
Library Staff Meetings

Nelson Poynter Memorial Library

6-27-2000

Library Staff Meeting : 2000 : 06 : 27

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STAFF MEETING
Tuesday, June 27, 2000, @ 2:00 p.m.
Library Conference Room

Kathy announced that the Library has received confirmation of a new position -- Audiovisual Specialist. Jerry is developing a Position Description for the position, which specifies 5 years technical experience in AV.

The other two positions we requested, LTA and computer technician, were replaced by Book OCO funds, which Tallahassee apparently felt were more important than additional staff support. Herm Brames will investigate to see if it would be possible to change this priority in any way.

Tina and Deb reported on the search for Ed's replacement. The search has been suspended because the pool of candidates proved inadequate for the position's qualifications. A revision of the Position Description is underway, changing the management concept and the organizational structure of the position from a one-person task to a team approach. There will be a great deal of cross-training of the duties and responsibilities involved in order to cover absences due to vacations, illnesses, resignation, etc. Jeff Reisberg has offered to assist with this training. He and his staff have been most helpful and generous with their time.

With the arrival of new equipment, an inventory is needed of what is on each staff computer -- word processing, databases, applications and connections, including virus scans. Report your computer's inventory to Deb.

We are exploring possible alternatives to MSeXchange, which is so vulnerable to viruses.

Deb announced the formation of two committees: 1. Computing Advisory Committee, composed of staff members who represent the various Library departments, and 2. Policy and Fee Schedule Committee, which will set rules and fees for non-USF use of any room in the Library involving computers. An EBA (Educational Business Activity request form) will need to be submitted, with a schedule of charges and justifications.

In anticipation of hurricanes or any other weather event causing flooding and wind damage, Room 127 (housing the servers, etc.) will trade places with ILL (Rooms 215, 216). The best time to accomplish the move is during the summer, since it will consist of a great deal of heavy equipment moving, as well as the installation of additional wiring.

In the future, we will begin to migrate our Web site from the UNIX server to NT. Knowledge of UNIX can then be dropped from the ELS librarian's job qualifications. Other objectives will be updating the instructional classroom computers and replacing the old PCs in the stacks and elsewhere in the Library.

Tina reports that ILLIAD is working well. Its one drawback is that it offers no lending stats; borrowing stats are available through CLIO. Reference now has new databases, including McClure's Titles and IEEE Conference Proceedings.

Jerry announced that Student Assistant Cat Wilkins will be leaving AV to continue her education at Tulane.

Jackie was sure all would be glad to hear that the telephone has been moved at Circulation and the floor wires are gone. She reminded all that IB students are not eligible to borrow until Fall, and then only after we have received the lists of names. We will be receiving more e-reserves in the Fall, though alternatives for faculty include following online instructions on how to set up their own e-reserves, or creating their own web sites.

Susan asked those covering Circ to be sure to push the button to relock the DVD cases when they are returned. Also, at both check-out and check-in, be sure to look inside CD and video cases to make sure they contain the correct material.

Barbara will respond for the Library to the invitation for the New President's Open House, which will be held at the Dali Museum on Monday, July 17, from 3:30-4:30 pm. She will also put in a work order to install two new acquisitions: a keyboard/mouse drawer for Reference and a 3-hole punch for the first floor copy room.

Provost Tighe will be leaving his post on July 1 to head the USF Brain Center. David Stamps will take over as Acting Provost.

Carol Russell, head of Advancement on our campus for nearly four years, will be leaving in July.

Kathy distributed a draft of Hurricane Procedures for the Library. She will need the names of all those in non-evacuation areas, as well as the numbers of those in the Library who own cell phones.