

**Public Service Steering Committee
Minutes
October 15, 2003**

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

1. Locations and Relocations

- **Documents**
 - Public workstations are functioning properly.
 - Wireless service is still not functioning.
 - Jan Swanbeck credited Mary and Carol for the success of the materials move.
 - Space that was occupied by Documents in Library West will become group study space.
- Initially Library East's building hours will be the same as the current Library West reference hours.
- Location codes for different reference topics were discussed. All sub location codes that currently exist will continue to exist. It is possible that "reference reserve" may become "ready reference."
- All of the microfilm will be sent to storage. The use will be monitored and if use is heavy then maybe a place will be found to bring some of it back. Currently microform records that need additional information in the description are being reviewed. A microforms retrieval form is being created.
- Course reserve will be located at MSL. Carol Drum noted that if course reserve videos are going to be located at MSL than additional equipment will be required at MSL. Feature films will be located at the reference desk in Library East and other videos will be placed in security cases and located on shelving in Library East Room 100.
- Rich Bennett will look into location codes for oversized reference materials.
- The 900s will be moved out of room 100 as soon as the re-class is complete. The completion deadline for the re-class is Thanksgiving. A suggestion was made to move the re-class materials to the old documents departments and finish the work there. Carol Turner will talk to Martha Hruska and John Ingram about the possibility of Resource Services moving these materials to this area so that Gary Cornwell's department can begin work in Room 100.
- The date mentioned about moving Library West room 148 to MSL L107 was December 3rd, the last known date when something is scheduled in 148. Physical Plant is supposed to wire MSL L107. It will have wiring capacity for up to 32

computers although 32 computers will not be located in that room. Carol Turner will ask Rob Roberts for the floor plans for MSL L107 and discuss the move date.

- Location codes for reserve items currently read "main reserves" or "science reserves." During construction all reserve items will be located in MSL therefore the location code will be changed to read "science reserves."
- Carol Turner attended a *Library News* meeting. Articles will be written concerning the moves, Docutek, and the Kluwer and Wiley agreements.
- Carol Turner will hold her first public forum meeting today in MSL L107. Questions will be noted and added to the construction FAQ Web page.
- Carol Turner will talk to Barbara Hood about putting up more move signage.
- A suggestion was made to keep books and journals that are retrieved heavily out of storage. If this is done then a new location code should be created so staff would know the items location.
- Peter McKay, Paul Kirk, and Paul Victor are creating materials to teach students how to search. A suggestion was made for the group to offer staff forums.
- MSL and LW Access Services will be meeting to discuss how work will be shared between them.
- John Ingram's forum on Monday, October 13th was a great success.
- Periodicals move - December 18th is the last day of exams. Access Services received approval to start work for moving periodicals on that Thursday. Staff will work through the weekend and end on Tuesday. Preparation work for this move will start two weeks prior to December 18th.
- A drive up book drop was discussed. There are problems relating to placement of the book drop and with who would empty it. It would require an additional facilities vehicle and staff. A suggestion was made to remove renewal limits.
- Docutek training for faculty is being planned.
- SFX has been live for five weeks. Its statistical package is being upgraded next month. Statistics for the first five weeks as well as some summer activity were reviewed.
- The Assistant Chair for Access Services position was offered to Ben Walker; he has not responded. (UPDATE: He has accepted and will begin January 5.)
- Solinet consultants were here to consult with ILL. Their report should be available in approximately one month
- ILL is being reorganized. David Fuller will have general oversight of the ILL operation, financial management, and copyright compliance. Eathena West will monitor workflows and help set priorities. Moving forward quickly with Aleph

testing and circulation group. Most of the ILL employees will be moving on Monday, October 27th. Until the mailroom moves in December, much of the ILL processing will take place at two temporary workstations in Library West Circulation. Eatheana and Cindy may be found at these workstations. Once the mailroom the remainder of ILL employees will move.