

**LIBRARIANS MEETING**  
**Wednesday, December 1, 2004, @ 2:00 p.m.**  
**Library Conference Room**

**Attendees:**

Kathy Arsenault, Jim Schnur, Berrie Watson, Tina Neville, Karilyn Jaap, Jerry Notaro, Jean Ferguson

**Discussion:**

Kathy asked how the various searches were going. Tina replied that there were six applicants for the visiting reference librarian position, with Karilyn indicating that one was especially promising. As for the Associate Chancellor position, Tina said there had been six phone interviews and that three or four would be brought in for personal meetings. Jim has volunteered to chair the search for Signe's position, which Kathy said could be funded as approximately an Associate full-time line. Mika has found two students to help in Circulation, and Kathy expressed gratitude for all the volunteers who had caught up the shelving.

Kathy stated that she and Jim are on the 40<sup>th</sup> anniversary committee, with the official date being September 7, 2005, but that events would be ongoing throughout the academic year. Jim said that he and Sudsy would be putting together a campus history for the occasion. Kathy also announced the Faculty Convocation date as September 8, 2005. And she said we would have to do SACS again and would need six ideas for spring; she suggested that one might be related to Blackboard and the faculty.

Karilyn discussed her report on aggregators, saying that she and Kathy had been winnowing the periodicals, both print and microfiche. The focus has been on microfiche, as it's the best method of preservation but a dying format. She has cancelled a number of microfiche if they're also available in PDF format, and she displayed a six-page Excel spreadsheet of microfiche available through aggregators. Karilyn asked if the group was comfortable with her cancellation process, and Jerry answered yes for all present. She explained that her parameters for cancellation included microfiche costing \$50 or more per year and anything with a print usage of less than two. Berrie asked if there were any chance of our having a problem if the aggregators dropped archival material, and Karilyn said that wouldn't happen.

Kathy brought up the topic of various library requests by faculty and students, with Tina indicating that she hadn't heard back from Tampa about Cabell's, and that the USF Tampa business school had Compustat but that the library didn't, although they contributed toward its cost. Karilyn told Kathy that there were maybe ten periodical requests, and Jerry said that media requests were down from last year. Kathy informed Karilyn that \$25,000 had been restored to the book budget. She also notified the group about a new LTA position for Access Services, but she said the results of her own survey indicated that without a minimum of six support employees in that area, the library couldn't manage extended hours.

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Berrie reported that the firewall is "cooling off" but that some errors still exist. He said that NOTIS had been fixed and to please tell him about any other problems. He told the librarians to put an out of order sign on any computer screens in which the icons are all on the left and the screen is light blue instead of green, as some students have been unplugging and then replugging the computers to disconnect them from the network.

Tina said she and Mika had been discussing desk coverage over the semester break, and they were proposing that one person handle both desks with one person acting as backup. Kathy agreed with their idea. She also asked that people who check out laptops be made aware that they must return them or that they'll be held financially responsible.

Jerry stated that A/V has been sailing through orientation, but that unfortunately enrollment is down. The campus board meeting was recorded today, and graduation will be videotaped on December 12. He also spoke of the new OPS identification program, with Jim adding that only certain ID's are valid.

Karilyn talked of the fiasco on the night before Thanksgiving when she filled in for Deb Henry. She explained that Venus, a housekeeping staffer, came in to clean the library at 5:30 as she had been told the campus was closed. The situation became rather disruptive, and Karilyn wanted to know if this occurrence was "normal." The other librarians assured her that it had never happened before, and Kathy indicated that she would check into it for the future.

Jean brought up the topic of a holiday potluck lunch, and after a discussion about previous years' holiday parties after hours, the group agreed on a luncheon instead during work hours.