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The University of Texas at Dallas

Home ‡ UTD Catalog ‡ Library News ‡ Resources ‡ Services ‡ Policies ‡ About ‡ How to Quick Links

Library Advisory Board
Committees
Conference Reports
SACS Reports
Policies
Forms
General Staff Meetings
Library Events

Intranet Homepage

Library Advisory Board Minutes

LAB Meeting January 2007

Date: January 10
Attendance: Joan Aquatero, Linda Snow, Loreen Phillips, Walter Johnston, Debbie Montgomery, Eric Carlson, Tom Koch, Mary Jo Venetis, Vickie Bullock, Debbie Gilbert-Stadigh, Ellen Safley, Jach Ross, Faizur Rahman, Jean Vik

The Noise and Cell Phone Committee Members Matt Makowka, Rosa Thompson, Stephanie Isham, and Michelle Sancen also were in attendance.

1. Noise and Cell Phone Policy - Ellen/Committee

The committee recommended that the third and fourth floors except the elevator lobbies be designated quiet areas. The second floor should be a low-volume group study area. Cell phones should be off or on silent upon entering the building. Patrons would be allowed to use cell phones in the elevator lobbies, and the main lobby on the first and second floors. Linda Snow raised concerns about changing the second floor to a group study area. After discussion a vote was taken and no one was in favor of that change. Debbie Gilbert-Stadigh and Tom Koch were opposed to noise level of cell phone use in the elevator lobbies and stairwell. Mary Jo Venetis pointed out that it is also a safety hazard, because people sit on the stairs while using their cell phones. The whole issue was unresolved and will be presented to the Dean.

2. Budget - Jach Ross

Jach reported that the budget is doing fine and that she will be watching the Library Services account to determine if she needs to make changes.

3. Career Status Documents - Ellen Safley

At the December '06 meeting we received a copy of the Career Status Recognition Policy for Librarians and Archivists in the UTA libraries. Linda Snow reported that the Reference department reviewed this document and liked the structured plan; it would be a good outline to follow, but maybe too structured for UT-Dallas. They have questions about the Grandfather clause and questions about being required to be on so many outside committees that they would be working over forty hours per week. The UTA policy has been given to the Dean and Human Resources. Ellen distributed a copy of UNT Librarians' Charter and Governance Document.
Assignment: Read both the UTA and UNT plans before the next meeting. A separate meeting will be scheduled for the professional staff that these changes would affect.

4. Services Standards - Ellen Safley

Ellen distributed two handouts: Client Service Standards for Baylor University Libraries and RUSA Guidelines for Behavioral Performance.
Assignment: Read both of these documents before the next LAB meeting.

5. WebPages - Jean Vik

Jean reported that the homepage has been modified. Information about the new UTD-ID number has been moved to the top of the page. The intranet has been redesigned and modified. Anything going on the intranet must be submitted to Nadira Zakhidova.

6. ILLiad - Faziur Rahman

Changes are being made that allow patrons to use their UTD-ID number and last name to login instead of the sixteen digit Comet card number. Vickie Bullock has her concerns about bringing the ILL system down now that we are in the semester, but Ellen wants it fixed and Jean said we are moving forward. The changes were scheduled for Thursday 1/11/07.

7. Verde - Mary Jo Venetis

Mary Jo reported that FSX is being loaded today after 7:00 P.M.

8. Reserves - Mary Jo Venetis

Mary Jo said that this semester the Reserve policies are working fabulously and Debbie Montgomery said it is more manageable.

9. Announcements - Tom Koch

The Regents will be deciding the name of the new building on campus. The next LAB meeting will be Wednesday, January 31st at 2pm. ACRL Statistics Questionnaire (handout) Assignments will be made.

10. Questions - Loreen Phillips asked about ILL document delivery and Vickie reported that it is being well used by faculty; fifty-six requests in November '06.

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