Members Present: Helen Jane Armstrong, Suzanne Brown, Pam Cenzer, Robena Cornwell, Lori Driscoll, Carol Drum, LeiLani Freund, Barbara Hood, Paul Kirk, Ann Lindell, Alice Primack, Jana Ronan, Colleen Seale, Robert Shaddy, Jan Swanbeck, and Carol Turner,


1. Library Instruction at UF- What are our goals? What strategies will help us meet them?

- Today’s instruction program dates to a Library Instruction Committee appointed more than twelve years ago. The committee’s initial report was completed 1991 and was revised in 1993 and 1994.
  URL: http://web.uflib.ufl.edu/instruct/inprogram.htm
  Since that time the amount of instruction that the Libraries has done has increased but not at the same rate as enrollment has increased. Carol Turner thought it would be a good time to review how the Libraries accomplishes instruction.
- Areas to pursue for new approaches and use of technology to reach more students:
  - Video technology
  - TILT (interactive computer based tutorial)
  - Courseware management software - A courseware management system was recommended on July 2003 and will be implemented next year. Carol Drum and Carol Turner talked in late spring with Doug Johnson at CITT about the possibility of including a library component with the courseware. We should continue this effort and talk with him about including the libraries in the training that faculty will receive for this system. It would also be useful for library staff to make an effort to speak with faculty that are going to be using the course management system and try to pilot some links to library resources such as handouts, specific web pages, etc.
  - Docutek for course reserves. Docutek is up and running. The Library Reserve Group is meeting twice a week to put together a training program for reserve and Public Service staff. Currently heavy users at a fairly high level for graduate and upper division courses are being identified. Multiple training sessions for faculty will be offered the week before the spring term begins. In the spring NOTIS will not be used for course reserves. To review what students will see when using the Docutek system visit http://eres.uflib.ufl.edu.
  - Information literacy/computer literacy requirement - Two years ago Dale Canelas sent information to the Provost outlining a proposal to
incorporate the libraries into an information literacy/computer literacy requirement. She did not receive a response from the Provost but perhaps another attempt should be made.

- Library instruction already in place
  - University Writing Program
    - A new writing program has absorbed the ENC1101 and ENC1102 courses previously based in the Department of English. There are a total of 108 sections between the two courses.
      - ENC1101 will be delivered by weekly-videotaped lecture. Students will be divided into smaller sections to work with graduate teaching assistants. AB Longman course software based on Blackboard will be used to deliver the online component. They would like to have a library component delivered by video. It is possible that the library will only be asked to provide content and not actually produce the video.
      - ENC1102 – This course has changed from “Writing About Literature” to a research-oriented course. Classroom training from librarians will be scheduled for the week of October 6th, for sections offered as late as 9:00pm. Students will be asked to review the video and training materials for ENC 1101.
  - Biology – approximately 600 students a semester, 19 sections, spread out over two weeks.
  - First Year Florida is UF’s 1 credit, Freshman Experience course (SLS 2002). Jana Ronan will be teaching one section. A library research skills tutorial (TILT) with three modules is being customized for this group. In addition, Jana Ronan will train FYF peer teachers in early fall, so that they can lead classes on a tour of Library West, in addition to the online tutorial.
  - Many other orientations and class sessions are given each year as detailed in statistics at [http://web.uflib.ufl.edu/instruct2/stats/edustats.html](http://web.uflib.ufl.edu/instruct2/stats/edustats.html)

- Class visitations the Map and Imagery Library have increased.
- New faculty orientation - The University offers a program for new faculty orientation. The library has been taken off of the program, but a table for library materials will be permitted. Carol Turner is not certain if there will be room for a computer, however she will check into that possibility. A suggestion was made to get a list of new faculty to use for contact purposes. For instance, a mail-out from Collection management to introduce subject specialists.

2. Updates and reports

- Alice Primack has gone to half time. Misty Swain will assist Alice in gathering instruction statistics for this fall. Alice was able to get some hit statistics for various library web pages from Suzy Covey, who says we can get those stats at [http://128.227.54.25:5249](http://128.227.54.25:5249) In the “Server ID” box, type the group you want statistics on, for example “jgs” or “videos” or “instruct2” (No need for a user name or password). The report you’re probably most interested in is
“Page Views” – select it from “Page Reports” on the menu at the left, then select the date range. It displays detailed statistics for the top 10 pages in that directory. (Or, the bottom ten, or new pages, depending on the selection the dropdown box.)

- **Construction/Renovation**
  - SpaceSaver has been selected as the vendor for compact shelving in the new addition to Library West.
  - The University Digest, a one-page handout for the new faculty orientation, and public service radio would be good venues for announcing construction/renovation updates.
  - Building 105 will not be used for staff placement during the addition/renovation. Instead staff will be located in Room 100 and other locations in Library East and the off-site depository.

- The Safety in the Workplace workshop was well attended. It focused on violence from within. A police officer present expressed interest in giving a workshop about violence from outside patrons.

- Trudi DiTrollo is still looking at a managing change workshop for the Libraries. UF is offering a general workshop on managing change on August 12th.

- The Desktop Delivery handout and many others are ready. A message can be sent to all staff.

- HelenJane Armstrong asked that if a record for Maps material states that it is in storage to please refer the patron to the Maps Department because the materials may not actually be in storage.

- **Holiday closing.** All non-essential units of the University will be closed between December 26th and 31st. As a result, the library will be closed. Faculty and TEAMS employees will get those days off without using leave time. USPS staff will have to take off and will be required to use their leave time.