

9-20-1994

Library Staff Meeting : 1994 : 09 : 20

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STAFF MEETING

9/20/94

The next meeting will be held, Tuesday October 25, 1994 @ 2:00 pm. The chair will be Renee Stokes.

Administration: Lanny stated that any calls coming through Circulation can be passed directly to him. Please ask who's speaking before passing the call. Parking Lot #80 is paved and stripped. The lot will be ready for occupation soon. The target date for actually ground breaking is scheduled for mid-October. The International Baccalaureate Program (IB) of St. Petersburg High School would like USF-SP to extend borrowing privileges to their students. USF-Tampa allows their IB students borrowing privileges; the schools are responsible for losses. The IB program also asked about on-site bibliographic instruction for their students. It was decided that allowing borrowing privileges to the IB students will greatly impact our resources and staff time. Barbara announced that we now have three work-study students: Catherine, Mamie (who has library exp., circ exp. & computer exp.) *on 9/22, financial aid re-assigned Mamie to another department (purchasing)* and Valerie. Barbara also announced there will be a cut in some OPS hours.

AV: Dave announced that October 31 is when the new IDs will go into effect. He stated that there will be two machines (AV and DAV 130), three technicians, credit union and phone representatives. The cards will be read using a special scanner attached to IBM PCs. Both types of IDs will be in effect until the Spring 1995 session.

Circulation: Tina opened a discussion about the new copy machines. She wanted to know what to do when the

card dispenser is empty. Susan stated that, until replacement cards arrive; we can't sell any cards. This is because Danka no longer owns the machines; they are now owned by USF. A discussion about Departmental copy cards was opened. In order for a person to make copies for a professor or department they will need to have a card. If the departmental cards arrive the copies can be made on the library's card. The library then will bill the department for the charges. Susan stated that the new microfilm/fiche copiers are falling apart due to rough handling by the students. A discussion about the placement of the copy machines located next to the copy room and Jim's office was opened. These machines need to be closer to circulation. It was suggested that the machines be moved next to cd-rom stations by Reserves and the entrance aisle by circulation desk. Another suggestion was to move the cd-rom stations (ABI/INFORM & SP Times) to the South wall and then move the copiers into their space. This suggestion was postponed until Deb H. could be consulted. Jackie S. offered some topics to emphasize to OPS/Workstudy students working at the Circulation desk:

1. Be Nice to patrons.
2. Always give out correct information.
3. Always make eye contact and smile.
4. Ask if you don't know something.
5. Don't mention **GRACE PERIOD**.

Collection Development: Kathy stated that Faxon has finally been sold to a British Company. Two other offers had already fallen through.

ILL: Deanna and Tina stated there has been a average return date of five working days on photocopied REC materials, except from the Medical Library. For interlibrary loan, allow up to ten working days. Please stress to patron to use blue or black ink when filling out ILL forms. Pencil does not come through on fax.

Reserves: Deanna stated that the light pen on the right terminal is broken. The light pen on the left terminal is reading the barcode twice. When taking reserve request please get the name and phone number of the professor.

Science: Tina announced the availability of a new cd-rom called DocsFinder. Its main purpose is to locate government documents. Its on thirty day trail.

The meeting was adjourned @ 3:15 p.m.