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Library Newsletters

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Research and Instructional Services Monthly: February 2020

Rachel Schrauben Yeates

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Research and Instructional Services | February 2020

Welcome!

In January, librarians reached 766 students via in-person instruction and logged 137 in-person reference transactions! Read on for RIS updates on professional development, workshops, room reservation, and reference.

We're Learning American Sign Language!

Amy, Carey, and Mary Margaret just started an 8-week course on American Sign Language with the College of Professional Education. We're all excited about learning the language so we can better help our Deaf and Hard of Hearing students use the library! To keep our hands in, **we'd like to start an ASL conversation group** in the library; if you're interested in joining us, please [complete this Doodle Poll](#) so we can find a time that works for as many as possible! The poll will remain open until **March 4.**

Upcoming Library Toolkit Workshops

Use Your Great Article to Find More Great Articles (Leslie)

March 10 from 12-12:30 p.m. in Sturgis G-12

March 11 from 3-3:30 p.m. in Johnson 248

Research Project Time Management (Mary Margaret)

March 18 from 2-2:30 p.m. in Sturgis G-12

March 19 from 2-2:30 p.m. in Johnson 248

More than Instruction: G-12 available to book!

As a gentle reminder, **G-12 can be reserved for workshops and events** so long as you coordinate your reservation with Christina! When you have an idea for a workshop that requires computers please **reach out to Christina** about scheduling your event so that she can ensure the room does not become double-booked.

Reference Reminders

If you need to miss a shift (or you have negotiated a swap) ...

- If you cannot make your assigned reference shift, you must **notify Mary Margaret Cornwell and Rachel Schrauben Yeates** via email. We also ask that you **CC libraryreference@kennesaw.edu**.

- If you need an emergency replacement (if it is within one hour of your shift), you also need to call Mary Margaret or Rachel to let them know you will not be there.

Who finds coverage?

- Depending on the reason you need to miss your shift, Mary Margaret and/or Rachel may find a replacement for you. Those circumstances include times when you are:
 - Meeting with a **Dean** (within or outside of the Library)
 - Scheduled for an **instruction** session
 - Using approved time off/out of the office (**vacation time, out sick, at a conference**)
- You will be expected to find your own replacement for all other circumstances. You should also be prepared to fill in for other people when they cannot make their shifts.

Johnson reference

- For librarians on call at Johnson, if you cannot make your full four-hour shift, the above policies are the same. If you expect to miss one hour or less of your assigned shift, contact Mary Margaret and/or Rachel to let them know. They will determine whether you need a replacement.
- While the location of the reference desk has moved at Johnson, reference will still be performed on **an on-call basis** and librarians should **report to C109 when notified** a patron needs assistance.

Please email **Mary Margaret** with any questions or concerns you have pertaining to the reference schedule.