

Hugh F. MacMillan Law Library  
Emory University School of Law

**Student Library Advisory Council (SLAC)**

Wednesday, November 14, 2012

12:15 – 1:15

4<sup>th</sup> Floor Prow

**SLAC Meeting Minutes**

**Attendance**

Students: REDACTED

Librarians: Richelle Reid, Felicity Walsh, and Thomas Sneed

**Agenda**

- Reports: Chairs, Library e-Bulletin Board, Library Climate/Housekeeping, and Study Break Activities
- New Topics
- Comments/Plan of Action
- Next Meeting Date

**1. Reports**

- Chairs: Librarian Felicity Walsh updated students on the status of our request for chairs. She mentioned that a proposal has been submitted to the library director and he is currently working with the law school to secure funding for this project. As we mentioned at the last meeting, we may target the chairs most in need of replacement, first, then work on replacing others as funding becomes available. REDACTED mentioned that he recently attended the Dean's meeting and the law school received money from the University for its upgrades – maybe the law library could investigate as a potential source of funding.
- Library e-Bulletin: Per SLAC's recommendation, Felicity made arrangements for NetCom to add an Ethernet cable to set-up the date, time, weather and RSS feeds to the TV in the library.
- Library Climate and Housekeeping: The council discussed the temperature in the Granger Hansell Room. Ifeoma brought the climate issue to SLAC in hopes of having the temperature adjusted. She further stated that the 4<sup>th</sup> floor is warmer and that's where

she now studies. REDACTED also mentioned that the 4<sup>th</sup> floor had not been vacuumed recently, even though the trash is emptied regularly. Felicity stated that she spoke with the housekeeping manager about the increased usage of the library during exam time and requested more frequent cleaning of the building. As for the temperature, Felicity stated that the thermostat resets daily to a default temperature; so even if facilities management adjusted the temperature once per day, it would reset to default settings the next morning. Richelle added that our heating/air unit is on the roof and the inside temperature is sometimes affected by the outdoor temperature and/or the sun.

- Study Break Activities (Exam Stress Relief): Richelle updated students on our planning progress for this semester's exam break activities, including REDACTED's recommendation for an after-hours coffee table. Ben suggested that we carefully word the study break activities in our promotional materials. The way these activities are presented will be key and that the language on flyers and announcements should reflect these activities as a program so that it's digestible upon viewing the schedule. Richelle asked if SLAC members would help spread the word and even write on chalk boards to help advertise upcoming events. REDACTED asked about the therapy dogs and Richelle announced that the library is planning to bring them back for our Spring Stress Busters event. Richelle agreed to send council members another copy of the e-flyer (see below).
- Campus ILL: REDACTED asked if any further consideration had been given to the suggestion of book runs for JM and LLM students to retrieve books from Woodruff. Felicity reported that library administration was still looking into the logistics of this idea.

## 2. New Topics

- Electrical Outlets: Richelle presented this issue on behalf of REDACTED, another SLAC member, who reported that several plug-ins were not working properly. Richelle reported that a request was forwarded to Operations and that technicians would be checking the outlets in the near future. REDACTED commented that he has observed more issues with the table outlets than the wall or floor outlets.
- Study Aids: REDACTED asked if there is a way to renew study aids on reserve without going to the Circulation Desk. The concern is that when students have their reading material spread out, they often have to pack up their computers and personal belongings in order to renew study aids and that becomes very disruptive. Felicity explained that during exams, there are often waiting lists for many of the study aids. Currently, we do not have a feature in Aleph (our ILS) for automatically renewing reserve materials.

- Security Guards: REDACTED and REDACTED reported that the night security guard stops by each person to announce that the library is approaching closing time; but, the interruption is disturbing to students, especially when students are trying to rush to a stopping point or finish an assignment before closing. The librarians explained the security concerns of our alarm system, the potential for students to be locked in the building, and the head count conducted by security near closing.
- ATM: Felicity polled advisory students for their opinions about ATM machines in the law school. REDACTED commented that many of our international students may be from countries that primarily operate using cash transactions not credit. So many students may want to access cash while at the law school. REDACTED also stated that if an ATM machine is cost-effective, then it would be very convenient, especially when students want to purchase items from Et Al, which accepts cash only. Felicity pointed out that many ATMs will allow the host location to earn money (interest or percentage of fees). REDACTED, REDACTED and REDACTED also thought an ATM would be really convenient, especially since participation in many school events and activities requires cash.
- Extended Exam Hours: Thomas reminded students that the library's extended exam hours will start 11/19. The Circulation Desk will be open during its normal hours.
- Library Classes: Thomas reminded students about Advanced Legal Research and Foreign/International Law research classes next semester. Several students mentioned that they had already signed up for one or both classes.

### **3. Plan of Action and Next Meeting**

Librarians will review student comments, follow up with administration (library and law school), as needed, and implement as many improvements as possible. Librarians will provide updates by the next meeting.

**\*\*\*Next meeting: TBA**



# Knock-out exam stress!

To help keep you healthy during this stressful time of year, the library is offering several **STRESSBUSTER** options. Take some time to relax, regain focus, and unwind with these stress-reduction activities:

- ❖ **Monday 11/26 –Thursday 11/29 from 5:00PM to 7:00PM** – Free coffee, cocoa, cider and snacks available next to the Circulation Desk.
- ❖ **Monday 12/3 10:00AM to 12:00 Noon** – Biofeedback and stress management with the Emory Stress Clinic Staff held in the 2<sup>nd</sup> Floor Prow. Sign up for one of the 20-minute sessions at Circulation.
- ❖ **Tuesday 12/4 10:00AM to 2:00PM** - Yoga with OmPoint Yoga held in the 2<sup>nd</sup> Floor Prow. Sign up for one of the 30-minute sessions at Circulation.
- ❖ **Wednesday 12/5 and Thursday 12/6 10:00AM to 2:00PM** – Chair massages provided by Stress Recess held in the 2<sup>nd</sup> Floor Prow. Sign up for one of the 15-minute sessions at Circulation.
- ❖ We will also be circulating iPads loaded with games (Scrabble, Angry Birds) as well as board game favorites (Connect 4, Balderdash, Apples to Apples, Jenga) for 2 hours at a time during finals. Just come to Circulation to check them out!

Respectfully submitted,

Richelle