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Library Staff Meetings

Nelson Poynter Memorial Library

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1-12-1993

## Library Staff Meeting : 1993 : 01 : 12

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THE NEXT STAFF MEETING IS SCHEDULED FOR FEBRUARY 9, 1993 AT 2:00 P.M.  
AGENDA ATTACHED

#### MINUTES OF THE JANUARY 12, 1992 STAFF MEETING

The meeting opened with a showing of the miniature representations of some of the artist's pieces for the new building. There were two renderings of the hands which will hold the eight words selected by the committee, from the 11 words chosen by Robert Calvo, and a model of the arches which will hang at the top of the atrium. There followed a small discussion of the words and some of the artist's thoughts about the works and their placement.

Mary asked if there were any Policy Reviews available for presentation. Jerry will make copies and present the Media Center's Policy at the next meeting.

Mary asked for a report from Cheryl on the shelf reading project:

Cheryl reported that the winter break shelf reading was completed on Jan. 7. There were 20 Tampa books discovered on the shelves and returned. Two books from the search envelope were located (there are approximately 20 in the envelope). Jackie Shewmaker looked in the Pianoman and Marine Science buildings for extra shelves. There are some available to attach to the bases we have and hopefully alleviate some of the crowding. The juvenile and video sections are presently in good shape. Kathy reported that the PR and PS sections are still/continually out of order. Tony S., Renee, and Jim C. did REF. Tony reported that the dictionaries (PE) are very tight. Mary requested that Kathy review the area and perhaps change the status of some volumes to the circulating collection. Cheryl extended her thanks to all who participated. Mary stated that we will order new shelves based on need to be specified by Jackie S. There was a question about the opening of the new building. Mary said that as of this date the new building should be complete at the end of the summer of 1994, but that is, of course, subject to change.

Jerry announced that the CAC reported ours was the best recycling unit on the campus. Our bins are consistently full and not contaminated with unusable materials.

Jerry also remarked that the periodical shelves are currently in the best condition he's ever seen them. Signe said that Jim C. and Renee were responsible for the shelf reading in that area. Mary hopes we will all tell Renee and Jim how pleased we are.

Signe announced that she is circulating a sign-up chart for staffing the REF survey table. She asked that we slot in students from all departments. The plan is initially for one week, but we will continue for a second week if necessary. Mary stressed that the Outcomes Assessment survey is important also for patterns of usage. The way the survey is structured it requires a person not identifiable with REF to approach patrons. Students are ideal for this. They are less likely to be confused with REF staff.

Tina announced that the ILL survey will begin soon. This will primarily affect the circulation staff. There will be slips attached to non-USF items to be dated and signed by patrons when they pick up their loan items.

Signe announced that the search for Sr. LTA in Tech Services is being reopened. The search is open for two weeks from whatever date Personnel completes the paperwork and submits the newspaper advertisement.

Jackie Shew announced that the SNON patrons are now able to charge 5 books. She also announced a six month trial membership plan for Alumni patrons. They will no longer be charged \$35 at this campus. There will be a flat fee paid by the Alumni Assoc. to Tampa, Sarasota and St. Pete for all members of the association. When a patron brings in a valid Association card we will barcode the back. Due to the coding restrictions of the LUIS program at this time, alums will need a separate bar code/computer entry from each campus. The Alumni Assoc. id cards are issued from Tampa, so there is a possibility that members will come in our library with only a paid statement. These alums should be issued a bar code (protective backing still attached) with the margin outside the code stapled unto a catalogue card or some other type of cardboard. Notify these patrons to attach the bar code to their membership cards when they are received. Mary believes that this arrangement will bring the library a better than break-even return. Mary also mentioned that at the end of the six month trial it will be possible to renegotiate terms if needed. The Alumni Assoc. is taking responsibility for damaged or lost items. Deb asked that the Circ staff issue a memo outlining the entry and barcoding procedure for these new patrons. Signe requested a refresher course for all staff on Circ procedures and policies. She stated that she is rarely required to staff Circ and procedures have changed since the installation of the system. Cheryl stated that she is in the process of updating and revising the Circ manual. Mary suggested that perhaps Cheryl and all staff who are working on Polices could bring them to staff meetings for general evaluation and input. Cheryl can distribute copies and the staff can bring these copies to the meeting to discuss any concerns they may have.

Jackie Shew announced, also, that the Medical Library has entered into the REC agreement with the other USF libraries. We will now accept their items for return, discharge and renewal. Tina asked whether that meant accepting payment for their fines. Jackie S. wasn't sure if they charge fines. She will check on this and report back.

Tina did an interesting demonstration of the FCLA custom menus. She illustrated the access to many outside libraries' collections information. She warned that it is easy to become locked in a strange library's system and urged caution. USF will have the initial basic custom menus soon. The potential of the networked systems is wide ranging. Some systems already have access to electronic journals. There followed a quick, limited exchange of ideas and feelings about the changes occurring in libraries, library usage, and patrons. Mary felt that while we are all excited and pleased with the new developments, there were some issues that had occurred to her and that she hoped everyone would keep in mind for the future as changes are implemented. The possible need for passing along the cost of subscriptions to databanks and electronic journals may limit access to information for the patrons who could not afford such charges. This is especially problematic in the field of journals, which will likely be largely electronic at some point in the future. Mary suggested that everyone think about the path to supporting real education for all members of the community. There is a great need to envision and determine the ramifications as decisions about services are made. There must be a way to ensure access is as equitable as possible.

Cheryl announced that the deadline for fees to be paid is Wed., Jan. 13. The senior registration is Thurs., Jan. 14. Therefore, we should not be accepting ids without new GREEN II-93 validation stickers after the Thursday date. However, the New College semester doesn't begin until Feb. so they will not have stickers yet. There will be the initials NWC on their patron records. Eckerd ids from this year will continue to be good until April 1993.

Deb announced that the St. Petersburg Times issues from 1989 until present will be on DIALOG. There followed a general discussion of our collection of back issues of the St. Petersburg Times. Mary would like all concerned to begin thinking about CDROM vs microfilm in terms of storage, etc. Which format would be best for our library?

Kathy asked if our Big Screen Microfilm Reader would be repaired. It was stated that it did not seem to be possible. She then stated that she would like to request a new reader of this type be purchased. Mary replied that she had not been aware of the problem and asked Kathy if she would research the cost of a replacement. Mary would then try to find money for a purchase.

Meeting adjourned.