Minutes of Public Service meeting

October 7, 2010

Room 486

Present were: Alberta Bailey (Chair), Kathleen Lehman, Luti Salisbury, Tess Gibson, Beth Juhl, George Fowler, Donna Daniels, Tim Zou, Phil Jones, (Dawn Lingelbach, Minutes)

Emergency and safety information were discussed. These policies need to be updated and posted on the web. Alberta and Tim will work on getting this done.

Ribtv has been turned on in the lobby. Ideas about what other options might be available for getting library information displayed were discussed.

Technology update

Down time will occur on December 16th and 17th when systems will replace a server. Hopefully this will only take one day.

Phase 1 of the new wireless network is complete. There appears to be very good service all over the library. Minor details are being worked out.

Instructions for wireless use need to be put in instruction rooms.

It was reported that there is a proposal to move the copier currently located in the dean’s office suite to the tech services area. This would make it more accessible and lower traffic in the dean’s office. There was a discussion about the positive aspects as well as challenges this could present. The main issue brought up was who would be responsible for up-keep of the machine.

There was a discussion regarding the equipment in room 104. It can’t be replaced and new options are being looked into. The projector from 472B has temporarily been moved down to be used. IT is moving quickly to find a solution.

Extreme Make-Over Phase II

Targeted for completion by Fall 2011, comfortable seating and rearrangement of stack areas will be involved. The “P” collection will be shifted from level one to level four. Discussion of ideas about what to do with the remaining space on level one ensued. Suggestions made included creating a larger classroom, expanding Performing Arts and Media, and providing extra space for Special Collections.

Individual reports

Reference is working on finalizing procedures for how to retrieve ERIC microfiche from level one.

ISIS will be down from the end of the day today till Monday for the new upgrade.
Training was held for the majority of circulation staff and faculty on reference interview skills. It went very well. The remainder of the circulation staff will receive the training next week. Lora reported she would also like to send some of her staff from PAM to the training. It will be held Tuesday, October 12th at 4:00pm in room 472B.

There was a discussion about the recent violence workshop. There was a request to have another session on the less extreme cases and how to deal with them.

There will be an ArkLink meeting on the 29th where Tess and colleagues from UAMS will be talking about ILL best practices.

Submitted by Dawn Lingelbach

Reviewed by Alberta Bailey