

**Public Service Steering Committee
Minutes
July 2, 2003**

Members Present: Rich Bennett, Lori Driscoll, Carol Drum, and Carol Turner

1. Compact shelving for the renovation Library West

- July 25th is the deadline for the committee to make recommendations for the vendor that will install compact shelving in the renovated Library West. An award decision should be made by early August. There are three competing vendors are SpaceSaver, Montel, and Newton.
- The yearly maintenance cost for the compact shelving in MSL is \$35,000.

2. Docutek

- Lori Driscoll talked with Docutek representatives at ALA and found out there will be a new version coming out in November that contains significant upgrades for staff sections. Barbara Oliver is reviewing our contract to see if we are entitled to these upgrades.
- The server it will sit on is in; however, we are still waiting on a modem before installation can take place.

3. Storage facility

- Lori Driscoll spoke with Chris Brenan who works for an inventory software company about our upcoming move and what we can do to prepare.
- We are in the process of getting more accurate measures for the collections that we house given that the new storage facility is 25% smaller than originally expected (ceiling isn't as high as originally thought) and only ½ of it will be air-conditioned and opened up (in phased plan that stays within budget).

4. Construction updates

- Discussions continue between the architects, construction firm, and the libraries about whether staff as well as materials will be moved out of Library West during construction in an attempt to save time and money.

5. Public relations

- Carol Turner asked Barbara Hood to draft a plan on how we can use the Library News publication, myufl.edu portal, and library videos to inform patrons about what is happening in the Libraries.
- It was noted that Library computers are not equipped for viewing/listening to the library videos.
- Consideration needs to be given to whether a group should be formed to work on the library videos to assure that they are pertinent and update to date so that patrons will use them.

6. SFX

- Most of the target services have been configured primarily using the Serial Solutions data.
- The version we are putting up was new and contained problems. Updates have been done that corrected most of the problems. Hopefully the next update will take care of the rest.
- Once it is up, there will be a period of additional testing to assure everything is functioning correctly. It is possible that installation will occur by Summer B, but is a definite by fall.
- Information about SFX will be included when staff do library instruction.
- Rich Bennett has been speaking with Denise Bennett about the handouts that may be affected by the installation of SFX.

7. MetaLib

- We have not yet received training on MetaLib, and it won't come up for several months.
- It does not function with all resources.
- The first phase will focus on full text linking.

8. Mini information commons

- Plans are still proceeding with plans for a mini information commons area in Library West. It will be used to gather data for planning the 3rd floor in the renovated building. Office Suite will be put on all machines that currently have business classes on them. There will be a couple of scanners on public machines. Earphones will be taken out.

9. Positions

- Marina Salcedo has been hired for a position in HSS&S and will begin August 3rd.
- Paul Victor has been hired for a position in HSS&S and will begin on August 13th.
- A search will begin soon for a new position in Access Services.

10. Moves

- A meeting took place yesterday to discuss moving the ports that were in Library East Room 100 to the second floor in MSL by October.
- The bid process begins on July 8th for the work that has to be done on the 1st floor in MSL where Documents will be moved. Demolition work will begin on July 7th-8th. Documents staff are in the process of identifying materials to go to storage and planning the new floor layout in MSL.

11. Current periodicals

- Collection Managers are in the process of reviewing current periodicals to decide what should be re-classed and what should be sent to storage.
- A decision must be made whether periodicals should be kept together or integrated and also if the stacks on the 3rd floor will have enough space to house the periodicals. It was suggested that faculty and graduate students should be surveyed to determine how they use current periodicals. For instance, if they prefer the periodicals to be browsible or electronic. Carol Turner will take this suggestion back to the Directors.

12. Planning for fall

- Alice Primack will coordinate the updating of library handouts. Comments/suggestions about handouts should be sent to Alice, Rich Bennett, Jana Ronan, or Denise Bennett.
- It is not clear whether the library will be involved in freshman English courses that will be taught in the fall. A new model is being developed for ENC1101 and ENC 1102.
- Anyone teaching in the fall should be reminded to supply Jim with a list of the students as soon as possible so that their cards can be activated.

13. ALA update

- Lori Driscoll attended a LibQUAL+ session at ALA to review our survey results. She is in the process of preparing a presentation.