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Library Staff Meetings

Nelson Poynter Memorial Library

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8-9-1994

## Library Staff Meeting : 1994 : 08 : 09

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The next meeting will be held, Tuesday September 20th @ 2:00pm. The chair will be Susan Sherwood or Landon Greaves.

#### DEPARTMENTAL NEWS:

A/V: The department is down 45 hours in staffing time for Fall semester. The hours consists of twenty-five from Jerry and twenty from student assistance.

Bibliographic Instruction: During the past sessions the library instructed 1,364 students. This total doesn't include the Library Science classes. During the past sessions five Library Science classes were held: 2 in the Fall, 2 in the Spring and 1 in the Summer.

Circulation: The department is down 60 hours in staffing time for the Fall semester. The hours consisted of forty from student assistance and twenty volunteer hours from Charlotte. Susan asked that everyone help with the shelf reading and shifting. The cd cases have been moved from the drawer to a box beneath the front desk. When checking out books to other SUS (state system) University patrons, verify that they are a student or faculty by using #15 on the LUIS menu screen using the barcode on the patron's ID. Jackie S. asked any loose Internet books in the offices be returned to the circulating collection.

Collection Development: Books are being ordered. Please let Kathy if you have any requests.

Reserves: New reserve material is on the shelves for Fall semester. Jackie J. will try to have someone at reserve between 5-6pm during the Fall session.

Science: A new 486 cd-rom station is being set up next to the reference desk. There are three new cd-rom titles: Ethnic Newswatch, RIA and Art Gallery.

Administration: Barbara was contacted by Landon Greaves, he hopes to be here by September 1st. He is having problems moving.

Library News: Construction has started on the parking lot across from the Piano Man. Jackie J. is going to a crime prevention meeting in Tampa on August 10. Everyone has a e-mail address.

Welcoming Committee: Kathy is thinking about a pot luck dinner for Greaves either Friday September 16th or Friday September 30th. It will be either at Kathy or Jackie S's. Dave volunteered to make a banner stating: **Welcome Dr. Landon "Lanny" Greaves** on one line and **Welcome to USF** on another and Jackie S. volunteered to donate a welcoming plant.

The meeting was adjourned @ 2:45pm.