Public Service Council
Minutes
August 31, 2005


Facilitator: Betsy Simpson

1. Reports, Announcements and Updates – 15 minutes
   - Interviews are being scheduled for Sara Gonzalez and Carrie Newsom to interview for Paul Kirk and Alice Primack’s vacant positions – possibly on September 6 and September 13.
   - On August 22, 2005 Valrie Davis began as MSL’s Agricultural Science Outreach Librarian and Kathryn Kennedy began work earlier in the month as MSL’s Engineering Science Outreach Librarian.
   - A study was conducted this summer to determine what print journals are being used from MSL’s 3rd floor. An electronic copy is not available for 66% of the journals that were used. Another study will be conducted in the fall and possibly spring. A follow-up survey with the users may also be conducted. It was noted the results of these pilots would make a good article.
   - A Canon representative will conduct a micro film machine demo today, 11a-12p.
   - Missy Shoop was hired as the new evening supervisor to replace Matthew Daley. Her vacant position at ALF will be filled.
   - Michelle Foss, the new ILL Librarian, was introduced.
   - A new ILL LTA has been hired and will begin employment September 6. Three international work study students have also been hired.
   - ILL will conduct journal usage tracking with copyright fees paid to the CCC after every semester.
   - In the next few months ILL will provide document delivery over the server. Patrons will be provided a user ID (via email) to retrieve the document(s).
   - Materials will be temporarily unavailable at various times during the LAD move to the Publix Annex
   - RefeXpress has been discontinued. A pilot using CNS Jabber IM service will be conducted this semester. The pilot will begin now with staff members who want to begin immediately. All other PS staff will be asked to begin the pilot September 20th. Jana Ronan will distribute the information. Some staff training has been completed but new information is available so those individuals should attend the staff training that will be offered tomorrow or Friday. The client will need to be installed on all public machines in order to use this service as CNS does not allow use of other IM services to use Jabber. It was noted installing the client will be time consuming given current computer configurations. Installing the client will be a priority on computers being used by pilot participants.
• A Digital Library Systems Group representative will demo a new scanner at MSL, Monday September 12, 2:00-2:30. The company will leave the scanner for MSL to pilot. Carol Turner will send the information to PSC members.

• Patrick Reakes reviewed highlights from the Copying, Printing, Scanning Task Force Report.

• The Public Computers Group is setting up test computers in Documents, MSL and Journalism. The setup process is very difficult. Laurie Brennan and Marvin Crabb are documenting the procedures and will then distribute to Sys Liaisons.
• LeiLani Freund reviewed the recommended software list to be available on all public workstations. NOTE: Computers to be upgraded must be Dell GX110s or newer to support all software.
  ▪ Web publisher – Will not be put on machines; Microsoft Word supports Web page creation, as well as, Mozilla Web composer. Also, students will be able to download the Web publisher of their choice.
  ▪ Real Player – Will not be put on machines; students can download it if they need it.
  ▪ ReadPlease! – ADA office has requested this be made available on all machines.
  ▪ Scanning Software – ABBY Fine Reader (OCR software) helps with learning and visual disabilities.
  ▪ Headphones will be ordered for all public workstations.
  ▪ Deepfreeze will wipe hard drives clean upon user logoff.

4. Public computer interface – LeiLani Freund
• LeiLani distributed a hardcopy of what the public computer interface will look like. She offered to make screen shots of the entire interface available in Outlook Public Folders.
  ▪ A recommendation was made to remove the “My Computer” icon so patrons do not have the expectation their work will be available upon their next login. There will be signage that informs patrons machines will be wiped clean upon log off. A recommendation was made to look into a pop up that also informs patrons about this when logging off.
  ▪ A recommendation was made to rename “Ask a Librarian” to Jabber.
  ▪ Menus will look slightly different in different libraries. For instance, the MSL interface will include MDL Crossfire and MDL ISIS.
  ▪ Persistent bookmarks were discussed and it was decided they will not be used.
  ▪ Shortcuts to the UF Homepage and Library Homepage will be added to the desktop.
  ▪ IE and Mozilla shortcuts will be taken off the desktop and put in the start menu.