

5-12-1997

## Library Staff Meeting : 1997 : 05 : 12

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## **STAFF MEETING**

**May 12, 1997**

### **Virtual Library Project**

Lanny reported that we are very well represented on the Virtual Library teams. Tina and Ed are acting as facilitators and several members of our faculty and staff have volunteered to be on the committees.

### **Personnel Resource Committee**

Lanny has formed a committee to study the use of our personnel resources. Kathy Arsenault will be the chairperson. Committee members are Tina, Jackie, Deb, Regina, Barbara, David, Virginia, and Jan.

### **Elsevier Electronic Package**

Kathy reported that the Electronic Collections Committee has recommended that we purchase Elsevier Scientific Publication's electronic package. It will cost 3% more than what we are paying for the journals by subscription, but this has advantages for us. It will provide full text availability on Web Luis with access to any journals that are subscribed to by USF, FSU and UF. This involves a three-year commitment and they will hold inflation to 9% rather than the higher rate they now practice.

### **Summer Term Hours**

Lanny is looking into the possibility of the library being closed at night and on weekends as of July 19 as there will be no classes in session at that time. We are awaiting approval from the Dean.

We will be closed on Memorial Day and the 4th of July.

### **Signage**

We are closer to having our building directory in place. It will include a layout of the building and a directory of personnel names and office numbers.

### **Ongoing Building Concerns**

Jim Grant has been notified that our front doors are not working properly.

Window blinds are in the planning stage and must be put up for bids.

Locks for the study rooms will follow the blinds.

Altering of the size of the book drop housing is under consideration.

### **Microform Move**

Signe reported that the microform cabinets and microforms will be moved on May 13 by movers provided by the cabinet dealer. The old cabinets will be placed where the new ones are now until they can be disposed of. The Chem Abstracts will be placed in a cabinet in the storeroom.

### **Merit Reviews**

Deb reminded everyone that merit reviews must be completed soon.

### **Shelf Reading**

Jackie will be assigning stacks for shelf reading and hopes the shelves can all be read before the middle of August.

### **Brown Bag Sessions**

Ed held a session on using Netscape to enhance Power Point. The next session will be on Web Search Engines. Date to be announced later.

### **Network Upgrades**

Ed would like to upgrade to Microsoft Exchange Version 5.0, which would cost \$500 for the entire server, and also to upgrade Window NT to 4.0 at a cost of approximately \$150. These two upgrades must be done at the same time. This will allow us to run Microsoft Exchange 5.0 and allow remote access to E-mail.

### **Swipe Cards**

Swipe cards for the doors equipped with electronic sensors have arrived but the system is not presently in working order.

### **SAPL Book Sale**

Kathy thanked everyone for their help with the book sale and said SAPL is planning on another sale next year.

### **Circulation News**

Susan reported that Marine Science students will have their privileges extended through the summer. If their record shows expired it will have to be overridden.

Eckerd students must have their books back by 5/15/97.

Eckerd PEL students have privileges through the summer.

Circulation will post notices to assist the staff working at the circulation desk to deal with these situations.

### **Interlibrary Loan**

Virginia reported that any books that belong to USF have been moved out of the ECC library and put in storage. If the record shows an item is in Gulf Coast Storage it is not available at this time. We will not have reciprocal REC borrowing, only through ILL.

### **Next Meeting**

Monday, June 9, 2:00 P.M.