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Library Staff Meeting : 1995 : 05 : 23

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Staff Meeting
May 23, 1995

The next meeting will be Tuesday, June 20, 1995. The chair will be Regina Bringas.

Circulation: Susan had a few items concerning circulation policies and procedures: **Cash Register:** Susan stated that the cash drawer at some point was over \$24.00 for three days. She asked that staff members enter all transactions correctly. Everyone should be given a receipt. Always mark the p-bill. A copy of the p-bill should be printed out and the stapled to the receipt. The extra money is located in the Annex safe (be sure to lock the safe during the day). **New Circulation Person:** Diane Angelo is now working twenty hours at the circulation desk. Diane formerly worked in Audio-Visual. Monica is leaving in one week. Paul and Catharine will work throughout the summer.

Blocked ID's: Please don't override expired ID's. Dates for marine science and graduate students (who have a signed letter from the professor on file) should be increased to the middle of Nov. All senior auditors should be enrolled for the summer. They would need a pink sheet verifying their enrollment. Copies of the letters should be placed in the guest notebook. Their date should also be increased to the middle of Nov. For occasional overrides permission from a Librarian is needed. Please mark down the patron's barcode number for Susan, explaining why this override occurred. **Postage:** It was stated that fines paid by mail will not be mailed a receipt unless a self addressed stamped envelope is enclosed with the payment. **Update on Voice Mail:** Julius is still looking into the installation of the system.

Summer Students: Tampa will be giving borrowing privileges to both undergraduates and graduates students.

Deb: Deb gave a report from the Academic Libraries Caucus at FLA. The main topic was "The Role of the Paraprofessional in the Academic Library". The speakers were Ed Gorman and Tinker Massey. It was stated that the roles of the paraprofessional, student assistant and clerks should be more rigidly defined. Mr. Gorman's definition of a paraprofessional is one who doesn't require large amounts of supervision. He also stated that the lack of career advancement upsets most paraprofessionals. It was stated that these positions should be staffed by only paraprofessionals: Circulation, ILL, Reserves, Copy Cataloging, Assisting at Reference and Library

Instruction (which should be set-up by a Librarian). Mr. Gorman also stated that he believes Bibliographical Instruction should be called Life Learning Skills.

Other News:

Lanny announced that Edward Sanchez accepted the Electronic Information Librarian position. He will be starting July 3rd.

Deb announced that she brought back some goodies from FLA.

Barbara announced that Audio-Visual has two new student assistants. Robin, who is a African-American female, and Xuewe Liu, who is a Chinese male (and whose first name is pronounced "Sherwood").

The meeting was adjourned at 2:36 pm.