Public Service Steering Committee
Minutes
October 19, 2005

Members Present: Rich Bennett, Lori Driscoll, Carol Drum and Carol Turner

Members Absent: Gary Cornwell and Jan Swanbeck

1. Updates and Status Reports
   a. Retrieval
      • Carol Drum noted a problem encountered by a patron when using the request system. The patron requested a book however a different book was noted on the display. Rich Bennett will look into this problem.
   b. FCLA
      • There is a meeting at FCLA tomorrow to discuss the various systems FCLA supports.
   c. Joint PS/TS/CM meeting follow-up
      • Web OPAC – Rich Bennett sent a message to the OPAC Group established prior to STP to see if the group was interested in resuming meetings. Denise Bennett, Rich Bennett, Amy Butler, Gary Cornwell, Paul Losch, Tom Minton, Pat Reakes, Colleen Seale, Chris Vallandingham and Paul Victor are the current members. A suggestion was made to remove some of the librarians. The group does not currently contain Access Services or Collection Management representation. Lori Driscoll noted Matthew Daley is interested. Rich Bennett and Carol Turner will discuss the group’s structure (how big, representation, etc) and Rich will draft the charge.
   d. Non UF affiliated patrons electronic resources Web page
      • Rich Bennett will provide Carol Turner with links to electronic resources freely available to the public. Carol Turner will discuss possible page content with Shelley Arlen.
   e. Periodicals
      • Only the currently received (1980 and forward) Periodicals will be returned to Library West and shelved in Library Congress call number order. 1979 and back will be housed at ALF in Dewey call number order. Currently received periodicals with holdings prior to 1980 will have at least three holdings record, four if available online. This may be confusing to patrons so Public Services employees must have a clear understanding about the holdings records.
   f. Public computer updates
      • The Public Computer Task Force has developed and implemented a team approach for setting up the new public computer interface. It is currently taking twelve hours per machine. Is there a more efficient way to accomplish this task?
   g. ISO server
      • The ISO server is frequently down and staff have no way of knowing it's down until complaints are received. Systems has been asked to restart the server each day however Systems will not and has instructed staff to report the problem each time it occurs.
2. **Scanner**
   - Carol Drum and Carol Turner saw a Digital Library Systems Group @ Image Access, Inc. scanner demo. The scanner costs $25,000. Originally, Carol Turner believed the library would be allowed to demo the scanner for one year in the Marston Science Library. The sales representative now says it would only be until December 1, 2005. Speaking hypothetically, if the libraries were ever able to purchase such a machine should patrons be given free use of the machine or should there be a charge? A couple PSSC members were opposed to charging patrons.
   - Lori Driscoll has arranged for Kodak (November 9th) and ScanPro (December 14) to provide microform reader/printer demos. Lori will send announcements to this effect.
   - Two areas need to be evaluated; microfilm equipment and how scanners fit into the libraries.

3. **Ask a Librarian evaluation**
   - Concerns with Jabber IM include the fact that conversations can be read if not made private or cleared. Thus far patrons are not able to access sessions with other IMs. The JABBER software would have to be installed on a library server in order for patrons to access sessions using other IMs.
   - Thus far use has been low. A plan should be developed to plan how to evaluate the service. Perhaps form/use a student user focus group with PSC member participation.

4. **3-year review**
   - The 3-year review will now be called the Mid-Career Review. Carol Drum distributed the current [Mid-Career Review for Tenure-Accruing Faculty](#) Web page and asked committee members to provide feedback.
   - Carol Drum also distributed a new Mid-Career review timeline proposal based on UF’s T&P rules instead of the library’s current policy along with a document created by Brian Keith demonstrating the effects of using UF’s rules. What is more desirable, a short period of time from point of hire to the mid-career review with a longer period between the mid-career review and tenure or vice versa?
   - A suggestion was made to reinstitute the policy of including a Tenure & Promotion Committee session in the interview process to discuss tenure and promotion.
   - The Mid-Career review process is being reviewed because people who have previously completed the process were dissatisfied with paperwork support and guidance received.
   - Carol Drum asked Brian Keith to start distributing a yearly list including all faculty members and their tenure year. It would be even more helpful if the mid-career review dates were included too.
   - A suggestion was made to include a section in the procedures that clearly explains what the packet should include, such as, a research statement and publication copies. This section should also include more explanation about the required format.
   - A suggestion was made to have the Tenure & Promotion Support Group meet a couple months before packets are due.
   - A Tenure Support Meeting is coming up and this particular topic will be discussed.
5. **Food and Drink public policy**
   - The current Guidelines for Staff Consumption of Food and Drink Web page was distributed. This topic was discussed at Library Council in reference to staff. What about public consumption of food and drink? Most places have guidelines for no food and only drinks in covered containers. A reasonable policy needs to be established so staff do not have to spend all their time enforcing the policy.
   - Carol Turner will talk to Rob Roberts about the poor service being received from the janitorial staff in the Marston Science Library.