Public Services Council
Minutes
July 26, 2006

Members Presents: Rich Bennett, Pam Cenzer, Chelsea Dinsmore, Lori Driscoll, Michelle Foss, LeiLani Freund, Barbara Hood, Ann Lindell, Tom Minton, Amy Polk, Patrick Reakes, Jana Ronan, Colleen Seale, Jan Swanbeck, and Carol Turner


Guests: Shelley Arlen and Suzanne Brown (sitting in for Iona)

1. Welcome to Amy Polk
   - Amy Polk is the new Public Computing Technical Coordinator in Systems and will be joining this group as a regular member.

2. Interlibrary Loan and E-Reserves: Update – Michelle Foss
   - Updated ILL Brochure: This brochure is mostly the same as before but with addition of information for distance learners. It was the group’s consensus that the brochure is ready to be made available to the public.
   - Updated E-Reserves Brochure: This brochure has had a large overhaul to include information for both hard copies as well as E-Reserves. It was suggested by the group that the quick tip about the inclusion availability into WebCT & Copyright information be more emphasized perhaps as a “Why Use E-Reserves” type of bullet. It was also suggested that this brochure/information be sent electronically to selectors to send out to departments rather than a mass email. It was mentioned that the Instructional Committee has met with WebCT staff and will highlight information/benefits of using E-Reserves within WebCT as well. Michelle stated that suggested changes would be applied and revised brochure would be sent out to the group electronically for final approval to be available for the beginning of the fall semester.
   - E-Reserve Forms: The reason for the new electronic form is to ease the manageability and better the quality control. Research was done of other top 10 institutions and schools of like-stature/structure and all of these institutions had a form similar in nature to the proposed. It was asked if this form was available for entry by others outside of the specific instructor for the course, and the answer at this moment in time is yes. Library personnel, grad assistants, etc. can enter this information as it stands. The current status of this form is that it is in trial mode for the fall semester and will be refined as deemed necessary. It is the desire that this be ready to be in final mode for the spring semester and feedback was asked for, not only from the staff-end, but from a user’s standpoint as well. It was suggested that perhaps a focus group be formed to further evaluate this form and its use. Suggestions will be taken under advisement.
3. **Research Gateway: Current status and plans – LeiLani Freund & Tom Minton**
   - The Research Navigation Group met Monday (7/24). They recommended that the Research Gateway remain in beta testing phase for the time being rather than be launched officially due to some pending changes/issues (such as the subject categories and databases). This group will meet with the Instruction staff as well. Feedback is still wanted/needed.
   - There is a blog on the staff bulletin board titled *Research Gateway*, its use is encouraged.
     - Regarding the bulletin board, it was suggested that training be offered on its use to the staff.
     - Regarding the use of blogs in the library, per Tom this is a work in progress to get a server designated for blogs. Currently the blogs used are hosted by other servers not affiliated with UF. Tom will have a blog on his computer over the fall semester as a prototype for evaluation.

4. **Instruction Workshop Plans – Jana Ronan**
   - To be held August 8, 2006 9:30 am – Noon in the Reitz Union Ballroom. Information literacy experts Ilene Frank and Susan Ariew will be there as presenters. It is asked that those wishing to attend would please R.S.V.P. to Trudi DiTrolio.

5. **Fall Semester Plans: PR & Marketing Committee, misc. items – Chelsea Dinsmore**
   - **Pirates and Murder events for students:** An email was sent out library-wide this morning with information about these beginning of school events designed for new students. Posters will go up in dorms to help solicit attendance. A call for volunteers will be sent out prior to event. Pilot sessions held at the beginning of Summer B were successful in execution despite having low attendance due to the holiday. It is hoped that the fall sessions will be better attended.
   - **New Faculty Orientation:** Will be held August 16th at the Reitz Union. There will be two information sessions as well as a table that will need to be manned. Areas wanting to have brochures available on this table should send forward brochures to Chelsea for inclusion. Volunteers will also be needed for this event.
   - **Opening Activities:** There will be a Library West Welcome and Thank You reception hosted for faculty on August 22nd. This will be a “cookie affair” from 2-4 pm. Invitations will be sent out to the faculty in the near future. It is hoped that the library will be open to the public by that point and people will be able to walk freely to tour the building.
   - **Let’s Talk About It- Jewish Literature:** The registration form for this series of ALA grant-funded program is available on the library’s website. Any questions should be directed to Chelsea.
   - **New Faculty Folders:** Will be available soon. Dale is currently working on a letter that will go out to all new faculty members.
   - **Food Budget:** The PR & Marketing Committee has $3,000 allotted for food expenditures, of which $2,000 has been spoken for. Any requests should be routed through the Marketing Committee. Requests should include what, how much, and when. This committee may also be able to assist in obtaining donated resources.
• **Triage/Information Points:** Standard triage/assistance offered in MSL and Education. Information point will be open in West. It was asked if T-shirts would be available for staff/students to wear. Carol’s response was that it would be helpful to have a requested number provided so that she may take the request to Dale.

   • We have been given one year to make all changes to reflect the new UF logo. It is not necessary to throw away current publications at this point in time. Items will be replaced with updated items as they are cycled through. Departmental letterhead will go out electronically soon from Misty Swain. Information on the logo can be obtained from [www.identity.ufl.edu](http://www.identity.ufl.edu). Barbara Hood can email out the library’s personalized logo upon request. Any questions regarding this new logo should be routed through Barbara Hood. There is a manual for appropriate use of the logo available on UF’s website.
   
   • Regarding web graphics, logo is available on UF’s site as well. Most library webpages were changed at the bottom of the page, but there are some that could not be changed in mass. If anyone comes across any, Tom asked that you email him with the URL and he will make the appropriate change. There is also a new recommended header, but at this point in time, the Library will continue using the current header. This will change sometime in the year and feedback will be retrieved from appropriate groups/parties prior to that point. Any questions about web graphics should be routed through Tom Minton.

7. **Other Updates**
   • New staff ID cards will go out prior to the start of the fall semester
   • Tom is working on a page for Library West. If there is information that should be included, let Tom know.
   • West Update:
     o There is still not a solid opening date as of yet. The certificate of occupancy has been issued, but it is not “in hand” yet. There is still cleanup and last minute misc. work being done.
     o The machines at the circulation desk are up and running.
     o The study carrels are still being worked on.
     o The collections are loaded except for Oversized items and Microforms. Microforms will be moving the second week of August.
     o Storage from the Publix facility is being moved to ALF.
     o There is one area that will need to be closed off when Starbucks is under construction, but the details are still being ironed out.
     o The Request/Retrieval button will still show on Library West items until the link is taken down by FCLA. When the building opens, patrons will be able to go into the stacks, but some patrons may continue to use the Request/Retrieval button. Retrieval will however, be changing to the Circulation desk rather than MSL.
     o ILL/E-Res will be back in West on 8/14.
   • Map Interviews being held next week.
• Possibility of a new facilitator for this group? Carol asked if the group would be thinking about the desire to have a new facilitator and if so, suggested individuals.
• Judaica Update: When the collection moves, Yael Herbsman, the Interim Judaica Librarian, will be housed in West on the 5th floor. Emily Madden will be in East. New items will be processed through Emily and then to Access Services. Serving patrons is the main concern.