

**Public Service Steering Committee  
Draft Minutes  
September 16, 2003**

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

**1. Docutek – Demonstration and discussion of training, posting control, and other issues**

- <http://eres.uflib.ufl.edu/>
- Pilot Project – The system was brought up in August. The Docutek group (Damon Austin, Matt Weaver, Angela Stewart, Judy Harrell, Melody Royster, Tisha Mauney, Michele Wilbanks-Fox, Jim Stevens, and Matthew Daley) have been meeting twice a week to put together staff documentation based on past reserve workflows and how Docutek fits into those workflows. Each member suggested professors that teach upper or graduate level courses that they thought would be willing to participate in the pilot project. Each location participating in the pilot has at least one complete course up, with most having two. The group has also started working with Jana Ronan, Paul Victor, and Marina to use Docutek with ENC1101.
- A draft of the staff documentation is ready to be submitted to the Circulation Policy Group. Once the documentation is finalized it will become part of the circulation policies. After that all-staff presentations will be held. Faculty training should occur in November.
- At the last PSC meeting it was noted that a bottleneck was being caused due to the document posting control being turned on. Lori Driscoll originally thought that the control could be turned off. The Circulation Policy Group feels that turning it off negates half of the reason the system was put in place. The Docutek system allows for better communication with faculty and allows for copyright compliance control. If the control is turned off, faculty could post materials that have not been reviewed for copyright compliance. Since the Library is responsible for copyright compliance there needs to be a control in place to assure copyright compliance. Currently, Judy Harrell reviews material for copyright compliance several times a day. It appears that the main problems (bottlenecks) being experienced are due to faculty not following procedures.
- The decision to turn off the document posting control has to be discussed from a policy issue point of view. The current policy allows for journals to be put up right away but not multiple book chapters. The document posting control must be turned on to stop the posting of multiple book chapters. If the document

posting control is turned off Judy Harrell will have to run a daily report to see what documents were posted the day before. She will then have to review all of the documents. If there is a problem the material it will be taken down and the faculty will be notified that a correction is required. Once it is corrected then it will then have to be reposted. A suggestion was made to give more staff the ability to perform copyright reviews. Lori said that other staff could be approved to do this level of work and that it would give those individuals better searching capabilities. This issue will be discussed at the next Circulation Policy Group meeting and will be added to the PSC agenda.

- Spring course information is being entered. Faculty logins and passwords are being created.
- A suggestion was made to hold an open meeting with PSC, PSSC, and the Electronic Reserves working group.
- Beta testing for the next release will be conducted within the next two weeks.
- Departments are doing more course reserves then they were a couple of years ago. Numerous electronic reserve staff have suggested making this a centralized service. However, this would take the service away from the public service desk. This topic will continue to be discussed.
- After the pilot period ends and the transition to Docutek is made the Web page banner will be changed to read, "Electronic Course Reserves (ERes)." Rich Bennett will work with Lori Driscoll to make the Electronic Course Reserve link stand out more.
- Workflows will have to be reviewed; perhaps students could do more of the faxing/scanning into the system.
- Public Service staff should be encouraged to review the Docutek system, policy statements, and circulation manual.
- A suggestion was made that perhaps access to the system could be password controlled. Lori will check with Bill Covey about the IP range for authentication purposes.

## **2. Aleph location code changes –**

- Discussion needs to begin about services and what can be done in Notis and how that will display in ALEPH. It would be optimal for the location codes of recently moved materials to be in place for the full test load however this is not a necessity. Decisions need made about what is being done in Notis in regards to location codes that are affected by the moved materials. Rich Bennett is drafting a document for FLCA about what is to be done with materials that are in storage.

## **3. Moves – updates and issues to be addressed**

- Dale Canelas, Steve Shorb and Carol Turner met with a graduate student group. The group was most concerned about the lack of browsing capabilities during construction. The group will meet with the Library directors on a regular basis to receive updates. Advanced training to teach graduate students how to do high quality searches while materials are inaccessible was discussed.
- **Documents –**
  - Lighting complete.
  - Carpet to be installed on September 23<sup>rd</sup>.
- **Marston –**
  - The lighting in the staff lounge is currently being installed.
  - Science docs have already been moved and the shelves marked for other materials that will be moved. Rich is working on the location codes for these materials. Documents can circulate out of the circulation desk at MSL and MSL can circulate out of the Documents desk.
  - Student staff access to the building is being worked on.
  - Dale approved the AC and power upgrade for L107. Rob Roberts is drawing up the floor plans. MSL staff will be able to view these floor plans. New furniture is being looked at however the PSSC members thought the furniture in LW 148 could be used. The tables now in L107 will have to be stored. PSITC is discussing who should be responsible for computer maintenance in L107 during construction. Room scheduling will also have to be looked at.
  - A suggestion was made to utilize the display case space. Funds are not available for major construction of this area. Blinds could be used from Library West. The AC and lighting are fine however some networking would have to be done. If this is going to be used as staff space then Alice Primack should be notified not to take reservations after the 1<sup>st</sup> of the year.
  - Faculty members have been asking if it will be possible to use multiple rolls of microfilm during construction. There will be reserve space in MSL. More reader/printers can go to MSL. Rob Roberts will need to look at power supply.
  - The mailroom will be located in MSL during construction.
- **Reference –**
- **Current Periodicals**
- **Paged**

- **Library West collections to storage**
- **Other**
  - Gary Cornwell will do an inventory of how many Library West public computers are worth taking to Library East and how many will be needed in Library East.
  - Xerox is cutting back by five machines.
  - Gary asked Barbara Hood to make signs about lost, stolen, and damaged materials as some materials have been damaged in AFA.
  - A suggestion was made to only put up jackets with call numbers for new books once construction begins.