

12-19-1995

## Library Staff Meeting : 1995 : 12 : 19

Nelson Poynter Memorial Library.

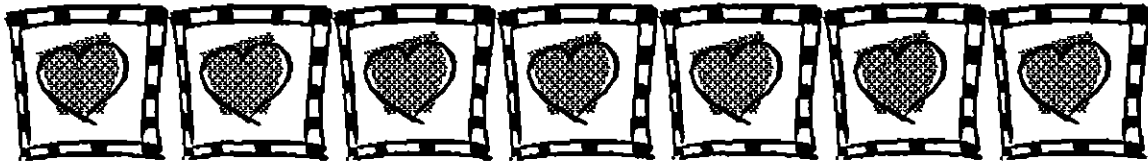
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**STAFF MEETING**  
**December 19, 1995**

The next staff meeting will be Tuesday, January 23, 1996 at 2:00pm. The chair will be Dan Richard.

**Deb:** Deb announced (on the behalf of Tina) that the Search Committee will be meeting on Friday, December 22. Tina asked that all evaluation forms be returned ASAP. Deb also announced that a second copy of ASFA purchased by the Florida Institute of Oceanography can be seen on LUIS. The statement accompanying this copy will say *not available to the public*. The Institute requested that the copy be sent to the same site as the marine science subscription to receive a reduction in price. A discussion was opened about Internet privacy, particularly e-mail. Deb stated that in a CFC meeting, she attended it was stated that all save files are archived for 3 years.

**Signe:** Signe stated that 1995 Tax Returns are on backorder, so until they are received, samples of individual and corporate tax forms are available at the Reference desk. They are located in the white binder labeled: 1995 Tax Returns Forms Corporate / Individual Standard Federal Tax Reporter.

**Regina and Barbara:** Ideas for the tractor feed recycled paper were opened for discussion. It was decided that the paper will be sold to students using manual feed printers, at a cheaper price than the regular paper.

**Lanny:** Lanny updated the staff on the progression of the new library and that the bidding process for movers is being looked at.

**Jerry:** Jerry announced that the two viewing rooms are equipped with two televisions and VCRs.

**Ed:** Ed notified the staff that the ABI / Inform CD-ROM changer is being repaired. The station is temporary out of order.

The meeting was adjourned @ 2:50 pm.