Introductions

- Everyone introduced themselves and said what their favourite thing is about the library
  - Group study rooms
  - Uncle Steven
  - Reserves (not having to buy textbooks)
  - Being able to borrow unlimited books

Welcome

- Goals for the committee and “house rules” (see page on library website: https://library.carleton.ca/about/student-library-advisory-committee)
  - Meetings
    - Alternating Tuesdays and Wednesdays
  - Communication
    - Meeting notes posted on the library website after committee approves

Planning activity

- Student members wrote on post-its their answers to “How can we make the library better?”
- Suggestions are listed in Appendix
- Answers were grouped by theme
- Student members put a checkmark beside ideas that really resonated with them
  - The following themes received the most checkmarks and were assigned further action:
    - Improve signage and maps in the library. Action: further discussion at an upcoming meeting.
    - Increased hours during exams. Action: further discussion at an upcoming meeting.
    - More promotion of library services. Action: Bring the library’s new Communications Officer in for discussion at an upcoming meeting.
    - More seating/desks. Action: further discussion at an upcoming meeting.
    - Group study rooms – policies and rules. Action: library to continue investigating possibilities for change and Shelley will report back.
    - Adding search history in Summon. Action: Shelley will look at what is possible and report back.
    - Make more copies available on Reserve. Action: Shelley will talk to the library’s Head of Reserves and either report back or invite her to a meeting.
    - More patrolling of noise and promoting the Quiet, Please! service. Action: Shelley will provide this feedback to the Head of Stacks. Promotion of Quiet, Please! will be rolled in with the discussion about promoting the library.
    - Clean keyboards of public computers more frequently. Action: Colleen will pass this along to library administration and report back.
    - More power outlets made available. Action: Colleen will pass this along to library administration and report back.

Next steps

The group discussed how best to address these topics at upcoming meetings. (decisions listed above)
Wrap-up

- Co-chairs will organize a Doodle poll for next meeting time, November 1 or 8.
Appendix

How can we make the library better? (Student member suggestions)

- Better signage directing people to call numbers (maps, overhead, etc.)
- Clear guides on how to navigate the stacks
- Maps to rooms
- Better patrolling of noise/conversations on silent floors
- More advertisement for silent@lib
- Booking study room policy – 2 hour max
- Telling students how to book study rooms
- Group study rooms (1 per day/1 week in advance)
- Promote library services
- Better promotion of library services (ie: social media, physical material, etc.)
- More awareness about interlibrary loans
- Requesting copies of articles (like to email): information about this resource
- Newsletter or more updates and information
- No Scent Policy
- Search history (in Summon)
- Clean the keyboards
- Have keyboards regularly cleaned and disinfected
- Replace old and damaged keyboards
- More outlets and power
- More outlets
- More power utilities
- Library tours with classes should teach students how to read call numbers
- More desks
- More seating
- More individual study carrels on silent floors that don’t have computers
- More textbooks on reserve, not just one copy
- Library Reserves: more copies
- Events/talk on Library resources
- If the library is open, so should Starbucks
- More food options
- Extended hours during exams (open 24 hours on Friday and Saturday)
- Safe walk home late at night
- Printing instructions and email IDs on the library website
- Easier way to notify staff of printer errors/malfunctions
- Number of cuontheo stations
- Feedback forms or surveys and prizes for the participants from all the years
- Rooms to de-stress (movie studies, game nights) scheduled
- More e-books availability