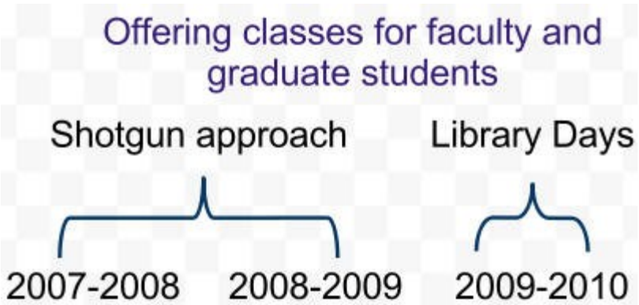
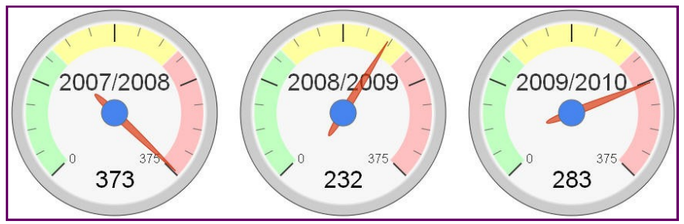
And we didn't even have to pay them!
Library Days for Faculty and Graduate Students.

Sara K. Kearns
Kansas State University Libraries

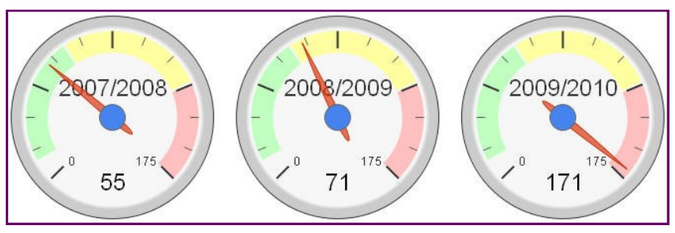
LOEX of the West
June 11, 2010



Number of Faculty and Grad attendees, by year.



Number of classes for Faculty and Grads, by year.



It was great to really get oriented with all the cool things in the Library, it was a great day!

TODOIST

Todoist Help Support Preferences Logout

Call to Librarians to teach classes	Jun 15
Schedule three Library Days during semester--1 Faculty, 1 Grad, 1 Joint	Jul 1
Reserve rooms and technology such as laptop carts	Jul 2
Input classes in library class registration system	Jul 15
Compose class information page and post on website	Jul 15
Work with library marketing unit to create posters and signs	Jul 15
Compose short letters to Faculty and Graduate students	Aug 1
Distribute letters--preferably via a Listserv at least two to three weeks prior to first sessions	Aug 3
Monitor registrations and questions about classes	Aug 3
Post about Library Days on social media (Twitter, blog, Facebook)	Aug 3
Proof signs; triple check to ensure they will be printed and ready for Library Days	Aug 7
Send out reminders to librarians about classes--provide link to registration system	Aug 12
Check on technology	Aug 14
Get up before dawn; consume enough caffeine so that you are wired, but not jittery; head to work with the sun; put out signs; triple check technology; print out registration sheets and distribute to librarians; print out your own handouts if you are teaching; GO!	Aug 17
Move between classes; check on technology; orient lost faculty and grad students; make sure all librarians have shown up; bemoan the rain; decide that a student holiday isn't a good day to hold Library Days; celebrate with librarians who have good turnouts; brainstorm with librarians who had no one attend to increase attendance	Aug 17
Shut down technology; put away signs; check for lost flash drives or mugs; collect registration sheets	Aug 17
Enter attendees in registration system to ensure record of number of attendees and for which classes	Aug 18
Compose survey(s); distribute to attendees for feedback	Oct 10

Add task Reorder

Question 8

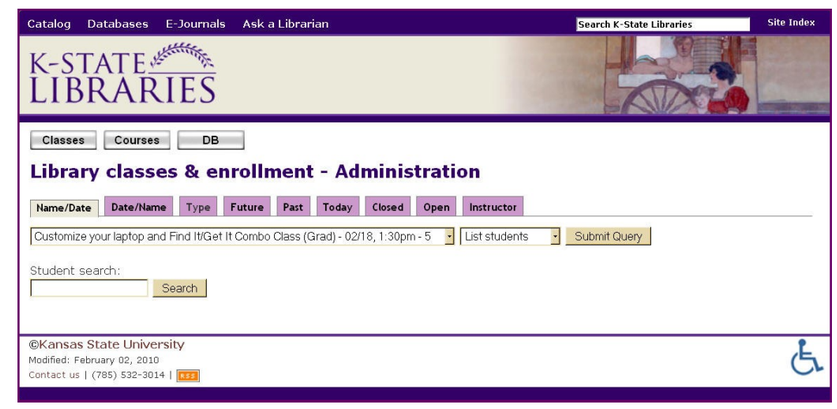
I am interested in sessions about:

ARTstor	
Business Research	
Dissertations & Theses Full Text	
Document Delivery: document delivery, services for distance patrons, newspapers on microfilm, Get It, and interlibrary loan	
ERIC and Education Full Text	
Free Online Books and Newspapers	
Google	
Google Books	
Google Scholar	
Legal Research Online	

February 18th (Faculty and Grads)

Afternoon

	401	407	408	301	114 (Tours meet outside 407/408; end in 114)
1:30 pm	Primary Source Databases/Resources (Tim W.)	RefWorks Basics (Sara K.)	ArtStor Basics (Ellen U.)		Customize your laptop/Interlibrary Loan (Tara C./Kathy C.)
2:30 pm	Researching Business & Industry (Regina B.)	RefWorks Intermediate (Sara K)	Teaching with ArtStor (Ellen U.)	KREx nd Scholarly Publishing(Marty C. and/or Beth T.)	Tour (M.E. F.)
3:30 pm	Music & Sound (Thomas B.)	Web of Knowledge (Jenny O.)	Dissertations and Theses Fulltext/ERIC combo class (Tara B)	Google (Jason C.)	LexisNexis Congressional (Antoinette)



Should we continue with the Library Days format?

Reward	Weight
Fewer visits required to campus	5
Only need to schedule for three days/semester	4
Fac/grads may make a day of it and attend more sessions	2

Risk	Weight
Triple number of classes offered	5
Total number of attendees down	4
Choosing the "right" three days	2

Could Go Either Way...

Rewards:	11
Risks:	11