

10-8-1996

Library Staff Meeting : 1996 : 10 : 08

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Staff Meeting
October 8, 1996

It was announced that Lanny will be the permanent chair for all staff meetings.

Debate Information:

- The campus will close at 5:00 pm.
- The library will close at 4:00 pm.
- Reception organizers will start setting up in the atrium at 10:00 am. They will be placing some displays on tables.
- Guests will be arriving at 6:00 pm.

Lighting Fixtures:

The light fixtures in the lobby are being replaced on Friday, October 18, 1996. Scaffolding will be placed in areas throughout the lobby and stairways.

Library Materials:

Administration is looking into purchasing accessory items for the library. These accessories includes vertical blinds, clocks, shelves for restrooms, writing board for Room 217 and locks for study and research rooms.

Public Phones:

The need for public phones (and how many) in the library is still being evaluated. Representatives for the subcontractor visited the library two weeks ago.

Training Sessions on Microsoft Exchange/Office:

Ed is thinking for the future putting together brown bag presentations on Microsoft Exchange and Office for the staff. These presentations will be given in Room 218.

Dedication of Library:

- The library dedication is scheduled for Friday, November 1, 1996.
- The art dedication ceremony will be included.
- The ceremonies will take place behind the library at harborside.
- Refreshments will be served on the terrace.
- A self guided tour (of our library) will be offered.

Computer Printing:

The computer center has been requesting that students print out Instructor's notes on our Netscape. Jerry has spoken to Steve Johnson about this policy. If students ask, notify them this policy is not allowed or refer them back to the computer center.

IMC Access:

The IMC collection (which includes some games in pieces) is being used misappropriately in the media center by patrons and their children. There has been reports of children climbing high shelves and taking materials off them. Jerry's idea to combat this misappropriate use is to place signs stating IMC MATERIALS IS ONLY TO BE USED BY UNIVERSITY STUDENTS FOR CURRICULUM PURPOSES.

Food and Drinks in Library:

It was suggested that signs be placed in study and faculty rooms stating NO FOOD AND DRINKS ALLOWED IN LIBRARY.

Restrooms:

The placing of computer tables (located in the storage room) in the restrooms was proposed to remedy the lack of shelving.

Gifts:

Patrons donating gifts should speak to Kathy. If Kathy isn't available please have them fill out the donation form. These forms are located at the circulation desk near the cash register and at the reference desk.

The next meeting will be Tuesday, November 5, 1996.

The meeting was adjourned at 3:30 pm.