Minutes of Public Service meeting

July 22, 2010

Room 486

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

Technology Report

There were a few technical difficulties with the installation of the quiet lab, but it should be up and running by Friday. The Lab op will be moving into that area as quickly as possible. There was a discussion about the layout plans for the quiet room regarding the microfiche and scanners.

A meeting is scheduled to go over the memo of understanding with the University IT and library representatives.

The importance of getting equipment requests to the head of systems by the end of the day was reiterated. There was some discussion about how detailed the requests need to be and what all needed to be included. The library wants to avoid spur of the moment purchases in the next year. Purchases should be made for the library as opposed to for individuals.

It was recommended that next year there be a group discussion a month or more in advance of budget report deadlines to discuss needs and make people aware of new technologies that would be available.

There was a discussion about webcams and the use of Illuminate. A training session will eventually be held for those who are interested.

Campus will be rolling out Windows 7 and Office 2010 within the next 2 weeks. The library is in the process of switching over to Office 2010 currently. The only major issue that has been discovered is Office 2010 is not compatible with the current version of Endnote. Luti will contact Endnote to determine if there is progress being made toward making it compatible with Office 2010. Until it is made compatible computers where the use of Endnote is essential will be left with Office 2007.

Staffing

Bailey asked that each department to submit an estimate of what they will need in terms of student help for the next fiscal year. The student wage budget allocations will be made and departments should monitor the budget allocations in Crystal Reports to ensure expenditures do not exceed the allocations made.

Extreme Makeover update

Furniture will begin arriving on July 29th. Chairs will be arriving on August 5th and 10th. There may be a taskforce meeting soon.
Individual reports

An update was giving on the new campus delivery service pilot program. The service will be offered to faculty only in selected departments on campus. The specific departments are still being determined any input on a department that would be good or bad for the group will be accepted. ILL will process the check-out of the materials. Procedures will be in place to get permission from participants to check materials out to them with the understanding that once titles are delivered, they assume responsibility. Deliveries will be made to departmental mail boxes. The committee is working out a rotating delivery schedule so no one department will always be responsible for it. A pick-up service is not included, although it may be possible in the future.