# Library Staff Meeting – Charlotte Campus Library, FSW

Wednesday 7/27/2016 3:00 PM

## Agenda Items

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| |  |  | | --- | --- | |  | Upcoming Closures and Times Off  Angie – SWFLN workshop all day Friday, July 29  Angie – Off August 1 - 5  Mary Ann – Off Aug. 8 – 18 (Bill or Tim will be available for emergencies)  Mary Ann – Off Aug. 23  Who opens Monday, August 1?  Reduced Hours – August 8 – August 24 | |  | Library Updates  E-Books – DDA from ProQuest (Data Driven Acquisitions) continues but with  reduced title counts – will be revisited after fall semester  Sierra/Encore – Training will be scheduled soon – will take place in spring  MLA 8th edition at Reference Desk – no indication which professors will be  using it or when Purdue OWL will update (we will do a short workshop at  August meeting, and example sheet will be available)  Fall Workshops have been scheduled  Braille textbook for Hillary – B116 closet | |  | Campus Updates  Enrollment Update  Ice Cream Social – tomorrow 2:30 – 3:30  High School Classes Start August 10  Welcome Week: Library Lunch & Learn Monday August 29; 12:30 p.m.  Campus Resources Fair – Cafeteria – library will have a table – Date TBA | |  | Student Assistant Update – Colleen    And Reserves: They look great! Lists available on top shelf | |  | Office Update – Laura  Donna Merritt – new staff assistant at Lee, part time (will do orders, travel, etc.)  Bill says there are funds available for travel to workshops | |  | Databases: Updates and what we learned  (Updated list on gray sheet will be available for Fall Semester) | |  | Technical Update – Angie  WEPA now prints directly from Cloud storage: GoogleDrive, Office 365,  Dropbox, etc.  Flash Drives  Computer Refresh starts next week – Office 2016 on student PCs | |

Upcoming Events:

Convocation: August 22, 9 a.m. (Breakfast 8:30) -- Mary Ann and Angie (Mary Ann will

be there all day for other meetings)

Fall Classes begin August 25

New Business:

Figure out what to do about mid-August payroll

New Book Cart for High School Collection? Through Fall Semester?

Next Meeting: Wednesday, August 24, 10 a.m.

Ice Cream Social Planning