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Library Staff Meetings

Nelson Poynter Memorial Library

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10-19-1993

## Library Staff Meeting : 1993 : 10 : 19

Nelson Poynter Memorial Library.

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**The next meeting will be held, Tuesday November 14, 1993 at 2:00 p.m.**

**Mary began the meeting by asking Signe to report on the Move Planning Committee.**

#### **MOVE PLANNING COMMITTEE:**

**The planning committee consists of Tina (chairperson), Signe, Jackie S. and Renee (helping with research). The committee met on Oct. 27, 1993 to discuss the library move. The committee is looking for literature about library moves through e-mail, journals, and colleagues, so if you have any experience in moving a library the committee would appreciate your input.**

#### **CHAIR ROTATION FOR STAFF MEETINGS.**

**Mary opened discussion about each staff member taking a turn rotating the chair at staff meetings. The chair would work closely with Barbara on the agenda. Signe suggested that the first order of business at each meeting would be the picking the next chairperson. Kathy volunteered to chair the December meeting.**

#### **NEW BUILDING SUBCOMMITTEES:**

**Mary announced that she will be selecting people to serve on subcommittees for the new building. There will be two divisions of subcommittees. The equipment subcommittee will be responsible for listing general equipment for the new building (electronics). The Inventory subcommittee will identify the equipment to be moved or discarded.**

**Mary also announced that Dr. Bridges has approved a truck to move discarded and unwanted equipment to Tampa for storage. Signe asked if anyone would object to the shelflist being moved to Tampa.**

## **COMBINING OF CIRCULATION AND RESERVE:**

**Mary stated that Susan would like to move reserve behind the circulation desk. The desk and the microfiche cabinets will be moved to make room for the reserve collection. The desk will be replaced with four double sided shelves about waist high. There is a need for about 20 shelves to hold reserves. There will be a third terminal moved into the circulation area for checking in/out reserve materials. The cash register will be moved to allow for work space. Susan will circulate a detail plan among the staff .**

**The staff voiced many concerns and ideas about combining circulation and reserve.**

### **Concerns:**

- 1. no work space.**
- 2. low shelves.**
- 3. discharge of reserve using circulation terminals.**
- 4. long lines.**

### **Ideas:**

- 1. a shelf can be placed across the book drops.**
- 2. one of the cabinets can be cut off and a terminal dropped inside.**

## **FUTURE AGENDA ITEMS:**

### **Future agenda items for consideration:**

- 1. Follow up on reserve/circ.**
- 2. Dave will inventory junk equipment.**
- 3. Inventory report.**
- 4. Report from Development Consultant.**
- 5. Normal Agenda.**

## **BIBLIOGRAPHIC INSTRUCTION:**

Mary announced that, starting with the Spring semester, the Use of the Library staff will be reimbursed for teaching the classes. The enrollment tripled during the Fall semester. The staff was offered two choices: They could get paid for working overload hours, or receive funds for the library to hire help for reference and grading papers. Deb, Tina, and Jackie J. decided to give the funds to the Library for extra help.

## **ANNOUNCEMENTS:**

Jim announced that the Underground Newspapers are finished. The newspapers consist of "36 achival storage boxes comprising approximately 45 cubic feet and includes 2,712 single issues, with some duplicate copies, representing over 70 titles." The papers range from 1965 to 1978. The collection was published by the University of Missouri, Columbia and donated by Mary Grigsby.

Jackie S. announced that SAPL now has its own code. SAPL members are allowed to borrow 5 items, including media. She also discussed including the USGS members along with SAPL. The new code should start running around Thanksgiving week.

The alumni category code is ready. If a person comes in with a green and white card with a current expiration date; please barcode the card. Virginia opened a discussion about alumni members' spouses cards. Jackie stated a sub-record should be made. The sub-record will combine the total number of items checked out.

Mary announced that she has accepted a position to return to Japan. She will leave in early January. She stated that the new building plans will continue with her assisting from Japan. She will be back for the dedication. The Dean would like the position to be advertised as soon as possible. The Iterim Director has yet to be decided. The Iterim position can consist of one person or a committee.

The meeting was adjourned.