

## **Access Services Meeting**

**March 16, 2017**

Present: Brian Sullivan, Dave Snyder, Natalie Skwarek

### Summer Workers

Natalie will pick up any applications that have been handed in already from HR. There will be 60 total hours available to split between three people. Student workers and children of faculty and staff will have top priority.

### Student Supervisors / Workers for Fall 2017

Of the nine student supervisors that currently work at Herrick, five will be back next year. Dave would like to reduce the number of student supervisors, so there will only be 1-2 slots available for candidates who are eligible for and express interest in the position. The deadline to submit an application will be Friday, April 7.

Ten student workers in total will be graduating in May. Natalie will send out an email to student workers to encourage them to ask friends to apply to Herrick with a brief note of their recommendation at the top of the application. The goal will be to hire at least five new student workers by the end of May.

### Social Justice Display

Brian and Ellen are working on a project that involves putting together a display with social justice as its theme. Brian has pulled a cart full of books and DVDs to be put on display on both pillars in the Book End Lounge. Student worker Myah will create art work for the display, and Natalie will help Brian with arranging the materials.

### Laptops

With general demand for laptops decreasing and the deadline to rewrite Herrick's computer program approaching, Brian inquired whether it is necessary for Herrick to continue carrying 15 laptops. The consensus was that the 2-hour laptop service should still be available to patrons, but that it would be reasonable to decrease the number of laptops from 15 to 10.

### Overdues when Linda is out

When Linda is out on Fridays or two or more days in a row, she will notify Natalie about generating and printing the daily overdue notices. In the instance that Natalie is also out, Brian will be her backup.

### Suggestion Box: Student Worker / Student Supervisor of the Month

A student worker recently submitted a suggestion that Herrick should recognize outstanding student workers / student supervisors each month. Discussion ensued about the possibility of posting a *Student Spotlight* instead so that there is no pressure to make a post each month. In either case, chosen students would receive a certificate for their outstanding performance at Herrick, in addition to a certificate being posted for a period of time as a form of recognition. Natalie will find the certificate in the U-drive and investigate the possibilities further.

#### ITS Evening / Weekend Helpdesk

No problems have been reported for the duration that the ITS Evening / Weekend Helpdesk has been in session. A majority of calls still come in between 4:30 to 5 p.m. and 8 to 8:30 a.m. The number of ITS statistics has dropped, which indicates that students need a reminder to continue writing ITS questions down each time they receive a call.

#### Continued from previous meetings

Natalie will work on the key tracking scheme project over the summer.

Dave will work on rejection letters and updating the reserves form over the summer, and will take care of student supervisor gift cards.