

9-10-1996

Library Staff Meeting : 1996 : 09 : 10

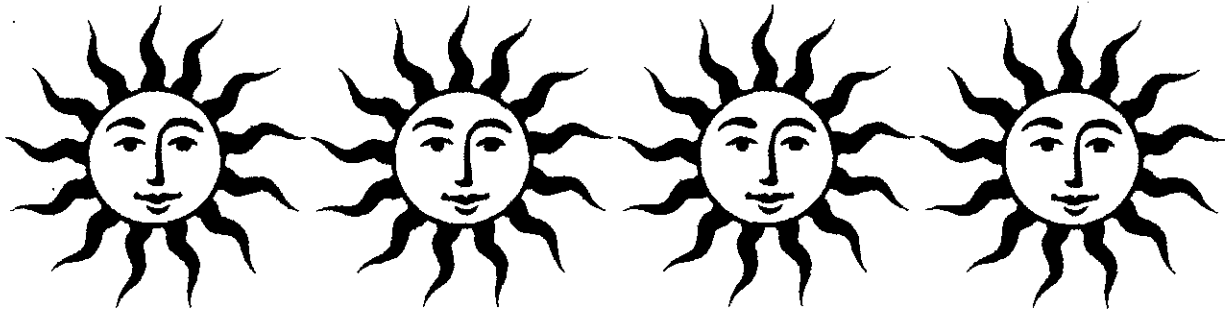
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Staff Meeting
September 10, 1996

Public Phones:

It was requested that one phone be placed on each floor. There has been no response from the company contracted to connect the phones.

Doors:

The lounge/elevator door should remain locked on nights and weekends. During the day the door should remain closed, but unlocked.

The staff/elevator door on the second floor will be keyed.

The double doors leading to the storage room should be closed during the day. They're keyed to fit a A1.

The loading dock door can be opened from the outside by will using a A4 key. The door can be closed by holding the inside button in place.

The west emergency door is still a A2.

The emergency doors are activated when the red light is blinking. If no lights are blinking the doors are unlocked.

The 2nd and 3rd floors' study rooms still have no locks.

Mail:

The mail will be delivered through the loading dock doors when Tony receives a A4 key.

Terrace:

The terrace is open to the public through the emergency stairway. Access should not be denied if asked. Until a official policy can be written access should be limited to authorized personnel.

Closing Procedures:

The fifteen minute warning will still be effective during the weeknights.

A twenty minute warning will be used during the weekends.

The motion detectors will remain off for the present.

The In/Out doors' power should be turned off and locked.

The reference computers' CPUs can remain on. Their monitors and printers must be switched off.

Announcements:

Thursday 12th: Representatives from Knoll Furniture will be here at 1:30pm.

Thursday 12th: The Tampa Bay Chapter of AIA Architects will be touring the building at 5:30pm.

Friday 13th: There will be painters working on the public staircase after 5pm.

Saturday October 5th: The Heartwalk will be taking place.

Wednesday October 9th: The Presidential Debate will be held at Bayfront. There will be a reception held in the library's atrium. The library will be open from 8am-4pm. The entire campus will close at 5pm.

Friday, November 1st: The library will dedicate the building. The festivities will began at 4:30pm.

Circulation:

The Open University tapes on reserves are for classes being taught on the St. Pete. Campus.

Sincich Tapes will be on the shelves 24 hours after the original broadcast. There will be a tapes for each class located on reserve. Only one tape per student id. These tapes must be viewed in AV.

The IMC collection can be taken out of the library. A unlinked item record must be created for each item. This process is located in the blue procedure binder next to the circulation desk. A (x) should be placed next to the circulation and cataloging spaces in the item record.

Bibliographical Instruction:

Classes will be given on ERIC, Firstsearch and Luis searching, when the Library Resource Center is available. Students will be given a certificate upon completion of the classes. Jackie J. is talking with teachers about making these classes an extra credit assignment in some classes.

ADA (American with Disabilities Act) Students:

The library has recently received computer equipment for the visually challenged. It was recommended by Student Services that the library draft a policy on the handling of these student needs. Karilyn has volunteered to be the coordinator for the library. She will handle contacting Student Services. There will be a drawer at the reference desk for pickup.

Special Thanks:

SPECIAL THANKS AND A JOB WELL DONE TO THE LIBRARY STAFF ON THE MOVE.

Next Meeting:

The next meeting will be Tuesday, October 8th @ 2pm.

The meeting was adjourned @ 3:45pm.