

---

Library Staff Meetings

Nelson Poynter Memorial Library

---

5-24-1994

## Library Staff Meeting : 1994 : 05 : 24

Nelson Poynter Memorial Library.

Follow this and additional works at: [https://scholarcommons.usf.edu/npml\\_meetings](https://scholarcommons.usf.edu/npml_meetings)

---

### Scholar Commons Citation

Nelson Poynter Memorial Library., "Library Staff Meeting : 1994 : 05 : 24" (1994). *Library Staff Meetings*. 50.

[https://scholarcommons.usf.edu/npml\\_meetings/50](https://scholarcommons.usf.edu/npml_meetings/50)

This Other is brought to you for free and open access by the Nelson Poynter Memorial Library at Scholar Commons. It has been accepted for inclusion in Library Staff Meetings by an authorized administrator of Scholar Commons. For more information, please contact [scholarcommons@usf.edu](mailto:scholarcommons@usf.edu).

The next meeting will be held, July 5, 1994 at 2:00 p.m. The chair will be Barbara Reynolds.

#### **PINELLAS COUNTY SUMMER STUDENTS:**

Jackie J. stated that she has requested two student interns for the summer. If anyone has summer projects for the students please contact Jackie J.

#### **LIBRARY DIRECTOR'S SEARCH COMMITTEE REPORT:**

Kathy announced the three finalists scheduled for campus appearances:

1. M. Myers: 6/6 - 6/8
2. L. Greaves: 6/9 (midnight) - 6/11
3. E. Fuseler: 6/21 - 6/23

No times have been scheduled for staff/faulty meetings. Volunteers are needed to meet candidates at the airport.

#### **CASH REGISTER:**

Deanna introduced some concerns, she had about the cash register:

1. No tax on .10 for one print.
2. Items' barcode #'s written on cash receipt?
3. Cash register manual location?
4. Removal of the key after each transaction?
5. What are closing procedures?
6. What to do if Belinda and Susan aren't here?

Both Jackie S. and Susan gave these responses to the concerns presented by Deanna:

1. Charge the amount listed on the cash register.
2. If the patron asks for a more complete receipt, make a copy of a unmarked p-bill.
3. The manual should be in the drawer behind the circulation counter.
4. The key should be removed and placed in the box after each transaction.
5. The closing procedures are:
  - A. place money in black tray.
  - B. place money, copy cards and anything else from the wooden drawer in the safe.
  - C. leave the cash register drawer, and wooden drawer open.
6. Don't worry about totaling receipts when Belinda and Susan aren't here.

## **REPORT FROM THE HISTORICAL SOCIETY:**

Jim gave a update on the progress of Special Collections. He gave a brief summary of recent donations:

1. **Kenndey's assassination newspapers.**
  - A. **200 papers from 45 states**
2. **PM newspaper.**
  - A. **post WWII**
  - B. **The papers are in booklet format.**

Jim is compiling summary of special collections concerning: where they are kept, long-term and short-term concerns.

## **ANNOUNCEMENTS:**

Deb is conducting a survey about the Marine Science periodicals located upstairs outside of AV in the file cabinets. If a student requests information about these periodicals direct them to the reference desk. The cabinets can be opened using a S100 key. Students must leave a ID at the reference desk.

Kathy announced that at ALA in Miami three Briggs books will be on displayed at the Historical Museum. She asked that someone attending the conference purchase two catalogs from the museum. They will be reimbursed.

Deb asked about supplying paper for the printers at the St. Pete. Times and ABI/Inform workstations. Patrons using the St.

**Pete. Times must supply their own or purchase some from circulation. Students using the ABI/Inform will be supplied paper if requested. Please try to use recycled paper when possible.**

**COMMITTEE REPORTS:**

**Tina is circulating a finished list of furniture for the new building. She would appreciate any comments concerning the list.**

**The meeting was adjourned at 3:00 p.m.**