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Library Staff Meetings

Nelson Poynter Memorial Library

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2-20-1996

## Library Staff Meeting : 1996 : 02 : 20

Nelson Poynter Memorial Library.

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**STAFF MEETING**  
**February 20, 1996**

The next staff meeting will be Tuesday, March 19, 1996 at 2:00 pm. The chair will be Renee Stokes.

**Lanny:** Lanny announced that the move date has yet to be finalized. A possible date of May 5th is being considered, but new furniture orders, which takes three months for the factory completion, will not be available. Please notify Lanny and mark for identification any items to be taken to the new building.

**Ed:** Ed notified the staff that the Home page is temporarily out of order. He talked about copyrights and homepage conflicts. He also discussed the Microsoft NT Networking System.

**Jackie J:** Jackie asked that people pay close attention when checking out items to patrons, especially ILL materials. She also asked that screens be cleared (Alt 7 or Alt 8) after every transaction.

**Tina:** Tina asked for contributions to the Faculty/Staff Scholarship Fund, because the proceeds benefit many of us directly.

**Kathy:** Kathy announced that the SAPL Booksale will be Saturday, April 6th at HarborFest.

**Jerry:** Jerry offered clarification of the videotape viewing schedule for Sincich and Hafner. The tapes are open for group viewing on Friday and Saturday at 10:00am and Sunday at 1:00pm in the conference room upstairs. The tapes must be checked out by a patron before going upstairs. The previous week's tapes will be placed on reserves for individual viewing Monday-Thursday.

The meeting was adjourned at 2:50 pm.