

**Public Service Steering Committee  
Minutes  
August 20, 2003**

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

**1. Documents move – Jan Swanbeck**

- Documents staff will move to MSL the first week of October. The collections will move October 6<sup>th</sup>-16<sup>th</sup>. Joe Aufmuth has created a CAD file. Jan Swanbeck has met with Rich Bennett about location codes to make sure that circulation functions will work properly after the move. The phone system for Documents will be voice over IP in MSL.

**2. Docutek – Lori Driscoll**

- The entire reserve staff attended Docutek training yesterday. A general meeting will be held at some point to introduce Public Services, Collection Management, LAC, and HSCL staff to Docutek. This can be arranged through Trudi DiTrolio.

**3. SFX – Rich Bennett**

- SFX has to be set up to work with the proxy and a few target services that are not working quite right need to be reviewed before the soft rollout can occur. There are some limitations, for instance, SFX doesn't work with all full text services. Rich Bennett has been talking to Bob Jones at UNF about integrating within our SFX services menu either a search box into our e-journal locator or at least a link to our e-journal locator with a note indicating to keep searching. There will be an article in Library News highlighting SFX. Rich hopes to turn in on by the first of next week. There will be links initially for searching UF catalog.

**4. SUL OPAC sub committee – Rich Bennett**

- SUL-OPAC sub committee for ALEPH. Next phase is for Bob Jones and Rich Bennett to meet with FCLA to develop a strategy to deal with enhancement of the current prototype.

**5. PSPC conference call – Carol Turner**

- The circulation sub committee looked at the topic of fines per the request of the SUS directors. Fines are legislated under the

BOR and have been kept at \$.25 a day for 30 years. With devolution the fines will be set by each of the Boards of Trustees. The sub committee recommended and PSPC supports the recommendation that fines stay at \$.25 a day and that a \$1.00 a day charge be added for recalls and hold materials. The committee also found that it is not feasible for all institutions to have the same fines because so many different material formats and services (eg. laptop checkout) fall within the fines structures. The committee will continue to monitor fines.

## **6. Faculty orientation – Carol Turner**

- Carol Turner attended the new faculty orientation yesterday at Emerson Hall. Only a small percentage of the new faculty attended. All subject specialists should be encouraged to meet with new faculty.

## **7. Information commons – Gary Cornwell**

- Eighteen computers from Library West are being rebuilt so that the Microsoft Office Suite can be installed on them. Four computers will have zip drives, four will have CD ROMs, and two will have scanners. Consideration is being given to not making this an open access area for the general public.

## **8. Triage**

- On schedule for Friday, August 22<sup>nd</sup>, Monday, August 25<sup>th</sup>, and Tuesday, August 26<sup>th</sup>.
- If a student is listed in the Dean's Menu then a record should be created for that patron.

## **9. Staff development – Carol Turner**

- Carol Turner will talk with Trudi DiTrollo about arranging a workshop about personal safety while interacting with patrons.
- Trudi would still like to have a workshop at a later date focusing on change to help staff deal with changes during the library construction.
- Carol Turner attended the campus workshop on change. She found it to be interesting and well presented.

## **10. Moves**

- Concern was voiced about how the DOT storage facility will be set up in reference to circulation access.
- The University will not provide the library with any more money for the renovation of the DOT storage facility. It will take all of

the funds originally budgeted for this project as well as carry forward money in order to renovate the building and move materials out of Library East room 100. As a result, most of the moves for the collections will be completed in house.

- Extra space has been rented adjacent to LAD to temporarily store the materials that are currently located in Library East room 100 and the dissertations from the 4<sup>th</sup> floor in Library East. This move is expected to start next week.
- Current periodicals will be moved to the corridor in Library East. A security gate will be installed at the main entrance. The 900's re-class review is scheduled to be complete by September 1<sup>st</sup>.
- After December 24<sup>th</sup> there will be no public functions in Library West. Discussing moving reference a week prior to December 24.
- During this semester switches in the Library West public areas will be moved over to Library East. Computers on the upper floors in Library West will have to come out.
- The computers from Library West Room 148 will be moved to MSL room 107. Currently there is not adequate power or network connectivity in room 107 to support these. Additional computers from Library West may also be put on the second floor of MSL. Currently there is not adequate power or network connectivity in this area.
- A suggestion was made that no hands-on training should be provided in the Libraries for the Spring 2003 semester. An alternative might be reserving a CIRCA lab for ENC 1101/02 or perhaps use classrooms. MSL room 308 might be able to be scheduled for some use however it has to have priority for Aleph training.
- A suggestion was made to put extra microform readers/duplicators in MSL once these services are no longer available in Library West. Microprint and the fische/fische machines should be located in Documents at MSL.
- Videos will move to reference Library East.
- Retrievals and ILL will be located in MSL.
- It was noted that perhaps the display case area in MSL could be used for another purpose.
- Two referrals came from Library West to MSL saying they could get Dewey books from MSL when the record does not say this. Carol Drum will do a screen print as an example of what she is talking about.