

**Library Council
Agenda
August 18, 2005
Smathers Library Conference Room**

1. Approval of [July 28, 2005](#) minutes.
2. Major [costs](#) for reoccupying Library West – Dale Canelas
3. OPS [allocations](#) for FY 06 – Dale Canelas
Please examine carefully – given the situation with reoccupation costs, we will not be able to bail out in April or May. Are these figures you can live with?
4. [Faculty lines](#) – Dale Canelas
These are all of the faculty lines that we have on the books for this year and all that will be filled.
5. Name tags – see background #5 below – Carol Turner
6. TEAMS retention policy – see background #6 below - Bill Covey
7. USPS Personal Holiday Process – Bill Covey
8. Staff food – Bill Covey
9. Security – Bill Covey
10. Café progress (or lack thereof) & Café impact – Dale Canelas & Bill Covey
11. T&P change – see background #11 below – Dale Canelas

Background:

- # 5** Easily identifiable library staff provide a positive and welcoming environment that encourages patrons to ask for assistance. Both the Public Relations and Marketing Committee and the Student Service Quality Committee have recently recommended that library staff wear nametags to improve service. Staff name tags also improve the security of our facilities by making it possible to know who is an employee and who is a visitor.

Beginning with fall semester, all Smathers Libraries staff are expected to wear a card that identifies them as "Staff" or "Student Staff". The card fits into a two-sided plastic badge holder that accommodates the staff card and the Gator 1 card back-to-back. Lanyards, badge holders, and cards are being distributed to all staff. Pin, clip, and clamp options to the lanyard are available to regular staff on request.

Staff should wear their staff cards during all hours that they are on duty. As a representative of the Smathers Libraries, each staff member should be prepared to respond positively and politely to inquiries from patrons and visitors. Generally the request will be for directional information (to library service points or offices within the building or to other libraries), but it may be an inquiry that requires specific information or knowledge. A good referral is excellent service, and all staff should feel comfortable making a referral rather than providing "the answer" to the person's question. Being familiar with library service points and the location of material and services in one's home building is basic. Staff should also approach visitors – especially those who've wandered into staff areas – and ask if they need assistance.

#11 From 6C1-7.019. 2. Review at College Level - The dean, or director in the case of the University Libraries or the Florida Museum of Natural History, and a college-level fact-finding committee, the College Tenure and Promotion Committee, *comprised of tenured faculty members of the college holding the rank of full professor* shall review the nomination. One-half of the members of the college-level fact-finding committee shall be elected by tenured faculty members of the college. The college committee shall provide recorded individual assessments to the dean or director as part of its fact-finding and consultative role. An individual assessment shall consist of a committee member's indicating whether or not the candidate meets the standards for promotion within that college. The individual faculty members making the assessments shall not be identified.