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Library Staff Meetings

Nelson Poynter Memorial Library

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2-21-1995

## Library Staff Meeting : 1995 : 02 : 21

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Staff Meeting  
February 21, 1995

The next meeting will be Tuesday, March 21, 1995. The chair will be Susan Sherwood.

**Technical Services:** Signe announced that Rodrigo Diaz will be starting Friday, February 24. He will be the new LTA in Technical Services. Regina would like to thank Susan for sticking the scanners to the circulation counter.

**Circulation:** Jackie S. asked if the light pens can be replaced at the circulation counter. She asked about alternative light scanners or standing scanners like the one at the discharge terminal. Jackie S. stated she was pleased with the few number of books returned upstairs without being discharged. But, she asked that everyone pay attention to the due date stamps. Cindy Schartner will be leaving, her AV schedule will be replaced by Lisa Floto, a new student assistant. Paul Amodeo, a new student assistant, will be handling circulation and shelving. He has had experience with Tampa library. Brendan is only ~~be~~ working Saturdays. Luo is taking over Wed. night in AV. A suggestion was made for the typewriters to be moved to the student government office located in the CAC. The typewriter room DAV256C will become another viewing room.

**A/V:** Jerry stated that the ID system is getting better. The university will replace any Id's lost in ATM machines. A fee waiver must be obtained from the Business office, after they are notified by the banking insitution. It was proposed that staff, faculty and students be limited to one family courtesy card. Barbara Fleischer stated she will continue to issue the red and white cards, the circulation desk will be barcoding these cards. These cards can only be used in the Tampa campus library. They will not be accepted at other Tampa campus activities. People changing their status (student, faculty and staff) will not need a updated ID. If the person wishes to update their ID a \$10.00 fee will be charged.

David announced that AV Saturday hours will be back to 10-4, Lisa will work Saturdays. The FEEDS room was re-keyed. There will now be two separate keys for DAV256. It was suggested that all questions about the Voice Mail menu be e-mailed to Jerry or David. The e-mail addresses are brodosi@bayflash.stpt.usf.edu or notaro@bayflash.stpt.usf.edu.

Reserve: Jackie J. stated that the new sign (don't leave materials, if desk is empty) has improved the situation at reserves. She also stated that staff must be strict about using Ids at the Reserve desk. No jewelry, driver licenses or keys will be taken.

Adm: Lanny announced that the library power and ac system will be shut down beginning March 10. All computer and other electronic equipment should be unplugged Friday afternoon before leaving. Susan will check with Danka about unplugging the copiers and film/fiche printers. Signe will check on unplugging the server. Please let Lanny know about any more concerns. More details will be given in the newsletter. Also, Spring Break week hours are revised to Mon-Fri. 8am to 5pm. He also asked that any volunteers for working at the Thunderdome, please notify him by 3/22.

Acquisition: Kathy announced that any suggestions concerning the book fund be forwarded to her by 3/15.

Other: It was announced that the pouring of cement for the new library foundation will begin Thursday, Feb. 24.

Netscape Demonstration: Jerry demonstrated web browser Netscape to the staff. Netscape is a user-friendly hypertext document. It includes sound, interviews and motion. Each computer on the campus will soon be receiving Netscape.

The meeting was adjourned at 3:30 p.m.