Public Services Council
Minutes
January 25, 2006

Members Present: Rich Bennett, Pam Cenzer, Gary Cornwell, Robena Cornwell, Lori Driscoll, Carol Drum, Michelle Foss, LeiLani Freund, Ann Lindell, Tom Minton, Angela Mott, Patrick Reakes, Jana Ronan, Colleen Seale, Jan Swanbeck, Carol Turner and Ben Walker.

Members Absent: Tom Caswell, Barbara Hood, Iona Malanchuk, Richard Phillips, Betsy Simpson and Flo Turcotte,

Guests: Cathy Martyniak

1. Date Due Slips – Cathy Martyniak
   • Cathy Martyniak and Angela Mott presented a proposal to begin using double-sided acid-free tabs for the date due slips; the committee gave their approval.

2. Library Instruction Committee Update – Jana Ronan
   • The Instruction Town Meeting is still being worked on, dates in consideration currently are August 8, 9, 10th at the Reitz Union.
   • ACRL Guidelines are currently being worked on.
   • There is a proposal currently being worked on to host the 2007 regional Immersion Program. The program would be four and-a-half days and would provide intensive information literacy training and education for instruction librarians.
   • The Instructional Statistics spreadsheet that is currently used is being analyzed and may need to be revised to accurately reflect current instructional activities. It was suggested that the functionality of this spreadsheet include collecting data online in a database and account for online instruction as well.

3. GAIM Update – Jana Ronan
   • Coverage slots have all been filled and training is complete on the new client.
   • Online statistics capturing is being worked on, statistics are currently gathered via Stats Sheet.
   • There are more training sessions scheduled; 1 training per month is the goal.

4. ILL Issues – Michelle Foss
   • ILL Training being set up for Policies/Procedures/Processes. Questions are being compiled.
   • ILL Policies Brochure recently updated.

5. PS/TS/CM meeting – discussion of agenda items
   • Procedure for missing and lost items
   • Re-class of Microforms
   • Cataloging
6. **ALA Reports**

- Rich expressed interest in coming up with a “Trigger Event” for the reintroduction for modern library resources with the re-opening of Library West. He suggested a 1-year-long campaign.
  - Lori inquired about what could be done with comments given thus far, from library users campus-wide, to incorporate those needs/desires into the reintroduction/re-opening.
- There was some interest expressed with regard to “Zoom”, the search function that the University of Pittsburgh uses on their website. Its functionality is similar to Google, and information is easier to locate and more user friendly.
- There was discussion about what current world trends should be emulated to make library more modern and friendly, such as book delivery to patrons.

7. **Announcements, Updates, Discussion**

- OPAC Committee charge will be sent out via email in the coming days. Local committee will be formed. State committee is also being worked on.
- Carrie Newsom is a new librarian at MSL; she began January 9th.
- Carol Drum is checking into what the changes with Xerox will be regarding their office hours and turnaround time; this information will be posted online. Carol requested the number of printers to be in Library West. Also noted that she will meet regularly with the Xerox representative.
- There is a CIRC Town Meeting 2/8
- New staff webpages are being worked on. An excellent example of one of these new pages can be found here: [http://www.uflib.ufl.edu/hss/Staff/](http://www.uflib.ufl.edu/hss/Staff/).
- The Distance Learning page has also been updated. The 800 number is in the process of being switched over to MSL. This number may be listed under the Ask-A-Librarian information or General Phone Numbers to heighten use/accessibility. There may be a need for more than one number if the use goes up.
- Carol Drum attended the Journal Club Meeting. There were some people from HSC that expressed interest in getting together on a regular basis to share ideas and information.
- Update on Library West Construction: Building work is coming along and getting closer to completion, however, completion date is more than likely going to be moved to May because of some setbacks, namely the shelving. There is a question about the book move being able to take place prior to the completion date or whether it will need to be after this date. The furniture is scheduled to be put in in March, but this is in question as well. There is not currently a schedule for staff moves.