

10-26-1994

## Library Staff Meeting : 1994 : 10 : 26

Nelson Poynter Memorial Library.

Follow this and additional works at: [https://digital.usfsp.edu/npml\\_meetings](https://digital.usfsp.edu/npml_meetings)

---

### Recommended Citation

Nelson Poynter Memorial Library, "Library Staff Meeting : 1994 : 10 : 26" (1994). *Library Staff Meetings*. 43.  
[https://digital.usfsp.edu/npml\\_meetings/43](https://digital.usfsp.edu/npml_meetings/43)

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.

Staff Meeting  
October 26, 1994

The next meeting will be held, Tuesday November 22, 1994 at 2:00 pm. The chair will be Deanna Bishop.

Virginia made a motion that the chair should be given back to the Library Director. She cites the problem of controlling the excess talking among individuals and the timid responses from the chairs to this excess talking as the main reasons for this motion. After a discussion during which Lanny stated that the experience each chair receives is helpful, the motion was dropped.

**Bibliography Instruction:**

The classes are going well. There has been a change in the policy of helping LIS 2001 students. Deb, Tina & J.J. stated that they would like the staff to treat the students as regular patrons. Please give them the same consideration as anyone doing research or using LUIS for the first time. If there is anything you can't answer refer them to their professor.

**Circulation:**

The shelving is backing up due to the lack of student help. There will be a new student assistant for circulation named Brendan Ryan. He will be working 10 hours at circulation starting November 7, 1994. He may be willing to work Saturday. Valerie is be trained at circulation. The light pen on the check-out terminal isn't working. Be careful when keying in student barcodes. Make sure the name on the screen matches the name on the card.

**Collection Development:**

Kathy stated that she will be doing a serial review. This is a long term project. She also stated that faculty members may be dropping off requests for periodicals at the desks. So watch for them.

**ILL:**

Tina stated that ILL has been very busy. The medical library is taking about two weeks for photocopies.

**Reserves:**

J.J. asked everyone to please use ALT-7 after every patron. She also asked everyone not to extend the legs on the keyboard at the second terminal. It makes the shelf the keyboard sits on hard to close. The dummy ID stand should always be placed on the shelf behind the counter.

#### Science:

Deb asked that everyone kept track of the equipment (especially computers) in your offices. Someone has been coming in turning on computers. It was suggested that passwords be installed on all pcs. The dedication for the Marine Science Building is Friday morning, October 28 beginning with a breakfast at 8:00 am, and the first of the ceremonies at 8:45 am. RSVP if you are planning to attend.

#### Technical Services:

Virginia wanted everyone to be aware that the support staff will be stretched in many different directions until Deanna's and Joyce's jobs are filled, the support staff work load may slow down in the future.

#### Miscellaneous:

The will be a two day faculty meeting on Nov. 10. Lanny will be representing the library in this meeting.

The Tom Clancy novel Debt of Honor has finally arrived in St. Petersburg. The book was taken out of a box in Tampa's mailroom. Lanny thinks this topic should be brought to Tampa's attention at the next director's meeting.

Lanny stated that there have been little movement on the parking lot. There have been some labor problems. November 1st is the estimate date for the parking lot ground breaking.

Barbara wanted to mention that Virginia is on the USPS Senate Ballot and that Sharlene Croud of Physical Plant is a write-in candidate. She also stated that all USPS staff will receive a four percent raise.

It was stated that no non-staff person should be using the library's phone, except to contact USF's police department.

#### A/V:

Dave announced that IDs for faculty and staff are free until December 31, 1994. It is advised that all library staff get their new IDs taken either Monday (10/31) or Tuesday (11/1) from 9:00 am - 10:00 am, down in the student lounge. Staff members should bring their current IDs for identification purposes. The hours will be from 10:00 am - 6:00 pm for students. The old IDs will be good for three weeks. The data collected during these two days will be loaded into the current database. After these two days, sub-records will need to be created for new IDs. There will be an overlap of IDs until the new year. Dave will make signs and banners encouraging students to get their new IDs on Monday or Tuesday for circulation. The money will be

collected on Monday or Tuesday by the business office. After that the Library will be responsible for the money and handing out receipts.

The scanners have arrived and Keith Simmons will be installing them sometime soon. The scanners will be like the credit card sliders found in supermarkets. They will be glued to the keyboard at the check-out terminal at circulation. They will have a box attached like the light pens. There still will be two scanners, one for books and one for IDs.

Dave stated that no solutions have been given about SAPL, alumni, OPS, senior auditors or Eckerd IDs. He thinks the validation stickers will still be on the back of the IDs. Jerry stated that AV will continue to make IDs on demand. Dave believes if the magnetic strip goes out it can be replaced in the library. He thinks the vend strip can be replaced through student activities. The Danka machines will be able to be used to put money on the vend card. The librarians stated they would like to go back to the signature cards instead of IDs for use at ready reference. Dave suggested that the staff keep track of any problems with the new ID system.

The meeting was adjourned at 3:30 pm.