

6-17-1997

Library Staff Meeting : 1997 : 06 : 17

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STAFF MEETING

June 17, 1997

Emergency Operating Plan

Lanny reported that we have no definitive plan in place for library emergency preparedness in case of a hurricane. He will be attending ALA and hopes to gain some information about plans other libraries have implemented. It was suggested that everyone be responsible for downloading essential files from their computers and moving their paper files to the second floor AV archives and the production studio. The protection of the server and other technical equipment in Room 127 are considered to be of primary importance along with protection of other technical equipment. There is also the possibility of covering the stacks on the upper floors with plastic and securing them with duct tape.

Reciprocal Borrowing with St. Petersburg Junior College

The University Legal Department is finalizing an agreement for reciprocal privileges with the junior college's honors program. It will probably be Fall before it is finalized.

New Work Stations

We have received new computers and additional work stations will be set up across the lobby from the reference desk near the periodical browsing shelves, as soon as the ordered work stations arrive.

Continuing Concerns

Window blinds have not yet been put out for bids but are on the list.

David again requested a copy of the security system manual.

Emergency door alarms are not activating an alarm at the panel in circulation because the connection to the panel is not functioning.

The staff elevator has an intermittent ringing sound of undetermined origin.

Virtual Library Committees

Deb reported that Engineering Village will set up training sessions for all library staff via a phone connection. If you are interested in attending a training session let Deb or Regina know when you will be available.

Circulation

Our summer intern is Teneshia Hall. She will be working under Jackie Jackson's supervision, but will be available to other departments.

Susan is making available circulation desk procedures to cover basic circulation responsibilities such as the daily deposit and computer printout to assist staff members working shifts at the circulation desk.

Jackie requested that all staff members "clear the decks" before turning the circulation desk over to the next person who will be working there. This includes putting away reserve materials and clearing the book drop.

Transparency Machine

David suggested that we approach Danka about the possibility of having a copy machine that will make transparencies rather than having the students rely on the AV Department for this function. It is possible that a regular copy machine could serve a dual purpose by using one of its trays for transparencies. Jerry suggested that the making of transparencies for faculty members be relocated to the copy center.

Technical Services

At David's suggestion we are looking into the purchase of a wireless buzzer or bell that could be installed in the mail room and ring in Tech Services to cut down on the number of trips downstairs to check for mail deliveries.

Workers' Compensation Update

Barbara reported that Humana is now handling Workers' Compensation for the University. She will be giving out Employee Handbooks and Provider Directories to the staff. In the Employee Handbook there is a Treatment Access Card that should be carried by employees and presented to the treatment provider at time of treatment.

Xmas

A question was brought up about whether we could close the library either Christmas Eve or the day after Christmas if everyone in the library agreed to use an annual leave day. Lanny will check with the Dean on the possibility of the library being closed for an extra day.

Next Meeting

July 15 at 2:00 P.M.