**Public Service Steering Committee**  
**Minutes**  
**September 1, 2004**

**Members Present:** Rich Bennett, Lori Driscoll, Carol Drum, Colleen Seale, Jan Swanbeck, and Carol Turner

1. **Discussion of key Web pages**

   a. **Retrieval Instructions**

      • There is a problem with patrons not knowing how to use the new retrieval form and reverting to the old form. Lori Driscoll reviewed the current pop-up box that is shown when clicking the button to retrieve Library West or storage material. She would like to add a few more instructional bullets. She will draft a document and circulate it for suggestions. Rich Bennett suggested that Lori might want to review the page created by Denise Bennett. Retrieval Help Web page should be taken down and redirected to online request button that has information for what can be done. The committee would like to see a mock up of what we want to possibly change to before actually making the change live. Carol Turner will send an email to staff directing them to Denise’s page to see if it contains all the needed information if this page was to be made the help page.

      • Students that were not here this summer are not aware that email notifications are not being sent at this time. Lori will talk to circulation staff about possibly resuming email notifications at the end of this week.

      • The rush cataloging form needs to be updated as it is still asking for a LUIS number. Rich Bennett noted that in ALEPH the old LUIS number is now called the system number. It might be possible to make a table change that would eliminate the need for this form. Lori Driscoll prefers that all other circulation problem areas be addressed before looking at doing such table changes.

      • Carol Turner has asked Jennifer Kuntz to meet on Friday to discuss reports status.

   b. **Faculty services**

      • The Library Visibility Committee for Faculty created a [faculty services guide.](#) Carol Drum sought feedback from PSSC members. A suggestion was made to have faculty members review the page to see what could be added to make the page more helpful. The page can be posted permanently on the Library Links page in MyUFL however it cannot be posted permanently on the Faculty News page in MyUFL.

      • A suggestion was made to start looking at purchasing electronic books to use for course reserves. Collection Manager’s should be
notified about what books are being put on course reserves so they can order. Due to Net Library lending constraints other vendors were suggested.

c. **Others - Aleph help, reserves etc.**

**ALEPH**

- Updates are still needed.

**Course Reserves**

- When searching for ENC1101 in course reserves ENC_1101 must be entered. It was agreed that the space should be take out. It was noted that inconsistencies occur due to faculty entering their own variants. UF Library staff would have to clean up the entries. Notifications are not being sent when new material is posted. This problem is being worked on.

2. **Aleph circulation**

a. **Current status**

- Reports are working intermittently at various locations. Will Chaney and Jennifer Kuntz are working on print demon problems not functioning with Windows XP.

b. **Testing needs**

- Ellen (FCLA) is working on getting auto reports and templates set up on the current test client server.
- The current test client server has been installed on computers in MSL 308. Public Service staff will be asked to help test the ALEPH Circulation changes for 15 minutes to 1 hour on Thursday. Lori Driscoll will report the results Friday morning.

3. **Staffing updates**

- Four candidates have been selected and approved to interview for the Science Librarian vacancy.
- Carol Drum has received approval to advertise for Marcia Martin’s replacement.
- Lori Driscoll is in the process of hiring an evening reserves position and a delivery driver position. She has also received numerous promising applicants to replace Eatheana West.
- Jan Swanbeck will check with Denise Bogart as to the status of hiring Tom Minton’s replacement. Documents’ staff will cover the MSL reference desk during the MSL staff meeting. Ben Walker will begin working at the MSL
reference desk three hours per week.

4. Building plans updates

- Glass selection is in process. The Directors are trying to assess how much money will be available to purchase furniture.
- Requests have been made to split the reference desk and take reference materials out of compact shelving, both are possible. Requests have been made to change the 3rd floor layout and change the classrooms locations, neither are possible.
- Carol Turner will schedule a series of weekly meetings with the appropriate Public Services staff to discuss the reference desk, collections locations, services offered, patron furniture and equipment, and technology integration.

5. Other issues

- Carol Turner is checking with the Dean of Students Office on how the Libraries might be involved in Family Weekend. A suggestion was made to have a library booth. Perhaps the READ posters that Barbara Hood and Bill Hanssen are working on could be sold.
- The University administration has not issued a statement about closing this weekend due to Hurricane Francis.