

## SLAC Meeting Notes

**Date: Wednesday, September 17, 2014**

**Time: 12:00 pm – 1:00 pm**

**Location: Gambrell Hall, Room 5A**

**Attendance: (Richelle has the sign-in sheet)**

### **Welcome and Overview:**

Richelle Reid opened the first SLAC meeting of the 2014-15 school year by welcoming the new members and giving an overview of SLAC's history and accomplishments. SLAC began in Fall 2012, originally to discuss library services such as databases, and its scope has since expanded to include IT, operations, facilities, and other areas of the law school. This is the third year of SLAC, and its accomplishments include:

- Water dispenser stations for refilling water bottles
- Standing work stations, for their health benefits
- Computer monitors suitable for reading foreign languages

### **Staff Introductions:**

Richelle Reid introduced herself as the Assistant Law Librarian for Student Services and liaison between students and staff, and encouraged students to come to her with concerns.

Thomas Sneed and Amy Flick introduced themselves as representing MacMillan Law Library's reference department. Thomas spoke about the 4-credit, half-semester classes being taught by librarians. The three taught in Fall 2014 will be Advanced Legal Research on Wednesdays, Foreign and International Law Research on Thursdays, and Health Law Research on Thursdays. In Spring 2015, the three classes offered will be Advanced Legal Research, Business and Tax Legal Research during the first half of the semester, and Technology and Research in Legal Practice in the second half. All of these classes are designed for 2Ls and 3Ls. Look for more marketing information about them within the month.

Ben Chapman, the Head of Information Technology for the past 11 years, spoke about a variety of IT-related topics:

- Feedback from SBA was instrumental in moving the IT Help Desk to the library's Service Desk, where it will be staffed 10 am-5 pm Monday through Friday. He welcomes feedback on the new location.

- There are also brand-new printers just installed in the law library. They should be much faster to warm up than the old HP9050s.
- The smaller monitors in the labs have been replaced with either dual screens or wide screens.
- All keyboards in the lab have been replaced.
- Help requests can be emailed to [lawhelp@listserv.cc.emory.edu](mailto:lawhelp@listserv.cc.emory.edu). There are historic reasons for this particular procedure that cannot be changed. Help requests will be seen by all four IT employees, and tickets will be created and routed to Law IT.
- Electronic Blue Book software was just posted on the Quick Tips website.

Amish Mody, the Head of Operations, spoke on several topics related to Operations:

- Mail services and the copy center are available on the first floor of the law school, as well as Amish's office, G101.
- The Law School has a new website with an Operations section that is located under Current Students' Guide to Emory Law, linked under Current Students on the main page. Operations can also be reached by email at [lawoperations@emory.edu](mailto:lawoperations@emory.edu).
- Space Reservations MARCOM?? Check with KT
- There is a new addition to Miss Jean's: the Flava milkshake machine.
- Classroom Technologies are provided by Corky Gallo and Scott Andrews, who work with Operations to provide necessary technology in the classrooms.

### **Student Recommendations and Comments:**

Student concerns included:

- Cleanliness of bathrooms
- The lights in 1E
- The temperature of the library
- The light in carrel 330 is out.
- Hand sanitizer is wanted

Other news included:

- Safety and security are important; report any strange occurrences. The police department is next door. Be cautious leaving the building at night; an escort service is available. Every year some laptops are stolen; be aware and be careful.
- All classrooms have been painted.
- The law school has gotten quotes for defibrillators (around \$3,000) and is trying to secure funding. This is standard equipment for the safety of older faculty and staff. Blood pressure readers and weight scales were also mentioned.

- The library's lost and found is located at the Service Desk, and a list is maintained of items that have been checked in there.
- The library's suggestion box is also located at the Service Desk.
- Emory University is a smoke-free environment.

In closing, Richelle reminded the students to fill out their media release forms so their names as SLAC representatives can be released in On the Docket and on the law school's new website. This will enable their classmates to find them to express concerns and ideas.

**Next Meeting: October 15<sup>th</sup>, Noon-1 pm**