Public Service Council
Minutes
February 4, 2004


Members Absent: HelenJane Armstrong, Pam Cenzer, Robena Cornwell, David Fuller, Suzanne Kiker, Paul Kirk, Robert Shaddy, and Robert Singerman

1. Announcements

- Assistant Chair of Access Services Ben Walker provided a storage facility update. Installation of the 15ft shelving is 75% complete. Dewey Monographs are being shelved.
- Library Design will move the books and shorter shelving from Library West to the storage facility.

2. Library and campus web pages – issues and plans – Tom Minton

- The Libraries’ web site is going to be revised. Revisions will result in a more consistent, comprehensive, and cohesive web site. Tom distributed the Library Web Design Development Plan, draft homepage, and a template based on the draft homepage. The WAG (Web Advisory Group) is seeking feedback in the following areas:
  o Homepage layout
  o Links that should appear on every page (user prospective) and the relative importance of such links
  o Desired features
  o Architecture of the site i.e. types of pages needed at the second and third levels
- After feedback is collected a draft will be developed and presented to leadership groups, web content providers, library units, staff in general, and users. Tom hopes to have the design and architecture finalized by the end of spring 2004, style sheet training for web content providers in summer 2004, and a full rollout fall 2005. Staff will be able to use the same editors.
- Tom was not certain how user feedback is going to be collected. Gary Cornwell suggested that Tom talk to Marilyn Ochoa about incorporating a library web page design assignment into the honors class that she is teaching. This class could be used as a focus group.
- The upper level pages (not sure about departmental pages) will be based on external style sheets, using XHTML code. External style sheets will allow presentational elements to be changed by altering a single file on the server. XHTML and external style sheets are the coming standard and make pages more flexible. Flexibility is very desirable given that we do not know what
accessibility standards UF or the federal/state government will require in the future.

- UF is developing new web standards. Tom anticipates that certain presentational and navigational elements will be required on all UF pages. He anticipates at a minimum departments will be required to have the new UF brand and a search element (to the UF Web site) toward the top of each page.
- Comments should be emailed to Tom Minton.

3. Library services and training rooms web pages – LeiLani Freund

- The TMT received several requests from information desk staff for a list of what computer equipment went where. That request was referred to the Technology Coordinators Committee. LeiLani is seeking feedback from the PSC committee members as to whether this is a useful document, are the categories appropriate, and are more categories needed. Suggestions for additions to the document:
  - Link to network status
  - Link to circa lab
  - Link to computer link policy
  - Copier services
  - Link to Health Science Center Library summary page.

PSITC will be responsible for maintaining content. A similar page for study space is being considered. The committee thought this was a good idea.

- Two documents created by Denise Bennett, Marilyn Ochoa, and LeiLani Freund, UF Libraries Electronic Classrooms and Checklist for using MSL 107 and MSL 308 Classrooms, were distributed. The documents are strictly for staff use. Jana Ronan noted that the checklist should inform staff the first time someone uses the computers an Internet connection must be established. Carol Drum explained that there are standard meetings scheduled in MSL 308 however MSL staff are always willing to move these meetings if the room is needed for classes. A mailbox has been established for instructors to report problems they have with the classroom or with scheduling. The reports will go to Denise Bennett, Marilyn Ochoa and LeiLani Freund.
- LeiLani would like feedback about the documents within one week.

4. Updates and Discussion

A. Library West closure – use of facilities, retrieval service, need for training and public information, etc.

Retrieval Service
- Most of the materials requested are being retrieved within a 24-hour turn around period. Materials that are not found on the first search are taking longer. Microforms are taking longer because records have to be created. Patrons are only being notified if none of the materials
they requested can be located. There is a misconception that all microfiche is located in MSL.

- Consideration was given to placing popular books and recommended readings on course reserves. Another suggestion was to assign these a temporary MSL code and shelve them on the 5th floor of MSL. For now recommended readings will be put on course reserves. If that goes well then further consideration will be given to placing popular books on course reserves.

Public Information

- Signs are being put up stating computers are available at Library East.

B. Aleph

- The ALEPH Implementation Steering Committee and Martha Hruska have been meeting monthly with FCLA staff to track the status of critical path items. Rich Bennett will be sending out an all staff update in the near future. It will include a link to the current Web OPAC that has been designed by FCLA. It will be the production region of the system that has the database as it appeared last October. It is not final but it is a visible place for people to look at what is emerging as our ALEPH Opac.
- The load process for Subset 5 is scheduled to begin on February 1, 2004 at which point the UF Test Client will be unavailable. The Subset 5 review is expected to begin mid-February. As usual, UF Test will be read-only until FCLA releases it for testing/training after the review. The Subset 5 review will involve a subset of the Aleph data reviewers.
- The UF Production Client can now be used to test workflows. Data may be altered and added.
- The May 3, 2004 STP date is firm. FCLA is doing a full test load of our data in the UF Reports Client (as opposed to UF Production or UF Test), which will provide a good indication of how long it will take to do the final production load. Currently, April 1, 2004 is the target date for beginning the final production load and that point at which cataloging in NOTIS will cease. If FCLA discovers that more time is needed, the final production load (and the cataloging freeze) will start before April 1.
- Rich Bennett anticipates that circulation staff will soon be asked to help test the circulation functionality. A training group has been meeting to devise the training sessions that will be held for circulation.
- Training groups are in place for all of the functional clients that are involved with ALEPH. Training sessions should begin being scheduled at the end of February.
- An optional ALEPH 101 refresher session will probably be offered in mid March. Rich anticipates detailed training sessions for functional areas in April and May. Since there is not any binding functional training, Cathy Mook is developing training that will have segments of circulation, segments of cataloging and acquisitions, etc. Managers
should be aware of the training schedule and assure that staff sign up and attend the appropriate training sessions.

- Rich Bennett and LeiLani Freund will attend Metalib training in Jacksonville on February 9th and 10th. A new version will be released at a future date. Training will be conducted using the current version. No firm STP date has been established however Rich anticipates implantation over summer 2004.

C. Library orientations and instruction
- Four general and four virtual library orientations were held at the beginning of the term. PowerPoint slides were revised to reflect Library West closing and how to browse online.
- HSS&S held graduate student orientations. An average of one student per session attended. Shelley anticipates better attendance at daytime sessions. Collection managers are also hosting brown bag luncheons in the departments for their subject areas. Shelley is working with Barbara Hood in developing bookmarks. Shelley has asked selectors to forward Lori Driscoll’s move updates to the academic departments affected.
- Some handouts have been revised to reflect the Library West closing.
- Biology classes will be held during the last week of February, first of March. Anticipate 540 students.
- ENC1102 - Argumentative Writing sessions will be held February 17th-20th. A total of 51 sections will be taught mostly in the MSL 1st floor computer lab with a few being taught in MSL 308. The basic outline has been revised and the WilsonWeb OmniFile database will be used. There are a lot of opportunities to teach ENC 1102. If staff members are not interested in teaching perhaps could take reference hours for someone else so they could teach.
- Paul Victor is scheduling the ENC1101 sessions one at a time.
- Ag Writing is scheduled for February 17th-20th. Carol Drum told IFAS that the RefeXpress component would have to be removed. Instead, Paul Kirk will teach and give a library assignment that will be due after spring break.

5. Miscellaneous
- The periodicals check out policy has been changed from three to seven days with one renewal.
- Videos can now be checked out for three days at AFA and Library East.
- Kate Lee will retire on March 12, 2004.
- Frank Orser will retire on February 29, 2004.