

LRC Staff Meeting

Friday, February 21, 2020

Present: Lisa Hall (LH), Franklin White (FW), Erika Yates (EY), Sheryl Kunisaki (SK)

Academic Strategies –SK informed staff that Academic Strategies courses will be developed and administered through the LRR. However, the courses will be developed in response to AB705 needs; therefore, the courses will be different from past Academic Strategies courses.

Signs – Any newly created signs should go through Signage Committee first so that all library signs have a consistent look and tone. Poster sizes can be made. Rules will be posted for all areas and may include area specific rules. There will also be templates for signs.

EY

Learning Materials – Laptops for some students in the South Bay Promise Program are ready for check out. Check out of calculators and laptops very smooth. If we have a calculator it is returned on time. Staff can be trained on clearing fines.

Guardian Scholars Books – All GS books are in system ready for check out. SK will contact the GS office to see when their students would like to start checking out the books. Books are for a three-hour loan period.

Geology - Geology materials will be barcoded so they can be checked out.

FW

LMTC - Scanner will be placed in the TSC, and a request to ITS has been submitted to have a scanner installed.

Sometimes students cannot access Adobe Acrobat reader. FW will record computer numbers that don't pull up PDFs.

Ricoh has been contacted because the printer in Lab D is still out of order.

Painters are still painting in the LMTC. Emergency lights have been installed.

Several new student workers have dropped out. LRC could hire a few more student workers.

LH

P drive – Files are being moved from P drive to OneDrive. This should be done within the next couple of days.

Emergency Info – LLR staff responded well to evacuate when the alarm went off during the winter. Nobody picked up Grab-and-Go folder. Staff will need to decide on where to store emergency folders and who is responsible for grabbing them.