

**NELSON POYNTER MEMORIAL LIBRARY
LIBRARIANS' MEETING
17 September 2002, 2:00 p.m.
Room 218, Poynter Library**

Attending: Kathy, Signe, Tina, Jerry, Deb, Jackie, Karilyn, Mika, Jim
Regrets: Barbara (our faithful scribe)

I. CALL TO ORDER

Kathy called the meeting to order at 2:02 p.m.

II. ANNOUNCEMENTS

Kathy met with Interim VP/CEO Ralph Wilcox to discuss our library policy regarding the U.S. Patriot Act. TBLC plans to offer a seminar on the Patriot Act on Wednesday, 2 October 2002, at Stetson College of Law (from 9:00 a.m. until noon).

Kathy mentioned that all campus buildings will hold unannounced fire drills in the near future. These drills will require the full evacuation of the library.

Kathy announced that *Maria Xakis* will start work next week as office assistant in Administration, the position formerly held by Lois Bryce. Barbara will begin training her next week.

Signe noted that her search committee had selected a candidate for the senior clerk position in Technical Services recently vacated by Eleanor Shafer. The candidate possesses extensive data entry experience and has worked in hospital and emergency room settings. The paperwork is at the Human Resources office on campus, awaiting final approval.

Tina serves on a committee examining statewide delivery of reference services. TBLC and the College Center for Library Automation pursued a cooperative grant. This program parallels a similar initiative being developed by ACRL.

Jerry mentioned that he has recently hired *Tim*, a new OPS student assistant in Media Services.

Jerry noted that the University Board of Trustees has moved to decertify the United Faculty of Florida (for faculty) and AFSCME (for USPS) as collective bargaining agents. The UFF contract ends on 6 January 2003.

Jackie mentioned that *Susan* may be out for most of the week. There may be times where the circulation desk will require assistance with coverage.

Mika happily announced that “it is official,” as she is now the Distance Learning Librarian. The “visiting” disappears from the title, and the committee assignments appear on the horizon. Congratulations!

Jim noted that we have loaned the St. Petersburg Times marketing department copies of historic front pages of newspapers for a traveling exhibit. The library will serve as one of the co-sponsors of the exhibit, which will be placed at Bay Walk sometime this fall. More details forthcoming. The papers have been scanned, digitized, and returned to Special Collections.

III. OLD BUSINESS

Off-Campus and Proxy Access to Academic Resources.

The tapes were finally run to match student enrollment information and upload new student information into NERNOTIS. **Jackie** noted that problems have appeared when staff have tried to enter students not appearing in the proxy database via the web form. Matters are complicated now that students accessing information through the MyUSF portal face obstacles if they have older proxy settings on their web browsers. Some students may have difficulty accessing reserve materials or other electronic resources required by their professors. **Kathy** noted that she would contact other administrators to see if this problem exists at Tampa or other locations. She asked **Deb** if she and **Berrie** could summarize the problems in case an “Abbie-Gram” needs to be sent to the faculty, alerting them to this issue.

Follow-up on Bibliographic Instruction Surveys.

Tina distributed a summary of student responses for the BI sessions offered since the beginning the academic year, as well as a second form under consideration for distribution. Discussion followed about minor revisions that could assist students who may have selected “5” (strongly disagree) when they meant to select “1” (strongly agree). Revisions will be made as necessary. 😊😊😊

IV. NEW BUSINESS

Circulation Agreement with St. Petersburg Theological Seminary.

Kathy and **Jackie** announced that we have entered into a cooperative borrowing agreement with St. Petersburg Theological Seminary. Patrons from this institution should be treated similar to Eckerd College students (category: SNON).

You can visit the SPTS Library web page at:

http://www.sptseminary.edu/Library_Intro.htm

Purchase of Read-Only Software for Public Access Computers.

Deb and **Berrie** asked librarians to consider approving the purchase of software that would allow “read-only” access to Microsoft Word and Microsoft Power Point. This software would allow viewing and printing of documents, but not editing. It would assist students who need to get class notes and presentations found on MyUSF and other academic sites.

Pros: allows more access to academic resources; enhances service

Cons: may cause students to demand full word processing access;

covers a service that should be supported by computer center

After discussion, it was agreed that this software should be purchased, with the reservation that if it causes greater problems (excessive staff intervention, complaints about not having full access, expectations that we continue to absorb duties associated with other campus offices) we can revisit its implementation.

Technology Plan with USF St. Petersburg Task Force.

Jerry will be working on a technology plan that will become part of a larger Task Force established by Ralph Wilcox to assess campus needs. The Campus Faculty Council has made recommendations for chairs and membership with the hope that all stakeholders have representation.

Research Assistance Program Web Form to be Developed.

Mika plans to develop an on-line web form on the library home page for distance learners affiliated with USF St. Petersburg who need assistance with their research projects.

Overview of Arrow Bibliographic Utility Tool for WebLUIS.

Kathy offered a tutorial of Arrow, a statistical tool helpful for collection development activities with WebLUIS. Handouts were distributed.

V. UPCOMING EVENTS

Scott Taylor Hartzell Lecture. Author of *St. Petersburg: An Oral History*, Hartzell will offer commentary and participate in a book signing. Date: 12 October 2002 Time: 2:00 p.m. Place: POY 321 (Special Collections)

“*One Bay, One Book*” Program. Professor Bob Hall will lead a discussion of Peter Matthiessen’s *Killing Mr. Watson*, a fictional account of Edgar J. Watson, a desperado who allegedly killed Belle Starr then fled to the Everglades. Date: 25 October 2002 Time: 7:00 p.m. Place: DAV130
For more information on the book, see:
<http://www.mccfl.edu/Faculty/Jonesj/LIT2090/Matthiessen.html>

VI. GOOD OF THE ORDER

Jerry announced that congratulations are in order for *David* and *Tina*. David and Tina received professional development scholarships that will allow them to enroll in a leadership skills program on the Tampa campus. David received a leadership development scholarship for professional support staff; Tina was awarded a scholarship for faculty. Three members of our USF St. Petersburg community received these competitive scholarships, and two of them work in the library.

Jackie mentioned that student assistants *Bojana* and *Abigail* have been very helpful at the circulation desk with coverage.

VII. ADJOURNMENT

The meeting adjourned at 3:32 p.m.

Respectfully submitted,

Jim Schnur, Scribe