

Librarians' Meeting for June 29, 2000

Present: C Beard, M McManus, M Aldrich, S, Lankford, C Goodson, M Ollendorff,  
B Griffies, S Smith, D Novak, B. Vinson, M House, C Anderson

Absent: J Ruskell, N Farmer, B Kooy

Staff Development Day (CEB)

Charles gave a tentative schedule of events.

Staff Development Days

August 14, 15, &16, 2000

August 14, 2000

- 8:00 A.M. - 9:00 A.M. Who: Faculty - Liaison  
Where: Conference Room  
Presenters: Mark McManus  
Shirley Lankford
- 9:30 A.M. - 10:00 A.M. Who: Faculty and Staff - Emergency Preparedness  
Where: Conference Room  
Presenter: Carol Goodson
- 10:00 A.M. - 10:30 A.M. Break - Staff Lounge - Faculty and Staff
- 10:30 A.M. - 11:00 A.M. Who: Faculty and Staff - Scanner Demo  
Where: Library Instruction Classroom  
Presenter: Bill Vinson
- 11:00 A.M. - 11:30 A.M. Who: Faculty and Staff - Voyager 2000 Demo  
Where: Reference Area  
Presenter: Betsy Griffies
- 11:30 A.M. - 12:00 P.M. Who: Faculty and Staff - Patron Problems  
Where: Conference Room  
Presenter: Angela Mehaffey
- 12:00 P.M. - 1:30 P.M. Who: Lunch - Faculty and Staff (on your own)
- 1:30 P.M. - 5:00 P.M. Who: All Faculty and Staff \*Mandatory\* Web Page Construction  
Where: Library Instruction Classroom  
Presenter: Chris Huff  
Michael Aldrich
- 3:00 P.M. - 3:30 P.M. Break: Staff Lounge

■ Web Page Construction will be given to at least half of the faculty & staff on Monday.  
and the other on Tuesday from 1:30 P.M. - 5:00 P.M.

■ Sign up with Monica Ollendorff.

Everyone should have completed a web page reflecting some aspect of his or her library job.

August 15, 2000

9:00 A.M. - 12:00 A.M. New Campus Faculty Orientation

10:00 A.M. - 10:30 A.M. Break - Staff Lounge -Faculty and Staff

10:30 A.M. - 12:00 P.M. Who: CPR / First Aid - Faculty and Staff (Voluntary)  
Where: Conference Room  
Presenter: Tammy Stevenson, Health Educator, campus infirmary

1:00 P.M. - 5:00 P.M. Who: Faculty and Staff - Web Page Construction  
Where: Library Instruction Classroom  
Presenters: Chris Huff  
Michael Aldrich

3:00 P.M. - 3:30 P.M. Break - Staff Lounge - Faculty and Staff

3:30 P.M. - 4:00 P.M. Who: Faculty and Staff (not at a public service points)  
Where: Conference room  
Speaker: Dr. Tim Hynes

August 16, 2000

8:30 A.M.. - 9:00 A.M. Breakfast - Faculty Meeting

9:00 A.M.. - 10:30 A.M. Faculty Meeting  
Townsend Performing Arts Center

11:00 A.M. - 11:30 A.M. Who: Faculty and Staff  
What: Tour of Special Collections - Myron House  
(half of library staff)

11:30 A.M. - 12:00 P.M. Who: Faculty and Staff  
What: Tour of Special Collections - Myron House  
(second half of library staff)

3:00 P.M. - 3:30 P.M. Who: Faculty and Staff Web CT  
Where: Classroom Library Instruction  
Presenter: Shirley Lankford

Community Service (CEB) Charles wanted all librarians to know that Some of the work we do for community service does not have to be Taken as annual/sick leave. Check with supervisors on different Community service policies.

Library Committee Appointments and Terms (MM) Mark wants Carol Anderson To start scanning Policies and Procedures Book so that all can be updated. We need to take a look at committee being used and committees not even meeting. (Automation Comm, PAR Comm, Public Relation Comm, Space Comm, Web Comm, Search Comm)

Stats U.S.A. password (MA) Michael said the password would be set on one Computer station. Password/usage/name

Guidelines (policy) regarding librarians team teaching in other academic departments (SL) Posponed until Department/Division heads meeting in July

