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Library Staff Meetings

Nelson Poynter Memorial Library

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1-28-1998

## Library Staff Meeting : 1998 : 01 : 28

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## **Staff Meeting** **Jan. 28, 1998**

### **Circulation Position**

JJ reported that there was a good response of qualified applicants to the advertised Circulation position. They are preparing to begin the interviewing process shortly.

### **Building Directory**

The long-awaited building directory has been installed. The few corrections and additions are in the process of being made.

### **Clocks**

Administration has bought several new clocks for the library and will be distributing them to the following areas:

the classroom (218)  
Technical Services  
To each of the restroom/photocopy areas

### **Elevator Problems**

If the elevator begins to act up please call Barbara and tell her when the problem happened and exactly what the problem was. Keep in mind that the elevator doors have been programmed for a 20 second delay in closing due to safety ADA. If all else seems to fail give it a dose of coffee and pray the caffeine works!

### **Tax Forms**

The reproducible tax forms have been ordered from the Government Printing Office. As soon as they arrive they will be placed on ready reference.

### **Study Rooms**

Signe and Regina reported an incident that happened concerning the study rooms. During one of the Saturday sessions a debate arose between patrons over who had the rights to an open study room. A single person left the study room using two pieces of Xeroxed paper to mark the room as his. A group took over the room and refused to give it back to the single person. Signe spoke with both parties but Regina called the campus police to be safe, which ended the incident. Locks had been ordered on Oct. 23, 1997, for the study rooms. As soon as they arrive and are installed a system will be devised to

allow patrons to check out keys at the Circulation desk to prevent a similar situation from arising in the future.

### **Regina and the Police**

Regina reported that she expressed concern to one of the USF police officers regarding the physical contact between staff and patrons. The concern was brought up due to the heavy assistance required by one handicapped non-student patron. According to the police officer, staff should not touch a patron unless he or she is specially trained and equipped to do so. Lanny has set up a meeting with Tim Langston to address these issues at the next staff meeting (2/25).

### **Heavy-Set Hacker**

Ed reported that the "Heavy-Set Hacker" is back. There is no way to really monitor what he does on the computers unless monitoring software is installed. Ed does not think this is necessary as he feels that the man is not a threat to the library's computer systems.

### **Proxy Server**

Lanny reported that the proxy server may be gone. He will double check his source before confirming that, however.

### **Tampa Bay Devil Rays**

USF has access to one concession stand during the Devil Rays' home games. It holds a total of 18 people and a minimum of 9 library staff would be needed to staff it. The stand would bring in extra money for the library for outside projects. Anyone interested in manning the booth please contact Lanny via e-mail. As Lanny says, remember that this is not hockey! Most games start at 7:05 PM and will last several hours so make sure you have the time to plan around before you volunteer.

### **Circulation**

Circulation reported that one of the Danka limit cards had been given out to a patron. The Danka limit cards (the ones kept in the cash register) are used only for students who have had problems with the machines due to machine error and/or for replacement copies. They are used by the librarians for experimenting with the machines to determine a malfunction. They are not to be given out to students for any reason.

The IB student program has been shut down temporarily. It most likely will be reactivated soon. An interesting side note to the program is that out of approximately 57 twelfth graders about 22 had accrued fines. The school system has assured the library that those who have not paid their charges will not be able to take their final exams until

the money has been paid. On a side note, USF St. Petersburg will eventually have to work out library priviledges with St. Petersburg Junior College students once the shared campuses program is implemented.

### **The Next Meeting**

The next meeting is scheduled for Wednesday, February the 25<sup>th</sup> at 2:00.

