

LIBRARIANS MEETING
Tuesday, January 15, 2002 @ 2:00 p.m.
Library Conference Room

Jerry announced that Jim Schnur will be Special Collections Librarian, and his start date is Tuesday, February 19.

Tina reported that Tamica "Mica" Slaughter joins us on January 23 as a visiting *librarian*. She will be assisting in reference and bibliographic instruction. Karilyn will now be helping out in collection development.

Announcements -- Kathy

Appreciation was extended to Deb for all her work in connection with the collection development librarian search, which had to be closed because of budget restrictions. The final paperwork on budget cuts has been sent to Tampa. Jo Davis' vacancy position became a base cut, which means it is gone. The Library's total budget cut this year is more than \$100,000, with more reductions scheduled for next fiscal year. Virtual Library will also take a big hit next year.

Kathy spoke of the phasing in of the new library management system. Most of the work for now needs to be done in the Tampa cataloging department, although Signe has some record cleanup to assist with. A deal is being worked out between the Dali Museum and the USF libraries, which will benefit both parties. The development of the project will probably require some cooperation with our Library to provide borrowing privileges. The Strategic Plan is still being updated to reflect new university goals and will require more meetings.

Kathy asks that the librarians continue working on their position description and merit plan goals. She will get summary forms from Jennifer Baker. FAR reports for Fall 2001 are due.

Tina reported on statistics for the first six months of the fiscal year. Circulation is up; reference is down on Sundays and evenings.

At the last meeting, the CFC worked on the Faculty Governance Document. Though there was some discussion that the advisors should be represented by a different group, with few exceptions the CFC supported the Library's participation.

Campus Showcase tomorrow will have Library representatives scheduled throughout the day.

Berrie – Apparently everyone is satisfied with the ADA web site since there were no comments. Berrie suggested an orientation session for staff to become familiar with the multimedia machine and be able to assist patrons.

He passed around a draft of bibliographic lab guidelines and policies. Fees will be separately shown on the intranet, which would be information for only staff and will have answers to FAQ on all kinds of library subjects, all the way from instructions on printer cartridge installation to search plans and applications.

Jerry – Because of a scheduling conflict, the SAPL film this week must be shown no later than 4:30 pm. The suggestion was made to move the SAPL meeting to the Studio. Jerry reported a large increase in the use of the AV viewing rooms, which is complicated by frequent use and misuse of these rooms by the homeless. Possible solution would be to put up signs restricting use to ID holders. Kathy will speak to Bill Heller first.

Jackie expressed concern about the lack of personnel in the Library at the 8:00 am opening time. Kathy will prompt the staff by email. Because the Library has not been given a list of the many classes scheduled in POY 217, and people other than our staff open the room, concern was expressed for the expensive equipment in that room.

To do: (cumulated list)

1. Circulation policy list for community patron categories: **JJ**
2. Rush catalog request link on services page: Form available, needs fine-tuning: **JJ and Signe—transferred to Tina and the public services committee.**
3. Continue working on copier issue. **Kathy and Karilyn—almost done!**
4. Schedule BI sessions for spring **JJ, et al.**
5. Job assignments and position descriptions: **All.**
6. Check on CD's: **Deb**
7. Orientation for ADA equipment: **Berrie.**
8. Tardiness issue: **Kathy.**
9. Non-USF in video rooms policy: **Done.**