

Public Services Meeting
September 08, 2005

In attendance: Bailey, Myers, Turner, Tabler, Gibson,
Mosby- Johnson, Zhou, Lennertz-Jetton, Juhl, Santos, Peppers, Dye, Johnson, Cantrell

Systems news - Todd

Todd reported for Sharon. Alberta reported that floor plans were being delivered to Computing Services and would be available for Systems staff and others to use in planning for the expansion of the computer lab. opened the discussion regarding the expansion of computers on Level 2. Todd, along with computing services staff, will begin looking at floor plans. Reference is looking at the issue and has discussed ideas in their meeting.

Todd discussed the public services express machines being prepared for MAIN. These machines will provide InfoLinks access only. InfoLinks will be the version of the old web PAC. Todd is testing the machines for security concerns. Alberta recommended that Systems start with just one machine for the public. Todd will look at location. Computing Services e-mail terminal clients which are not full scale computers. Students who need access to InfoLinks to look up a call number will have access to these express computers.

There was further information on the storage SQL database. Todd has the original copy and Juana has an additional copy of the database. Todd mentioned that there was a question on who is in charge of the storage facility. As of the last day of June, computer connections for the building have not been approved. Todd commented that building a database interface that we can use with the SQL will make the system more stable, hold a larger number of records, and provide more access control. Right now Todd reports that there is no interface only raw data. This stand alone database will provide a list of everything in storage. It will be loaded in Circulation, as well as selected departments, and possibly branches. Information in the database includes call number, title, location, and barcodes. InfoLinks will provide the bibliographic information and location for the public. The software is a product of the Smead Link Company.

Public Services – ASB

Alberta reported that she will present final changes soon to the Admin Group regarding the revision of the hourly personnel pay scale. In addition, the Reference Services Standards are almost ready to go with final revisions from Phil.

In light of the horror that the nation is dealing with regarding emergency and evacuation, Alberta is revisiting the library's own emergency procedures. Lora previously had prepared an evacuation plan. Tim and Tess are working on the issues of disaster preparedness.

Alberta is working on nursing instruction and preparing for those classes.

In addition, Alberta mentioned that the Dean has received a huge list of campus employees who have not attended Our Campus diversity training. If you have not attended a session, you must enroll at the next available one. These sessions will run indefinitely until the last person attends. The library will be 100% compliant in this training. The list includes full time faculty and staff.

Interlibrary Loan – Kareen, Michelle, and Tess

Kareen reported that Lending has full coverage including most Sundays. Requests are picking up and she is juggling student assignments into the work flow.

Michelle reported that Borrowing is gradually getting busy. She was greeted with 200 requests after the holiday.

Tess reported that she is working with Tim on the library emergency procedures. She is also working on flow charting tasks and reviewing ILL web pages.

Periodicals – Lynaire

Lynaire will be out the next four weeks. Early morning desk coverage may be spotty. Jeremy and Brandon will be able to address concerns in her absence. Tim is the next person to contact for questions. Periodicals has received 85 environmental related newsletters. These un-cataloged newsletters are shelved behind the desk area. Bill Schuman (?) donated the collection and would like feedback on their usage and requested that the library promote the collection.

FAL – Norma

Norma reported that there are printing concerns in FAL. Book transfers to Mullins are continuing.

Access Services – Tim

Tim continued the discussion of emergency evaluation which includes identifying types of emergencies, protocol, and personnel. What are the obligations of the staff in dealing with emergencies? Beth reminded the group that Lora and Deb (Kulczak) were members of the campus Public Safety Council. Other issues to review are safety, and materials recovery. Lots of work needs to be done on this issue so that everyone in the library will know their role in emergency situations and what procedures to follow.

Performing Arts Media – Lora

Lora has requested that the Performing Arts Media not be referred to as PAM. In one recent incident a person was looking for a woman named Pam. If departments have handouts or other information that uses the acronym PAM, then those should be deleted from that information.

Government Documents – Sarah

Sarah reported that there is a problem accessing NOAA. Dr. Hehr and Todd are helping to resolve the problem. The library is being charged for data we've already paid for. The site is reading the IP address and not the .edu address for institutions.

Distance Education – Judy

Judy reported that she is awaiting the list of DE students that includes their e-mail. The campus distance education committee is planning a course that teaches faculty how to develop online courses.

Chemistry/Physics- Donna

Donna reported that it was a rough start for the semester. Coverage is difficult along with training and juggling schedules. Shifting of the entire collection is in progress.

ASB: km