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Library Staff Meeting : 1993 : 02 : 09

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NEXT STAFF MEETING SCHEDULED FOR TUESDAY MARCH 9, 1993
(AGENDA ATTACHED)

Minutes of the February 9, 1993 meeting.

Mary opened the meeting by giving highlights of the ALA meeting. There were some 3,000 people at the speech of the President's Program. Paul Saffo spoke about his vision of future technology and libraries.

Jerry handed out copies of the Media Center's Policy for Delivery to Off Campus Sites. Jackie S. and Deb Henry handed out copies of the REF and Bib Search policies.

Mary noted that all the current drafts showed considerable work and were more comprehensive than the original drafts. Mary said that she thought staff should read the policies, make notations and return the policies to their respective authors for consideration and revision.

Mary called for announcements:

Deanna wanted to ensure that everyone was aware that the new agreement with the Tampa campus Medical Library mandates that even *faculty* are restricted to a three week loan period. Mary asked how many requests ILL had received to date regarding loans from that Library. Deanna replied that there have been 3 for St. Pete from the Med Library and 2 from St. Pete to the Med Library.

Jerry reminded all staff that USF undergraduates are now allowed to request books and articles from all the State Universities participating in FLIN (which are contained in the LUIS databases). Undergraduates requiring items from any other library need a faculty signature to submit their request.

Cheryl announced that there is now a separate receipt book for LOST BOOKS at the circulation desk. Fines on lost books are entered in the usual FINE receipt book, but the acquisition charges and book costs are to be written up in the LOST BOOKS receipt book.

Cheryl also presented the computer print-out issued by the Alumni Association which should verify current status of alums. This ledger will be housed at Circulation and the instructions for entering and barcoding alums will be inside the cover. Jim emphasized the need for checking the print-out when a card is presented because the cards are issued in advance of payment.

Barbara wanted to clear up some of the confusion about SUNCOM and other long distance calls. All Tampa calls must be logged. There are calls being routinely made from phones without current logs and logs that are not updated when calls are placed. The auditors require that there be

justifications for long distance calls. Mary and Barbara will discuss the present policy and possible adjustments or procedures to simplify tracking outgoing charge calls. Jerry agreed to investigate how other departments keep records of calls. Barbara stressed the lag in time from the placement of the calls to her receipt of the phone bill. If people are conscientious about logging calls, there will be no need to struggle to recreate the logs at a later date. For the present, there will be phone logs issued to all phones in the building.

There was a discussion of the voice mail potential and implementation. Mary will report to the staff as further developments occur.

Deanna brought up the issue of the copiers eating patron's money. One student recommended a sign be hung discouraging patrons from putting large amounts of money in the machine and/or on their cards.

Jackie J. brought up the lack of order in the reserve items, particularly the SAO folders (which should be filed numerically) and Taylor's folders (which are alphabetical). She again requested that when an item is returned to the shelf, an effort is made to refile it accurately.

Kathy stated that she has some money for acquisitions and asked for suggestions for titles other than Recreation Reading to purchase.

Jerry announced that a shift in media is required. There is no longer space for new videos. Kathy said that she is ordering another 350 children's books and since the children's section is so tight there is a need for shelves there also. Jackie S. will assess the area and together with Mary will make a determination on the shelving. It may be possible to install another row in that location.

Mary announced that in the spring she plans for staff to take a day when there will be fewer patrons in the library and spend the time cleaning. She wants the staff to plan a re-organization of their offices to improve efficiency. Should anyone need any equipment they can submit a request to Mary and, if sufficient funds are available, the item will be supplied. Shelf bases and shelves are being obtained for Reference. Barbara and Mary are going under the stairwell to look at the storage area. They will identify the items stored there and possibly discard or relocate things so as to empty up some space.

Signe announced that she is offering the shelf list to anyone who feels they may have use for it when we move into the new building. They needn't feel the cabinets have to be moved at this time, but she asks that people think about it and speak up. Please.

Meeting adjourned.