Public Service Council
Minutes
June 25, 2003

Members Present:  Suzanne Brown, Pam Cenzer, Gary Cornwell, Robena Cornwell, Lori Driscoll, Carol Drum, Barbara Hood, Ann Lindell, Alice Primack, Jana Ronan, Colleen Seale, Jan Swanbeck, and Carol Turner


1. Public Service Statistics

- Random sampling days will be used to collect statistics for another year. Gate counts will also be collected.

2. User conduct: How to deal with damage and mutilation of materials

- The committee discussed how to publicize the problem of materials being damaged and mutilated. Suggestions were:
  - Ads in the Alligator
  - Video clips to broadcast in dorms and on library homepage
  - Posters
  - Bookmarks

3. Library Participation in courses using course management systems

- Carol Turner asked the committee to begin thinking about how the libraries can participate given that the campus is going to course management. As of last week the university committee looking at this recommended Web CT.
- Carol Turner distributed a draft template that she had Barbara Hood create that could be used to link to the libraries general services. A link for information for assessing from home should be added to our template.
- Currently the libraries run our computers through the proxy and Web CT doesn’t work because two ports are not turned on. Is it possible that someone at the administrative level could get the ports turned on so that Web CT will work with the library proxy?
- This topic should be put on the CM Steers agenda.
- Carol Turner would like the committee as well as subject specialist to begin thinking about a general page as well as possible subject pages for different classes.
- It was agreed that no decisions could be made about this topic until Docutek is installed.

4. Plans for fall semester
• Alice Primack will coordinate the updating of library handouts. Comments/suggestions about handouts should be sent to Alice, Rich Bennett, Jana Ronan, and/ or Denise Bennett.

• A flyer will be created to give patrons some guidance when materials are listed as inaccessible. It is also important that staff be proactive in assisting a patron that may be looking for materials that are inaccessible.

5. Updates

  • Building Update
    o Scheduled to break ground in November. In a meeting last week with the architects there was discussion about moving staff as well as books out of Library West to save on the time it will take to do the addition/renovation. A final decision about moving the books out has not been made.
    o We are getting the DOT storage facility on 39th and Waldo Rd. The building requires air conditioning and shelving prior to any use. Reese Dill, a storage consultant, was here last week to assess what will be needed.
    o On June 26th there is a mandatory pre-bid meeting for the construction on the first floor on Marston.
    o It was noted that it would be helpful if regular updates were supplied to staff via email.

  • Docutek
    o Should be installed later this week. In house procedures will have to be drafted. A new version will be released in November. Lori Driscoll has to look at our contract to see what that implies for UF.

  • Triage desks are being planned for fall.
  • Documents is slated to move to MSL sometime between the end of August and before Christmas.
  • Carol Turner has been talking to Denise Bogart-Caballero and it still is not clear if the libraries will close for the four days at Christmas.

6. News from ALA

  • Lori Driscoll attended two sessions for LibQual. The responses we received this year were more positive, with none falling in the red.
  • SFX – Work is being done on setting up targets in hope of getting SFX up by Summer B. The version we installed contained some problems. Updates have been done that have corrected some of the problems. Work continues to be done.
  • MetaLib – This will replace some of what we use the database locator for. There will be training in the fall.

7. Other reports