

7-11-1994

## Library Staff Meeting : 1994 : 07 : 11

Nelson Poynter Memorial Library.

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The next meeting will be held, August 9, 1994 @ 2:00 p.m.  
The chair will be Dan Richard.

#### DISCUSSION OF THE CALENDAR:

Please notify Jackie J. when schedule changes are needed. Don't just place them on the calendar. Each person should place their own off-campus time on Barbara's calendar including vacations and appointments. The calendar in the workroom will be discontinued.

#### Phone Security:

Jackie J. asked if a general policy can be made on how to state a person is out of the office. When answering the phone don't tell a caller a person is on vacation or out sick. Tell the caller a person isn't in the office at this moment. People with extended leave should transfer current projects to someone else in the office during his/her absences.

#### ALA Reports:

David talked about Distance Learning Programs and The Information Future. David purchased the tapes on these programs for use in the library.

Jackie J. talked about Receiving Government Documents over the Internet, Round Table on Bibliographic Instruction and Map Cataloging for Non-Catalogers.

Joyce talked about Who's Who the Changing Roles of Librarians and Support Staff.

Tina talked about Violence in the Workplace and a Minolta Publication Copier.

Renee talked about Selling Preservation: What to Say to the Customer.

#### COPIER TRAINING SESSIONS:

There will be two training sessions for the copiers in Dav Hall on Wednesday July 26 @ 1:30 & 2:30 p.m.

#### ANNOUNCEMENTS:

Susan announced the Minolta copier 605 next to the men's room isn't working; the fuse keep blowing and it may be moved again.

David announced the new ID camera will be delivered on July 12. The camera won't be fully working until mid-Fall when the cards will be received. The A/V office will be practicing on the machine until the cards come in.

Susan announced Danka will be issuing new copy cards next week. Danka will reimburse any student their \$.25 for the old card or issue them a new one.

Kathy announced that on July 14 @ 1:00 p.m. a sales representative for the RIA new tax CD will be installed and demonstrated.

#### COMMITTEE REPORTS:

Building committee met and the official date for the new library will be Jan-Feb. 1996 at the earliest.

The meeting was adjourned @ 3:45 p.m.