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Library Staff Meeting : 1996 : 01 : 23

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**STAFF MEETING
JANUARY 23, 1996**

The next staff meeting will be Tuesday, February 20, 1996 at 2:00 pm. The chair will be Dan Richard.

Tina: New College (Sarasota) students are considered USF students for purposes of using restricted databases, especially NEXIS - LEXIS.

Virginia: Rec books (books within the USF system) should be checked out following normal procedures. Please answer "yes" when asked if you want to check this book out to this person. Please pay close attention to the screen.

Tina: The electronic ILL form is still having technical difficulties. If anyone asks, please inform the patron notification will be given for forms that have been received.

Deb: Deb announced that she had a copy of the Executive Summary of Student Affairs' evaluation, if anyone would like to see it. JJ also announced that she had two copies to be placed on Reserves.

Lanny: Procedure for legal challenges relating to work is located at the Reference Desk. If anyone is interested, Lanny is looking into the possibility of building tours (new library). The two dates being considered are Thursday, Feb. 1st or Friday, Feb. 2nd. Please e-mail Lanny with your preference.

Jerry: Jerry announced that the videos for Sincich and Hevner are kept on reserve for one week only. Old tapes are erased and recycled. He also stated that new student assistant Eric is being trained in basic circulation procedures, which can be useful for breaks and emergencies on the weekends.

Kathy: Kathy announced she has received a overwhelming amount of books for the booksale to be held in April.

JJ: Please notify JJ if you locate the white computer binder, usually on reserve. The binder was checked in on Sunday, Jan. 21, but hasn't been seen since. JJ also requested that close attention be given when reshelving reserve items.

Susan: Procedures for creating student records will be located next to the left terminal in reserve. Redesigned patron data sheets are located on top of the exit door circulation terminal. Pam Ikaunkis is a new student assistant, who will be working five hours with Kathy and five hours at circulation.

JJ: Jim is working on new Egyptian displays for upstairs and downstairs.

The meeting was adjourned at 2:35 pm.