Public Services Meeting
27 April 2006

In attendance: Bailey, Gibson, Lennertz-Jetton, Johnson, Zou, Gupta, Santos, Juhl, McKee

Alberta Bailey
Posters listing the combined hours for finals week will be displayed.

“A Conversation with the Silas Hunt Legacy Award Honorees” will be held April 28 in the Walton Reading room at noon. There is a related exhibit on display in the reading room. The room will be set up on Friday morning and placed back in order on Friday afternoon. It is open to the public, so staff who would like to attend are welcome. Bailey reminded individuals to make sure public service desks and areas are neat.

Bailey received a complaint from a student who was concerned that guests were using the computers for non-research related purposes. The complaint was made at Reference and Bailey understood that the student was able to locate an available computer, but was concerned more about the use made of the computer by non-students. Bailey identified one issue related to control of computers and asked those present if it is unreasonable to expect staff to intervene when there are lines of students waiting to use computers that are occupied by guests to provide assistance in locating a machine or suggesting other options. Bailey said guests can be denied passes during peak usage periods at any time. Sarah Santos said she redirects guests to machines on other floors. Usha Gupta suggested when guests are issued passes they be told that they can be asked to relinquish their machine if a student needs it. Beth Juhl said we need a consistent policy and that most librarians are comfortable asking people to surrender a computer if that person is not using it for research purposes. She also mentioned this is the last semester we will have to be concerned with this issue because Computing Services will be responsible once the information commons is in operation. Bailey indicated that a review of guidelines will be conducted. She is working with Scott Varady, University Counsel, to setup a forum for department heads and supervisors on some of the issues we have regarding public access computing. It was suggested that May 30 through June 9 would be a good time period to try and schedule a session.

Elaine Contant will install Camtasia for those who have requested it. We currently have 15 licenses. Additional requests will be coordinated through Alberta Bailey. Bailey mentioned that others who wish to be involved in this project are welcome. Just let Judy Dye know so she can inform you of the meetings.

Tess Gibson
Revised Interlibrary Loan web pages were distributed to this group via email. Feedback is appreciated.

Sarah Santos
Government Documents is currently working on a project to clean up catalog records for the map collections.

Elizabeth McKee
Several reference librarians are on vacation. The department is very busy. The moving and weeding projects are going well.

Lennertz-Jetton
Department personnel are examining the LP collection and replacing sleeves with preservation sleeves and repairing covers.

Beth Juhl
The Library of Congress is no longer producing series records. The group discussed the impact of this news and agreed that the issue should be referred to Cheryl Conway.

Tim Zou
Zou distributed a draft of updated reserve policies. He said increasing numbers of libraries are moving away from strict guidelines.
Zou shared a draft of proposed new cash procedures. The plan is to stop maintaining cash at circulation. Bailey said there will be a pilot project implemented in May to determine issues and what works. Zou will meet with Lennertz-Jetton to discuss the impact of the proposed changes. Zou asked for feedback on both policy/procedure documents.