Public Service Steering Committee
Minutes
March 3, 2004

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

1. ALF
   - Staff members are going to shelve read at ALF on Monday, March 8th.

2. Microprint
   - 90 shelves of microprint that were in microforms in Library West were left out of the moving process. Of the 90 shelves, 38 are Landmarks of Science 1 and 2, 35 are British Sessional Papers, 16 are Early American Imprints, and the remainder are miscellaneous. Questions were raised about where these materials should be stored. Gary Cornwell spoke with Shelley Arlen and he believes The Early American Imprints can probably be withdrawn because of their availability on microfiche. Carol Drum will house the Landmarks of Science in MSL. Jan Swanbeck was not in attendance but the consensus was that she would probably want the British Sessional Papers in Documents. The only reader/printer for this format is located behind the Documents Reference Desk.

3. Florida Newspapers
   - Carol Drum will determine if there is room in MSL for the Florida Newspapers Collection.
   - The Independent Alligator is available in paper in Special Collections however they do not want to retrieve it and are sending patrons over to MSL to microfilm. There was a problem this week and the patron complained to Dale Canelas. Someone in reference told the patron that the newspapers were difficult to retrieve and that they should complete a storage retrieval request. Apparently Special Collections sent the newspapers to LAD. Another problem that has occurred is when patrons request the Alligator staff search under Alligator instead of the Independent Alligator and the catalog didn’t have a continuation statement.

4. Online renewals
   - The Health Science Center Library is not permitting unlimited online renewals.

5. OPS budget
   - The Directors will be discussing OPS budgets to assess if there are funds that could be reallocated.
6. **RefeXpress**

- Given that RefeXpress use is very low and there are numerous changes with the libraries at this time a suggestion was made to review the offering of this service. Use is especially low during the daytime. A suggestion was made to run RefeXpress at the Library East desk during daytime hours. Gary Cornwell did not object to the suggestion however he noted that Shelley Arlen should be consulted given Collection Management staff are on the desk half of the time and historical do not do RefeXpress.
- Side note - There were 111,000 in MSL in February.

7. **Library handouts**

- In the past inventory of library classroom handouts has been maintained by Jami Beserock. Recently Pat Haskins in MSL received a packet of library handouts and did not know why. Apparently the handouts were for use MSL L107. Now that the classroom is located in MSL a procedure will be developed to maintain an inventory of handouts at MSL. Carol Drum suggested using student employees for this task.

8. **Web OPAC testing**

- Rich Bennett distributed a draft charge for the volunteer group (Colleen Seale, Jan Swanbeck, Patrick Reakes, Paul Losch, and Paul Victor) that will be testing the current version of the web OPAC. Gary Cornwell volunteered to head up the group as long as Rich attends the first meeting to offer some direction about how the testing should be structured. Colleen, Jan, Patrick, and Paul should be signed up for the LibOPAC-L listserv. Rich will send Gary an electronic version of the draft charge. Carol Turner would like to be kept aware of the group’s testing activities.
- Lori Driscoll talked to Pam Williams and Pam wants Chris Vallandingham to be more involved with web OPAC activities.

9. **Evaluation workshop**

- The evaluation workshop was useful but not on target with what the T&P committee recommended. A follow-up meeting will be needed to decide the exact wording that will be used on faculty evaluations starting fall 2004.

10. **Mentoring Plan**

- Gary Cornwell is waiting to assign mentors until after mentoring workshops are held. He believes staff should receive training prior to being assigned to mentor. Carol Turner will talk to Trudi DiTrolio about when those sessions are going to be scheduled.