

Serials Staff Meeting

Tuesday, Feb. 19, 2008

Minutes

In attendance: Tony Fonseca (TF), Sandi Chauvin (SC), Danny Gorr (DG)

Meeting called to order at 3:00 by TF.

I. Policy Changes: Update

The first item discussed was the effectiveness of the changes instituted since the last meeting, namely formalizing student worker training, creating a student worker area, and creating a no gossip and no backbiting policy. TF noted that the idea of training each student worker in every area may not work with the present students workers, and that it might make more sense to train according to ability and to use the assembly line method. It was agreed that we would wait to see what the abilities of student workers in the Fall was like before making a decision, and play it by ear until then. SC noted that in general, the atmosphere has been better in Serials as of late.

II. Reports

A. New Student Workers

SC noted that she has Erica and Megan working on updating the MARC holdings, and they are doing a good job. She also mentioned that Eric has changed his schedule to work days and nights, and that Vlad has not been in touch with us for a while.

B. EBSCO Bill

SC, DG, and Tf met with EBSCO reps. SC working on renewals, etc. TF will be producing lists per HEGIS code to send to department chairs.

C. Bindery

DG stated the current shipment is a large one. He asked if he could use student workers to help him tie. SC said it was okay.

D. Night Shift

DG mentioned the problems with a patron. Problems with this patron have been documented throughout the library. TF suggested that we also document any encounters with said patron.

E. Calendar Events

TF had no new announcements.

F. Library News

Tf had no new announcements, but stated he would get copies of Librarian meeting minutes for SC and DG.

G. Miscellaneous

SC is still having brownout problems with her computer. TF suggested they experiment by plugging her computer in to a different receptacle.

III. New Business

A. EBSCO Renewal

TF will get stats from DG and from databases to determine what resources are not being used. He will also work up a list by HEGIS number for department heads.

B. Status of New Position

TF announced that currently the Reference position remains unfilled, and that Carol Mathias promised that as soon as that position was filled, Serials would get a new position.

C. Shifting Progress

SC noted that the call number changes for the discipline specific education titles are almost finished, and we can begin shifting in earnest as soon as these are done.

D. Compact Storage

TF noted that no progress has been made in this area.

E. Browsing Section

TF stated that as a Summer project, the department will evaluate its Browsing section titles, and make changes according to which titles are seldom used, in favor of more popular titles.