Finals Week Plans for Fall 2007

After reviewing the observations and recommendations from Spring 2007 Improving Finals Week volunteers, the meeting attendees – Miguel Labon, Gary Bland, Mike Rancer, Paul Payne, Imani Abalos, Mark Marrow, Jennifer Dorner, and Beth Dupuis – agreed to the following plans:

Decisions:
- Doe Library will remain open until midnight during finals to provide access to much needed study space with tables/electrical outlets for laptops during peak study hours for students
- 340D Moffitt (classroom next to FSM Café) will be opened, if campus approves, during finals evenings until early morning (ie: 3am) to provide space outside the Library for students to eat and drink while studying, and still allow time for custodial staff to clean the room before morning finals
- The Moffitt Classroom side will be opened again to provide another space for students to eat and drink outside, yet near, the Library
- The group study rooms in Gardner Stacks will remain open after 10pm, providing more space for group conversations and seating
- Planning will begin earlier this fall to provide more time to call for volunteers, clarify which staff are eligible for comp time/overtime (to earn extra hours for winter break), train volunteers, clarify options for things such as escorts/parking, etc
- Finals week experience will maintain the same volunteer spirit with a call to all library staff (including all administrators); no mandate to participate and emphasis will be on the fun spirit

Actions:
- Mark and Gary will serve as the point people for this project: coordinating the plans, requesting administrative support from Beth and Mike as needed, and engaging other staff for help with specific tasks as needed
- Gary will provide Moffitt gate count statistics collected the previous semester as one measure to help determine which days/hours it would be most helpful to mobilize volunteers; general feeling at the meeting was that 1am seemed late enough to address key late night issues
- Mark and Gary will draft the general schedule for shifts/volunteers needed to cover all entrance points for the new hours described above as well as rovers; schedule might include specific tasks people have at different times so no one does the same task for the entire shift and rovers are encouraged to work in teams of two
- Mark and Gary will order items such as t-shirts, handouts, signs at entrances
- Mike will confirm the Library’s use of 340D Moffitt for the purpose stated above; if approved, Miguel will make the necessary arrangements with custodial staff
- Mark will propose how to manage extended access to Gardner Study rooms
- Mark and Gary will develop the content and plans for training to prepare for volunteers about what to say/do in common situations
  - how to make interactions educational/non-confrontational
  - guidelines about what to take away/allow to be put in backpacks
  - consistency about what is not approved/how to handle
  - expectations for people staffing desks and checking IDs
  - 10 minute introduction at start of shift so staff feel more confident
- Jennifer and Imani will propose approaches for an awareness/PR campaign emphasizing the Library’s food/drink policy but with a positive approach/tone; aim to be launched between mid-terms and finals; ideas proposed such as partnership with ASUC during food/drink break, initiative for students to propose campaign (like Burma Shave ads, haiku, slogans, YouTube videos, guerilla theater), exhibits in Library cases, and ad in Daily Cal. [Perhaps winning slogan/haiku/cartoon could be on the t-shirts that semester?]