Minutes from the Public Services Group
June 2, 2005

Present: Bailey, Juhl, Gupta, Dye, Hu, Zou, Jones, Lennertz Jetton

The group discussed the new books shelf on the Lobby Level. Zou agreed to sort books by call number on Monday when they are placed on the shelves and will monitor periodically. [Bailey and Ganson have agreed that the primary focus of the new books shelf is to alert individuals that new books have arrived on a range of subjects. The intent is to handle this with as little extra staff mediation as possible.]

Hu reminded everyone of the Arkansas Innovative Users’ Group meeting on the 6th. The group will be larger than expected; sixty-five persons have registered. Since more than half the registrants are from University Libraries and space is a concern, she may ask department heads to help her reduce the number of internal attendees. The group discussed possible locations for the activities; Hu will keep the Libraries informed through the discussion list.

Systems completed replacing computers for all departments in Public Services. Hu reminded everyone that individuals will have access to the hard drive of the former computer for only two weeks—afterward Systems will use the computer elsewhere and erase the data.

Bailey announced the following:

1. Workers were painting the ceilings of the reading room and former rare book room of Special Collections.
2. The Periodicals Reading Room will be named the L & K Hodges Jr. Periodicals Reading Room at a ceremony on the 14th at 5pm. The new name will be on signs and etchings, but location codes will not change.
3. A large color scanner and color printer (plotter) will be purchased and placed in the area adjacent to the photocopiers in Periodicals. This equipment will help library personnel scan large maps and other materials and should become available to the public at an undetermined date.

Bailey asked department heads to supply position descriptions for each hourly position. Work study positions are excluded. The description should include the normal working hours for the employee and be attached to the PAF as appropriate. The descriptions should be submitted to Bailey for review before sending to LHRO.

Bailey announced that four summer interns were selected for the Clinton School and they will be testing access to the libraries as one area of their work so that any needed refinements can be made before the fall semester. The four students are in ISIS, but not InfoLinks; Zou will add the four manually and we will work with the ISIS office and Computing services to make sure that these students will automatically come into the patron download. There will be an orientation for the students beginning in the fall on August 18.

Bailey and Lennertz Jetton announced that the name change of Audiovisual to Performing Arts and Media was official and that signs had been posted. Juhl will distribute a spreadsheet of locations on the Web that need to be changed to the new name.

Lennertz Jetton announced the following:

1. Ki Peppers still was working some hours for Facilities Management.
2. She will obtain more DVD burners for Performing Arts and Media.
3. Trent Garner and she were working on a wireless solution for 107A.
4. Performing Arts and Media had a Macintosh G5 for staff use.
Zou announced that he had identified 55,000 linear inches of materials to be transferred to LISA and that the self check station was dedicated on Tuesday with its first official use.

Dye indicated that one candidate for assistant head of Access Services and head of ILL should arrive in Fayetteville on Wednesday the 8th, interview the following two days, and leave on Saturday. More information will be forthcoming. **Due to the ILL interview, the meeting for Thursday 6/9 will be canceled and supervisors will attend the meeting on 6/16.**

Gupta announced the hire of Mary Cooney, a new graduate assistant in the Physics/Chemistry Library.

pjjasb