
Library Staff Meetings

Nelson Poynter Memorial Library

2-15-1994

Library Staff Meeting : 1994 : 02 : 15

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THE NEXT MEETING WILL BE HELD, TUESDAY, MARCH 22, 1994 AT 2:00 P.M. THE CHAIR WILL BE VIRGINIA CHAMPION.

THE MINUTES OF THE FEBRUARY 15, 1994 ALL-STAFF MEETING.

MATERIAL & EQUIPMENT LOCATION CHANGES:

When relocating equipment and materials in the library, please notify the staff of these changes. The Minolta microfiche/film copier has been relocated between the men's and women's restrooms downstairs. The copier has been moved because it needs a circuit of its own. If anyone has suggestions for other locations please notify Susan or Jackie S.

REC SURVEY FORMS: (TINA)

The ILL department has asked that any person checking out REC books and photocopies with a blue survey form attached, please ask the patron to sign and date it. Please place the form in the appropriate box located at CIRC., or in either Tina's, Deanna's, or Virginia's mailboxes.

SEARCH UPDATE: (KATHY)

Kathy has received six applications for the Director's position. The ad has been in various publications for about a week.

RESERVE DUMMY BARCODES: (JACKIE J.)

Jackie J. asked that dummy barcodes be placed on the reserve shelves not on computer terminals, or the counter. Please charge the item using the dummy barcode and clip the ID or driver's license to the holder.

LOGGING & DIALING PHONE PROCEDURES: (BARBARA)

Barbara stated that she has made a new telephone usage sheet. Suncom #'s listed in the State of Florida Telephone Directory don't need to be logged. Long distance calls outside of USF must be logged. Toll free 800 #'s don't need to be logged. Any long distance calls made on the ILL fax machine must be logged. Dial 88 + 7 digits to make Suncom and 88 + 10 digits to make long distance calls. Dial 89 + 7 digits to make non-campus Tampa calls and toll free calls. Barbara passed out a handout stating the rules.

LIBRARY STAFF AND PATRON NOISE LEVELS: (JACKIE S.)

Jackie S. asked that the library staff please keep the noise level down. It was suggested that staff members not talk across the CIRC and REF desks. Please use the phone to communicate when possible.

BOOKSALE: (OPEN DISCUSSION)

A discussion was opened about the possibility of the Library sponsoring a booksale. The money would be contributed to staff and faculty development. The questions open for discussion were:

1. The amount of work require.
2. Storage space.
3. Staffing.
4. Legal problems associated with tax deductible donations.

Jackie S. stated that the money from past campus booksales goes to help people who are waiting for their financial aid to kick in. Kathy stated that Jennifer Clarke (financial aid) is working on starting that booksale again.

CIRCULATION STAFFING OVERLAP/ØPS: (JJ/SUSAN/JACKIE)

It was stated that Circulation doesn't need three people covering the desk. One person should be placed at the Reserve desk when possible.

MICROWAVE REPLACEMENT:

It was asked if SAPL could replace the dead microwave oven in the workroom. Barbara stated it will be placed on the SAPL wish list.

ANNOUNCEMENTS:

Deanna asked Jerry to report on his trip to ALA Midwinter Conference in L.A. Jerry stated it was very business oriented. He focused on the exhibits, and networking with people about archival and library-moving information. He also spoke to several people in the Placement Section about our open director position.

Jackie S. stated that construction on the new building is being held up until suitable replacement parking can be provided, a condition insisted upon by our campus administration and one which Tallahassee fails to understand they think the parking lots should be built after the building is constructed.

Kathy asked about the development report. Jackie S. stated it hasn't been received yet.

Kathy stated that a consultant, Kay Hale, will be looking at the Marine Science program in the near future.

Susan asked that people notify her when they are leaving the library, when possible, so that she will have the proper information for handling phone calls when they're gone.

Jerry updated the staff on the AU job search. He stated that there are many qualified applicants. The applicant deadline is February 24, 1994.

The meeting was adjourned at 3:45 pm.