Public Service Steering Committee
Minutes
April 21, 2004

Members Present: Rich Bennett, Gary Cornwell, Carol Drum, and Carol Turner
Guest: Jana Ronan

1. Draft WebCT Pages – discussion with Jana Ronan

- Doug Johnson hopes to integrate WebCT with the MyUFL portal. He wants to meet with Library Technical staff, perhaps Lori Driscoll (familiar w/ Docutek issues) and Rich Bennett (familiar w/ MyUFL portal issues).
- Draft WebCT pages for undergraduates, graduates, and faculty created by Jana Ronan were reviewed. Jana will make content changes recommended by PSSC committee members. A VISTA pilot (6 classes) will be conducted this summer. The library pages will be tabs off of the template.
- Metalib will have the database locator functionality with the added value of a better interface/presentation and a cross database search engine mechanism.

2. Charges to Visibility and Outreach Task Forces

- Carol Turner distributed (via email) draft charges for three taskforces (undergraduate, graduate, and faculty) to look at Library Visibility and Outreach. She would like the conveyor of each taskforce to be a department chair so taskforce progress can be shared via the PSSC. Carol Turner does not want to have the Publications Update Committee this year. Instead, the taskforces mentioned above would determine what publications are necessary. Comments about the draft charges should be sent to Carol Turner. She hopes to distribute the final taskforce charges early next week.
- An additional taskforce will be formed at a future date to assess Library West services with possible members being Gary Cornwell, Lori Driscoll, and other staff.

3. Aleph – circulation and OPAC issues

- OPAC issues were discussed at yesterdays Circulation Town Meeting. Gary Cornwell is working with the OPAC group.
  - Currently, if a patron has multiple ID’s whatever ID is present will be read. This will be different in ALEPH. Rich Bennett feels that this is an issue for the Circulation Policy Group in conjunction with HSCL and Law.
  - Tom Minton is talking with FCLA about the style sheet he has created. FCLA promised to customize the header and footer.
  - A link for the Retrieval Request Form will be included in the header.
• The link to the UF catalog will be changed on the top page. Gary suggested that the image on the public machines might need to be changed because current machines have a direct link to the Classic Luis on the start menu.

• Plans are to do patron notifications via email. The patron records that have been migrated do not contain email addresses. A patron records update will be loaded on Monday and will contain email addresses.

• Serials check in and binding will not display in ALEPH until June due to PeopleSoft. As a result, some staff computers will still need Luis. Staff will need to be notified that serials check in and binding will not display in ALEPH. Carol Turner pointed out that some computers only have Classic Luis installed. Computers that are specifically Classic Luis will be taken down and regular images installed. Classic Luis sessions will be kept on machines at the Reference and Circulation desks.

• Gary Cornwell noted that he doesn’t think that all of the Patron Empowerment Functions are working properly. Rich Bennett has been reporting problems to FCLA and is checking with Jennifer about the delinquencies tab. Rich reviewed some areas of functionally in the Patron Empowerment Functions.

4. Other

• The location codes for the Jacksonville Times Union displays Library West Reserves. These codes will need to be corrected after ALEPH STP.
• Tara Cataldo will begin employment in MSL, June 4, 2004.
• The branch libraries are getting materials returned to them that should go to ALF. The routing slips say Science Library/HSSL, which indicates that it’s an ALF book. These materials are being discharged twice because MSL staff are not aware that the materials have already been discharged. Gary Cornwell noted that even if materials are in separate bins Brian Ward consolidates the materials into one bin. Gary will check with the branches to see if the same thing is happening in the branches.
• Gary Cornwell is creating a taskforce within the HSS Department to look at possible centralization of tasks.
• Carol Turner is reviewing Judy Harrell’s job description and the possibility of a centralized E-Reserves Unit. This would lessen the reserve work currently being done in the branch libraries. Such a unit would probably need three staff with stellar searching skills. Gary Cornwell suggested Ann Lindell and Iona Malanchuk to be members if a taskforce is created to look at E-Reserves.