Minutes of the Public Services Meeting  
March 10, 2011  
Room 486

Present: Lora Lennertz Jetton (presiding), Judy Ganson, Tess Gibson, Gale Golden, Lynaire Hartsell, Phil Jones, Kathleen Lehman, Elizabeth McKee, Karen Myers, Luti Salisbury, Geoffery Stark, Michele Tabler, Kareen Turner, Tim Zou

Technology

- Several persons reported problems with When to Work and HourTrack. Kathy or Elsie in LHRO should be notified when HourTrack malfunctions. Ganson advised persons when using When to Work to close other programs.
- Ganson asked supervisors to remind personnel to use the Systems Trouble Log. Elaine Contant continues to get reports via her e-mail. Emergencies should be reported by phone.
- Attendees discussed that at a public computer on which IE has been set as the default browser a person who clicks on the desktop icon for Firefox will be directed to IE.
- Ganson announced that Friday was the deadline for the open tech position in Systems and the applications are under review.

Announcements from Lennertz Jetton

- Beth Juhl is creating a LibGuide to provide direct links to resources and other alternate paths when Mullins is closed later in the month.
- The final day of filming for the videos produced by students should be Monday the 14th. Lennertz Jetton needs four male volunteers for the shoot. She used several adjectives as ideals: grizzled, intense, etc. She thanked those who had participated and asked to be reminded in e-mail of those who had participated whom she might have missed so that she could thank them.
- Lehman’s announcement of Juhl’s loading of some records into the online catalog, which includes some physics titles, prompted Lennertz Jetton to report that Deb Kulczak was trained to load records, which will be important with the upcoming maternity leave of Mary Gilbertson.

General announcements

- Jones summarized recent problems with adding departmental funds to cards used by guests for printing and photocopying. In short, funds are either DCC (photocopier only) or Razorbuck$ (photocopier or printer). Although it appears that the Campus Card Office
can now add departmental funds as Razorbuck$ to any card, the ratio is more favorable for DCC and therefore departments with photocopiers may wish to have both types of cards. Jones also noted that some individuals adding Razorbuck$ to their ID cards cannot do so the first time at a VTS machine, a problem on nights or weekends when the Card Office is closed. Zou will get more information from the Card Office. Lennertz Jetton asked departments to think of concerns regarding this matter and be prepared to discuss them with Dean Allen at the next meeting of the group.

- Zou announced that UITS will not check out equipment via Millennium while the transformer is being replaced. Attendees agreed that a sign on the West and East doors of Mullins directing patrons to the branches while Mullins is closed would be appropriate.
- McKee announced that Donna Daniels will be out the remainder of the week and perhaps part of the next week.
- Stark announced that Special Collections had completed an online guide to the WPA Collection and already a patron had contacted Special Collections after viewing the guide.
- Lennertz Jetton reminded everyone of the upcoming independent film, *Genesis Found*, which will be shown on Thursday the 17th at 7pm in Room 104. She also announced that a speaker had been secured for each film in the Libraries’ film festival in April. Films will be shown on successive Tuesdays in April at 7pm in Room 104:

<table>
<thead>
<tr>
<th>Date</th>
<th>Film</th>
<th>Speaker</th>
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<tr>
<td>April 5</td>
<td>REC (Spain)</td>
<td>Greg Buchanan (WLAN)</td>
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<td>April 12</td>
<td>Rosemary’s Baby (US)</td>
<td>John Cavallero (COMM)</td>
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<td>April 19</td>
<td>Ju-On (Japan)</td>
<td>Elizabeth Markham (HIST)</td>
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<td>April 26</td>
<td>Attack of the Killer Tomatoes (US)</td>
<td>Tony Stankus (MULN)</td>
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- Salisbury noted that she and Ganson had created a LibGuide entitled “Data Curation and Management.” It is linked from the subject Scholarly Communication.