Library Staff Meetings   Nelson Poynter Memorial Library

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STAFF MEETING
Tuesday, January 29, 2002, @ 2:00 p.m.
Library Conference Room

Kathy welcomed Tamica to the library and asked Tamica to say a few words. Tamica replied that she is enjoying her position and that "we are a great bunch of people."

Kathy also thanked Karilyn for taking over the duties of the Collection Development Librarian position. Tina will assist Karilyn in the disciplines of psychology, environmental studies, and nursing. Deb will be responsible for all science disciplines including marine science. Signe will assist with business disciplines and Karilyn will be responsible for education disciplines.

Deb Henry addressed the meeting with a very important reminder about the status of USGS cardholders and their ability to access the virtual library remotely. Unfortunately, USGS cardholders **DO NOT** have automatic access to the virtual library because of vendors' restrictions to certain materials. They must have a valid USF ID indicating their status as faculty, staff, or student. Some USGS cardholders have a SAPL ID code so they may check out media items.

As a tangent to the USGS discussion, there were several questions and clarifications regarding the proxy databases including allowable access and computer routing of the imputed information, proper handling and processing of student ID's for distance learners, and updating all student ID's through circulation desk at time of issue. Dave mentioned that students who get ID's during the daytime hours are told to go by circulation and get it updated with their new ID number. However, this is not told to students who get their ID's during the evening hours since the circulation desk is expected to be busier at night.

Lois asked if anyone had been experiencing any additional problems with the public elevator. Apparently, the door stays open from time to time and then fixes itself. Building Management has looked at the elevator and cannot find anything wrong. Lois asked that the next time it is stuck, let her know immediately, and she will call over to Building Management and see if they can send someone out right away. Kathy also reminded everyone to email Barbara and/or Lois right away when they have a situation that needs to be addressed by Building Management.

There was a discussion and warning to be careful of the huge fire ant colony outside the loading dock. Also, it was decided that Building Management (John Randle) had changed the lock on the door of the loading dock without Kathy's knowledge.

Kathy asked the staff for their thoughts and ideas on how best to enforce the no food/no drink policy in the library. She mentioned that she has already discussed this with outside faculty including showing them damage to books caused by roaches so

that they would not think we were just being "prissy" about enforcing this policy. After hearing staff discussion, stories, and brainstorming ideas, Kathy proposed the following:

- Classrooms: Kathy will contact the instructors and advise them that they must enforce the policy with their students or there will be no more classes in the library.

- Study Rooms: Karilyn will design a notice to be given out with the key to study room that states the no food/no drink policy and reminds students that if caught, they will be prohibited from using the study rooms. However, beverage containers with twist tops will be allowed in the study rooms.

- Charlotte, as part of her internship, will create a display for the library that explains and demonstrates what food does to books. Berrie volunteered to put similar information on the library webpage.

- Kathy will approve having professional signs made and installed in Rooms 217 & 218.

Berrie explained the fees for the use of the lab and the distinction between USF and non-USF groups. This information can be found on the internet at http://www.nelson.usf.edu/systems/lab.html including a table that summarizes the most common groups and associated fees. Lastly, Berrie will send a blanket email to the campus advising them of this information. Berrie also shared that his new student assistant, Karmandy, was doing an excellent job of improving the webpage and that we should check back often for new and updated links.

Kathy mentioned the 1.62 million dollar budget cut to the campus and highlighted some areas that will impact the library. This includes such things as eliminating the position formerly held by Jo Davis, giving back $36,000 in book money for this year, losing approximately $67,000 in book money for next year, and forfeiting some of the Virtual Library sources. She reminded us once again that these are indeed, lean times.

Tina discussed proposals for cutting $100,000 from the budget for the Virtual Library. It is a difficult decision-making process as some sources are through SUS and cannot be eliminated and other sources are either used very heavily and/or all the library has in a particular discipline. However, at this time, the Virtual Library has cut "Engineering Village", "USA Today", and will most probably cut "IEEE" in the near future, as this will reduce the budget by about $85,000. Tina also pointed out that the cuts affect the Virtual Library's ability to purchase and explore new titles.

Jan put in a request for each department to have an extra AL1 key for use by their OPS personnel. Kathy will speak to Barbara to see if this can be arranged and/or

if Barbara has any extra keys that can be used without having to place an order with Building Management.

Dave made the announcement that the use of the A/V rooms has quadrupled in the last six months. This is generating expensive repairs to the equipment as well as problems with users smoking, eating, and drinking in these rooms. For this reason, there is now a new policy limiting the use of these rooms to USF library, faculty, staff, and students only. Signs will be posted accordingly. Kathy hated to do this but the expense was getting out of hand and the policy has been approved by Vice-President Heller. Legitimate non-USF patrons who are looking for assistance with a specific video can be directed to A/V for help.

Dave mentioned that there is a new class code for adjunct ID's. The ID's will say "adjunct" instead of "courtesy." He also told us that the "smart-card" idea killed itself. Essentially, the feeling is that if American Express cannot make it work properly then the University will not have success with the program either.

Dave gave us some positive news in that our production of USF ID cards is only about 150 less this semester than the Tampa campus. Additionally, the Tampa campus has "cut us loose" and we will be receiving the funding directly for processing of the ID cards. There is potentially a small profit in the sale of the cards but, as Kathy mentioned and Dave agreed, it needs to be amortized against expenses for the past two years and for future equipment and maintenance contracts.

Karilyn asked that all gift books be placed on a book truck labeled "gift books" and stationed near Tamica's office. She also requested anyone receiving donations put a note on those donations where a donor indicates that he or she does not want a thank-you letter. This will help Karilyn in making sure that letters do not go out when not needed and that other donors do not get overlooked.

Karilyn issued a reminder that we cannot give out information on student records as this is a violation of the Privacy Act. This applies regardless of what other identification is presented including social security cards and driver's licenses. The cardholder must assume the responsibility for having the card at all times as university policy requires.

Kathy and Signe briefly discussed the possibility of having a presentation in the library for the new voting machines.

Kathy thanked everyone for their time and concluded the meeting.