Public Service Council
Minutes
February 25, 2004


Members Absent:  HelenJane Armstrong, Pam Cenzer, Gary Cornwell, Robena Cornwell, LeiLani Freund, David Fuller, Barbara Hood, Suzanne Kiker, Paul Kirk, Ann Lindell, Alice Primack, Robert Shaddy, and Robert Singerman

Guest:  Michele Crump and Betsy Simpson

1. Announcements

   • There is an evaluation workshop next week for anyone who supervises tenure track employees.
   • Jan Swanbeck and Erich Kesse went to Naples to meet with the Superintendent of Documents to discuss plans to digitize federal documents. The superintendent was not able to attend but sent the head of the Office of Electronic Dissemination. The meeting was held in Naples because a new depository is being established at International College. A conference call with the Superintendent of Documents is scheduled in two weeks.
   • Iona Malanchuk received a question from a graduate student about when materials would begin being delivered to the branch libraries. Iona told the student this service was not being planed at this point in time.
   • Recalls/holds data will not migrate once the catalog freezes. A manual process for contacting patrons to request the return of materials that have been recalled should be developed. Notices are being sent to current E-Res user to request recalls be turned in now and to explain that recall/holds will have to be resubmitted once ALEPH comes up.
   • Kate Lee’s retirement luncheon is March 10th, 11:30am-1:00pm.

2. Library Collection Move Update

   • Monographs have been completely moved and are on the shelves at the new Auxiliary Library Facility (ALF)
   • Periodicals have been completely moved and are on the shelves at the ALF.
   • Dissertations/Theses from Special Collections have been completely unboxed and shelved; these items may be requested through Special Collections
   • All storage documents have been shelved (MSL and LW). Continuing to move items (AKA sci, hssl and sci, sto) that were previously located on the ground floor of MSL prior to the move of Government Documents
and that were boxed and sent to LAD. The microforms will move on
Monday and that will complete the entire Library West project.
• Library Design Systems has done an outstanding job with the move.

3. Cataloging during gap period
• At a meeting with FCLA on February 20th Michele Crump and Betsy
  Simpson learned that it would be possible for RS to perform all current
  functions aside from acquisitions in NOTIS during the freeze. Resource
  Services believes a process could be put in place whereby cataloging
  would continue as usual in NOTIS but the cataloging data would be
  saved in files for loading into ALEPH after STP. The users and Public
  Services staff would then have the benefit of having current cataloging
  data in NOTIS.
  • Also learned that Mary Ann Daniels could dump Yankee Books
domestic and firm orders into NOTIS and then take the same file and
dump it into ALEPH after STP.
  • If Resource Services catalogs in NOTIS during the freeze, it will likely
increase the volume of material being brought to the circ desks. There
will be linked item records, but those linked items records will not
migrate. FCLA said that reports could be generated of linked and
unlinked item records created during the freeze. Under this scenario
there would be more item transactions to track. It was agreed that
Resource Services would catalog in NOTIS during the freeze and send
materials to owning locations to be shelved only if there was an
agreement that there would be a library wide effort from staff to deal
with the cleanup.
• Online renewal capability for UF materials will go away immediately
before they do the final circ data is captured.
• Faculty due dates for April will be automatically renewed. Lori Driscoll
will send a message to Public Services. Carol Turner will have this
information sent out via DDD list serve as well as announced on the
library homepage.
• Virtual Approval Plan – Staff will be trained on March 23rd at 10-11:30a
in MSL 107 to do virtual approvals. A selector will review one week of
selections, indicate which materials not wanted, Resource Services will
do records, get them shelf ready, and then send to respective
departments.
• Domestic orders must be submitted by March 15th. On May 15th the
books will be closed for PeopleSoft STP.

4. Opac Status, Training/Testing
• Rich Bennett sent a message a couple weeks ago with the URL for the
current production version of the UF catalog. It reflects what FCLA has
done with recommendation of the report that was submitted by the
Joint SUL/Community College Group.
• Volunteers are needed to look at the system to identify any
improvements that could be made prior to STP. Rich spoke with Carol
Turner about the possibility of appointing a small group to take a little
more responsibility for organizing testing and conducting testing. Identify the more significant changes that staff and users are going to see by comparing Web Luis and the Aleph catalog. This group could also help develop and deliver Web OPAC training sessions right before and after STP. Interested staff should contact Rich Bennett or Carol Turner.

- We will continue to have some control over the headers/footers such as content, design, etc. There would have to be collaboration with the HSCL and Law Library.
- Rich will send out instructions to staff on how to join the LibOpac-L listserv.

5. Training

- The training group that Lori chairs wanted her to bring forward a suggestion to start publicizing ALEPH and its positive features.
- The Steering Committee and functional training groups are making good progress toward developing descriptions for the Aleph training that will be offered. Yesterday the last two class descriptions came in. Trudi DiTrolio and Jan Swanbeck will take the lead in putting together the calendar for the sessions. Functional training will be held in April and May.
- A library wide Aleph 101 review session will be offered the last two weeks in March. The session will not be mandatory however managers could make it mandatory for their respective departments.