

12-1-1992

Library Staff Meeting : 1992 : 12 : 01

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 : 1992 : 12 : 01" (1992). *Library Staff Meetings*. 55.
https://digital.usfsp.edu/npml_meetings/55

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.

MINUTES OF THE DECEMBER 1, 1992 STAFF MEETING

Mary opened the meeting with a report on the New Building. She invited the staff to her office to view the latest plans and drawings and requested further input from all. Mary mentioned that there are still several things being worked on and finalized by the architects and the building committee:

- A. The location of a second elevator or at least the shaft for a second elevator is presently being discussed and designated. Mary explained she feels this is imperative to ensuring the ADA requirements will be met in the event of a breakdown of the planned elevator. Movement of staff and collection items will also be enhanced by an additional elevator.
- B. They are costing out banking the 3rd floor for growth. This will leave space for future compact shelving.
- C. Third floor terrace - There is the question of security if there is access from the stacks directly unto the terrace as planned. The decision is to screen in the area so as to avoid the temptation to toss books off the terrace for later retrieval. There was a discussion of other forms of possible abuse besides theft. Students leaving litter or library materials exposed to the elements. It was decided to evaluate these as they occur after the area receives use.
- D. The student lounge in the new building will not have any food/drink canteen and students will still be forbidden to eat or drink in the new building.

Mary presented the Library Development Plan outline (which was projected overhead). This plan has the approval of the Dean and was created with the aid of Julie Gillespie and others. The purpose is to formalize the Library's Development Program and to plan the framework for the involvement of the faculty and staff. The Outline is available for review. Mary has discussed the outline with the SAPL Board. They were enthusiastic about some items and will require further discussion of some issues. Some of the more salient points follow:

The Groundbreaking for the new building is scheduled for April 16, 1993. This is the same day as the SAPL annual membership lunch and the Annual Campus Dinner.

Mary would like to see Book Reviews by faculty and students printed in the SAPL Newsletter.

There will be some form of a Membership drive for SAPL.

Mary would like to see a Book Plate Contest for donated/endowed items.

A Library Development Committee has been planned. The members have been asked, accepted and will be introduced at the January 1993 SAPL meeting. They will create a Library Development brochure.

Mary has learned from her talks with local fund raisers that the ideal goal of \$100,000 per collection per year is not considered realistic in the present St. Petersburg economic environment. The Oral History project is underway. Ray Arsenault will be donating his tapes as the core of the collection. The St. Pete Times has agreed to contribute from their selection. Ray Arsenault will be giving a workshop on how to conduct an oral history interview for the collection. The time will be announced as it is decided. This collection is foreseen to be an important community and academic resource. David Shedden of the Poynter Institute has agreed to do the preliminary organization of the interview tapes. He will complete a notebook for the initial catalogue and will determine the storage requirements of the beginning collection. At the time Professor Arsenault is ready to donate his collection, the Library will issue a Press release to officially kick off the project.

Mary would like to increase the publicity exposure of the library. Anyone with ideas is welcome to speak with her about them.

The outline contained a reference to some type of future project which will point out the strength of the media collection. Perhaps a Children's Video Contest?

The idea of commissioning a poster for the opening of the New Building was presented; and/or a poster contest sometime in the future.

Mary spoke about the importance of a Development Officer for the Library. She feels it would be best to fully utilize this moment in Poynter Library's history to enlist donors and have concrete data for persuading them of the solidity of their investment. She feels that the position can begin as a temporary part-time position and be re-evaluated at an agreed upon future date.

It was stated that the prevailing state budget can not be relied upon to adequately cover the costs of developing the needed collections. This requires building a base of endowments to supplement the state funding.

Mary announced there is a limited amount of Foundation money available right now for the library's use. Mary will look at the budget and present an allocation proposal.

The deadline for the Outcomes Assessment document was today. The library faculty reviewed parts of the plan pre-submission. A finished copy has been distributed to all librarians for further review. A copy will be made available for staff. This plan will go to the Provost's Office for review by a 3 person team and sent back with suggestions for improvements. The focus will be on REF and ILL this year. The demands on these services have been steadily increasing and both are main points of patron service at Poynter. They are easily measurable and likely a good focus for the outcomes assessment beginning.

There was a call for a reading of any Policy reviews. Tina stated she is still receiving feedback on her draft of an ILL policy. Deb said she is still working on the CD ROM policy. She will copy what she has and distribute for comments.

Mary suggested that as the policies are completed there are binders made available at REF and CIRC with copies of the policies. Barbara will order the binders.

ANNOUNCEMENTS

Kathy had another cookbook available for raffle. It was consequently won by Jackie Shewmaker.

Kathy also wanted to report on the copyright seminar that she attended. The woman who was the speaker was both a lawyer and librarian. The points she stressed were:

1. Be sure that a copyright acknowledgement is signed by the patron requesting ILL.
2. There should be signs with the copyright laws on the copy machines.
3. These signs should be on the film printers at the circulation area, also.
4. There should be a sign at Reference concerning the laws.
5. If a copyright video is shown in a classroom, the professor/instructor has to be in attendance at all times. Otherwise it is considered a public performance.

Kathy stated that there is widespread concern about Reserve Items and the reaction of faculty to forced compliance with the copyright laws:

1. The copied items must only be on reserve a short time (one semester).
2. There is an element of spontaneity required for the decision to put an item on Reserve.
3. A compilation of articles, etc. kept together on Reserve for any length of time could be considered as a "NEW" or False anthology.

The issue of proper copyright procedure on multi-campus universities was discussed at the seminar. Jerry stated that many media centers (esp. Tampa) make the professor the responsible party by requiring them to sign a form stating that they are accepting authority for the use made of an item borrowed from the Media Center. Licenses do currently exist for some items for multiple uses. Jerry said that there is some talk about organizing a Consortium and delegating a Media Co-ordinator to do the buying for the consortium, but nothing has actually been done.

Kathy reported that she has spoken with Registration and Finance about the difficulty our staff has with lack of stickers on IDs at the beginning of each semester. They will put an extra notice in the schedules and make an extra attempt to make each student aware of the need to get the sticker. There followed a discussion of online availability of student records (just the current payments). Mary asked Deb to look into the possibility of our being able to access those files. Cheryl questioned the extra work load that would be caused by our looking into files whenever a student requests a service without a current sticker. The answer was Yes.

It will increase the time needed to accommodate each patron in this type of case. Mary requested that a small committee be formed to examine this issue and make suggestions that Mary can take to other offices to perhaps find a resolution. The lack of ID and/or stickers is a recurrent problem at Reserve. Kathy and Mary will get together to investigate. Deanna mentioned that from the perspective of a former student, there are incredibly long lines at the Business Offices on registration days and it's understandable why students can not wait. She suggested that perhaps a huge sign reinforcing that students need to enclose a self-addressed, stamped envelope in order to receive their date stickers at home. Deb explained that the Library representative previously was allowed time at Orientation to emphasize the need for IDs and stickers. That does not happen any longer. She questioned whether we could ask Steve Ritch to point this need out again. Or maybe Student Government could be encouraged to bring it to the attention of students in some manner.

Kathy A. announced that the Florida Historical Society will be leaving the USF - Tampa library and relocating to Melbourne after receipt of a large donation.

Tina announced that at the LISAC meeting there was a discussion of customized menus for LUIS. It appears that the capability will be available soon. FCLA will test and set up the forms. USF/St. Pete will be responsible for individualizing our public access and information screens. Tina will demonstrate and discuss the new menu styles at the next staff meeting.

Jerry asked what FCLA determined was the top priority. Mary stated that the search protocols were designated the top priority and the others fall in line as per the memo. There is nothing in writing as of this date.

Deanna brought up that a man had approached her asking about contributing CD's to our collection. It was stated that she could refer them to either Jerry or Kathy, or just give them one of the forms and mention that we can not promise to put them in the collection.

Deb said that the Remote Access information sheets were in the lower left hand drawer of the Reference Desk behind the CD's.

Mary announced that the time frame for the Outcomes Assessment survey at Reference has been developed. The week of January 18th and the week after have been selected. It was decided to place a small table near the Reference Desk with the forms. However, since experience by others doing this type of Assessment that the results are effected when the Reference Librarian requests completion of the survey form, it will still fall to the other staff to bring the forms to the attention of the public. For an unspecified amount of time each day, the OPS staff will be scheduled to hand out surveys.

JJ brought up that she is returning Reserves to Instructors from this semester. Should the reserve staffers be out when someone arrives requesting their items, just remove the bar code and leave it with a note on JJ's desk or with Deanna.

Cheryl announced the annual Christmas break shelf reading. She wanted all to know she is looking forward to everyone's participation.

Mary asked how the shelving is going. Is there much of a backlog? It was agreed that Tony can be utilized until he leaves on Dec. 11th. Cheryl thought it was fairly fluid with constant movement of the carts.

JJ mentioned that she will be circulating an envelope for collecting donations for a wedding gift for Tony and Kelly.

Jackie Shewmaker spoke about the St. Pete JC faculty. She checked with Tampa and they have no formal agreement with JC. The policy as we always understood it still stands. The faculty are treated as any other state employees. They are to bring in a letter from their Department Heads verifying the Department will accept responsibility for any lost or damaged items. They also need to have a valid employee identification available for bar coding. Jackie recommends that if these instructors question one of the staff, we always remain courteous and explain the policy.

There was a short discussion of the Bitnet/Internet use in the library. We are not at present anticipating charges. Kathy mentioned that the Historical Society was allowed unlimited phone access at the Tampa Library for years and then a retroactive bill for thousands of dollars was presented to them. She wondered if there was a chance that something similar could occur with this. Mary said that she would check with Finance.

There was news from Dean Heller regarding Mr. Brames. It was stated that he is currently hospitalized and waiting for an available liver. His leave is an open ended one. Mary and Barbara will be passing another card to send to him.

Mary thanked us all for our hard work and asked that we all keep up our commendable level of good work.

Mary ended the meeting by reminding us of the party at her home this weekend.