

Access Services Meeting December 2, 2010

Present: Dave Snyder, Erinnae Baker, Brian Sullivan, Steve Crandall (for item #1)

Cost of Printing – Steve talked about the rising costs of printing at Herrick (~\$17,000-\$21,000/year). We will be getting a new black and white laser printer from Toshiba, for which we will provide paper and pay a flat fee per printed page. The cost of our color printer has become even more problematic. After discussing several possible solutions (including consideration of the ramifications of our decision on Scholes Library), it was decided that we would move the color printer behind the front desk and start charging students for each page printed. Brian will ask ITS if it is possible to network one computer to one printer so that we can continue to have the same computer in the same location for all of the color printing jobs. Erinnae will calculate the toner cost per page so that we can determine a fair price to charge students.

Winter Break – We will have 2 student workers (one at a time) during the weeks of December 13, January 3, and January 10 to help staff the front desk.

Spring Semester Schedules – Erinnae reported that the student worker schedule for the Spring Semester is almost finished. We will probably have to hire a few more student workers in January. Dave is working on the student supervisor schedule. We might end up with 8 student supervisors next semester! We are considering the addition of a 3-7 shift on Monday-Wednesday to accommodate all of the help!

New Herrick E-mail Address – Everything seems to be going smoothly with the new Herrick e-mail address: herricklibrary@alfred.edu. Erinnae is working on updating all of the brochures and printed materials.

Student Supervisor Evaluations – Erinnae is looking into possible questions we might include on a student supervisor evaluation survey. Brian and Erinnae will work on this in January, with the hope of sending it out near the start of the Spring Semester.

Minutes recorded by,
Brian Sullivan