Minutes of Public Service meeting

April 1, 2010, 9:00 a.m. – 11 a.m.

Room 486

Present were: Alberta Bailey (Chair), Amy Brown, Andrea Cantrell, Donna Daniels, Tom Dillard, George Fowler, Tess Gibson, Lynaire Hartsell, Jimmy Jackson, Lora Lennertz Jetton, Norma Johnson, Phil Jones, Necia Parker-Gibson, Tony Stankus, Michele Tabler, Kareen Turner and Luti Salisbury.

Bailey announced that this meeting will be devoted to issues relating to Extreme Makeover of the lobby level. She hoped that consensus could be reached on some of the items since April 15 is fast approaching.

Discussions centered mainly on the list of issues that Bailey had sent out via e-mail a day before the meeting. Below is a summary of the conclusions reached:

The Head of Reference reported that 85% of the reference collection is being identified that will be transferred. The remaining reference collection will be wrapped around the offices of the reference librarians.

The bulk of the microform collection will remain in the Periodicals room but the ERIC, ASAE and theses and dissertations will be moved to another location. Patrons can request these through ILL.

The periodicals room will remain a moderately quiet reading room with comfortable seating arrangements. New books, newspapers and current periodicals in a consolidated format will be housed in this area.

Obsolete equipment from the periodicals room will be removed or replaced as necessary.

Decisions on what to do about the periodicals desk and the utility of the photocopying room have not been made. It was noted that our present contract for the photocopiers expire on June 30. Bailey will discuss the location of the large print scanner with the Head of Special Collections.

Only one service point consisting of circulation, IT and reference personnel (and perhaps the Tutoring center personnel) will be included on the lobby level. Reserve will not be eliminated at this time.
ILL pick-up services will continue to be located at the circulation desk at this time. Many members agreed that ILL pick-up service from open shelves is a viable option that should be explored further.

The Head of ILL reported that the target amount of time for receiving books through ILL has been increased from 2-3 days to minimum of seven days. Librarians should inform their clientele accordingly.

The Head of Reference reported that a large number of databases are on trial for all to take a look and provide any feedback.

Respectfully submitted

Luti Salisbury
April 6, 2010

Approved
Alberta S. Bailey June 22, 2010