

LIBRARIANS MEETING

MARCH 8, 1993

1. Printers on LUIS -- It was generally agreed that there was a necessity for these printers. Issues discussed were the type of paper recommended (single sheet, as opposed to continuous feed) and the method of provision (it was decided that each user would supply his/her own, with the library making purchases of small quantities of paper available). Tina and Deb will work on finding out how other libraries are handling this. The printers must be the quiet type, whether dot matrix or ink jet. Mary and Barbara will work on figuring cost of printer, supplies and contract.

2. Library furniture -- Jim Grant said the architects will give us a survey form in order to have staff tag those things to move or take (it is believed this does not include computers).

3. Outcomes Assessment measures -- Signe distributed the results of the reference survey. For the most part, the patrons were generally satisfied -- "Everybody loves us." There was no consistent problem. The most common complaint was inability to find specific source of information. Signe explained, however, that the survey is subjective. A person may be dissatisfied, for example, if he has to order something through ILL. Mary states that she would like to browse through the surveys with Signe. She said we may find that the survey doesn't address the information that can be helpful to us. We may take only one or two components. The most positive thing is that, with increase in reference services, our service is viewed most positively -- our user satisfaction is high. Also, since the standard survey form was used and the form was handed out at desks other than Reference, every effort had been made to eliminate bias of any kind.

3. Policy reviews

AV Policy -- changes were made. Approval was given to date and place in Policies Notebook. Jerry will also distribute campuswide.

Reference Policy -- Jackie Shew read aloud for meeting. It was approved.

Collection Development General Policy was approved. Subpolicies -- Media and Marine Science -- are in progress, will be entered as "Other."

Emergency Planning -- in progress.

Report on FCLA -- Signe is investigating.

SACS update -- Tina will have for next meeting.

Announcements:

o Mary announced that Tina and Kathy have been approved to receive support to attend ALA this summer -- Tina from SAPL and Kathy from library budget.

o FCLA -- Jim Corey is interested and wishes to meet on June 11 with staff and faculty concerning ideas for creating full-text databases on oral history and archives. Between now and June, some of our collections should be quantified (e.g. page count on Garrels collection).

o The Dean has approved a part-time position to assist the Collection Development librarian plus 15-20 hours to assist in Oral History and grant writing. The latter will report directly to Mary. Jim Schnur will fill the oral history/grant writing position. The library will be able to fund the above two OPS positions from the \$15,000 set aside to possible hire a library development person (the Dean will now seek Tampa funding for library development help).

- o Tina spoke of the reference stats form. She suggested
 - a. Keeping the category numbers low,
 - b. Writing down the name of the database handed out,
 - c. Putting discs back in correct container.

Question was asked: Can alums use CDROMs? Mary asked that Deb check with Tampa campus library regarding their policy.

o Kathy reported on book ordering: there is still \$10,000 left to encumber in the next two weeks.

o Mary said of the serial shelving report that there was not a lot of consensus. She suggested keeping current issues displayed as is, but not to have two separate sections (such as we do now). A printed subject heading breakdown list would be useful; Signe has been making plans to do this. FAXON list may be useful with its call numbers.

Mary reported that Sonia Helton said Sam Fustukjian wants Young Authors books for the Tampa campus library. He intends to have them cataloged. Sonia reported they will be cataloged.

Re serials review -- Kathy will make a plan and present at next meeting.

A discussion of cataloging and accessibility was partially resolved by the suggestion that Signe and Jerry get together and report on these subjects at next meeting.

Deb announced that we have DATATIMES on a pay-as-you-go basis.

REGIONAL EXCHANGE CENTER (REC)
Nelson Poynter Memorial Library
University of South Florida at St. Petersburg

A Regional Exchange Center (REC) has been established to provide intralibrary loan service between the various University of South Florida (USF) Libraries. REC service is offered to faculty, staff and currently enrolled students at the University of South Florida.

Intralibrary loan is a privilege extended to the Nelson Poynter Library by other University of South Florida Libraries. As with any privilege, it may be revoked if abused. Those libraries currently participating in the REC program are:

Tampa Campus (Main Library)
Health Sciences Center Library (Tampa)
Florida Mental Health Institute Library (Tampa)
Jane Bancroft Cook Library (Sarasota)
ECC/USF Learning Resources (Ft. Myers Campus only)
PCC/USF Library (Lakeland)

The University Media Center (UMC) and the Collier and Charlotte Campuses of Edison Community College do not lend materials through REC.

Reference materials, special collections, audiovisual materials and computer software are not lent by any of the participating libraries. Items which are available at the Poynter Library will not be requested from another USF Library. Missing books, or those that are currently in use, may be requested from another participating library.

Books and photocopies of journal articles are sent via the USF Courier. Under unusual circumstances, article delivery may be expedited through the use of telefacsimile. This service is dependent on the availability of staff and equipment.

SUBMITTING REQUESTS

Before submitting a request, the patron should consult the LUIS system to verify that the material is not available at the Poynter Library. REC request forms may be obtained at the Reference Desk. Telephone requests are not accepted.

Use one form for each item needed. REC requests are transmitted via telefacsimile to the lending library; therefore, forms should be completed in dark blue or black ink. Requests should be legible and complete. Processing time for incomplete or incorrect citations may be greatly delayed. If, in the opinion of the Interlibrary Loan Librarian, the information given is insufficient for the lending library to reasonably locate the material, the request will be returned for more information. Every REC request must include the patron's name, complete address and student number. In addition, the following information is required:

BOOKS:

Author
Title
Date of Publication
Call number (if available)

ARTICLES:

Journal Title
Article Title (or subject area of article if title is not available)
Article Author
volume, date, pages
source of reference (where the citation was located)
copyright signature

The patron's signature, indicating acceptance of copyright restrictions, is required on all photocopy requests. Requests lacking a copyright signature will be returned for completion.

Currently the library is absorbing the cost of REC photocopies. The library reserves the right to require payment from individuals or departments for unusually large numbers of photocopies.

Every attempt is made to process each request within one working day of its receipt. Requests are treated on a first come, first serve basis. At this time, there is no limit to the number of requests a patron may submit at one time. In cases where a large number of requests (more than ten) are submitted at once, ten requests will be processed. Priority will then be given to other patron's requests. When all other requests submitted on that day have been processed, time permitting, more requests will be processed. It is suggested that patrons submitting more than ten requests at one time prioritize the order in which they would like them to be processed.

OBLIGATIONS

The lending library determines any conditions regarding the use of their materials. Requirements such as "library use only" or "no renewals" must be honored. Failure to comply will result in suspension of intralibrary loan privileges.

When the material arrives, a notice will be sent to the patron. Materials may be picked up at the Circulation Desk during normal library hours.

The loan period is determined by the lending library and books from other USF Libraries may be recalled at any time by that library. Overdue fees may be charged at the discretion of the lending library. The borrower is financially responsible for loss or damages while in possession of the borrowed material.

Any questions concerning REC or this policy, may be directed to the Interlibrary Loan Librarian, 893-9124.