
Library Staff Meetings

Nelson Poynter Memorial Library

4-1-1998

Library Staff Meeting : 1998 : 04 : 01

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STAFF MEETING NOTES
APRIL 7, 1998

SPJC

Questions were raised about what kind of ID St. Petersburg Junior College students would be given. We do know that an ID card will be issued by USF to the SPJC students.

In preparation for the upcoming changes in our campus Lanny let us know that most classes will be held 8 am to 2 PM. Also, he has put in a request for more OPS funding.

The SPJC/USF campus sharing will begin this Fall semester. SPJC students are to be treated exactly as USF students. This includes computer lab privileges.

It is not known how SPJC faculty will be given IDs.

SAPL

The next SAPL meeting will be held on April 24th. The business meeting will be held in Davis 130 at 5:00 followed by a speaker and reception at 6:00 on the third floor library terrace. The library will be closed at that time. Any staff who wish to attend the reception need to RSVP to Barbara.

The SAPL book sale was the most successful one to date. It netted \$1,589.50. SAPL has decided to hold another book sale next ^{year} week.

A/C

The air conditioning problems in the library seem to be solved for the time being. The policy concerning the air conditioning unit may change. Instead of turning the equipment off they may start to leave the system on all of the time at a slightly higher temperature.

ILL

Virginia is planning to send an e-mail detailing the procedures for the ILL courier service. The courier will most likely be Corporate Express. Pick-up days will be Monday, Wednesday, and Friday. Times, at present, vary. When the courier comes he will have a list of packages that he is to pick up. The packages will be kept at Circulation on a cart to the right hand side of the work desk. The courier will give receipts for the packages. He will record the number of packages and initial for the pick-up on a form on the ILL clip board. The clip board will be kept on the cart with the packages. The circ person will then hand him the packages around the gate to complete the transaction.

STUDY ROOMS

There is a slight problem with the study rooms. Several staff and faculty members have noted that when students leave the study rooms and turn in their keys they leave the doors open. Please remind patrons that when they check out a key to the study room they are responsible for what happens to it during the time that the key is in their possession. If they do not close and lock the door behind them when they are finished using the study room they will be held responsible for any consequences.

The next staff meeting will be held May 6th.

Handwritten note:
http://www.p-edd.com/learn/077/1803/1046.htm