Public Service Steering Committee
Minutes
January 21, 2004

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

1. Strategies/Directions/Budget Needs

- Dale Canelas is presenting a library budget document this year and has requested input that focuses on the future direction of Public Services and consequent funding needs. Carol Turner distributed a draft list of basic goals and areas of focus for discussion.
  - OIR is helping faculty members set up web CT classes. In order to support academic programs through services and access to resources the libraries need to develop a stronger partnership with OIR.
  - Resources need to be directed toward the retrieval process. It appears that three FTE are needed immediately to make the retrieval process work and an additional three once the books move to DOT.
  - Automate user services as much as possible. For example, patron initiated functions such as recalls, holds, request from collections, delivery of material to branch libraries, photocopy requests, and scanning.
  - A larger storage facility will be required in the future to support all campus library locations. It was pointed out that we continue to keep hardcopies of materials for which we have purchased electronic copies.
  - HSS&S goal – A new Music Library is needed. The current Music Library cannot continue to function because of the carrying capacity of the floor. The situation was discovered two years ago when Physical Plant was asked to replace the carpet. No solution has been found, and the carpet still hasn’t been replaced. Carol Turner will check on this.
  - Aleph implementation
  - Data course management for instruction and training.
  - Acquisitions licensing of quality electronic resources.

2. Other

- Space Saver wants to work on the weekend. Library staff will have to be there.
- Paul Wartenberg is working with Winston Harris to give students the ability to log on to Tilt. Gary Cornwell has not seen the demo yet.
Marina Salcedo is planning an outreach service using a portable cart with a laptop (wireless access) and basic reference books in Turlington Plaza to provide outreach services.

Carol Drum said Vanessa Jewet to assist with billing and card activations.

Gary Cornwell said Jo Talbird could be assigned to circulation on a full time basis to do microform retrieval.

Some space has been allocated behind the MSL circulation desk for microfilm that patrons are using multiple times. The old procedure using bar codes is going to be used. The FCLA table change will go into effect Tuesday morning, enabling circulation of microforms without the creation of temporary location codes.

Shelving can’t be installed at DOT until the Fire Marshall’s inspection on the January 25th or 26th. There is a problem with the location of the fire alarm pulls in relation to the shelving. The shelving blocks the sightline from the end of each row to the location of the fire pulls.

Gary Cornwell hired a student to work until 9:30p to escort Librarians.

Clinton has been assigned to Access Services on a full time basis as a driver.

Two DVD’s that were discharged at MSL came to Library East empty.

The Web Luis ILL form gives patrons a choice between Health Science Center Library & Library West. Library West should be changed to Smathers Libraries.

Shelley Arlen has implemented training for graduate students. She is having Collection Managers develop some generic sessions and will get with Tom Minton about listing the schedule on the web. Carol Turner will touch base with Shelley today.

An expanding FAQ for staff was recommended.

PN 2080’s monologues and a series of best plays have been moved to the paged collection in Library East. Gary Cornwell thought the location codes were changed. He will check with Alvarez Caron. He knows that she is changing the location codes for dissertations from main to main paged. A suggestion was made to ask Resource Service for assistance with location code changes.

Issues with MSL Room 107 –

- Food and beverages are not allowed.
- On a couple of occasions no library instructor showed up for class. Gary Cornwell will check into this.
• Software request for MSL 107 should go to Marilyn Ochoa.
  ▪ Individuals are still attempting to reserve MSL room 308 for non-Aleph events.
  ▪ Jan Swanbeck will handle scheduling for the MSL staff lounge.
  ▪ The Circulation policy group meets today and will discuss decentralizing some services that were centralized in Library West.
  ▪ Carol Turner will ask Rob Roberts where lost and found items should be taken.
  ▪ ALEPH will be discussed at the next meeting.
  ▪ Lori Driscoll distributed the retrieval desk schedule that has been developed thus far.