

**Public Service Steering Committee
Minutes
December 3, 2003**

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

1. Retrieval

- Concern was expressed that the retrieval process at MSL requires more planning.
- Gary Cornwell has asked Lori Driscoll to forward all microform requests (including ILL) to Jo Talbird even though they are still located in West so that she can assess how much time it will take to retrieve. A good portion of Jo's time will be assigned to microforms at DOT. If needed she will work at DOT full-time.
- Historically reference librarians felt customer service improved when they reviewed all requests before they were submitted to ILL. Perhaps reference librarians should review the retrieval forms before being given to retrieval staff. A suggestion was made to put a link to RefeXpress or a contact phone number for the reference desk on the retrieval form.
- Digitizing on demand will not be possible due to copyright issues.
- The retrieval form was discussed and it was agreed that the 14-digit field should be taken off.
- Pseudo patron has a 500 limit but can go to 750. If the limit is exceeded is it possible to get a display print out? Multiple records can be created for each shipment. Materials that are retrieved but are not picked up from MSL will need to be discharged when sent back to DOT.

2. Mailroom

- Beginning December 18, 2003, the Library West mailroom will be relocated to the MSL loading dock and all Smathers (Library East) mail will be delivered and/or picked up from the new mailroom in the back of the Conference Room (Room 2). Serials staff are concerned about mail not being processed during the holiday closing. It was asked if there was an option to have a couple of staff work serials check in during the holiday closing. Carol Turner suggested leaving the procedure as is (no staff working) for this year given that staff have already been informed that working during the holiday closing was not an option. If needed the procedure could be changed for next year.

3. Book drop

- Steve Shorb has been looking at some type of apparatus for transporting books from the book drop to MSL. Carol Drum came up with a route that would not require staff to move the books up hill. Carol Turner will talk with Steve about the possibility of borrowing an ATV type vehicle from UF Physical Plant to use for transporting books from the book drop to MSL.

4. Moves

- Wiring work is being done for Smathers Library Room 100. There are still 900s that need to be moved out of Room 100. The 900s that have already been re-classed are now in the old documents area in Library West.
- Electrical work is scheduled to begin in MSL 107 this Friday, December 5th and run through next Thursday, December 11th. Consideration is still being given to what contents in Library West Room 148 will move into MSL Room 107. Consideration is also being given as to what will be done with the tables and chairs currently in MSL Room 107. Library West Room 148 will be unavailable as of December 5th or 7th. Until MSL Room 107 is available for classes, hands-on training could be done in MSL Room 308.
- A sign is being placed at the Library West circulation desk informing patrons to check with staff about video availability as of December 12th.
- The book drop has been moved from Library West to Buchman Drive. Steve Shorb and John Ingram will have the responsibility of emptying the book drop during the holiday closing.
- MSL Documents collection will be moved to storage. There are not records for most of material. Carol Turner will check with Steve Shorb concerning when the collection will move and who will move it.

5. Location displays

- Rich Bennett sent out an excel spreadsheet showing proposed OPAC location displays for the various collections affected by the upcoming moves. There is a column indicating the date on which the changes probably need to be in place. The date for reference materials could be the start of the spring semester but something different could be done for videos. Rich noted that these updates will need to be coordinated with FCLA. Rich also provided a mock up of the UF catalog displaying a link in the header to what will be the retrieval form. Rich noted that discussion is needed about periodicals to indicate that current issues are available in Smathers. A supplemental code will need to be entered for these materials.
- Materials in the Paged Collection that were 900s will get a note that says see Library West taken out.

6. Amnesty

- Will the amnesty be for all materials for just materials for a particular time period? The committee agreed that items should be marked as fine forgiven so there is a record. The amnesty will be for all libraries except for health. A suggestion was made to place a couple of ads in Alligator. One the first part of next week and the second the first week of January. No new fines would be assessed. If book has already been paid that amount would be refunded. Fines that were previously paid will not be refunded.

7. ALEPH

- The only information that will migrate for materials currently charged out to Pseudo missing patron is that the materials are charged out to the Pseudo missing patron. All extra data will disappear during migration.
- Concern was noted that workflows for ALEPH haven't been looked at. The current ALEPH training will help with this. A certain number of staff have to be trained up to a certain level in order to begin developing workflows.

8. Miscellaneous

- Information about Law Library closing should be added to the FAQ page.
- A suggestion was made to create instructional material/tutorial about how to access materials that are inaccessible.