

**Public Service Steering Committee
Minutes
August 23, 2006**

Members Present: Lori Driscoll, Carol Drum, Jan Swanbeck, and Carol Turner

Guests Present: LeiLani Freund, Jana Ronan, Colleen Seale

Members Absent: Rich Bennett

1. Updates

- Judaica Collection move is complete.
- Classroom Training: Ask-A-Librarian training refresher will be held tomorrow (8/24) morning. There are still some IM openings, it was suggested that an email go out to the PS group.
- Murder/Pirate events took place and were successful. There are still two activity sessions left (one of each) that will take place soon.
- First Year Florida (SLS 1102): The library is going to become engaged with and instruct this course offering for first year students. It was suggested that perhaps something be offered to non-student UF Community as well.
- Student Welcome will take place today. The Faculty Welcome took place yesterday.
- Grand Opening: As it currently stands, November 17th is the slated date for the opening. Carol T. agreed to verify this date. It was suggested that for faculty events, that UF faculty be not only included in attendance, but with the speaking/presenting as well.
- Triage: Began yesterday. It was suggested that those on triage duty stand in front of access point to seem more visible and stand out as available for assistance rather than "blend".

2. Fall Semester Preparations and Issues of Concern

- *Plasma Screen:* The plasma screen that will go next to the front desk has not yet been ordered but will be soon.
- *Classrooms*
 - Laptops for/in classrooms: Will be ordered, this apparently was an area that was missed. The concern is what to do in the interim.
 - LeiLani will check the status of laptop orders.
 - It was suggested that an email be sent out to staff asking for the return of laptops not in frequent or current use.
 - Members offered to see if they had laptops in their areas that could be lent as well.
 - Classroom visual difficulty: Because of the setup/size of the classrooms, it is difficult to see what is going on at the front when sitting in the back.
 - It was suggested that large televisions be mounted on the wall.
 - Capacity for each classroom was also asked about. Carol T. agreed to

check with Bill Covey for the fire marshall capacity for the public rooms.

- Classroom Use Policy: It was suggested that a written policy be established and publicly visible.
 - Study Carrels: The carrels are ready to go and will be assigned next week. There are 65 faculty applicants thus far for the 35 available carrels; consequently, a lottery will be done to determine assignment.
- *Televisions:* The televisions that were/are sitting at booth tables in West have been deemed too heavy for the current support. Consequently, the televisions will be redistributed to areas that can utilize them. Replacements will be ordered.
 - There was some question as to the PAL equipment requirements and copyright infringement. Carol T. agreed to check with Will Chaney.
 - There was an inquiry as to whether any more chairs had been ordered. There will be ordered, but has not been done so as of yet.
 - *Compact Shelving:* It was asked if a walk-through had been scheduled and what the status is currently. It was the shared impression that another walk-through was not scheduled unless requested. There still seem to be some issues with the shelving in several areas, such as the Reference Collection and Microforms. Lori agreed to have Ben Walker come talk with Colleen.
 - *ILL Review of Materials:* It was requested that a written policy be established. Carol T. agreed to bring this to the attention of the directors.
 - *Microfilm Reader:* It was asked if there is an old reader available to have somewhere in West. The concern was using antiquated equipment vs. training patrons on newer equipment. It was agreed that the newer equipment isn't as expeditious for large amounts of material to sort through and that there would be value and a need to have an old machine available. Carol D. offered that MSL may have a machine available for relocation.
 - Suggestions for placement included Special Collections for closer tabs, West for availability (though there would be the problem of space for equipment plus printer). At the latter thought, it was suggested that the machine be made available for *Read Only* so as to not need a printer.
 - *Staff Access:* It was general consensus that Library Staff (other than solely West personnel) need to be able to access certain/most areas of West and currently cannot. Regarding the 6th floor, Lori suggested checking with Jim Liversidge. It was agreed that Pat Haskins can access/change who has access.
 - *Security:* UPD cannot provide any extra support, even during the home football games. Extra support would need to come from library staff. It was suggested that incident reports be filed with UPD and directions for such are available in the Emergency Procedures. Any appropriate questions should be

called into UPD.

- *Designated quiet areas:* 1st, 4th and 6th floors were suggested. A statement will be written and evaluated. Regarding signage, table tents were suggested.
- *Interdepartmental Assistance:* Colleen offered that the 3rd floor staff would be glad to assist by way of activating cards rather than sending patrons to the 2nd floor if directions would be provided.
- *Circulation Policy:*
 - Jan agreed to print out Circ manual to get computer status.
 - Circulation Policy Meeting was suggested.
 - UFID Number vs. Library Number: Carol T. suggested that this issue be taken to Amy Polk. It was mentioned that the library may be going to Gatorlink sign-on. It was consensus that the 14-digit number be moved away from. Lori agreed to explore ways to accomplish this.
- *Signage:* Carol T. will follow up with Business Services for status on signs ordered thus far. Misc. signs needed were discussed. It was inquired as to whether or not there is/will be a person to coordinate with in the interim for temporary signage with things such as hours, maps, food, study areas, etc. Lori offered that the ILL staff would be glad to assist in printing/placement/etc.

3. Agenda for Public Services Council

- Michelle Foss will present updated ILL form that will be available online.
- Jana Ronan will speak about Ask-A-Librarian.
- Instruction Committee's appointment cycle will be spoken about. Carol T. will send out a letter requesting reappointment.