
Library Staff Meetings

Nelson Poynter Memorial Library

7-6-1993

Library Staff Meeting : 1993 : 07 : 06

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The next meeting will be held Tuesday, September 21, 1993 at 2:00 p.m.

THE MINUTES OF THE JULY 6, 1993 MEETING:

The monthly staff meeting began with Virginia's report on the Paraprofessional Conference. Virginia's report was on the process of media cataloging and special collection borrowing. She reported on the different types of media services, security, and equipment.

ALA HIGHLIGHTS:

Kathy stated that the ALA conference in New Orleans was well attended. She talked about a meeting she attended on the effect of technology on the future of libraries. A brief discussion on the effect of technology on free public access to library services followed Kathy's report. It was stated that most librarians don't question the advancement of technology in public, but do in private. Kathy also discussed a meeting that was made up of a group of libraries that collectively shared collections (mostly periodicals and microfiche). The libraries also used the money left over for research and grants.

Tina also stated that the meeting was well attended. She talked about one meeting she attended that discussed library surveys. The group researched the local business' focus groups. The library compared a group of 8-10 people's ideas about how their library could be improved. The library used one way mirrors and recordings to get feedback. The cost was about \$600.00. It was very time consuming in term of staff, but successful in terms of feedback. Tina also attended a meeting titled "ILL Access vs Ownership". The lecturer talked about two colleges (Rice & Arizona State ?), who used ILL to get journals due to subscription cancellations at a cost of \$1500.00, with a 4.1 business days response time compared to the 9.1 business days response time through traditional sources. The speaker also discuss future IN USER requests. This procedure involves the student sitting at a terminal requesting a book (by passing ILL) from another State University. The system will be state operated and provide additional money for support staff in either ILL or CIRC. The computer would verify the student's ID, and verify the book can't be found locally. The student would decide on the amount requested and the lender. The delivery time is estimated to be about two days.

Jim discussed his three day internship with the GA Archival Society at CNN. He studied the former player files of the Atlanta Braves. The files preceded the Braves arrival in Atlanta. The disorganized files consisted of photos, personal information, and other promotional data.

In discussion concerning the annual calender Mary stated that holidays should be reviewed one year in advance. Jackie J. stated that the annual calender is up in the workroom, but requests should first be placed on Barbara's calender.

A discussion concerning the funds missing from CIRC was opened. On Friday, July 2, \$50.00 in un-wrapped singles was placed in the cash drawer. The following day (Saturday) Karl noticed a shortage. It was discovered that \$35.00 was missing. The bills and key were locked in the safe Sat & Sun. night. Upon opening on Tuesday, July 6 the coins and cash drawer were missing. A discussion of security procedures followed the update about the missing funds. Mary stated that the key should be placed in the safe Mon/Tues/Wed/& Thursdays. The key should be placed in the mail box of the librarian working on that particular weekend day.

A discussion of the cash register for future usage was opened. The cash register will have a four digit ID# for each person. There will be special keys for items and it will print a two copy receipt. The cash register will also be portable with a backup battery for easy storage.

A discussion of Tampa's non-enrollment student borrowing policy was open. Tampa is allowing UNDERGRADS to check out books without a current valid ID. GRADS are allowed to check out books for a \$15.00 fee. It was decided that we will follow our usual borrowing privileges. Marine Science students can borrow during the summer without a valid ID. Any student not registered for the summer session must have a written letter from a professor stating they need to use circulating materials. If a student is a State University student validation of their enrollment status can be verified by using #15 on the LUIS menu.

The issues of when to shut down circulation and student assistants was open for discussion. The circulation desk should be closed 15 minutes before closing. A half-time student is being considered to help Kathy, and if there is enough OPS money another half-time student will be considered.

The meeting was adjourned.