

1-31-1995

## Library Staff Meeting : 1995 : 01 : 31

Nelson Poynter Memorial Library.

Follow this and additional works at: [https://digital.usfsp.edu/npml\\_meetings](https://digital.usfsp.edu/npml_meetings)

---

### Recommended Citation

Nelson Poynter Memorial Library, "Library Staff Meeting : 1995 : 01 : 31" (1995). *Library Staff Meetings*. 39.  
[https://digital.usfsp.edu/npml\\_meetings/39](https://digital.usfsp.edu/npml_meetings/39)

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  
January 31, 1995**

The next meeting will be February 21, 1995. The chair will be Barbara Reynolds.

The meeting began with Virginia asking David for a update on a tape message for ext. 9123. David stated that he hasn't spoken to Julius. It was suggested that he get together with Barbara and Susan to work out the details before contacting Julius.

Deb suggested that a library newsletter be published, updating policy changes concerning Reference and Circulation. The newsletter will be published twice monthly or weekly (if there is a overload of information). It will be distributed just before each staff meeting. Information will be taken in writing or through e-mail; no information will be taken verbally. Deb has volunteered to be the editor of the newsletter.

Tina reported on the activities of the Campus Computing Committee. She stated that Mike Wright has quit; his last day was on January 27, 1995. There will be a interim person running the computer center until a replacement can be found. Please tell Tina of any problems concerning the computer center, and she will pass them on.

Virginia opened discussion about the St. Petersburg Times. It was suggested that the Times be placed back on the newspaper rack and in the newspaper drawers.

Signe reminded everyone to watch out for changing NOTIS passwords. There has been no advance warning about expiration dates for passwords. When changing the password be careful.

Jackie J. asked about the policy concerning Value Line. They will no longer be placed on reserves. The new editions will be at ready reference. The older editions will still be shelved in the business reference area. It was suggested that Id's be

checked for Value Line, S & P Outlook, Ratio books and especially Lexis/Nexis. A waiver must also be signed by student using Lexis/Nexis. If the patron is a non student keep their driver license. The tree at reference will be pruned, if that doesn't work the suggestion was made to move it upstairs.

Jackie J. asked that all materials be returned to the reserves as quickly as possible and not left at the circulation desk. All items must be discharged and shelved over in the reserve area. A suggestion was made that the reserve sign be moved to eye level. The policy for Sincich's tapes is as follows:

- a. students can check out only one tape at a time.
- b. permission for viewing tapes is forwarded through the A/V department.
- c. weekend viewing is set up in the conference room upstairs.
  1. Fri, Sat & Sun. no tapes should be checked out from reserves.

Jackie J. stated that she would like to start taking only USF Id's for class related materials. No driver's licenses, keys or jewelry will be longer accepted. Kathy stated that all book donations must be accompanied by a signed release form. The forms are kept in Susan's desk in a folder marked gifts. It was also stated that 1994 tax forms are at the reference desk.

Signe informed the staff that she just recieved the applications for the Library Technical Assistant job.

Tina asked about students obtaining Id's on the weekends. No cash or check will be accepted upstairs for making Ids. It was stated that students can mail their \$5.00 fee to the cashier office, including a Self Address Stamped Envelope and their receipt will be mailed to them. All USF faculty, students (regular and auditors) must have new Ids by January 31, 1995. All new faculty and staff must pay a \$5.00 fee , there will be no complimentary Ids.

Jackie S. stated that guest cards will be the same. They will still be barcoded manually. She also suggested to be careful to charge and discharge all items. Feeds students don't need USF Ids. The ids should be manually barcoded. David also stated that no Ids can be made for new students until their information is entered into the database.

Barbara notified the staff about upcoming SAPL events. She stated that SAPL has lost the Antiquarian Book Fair. The proceeds are now going to Friends of the Public Library. It was suggested by SAPL to have a booksale using the materials in storage, but Jennifer Clarke stated that she will be doing a sale maybe during the second or third week of February. Kathy stated she had no problem in giving future donations to SAPL for an annual booksale. SAPL is holding a reception for Lanny on Friday, March 24, 1995. It will be held after hours here at the library. SAPL annual general membership meeting will be held on Friday, April 25, 1995. A luncheon may be included.

Lanny notified the staff that the 1994/95 Operating Budget has arrived. He also stated that the vibration work in the back lot is 27% finished. It was stated that 15 working days is the most the vibrations will be continued. He also stated that now is the time for the end of year wish list to be made up. He would like justification for the items and the priority in which the items are needed. He would like the list by next week. Lanny also announced that the Dean was talking to him about merging the FMRI library with our new library. He stated that this has only been discussed informally, no decisions have been made.

Deb stated that the PC and the CD-Rom in the conference room is available for library use.

Susan stated that there will be only \$20.00 in the cash register. It was suggested that the money be divided between the Saturdays and Sundays. It was also suggested that change not be given out generally, especially on weekends.

**It was suggested that Bob Siwik be notified that campus security isn't walking through the library regularly, especially on the weekends.**

**Lanny stated that he would speak with Siwik again. Kathy also suggested that Lanny talk to him about crossing 6th avenue from the parking lot to the CAC. It was suggested that a four-way stop or speed bumps be placed at that intersection.**

**Jerry volunteered to demonstrate Netscape at the next staff meeting.**

**The meeting adjourned at 3:30 pm.**