

## LIBRARIANS MEETING

January 18, 1993, 2 p.m.

Library Conference Room

1. Deb Henry will be chair of the next meeting, which will be Monday, February 7th @ 2:00.
2. Jackie Shew says the computer calendar always has all holidays designated as closed. Easter is not a state holiday. Be thinking about Labor Day & Veterans Day and the past stats on those days.
3. CD ROM Policy - Deb will add the suggestions regarding St. Pete Times which were made at the last meeting.  
Juvenile Collection Development - Kathy distributed latest draft for review. Both were approved, will be dated.  
Reserve - tabled.
4. Computer hardware - copies of Deb's memo were distributed to only 3 AD's.  
Discussion - Jerry will take the non-working CD ROM to someone to check out faulty door.
  - A. Information regarding faculty suggestions for computer purchases never reached Library faculty. These purchases could possibly include laptops or scanners. The incoming Director could probably bring in a new computer.
  - B. Matching fund program - Kathy needs new PC. Steve Lang is on Academic Computer Committee (Tampa); next meeting is scheduled for January 28th. Tina will talk to Steve Lang regarding
    - A. Why Library excluded
    - B. Matching fund - where is money coming from?

Deb will pare a list of computer hardware down to items needed. Some computer requests could go on the SAPL wish list which should be ready for the March 17 Board of Directors meeting.
5. Circulation procedures - Signe talked of the inaccessibility of existing circulation policies and the necessity for updating same.  
Jackie Shew will work on this; a subcommittee will help. Tina asked who has authority to order shelving, and deal with opening & closing procedures.  
Signe pressed for Susan to take more responsibility for her position since Tech Svcs. people have been expected to do what Susan doesn't do. Susan needs Job

Assignment drawn up. Jackie S., Signe, Deb, & Tina all would like input into assignment suggestions, & to work on procedures.

Reserves/Circ - Signe expressed doubts the proposed combination will save time & effort. Jackie worries about space constriction. Busy times at Circ will probably be matched at Ref, limited librarian assistance. Also extra help at Circ is only temporary. Discussion mostly negative, followed. Poll will be taken with staff regarding possible change.

Jackie S. - Jim Gray says tapes will be run soon.

Jackie J. -

procedures with Sincich tapes are better, too. Jerry - copying for FEEDS was getting out of control, with some materials being faxed 5 minutes before class. Material will now be put on Reserve by David. Each professor will have a folder. Memo will be circulated regarding this.

6. JJ spoke about librarians assistance to LIS 2001 students. Students should expect minimal help from desk librarian, because they might not get the exact, appropriate (for LIS) information. They should be directed to the teaching librarian. Jerry asked JJ to change method of pick up or drop off of homework assignments or handouts. JJ & Deb agreed to put things on Reserve in their names. Travel - hand in travel requests to Barbara.
7. Inventory Committee - get lists back to Kathy by Friday, January 21st. After learning from Steve Lang that there is no formal checkout procedure for the CD ROMs presently located in the Computer Center, Jerry volunteered to put CD ROMs on reserve for checkout. He said he hoped we might even get a station budget for this service.

Dan, David, & Jerry have access to the new AV safe. (Copies of keys & combo are kept in Director's safe). Monday through Thursday money will be kept in this upstairs safe. On Friday, Saturday, and Sunday, it will be brought to the downstairs (Circ) safe.

Jerry urges all to get phone mail. He says it costs only \$5 to have installed, then \$3.50/month. He said that 3000 extensions can be accessed from outside by 586 prefix (i.e., 586-3400).