**Internal Meeting 4**

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| Date: | 13 Feb 2018 |
| Time: | 9am – 12pm |
| Venue: | SMU SIS GSR |
| Attendees: | John Koh Wei De  Rachel Tay |
| Absentees: | Joanne Ong Shi Ying |
| Agenda: | Data exploration |

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| No. | Details | Action By | Due Date |
| 1 | Data Exploration Findings   * It is statistically significant that approximately only 24% of the number of times a title is being borrowed are distinct users. * Out of the instances where the books were overdue, users typically borrow for 4h (base on mode of histogram) regardless if it is exam week. * Might need to take the publication year into account when comparing 3-day and 3-hour loan periods per book title in order to rule out the possibility that students are using 3-hour course reserves only because it is the edition that is being used in class? * People borrowing on Friday 27th Jan, 12pm return the following week on Tuesday. This is because it is the chinese new year weekend. They might be an anomaly. Usually the people borrowing at midnight are the ones who overdue the books. Those borrowing between 9-11pm do not fully utilise their assigned borrowing hours (since they have until the next day), we stipulate that it is because they would just return the books by the time the library closes and those borrowing at midnight have the intention of bringing the books home since the library is going to close already anyway. * Most of the overdues are during the break terms. Overdues is not caused by students. Title: actex soa exam mfe exam study manual. * The adjunct, faculty, admin patron groups are the ones causing the bulk of the overdues. * Chance of people photocopying less if people borrow 3-day loans. | All |  |

Meeting was adjourned at 12pm. These minutes will be circulated and adopted if there are no amendments reported in the next three days.

**Agenda for next meeting**

1. Data exploration
2. Future plans
3. Interim submission preparation

Prepared by,

Rachel Tay

Vetted and edited by,

John Koh Wei De