February 18, 2015

Meeting Minutes

Members Present
Patrick Fulton, Chair
Monica Bafeti, Leila Gibradze, Laura Gayle Green, Erica Heasley, Hilary Julianna, Mackenzie Lightfoot, Jon Lutz, Sara Nodine, Robyn Rosasco, Dan Schoonover, Mike Siriwardena, James Waters

Members Absent
Katie Crandall, Cassandra Hull, Pam Doffek, Jane Driber, Laura Gayle Green, Calvin Holloway, Katrina Miller, Amy Lipford, Jillyann Sanchez, Robert Saxon

Meeting began at 1:02 p.m.

Technology Loans

- **Fulton, Patrick**: Does anyone have any advice for loaning technology to users?
- **Siriwardena, Mike**: Be clear about agreement forms. Strozier has clearly spelled out agreement forms for each type of technology item. These acknowledgement forms also include the cost of each item type. If users lose or break items, they are fined according to a tiered billing system. The most frequent technology borrowers are students. The first time a user borrows a technology item, they are asked to sign the acknowledgement form. Photocopies are made: one for the borrower, and one for library records. Loan period = website.
- The library staff member inserts a comment in the notes field in the patron’s record that he/she signed the technology loan acknowledgment form. Circulation staff are encouraged to check the Notes field every time a technology item is borrowed to verify that the patron signed the form.
- These forms itemize the costs, loan periods, expected due date, etc., of items so that the onus is placed on the borrower to be aware and staff not expected to inform patron about loan periods and due dates. Loan periods and policies are also available on the FSU Libraries website. Users do not have to reserve items; any FSU student, staff, or faculty member can borrow a technology item on a first-come, first-served basis.
- Laptops are the most popular items. Laptops, particular Mac notebooks. Single-lens reflex cameras (SLRs) and flip-cams are most popular after laptops. The Goldstein finds that iPads are the most popular technology item for their library.
- Due to natural wear and tear, FSU Libraries is constantly replacing chargers, etc.
- go on Amazon to pay for replacements of charagers, etc. Dirac gets funding from SGA. Can also get money from student technology fee. GoPros also popular.
- Replacement fee – Music – special needs for audio and video recording. Spelled out in agreements – cost of item
- Specialized media – adapters for SMART rooms, graphing calculators for sciences, etc.
- Mike to send agreement to group. Agreement also provides cost of items. If we get the same items, can use the same agreement so that streamlined across the board.
- Replacing for technological upgrade – does them cost a lot – no replace Macs, replaced Dells; SGA grant pabse don high usage justification. Got taken care of through FSU.
- MED
- Headphones – Sine… headphones
- Phone chargers in library – popular. Wattage; can you damage a battery of yo don’t have the right charger. Stroz Laptops – if it fits, it will take voltage. Chargers for Dell, but not for every laptop.
- Charging cabinets that charge pvernight, lock away, don’t have to check out a charger every time.
- Laptop vending machines.
- Complaints about leaving phones at station? No.
- Don’t bill for damages, consider those wear and tear. Only charge for late fines and replacement cost. Note damages for costlier items like laptops.
- Charging cables last a decent amount of time. High usage = more damage, but they will last about a year.
• Jessica Barmon – collects stats for media item usage and the media collection. Sit with reserves on front desk.
• In-library use only. Should let them leave building if still accountable for lost or damaged items. Goldstein does allow out of library use, Strozier does not at the moment for laptops. Other items can leave the building – SLRs, cameras, etc.
• Distinction between items that are/not inlibrary use – staff lets them know. Agreements spell out what you can/can’t do with media.
• Agreement is a paper form. Staff member initials and verifies the date. Sign dby patron, puts a note in the notes field. Form put in a folder and then filed away for privacy reasons. Keep records to track usage.
• Catalog = Jessica items and subcategories
• Anybody can check out tech items, including staff.
• Finals week = most issues for running out of items available.

Streamlining Campus Procedures
• Speaker: ILL – new students don’t know to change the due date in ALEPH manually to reflect that’s on the slip. Can’t autoscan.
• Check out before patron comes to pick up and change the due date before the patron arrives.
• Stroz = too many to do this process
• Fines management – work with ILL? Aleph only way you can charge for overdue / lost items
• Media items via ILL – don’t ILL this. What do you do for DVD requests. Majority of libraries will not loan media. Some libraries are, but few. Easier for velma to buy a DVD rather than borrow.
• Faculty tab to request items for purchase.
• Music – does loan media, few requests.
• Media loans and longer loan periods becoming more popular, especially in music libraries.
• Changes in ILLs -

Library Delivery for Registered SDRC Users
• Siriwardena: Users registered through the Student Disability Resource Center (SDRC) now can use the Library Express Delivery Services. They will be given unlimited delivery to the SDRC. Users registered through the SDRC can still assign a proxy borrower to borrow on their behalf on campus libraries.

Meeting adjourned at 2:00 PM
Next meeting will be held [time] in [location].
March Wed 18 1 PM at Law.