tuesday, November 24 and Sunday, November 29. Mary Jo will send out an email informing the student workers to post sub slips if they cannot make their shifts on those days.

Minutes recorded by,
Brian Sullivan