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Library Staff Meetings

Nelson Poynter Memorial Library

3-22-1994

Library Staff Meeting : 1994 : 03 : 22

Nelson Poynter Memorial Library

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THE NEXT MEETING WILL BE HELD, TUESDAY, APRIL 19, 1994 AT 2:00 P.M. THE CHAIR WILL BE DAVID BRODOSI.

THE MINUTES OF THE MARCH 22, 1994 ALL-STAFF MEETING.

DAILY SCHEDULES FOR CIRCULATION DESK:

Susan asked that anyone leaving the building, whether on breaks or attending meetings leave a message at the circulation desk. There is a slip attached to the schedule for recording these messages. Please let someone at the desk know when you return.

It was suggested that maybe we can explore a telephone menu system for answering routine questions about library hours and staff members schedules. Jerry volunteered to look into systems.

NOTIFICATION OF PERIODICAL DELIVERY:

Signe requested that all hand delivered periodicals be forwarded to Joyce, especially Business Week delivered by Diane Mckinstry's office. These periodicals won't be date stamped or red stripped.

CD/ROM PRINTER PAPER VS LUIS/MICROFORM PRINTER PAPER:

This item was postponed. Deanna was absent.

DEMCO VIDEO ON CD HANDLING:

Jerry showed a video from Demco on media handling. The video introduced a system for securing media, without handling the cds twice. The system is especially designed for libraries using the Kwik Case. Once the case is sensitized by the supplier, the cd can't be removed.

There is a special desensitizer which can be attached to the desk to remove the cd. The prices are $235 for the desensitizer and $2 for each case. Jerry estimated that the library will need about 100 cases.

UF'S EQUIPMENT DELIVERY SYSTEM AND NEW ID FORMS:

Jim reported on his visit to UF. He stated that all the media equipment is brand new. The equipment is only for academic support, such as faculty. No equipment can be removed without a written request. No equipment can be taken home without written permission from the Department accepting responsibility. The OPS support is very large at UF.

The student IDs are on an Amiga based system. The IDs are $10 and replacing a lost ID is $15.

STAFF DEVELOPMENT WORKSHEET:

Virginia opened a discussion on the staff development worksheet. It was explained that the worksheet isn't an evaluation, but a personal guide for developing goals. The worksheet is very unofficial. It will not be placed in your permanent file, but it will go in the file outside of Barbara's office.

MOVING AND INTERNET LISTS:

Signe asked the staff to leave messages on the Internet about library moving, tips and companies.

WEIRD BAR CODES:

Signe discovered two bar codes ripped out of the ready reference term paper manuals. It was suggested that ID's be collected more consistently. Please check to see if cards are located inside all ready reference. All IDs should be clipped to the cards and placed in the desk.

Signe mentioned the map collection of Florida. There are 80 maps located in the reserve area. They will circulate for the normal period of time. A note is placed in NOTIS.

COMMITTEE REPORTS:

Jackie S. stated that the library will pay for travel and meal expenses, for staff attending ALA. Registration will be covered, but only up to the cost for ALA members.

ANNOUNCEMENTS:

It was stated that there are 52 candidates for the position of director.

THE MEETING WAS ADJOURNED AT 3:00 P.M.