



February 5, 2014 Ferris Library Advisory Council Meeting Minutes

Chairperson: Scott Garrison

Present: Scott Garrison, Leah Monger, Josie VanAvery, Lyle Mourer, David Scott, Melinda Isler, Kristy Motz, Rick Bearden.

Topics

"Digital Animation & Game Design student game in FLITE"- Scott

Scott noted that Nick Kuiper inquired about placing a video game machine with video games designed by students within the extended studies area. Nick told Scott that he had two within the IRC connector but would appreciate placing one at the library permanently. The ESA sometimes seems to be congested with working students as well as other vending equipment so Scott suggested a trial period or perhaps another area within the library.

Action: Dave & Lyle will think about an alternate location.

Proposed policy for dealing with flash drives that get left behind by library patrons-Lyle/Rick

Lyle noted the constant question addressing what to do with the forgotten flash drives that are piling up at the circ desk? This inspired Lyle to draft a policy regarding the forgotten flash drives and it was presented to the group. That draft is attached to these minutes.

Rick noted that we need to resolve this issue so that it doesn't get out of control. Currently, the flash drives are stored at the desk and Dorothy labels them as to what date the item was found and where.

Action: We need to amend the procedures policy re: viruses/malware. Next, place the draft policy on the J drive for a comment period of two weeks, approve it by email, and add it to the procedures Web page.

FLITE Schedule for the 2014-2015 Academic Year-Lyle

Lyle noted the schedule follows the same format as previous years. Helen and Lingfei have reviewed and approved it. Scott asked for a motion to approve the schedule. Schedule document was approved by FLAC.

Action: Lyle will post the new schedule.

Equipment and facilities request for one-time funding

Scott noted the three items on his equipment list for Academic Affairs were as follows:

1. 424/412 remodels
2. Replacement of CRT monitors
3. Install doors on 4th floor for quiet

Scott also noted that digital signage is also an item to discuss as well as some reupholstering that needs to be done. Scott then asked FLAC if they agree with the items on his list and what other items did they suggest.

Kristy suggested repairing wall damage in FLT 114.

Action: Scott will include 114 on the list.

Cash Refund

Scott noted that an emeritus faculty member requested a print refund and was upset that he could not receive his change from the \$5 placed on his account for printing.

Currently, procedures with the print stations do not allow for change. Scott suggested that we should be clear about informing our patrons to only insert the exact value that they really need for printing. Scott also noted that he wants to hear about any future complaints and possibly re-evaluate the procedures.

Action: Scott requested to Rick to arrange a refund from the cash acceptor for the patron this one time as well as adjust the signage so it is clearer.

Tables

Scott discussed the discarding of various old tables located within FLITE that we don't need anymore. Rick suggested from a practical standpoint it would be feasible to discard them or offer them to other areas of FLITE.

Action: Scott suggested to surplus/offer up to four of them; the two on the 2nd floor and the other two that are in the mechanical room, by the end of the month.

Budget

Scott noted that the Academic Affairs budget cut has been revised downward and that FLITE will receive small one-time increase \$7357.00.

Action: Scott will designate it into G44100.

Other Business/Roundtable

Mobile charging stations are now in place within the ESA.

Lyle noted we should consider purchasing moveable tables for the lobby by the RSO groups.

Action: Lyle will work with Josie on the purchase of the tables.

Adjourned at 3:15 pm.

Next Meeting
February 19, 2014, 2:00-3:00 p.m.

Policy

Handling of lost thumb/flash drives turned into a service desk.

When a thumb/flash drive is turned in to a service desk, staff will ask where it was found, attempt to identify the owner, and then contact the owner via Ferris e-mail etc. Unidentified drives or drives not picked up within 60 days will be given to the FLITE Computer Help Desk for reformatting and distribution to patrons, (students and community residents), who are in need of one.

Procedures

- Lost item turned into Circ Desk
- Circ staff ask where it was found
- Circ staff notes location information on a piece of paper and attaches to the device
- Circ staff places item in appropriate marked container in the Lost and Found Cabinets
- Circ Staff routinely pulls drives from the container and views the device to determine ownership
- If a name is located, Circ staff uses Sierra to obtain Ferris e-mail or other means of contact if not affiliated with Ferris

- Circ staff contacts patron
- When patron arrives to pick it up, Circ staff checks ID and gives drive to patron if it belongs to them
- If not picked up within 60 days or unable to identify owner, Circ staff turns devices over to FLITE Computer Help Desk.
- Computer Help Desk staff will reformat the devices and distribute to those patrons in need of one to solve an immediate problem.

Draft 02/05/2014 LEM