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Library Staff Meeting : 1996 : 04 : 23

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STAFF MEETING

April 23, 1996

The next meeting will be Tuesday, May 21, 1996. The chair will be David Brodosi.

Susan & J.J.:

Lost Books: Susan requested that all lost books be placed on Susan's desk with a printout. If the patron is paying the overdue fines, please leave a note notifying Susan. Books that are externally billed should be handled by Susan.

Forgiving Fines: It was stated that all fines should be forgiven by Susan or J.J. If a patron is blocked due to fines override the fines for checkout, but only if it's a mistake made by the library or members of the faculty/staff. Please leave a note for Susan explaining the situation.

Reserves: Please remove the barcodes before returning items to the Professor. The barcode is necessary for removing items from reserves.

New Cards: It was stated that Tampa is issuing new proxy cards (green with a bull face background). These cards are given to many categories. Pay close attention to the checkout screen. TNON can only borrow Tampa's materials. SNON can only borrow St. Pete's materials.

SAPL Cards: A plan is in the development stage to change the SAPL cards. The cards are now orange, but the plan is to change these cards to the cream colored cards with the SAPL tree. The orange cards will still be used for SNONs.

Karilyn:

A policy is being drafted concerning food, drinks and cellular phones in the library. These rules will now be strictly enforced. These rules also apply to staff members; no food or drinks are allowed at the circulation or reference desks. The policy also applies to sipping cups and other beverage holders. Please ask patrons to put away these items.

Signe:

Please notify Signe on ideas for code messages stating the location of items in LUIS. It was announced that Rodrigo was awarded a fellowship from TECO Electric and he will be leaving to become a full-time student. His last day will be May 3. Renee will temporarily be taking over the LTA position and Jan

will be temporarily taking over the Clerk-Typist position. The job search will begin in the Fall.

Lanny;

Lanny will be conducting tours of the new library on Wednesday, April 24 and Thursday, April 25. The tours will start 4:15 pm, please meet at the circulation desk. Interested parties should e-mail Lanny.

The furniture will be purchased through the firm R. George Associates from Deland, FL, who are representatives of Brodart. This same firm will be handling the stacks, as representatives of Wilson Stacks.

JJ:

The library will be getting a student intern. The intern will be working between June 17 and July 26. JJ did request that Kim (last's year intern) return, if she is available.

Lanny & Barbara:

It was announced that Deanna Bishop will be helping with the library move. She will be checking off new items as they arrive at the new library in July; she'll start working at the beginning of June.

The meeting was adjourned at 2:50 pm.