

**Student Library Advisory Council (SLAC)**  
MacMillan Law Library | Emory University School of Law  
Wednesday, September 18, 2013  
12:15 – 1:15  
4<sup>th</sup> Floor Prow

**SLAC Meeting Minutes**

**Attendance**

A sign-in sheet was circulated and will be maintained by Richelle Reid.

**Proceedings**

Richelle welcomed new and returning members to the first meeting of the 2013-14 academic year. She explained the purpose of SLAC and highlighted a few of SLAC's previous accomplishments. The meeting proceeded with introductions of students and librarians Felicity Walsh and Thomas Sneed. Felicity introduced law school representatives new to SLAC – Ben Chapman, head of IT, and Amish Mody from Operations. The meeting proceeded with a discussion of recent changes to the library's aesthetics.

- I. **New Service Desk:** Felicity described summer renovations of the main level and the library's new service desk. Students were asked for feedback on the new service desk. Students suggested that the library advertise more about the services and equipment available at the Service Desk (such as Mac chargers, ear plugs, Lost & Found, etc.). Students further suggested signage to help identify reference librarians and general circulation. Students otherwise provided positive feedback about the spaciousness and warmth of the newly renovated main floor.
- II. **Standing Workstations:** Standing workstations were recommended by a SLAC member last Spring, and Richelle updated the group informing them that the standing workstations were forthcoming. Felicity further explained that three standing stations would be added initially on the main level (level 2). One returning student commented that having a basic knowledge of the library and law school budgets would be helpful – not necessarily knowing the amounts, but that budget constraints play a role in determining how many suggestions for improvements in the library or law school may be implemented.
- III. **IT:** Ben Chapman proceeded with a brief description of IT staff and services. He explained that many of the law school's IT services are now centralized with University IT Services. Help tickets may be submitted via phone or online by accessing the phone number or website he provided to students. He also provided his direct e-mail and invited students to contact him with any concerns.
- IV. **Operations:** Amish Mody described the duties of the Law Operations department. While he often works behind the scenes, Amish expressed his interest in student feedback and encouraged students to share their concerns so that he would know how and what to improve. Students reported an issue with electrical outlets at group study tables in the library. Amish agreed to troubleshoot and request repairs as needed. Students reported that the refrigerators

(Gambrell) needed to be cleaned more frequently. Amish also provided the contact information for Operations.

- V. **Study Break Activities:** Richelle described the library's Stress Busters program to new members and asked students about their preferred method of communication. Students agreed that announcements on classroom whiteboards and SLAC members' posts on Facebook were good options. Students also mentioned *On the Docket* as a means to announce library activities.

**Communications:** Students had several questions about the law school's website, intranet, TV monitor (near Reception) and other electronic displays (Bus stop, main elevator), *On the Docket*, and *Community*. Ben explained the distinction between IT and MARCOM, and that MARCOM (the law school's communications department) now handles many of the areas students mentioned, such as the content on electronic displays.

Students also reported difficulty in giving presentations for student organization meetings in the classrooms. The equipment is not Mac compliant as the adapters are not compatible. Students mentioned Cox Hall and video cameras and video editing equipment as an example of software for electronic displays.

Students commented that *On the Docket* is a great source of information. Students all agree that a one-column layout would be better for an online newsletter. They liked the Library, IT and Operations information at the bottom and suggested using that space to advertise more library services and equipment. While the 1Ls and new graduate students are fully aware of *On the Docket* as the primary source of law school/library news and happenings, upper level students (2Ls and 3Ls) were less aware of the source (including *Community*).

Students reported that *Community* is not functioning properly. Ben stated that he would pass this report along to MARCOM. Students also reported that there are too many calendars, and that the 2016 Facebook page will post upcoming events the day before the event on Facebook – more notice is needed.

Librarians also mentioned *Quick Notes*, the library's bathroom newsletter as a source of information for library services and research databases.

- VI. **Next Meeting: Wednesday, October 16, 2013, 12:15 – 1:15, 4<sup>th</sup> floor Prow**

**Addendum**

Shortly after the 9/18 meeting, additional suggestions for the library and operations were made by a SLAC student member. These suggestions included

- the addition of water dispensers (similar to the Gambrell 5<sup>th</sup> floor dispenser) so that students can fill water bottles
- repairs to the microwaves in Gambrell
- healthier snacks in the vending machines
- book stands for students to check out at the library service desk
- inspection of 4<sup>th</sup> floor water fountain in the library

Amish agreed to handle the aforementioned Operations-related suggestions and will report back to the group at the October meeting. The library will work on other applicable suggestions.