Staff: Sam, Jackie

Agenda:

1. Changes implemented:
   a. Space re-arrangement: tables, quiet area, changes to RT room
   b. More desktop computers in map area and carrels
   c. Space Survey

2. Changes Upcoming:
   a. Website improvements
   b. Larger survey
   c. New furniture—13 tables, 52 chairs

3. Discussion items:
   a. We’re considering purchasing iPads or similar tablets for the library to loan to students. Could you use a tablet to do the same things you currently do on the Library desktop workstations?
   b. New photos for website and facebook—models needed! What should we feature?
   c. How should we promote our research help services to students (one-on-one appointments, drop-in tutorials, etc.)?

4. Additional Items/Comments

Minutes:

3. a) 
   - iPads and tablets not ideal for doing word processing assignments, but great for presentations and browsing
   - offering more laptops and computers preferred to loaning tablets
   - a small number of tablets might help offset the demand for laptops, i.e., people that just want web access could borrow a tablet instead of a laptop
3. b)
- photo suggestions include: students in action in the Library—using the computers, at the desk, on the couches, groups working; at home: watching a movie rented from the Library at home, etc.
- members are willing to be subjects in photos, please provide enough notice so schedules can be arranged

3. c)
- co-marketing with other student services, e.g.) peer mentor program, to help spread word about research support services
- more obvious place on website for booking one-on-one research appointments and for the tutorial schedule
- advertisements on departmental bulletin boards, in common areas
- promote through faculty
- survey students to find out what type of research support services students would like the Library to provide

4.
- **databases:**
  - difficult to figure out where to find databases from the Library website
  - speed and user-friendliness not ideal
  - Unclear what the “Start Your Search Here” box actually searches, name change to “Search Resources” or a quick description underneath would help
  - Favourable response to the idea of a tabbed search box
- **Facilities:**
  - Second floor mezzanine would be appreciated
  - Study Rooms 11a/b possibly a good space for another quiet zone—quieter workplaces desired, but not at expense of open common areas for group space
  - More garbage receptacles and improvement in general cleanliness of Library throughout the day needed
- **ITS:**
  - Need for blank ID cards for emergency printing when students forget their card/card is not working
  - Computers with specialized software are always busy
  - Computers are logging in way to slow, very frustrating since students have a small window of time to get things done
  - Physical condition of the loaned laptops is very poor
- **Library collection:**
  - Add more fiction
  - Book drive to encourage students to donate their fiction books
• Students are not always aware of:
  o Booking study rooms at home up to a week in advance
  o Jobs for student assistants
  o Donating their books to the Library
  o Library surveys—if we do a larger online survey, it would need to be mandatory
    (or look like it’s mandatory), e.g., pop up on Blackboard that it difficult to bypass