

Media Services Meeting Minutes

Date: September 15, 1993

Introduction

Where we've been: 3950 setups and 3210 patrons served this year
626 H-10 and h-11
3000 tape duplications

Where we are going: Continue to provide effective customer service

Hours of Operation: 8-10pm Monday and Tuesday
8-8pm Wednesday and Thursday
8-4:30pm Friday

General: The question of badges was discussed and the decision was made not to provide badges at this time. There is too many personnel changes with students to provide name badges. Courtesy to all patrons was stressed.

Equipment: Maintenance for all equipment will start summer quarter.

Delivery: Sign all requests forms and check out forms out properly. Leave for scheduled deliveries and pick ups 15 minutes before the hour.

Permanent Setups: There will be a list of permanent setups on the bulletin board to refer to.

Holdings Catalog: Rose is working on a video holdings listing. It should be finished soon.

Reserves: Please have instructor fill out form for all reserve material and place in book

Checking out Materials: A new shelf ticket has been created. Each time a video goes out the shelf ticket goes in its place.

Production Requests: Fill out production requests properly and check tapes at the beginning, middle and end to make sure they were correctly copied.

Fax Machine: Make sure fax transmission slips are filled out properly.