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Library Staff Meetings

Nelson Poynter Memorial Library

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1-11-1994

## Library Staff Meeting : 1994 : 01 : 11

Nelson Poynter Memorial Library.

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**The next meeting will be held, Tuesday, February 15, 1994 at 2:00 pm. The chair will be Deanna Bishop.**

**THE MINUTES OF THE JANUARY 11, 1994, MEETING:**

**CIRCULATION STATISTICS:**

**Tina asked that everyone at Circulation please do the desk statistics. The desk statistics sheet should be visible and close to the phone. A suggestion was made that the statistics sheet be placed on a clipboard.**

**SACS REVIEW:**

**On Wednesday, January 19, the Southern Association of Colleges and Schools will review St. Pete's accreditation status. Janice Fennel of SACS will be on campus from 10-12:30. The meeting schedule for the Library will be:**

- |                 |                          |
|-----------------|--------------------------|
| <b>1. 10:00</b> | <b>Group Meeting</b>     |
| <b>2. 10:30</b> | <b>Students</b>          |
| <b>3. 11:00</b> | <b>Library Committee</b> |
| <b>4. 11:30</b> | <b>Faculty</b>           |
| <b>5. 12:00</b> | <b>Library Staff</b>     |

**Jackie S. asked the Library staff to please respond to the best of your knowledgeto any questions asked. Tina asked to be notified if you think of any students who use the library regularly to sit in the SACS Review Meeting. Jackie J. stated that two library orientations are scheduled on Wednesday morning.**

## **TU COURSES:**

**Jerry stated that a new Distance Education Room has been set up in DAU 272. The key will also fit DAU 256B. The key will be barcoded and have AU on it. Only students with current ID's will be allowed to use the room, so it can be checked out on their cards. Some of the classes may go beyond 10:00 pm. There are two VCR combo units, two TVs, two telephone lines, and enough space for five people in DAU 272. The schedule of the FEEDS classes will be posted on the door of DAU 272. On Thursdays there are 5 FEEDS and IFTS classes on campus. There are six people in the Library's conference room, one person in the AU room, and five in DAU 272. If students come in asking for handouts they are located in DAU 272 under the class name.**

**Sincich will no longer be received live. There will be three taped sections . The Sincich Rules will be:**

- 1. Old tapes can only be viewed with the permission of Terry S. or Mark D.**
- 2. Don't notify AU when appointment is made.**
  - a. Post the name in the Reserve by Sincich's materials.**
- 3. Do notify AU of any rules changes.**
- 4. Only one tape per person.**
- 5. Don't start the video before appointed times.**
  - a. Fri. 10:00 am**
  - b. Sat. 10:00 am**
  - c. Sun. 2:00 pm**

## **CLOSING PROCEDURES:**

**Jackie S. asked that all doors be checked before leaving. The safe in the annex will be the only one used starting this week. The AV keys and money will be locked in the annex safe on Fri., Sat., and Sundays. The AV staff will bring everything down to the Librarian on duty.**

## **RESERVE/CIRCULATION MERGER:**

**A discussion was opened on the possibilities of a merger and its consequences. Some questions asked were:**

- 1. Will one person be able to handle the traffic?**
- 2. What will happen during the busy period?**
- 3. Will another terminal be placed at circ.?**
- 4. Will a part time person be hired?**

**Jackie S. stated that we have been approved for a part-time person until June 94. The person who handles Reserve from 5-6 pm will help at the Circ. desk. There have not been any plans to move another terminal to the desk, but it can be done. A decision hasn't been made.**

## **FAX MACHINE:**

**Jackie J. asked that Circulation and Reference both need to monitor the faxes. Please fill out a pink slip for each fax received noting when recipient has been called. The yellow slip is to be filled out when making a fax, and the pink is to be filled out when one is received and notification is made.**

6. Only the current week's tape can be shown at the times stated above.
7. The regulations will be posted at the Reserve Desk by Sincich's materials.
8. The computer project tape can be viewed anytime.

**SEARCH UPDATE:**

The classified ad will run throughout February and the closing date will be March 15. Applications will be made available for review in Barbara's office.

**ANNOUNCEMENTS:**

The AV coverages for the weekend are:

Saturday : 10 am - 4 pm (Dale)

Sunday: 1 pm - 7 pm (Mercedes)

The PACE courier service will be picking up some ILL materials. The out-going mail will be on the Circulation shelf below the ILL photocopies. In-coming mail should be placed on Deanna's desk.

Jackie J. asked that people pay close attention to time limits on reserve materials. Some professors are requesting 3 day loan periods. Write the due date by hand on the materials.

No ILL privileges for alumni.

The meeting was adjourned at 3:30 pm.