
Library Staff Meetings

Nelson Poynter Memorial Library

7-15-1997

Library Staff Meeting : 1997 : 07 : 15

Nelson Poynter Memorial Library.

Follow this and additional works at: https://scholarcommons.usf.edu/npml_meetings

Scholar Commons Citation

Nelson Poynter Memorial Library., "Library Staff Meeting : 1997 : 07 : 15" (1997). *Library Staff Meetings*.
18.

https://scholarcommons.usf.edu/npml_meetings/18

This Other is brought to you for free and open access by the Nelson Poynter Memorial Library at Scholar Commons. It has been accepted for inclusion in Library Staff Meetings by an authorized administrator of Scholar Commons. For more information, please contact scholarcommons@usf.edu.

STAFF MEETING

July 15, 1997

Building Walkthrough

Lanny reported that Thursday, July 17 is our eleven month building walkthrough. He requested that anyone who has knowledge of problems that he does not already have on his list please advise him of the problems before Thursday morning.

Problem Patron

Ed had a problem patron on Friday and after showing him the page from the policy notebook regarding Internet terminal use, had to call campus police to have him removed. Lanny requested that we follow the same procedure and do not get into a confrontational situation with a patron. The policy notebook is kept in a drawer at the reference desk in a dark blue binder across from the computer station.

Trespassed Patrons

Regina suggested that we post Polaroid pictures of patrons that have been trespassed so library personnel can recognize them if they try to use the library at a later time. It was suggested that the copy room behind Circulation would be a good location for the pictures to be posted. Lanny will speak to Bob Siwik about this.

Temporary Schedule

On Friday we begin the intercession schedule and will be closed on nights and weekends until classes begin again.

New Staff Positions

Herm Brames has advised Lanny that the two new staff positions may be able to be filled by November.

Cyclical Audit

Barbara advised that this Fall the entire campus is due for a cyclical audit. This will involve revising and rewriting of position descriptions for USPS staff to comply with ADA requirements. Human Resources will be conducting sessions to assist us and Barbara Fleischer will help us write position descriptions for our new positions.

Security Concerns

The loading platform door is being left open on occasion. The door to the mailroom from the restroom alcove has also been found unlocked.

Retention Pond

Lanny has been told that the retention pond will be sodded after the installation of French drains.

Night Staff Parking

Dean Heller has promised that we could have reserved spaces for night library staff, but this is being met with resistance from campus police. Lanny advised that he has not given up on this.

New Computer Workstations

Tina reported that we will have seven new computer workstations across the lobby from the reference desk in the area where the microfilm readers are presently located. There will be six open access Internet terminals and one stand alone CD Rom workstation. The computers in the existing horseshoe area will be for Luis, WebLuis and the Virtual Library resources.

Virtual Library

The Virtual Library committee has been evaluating EBSCO and LION for possible inclusion in the Virtual Library but no decision has been made yet.

Security System

David reported that after studying the security system he found that we have three zones, one for each floor. The zone on the third floor cannot be activated by itself because there are sensors in the atrium area of the third floor that would be set off by movement on the first floor. That would preclude turning on the motion detectors one floor at a time. He is presently working to obtain horns that would be attached to the present security system. He is also looking into placing additional motion detectors near the outside door behind Circulation that could be linked to the horns.

Locks for Automatic Doors

It has been suggested that deadbolt locks be installed on the outside doors as they can presently be unlocked by patrons.

Tech Services

Regina requested that the materials being stored in the mailroom be moved to provide space for an additional table for outgoing mail.

Technical Services is now placing CD Roms that are not attached to books in plastic cases. These CD Roms should be shelved with the books, not with media.

Regina showed the new microfiche File Out cards that Tech Services has created to assist in microfiche refileing. They will be placed in the microfiche area and are color-coded and labeled to read "Do Not Refile Microfiche".

Next Staff Meeting

September 16 at 2:00 P.M.