

Minutes
Librarians' Meeting
August 25, 1986

Present: Signe Oberhofer, Kathy Arsenault, Jerry Notaro, Jackie Shewmaker,
and Sam Fustukjian, presiding.

Absent: Helen Albertson.

The meeting came to order at 9 a.m. Sam would like to have a meeting every two weeks, Friday, 9 a.m. on paydays. Sam announced our book budget: \$257,194, same as Sarasota. This is a 12% increase over 1985-85. We have already spent \$49,000. Periodical budget is \$70,000, plus new titles.

We will keep the approval plan and set up an approval plan for children's books.

The expense budget will be very sparse this year. We have \$15,084 for expense, \$10,667 for OPS and \$5,000 OCO for equipment. These figures include Library and AV. Sam will transfer the equipment money to OPS for barcoding, which is estimated to cost 6 cents per item. Online circulation is expected to start 9/1/87. Tampa has sufficient money to start barcoding. Last year we transferred money from expense to OPS, but we cannot do that this year, as there is not much expense money. We spent OPS money to fill in vacancies at circulation and periodicals. We will hire a new LTA II October 1. Advertise earlier. We do not have enough money to pay for Sunday reference coverage. Professional librarians will work Sunday afternoons in exchange for a day off.

Jackie was directed to make a tentative schedule using Tina, Jackie Jackson and new LTA II in Saturday schedule.

Shelving. The student should work Reserve from 5 to 6 p.m. and then shelve and straighten periodicals. Everyone needs to shelve and read shelves. Make new chart for shelf reading.

Intralibrary Loan. Needs to be standardized. Should have same lending period. Hope to have electronic mail to Tampa campus library. Hope to have telefacsimile between here and Medical Library.

We will close Labor Day, but be open Saturday and Sunday, if that is what Tampa is doing.

We need to get our serial holdings into LUIS. 30 percent of our serial holdings are not cataloged and are not in LUIS. Signe will write a memo to Tampa about adding serials to LUIS. The backlog of serials cataloging is cause for concern. We could hire a serials cataloger for 100 hours to catalog our serials. First we need to identify what needs cataloging.

On Sunday, September 28, from 5 to 7 p.m., there will be a reception to open the exhibit of old St. Petersburg photographs.

LUIS. Watch. Make sure terminals are locked on USF. Holdings information and call numbers are not always correct. If patron cannot find book upstairs, check card catalog. Books marked REF and books not marked REF are not always right. Write problems down in notebook so they can be corrected.

We need to know how to search NOTIS (Tech. Service) and how to access LUIS through remote terminals.