

3-21-1995

Library Staff Meeting : 1995 : 03 : 21

Nelson Poynter Memorial Library.

Follow this and additional works at: https://digital.usfsp.edu/npml_meetings

Recommended Citation

Nelson Poynter Memorial Library, "Library Staff Meeting : 1995 : 03 : 21" (1995). *Library Staff Meetings*. 37.
https://digital.usfsp.edu/npml_meetings/37

This Other is brought to you for free and open access by the Nelson Poynter Memorial Library Faculty and Staff Meetings and Newsletters at Digital USFSP. It has been accepted for inclusion in Library Staff Meetings by an authorized administrator of Digital USFSP.

Staff Meeting
March 21, 1995

The next meeting will be Tuesday, April 18, 1995. The chair will be Dan Richard.

Tina/Jerry: A discussion about a home page for Poynter Library was opened. Jerry stated that writing a home page in HTML language is very time consuming. He stated that this may be a job for the Electronic Information Librarian. The home page should include: a link to LUIS, library hours, a place for quick reference questions and e-mail/telephone information for staff. Any questions or ideas should be relayed to Jerry.

Dave: The AV department can make family and courtesy ids. They can also add students to the database. Family cards will cost \$5.00.

Jerry: Jerry asked that the Librarians vote on Article I of the Faculty Senate Constitution. Adding the Librarians to the Senate.

Deb: Deb announced that the next newsletter will be out Friday, March 24, 1995. Please e-mail information to be included by 5:00pm Thursday, March 23, 1995.

JJ: JJ stated that no notes from the Sincich's TAs will be accepted for checking out tapes. Permission must come through Sincich. Messages given student permission will be posted above the tapes in Reserve. Dave will contact the TAs, advising them of the correct procedures for loaning tapes. It was suggested that at the beginning of each semester, a librarian will go into the classes to inform students on Reserve policies.

Jerry: Jerry announced he will prepare an exact script for the telephone voice mailing system. Juluis will need to see the script before final cost information can be verified.

Kathy: Kathy stated that the booksale is located in the student lounge. She also asked about the newspapers stacked in the elevator hallway. It was suggested that AV take over the responsibility for dumping the newspapers.

Barb: Barbara announced that Lanny's party is Friday, March 24, 1995 @ 4:30pm. Barbara asked anyone attending please notify her by e-mail. The library will close @ 4:00pm on Friday.

The meeting was adjourned @ 3:10pm.