

LIBRARIANS' MEETING

September 15, 1992

First item on the agenda, as recommended by Mary Grigsby, was to prioritize those issues brought up during the brainstorming session of last month's meeting. Mary suggested that the way to do this is to separate the issues into four separate categories:

1. HIGH Priority, EASY to accomplish
2. HIGH Priority, CHALLENGING
3. MEDIUM Priority, EASY to accomplish
4. MEDIUM Priority, CHALLENGING

Using these criteria, the following prioritized list was determined (please refer to previous meeting's minutes):

1. HIGH Priority, EASY to accomplish:

- C. Regular policy review *1 every 2 months.*
 - A. Library structure & formal organization chart
 - G. Reference services *ACDRAM*
 - L. Travel policy
 - Q. Emergency planning: major, minor, security, power, outages, etc.
 - AB. Interlibrary Loan policies
- D. Fund for searching for faculty
- T. Library development plan (Mary & Julie Gillespie).

U. *K. include release time for libn.*
2. HIGH Priority, CHALLENGING

- B. Library structure & formal organization chart. *Review other policies*
- I. Ties with Tampa & Sarasota - investigate and develop - Jerry
- J. Cataloging and accessibility
- K. Staff development
- N. Special Collections - support curriculum
- P. Which database sources to use or purchase
- U. New Building - planning/moving/opening
- V. Automation planning - computer support
- X. User survey (delayed until Tina reports on SACS)
- Y. LUIS terminal printer placement (merged with AH)
- Z. Budget report from Mary
- AA. Procedure manuals
- AD. Upgrades
- AF. Equipment: maintenance, repair, replacement

3. MEDIUM Priority, EASY to accomplish

- E. Faculty orientation/demonstrations of online - Tina
- F. Honors Program - services for students - library contact - approx. 20. - Kathy
- H. Public Relations - staffing? New building; planning
- M. Identify special programs - keep eyes open for special & distinctive collections - Jackie S.
- AE. Wish list
- AG. SAPL

4. MEDIUM Priority, CHALLENGING

- D. Outreach (Bibliographic Instruction) - JJ
- R. Collection preservation (can contract out for these services). Deb suggested that Briggs collection needs repairs.
- S. Grant for Garrels Print Collection (for abstract or index) - access to ILL - This is Deb's project, but she will need help.
- AC. Internships & grad assistants.

The next Librarians' meeting will be held on TUESDAY, OCT. 20 @ 2:00 p.m. Please present any agenda items for this meeting to either Mary or Barbara. An All-Staff meeting will be scheduled for early in October.

Travel Policy - Mary reported that, since Library Faculty are not tenured, there is no travel policy or funds provided for them from Faculty travel monies. Library travel must come from our budget. It was suggested that the specifications for being a Librarian be shared with the Dean. Mary is further pursuing availability of funds for Library travel.

Mary reported on the two Campus Advisory Board meetings she recently attended - CAB Development meeting and CAB regular meeting. She reported at these meetings on Library development. The Library has been put on the development priority list for this year to raise \$500,000 to endow five areas in our collection: Ethics, Marine Science, Education area, two others. Pete Betzer is eager to work with us on Garrels Collection.

Mary asked for discussion of removal of the Decontamination Room from new building plans because most current decontamination processes are not cost effective or safe. Kathy mentioned that we have never received any preservation problem we have not been able to handle, and that it is possible to contract out for those we may not be able to do in-house in the future. It was unanimously agreed to change the usage of the planned decontamination chamber to a central "Terminal Room."

Deb discussed patrons requesting remote access to LUIS and the problems involved. She distributed a policy sheet and asked for comments, corrections, etc.

There were no committee reports.

In Other Business, Kathy asked for a decision as to what to do about the Recreational Reading collection--which is normally allotted \$500--in view of the severe budget restrictions on Book OCO this year. It was agreed that the Library stop ordering Recreational Reading at this time and seek other means to obtain this type of material; several alternatives were suggested. Mary asked Kathy for documentation of the situation and plans for meeting the need for Recreation Reading in other ways.

There being no further business, the meeting was adjourned.

Respectfully submitted,

Barbara Reynolds