Public Service Steering Committee
Minutes
April 7, 2004

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

1. People Soft

- A suggestion was made that a staff member from Library Human Resources receive training in order to conduct on-site training for library staff members. While this sounds reasonable, it isn’t possible at this time for library staff to be certified unless they take one of the HR sessions.
- After managers/supervisors receive training perhaps a meeting should be planned to make sure there is a consensus about what is being learned.
- Library Council and Middle Managers members need training.
- Carol Turner will check with Barbara Oliver about approver, reconciler, and imputer.

2. ALEPH

- Permissions - Rich Bennett is working on setting up permissions for cataloging to see if they will work.
- The linking program caused the Oracle database to crash. Since then there has been a lot of interaction between ExLibris, ExLibris International, and Oracle however there has not been any progress made since last Thursday night. This should not cause a delay in STP.

3. Integrating the libraries with WebCT

- Carol Turner met with Doug Johnson last week and found him very enthusiastic about including the libraries in WebCT. The way it’s structured there is an institutional template that is included in all courses unless the faculty member specifically removes it. Doug is very positive about including library information for faculty and library information for students in this general template. A pilot is being conducted with six classes this summer. Doug must receive library information (html or Word format) by the end of April in order to include the libraries in this pilot. He suggested a simplified version of the libraries homepage.
- Doug is also interested in integrating the libraries in WebCT at the course specific level. This would probably be done using Docutek electronic reserves software. He wants his technology people and the libraries technology people to meet to discuss this possibility.
- PSSC members felt that the library information submitted to Doug Johnson should focus on undergraduate and graduate students. The graduate student template should be customizable to specific subject areas. Carol Turner will work with Tom Minton to create a document
for PSSC members to review. Gary Cornwell noted that Jana Ronan is already working on a document.

- Carol Turner wants to assemble a group to strategize how to approach faculty about including libraries at a course specific level.

4. Budget

- Dale Canelas is working on a budget document to give to the Provost.

5. PS Priorities and Strategies 2004/2005

- Committee discussed the 2004/2005 Smart Goals document created by Carol Turner based on planning documents submitted by each PS department. The purpose of the document is to highlight the major tasks that should be focused on in 2004-2005.
- SMART Goal #2 - Key issue due to Library West closing and Library East construction. Carol Turner would like to assemble two task forces charged with developing outreach services. It was suggested that some outreach services, for example ERes, could be made available via online tutorials. If such tutorials were offered through WebCT then WebCT would have to be made available on all library computers. It was suggested that the SMART Goals should reflect a distinction between undergrad and graduate students. The used of handouts need to be reviewed. There are many handout however only a select few are really being utilized.
- SMART Goal #3a – Martha Hruska is creating a group to assess digitization and the possibility of UF becoming an institutional repository. Documents that are being scanned for course reserves are being stored in “dark archives” in case they are needed again. Public Services staff are concerned about improving the workflow for digitization of ILL and course reserves. Branch to branch delivery is a long range planning goal.
- SMART Goal #5a – A suggestion was made to combine Reference and Circulation desks on the second floor and not provide a reference desk on the third. Carol Turner noted that the physical design for the new Library West is set however just how space will be utilized may be able to be changed. In order to make space utilization decisions such as combining the Reference and Circulation desks we need to find out how patrons use the Libraries.
- Gary Cornwell, Ann Lindell, Robena Cornwell, and Carol Turner will be meeting to develop a proposal for an arts library to address the needs of the AFA and Music libraries.
- SMART Goal #5c - Carol Turner will ask LeiLani Freund and the PSITC to look at what is on the public computers.
- SMART Goal #5e – The Storage Facility Planning Group will look ahead and plan how to optimize the use of space at ALF once materials are moved back into Library West.
- It was noted that MetaLib should be added to the SMART Goals for 2004-2005.

6. Other
• Two tours for ALF are being arranged for April 27th, 11a-12p and April 30th, 3p-4p. Staff will have to provide their own transportation.
• Lori Driscoll will talk to Rob Roberts about books only being picked up from Library East once a week.