

Notes of the joint Belfast/Jordanstown Students Union-Library-ISD liaison meeting held in Jordanstown on Thursday 6th June 2019.

In attendance

Conor Keenan	outgoing Site VP Jordanstown
Marion Khorshidian	Campus Library Manager, Belfast
Mark Millar	Reprographics Manager
Shauna Murphy	incoming Site VP Belfast
Jeanie Parris	Campus Library Manager, Jordanstown

Apologies

Meghan Downey	outgoing Site VP Belfast
Oisín Kinsella	incoming Site VP Jordanstown
Chris Paul	ICT Service Centre

MK thanked everyone for coming, welcomed Shauna to her first meeting and noted the apologies.

Actions from the last meeting

In relation to the request that Jordanstown open earlier during exam times:

- CK will speak to the incoming VP, Oisín, about gathering some feedback to find out exactly why students want to visit the library when alternative facilities for most things are available elsewhere on campus. **ACTION: CK/OK**
- MK confirmed that opening hours will be reviewed by Campus Library Managers in late June.

Library Services

- In liaison with Campus Life, a vending machine has been installed in the library reception area in Belfast. Cold drinks and snacks are available and the new service is proving popular. It is hoped that a drinking water supply can be re-routed to enable the installation of hot vending and this will be explored during Summer 2019.
- All-gender toilets have been introduced on campus and while this is a welcome initiative, MK reported that some students and staff are asking questions about the etiquette of using such facilities and also the availability of sanitary bins etc in all the cubicles. CK asked the group to note that communications about this were not as comprehensive as intended and that this would be raised again.
- All libraries are represented at planning meetings for WelcomeU weeks and are looking forward to collaborating with SU and other departments to ensure that students have as good a welcome as possible in September.
- MK asked the group to note that Magee Library will be closed this summer for refurbishment and access to printed stock will not be possible. Library staff will be based in Block MF and a range of alternative services is in place in addition to our online resources, which are unaffected by the closure. More information is available on the library homepage <https://www.ulster.ac.uk/library>
- There are plans to refurbish several areas within Jordanstown Library subject to funds being made available and JP outlined these. They will tie in with the SU and Mall refurbishment and should provide students with additional social and learning spaces within the library. The library will not close but areas will be cordoned off as needed.
- JP reported that the library in Jordanstown will be used for ID checks during WelcomeU week and library tours will take place that week also. As a result, it will not be practical to maintain silence in the study areas on the first floor. Students requiring a silent study area will be directed to areas on the ground floor instead.

ICT Services

On behalf of CP, MK reported that:

- This summer ISD plan to update the Adobe Creative Cloud (CC) suite from version 2018 to version 2019. With the new version, all users will be required to sign-in with a free Adobe account in order to use any of the CC 2019 applications. This is a change from last year where end users could log-in to a machine and run any Adobe app without being prompted to also sign-in with an Adobe account (with the exception of Adobe XD). ISD will send out an official email regarding this change later in the year.
- ISD will be participating in Welcome U activities in the new academic year and these will include Wi-Fi clinics to enable new students to connect to eduroam right away. ISD colleagues may be supported by student helpers to ensure availability throughout Welcome U week.
- There are plans to refresh PCs in teaching rooms at Jordanstown and at Belfast.
- All a/v equipment in teaching rooms in Jordanstown will be refreshed, as will some of the rooms in Belfast.
- ISD recommend that students should avoid using USB sticks and should use OneDrive.
- On both campuses this year, computer mice have been lost through pilfering and has resulted in students not being able to use a computer. ISD plan to secure mice over the summer to reduce the instances of this happening during the next academic year.

Reprographics Service

MM reported:

- ID Card – As reported previously, the ID card platform is to be moved to a payment method as part of the new commercial direction being taken by the Director of Campus Life. This will be progressed once the new commercial manager is in post.
- The MFD tender has been awarded and there will be a 'cooling off' period for two weeks to allow the unsuccessful bidders an opportunity to challenge. Hardware will be replaced during the summer, beginning with devices in student areas. The supplier will be providing a fully managed service with flexibility to provide a range of printing solutions. SU and library staff will be consulted during the summer.

Matters Raised by SU Officers

CK thanked library colleagues for support during exam stress and other SU initiatives during the academic year.

Other than agenda items above, there were no additional matters raised by Officers.

Health & Safety issues

Nothing to report.

Date of next meeting

The next meeting will be held in Semester One. MK/JP will circulate details nearer the time.

MK concluded the meeting by thanking Conor and Meghan for their contribution to the SU-Library-ISD meetings and wished them well for the future.