Minutes of Public Service meeting

June 3, 2010

Room 486

Present were: Alberta Bailey (Chair), Tess Gibson, Donna Daniels, George Fowler, Phil Jones, Beth Juhl, Lora Lennertz Jetton, Tim Zou, and Luti Salisbury.

Wiring on 2nd floor -- Fowler reported that there will be a meeting at 2 p.m. today to discuss the schedule of events which will give some idea of the proposed downtime. Bailey reported that the copiers will be moved to the old tutoring area. According to Puckett, several important meetings are scheduled in Room 225, which is the access grid, that will be affected by 221A wiring. George will try to work around the scheduled classes for the re-wiring.

Reference staff is identifying work plans during the disruption. Access Services will wait and see if they will need alternative accommodation.

The new reference headquarters will be relocated in Room 102. The dates have been blocked out in the calendar up to one week before classes reopen in the fall. During the week preceding the fall semester reference as well as instruction librarians may have to make some adjustments regarding room 102.

Photocopiers

Zou, Bailey and Hartsell are reviewing the estimates for the 60 months contract for the copiers. It was decided that the library will retain the copier on the 4th floor and two in the copying center on the 2nd floor. They are awaiting more information from Xerox to make a final decision on the features for the machines.

Security Issues

PrintSmart will likely be turned on June 9. Generic accounts have to be created for branch libraries to accommodate community users.

The policy for community users once PrintSmart is turned on is as follows:

Guess users will have to show a government issued photo ID. DeskTracker will be used to record information about the user. The four new fields to be added to the database are: ID number, guest name, login # and computer #.

The data will be purged on a rolling weekly schedule where one week data will always be retained.

A person will be designated in each location to purge the data. Discretion will be applied for those persons who do not have IDs especially for visiting professors and other important visitors.
Donna will work on a script that will inform community users of the upcoming changes regarding the requiring of a photo ID and charge for printing.

**Branch Libraries implementation procedures regarding PrintSmart**

Once a date has been agreed on, patrons will log in the computers using their university e-mail address and password.

Guest logins will be provided to the branches. Guests will need to pay for printing using a copy card.

Patrons will be informed via posters supplied by UITS about the upcoming change in policy regarding printing.

A date will be decided on when to turn on printing cost.

**Renaming the Catalog**

A decision to rename the catalog has already been taken by the ADMIN group. After a long discussion, it was decided that the issue is not worth making a decision to rush and replace all occurrences of the InfoLinks name and that a phased in approach is better.

Respectfully submitted,

Luti Salisbury
June 3, 2010

Approved
Alberta S. Bailey  6/22/10