
Members Absent: Helen Jane Armstrong, Lori Driscoll, and Flo Turcotte,

Facilitator: Betsy Simpson

1. Reports and Updates

   a. Library West progress – Carol Turner

      The anticipated substantial completion date is still January 28, 2006 and then staff furniture can be moved in. Shelving will be installed after that date and will take at least 6 weeks. Books should be able to be moved in the building in mid March. Case work for cabinets is being delivered, some furniture has been ordered and 3M was here yesterday to discuss security gates.

      The PR & Marketing Committee discussed holding events to welcome UF faculty and staff back to Library West. They also discussed holding these events to coincide with the Read-a-Thon and National Library Week. Dale Canelas asked the committee to plan a Faculty Wine & Cheese Reception prior to the full opening. She has also asked the committee to work on a full dedication ceremony. A graduation weekend event for parents and a staff party were suggested. Concern was noted that April is not a good time to plan opening events due to final exams. The Directors will discuss this topic at the next Director’s meeting. PSC members feel the building should not be opened until the books are moved back in.

   b. Moves status – Ben Walker

      The LAD move should be complete by the end of this week. A few Dewey ranges still need to be moved. A moving company from Alachua is performing the move and has done a very good job. The shelving has been erected at the Publix-Annex and any left over shelving will be taken out by the Library Facilities Planning Department.

      A meeting was held yesterday to discuss the move back to Library West. Bid information should be distributed at the end of November.

   c. Public computer project status – LeiLani Freund

      Documents is complete. Seven of the eight team members met at the Education Library yesterday and completed half the computers. AFA will be next. The team hopes to be in Library East or Marston Science Library by Thanksgiving. The process takes seven hours per computer to complete. It was noted it might be
better to upgrade and experiment with the imaging software versus using the current seven hour process. There had been some discussion about Systems hiring someone to assist the team but there haven’t been any further discussions.

d. Student Supervisors group – Angela Mott

Angela Mott is this quarter’s Student Supervisors Group facilitator. The facilitator will rotate quarterly and set the meeting time, place and agenda. An Outlook address list has been created to allow facilitate member communication between meetings. Currently, meetings will be held once a month. Minutes will be kept and posted to the staff Web by Tom Minton. A representative from this group will sit on the Public Services Council and an annual report will be provided to the Public Services Council. The group has developed a plan. The group is comprised of Public Services student supervisors and other staff that work closely with students even if they do not technically supervise students. The group will not only discuss issues to do with customer service, dress code and flex time, it will also serve as a support group for members need assistance solving supervisory problems.

e. Reserves training – Angela Mott

Some interesting situations have arisen in the Marston Science Library with Electronic Reserves versus Hardcopy Reserves. Students and faculty are becoming frustrated because library staff do not always know how to fully help them. Therefore, at least one or two hands-on Electronic Reserves training sessions will be held specifically for circulation staff. Hardcopy reserves will also be discussed at these sessions. A more general library wide training session will also be held. Angela Mott hopes to hold all of these sessions in November. The Health Science Center Library has their own Docutek electronic reserves contract. Angela Mott shares our policies with them.

f. Other reports, updates, announcements

- Carol Drum and Valrie Davis visited the IFAS Building at Hillsborough Community College in Plant City yesterday. Valrie provided instruction to a class at the request of the professor. The facility has video conferencing software so hopefully in the future instruction can be provided in this manner. The students were very interested. They requested to have paper reserves at that site and this would be the first time we have been asked to do that. The facilities’ reporting line will change from Apopka to the Balm Center.
- The Journalism College completed its accreditation process. The report is not available yet but the accreditation committee seemed to be impressed with the Journalism Library’s holdings.
- ENC class instruction went well and is complete for this semester.
- The BSC online course faculty evaluations have not been received. There were problems with their computer equipment.
- ELI instruction continues in the Education Library because there are 2 full semesters of classes within each of UF's semesters.
- Jan Swanbeck attended the Fall Depository Council Meeting. The council is in a visioning phase trying to figure out what role Depository Libraries have in the Federal Documents Program. Another meeting is scheduled next spring and a final report will be available in May.
3. **Joint TS/PS/CM meeting – results**

**OPAC Committee** –

Rich will collaborate with Carol Turner to establish a UF OPAC review group charged with examining and customizing Aleph displays. Although there are limitations on what can be done by FCLA, it is possible to make a number of changes, and there doesn't have to be one display across the SUL. Staff interested in volunteering for the group should notify Rich.

The TS/PS/CM Joint Meeting minutes are available at [http://web.uflib.ufl.edu/catmet/committees/active/TSAlephIG/rspmpgm101305.html](http://web.uflib.ufl.edu/catmet/committees/active/TSAlephIG/rspmpgm101305.html). These meetings will be held quarterly.

4. **Video Opportunity – discussion of possible topics**

Don Loftus with the UF Office of Academic Technology, Video and Collaboration Services contacted Trudi DiTrolio. He is the video producer/director for AT and is in need of programs for the campus wide closed circuit TV system and wondered if Library had topics to contribute. The following suggestions were made:

- “Your Account” feature on OPAC
- How to check out a book
- Compact shelving tutorial
- Jabber
- Way to convey Google is not the only means to find what you need.
- Use as PR & Marketing tool

A suggestion was made to produce videos in Spanish, as well as, English. Carol Turner has emailed him.

5. **IM/Chat evaluation considerations – Jana Ronan**

The positives aspects are:

- it’s easy to learn
- easy to use
- provides a fast response time
- more training being developed

The negative aspects are:

- lots of down time due to CNS problems
- service not high on CNS priority list
- CNS has not wanted the Library to advertise the service
- usability issues due to CNS
- hard to demo the client because it is not on a library server
- CNS will not issue a Library nickname so users can connect directly to a Library session without having to access a chat room
- it’s only available to UF and only through Gatorlink.
A way around the software issues would be to have a CD available for checkout at the circulation desk. Perhaps work towards getting it on Gator software CD. There were no objections to making it available at the circulation desk. Another alternative is if the service was hosted on a library server the Web components could be installed so patrons would not have to download the client. A library nickname could be established so patrons would not have to access a chat room first.

The chat group was asked to price out alternative services and what will work best for what we are trying to accomplish. The chat group will talk to Systems about hosting the service on a library server, assemble a Jabber progress report and investigate other options.