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Library Staff Meeting : 1997 : 11 : 18

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Staff Meeting Notes

Nov. 18, 1997

New Positions

The library has received a total of 5 applications for the two new positions. Of those five, only two qualify. If they prove adequate to the Library's needs the process will be closed. If, however, they do not then a search process will be reinstated.

Transparency Machine

A new transparency copy machine has been installed. It is now working, though to make a copy students must use a card. Copies cost \$.50. Extra copy cards are available at the Circulation desk for those patrons who do not wish to buy a card of their own.

Virtual Library

Regina announced the Opening Celebration of the Virtual Library at the St. Petersburg campus will take place November 20th from 11 AM to 6:30 PM. There will be pens, pencils, and bookmarks to hand out to those who attend.

Concern has been noted regarding the use of Library computers by non-USF students for Internet surfing. These individuals keep the computers occupied and out of use for USF patrons. It is USF policy that USF patrons hold status over non-USF patrons. If this situation is noted, please ask the non-USF patron to give access to the computer to the waiting student.

Library Holidays

Lanny is inquiring into closing the Library to the public and working with a reduced staff the Fridays after the Christmas and New Years holidays. At present, the Library will be open to the public both Fridays during the regular hours.

Finals week goes from Dec. 5 to Dec. 12 this semester. The Library will have regular hours through Dec. 12, but will be closed that weekend.

BI Room

David requested permission to remove the VCR from the BI Room for use in AV. Permission will be granted upon the approval of all faculty who use that room to teach with the understanding that they will have first priority in reserving the VCR in the future.

Motion Detectors

The motions detectors are still not working properly. While the motion detectors can be activated, no alarms sound. The system merely notifies of movement in the building. The situation cannot be changed at the present time.

Circulation

Susan requests that any irregularities in Circulation be reported to her so that she may remain updated on the situation and to keep Circulation current. She needs to know when, for instance, replacement cards are issued for IB students.

With the end of the year coming up and the call of taxes coming right around the corner, a surge in book donations is expected. Kathy requests that anyone accepting donated books make sure that the donation forms be filled out as completely and neatly as possible by the donors so they may get credit for their donations.

The book drop is nearly refurbished. Susan reports that it should work very well.

In response to concern that bound periodicals were being shelved with the circulating books, Technical Services has begun covering up any call numbers found on bound periodicals. This should end further confusion and keep them where they belong in the periodical section.

An Unusual Situation

Lanny commended Tina on her handling of a possible abandoned child situation. Monday a three year old child was left alone for about 45 minutes in the library. A student reported this to Tina who called campus police. Next, she made an announcement over the intercom to call the child's caretaker to the front desk. Fifteen minutes passed before the situation ended happily when the child's grandmother, who had been doing research in the microform area, came to claim her. While it was an unusual situation, it is one worth noting for future reference.

Campus Police

Jerry reported that when he tried to contact the campus police on the weekend he received a recorded message from the phone company reporting the number was not in service. Though Jerry was able to handle the situation without help, it brings up a point of concern, especially since the library is open weekends with a reduced staff. Lanny suggested getting weekend pagers for the officers on duty so that they may be contacted anywhere on campus.

Next Meeting

The next staff meeting will be held on December 16th at 2:00 PM