

11-23-1999

## Library Staff Meeting : 1999 : 11 : 23

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**STAFF MEETING**  
**Tuesday, November 23, 1999 @ 2:00 p.m.**  
**Library Conference Room**

Introduction of Barry McDowell, USF associate and United Way representative, who made a presentation (talk and video) and answered questions in connection with the current drive. He stressed that all funds are used for local organizations and causes; that overhead and administrative costs are kept to a low 11%; that funds may be designated either for a particular group or put into the general fund to be distributed as needed; the absolute deadline is December 12.

After Mr. McDowell left, the Staff Meeting began with Kathy's announcement that the Library is among the three locations on campus for collecting donations to Operation Santa. The items will be received at Circ and stored in the 1st floor copy room.

Kathy also announced that next week the Library's third floor, specifically the Conference Room and Administrative area, will be the location of several meetings (and eatings) involving library directors:

Wed, 12/01 Community College Library Directors  
8am-5pm  
Thurs, 12/02 State University System (SUS) Library Directors  
8am-6pm (CC Library Directors 5-6)  
Fri, 12/03 SUS Library Directors  
Luncheon

Congratulations are in order for the librarians, particularly Deb and Tina, who submitted a funny (and flattering) entry to American Libraries journal nominating Barbara as the best Secretary (AA) in Libraryland -- and it won! Watch for it in the January issue.

Kathy announced there will be a fire alarm test on December 14.

If you haven't already done so, Kathy reminded all to contact Karilyn about what you plan to bring to the Poynter Party at her house on December 18.

Following a discussion about holiday desk schedules, it was decided that, since both Christmas and New Year's holidays fall on Friday this year the Library will remain open to the public both days. Jerry stressed that it was difficult to close AV at this time of the year anyway. Signe said Tech Svcs will be pulling periodicals and shifting soon. The Spring schedule is being prepared and should be available soon.

David and Jerry announced that, since acquiring some new software, an archival tape has been successfully digitized. A direct tie-in with the Virtual

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Library is still years away, but you can view this material by adding ~*brodosi* to the Library's web site address and then clicking on *irene hunt.rm*.

Because there are so many different types of courtesy cards issued by the university, each one representing a certain status and the benefits that go with it, Jerry and David stressed that it is important to determine which type before barcoding the patron at Circulation.

Jackie -- Don't accept student papers in the Library on the understanding that they are to be passed on to a professor, unless the professor has made appropriate arrangements in advance.

Tina -- The holiday/break procedure for ILLIAD will be to accept ILL submissions with the understanding that they will not be processed until school is back in session. She added, however, that ILL would get to as many as possible during that time.

Kathy spoke of Ed's and Patricia's pending departures. Definite times are uncertain; official letters of resignation are pending. .