Public Service Council
Minutes
August 4, 2004

Members Present: Suzanne Brown, Pam Cenzer, Robena Cornwell, Lori Driscoll, Carol Drum, LeiLani Freund, Tom Minton, Alice Primack, Jana Ronan, Jan Swanbeck, Carol Turner, Ben Walker, and Mil Willis.


Guest: Steve Shorb

1. Statistics – Steve Shorb
   • This year three ARL compilations will be completed using numbers as of June 30, 2004.
     ▪ Salary statistics due August 22
     ▪ General statistics due September 22
     ▪ Supplementary statistics will be compiled in October. A statistics committee meeting will be necessary sometime in September to assess how these statistics will be compiled.
   • ARL has not indicated that there will be a change in the ranking formula.
   • Circulation statistics will be handled differently due to Library West closing. It will also be necessary to combine NOTIS and ALEPH statistics.

2. Travel Coordinators in PeopleSoft – Steve Shorb
   • Travel Coordinators for various library departments are being established in PeopleSoft. A workshop/discussion/training session will be held Thursday, August 12th at 1:30pm in Marston L107. New forms required to establish “who approves travel for who” will be completed.

3. Human Resources PeopleSoft tasks – Steve Shorb
   • The Worklist (link located in the upper middle portion of the MyUFL screen) should contain information for supervisors.
   • Steve Shorb will review the Music Library’s student vacancy posting to make sure it contains all the pertinent hiring information.

4. E-Reserves – Lori Driscoll
   • The Copyright Coordinator position was posted in July. Two full time positions (one day time, one night time) will report to the Copyright Coordinator. These staff members will be trained to do advanced database searching, etc. Workflows will be finalized after the Copyright Coordinator position is filled.
• E-Reserves processing will be centralized. The branches will only process physical reserve items. Student assistants will go to branches to page and scan materials that will be posted electronically.
• The E-Res system will be down for approximately three hours starting at 9:30am on August 19, 2004 to receive an upgrade. All files will be backed up and migrated to the upgraded system.
• Lori Driscoll will create staff training documents and faculty guides for the new version.

5. WebCT – Lori Driscoll
• Lori Driscoll, Rich Bennett, Bill Covey, Will Chaney, and Carol Turner met with Doug Johnson and WebCT staff last month to discuss how E-Res and WebCT could be integrated. Carol Turner has not heard from Doug Johnson about WebCT training sessions including E-Res. At some future date that office will offer advanced training to enable faculty to use the system independently. Lori and Jana have volunteered to work on this training.
• Jana Ronan noted that the UF Writing Course is using Course Compass. Jana will provide Lori Driscoll with a contact person’s name so she can discuss how that system will integrate with E-Res.

6. New Library homepage
• The new library homepage will be made live Friday, August 6th after 5pm.

7. UF Writing Program
• There are 63 sections of 1101 and 40 sections of 1102 schedules for Fall 2004. The 1101 sections will be taught over the course of a week and 1102 sections over the course of two weeks.
• Jana Ronan will distribute dates for the ENC 1101 and 1102 sections making sure to copy Trudi DiTrolio to avoid having training scheduled during these weeks.

8. First Year Florida
• Fifty sections of 1st Year Florida are scheduled in Marston L107 during two weeks in fall.
• New graduate orientation (1500 students) is scheduled for the week of August 16th. New faculty and new transfer student orientations are also scheduled for the week of August 16th.
• Katherine Kennedy is developing a HSCL catalog tutorial. Robena Cornwell will check on the status of this tutorial and report back to Carol Turner.
• Jana Ronan created a general handout for using the library catalog. She will share it with anyone who would like a copy to use, and to edit.
• Denise Bennett is developing an online guide for using the library catalog.

9. Triage
• During the first week of the fall semester the Marston Science Library will hold triage on Monday, Tuesday, and possibly Wednesday morning. During the first two weeks of the fall semester Marston’s 8:30am desk staff will be doubled.
• The Information Station will be set up near Criser Hall.

10. Library publicity
• Carol Turner circulated a sample of the bus poster that is being designed by Barbara Hood and Bill Hanssen. They are also designing READ posters featuring various UF community members.
• An exhibit and lecture (given by Carl Van Ness) are planned for Thursday, September 9th, as part of the president’s inauguration program.
• A draft of a faculty services Web page has been created by the Library Visibility Committee for Faculty. Carol Turner hopes to have the Web page posted on My UFL under Faculty Services. This committee will attempt to meet with the Faculty Senate and CLAS when school is back in session.

11. Microforms Taskforce
• A report from the Microforms Taskforce is expected by September 3, 2004. Ben Walker has gathered statistics about the materials that have been requested through the retrieval service.

12. Vacancies
• The Science Librarian (Physical and Engineering Sciences) position has been reposted with an August 13, 2004 deadline.
• The Psychology/Sociology Bibliographer position (Deloris Jenkins old position) has been posted.

13. MetaLib
• The current version of MetaLib and Aleph are not integrating well. UF is waiting for the release of MetaLib’s new version before implementing.
• USF will be live with MetaLib’s current version this fall.

14. Continuation Committee
• The Continuation Committee recommends that MARC records be purchased and integrated into UF’s catalog.

15. Joint PS/TS meeting
• A joint PS/TS meeting will be held Wednesday, August 11th from 9am-11pm in Smathers Library 1st floor conference room.