
Library Staff Meetings

Nelson Poynter Memorial Library

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Library Staff Meeting : 1994 : 12 : 20

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**Staff Meeting
December 20, 1994**

The next meeting will be January 31, 1995. The chair will be Virginia Champion.

A/V: The AV department is now making new ID's. Dave announced that the new studio in COQ 201A is ready, it should be up and running for the Spring semester. He also stated that there will be three satellite classes broadcast live to the St. Petersburg campus on Mon. & Wed. The AV department is making up a damaged-tape form to be kept at the circulation desk. Each patron should fill out a damage form stating the problem (s) and each form should be signed by the patron. A record will be kept of each complaint. The CDs have been taken off the shelves near the children's section. They are now located in the wooden bins next to the stairs. Catalog records are now located on the shelves near the children's section. Uncataloged records are now located under the CDs in the wooden bins. The AV department has a new student assistant, Angie.

TECH SERVICES: Regina Bringas, the new senior LTA, started Monday. Signe announced that the St. Petersburg Times will be kept on the shelf in the workroom. The reason for this change is someone clipped articles from recent St. Petersburg Times that were being kept in the drawers outside the copy room. A patron will need to sign out issues through the reference/circulation desks.

CIRC: Jackie S. announced that the Danka copy cards will cost \$1.00 for each card. The \$.75 credit will no longer be available. Danka announced that January 15, 1995 is the deadline for transferring money from the old copy card to the new card. The shelf reading list is taped at the circulation desk, Jackie S. stated that the shelves should be marked off when completed.

RESERVE: Jackie J. announced that the circulation schedule for the next two weeks is being circulated. Jackie J. would like

the schedule completed as soon as possible. It was announced that students will have the first month of classes to get their IDs, in order to check out reserve material. This will only apply to course materials.

MARINE SCIENCE: Deb announced that all sunflash and soleil accounts will be ending in the next two weeks. She advises everyone to refrain sending messages to people's old accounts. She also asked Jackie J. to make a list of people's new accounts at bayflash for the staff. Deb stated that she will no longer be doing FirstSearch for patrons. The Lexis/Nexis next to the circulation desk is activated, but isn't available to the general public. The procedures for its usage are still being discussed. There will be a new CD-ROM workstation next to the St. Petersburg Times and ABI workstations. It will be Business Newsbank. This CD will be replacing the Business Newsbank fiche. Deb also talked about a new online service being offered. The Waves software can only be used on the search PC in Deb's office. It will consist of the last five years.

ILL: Tina announced that the interviews for the Senior LTA position are finished. She also informed the staff about Campus Computer Committee meeting. The committee is trying to get access available to everyone on campus. Students requesting electronic mailing addresses should contact the Computer Center. It was also stated that all classrooms now have Ethernet connections.

ADM: Barbara announced that Jim and Valerie cleaned out most of the storage space under the stairs. The discarded equipment will be picked up Wednesday.

Lanny updated the staff on the Building Committee meeting. There is a problem with a live electronic wire in the back parking lot, which is being torn up. There is no deadline set for when the back parking lots will be available for occupation. The alley is now one way going West. The North parking lot is done, except for the landscaping. The committee met to discuss possible additions to the library building: There will be no fancy windows but the second

elevator (behind the circulation desk leading to the roof terrace) is still in the plans. Lanny also stated that reserving two or three parking spaces for the night staff is still in his plans, and he will talk to Bob Siwik about this again.

OTHER: Kathy announced the Library Travel Committee funding priorities. A list was passed out in the meeting. Any questions should be direct to Kathy , Jackie J., or Dan.

Dan asked about funding for t-shirts for the library staff. The t-shirts would say WELCOME across the front. The shirts can be worn on the first day of each semester and on special occasions.

The meeting was adjourned at 2:45 p.m.