Updates from Staff

- **Barb:** working on the file cabinet and trying to straighten up the reserve articles. Materials not in drawer are on Barb's desk.
- **Suzi:** working on the books in the back.
- **Lisa:** hopefully weeding and shifting file folders soon.
- **Nancy:** A lot of trucks are in the back and made up, these are third floor materials, but it's difficult to shelf on the third floor right now. Look here for items that aren't on the shelf. We will continue working on it. Carrels are pushed into the aisles on the third floor for tile cleaning.
- **Chris:** Did initial pull of Spring 09 reserves, lots of stuff in the reserve processing area. Chris is working on this stuff and has 3 book trucks worth of materials on these reserve materials. Colibri covers are being used for personal copies and new materials added to reserve. If multiple copies of an item are on reserve, only one of the copies might be covered, please try to circulate the colibri-covered copy first.
- **Kabel:** Attended the ENY/ACRL conference and presented a poster session on tutorials that empower our patrons. Kabel is spending a lot of time working on the Middle States accreditation right now.
- **Jeff:** Working on memo for extended hours, hoping to get to lockers and carrels tasks after that, then starting other training stuff.

Status of stacks

- Looks like finding dumped books every time Nancy goes upstairs
- Things are looking messy upstairs, which is frustrating—the students worked so hard on keeping things clean this past semester.
- Concern that students are taking too long shelving—we will discuss this at the STTF meeting.

Library Hours for the Fall Semester

- Jeff prepared a template for the fall hours based on the academic calendar.
- Kabel, Suzanne, Mary Jane, and Regina met yesterday to discuss and modify; we will send our recommendations along to LPG this week.
- ULIB will begin with limited hours (close at midnight instead of 3am) for first month, then we will expand to our current academic hours, and we will offer extended hours for final exams.

TS Budget

- We received our final word on allocations for the coming fiscal year for Temp Services.
- ULIB Circ: $50K; Science: $40K; Periodicals: $10K
- We need to budget out this money; unit supervisors will be asked to prepare plans, and Kabel will meet with supervisors to discuss these plans.
- We need to fund extended hours for finals using the money that we have, we will not receive additional funding this year.
- Ideas for allocating? Email Kabel ideas!

ALEPH Tasks/Services Worksheet

- We are gathering lists of ALEPH tasks and services that we use on a regular basis.
- These lists will be compiled into a large list to develop a test plan for service pack installations and ALEPH upgrades.
- Worksheets went out on May 21 and are due Friday, June 5.

In Process/On Order Patron Request Form

- Email from Kate Latal: Acquisitions recently received a request to RUSH an item that was not yet cataloged (it had no holdings) for a non-SUNY patron who requested the material at the Reference Desk. Since the title had no holdings in MINERVA, the option to click on “Not on Shelf?” was not available in MINERVA. Karina (who was on the Reference Desk at the time) filled out the PRINT form in order to submit the request to rush this title to Susan Whiteman. It was rush cataloged and sent to Circulation. The completed print form traveled with the material to Circulation. It is my understanding that Circulation staff were not familiar with this form and did not know to notify the patron. The DVD was returned to Karina along with the completed form. (I have the DVD and the form at my desk now. We know that the patron was only in the area for a limited time.) Copies of the print form are still available for use at the Reference Desk (University Library) and it is used from time to time. Can you please let Circulation staff know about the print version of this form because materials may come through with it in the future?
- Link to the print form: http://libstaff/divisions/techserv/forms/rush2.html
- Link to the online form: http://library.albany.edu/forms/onorder.html
- We haven't seen this form before.
- Ideas: change IPS and hold ID with case; we can place the ID in the pink case and place the pink case back on the shelf; use this just for DVDs; we will complete a charge slip for these transactions—we will not circulate reserve materials or equipment to people who are not affiliated with SUNY. This will be in-library use only. Jeff will type up this policy.
- Can we use the not on shelf form for this? Kabel will talk to Kate about this.
Periodicals Shifting

• The periodicals shift is moving along very nicely and should be finished by the end of this week. At that time, all of the periodicals will be back in order.
• Periodicals are in alphabetical order now.
• Questions about the shift?

Meetings

• We have meetings scheduled through the end of this month for the department, committees, and working groups; this month, Kabel will be scheduling meetings for the next fiscal year--the list of meetings will go out the department as soon as scheduling is complete.
• Kabel will begin meeting with direct reports on a monthly basis to keep projects moving along.

Project List

• At our May meeting, we discussed a projects list to be used for keeping staff up-to-date about projects and to keep our projects moving along.
• This is now set up on our wiki, and we need to be populating the list.
• The link to the project list is: https://wiki.albany.edu/display/libcircmedia/Circulation+and+Media+Services+Department+Project+Page
• We added projects to the list in today's meeting.

New Business

• 2-day hold slip--we need to get more of these printed up. Lisa will get this printed up.
• Four-day work week came up--Kabel has to talk to Anna about this when she returns.

Next Meeting: 2:00 - 3:30pm, Wednesday, June 17, 2009