Public Service Council
Minutes
July 7, 2004

Members Present: Shelley Arlen, Rich Bennett, Pam Cenzer, Gary Cornwell, Robena Cornwell, Lori Driscoll, Carol Drum, LeiLani Freund, David Fuller, Barbara Hood, Ann Lindell, Tom Minton, Alice Primack, Patrick Reakes, Colleen Seale, Carol Turner, and Mil Willis.


1. Spine labels for foreign languages – Cathy Mook
   - Cathy Mook distributed a document outlining how spine labels for materials in foreign languages currently read (in English) and how spine labels for materials in foreign languages could read (in the language of the publication) given the new capabilities available in ALEPH. After a lengthy discussion it was decided that a meeting is needed with PS, TS, and CM staff to discuss the full implications of changing the procedure for catalog records and spine labels for foreign language materials. Carol Turner will contact Martha Hruska to arrange a meeting between PS, TS, and CM staff.

2. New web pages – Tom Minton
   - Tom Minton reviewed the latest homepage design and solicited feedback from PS and CM staff as to how the secondary pages should look. He hopes to have the secondary pages updated by the end of the month. PSC members are encouraged to provide input and make suggestions.
     - Web pages with WebLUIS references should be updated.
     - Tom will hold a session on Friday, July 9th, 10:00a-11:30a in MSL 107 to explain how to use the new Web templates for public as well as staff pages.

3. Docutek E-Res update and training – Lori Driscoll
   - Docutek E-Res version 5 will be released next week. Lori is not sure when we will receive the upgrade as it is must be a coordinated effort between Library Systems Department and Docutek. Version 5 will offer enhanced administrative features and a simpler interface for users. It will integrate easier with WebCT in that there is a prominent link for the user to return to WebCT. There are a lot of improvements on the systems side for individuals that will be creating course pages for faculty. We will be allowed to fully customize the homepage. Copyright management will be slightly easier. Different levels of security can be assigned to users depending on the users proficiency. Docutek is offering online training. Lori Driscoll will also arrange for group-training sessions for individuals already working directly with
the system. Lori will check on the availability of MSL 107 but noted she will be aiming for Tues/Wed/Thurs late afternoon, as that will work best for individuals already working with E-Res.

- The Copyright Coordinator position (previously a Senior Archivist position) has been re-classed to Coordinator. Human Resources is working out the details for imputing the updated information into PeopleSoft. Once this work is complete the hiring process can begin. Lori hopes this position will result in workflow changes that will make electronic reserves more fluid in that electronic reserves could be monitored throughout the week, weekend, and nights. E-Reserves will hopefully be centralized by fall. Discussions still need to take place regarding workflow issues. A percentage of the FTE for this position will be assigned to handle copyright clearance for the DLC.

- Docufax module allows faculty to fax documents directly to the server for uploading. This is a popular feature however one of the difficulties is that the naming convention it uses is the date/time the item was faxed. If the faculty member didn’t include a cover page indicating who sent it the document has to be opened and an attempt made to figure out what class it is for. A new release in the fall will assign a barcode to each course. It will be printed and the faculty will use that page as a cover page when faxing materials.

- Lori Driscoll, Rich Bennett, Bill Covey, Will Chaney, and Carol Turner met with Doug Johnson and WebCT staff. Doug Johnson is very interested in having the Libraries more thoroughly integrated into the WebCT process. Doug is going to organize training sessions containing a library component to make faculty aware of the ability to link to library resources from course pages.

- Remote access users should be directed to use the Virtual Private Network (VPN) when accessing remotely for the purpose of using WebCT because the library proxy does not function with WebCT.

4. Other updates and reports

- In April NERDC changed their Internet service provider, which caused the secondary proxy to stop working. Only three people have notified Rich Bennett about not being able to connect using the secondary proxy. PSC members agreed the secondary proxy should be removed from the libraries’ web page.

- An ALEPH celebration and construction update is scheduled for today at 2:30p in the Keene Faculty Center. Cake and punch will be served.

- Barbara Hood is coordinating library events for President Machen’s inauguration. Carl Van Ness is assembling an exhibit of past UF presidents on September 9th and will give a lecture at 1:30pm on guiding the university into the modern era.

- Carol Turner is working on the library hour’s template and hopes to distribute it later today. A meeting will be scheduled to discuss library hours.

- Carol Turner is drafting a charge for a Microforms Task Force to look at microfilm/microfiches long-term management and storage.
• Carol Turner sent voter registration forms to public service departments. If the forms were not received please contact her. Library staff members are not responsible for collecting the forms however if a patron leaves the form at the desk then the staff member is responsible for mailing the form.
• Gary Cornwell contacted Sandy Hayden in the president’s office to request that extra copies of “Why Black People are Sitting Together at the Table” be set aside for the Libraries. Currently the library only has two copies and an announcement from UF administration indicated copies are available at all campus lending libraries.
• An interview for Kate Lee’s replacement is scheduled in MSL on Friday, June 16th.
• Al Strickland, former Head of the Agricultural Library died.
• This Friday, July 9th Chelsea Dinsmore will begin her employment in Government Documents as the new International Documents Librarian.

5. Agenda items for next meeting
   - Statistics – Steve Shorb will be invited to attend
   - Update from E-Measures committee