

University of Kansas Libraries

From the Office of the Director

Number 175

January 4, 1973

Revisions in Civil Service Rules and Regulations:

Several changes in Civil Service Rules and Regulations have been made and will go into effect January 1, 1973. See the second page of this FYI for the changes.

Deadline:

Regular student time cards are due in the Director's Office Monday, January 15, 9am.

Innovative Projects Committee:

The Innovative Projects Committee is considering the advantages for the KU Libraries of regular advertising in all campus media. The Committee would welcome suggestions from all library staff of effective and inexpensive promotional techniques (no matter how unscrupulous). The Committee would also be grateful for suggestions as to which library services, resources and facilities are insufficiently used, and which might benefit from the proposed advertising. Suggestions may be made to any of the following persons: Marna Young, Ellen Holmes, Vera Knoll, Edward Granger, Sandy Wilson, Clint Howard, Carol Chittenden, or H. Robert Malinowsky.

Part-Time Student Employment:

The Director's Office is the clearinghouse for all student assistant openings within the University of Kansas Libraries. Openings are advertised on the bulletin board outside the Director's Office and notices are sent to the Office of Student Financial Aid. In order to give as many students as possible the chance for employment, please submit any openings to the Director's Office as soon as possible in order that they can be promptly advertised.

New Publication:

Attached for your information is Guide for Readers 2: Schedule of Hours, January 22, 1973 through August 26, 1973.

Congratulations:

Bernard Reams has been awarded the degree of Juris Doctor. Congratulations!

January Buffet:

The January buffet will be on Friday, January 12, in the Watson Library Staff Room. Bring a covered dish and your table service.

Memorandum to: Deans, Directors and Chairmen

From: Philip N. Rankin, Director of Personnel Services

Re: Revisions in Civil Service Rules and Regulations
Effective January 1, 1973.

Several changes in Civil Service Rules and Regulations have been made and will go into effect January 1, 1973:

I. Rule 1-4-9 Effective Date of Salary Changes

Civil Service employees, except those on temporary, seasonal, and emergency appointments, or employees whose evaluation places them in the fair or unsatisfactory category are eligible for salary increases on the following schedule:

- (1.) New appointment (Step A-B) 6 full months
- (2.) Merit increase G-C, C-D, D-E, E-F 12 full months
- (3.) Longevity increase F-F1 (5 years), F1-F2 (10 years), F2-F3 (15 years), F3-F4 (20 years). This regulation does not apply to employees appointed November 1, 1970 and after.
- (4.) Promotional increase - At time of promotion - Option of department to authorize 1 step or 2 step increase (2 steps only if 6 months or longer since last salary increase). Further salary increases limited to Civil Service rules previously listed (Sec I, 1. and 2.). The rule does not authorize increments beyond step F unless longevity due.
- (5.) After voluntary demotion 6 months
- (6.) After reinstatement 12 months

II. Rule 1-10-5 Vacations

- (1.) This rule has been amended as involves employees currently appointed on an hourly basis. Effective January 1, 1973, hourly employees will accrue vacation credit on the following schedule:
 - (a) 0-5 years service: 1 hour for each 22 hours worked/maximum 8 hours/month. (144 hour limit)
 - (b) 5-10 years service: Same as above (160 hour limit)
 - (c) 10-15 years service: 1 1/4 hours for each 22 hours worked/maximum 10 hours/month (176 hour limit)
 - (d) 15-20 years service: 1 1/2 hours for each 22 hours worked/maximum 12 hours/month (192 hour limit)

III. 1-10-7 (g) Leave without pay

An employee currently on probation following a promotional appointment who had permanent status in his or her previous position, may be granted a leave of absence (with departmental approval) not to exceed 12 months. The probation period will continue upon return to work.

IV. 1-10-10 Jury Duty

Employees, except those on temporary, seasonal or emergency appointments shall be granted a leave of absence for the period required for jury duty or any other required appearance before a court, legislative committee, or other official judicial or quasi-judicial body. "Such employees shall receive that portion of their regular salary which will, together with their jury duty pay and/or fees, equal their total regular salary for the same period" (This adjustment may be made by showing leave without pay on the next payroll confirmation sheet equal to the amount of jury or witness fee received).

Please post for all staff members to read.

Guide for Readers 2

SCHEDULE OF HOURS

WATSON LIBRARY
January 22, 1973 - August 26, 1973

	Reference Circulation Periodicals Art Reserve Copying	Microforms	Documents	East Asian
Jan. 22-Mar. 16	M-Th 8am-11pm F 8am-6pm Sa 9am-5pm Su 2pm-11pm	M-Th 8am-11pm F 8am-6pm Sa 9am-1pm Su 2pm-11pm	M-Th 8am-5pm; 7pm-10pm F 8am-5pm Sa Closed Su 7pm-10pm	M-Th 8am-5pm; 7pm-9pm F 8am-5pm Sa Closed Su Closed
Mar. 17 SPRING RECESS	Sa 9am-1pm	Sa 9am-1pm	Sa Closed	Sa Closed
Mar. 18-25	Su Closed M-F 8am-5pm Sa-Su Closed	Su Closed M-F 8am-5pm Sa-Su Closed	Su Closed M-F 8am-5pm Sa-Su Closed	Su Closed M-F 8am-5pm Sa-Su Closed
Mar. 26-May 18	M-Th 8am-11pm F 8am-6pm Sa 9am-5pm Su 2pm-11pm	M-Th 8am-11pm F 8am-6pm Sa 9am-1pm Su 2pm-11pm	M-Th 8am-5pm; 7pm-10pm F 8am-5pm Sa Closed Su 7pm-10pm	M-Th 8am-5pm; 7pm-9pm F 8am-5pm Sa Closed Su Closed
May 19	Sa 9am-12noon	Sa 9am-12noon	Sa Closed	Sa Closed
May 20-27	Su Closed M-F 8am-5pm Sa-Su Closed	Su Closed M-F 8am-5pm Sa-Su Closed	Su Closed M-F 8am-5pm Sa-Su Closed	Su Closed M-F 8am-5pm Sa-Su Closed
May 28 MEMORIAL DAY	M Closed	M Closed	M Closed	M Closed
May 29-Jun. 3	Tu-F 8am-5pm Sa-Su Closed	Tu-F 8am-5pm Sa-Su Closed	Tu-F 8am-5pm Sa-Su Closed	Tu-F 8am-5pm Sa-Su Closed
Jun. 4-Jul. 3	M-Th 8am-10pm F 8am-5pm Sa 9am-1pm Su Closed	M-Th 8am-10pm F 8am-5pm Sa 9am-1pm Su Closed	M-Th 8am-5pm; 7pm-10pm F 8am-5pm Sa Closed Su Closed	M-Th 8am-5pm; 7pm-9pm F 8am-5pm Sa Closed Su Closed
July 4 INDEPENDENCE DAY	W 8am-5pm	W 8am-5pm	W 8am-5pm	W 8am-5pm
July 5-27	M-Th 8am-10pm F 8am-5pm Sa 9am-1pm Su Closed	M-Th 8am-10pm F 8am-5pm Sa 9am-1pm Su Closed	M-Th 8am-5pm; 7pm-10pm F 8am-5pm Sa Closed Su Closed	M-Th 8am-5pm; 7pm-9pm F 8am-5pm Sa Closed Su Closed
Jul. 28-Aug. 26	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed

Note: HOURS ARE SUBJECT TO CHANGE. Please watch for changes posted on door and at the public service desks.

BRANCH LIBRARIES, DEPARTMENTS, READING ROOMS
January 22, 1973 - August 26, 1973

	Science Library	Earth Sciences Library	Engineering & Architecture Library	Law Library	Music Library
Jan. 22-Mar. 16	M-Th 8am-11pm F 8am-5pm Sa 9am-5pm Su 2pm-11pm	M-Th 8am-5pm; 7pm-11pm F 8am-5pm Sa 9am-3pm Su Closed	M-Th 8am-5pm; 7pm-11pm F 8am-5pm Sa 9am-1pm Su 7pm-11pm	M-Th 8am-10:30pm F 8am-10:30pm Sa 8am-5pm Su 2pm-10:30pm	M-Th 8am-10pm F 8am-5pm Sa 9am-12noon Su 2pm-5pm; 7pm-10pm Sa 9am-12noon
Mar. 17 SPRING RECESS	Sa 9am-1pm	Sa Closed	Sa 9am-1pm	Sa 8am-5pm	Sa 9am-12noon
Mar. 18-25	Su Closed M-F 8am-5pm Sa Closed Su Closed	Su Closed M-F 8am-5pm Sa Closed Su Closed	Su Closed M-F 8am-5pm Sa Closed Su Closed	Su Closed M-F 8am-5pm Sa 8am-5pm Su 2pm-10:30pm	Su Closed M-F 8am-5pm Sa Closed Su Closed
Mar. 26-May 17	M-Th 8am-11pm F 8am-5pm Sa 9am-5pm Su 2pm-11pm	M-Th 8am-5pm; 7pm-11pm F 8am-5pm Sa 9am-3pm Su Closed	M-Th 8am-5pm; 7pm-11pm F 8am-5pm Sa 9am-1pm Su 7pm-11pm	M-Th 8am-10:30pm F 8am-10:30pm Sa 8am-5pm Su 2pm-10:30pm	M-Th 8am-10pm F 8am-5pm Sa 9am-12noon Su 2pm-5pm; 7pm-10pm F 8am-5pm Sa Closed Su Closed M 8am-5pm
May 18-21	F 8am-5pm Sa 9am-12noon Su Closed M 8am-5pm	F 8am-5pm Sa Closed Su Closed M 8am-5pm	F 8am-5pm Sa 9am-12noon Su Closed M 8am-5pm	F 8am-5pm Sa Closed Su Closed M 8am-5pm	F 8am-5pm Sa Closed Su Closed M 8am-5pm
May 22-27	Tu-F 8am-5pm Sa Closed Su Closed	Tu-F 8am-5pm Sa Closed Su Closed	Tu-F 8am-5pm Sa Closed Su Closed	Tu-F 8am-10:30pm Sa 8am-5pm Su 2pm-10:30pm	Tu-F 8am-5pm Sa Closed Su Closed
May 28 MEMORIAL DAY	M Closed	M Closed	M Closed	M 8am-10:30pm	M Closed
May 29-Jun. 3	Tu-F 8am-5pm Sa Closed Su Closed	Tu-F 8am-5pm Sa Closed Su Closed	Tu-F 8am-5pm Sa Closed Su Closed	Tu-F 8am-10:30pm Sa 8am-5pm Su 2pm-10:30pm	Tu-F 8am-5pm Sa Closed Su Closed
Jun. 4-Jul. 3	M-Th 8am-10pm F 8am-5pm Sa 9am-1pm Su Closed	M-Th 8am-5pm; 7pm-10pm F 8am-5pm Sa 9am-1pm Su Closed	M-Th 8am-5pm; 7pm-10pm F 8am-5pm Sa Closed Su Closed	M-Th 8am-10:30pm F 8am-10:30pm Sa 8am-5pm Su 2pm-10:30pm	M-Th 8am-10pm F 8am-5pm Sa Closed Su Closed
July 4 INDEPENDENCE DAY	W 8am-5pm	W 8am-5pm	W 8am-5pm	W 8am-10:30pm	W 8am-5pm
July 5-26	M-Th 8am-10pm F 8am-5pm Sa 9am-1pm Su Closed	M-Th 8am-5pm; 7pm-10pm F 8am-5pm Sa 9am-1pm Su Closed	M-Th 8am-5pm; 7pm-10pm F 8am-5pm Sa Closed Su Closed	M-Th 8am-10:30pm F 8am-10:30pm Sa 8am-5pm Su 8am-10:30pm	M-Th 8am-10pm F 8am-5pm Sa Closed Su Closed
July 27	F 8am-5pm	F 8am-5pm	F 8am-5pm	F 8am-5pm	F 8am-5pm
July 28-Aug. 26	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed

Department of Special Collections and Kansas Collection: M-F 9am-6pm; Closed weekends and Memorial Day.

University Archives: M-F 9am-5pm; Closed weekends and Memorial Day.

Mathematics Library: M-F 8am-5pm; Closed weekends and Memorial Day. Closed from 12noon to 1pm during vacations.

Map Library: M-F 9am-12noon; 1pm-6pm; Closed weekends and Memorial Day.

Entomology Reading Room: Tuesday only 10am-4pm.

Dyche Reading Room: M-F 1pm-4pm; Closed weekends and Memorial Day.

Business and Economics Reading Room: M-Th 8am-4:45pm; 7pm-10pm; F 8am-4:45pm; Sa Closed; Su 2pm-6pm. Closed Memorial Day. Vacation and summer hours vary.

Storage in Spencer: (available through Map Library) M-F 1pm-3pm; Closed weekends and Memorial Day.

Note: HOURS ARE SUBJECT TO CHANGE. Please watch for changes posted on door and at the public service desks or call before visiting the library.

FYI

University of Kansas Libraries From the Office of the Director

Number 176

January 11, 1973

Promotion:

Pat Mimeau has been promoted from Clerk II in Cataloging to Library Assistant in the Order Department.

Personnel:

Resignations include Sharon Cook, Assistant Science Librarian, February 28 and Harvena Johnson, Clerk II in the Director's Office, January 12.

Openings:

Applications for promotion or transfer are being accepted in the Director's Office for the Clerk II position in the same office pending approval to fill the position. Please make application to Nancy Shawbaker by Wednesday, January 17. Applications are also being accepted for Security Officer I, half time and for Clerk II (Bibliographic Section, Cataloging).

Deadline:

Student time cards are due in the Director's Office by Monday, January 15, 9am.

Orientation Outlines:

Outlines from some departments for the orientation sessions have not yet been received by H. Robert Malinowsky.

Publications:

The latest issue of Books and Libraries, 10:2, December, 1972, edited by Barbara Backus, may be seen in the Director's Office. Included in this issue are "Mystery and Microfilm: The Sonnino Papers," by Benjamin F. Brown of the History Department, "Microtexts in the Library," by David W. Heron, "Carrying on With Carrie," by Nancy Burkhart, and "Black Newspapers in Kansas: Keys to a Rich but Neglected Past," by William M. Tuttle of the History Department.

Librarians' Conference:

Don't forget the Librarians' Conference on Tuesday, January 16, 3:30pm in the Watson Library Conference Room.

Library Science 40:

The Library Science 40 classes as listed in the Official Timetable of Classes are incorrect. They should read: Joan Soutar, 9:30-10:20, T, R; Georgann Eglinski, 8:30-9:20, T, R; Ruth Miller, 2:30-3:20, M, W; and Linda Griffin, 2:30-3:20, T, R. The course is now two hours credit.

New Exhibit:

The exhibit, "The World of Handicrafts-- Try Your Hand", is being put together in the basement exhibit gallery by Eugene Carvalho, Nancy Burkhart, and Martha Kehde.

Classified Personnel:

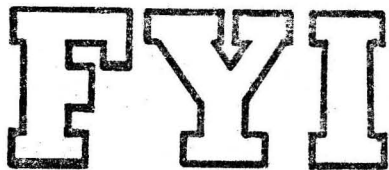
If you have not as yet turned in your questionnaire on education and training which appeared on the last page of the January Gamut, please do so.

January Buffet:

Don't miss the January buffet! Come on Friday, January 12, and bring your favorite covered dish plus your table service. Coffee and tea will be provided.

Oread Library Association:

The Oread Library Association will hold a meeting on Wednesday, January 17, in the Meadowlark Room of the Kansas Union. Bring a sack lunch or buy your lunch in the cafeteria. Marilyn Clark will talk about reference books in some areas of scholarship that are comparatively new to university campuses.



University of Kansas Libraries

From the Office of the Director

Number 177

January 18, 1973

To Meetings:

David W. Heron will be attending the A. L. A. Executive Board Meeting January 24 through February 2 and John L. Glinka will be attending the A. L. A. Council meetings January 26 through February 2 in Washington D. C. During Mr. Heron's absence, Mr. Glinka will be Acting Director and during both Mr. Heron and Mr. Glinka's absence, L. E. James Helyar will be Acting Director. H. Robert Malinowsky will be attending the S. L. A. Midwinter meeting in Tulsa January 24 through January 26.

Book Drops:

The two book drops in front of the Library have been moved to the lower courtyard level and will be used as after hours book drops. Another book drop has been added to the Carruth O'Leary location.

Theses and Dissertations:

At the Circulation Department's recommendation, the Catalog Department has adopted a slightly altered classification scheme for University of Kansas theses and dissertations in order to eliminate some confusion in the print-out at the Circulation Desk. The major change is that the full word Thesis will appear in the call number. The call numbers for theses and dissertations will now appear as follows:

Thesis	Diss	Designation for thesis or dissertation.
1972	1972	Year.
A443	A444	Initial of author's last name followed by a Cutter number, with no decimal preceding the author's initial.

All theses and dissertations will continue to be shelved on level 1-East.

Personnel:

Nancy Mueller has been transferred to the Clerk II position in Circulation effective January 22. John Nitcher has been promoted to Security Officer I half time effective February 1.

Opening:

Pending permission to fill the vacancy, applications for promotion or transfer to the Clerk II position in Reserve may be made with Nancy Shawbaker before Wednesday, January 24.

Deadline:

Work study time cards are due in the Director's Office no later than 9am, Monday, January 29.

Operation Escort:

Pershing Rifles is offering escort service for anyone between the hours of 6pm and midnight, 7 days a week. Call 842-7894. See front page article in the Lawrence Journal World for Tuesday, January 16.



University of Kansas Libraries

From the Office of the Director

Number 178

January 25, 1973

NATIONAL DAY OF MOURNING:

By proclamation of the Governor in recognition of the National Day of Mourning for President Johnson, all University Libraries will be closed on Thursday January 25, 1972.

To Meetings:

In Mr. Heron's absence at the A.L.A. Conference, Mr. Glinka will be Acting Director through January 27, and Mr. Helyar thereafter through February 2.

Classified Conference:

The newly established Classified Conference will meet for the first time on Tuesday, February 6, at 3:30pm in Spencer Auditorium. The first meeting will be devoted to organization, including the election of officers.

Librarians' Conference:

The next Librarians' Conference will be on Thursday, February 15, at 8:30am in the Watson Library Conference Room. The Agenda Committee will meet on Wednesday, February 7 at 9am.

Fines Office:

This semester the Fines Office will be open from 8:30am to 4:30pm, Monday through Friday (with no break for lunch, as was previously the case).

Governor's Budget Proposal:

A copy of the Governor's Budget Proposal for 1973-1974 is available for reference in the Kansas Collection.

Book Collecting Contest:

Posters and leaflets are now available for the 1973 Snyder Student Book Collecting Contest. Georgann Eglinski and Clinton Howard are the joint organizers.

Libraries Annual Report:

Copies of the Annual Report of the University Libraries for 1971-1972 will be distributed to department heads for departmental circulation. Copies will also be available for reference in the Reference Room and the Director's Office.

Budgeting Techniques in Academic Libraries:

A study by Kenneth S. Allen, Associate Director of Libraries, University of Washington, entitled Current and emerging budgeting techniques in academic libraries, including a critique of the model budget analysis program of the State of Washington, April 1972, is available in the Director's Office. The Washington plan is basic to the K.U. experimentation with formula budgeting.

Personnel:

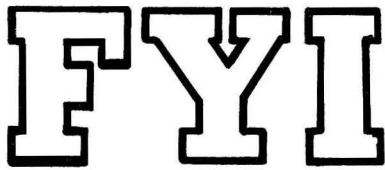
Nita Betty has been transferred to Clerk Typist II position in Serials effective 2/1/73. Dorothy F. Simms is Clerk in Order as of 1/22/73. Elaine Bonebrake, John Dagenais and Judith Marsh are Clerk II's in Cataloging as of 1/22/73. Marilyn Mosberg is Clerk II in Director's Office as of 1/22/73. ,

Openings:

Pending permission to fill the vacancy, applications for promotion or transfer to the Clerk Typist II position in Serials may be made with Nancy Shawbaker before Monday, January 29.

Deadline:

Work study time cards are due in the Director's Office no later than 9am, Monday, January 29.



University of Kansas Libraries
From the Office of the Director

Number 179

February 1, 1973

UKASE:

There will be a UKASE computer run Friday, February 9. Check-in strips will be picked up Thursday, February 8.

Staff Orientation:

For those designated persons, staff orientation begins Monday, February 5 with David W. Heron and John L. Glinka on Administrative Procedures, Ann Condit on Systems and H. Robert Malinowsky on Security and Delivery. On Friday, February 9, Nancy Bengel will present Circulation, Marilyn Clark Reference and ILS.

Gamut:

All contributions to the February Gamut will be due Monday, February 5 to Kathleen Browder in the Science Library.

New Publications:

Guide for Readers 4: Reference Services; 7b: Using the Card Catalog--Filing Rules; 7c: Using the Card Catalog--Classification Systems; 13b: Mathematics Library; 13c: Earth Sciences Library; 13a: Science Library; and 13d: Engineering and Architecture Library are attached for your information.

Buffet:

The February buffet will be held on Friday, February 2, 1973 in the Watson Library Staff Room. Bring your table service and a covered dish. Coffee and tea will be provided.

Personnel:

Paula Adkins will be away for some weeks due to illness. Please see Nancy Bengel if you have problems with Microforms.

Guide for Readers 4

REFERENCE SERVICES

Located on the 2d floor of Watson Library
Telephone: 864-3347

SERVICES PROVIDED

Reference Desk Information: The reference librarians are at this desk to answer questions about the policies and services of the Library, the organization and use of the card catalog and other library records, the location of periodicals, the materials and services available in branch libraries, the use of reference books, and to give information on services available from agencies on an off campus.

Term Paper Clinic: This service provides the student extensive reference aid tailored to his needs with the Reference Librarian who is most familiar with the field of study involved and at an hour when that Librarian is not on duty at the Reference Desk. Students may make appointments with Reference Librarians for this service. Sessions usually take about 20 minutes and concentrate on identifying card catalog headings, bibliographies, periodical indexes, and other reference sources which will lead the student to material on his topic.

Interlibrary Loan Service: Many books and articles from the collections of other university libraries are obtainable through interlibrary loan when needed for thesis or faculty research. Books listed in the card catalog as being in the Medical Center Library at Kansas City and books in the Linda Hall catalog are also usually obtainable through interlibrary loan. Applications for interlibrary loans can be made at the Reference Desk. For further information on interlibrary loans see Guide for Readers 8.

Tours: Regular tours on Thursday afternoon and special tours arranged for ahead of time are conducted by the Reference Librarians. The Librarians are also ready to assist you in using Guide for Readers 1 which is a walking tour of Watson Library.

Class Lectures: By appointment, a Reference Librarian will speak to a class in order to explain any of the problems that may arise from a class assignment requiring use of reference books or of library services. Faculty are encouraged to consult with the Reference Librarians prior to assigning a large library project involving more than 10 students.

Telephone Service: The Reference staff is prepared to give reference service by telephone; however, whenever the Librarians on duty are busy helping persons in the building, telephone callers will be asked to wait for a return call. Those whose needs require extensive checking in the card catalogs or in reference books are encouraged to come to the Library for help.

Bibliographic Searching: The Reference staff is not able to do full scale searching for individuals or departments. They will, however, instruct individuals on the proper methods of doing such a search. Specialized bibliographies are compiled by the staff and published as Guide for Readers 20 and following.

BASIC REFERENCE BOOKS

The following list on the next page is a selection of basic reference sources that are available in the Reference Room. An annotated version of this list is available as Guide for Readers 26.

BIBLIOGRAPHIC GUIDES

Winchell. Guide to Reference Books. Z 1035 .W79 [Reference Desk]
Walford. Guide to Reference Material. Z 1035 .W25 [Reference Desk]
Besterman. World Bibliography of Bibliographies. Z 1002 .B5685 [Reference Room]
Bibliographic Index. Z 1002 .B594 [Reference Room]

BIBLIOGRAPHIES

BOOKS

Books in Print. Z 1215 .P972 [Reference Desk]
Subject Guide to Books in Print. Z 1215 .P973 [Reference Desk]
Publishers' Trade List Annual. Z 1215 .P97 [Bibliography Alcove Table]
National Union Catalog; pre-1956 Imprints. fZ 881 .A1 U518 [Bibliography Alcove]
National Union Catalog 1956 through 1967. fZ 881 .A1 U375x [Bibliography Alcove]
Evans. American Bibliography. Z 1215 .E92 [Bibliography Alcove and Microforms Room]
British Museum. General Catalog of Printed Books. fZ 921 .B87 [Bibliography Alcove]
U. S. Library of Congress. LC Catalog. Books: Subjects. Z 881 .U49 A22 [Bibliography Alcove]

PERIODICALS

Union List of Serials. fZ 6945 .U45 [Bibliography Alcove Table]
New Serial Titles. Z 6945 .U5 S42 [Bibliography Alcove Table]
Ulrich's International Periodicals Directory. Z 6947 .U5 [Reference Desk]

NEWSPAPERS

Gregory. American Newspapers. fZ 6945 .A42x [Bibliography Alcove]
Newspapers on Microfilm. Z 6945 .U52 S33 [Bibliography Alcove Table]
N. W. Ayer & Son's Directory, Newspapers and Periodicals. Z 6951 .A97 [Reference Desk]

DISSERTATIONS

Dissertation Abstracts International. AS 30 .M5 [Reference Room]
Black. Guide to Lists of Master's Theses. Z 5055 .U49 B55 [Reference Desk]
Wilder. University of Kansas Graduate School Theses. Z 5055 .U5 K35 [Reference Desk]

INDEXES

PERIODICALS

Reader's Guide to Periodical Literature. AI 3 .R48 [Reference Room Table 6]
Poole's Index to Periodical Literature. AI 3 .P7 [Reference Room Table 6]
Internationale Bibliographie der Zeitschriftenliteratur. AI 9 .B5 [Reference Room]
Public Affairs Information Service. Z 7163 .P9 [Reference Room]
Social Sciences and Humanities Index. AI 3 .R49 [Reference Room Table 2]
Kujoth. Subject Guide to Periodical Indexes and Review Indexes. Z 6293 .K84 [Reference Desk]

NEWSPAPERS

New York Times Index. AI 21 .N44 [Reference Room (1851-58; 1860; 1863-1905 in Microforms Room)]
The Times, London. Official Index. AI 21 .T46 [Reference Room (1790-1953 in Microforms Room)]
Facts on File. D 410 .F3 [Reference Room]
Wall Street Journal Index. HG 1 .W26 [Reference Room]

BOOK REVIEWS

Book Review Digest. Z 1219 .C96 [Reference Room and Table 2]
Index to Book Reviews in the Humanities. Z 1035 .AI I63 [Reference Room]
Gray. A Guide to Book Review Citations. Z 1035 .AI G7 [Reference Desk]

ALMANACS AND STATISTICAL YEARBOOKS

World Almanac. AY 67 .N5 W7 [Reference Desk]
Statesman's Year-book. JA 51 .S7 [Reference Desk]
Statistical Abstract of the United States. HA 202 .S7x [Reference Desk]
Statistics Sources. Z 7551 .S84 [Reference Desk]

ENCYCLOPEDIAS AND DICTIONARIES

Encyclopaedia Britannica. AE 5 .E36 [Reference Room]
Encyclopedia Americana. AE 5 .E333 [Reference Room]
Webster's Third New International Dictionary. fPE 1625 .W36 [Reference Desk]
Oxford English Dictionary. fPE 1265 .M7 [Reference Room]
Acronyms and Initialisms Dictionary. PE 1693 .G3 [Reference Desk]

BIOGRAPHICAL DICTIONARIES

Thomas. Universal Pronouncing Dictionary of Biography and Mythology. CT 103 .L7 [Reference Room]
Who's Who in America. E 176 .W642 [Reference Room]
Directory of American Scholars. LA 2311 .C32 [Reference Room]
American Men of Science. Q 141 .A47 [Reference Room]
Current Biography. CT 100 .C8 [Reference Room]
Dictionary of American Biography. E 176 .D562 [Reference Room]
Dictionary of National Biography. DA 28 .D4 [Reference Room]
Hyamson. A Dictionary of Universal Biography of All Ages and Peoples. CT 103 .H9 [Reference Room]
Arnim. Internationale Personalbibliographie, 1800-1933. Z 8001 .A1 A72 [Reference Room]

DIRECTORIES

Encyclopedia of Associations. HS 17 .G334 [Reference Desk]
World of Learning. AS 2 .W6 [Reference Desk]
National Faculty Directory. L 901 .N34 [Reference Desk]
Thomas' Register of American Manufacturers. T 12 .T6 [Reference Desk]

Guide for Readers 7b

USING THE CARD CATALOG: FILING RULES

The following filing rules are those that are most commonly encountered in the card catalogs. If there is difficulty in using the catalogs, consult with the Reference Librarian at the Reference Desk.

AUTHOR-TITLE CATALOG

Basic Rule: Author-Title Catalog entries may be filed by the first line on the card directly across from the call number (in which case it is called the main-entry card), by an added typed entry at the top of the card, or by names elsewhere in the body of the card which are underlined in red with the line running diagonally to the top left-hand corner of the card. Filing is word by word, disregarding commas, hyphens, and colons, except forenames then single and compound surnames precede all other entries beginning with the same word.

New Amsterdam	Adams, Samuel Hopkins	Adam, <u>of Cobsam</u>
New wives for old	Adams Memorial Society	Adam, <u>James</u>
Newark	Adams prize essay	Adam Thomas, Mary
Newman	Adams, Thompson, & Fry (firm)	

Geographic Place Names followed by a period and the name of an institution, society, government agency or association are subarranged by the name of each such organization.

Boston. Architect Dept.
Boston. Water Dept.
Boston adventure.

Compound Names and Firm Names (unless a personal name) are filed as separate words.

Bancroft (H. H.) & Co. (personal name for firm)
Bancroft, Philip
Bancroft Library
Bancroft-Whitney Co., San Francisco (firm name)

Articles in all languages at the beginning of titles and at the beginning of Arabic names (if not capitalized) are ignored in filing: a, an, the, le, la, les, gli, al-, etc. However, personal names and place names beginning with articles, are filed as one word beginning with the article.

al-Lacani, Ibrahim ibn Ibrahim
La Ramée, Pierre de
Laramie Co., Wyo.
Las Vegas, Nev.

Articles appearing internally in titles are not ignored.

Hyphenated Words, in general, are filed as two words. Exceptions include prefixes such as anti-, bi-, inter-, semi-, pan-, pre-, etc.

Names With a Prefix may be filed either under the prefix with the remainder of the surname as one word such as -- La Fontaine, Jean de -- or under the name such as -- Gogh, Vincent van -- depending upon the language used and the nature of the prefix (article, preposition, or a combination of the two). Cross reference cards will help to locate the proper entry.

M', Mac, Mc are interfiled as Mac except in African names.

McAllister, Quentin
Macbride, Robert
Machiavelli, Niccolo
Machinery of life
M'Intosh, William
McMullen, Roy

Forenames file before single surnames of the same word. Given names, of royalty for example, are arranged alphabetically by the designation, then (when more than one numeral) numerically.

George II, King of Great Britain
George III, King of Great Britain
George, William

Identical Names with dates are filed by date of birth, earliest date first.

Carpenter, William, 1797-1874
Carpenter, William, 1830-1896
Carpenter, William Benjamin, 1813-1885

Works by a Person as Author, Editor, Co-author, Translator, Illustrator, etc. are interfiled and subarranged by the titles of the works. Various editions of the same work in the same language with the same title are filed in chronological order, the earliest edition first.

Initials, Single Letters and One Letter Words are all interfiled as one letter words before longer words beginning with the same letter.

K. V. A.
Kaa, Herman van der
Kaz, Tsilia Moiseevna

Acronyms (a group of initials pronounced as a word) may be filed as a word. Cross reference cards and guide cards will explain the exceptions. Examples are Aslib and Unesco.

Abbreviations are filed as though spelled out, if commonly known: Dr. as Doctor, Gt. Brit. as Great Britain, Mr. as Mister, Mrs. as Mistress, St. as Saint, and U. S. as United States.

Numerals in titles are filed as though spelled in the language of the title: 100 as one hundred in English, Cent in French and Hundert in German. Henry VIII and the Lutherans (title of a book) is arranged as if spelled Henry the Eighth...

Elisions, Contractions, Dialect and Colloquial Forms that contain an apostrophe are filed as one word: d'art as dart, can't as cant, boy's as boys, and 'T aint as taint.

Modification of certain letters affect the filing: å and ä in Finnish, Norwegian, and Swedish equals aa; ä in Finnish, German, and Swedish equals ae; ö in Finnish, German, Hungarian, Icelandic, and Swedish equals oe; ø in Danish and Norwegian equals oe; ü in German, Hungarian, and modern Turkish equals ue; öö in Finnish equals oeo; v and vv in Gothic type equal u and w.

Bible, Festschriften, Pseudonyms, Transliteration, Voluminous Authors, etc. have special filing rules. Guide cards will explain these rules. For further help, inquire at the Reference Desk.

SUBJECT CATALOG

Consult the Subject Headings Used In the Dictionary Catalogs of the Library of Congress, a large red volume on the table near the subject catalog for the correct subject headings. The Reference Librarian at the Reference Desk is also available for consultation.

Subject Headings are printed at the top of the catalog cards, on separate guide cards, or underlined at the bottom of the catalog card with a red line running to the top left hand corner. They are filed word by word until a mark of punctuation is reached. This mark may be a period, dash, parentheses, or comma followed by an adjectival word or phrase. Entries within a subject heading are arranged alphabetically by the main entry.

DEATH.	ENGINEERING.
DEATH, APPARENT.	ENGINEERING, BIBLIOGRAPHY.
DEATH. ART	ENGINEERING AS A PROFESSION.
DEATH IN LITERATURE	ENGINEERING DRAWINGS.

Divisions of Subject Headings other than period divisions separated from the subject by a period, dash, parentheses, or comma, are interfiled into one alphabet after the file of the subject without any subdivision.

ARCHITECTURE.
ARCHITECTURE, GREEK.
ARCHITECTURE, HISTORY.
ARCHITECTURE - PERIODICALS.

Period Divisions, usually with dates, are arranged chronologically with the longest span of numbers filing first followed by shorter spans which begin with the same year. Some named periods do not have years listed but must file in the proper historical place.

GERMANY. HISTORY. TO 1517.
GERMANY. HISTORY. EARLY PERIOD TO 843.
GERMANY. HISTORY. 843-1372.
GERMANY. HISTORY. 843-918.

Long subject files for such topics as EDUCATION, ECONOMICS, CHEMISTRY, PHYSICS, SOCIOLOGY, and TEACHING have the cards arranged by year of publication, most recent first, and alphabetically by author within each year.

Works About an Author are arranged with the author's name alone; then with all subject divisions including individual works in alphabetical order; then with longer headings beginning with the same name.

SHAKESPEARE, WILLIAM, 1564-1616.
SHAKESPEARE, WILLIAM, 1564-1616. ANNIVERSARIES.
SHAKESPEARE, WILLIAM, 1564-1616. JULIUS CAESAR.
SHAKESPEARE, WILLIAM, 1564-1616. SOCIETIES, PERIODICALS, ETC.
SHAKESPEARE, WILLIAM, 1564-1616. THE WINTER'S TALE.
SHAKESPEARE AND COMPANY, PARIS.

Cross References refer the user from a term not used to a term that is used as a subject heading.

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USING THE CARD CATALOG: CLASSIFICATION SYSTEMS

OUTLINE OF DEWEY DECIMAL CLASSIFICATION

000	Generalities	360	Welfare	630	Agriculture
010	Bibliographies	370	Education	640	Domestic Sciences
020	Library Science	380	Commerce	650	Business
030-080	General Works	390	Customs & Folklore	660	Chemical Technology
090	Manuscripts	400-490	Languages	670-680	Manufactures
100-140	Philosophy	500	Pure Science	690	Building
150	Psychology	510	Mathematics	700	Art
160	Logic	520	Astronomy	710	Civic & Landscape Art
170	Ethics	530	Physics	720	Architecture
180	Ancient Philosophy	540	Chemistry	730	Sculpture
190	Modern Philosophy	550	Earth Sciences	740	Drawing
200-290	Religion	560	Paleontology	750	Painting
300	Social Sciences	570	Anthro. & Biology	760	Graphic Art
310	Statistics	580	Botany	770	Photography
320	Political Science	590	Zoology	780	Music
330	Economics	600	Technology	790	Recreation
340	Law	610	Medicine	800-890	Literature
350	Public Administration	620	Engineering	900-990	Geography & History

OUTLINE OF LIBRARY OF CONGRESS CLASSIFICATION

A-AZ	General Works	PC	Romance Languages
B-BD	Philosophy	PD	Germanic Languages
BF	Psychology	PE	English Language
BH-BJ	Esthetics, Ethics	PF	Dutch, Friesian, German
BL-BX	Religion	PG	Slavic Languages and Lit.
C	Auxiliary Sciences of History	PH	Finno-Ugrian & Basque Languages and Lit.
CB	General History of Civilization	PJ	Oriental Languages and Lit.
CC	Archaeology	PK	Indo Iranian Languages and Lit.
CD-CS	Seals, Numismatics, Heraldry, Genealogy	PL	Asia, Oceania, Africa Languages and Lit.
D	General History; General Europe	PM	Hyperborean, American Indian Languages
DA	Great Britain	PN	Literary History and Collections
DB	Austria, Czechoslovakia, Hungary	PQ	Romance Literatures
DC	France	PR	English Literatures
DD	Germany	PS	American Literatures
DE-DG	Mediterranean Region	PT	Teutonic Literatures
DH-DJ	Netherlands	PZ	Fiction & Juvenile English Language Lit.
DK	Russia, Poland, Finland	Q	General Science
DL	Scandinavia	QA	Mathematics
DP	Spain and Portugal	QB	Astronomy
DQ	Switzerland	QC	Physics
DR	Turkey and the Balkan States	QD	Chemistry
DS	Asia	QE	Geology
DT	Africa	QH	Natural History
DU	Australia and Oceania	QK	Botany
E	America (general) & U. S. (general)	QL	Zoology
F	U. S. (local) & America	QM	Human Anatomy
G-GT	Geography, Cartography, Anthro., Ocean.	QP	Physiology
GV	Sports and Amusements, Games	QR	Bacteriology
H	Social Sciences, General	R-RL	Medicine
HA-HD	Statistics, Economics	RM-RS	Therapeutics, Pharmacology, Pharmacy
HE-HF	Transportation, Communication, Commerce	RT	Nursing
HG-HJ	Finance	RV-RZ	Other Systems of Medicine
HM-HX	Sociology	S-SH	Agriculture--Plant & Animal Industry
J	Political Science	SK	Hunting Sports
K	Law	T-TP	Engineering Technology
L	Education	TR	Photography
M	Music	TS-TT	Manufactures
N	Fine Arts, General	TX	Domestic Science, Cookbooks
NA	Architecture	U	Military Science
NB-NK	Fine Arts	V	Naval Science
P-PB	Language & Literature, General	Z	Bibliography and Library Science

Books and serials in all University of Kansas Libraries, except University Archives, Department of Special Collections, Kansas Collection, and the University of Kansas Medical Center Library are classified into Library of Congress classification on a current basis. Books and serials classified prior to 1970 are in Dewey Decimal classification. (Note: Books and serials published prior to 1970 may be in either system depending upon when the book or serial was purchased by the University and fully classified.) Reclassifying the Dewey books into Library of Congress classification is not being attempted at this time except in the Art Library.

As a key to where certain broad subject areas are housed, the following list will indicate the general Library of Congress and Dewey numbers for each subject plus the library where MOST of the books are housed. THIS IS A GENERAL LIST AND SHOULD NOT TAKE THE PLACE OF THE CARD CATALOG LOCATIONS. Many older volumes in the branch libraries are in storage.

<u>Subject</u>	<u>Dewey</u>	<u>Library of Congress</u>	<u>Location</u>
Aeronautics	629	TL	Engineering & Architecture
Agriculture	630	S	Earth Sciences
Anatomy (Human)	611	QM	Science
Anthropology	572-573	GN	Watson
Archaeology	913-919	CC	Watson
Architecture	720	NA	Engineering & Architecture
Art	700	N	Art
Astronomy	520	QB	Science
Automobiles	629	TL	Engineering & Architecture
Bacteriology	589	QR	Science
Biology	574	QH	Science
Botany	580	QK	Science
Building	690	TH	Engineering & Architecture
Business	650	HF-HG	Watson
Chemical Engineering	660	TP	Earth Sciences
Chemistry	540	QD	Science
Customs and Folklore	390	GR-GT	Watson
Decorative Arts	745	NK	Art
Economics	330	HB-HD, HJ	Watson
Education	370	L	Watson
Engineering	620-690	T-TP	Engineering & Architecture
Fiction	813	PZ	Watson
Fish and Fisheries	639	SH	Dyche
Genealogy	929	CS	Watson
Geography	900	G-GB	Earth Sciences, Watson
Geology	550	QE	Earth Sciences
Graphic Arts	760	NC	Art
Handicrafts	745	TT	Art
Heraldry	929	CR	Watson
History (Americas)	970-989	E-F	Watson
History (Except Americas)	930-969, 990	D	Watson
History of Science	600-690	Q-TX	Science
Hunting Sports	799	SK	Dyche
International Law	341	JX	Watson
Languages	400-490	P-PZ	Watson
Law	340	K	Law
Library Science	020	Z	Watson
Literature	800-890	P-PZ	Watson
Manufactures	670	TS	Watson
Mathematics	510	QA	Mathematics
Medicine	610	R	Science
Metallurgy	669	TN	Engineering & Architecture
Military Science	355-359, 623	U	Watson
Mining	622	TN	Earth Sciences
Music	780	M	Music
Natural History	574	QH	Science, Watson
Naval Science	355-359, 623	V	Watson
Numismatics	737	CJ	Art
Oceanography	551	GC	Earth Sciences
Painting	750	ND	Art
Paleontology	560	QE	Earth Sciences, Dyche
Philosophy	100	B-BJ	Watson
Photography	770	TR	Art
Physics	530	QC	Science
Physiology	574	QP	Science
Political Science	320	J	Watson
Psychology	130, 150	BF	Watson
Public Administration	350	JF-JQ	Watson
Recreation	790	GV	Watson
Religion	200	BL-BX	Watson
Sculpture	730	NB	Art
Sociology	301	HM-HX	Watson
Sports	796	GV	Watson
Statistics	310	HA	Watson
Zoology	590	QL	Science, Watson, Dyche

Guide for Readers 13b

MATHEMATICS LIBRARY

Located in 209 Strong Hall, second floor, East wing.
Telephone: 864-3440

HOURS OF SERVICE

Regular hours while classes are in session during Fall and Spring Semesters:

Monday through Friday	8am-5pm
Saturday and Sunday	Closed

Hours vary for vacations, holidays, and summer. Please check posted hours or telephone before visiting the library.

SCOPE OF COLLECTION

Includes over 16,000 volumes in pure mathematics and computer science. Due to applications in all fields of science, materials on mathematics and computer science may be found in other science and technology libraries on campus as well as this Library. Theses and dissertations in mathematics and computer science are found in this Library.

ORGANIZATION AND CLASSIFICATION OF COLLECTION

Monographs and serials are classified in both Dewey Decimal and Library of Congress classification schemes. The general stacks are divided into two sections--Dewey and Library of Congress--with each containing both monographs and serials. The abstracts, indexes, and dictionaries are in the general reading room. All unbound serials are shelved by title in the reading room. The reference collection of handbooks and guides is in closed stacks and must be requested at the circulation desk. The main stack area is open to library users but reserve books must be asked for at the circulation desk.

LENDING POLICY

Monographs, theses, dissertations	Students -- 3 weeks Faculty -- 4 months (may be recalled after 3 weeks)
Bound serials	Overnight only.
Unbound serials, Reference materials	Room use only.
Reserve materials	Room use only during the day. Overnight after 4pm and due one hour after library opens the following day.
New Books	Remain on non-circulating "Current Table" for 1 week and then on New Book shelf for 3 weeks.

Overdue fines for 3-week loans are 25 cents per day with maximum fine of \$10.00. Items not returned one month from the due date are considered lost and borrower will be billed for the replacement cost of the item plus a processing fee of \$5.00. Reserve book fines are 30 cents for the first hour (or part) and 15 cents for each additional hour or fraction to a maximum of \$8.00 per book. In the event the book is lost, the \$8.00 may be added to the lost book charges. Fines for reserve books begin one hour after the library opens the following day. Fines are paid at the Mathematics Library Circulation Desk at the time the book is returned. If not paid for at this time or if billed by mail, they must be paid at the Circulation Office in Watson Library during the hours of 8:30am to 4:30pm, Monday through Friday. Unpaid bills are reported to the University Business Office. A student is responsible for any book charged on his ID. The loss of an ID card should be reported to the Registrar's Office and the Library immediately, to avoid its unauthorized use.

GUIDES TO THE COLLECTION

Card Catalog: Represents only those books and serials held in the Mathematics Library. It is divided into an Author-Title catalog and a Subject catalog.

Master Serials Holdings List: A computer-generated book catalog of serials held at the University of Kansas. It is being developed over a period of time and, when the initial phase is complete, will list all currently received serial titles, with an indication of holdings and location of bound and unbound issues. In addition to the Master List, an abbreviated listing by title-page entry of titles received in the Mathematics Library is available.

Abstracts and Indexes: Most mathematics literature is serial in nature making abstracts and indexes especially important guides to the collection. The following 3 titles give comprehensive coverage of the literature from 1868 to the present.

Jahrbuch über die Fortschritte der Mathematik. v. 1-62 (1868-1936).
International abstracting service in German.

Mathematical Reviews. v. 1 (1940)--
English language abstracting service published by the American Mathematical Society.

Zentralblatt für Mathematik. v. 1 (1931)--
International abstracting service covering mathematics as well as related areas in physics and astronomy.

SPECIAL SERVICES

Copying Service: Limited copying service is available through the Mathematics Department Office. For services available in other libraries on campus see Guide for Readers 9.

Interlibrary Loan Service: Materials needed for research purposes which are not available in the University of Kansas Libraries may be obtained from other libraries, subject to the provisions of the National Interlibrary Loan Code, 1968. This service is offered through Interlibrary Service in the Watson Library Reference Department. For further information on this service consult Guide for Readers 8.

January, 1973

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EARTH SCIENCES LIBRARY

Located in 318 Lindley Hall.
Telephone 864-3745.

HOURS OF SERVICE

Regular hours while classes are in session during Fall and Spring Semesters:

Monday through Thursday	8am-5pm; 7pm-11pm
Friday	8am-5pm
Saturday	9am-3pm
Sunday	Closed

Hours vary for vacations, holidays, and summer. Please check posted hours or telephone before visiting the library.

SCOPE OF COLLECTION

Includes over 30,000 volumes in the fields of geology, geography, invertebrate paleontology, meteorology, agriculture, and chemical and petroleum engineering. The depository copies of the U. S. Geological Survey topographical maps and its other publications plus those of the U. S. Bureau of Mines are housed in this Library. Due to applications in all fields of science, materials on computer science, ecology, environmental health and pollution may be found in this Library as well as other science and technology libraries on campus. Theses and dissertations in geology, geography, and chemical and petroleum engineering are found in this Library.

ORGANIZATION AND CLASSIFICATION OF COLLECTION

Monographs and serials are classified in both Dewey Decimal and Library of Congress classification schemes. The general stacks are divided into two sections--Dewey and Library of Congress--with each containing both monographs and serials. Unbound current serials are shelved separately. The reference collection including abstracts, indexes, handbooks, and dictionaries is shelved in the reading room. All stack areas are open to the library user. Reserve books must be asked for at the circulation desk.

LENDING POLICY

Monographs, theses, dissertations	Students -- 3 weeks Faculty -- 4 months (may be recalled after 3 weeks)
Bound serials	Overnight only.
Unbound serials, Reference materials	Room use only.
Reserve materials	Room use only during the day. Overnight after 9pm and due one hour after library opens the following day.
Topographical maps	Room use only.
New Books	Remain on non-circulating New Book shelf for 3 weeks before being shelved in the stacks.

Overdue fines for 3-week loans are 25 cents per day with maximum fine of \$10.00. Items not returned one month from the due date are considered lost and borrower will be billed for the replacement cost of the item plus a processing fee of \$5.00. Reserve book fines are 30 cents for the first hour (or part) and 15 cents for each additional hour or fraction to a maximum of \$8.00 per book. In the event the book is lost, the \$8.00 may be added to the lost book charges. Fines for reserve books begin one hour after the library opens the following day. Fines are paid at the Earth Sciences Library Circulation Desk at the time the book is returned. If not paid for at this time or if billed by mail, they must be paid at the Circulation Office in Watson Library during the hours of 8:30am to 4:30pm, Monday through Friday. Unpaid bills are reported to the University Business Office. A student is responsible for any book charged on his ID. The loss of an ID card should be reported to the Registrar's Office and the Library immediately, to avoid its unauthorized use.

GUIDES TO THE COLLECTION

Card Catalog: Represents only those books and serials that are in the Earth Sciences Library. It is divided into an Author-Title catalog and a Subject catalog.

Master Serials Holdings List: A computer-generated book catalog of serials held at the University of Kansas. It is being developed over a period of time and, when the initial phase is complete, will list all currently received serial titles, with an indication of holdings and location of bound and unbound issues. In addition to the Master List, an abbreviated listing by title-page entry of titles received in the Earth Sciences Library is available.

Abstracts and Indexes: Most scientific literature is serial in nature making abstracts and indexes important guides to the collection. The following titles are some of the more important ones. For other subject indexes and bibliographies consult the Librarian.

Bibliography and Index of Geology. v. 33 (1969)--

Comprehensive international index covering current monographic and serial literature in geology. Continues indexing formerly covered in the next 2 titles.

Bibliography and Index of Geology Exclusive of North America. v. 1-32 (1933-1968).

Comprehensive index covering monographic and serial literature in geology outside of North America.

Bibliography of North American Geology. 1732--

Index of monographic and serial literature in North American geology.

Chemical Abstracts. v. 1 (1907)--

A comprehensive abstracting service covering monographic and serial literature in pure and applied chemistry. Includes formula, patent, subject, and author indexes.

Geophysical Abstracts. v. 1-299 (1929--1970).

Index of monographic and serial literature in geophysics.

Mineralogical Abstracts. v. 1 (1920)--

International abstracting service covering the literature of mineralogy.

Neues Jahrbuch für Mineralogie, Geologie, und Palaeontologie. 1830--

International index covering mineralogy, geology, and paleontology.

Oceanic Index. v. 1 (1964)--

Index of monographic and serial literature in subjects relating to the oceans.

SPECIAL SERVICES AND EQUIPMENT

Technical Report Ordering: The Science Library is the channel through which reports from NASA and National Technical Information Service may be ordered. The charge is 95 cents per report on microfiche. Hard copy prices vary. The Library also automatically receives several NASA series on microfiche. Microfilm and microfiche readers are available in the Science Library and Watson Library. Hard copies of microfilm and microfiche may be obtained in Watson Library, Microforms division for 15 cents per exposure.

NASA/SCAN: In conjunction with the NASA program, NASA/SCAN (Selected Current Aerospace Notices) is available to the faculty and researchers. This is a current awareness service from NASA announcing recently issued reports, journal articles, conferences, etc., in the field of aerospace. A profile may be submitted to the Science Library to receive this free service.

Chemical Titles: Current awareness tape searches are available through the Science Librarian. Tapes are searched every 2 weeks for those who have prepared profiles. The annual charge is \$26.00 per profile and may be paid personally, by departmental SOV, or through grant funds.

DDC Reports: DDC Report Bibliographies and Work Unit Summaries are available free.

Copying Service: Materials may be charged out to take to the Engineering and Architecture Library where a coin-operated copying machine is available at 5 cents per sheet. Copies are made only on paper provided by the library. Personal supplies cannot be used because of machine requirements and university regulations. Copies are not of archival quality. Text and line materials reproduce well, but most illustrations and blue tones cannot be satisfactorily copied. For further information on Copying Services see Guide for Readers 9.

Interlibrary Loan Service: Materials needed for research purposes which are not available in the University of Kansas Libraries may be obtained from other libraries, subject to the provisions of the National Interlibrary Loan Code, 1968. This service is offered through Interlibrary Service in the Watson Library Reference Department. Requests may be submitted to the Earth Sciences Librarian. For further information on this service consult Guide for Readers 8.

Guide for Readers 13a

SCIENCE LIBRARY

Located on 6th floor of Malott Hall.
Telephone: 864-3465.

HOURS OF SERVICE

Regular hours while classes are in session during Fall and Spring Semesters:

Monday through Thursday	8am-11pm
Friday	8am-5pm
Saturday	9am-5pm
Sunday	2pm-11pm

Hours vary for vacations, holidays, and summer. Please check posted hours or telephone before visiting the library.

SCOPE OF COLLECTION

Includes over 85,000 volumes in the fields of chemistry, physics, astronomy, and pharmacy plus extensive materials for biochemistry, microbiology, biology, botany, invertebrate zoology (since 1970), physiology, and medicinal chemistry, and a history of science collection. Technical report literature of the National Aeronautics and Space Administration (NASA) and the National Bureau of Standards (NBS) plus selected reports of the Atomic Energy Commission (AEC) are available in the Library. Due to applications in all fields of science, materials on computer science, ecology, environmental health and pollution may be found in this Library as well as other science and technology libraries on campus. Theses and dissertations in the represented subject areas are found in this Library.

ORGANIZATION AND CLASSIFICATION OF COLLECTION

Monographs and serials are classified in both Dewey Decimal and Library of Congress classification schemes. The Superintendent of Documents classification is used for those materials issued by the U. S. Government Printing Office and its agencies such as NASA, NBS, and AEC. The general stacks are divided into two sections--Dewey and Library of Congress--with each further divided into monographs and serials. The history of science collection of both monographic and serial materials in both classifications is shelved separately. The reference collection including abstracts, indexes, handbooks and dictionaries is in the reading rooms. All stack areas are open to the library user. Closed reserve books must be asked for at the circulation desk.

LENDING POLICY

Monographs, theses, dissertations	Students -- 3 weeks. Faculty -- 4 months (may be recalled after 3 weeks)
Bound serials	Overnight only.
Unbound serials and Reference materials	Room use only.
Reserve materials	Room use only during the day. Overnight after 8pm and due one hour after library opens the following day.
New Books	Remain on non-circulating New Book shelf for 3 weeks before being shelved in the stacks.

Overdue fines for 3-week loans are 25 cents per day with maximum fine of \$10.00. Items not returned one month from the due date are considered lost and borrower will be billed for the replacement cost of the item plus a processing fee of \$5.00. Reserve book fines are 30 cents for the first hour (or part) and 15 cents for each additional hour or fraction to a maximum of \$8.00 per book. In the event the book is lost, the \$8.00 may be added to the lost book charges. Fines for reserve books begin one hour after the library opens the following day. Fines are paid at the Science Library Circulation Desk at the time the book is returned. If not paid for at this time or if billed by mail, they must be paid at the Circulation Office in Watson Library during the hours of 8:30am to 4:30pm, Monday through Friday. Unpaid bills are reported to the University Business Office. A student is responsible for any book charged on his ID. The loss of an ID card should be reported to the Registrar's Office and the Library immediately, to avoid its unauthorized use.

GUIDES TO THE COLLECTION

Card Catalog: Represents only those books and serials held in the Science Library. Most older materials in botany and biology are represented by author entries only. It is divided into an Author-Title catalog and a Subject catalog.

Master Serials Holdings List: A computer-generated book catalog of serials held at the University of Kansas. It is being developed over a period of time and, when the initial phase is complete, will list all currently received serial titles, with an indication of holdings and location of bound and unbound issues. In addition to the Master List, an abbreviated listing by title-page entry of titles received in the Science Library is available.

Abstracts and Indexes: Most scientific literature is serial in nature, making abstracts and indexes especially important guides to the collection. The following titles are the most important ones for biology, chemistry, physics, astronomy, and technical report literature. For other subject indexes consult the Science Librarian.

BIOLOGICAL SCIENCES

Biological Abstracts. v. 1 (1926)--

Covers current monographic and serial literature in biology, botany and zoology, with author, subject, and biosystematic approaches.

Bioresearch Index. 1967--

Indexes research reports not covered in the Biological Abstracts. No abstracts.

Index Medicus. v. 1 (1960)--

An author/subject index to journal literature in the biomedical fields covering over 2,300 titles. Several specialized frequently updated bibliographies are compiled from the MEDLARS tapes used to produce this index.

CHEMICAL SCIENCES

Chemical Abstracts. v. 1 (1907)--

A comprehensive abstracting service covering monographic and serial literature in pure and applied chemistry. Includes formula, patent, subject, and author indexes.

Chemisches Zentralblatt. v. 1-140 (1830-1969).

German abstracting service covering pure and applied chemistry. Excellent coverage of pre-1900 chemical literature.

Current Abstracts of Chemistry and Index Chemicus. v. 1 (1960)--

Abstracts of articles reporting new compounds, new reactions, or new syntheses.

PHYSICS AND ASTRONOMY

Astronomischer Jahresbericht. v. 1-68 (1899-1968).

International with each volume abstracting the literature of that year.

Astronomy and Astrophysics Abstracts. v. 1 (1969)--

Abstracts and indexes all astronomical literature.

Physics Abstracts. v. 1 (1898)--

An abstracting service covering serial publications in physics with limited inclusion of monographic and report literature. Author and subject indexes are included.

TECHNICAL REPORTS

Government Reports Announcements. v. 1 (1946)--

Abstracting service covering government sponsored research reports in all fields. Indexes by subject, personal author, corporate author, contract number and accession number. NASA and AEC reports are included in the indexes but not in the abstracts. For abstracts of NASA and AEC reports, consult Scientific, Technical, and Aerospace Reports and Nuclear Science Abstracts.

Nuclear Science Abstracts. v. 1 (1948)--

An abstracting service of the U. S. Atomic Energy Commission covering the literature on the peaceful uses of nuclear energy. Subject, personal author, corporate author, report number, and accession number indexes are available.

Scientific, Technical, and Aerospace Reports (STAR). v. 1 (1963)--

A NASA-sponsored abstracting service covering worldwide literature on aeronautical and aerospace technology. Includes subject, personal author, corporate author, report number, and accession number indexes.

SPECIAL SERVICES AND EQUIPMENT

Technical Report Ordering: The Science Library is the channel through which reports from NASA and National Technical Information Service may be ordered. The charge is 95 cents per report on microfiche. Hard copy prices vary. The Library also automatically receives several NASA series on microfiche. Microfilm and microfiche readers are available in the Science Library. Hard copies of microfilm and microfiche may be obtained in Watson Library, Microforms division for 15 cents per exposure.

NASA/SCAN: In conjunction with the NASA program, NASA/SCAN (Selected Current Aerospace Notices) is available to the faculty and researchers. This is a current awareness service from NASA announcing recently issued reports, journal articles, conferences, etc., in the field of aerospace. A profile may be submitted to the Science Library to receive this free service.

Chemical Titles: Current awareness tape searches are available through the Science Librarian. Tapes are searched every 2 weeks for those who have prepared profiles. The annual charge is \$26.00 per profile and may be paid personally, by departmental SOV, or through grant funds.

DDC Reports: DDC Report Bibliographies and Work Unit Summaries are available free of charge.

MEDLARS: MEDLARS (Medical Literature Analysis and Retrieval System) searches, a bibliographic access to biomedical journal literature that is indexed in Index Medicus, are available.

U. S. Patents: Copies of U. S. Patents may be ordered through the Science Library at 50 cents each.

Copying Service: Coin-operated copying is available at 5 cents per sheet and Xerox service is available at 10 cents per sheet. Copies are made only on paper provided by the library. Personal supplies cannot be used because of machine requirements and university regulations. Copies are not of archival quality. Text and line materials reproduce well, but most illustrations and blue tones cannot be satisfactorily copied. For further information on Copying Services see Guide for Readers 9.

Interlibrary Loan Service: Materials needed for research purposes which are not available in the University of Kansas Libraries may be obtained from other libraries, subject to the provisions of the National Interlibrary Loan Code, 1968. This service is offered through Interlibrary Service in the Watson Library Reference Department. Requests may be submitted to the Science Librarian. For further information on this service consult Guide for Readers 8.

Guide for Readers 13d

ENGINEERING AND ARCHITECTURE LIBRARY

Located in 119 Marvin Hall.
Telephone: 864-3866

HOURS OF SERVICE

Regular hours while classes are in session during Fall and Spring Semesters.

Monday through Thursday	8am-5pm; 7pm-11pm
Friday	8am-5pm
Saturday	9am-1pm
Sunday	7pm-11pm

Hours vary for vacations, holidays, and summer. Please check posted hours or telephone before visiting the library.

SCOPE OF COLLECTION

Includes over 24,000 volumes in architecture and engineering except chemical and petroleum engineering and mineral industries. The historical and biographical materials in all areas of technology are in the History of Science Collection in the Science Library. Due to applications in all fields of engineering, materials on computer science, ecology, environmental health and pollution may be found in this library as well as other science and technology libraries on campus. Many of the materials that are related to architecture as well as other areas in the social sciences and humanities are in Watson Library. Theses and dissertations in engineering and architecture are found in this library.

ORGANIZATION AND CLASSIFICATION OF COLLECTION

Monographs and serials are classified in both Dewey Decimal and Library of Congress classification schemes. The general stacks are divided into two sections--Dewey and Library of Congress--with each further divided into monographs and serials. The core collection of architectural books plus the reference materials and journals in architecture are kept in the general reading room. The engineering reference collection including abstracts, indexes, handbooks, and dictionaries is also in the general reading room. Unbound serials in engineering are kept separate in a periodicals reading room. All stack areas are open to the library user. Closed reserve books must be asked for at the circulation desk.

LENDING POLICY

Monographs, theses, dissertations	Students -- 3 weeks. Faculty -- 4 months (may be recalled after 3 weeks)
Bound serials	Overnight only.
Unbound serials and Reference materials	Room use only.
Reserve materials	Room use only during the day. Overnight 15 min. before closing and due one hour after library opens the following day.
New Books	Remain on New Book shelf for 3 weeks before being shelved in the stacks.

Overdue fines for 3-week loans are 25 cents per day with maximum fine of \$10.00. Items not returned one month from the due date are considered lost and borrower will be billed for the replacement cost of the item plus a processing fee of \$5.00. Reserve book fines are 30 cents for the first hour (or part) and 15 cents for each additional hour or fraction to a maximum of \$8.00 per book. In the event the book is lost, the \$8.00 may be added to the lost book charges. Fines for reserve books begin one hour after the library opens the following day. Fines are paid at the Engineering and Architecture Library Circulation Desk at the time the book is returned. If not paid for at this time or if billed by mail, they must be paid at the Circulation Office in Watson Library during the hours of 8:30am to 4:30pm, Monday through Friday. Unpaid bills are reported to the University Business Office. A student is responsible for any book charged on his ID. The loss of an ID card should be reported to the Registrar's Office and the Library immediately, to avoid its unauthorized use.

GUIDES TO THE COLLECTION

Card Catalog: Represents only those books and serials that are in the Engineering and Architecture Library. It is divided into an Author-Title catalog and a Subject catalog.

Master Serials Holdings List: A computer-generated book catalog of serials held at the University of Kansas. It is being developed over a period of time and, when the initial phase is complete, will list all currently received serial titles, with an indication of holdings and location of bound and unbound issues. In addition to the Master List, an abbreviated listing by title-page entry of titles received in the Engineering and Architecture Library is available.

Abstracts and Indexes: Most engineering literature is serial in nature making abstracts and indexes important guides to the collection. The following titles are the more important ones including one for architecture. For other subject indexes and bibliographies consult the Librarian.

Art Index. v. 7 (1947)--

An international cumulative author and subject index to fine arts periodicals, exhibitions and book reviews. Earlier volumes of this index are available in the Art Library.

Computer and Control Abstracts. v. 1 (1966)--

International abstracting service covering periodicals, books, dissertations, technical reports and patents in computer science.

Electrical and Electronics Abstracts. v. 1 (1898)--

International abstracting service covering the periodical literature and selected books, patents and reports.

Engineering Index. v. 1 (1884)--

International abstracting service covering all areas of engineering in periodicals, books, proceedings, and technical reports.

International Aerospace Abstracts. v. 1 (1961)--

International abstracting service covering aeronautics, space science and related areas in periodicals, books and proceedings.

Also available are specialized services including Applied Mechanics Review, Pollution Abstracts, and Scientific and Technical Aerospace Reports.

SPECIAL SERVICES AND EQUIPMENT

Technical Report Ordering: The Science Library is the channel through which reports from NASA and National Technical Information Service may be ordered. The charge is 95 cents per report on microfiche. Hard copy prices vary. The Library also automatically receives several NASA series on microfiche. Microfilm and microfiche readers are available in the Science Library and Watson Library. Hard copies of microfilm and microfiche may be obtained in Watson Library, Microforms division for 15 cents per exposure.

NASA/SCAN: In conjunction with the NASA program, NASA/SCAN (Selected Current Aerospace Notices) is available to the faculty and researchers. This is a current awareness service from NASA announcing recently issued reports, journal articles, conferences, etc., in the field of aerospace. A profile may be submitted to the Science Library to receive this free service.

DDC Reports: DDC Report Bibliographies and Work Unit Summaries are available free of charge.

U. S. Patents: Copies of U. S. Patents may be ordered through the Science Library at 50 cents each.

Copying Service: Coin-operated copying is available at 5 cents per sheet. Copies are made only on paper provided by the library. Personal supplies cannot be used because of machine requirements and university regulations. Copies are not of archival quality. Text and line materials reproduce well, but most illustrations and blue tones cannot be satisfactorily copied. For further information on Copying Services see Guide for Readers 9.

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January, 1973

FYI

University of Kansas Libraries From the Office of the Director

Number 180

February 8, 1973

Librarians' Conference:

The next Librarians' Conference will be on Thursday, February 15, 8:30am in the Watson Library Conference Room. Included on the agenda will be discussions of two motions concerning the existing function of the Librarians' Conference; confidentiality of personnel files; and annual evaluations of librarians plus brief reports on the Art Library Association, SLA, & ALA. Copies of the two motions and background material for annual evaluations will be distributed prior to the conference.

Classified Conference Election:

The Classified Conference, at its first meeting on Tuesday afternoon, February 6, elected the following members of its Executive Board: Alberta Wright, Maura Biesemeyer, Nita Betty, Nancy Muller, Bob Richards, Sally Atkinson, Kathleen Browder, Ola Faucher, and Karen Karns. The first president and secretary will be elected by the members of the Board.

Vice Chancellor for Academic Affairs:

Reproduced on the next page is a letter from Vice Chancellor Ambrose Saricks.

Phi Beta Kappa:

If you are a member of Phi Beta Kappa, please give your name to Alexandra Mason, who is bringing the chapter membership list up to date.

Personnel:

Ruth Hiller is Clerk Typist II in Serials effective February 5.

Deadline:

Irregular payroll and Work Study student time cards are due in the Director's Office at 9am, Wednesday, February 14. Because Work Study funds have been depleted, all student time cards will be processed against Irregular payroll funds. The period of reporting for the Work Study payroll is January 29 to February 13 and for the Irregular payroll, January 15 to February 13. Work Study students are still held to their assigned earnings despite the change in funding.

Oread Library Association:

The next meeting of the Oread Library Association will be at noon, Wednesday, February 14, Alcove D, Kansas Union. Please buy your lunch in the cafeteria line or bring a sack lunch. Karen Zimmerman will review Wonderful Old Lawrence by Elfrieda Fischer Rowe.

Librarians' Conference Minutes:

Extra copies of the December minutes of the Librarians' Conference are available in the Director's Office.

Staff Room:

The Watson Library Staff Room will be locked at 5pm and on weekends. A key is available at either Reference or Circulation. Please keep the room locked at these times.

New Exhibit:

A new exhibit, "Women in Revolt", constructed by Linda Griffin and Karen Zimmerman is now in place in the first floor exhibit area of Watson Library.



THE UNIVERSITY OF KANSAS / LAWRENCE, KANSAS 66044

Office of the Vice Chancellor for Academic Affairs
913-864-4454

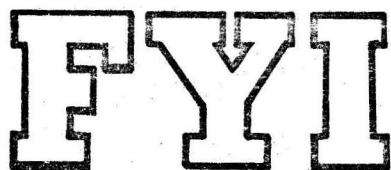
January 19, 1973
THE DIRECTOR
University of Kansas Libraries

TO: David Heron

FROM: Ambrose Saricks

Many thanks for the copy of the 1971-72 Annual Report of the KU Libraries. It brings together statistics of value to me, but, more importantly, displays progress during a very difficult period. Much credit is due to the dedication of you and your colleagues in refusing to yield to discouragement which might easily be found in many of the situations confronting you daily. May I thank you all, while pledging continued support to the limit of my abilities and resources?

AS:jj



University of Kansas Libraries

From the Office of the Director

Number 181

February 15, 1973

Staff Association Meeting:

The Kansas University Library Staff Association will meet on Tuesday, February 20, 3:15 p.m., in Spencer Auditorium. Included on the agenda will be Committee Reports, a presentation on communication by Calvin Downs of the Speech and Drama Department, and the awarding of service certificates by Vice-Chancellor Saricks to members of the Library Staff.

SLIC:

The new SLIC representatives are Carol Chittenden, Marilyn Clark, Muriel Cook, Robert Mitchell and Linda Serven.

Staff Orientation:

Staff orientation for Friday, February 16 will cover Book Selection, Order, and Exchange and Gifts; and for Monday, February 19, Cataloging and Copying Service.

Conversation in Public Areas:

Readers have recently expressed concern to the Director's Office about the amount of conversation in public areas (in this instance the Bibliographic Alcove). Members of the Libraries' Staff are requested to discourage such distractions both by example and by interceding whenever conversation is interfering with use of reference or bibliographical materials.

Tornado Warning:

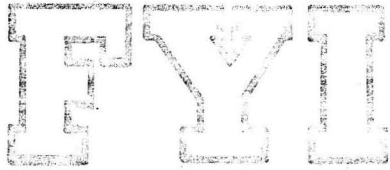
As part of the county wide tornado alert system a tornado alerting device will be installed on the southeast corner of the Watson Library. After installation you will be informed of the times when the device will be tested for effectiveness.

Personnel:

The following resignations have been received in the Director's Office: Vera Knoll, Clerk III, February 23; Mary Cahoon, Clerk II, February 28; Philip Wildman, Security Officer I ($\frac{1}{2}$ time), February 28; and Glenda Cummins, Clerk Typist II, March 16.

Positions Open:

Applications for transfer or promotion to the following positions, pending permission from Personnel, should be made to Nancy Shawbaker by Wednesday, February 21: Clerk II in Current Copy of Cataloging, Clerk III in Cataloging Maintenance, Security Officer I ($\frac{1}{2}$ time) in Security and Delivery, and Clerk Typist II in East Asian.



University of Kansas Libraries

From the Office of the Director

Number 182

February 22, 1973

Staff Room Keys:

Unauthorized use of the Watson Library Staff Room and thefts of food and money have suggested controlling access to the room. Beginning Thursday, March 1, the room will be locked. Keys are available to all full-time staff members from the Staff Association Treasurer, Linda Copp (Interlibrary Service) on payment of a 50 cent deposit, redeemable when the keys are returned. There are also keys at the Reference Desk and Circulation Desk for evening and weekend use, particularly by student assistants.

Personnel:

Susan Hewitt is Clerk II in Reserve, February 19. Jane Oroke is now Jane Carr.

Position Open:

Applications for transfer or promotion to Clerk Typist II in East Asian will be accepted in the Director's Office until Monday, February 26. Knowledge of East Asian languages is not required.

Art Exhibit:

The current exhibit of art work throughout Watson Library is by students, freshmen to seniors, from the Department of Painting and Sculpture. The students volunteered to have their works displayed and present an interesting example of the many styles of the current art world. It is hoped that the staff of the library will enjoy the library's new look during the rest of the spring semester.

University Council:

George Griffin, elected as an alternate last year, was seated in the University Council at its last meeting, February 15, to serve until new members take office on April 1.

Erratum:

In Appendix M-4 of the University of Kansas Libraries Annual Report, 1971-1972, the following entry was inadvertently omitted:

Joan Soutar, Associate Serials Librarian II--A.B., George Washington, 1964; M.L.S., Michigan, 1967. APPOINTED November 8, 1971.

Engineering and Architecture Library:

Beginning Saturday, March 3, the Engineering and Architecture Library will be open from 9am to 5pm for the remainder of the spring semester.

Orientation:

The staff orientation sessions for Friday, February 23 will cover East Asian, Slavic and Latin American areas and for Monday, February 26 they will cover Serials and the Art Library.

New Publication:

Attached for your information is Guide For Readers 21: Bibliography of Reference Works for Business, compiled by Ned Kehde.

Smoking, Eating & Drinking:

Smoking for the general public in Watson Library is limited to the basement foyer and first floor foyer near the elevator, the area in front of the exit control station on the first floor, and the West Reading Room. There are no areas in the library that can be used by the public for eating or drinking. Staff should ask patrons as courteously as possible to smoke only in the above designated areas and to not eat or drink in the library.

In Print:

Martha Kehde recently had an article, "Survey of Academic Art Library Book Funds," published in the October, 1972 issue of the Worldwide Art and Library Newsletter.

Guide for Readers 21

BIBLIOGRAPHY OF REFERENCE WORKS FOR BUSINESS

BASIC BIBLIOGRAPHIES AND GUIDES OF BUSINESS LITERATURE

Coman, Edwin T. Sources on Business Information. Rev. ed. Berkeley, Univ. of California Pr., 1964. [Reference Desk: Z 7164 .C81 C75] A1

Johnson, H. W. How to Use the Business Library, with Sources of Information. 3d ed. Cincinnati, South-Western Publ. Co., 1964. [Reference Room: Z 675 .B8 J6] A2

Harvard University. Graduate School of Business Administration. Baker Library. Business Literature; an Annotated List for Students and Businessmen. Boston, 1968. (Reference List no. 25). [Reference Room: Z 7164 .C81 H273] A3

Harvard University. Graduate School of Business Administration. Baker Library. Business Reference Sources; an Annotated Guide for Harvard Business School Students. Boston, 1971. [Reference Room: Z 7164 .C81 H2731] A4
This is the best single reference tool in the field of business.

Harvard University. Graduate School of Business Administration. Baker Library. Core Collection; an Author and Subject Guide, 1971/72. Boston, 1971. [Reference Room: Z 7164 .C81 H3x] A5

INDEXES AND ABSTRACTS

American Institute of Certified Public Accountants. Accountants' Index; a Bibliography of Accounting Literature... N. Y., 1921- (Biennial) [Reference Room: Z 7164 .C81 A5] A6
Coverage of first volume retrospective to about 1901.

Business Periodicals Index. N. Y., Wilson, 1958- (Monthly) [Reference Room: Z 7164 .C81 B983] A7
Supersedes Industrial Arts Index, Z 913 .I7 in Reference Room.

Computer Abstracts. London, Technical Information Co., 1957- (Monthly) [Periodicals: TA 174 .C38] A8
Library has from 1970. Abstracts periodical articles, papers, U. S. government research reports, books and patents. Has a monthly author and patent index and annual subject and author indexes.

Conference Board. Cumulative Index. N. Y., 1950/54; 1955- (Annual) [Reference Room: Z 7164 .E2 N28] A9
"An annual revised index to the Conference Board's published research materials." Covers a broad range of articles and reports on business economics, business policy, personnel policy, etc.

Economic Abstracts. The Hague, Nijhoff for the Library of the Economic Information Service, 1953- (Semi-monthly) [Reference Room: HB 1 .A1 E2] A10
Abstracts Dutch, English, French and German books and journal articles.

Funk and Scott Index of Corporations and Industries. Cleveland, Predicasts, 1960-
(Weekly; cumulates monthly and yearly) [Reference Room: HF 4961 .F8]
Index to periodical articles, special reports, government publications, etc. on
industries as a whole and on individual corporations. A11

Index of Economic Articles in Journals and Collective Volumes. Homewood, Ill.,
American Economic Assoc., 1961- (Annual) [Reference Room: Z 7164 .E2 A57]
Indexes journal articles, rejoinders and corrections of articles, comments,
replies, papers of conferences, reports of symposia, obituaries that contain
biographical or bibliographical data, and statements or studies by economists
before Congressional committees. Now published annually with time-span
coverage of about a year. Earlier volumes cover longer periods; e.g. volume
1 covers 1886-1924. A12

International Abstracts in Operational Research. Baltimore, Operational Research
Society of America, 1961- (Bi-monthly) [Mathematics Library: 658.072 In81]
Abstracting service for queuing theory, simulation methods, and systems
engineering. Many abstracts are reprints of U. S. government research report
abstracts. A13

International Bibliography of Economics. Chicago, Aldine, 1952- (Annual)
[Reference Room: Z 7164 .E2 I58]
Part of the International Bibliography of the Social Sciences. An index of books,
pamphlets, journal articles, conference papers, and official government publica-
tions. Totally international in scope and language. Indexes by author and subject.
A14

Personnel Management Abstracts. Ann Arbor, Bureau of Industrial Relations, Univ.
of Michigan, 1956- (Bi-monthly) [Reference Room: 658.305 P342] A15

Topicator; Classified Article Guide to the Advertising-Broadcasting Trade Press.
Denver, Thomas Bureau, 1965- (Monthly; quarterly) [Reference Room:
Z 7711 .T6x] A16

Wall Street Journal Index. N. Y., Dow Jones & Co., 1957- [Reference Room:
HG 1 .W26]
Library has from 1958. A17

DICTIONARIES

Clark, Donald J. and Bert A. Gottfried. University Dictionary of Business and
Finance. N. Y., Crowell, 1967. [Reference Room: HF 1001 .C4x] A18

Graham, Irvin. Encyclopedia of Advertising. 2d ed. N. Y., Fairchild Publs., 1969.
[Reference Room: HF 5803 .G68] A19

Hanson, John Lloyd. A Dictionary of Economics and Commerce. 3d ed. London,
MacDonald & Evans, 1969. [Reference Room: HB 61 .H35] A20

The McGraw-Hill Dictionary of Modern Economics; a Handbook of Terms and Organi-
zations. N. Y., McGraw-Hill, 1965. [Reference Room: HB 61 .M16] A21

Munn, Glenn G. Encyclopedia of Banking and Finance. 6th ed. Boston, Bankers Publ.
Co., 1962. [Reference Room: HG 151 .M8] A22

INDUSTRIAL DIRECTORIES

Directory of American Firms Operating in Foreign Countries. 7th ed. N. Y.,
World Trade Academy Press, 1969. [Reference Room: HG 4538 .A1 D5] A23

Kelly's Manufacturers and Merchant Directory. London, 1880- (Annual) [Last
edition Reference Room; Older editions Stacks: HF 54 .G7 K4]
Has a United Kingdom and an international volume. A24

Poor's Register of Corporations, Directors and Executives, United States and Canada.
N. Y., Standard and Poor's Corp., 1928- (Annual) [Last edition Reference
Room; Older editions Stacks: HG 4057 .P6] A25

Thomas' Register of American Manufacturers. N. Y., Thomas Publ. Co., 1907-
(Annual) [Library keeps last edition only. Reference Room: T 12 .T6]
Lists leading manufacturers, leading trade names, commercial organizations,
and boards of trade. A26

BANKING AND FINANCIAL DIRECTORIES

Bankers' Almanac and Year Book. London, Skinner, 1844- (Annual) [Last edition
Reference Room; Older editions Stacks: HG 2984 .B3]
Directory of foreign banks by country, with emphasis on British banks. A27

Rand McNally International Bankers Directory. Chicago, 1876- [Last edition
Reference Room; Older editions Stacks: HG 2441 .R3]
Provides names, addresses, official personnel, financial statements,
government banking agencies and officials. A28

BIOGRAPHICAL DIRECTORIES

International Businessmen's Who's Who. London, Burke's Peerage, 1967-
[Last edition Reference Room; Older editions Stacks: HF 5500 .I614]
Biographical information on prominent figures engaged in export, import
and related fields from sixty of the largest countries. A29

Poor's Register of Corporations, Directors and Executives, United States and Canada.
N. Y., Standard and Poor's Corp., 1928- (Annual) [Last edition Reference
Room; Older editions Stacks: HG 4057 .P6]
Brief information on about 75,000 executives and directors. A30

Who's Who in Finance and Industry. Chicago, Marquis Who's Who, 1936-
[Last edition Reference Room; Older editions Stacks: HF 3023 .A2 W5] A31

Who's Who in Insurance. N. Y., Underwriter Press & Publ. Co., 1948- (Annual)
[Last edition Reference Room; Older editions Stacks: HG 8523 .W5] A32

DIRECTORIES, MISCELLANEOUS

American Management Association. Directory of Consultant Members. N. Y.,
1956- (Biennial) [Last edition Reference Room; Older editions Stacks:
HD 28 .A553] A33

Directory of National Trade and Professional Associations of the United States.
Washington, D. C., Potomac Books, 1966- (Annual) [Last edition Reference
Room; Older editions Stacks: HD 2425 .D53]
Alphabetical list with keyword and executive indexes. Provides chief officer,
names of members, annual budget and publications. A34

Industrial Research Laboratories of the United States. N. Y., Bowker, 1920-
[Last edition Reference Room; Older editions Stacks: T 176 .I65]
Information on laboratories of industrial firms. Includes fields of research
interests, names of R & D executives, and subject and geographical indexes. A35

Research Centers Directory. Detroit, Gale Research Co., 1960- [Last edition
Reference Room; Older editions Stacks: AS 25 .D5]
Arranged in 16 sections which include the areas of business, economics,
transportation, and labor and industrial relations. A36

Standard Directory of Advertising Agencies. N. Y., National Register Publ. Co.,
n.d. (Annual) [Last edition Reference Room; Older editions Stacks: HF 5805 .S72]
A37

FINANCIAL SOURCES
INVESTMENT MANUALS AND SERVICES (BONDS, STOCKS
AND SECURITIES)

- Best's Insurance Reports (Fire and Casualty). N. Y., 1899/1900- (Annual)
[Last edition Reference Room; Older editions Stacks: HG 9655 .B5] A38
- Best's Insurance Reports (Life and Health). N. Y., 1899/1900- (Annual)
[Last edition Reference Room; Older editions Stacks: HG 8943 .B3] A39
- Moody's Bond Record: Municipals, Corporates, Governments, Convertibles. N. Y.,
1931- (Monthly) [Library has Aug., 1971- Reference Room: HG 4905 .M78] A40
- Moody's Dividend Record. Annual Cumulative Issue. N. Y., 1946- [Library
has 1970- Reference Room: HG 4028 .D5 M6x]
Includes information on stock splits, stock-holders, meetings, dividends. A41
- Moody's Handbook of Common Stocks. N. Y., 1956- (Quarterly) [Reference
Room: HG 4905 .M815]
Analyses of over 100 common stocks. Includes brief text which gives background,
recent developments and prospects, price charts and financial statistics for the
past 10 years. A42
- Moody's Manual of Investments and Security Ratings Service. N. Y., 1928-
(Semi-weekly and Annual) [Last 5 years Reference Room; Older editions Stacks:
HG 4961 .M7]
Includes four manuals: Moody's Industrial Manual; Moody's Municipal and
Governmental Manual; Moody's Public Utility Manual; Moody's Transportation
Manual. A43
- Moody's OTC Industrial Manual. N. Y., 1970- (Weekly) [Reference Room:
HG 4961 .M6x] A44
- Standard and Poor's Corporation. Analysts' Handbook; Composite Corporate per
Share Data, by Industry. N. Y. (Quarterly) [Business and Economics Reading
Room, 208 Summerfield] A45
- _____. Earnings and Ratings Bond Guide. N. Y. (Monthly) [Business and
Economics Reading Room, 208 Summerfield]
Supplies call prices, interest rates, twelve-year high and low ratings, five-year
earnings, and bid-and-asked prices. A46
- _____. Outlook; Analyzes and Projects Business and Market Trends. N. Y.
(Weekly) [Business and Economics Reading Room, 208 Summerfield]
A general market forecast. A47
- _____. Over-the-Counter and Regional Exchange Stock Reports. N. Y.
[Business and Economics Reading Room, 208 Summerfield] A48
- _____. Standard A.S.E. Stock Reports. N. Y. [Business and Economics Reading
Room, 208 Summerfield] A49
- _____. Standard and Poor's Industrial Surveys. N. Y. [Business and Economics
Reading Room, 208 Summerfield] A50
- _____. Standard N.Y.S.E. Stock Reports. N. Y. [Business and Economics
Reading Room, 208 Summerfield] A51
- _____. Stock Market Encyclopedia. N. Y. [Business and Economics Reading
Room, 208 Summerfield] A52
- _____. Trade and Securities Statistics. N. Y. [Business and Economics
Reading Room, 208 Summerfield] A53

Wiesenberger, Arthur. Investment Companies; Mutual Funds and Other Types. N. Y., 1941- [Last edition Reference Room; Older editions Stacks: fHG 4497 .W47]

See also Forbes, "Annual Mutual Fund Survey," August 15 of each year in Periodicals Room: F658.05 F741.

A54

MARKETING GUIDES

Editor and Publisher. Market Guide. N. Y., 1924- (Annual) [Last edition Reference Room; Older editions Stacks: HF 5905 .E38]

A55

National Industrial Conference Board. A Guide to Consumer Markets. N. Y., 1960- [Last edition Reference Room; Older editions Stacks: HC 106.5 .N269]
Statistics and graphs on the consumer and his behaviour in the marketplace.
Covers population, employment, income, expenditures, production and distribution prices.

A56

Rand, McNally & Co. Commercial Atlas and Marketing Guide. N. Y., 1911- (Annual) [Last edition Reference Room: fG 1201 .Q4 R35x]

A57

Standard Rate and Data Service, Inc. Business Publications Rates and Data. Evanston, Ill., 1951- [Reserve Room]

A58

_____. Canadian Advertising Rates and Data. Evanston, Ill., 1953- [Reserve Room]

A59

_____. Consumer Magazines and Farm Publication Rates and Data. Evanston, Ill., 1951- [Reserve Room]

A60

_____. Network Rates and Data. Evanston, Ill., 1951- [Reserve Room]

A61

_____. Newspaper Rates and Data. Evanston, Ill., 1951- [Reserve Room]

A62

_____. Spot Radio Rates and Data. Evanston, Ill., 1951- [Reserve Room]

A63

_____. Spot Television Rates and Data. Evanston, Ill., 1951- [Reserve Room]

A64

_____. Weekly Newspaper Rates and Data. Evanston, Ill., 1951- [Reserve Room]

A65

STATISTICAL DATA, MISCELLANEOUS

Commodity Year Book. N. Y., Commodity Research Bureau, 1939- (Annual) [Reference Room: HF 1041 .C56]

A66

Economic Almanac. N. Y., Macmillan Co. for the Conference Board, 1940- [Reference Desk: HC 101 .E38]

Contains facts and figures concerning business, labor and government in the U. S. and Canada.

A67

Tax Foundation, N. Y. Facts and Figures on Government Finance. N. Y., 1941- [Reference Room: HJ 257 .T25]

Statistics on fiscal activities of federal, state and local governments and basic economic statistics.

A68

Troy, Leo. Almanac of Business and Industrial Financial Ratios. Englewood Cliffs, N. J., Prentice-Hall, 1971. [Reference Room: HF 5681 .R25 T68]

Financial and operating ratios for many manufacturing and non-manufacturing industries. Statistics are based on corporate activity July, 1967 through June, 1968.

A69

Statistics Sources; a Subject Guide to Data on Industrial, Business, Social, Educational, Financial, and Other Topics... rev. 3d ed. Detroit, Gale Research Co., 1971.
[Reference Desk: Z 7551 .S84] A70

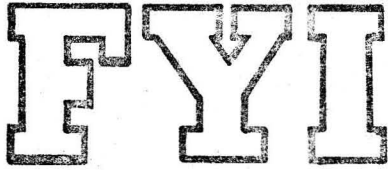
United Nations. Statistical Office. Demographic Yearbook. N. Y., 1948-
[Last edition Reference Desk and Documents: HA 17 .D45] A71

United Nations. Statistical Office. Statistical Yearbook. N. Y., 1948-
[Last edition Reference Desk and Documents: HA 12.5 .U63] A72

World Trade Annual. N. Y., Walker, 1963- [Last edition Reference Desk
and Documents: HF 53 .W6]
Prepared by the Statistical Office of the United Nations. Provides detailed trade
statistics. Arranged by U. N. Standard International Trade Classification
number. A73

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University of Kansas Libraries

From the Office of the Director

Number 183

March 1, 1973

Librarians' Conference:

The Librarians' Conference will meet on Wednesday, March 7, 3:30pm in the Watson Library Conference Room. The agenda is: Approval of minutes; Reports from the Director's Office; Committee on Governance; Report of the Search Committee for a Head of Cataloging; Innovative Projects Committee; Report of the University Council's discussions on the confidentiality of personnel records; Affirmative Action.

Holidays for 1973:

Governor Robert Docking has designated the following days during the year 1973 to be holidays for state employees.

Good Friday, Friday afternoon, April 20 (Libraries open 8am-6pm)

Memorial Day, Monday, May 28 (Libraries closed)

Independence Day, Wednesday, July 4 (Libraries open 8am-5pm)

Labor Day, Monday, September 3 (Libraries closed)

Veterans' Day, Monday, October 22 (Libraries open 8am-11pm)

Thanksgiving, Thursday, November 22 and Friday, November 23
(Libraries closed Thursday; some Libraries open 8am-5pm on Friday)

Christmas, Tuesday, December 25 (Libraries closed)

New Year's Day, Tuesday, January 1, 1974 (Libraries closed)

Note: Law Library open on Memorial Day and Independence Day until 10:30pm.

Schedule of Meetings:

The following is a tentative schedule of meetings, required by formation of the Classified Conference, for the calendar year 1973. Please let the Director know of any problems or constructive alternatives within the next two weeks.

1. General Staff Meetings: April and October.
2. Librarians' Conference: Monthly, preceded one week by meetings of the Agenda Committee.
3. Classified Conference: January, March, August, November.
4. Staff Association: February, May, September, December.

Staff, Staff Association, and Classified Conference meetings should where possible be during the third week of the month. Note that this schedule applies to plenary sessions only. Meetings of Committees are authorized as required, subject to the convenience of the University (i.e. the effective functioning of departments and public service desks during all scheduled hours of library service).

Orientation:

Staff Orientation for Friday, March 8 will cover Bindery Preparations and Bindery and for Monday, March 9, University Archives and the Map Library. All attendees will meet on Monday in the University Archives and not in Watson B28.

In Print:

The recently published first volume of the Oxford English Dictionary Supplement lists Eleanor Symons among the contributors. During the past twelve years she has submitted several thousand quotations illustrating new words or new meanings of older words.

Erratum:

In Appendix M-4 of the University of Kansas Libraries Annual Report, 1971-1972, the following addition to the entry under Eleanor Symons should be added: Fellow of the Library Association (Great Britain), 1952.

Buffet:

The March buffet will take place on Friday, March 2, in the Watson Library Staff Room. Bring a covered dish and your table service. Coffee and tea will be provided.

Personnel:

Barbara Krasne is Security Officer I, 50%, as of 3/1/73.

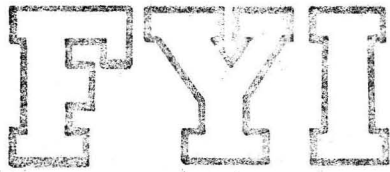
Deadline:

All student time cards (work study and regular) are due in the Director's Office March 14th at 9am.

Committee on Governance:

Members of the committee to describe the structure and governance of the Libraries and to present alternative systems of governance are as follows: Nancy Bengel, Ann Hyde, George Griffin, Martha Kehde, Gene Carvalho (chairman) and two representatives of the Classified Conference whose election has not been completed.

I very much appreciate the generous response to the call for volunteers, and the written suggestions were most welcome, and will be conveyed to the Committee.



University of Kansas Libraries

From the Office of the Director

Number 184

March 8, 1973

Personnel Services:

Mr. Philip Rankin, Director of Personnel Services will be here Thursday and Friday, March 19 and 20, 4pm to 5pm in the West Reading Room of Watson Library to answer questions concerning personnel and payroll procedures and regulations. All Departments should arrange to have interested classified staff attend either of the sessions. Please let Nancy Shawbaker know who will be attending and on what day. Even though this is for the classified staff, all Librarians who are interested may also attend.

Spring Student Directory:

A very limited number of Spring, 1973, Student Directories have been distributed to Reference Department, Science Library, Music Library, Earth Sciences Library, Engineering and Architecture Library, Mathematics Library, Law Library, Circulation Department, and University Archives. These are the only copies we will receive.

Carrie Watson Day Book Sale:

Please remember to check your book shelves at home for books to donate to Carrie Watson Book Sale, Friday, March 30. Boxes have been placed in the Watson Library Staff Room to hold your contributions.

UKASE:

The UKASE computer run will be Friday, March 16. Please have the check-in lists ready for pick up Thursday, March 15.

Engineering and Architecture Library:

The hours for the Engineering and Architecture Library as reported in the February 22 FYI were intended to mean that the Library would be open on Saturdays, 9am-5pm. The hours for the rest of the week remain unchanged.

Gifts:

If any Department wants superseded issues of the following series, please notify the Exchange and Gifts Department: Guide to Social Science and Religion in Periodical Literature, F & S Index of Corporations and Industries, Whitaker's Cumulative Book List, Education Index, Public Affairs Information Service, Bibliographie de la France, and Reader's Guide.

Staff Orientation:

Staff Orientation for Friday, March 9 covers Special Collections and the Kansas Collection and for Monday March 11 it will cover Science, Engineering and Architecture, Earth Sciences, Mathematics, Dyche Reading Room and Entomology Reading Room. Meet in Spencer for the March 9 session and Watson for the March 11 session.

Stack Shift:

A massive stack shift has begun. The theses, dissertations and biographies are being moved temporarily to 7 west; the Brief-listed area will be condensed; some materials will be placed into storage in the east sub-basement from the Watson stacks; and finally a general shift of the stacks will begin on 1 east.

Oread Library Association:

The Oread Library Association will meet Thursday, March 15, 12 noon in Alcove D, Kansas Union. Representatives of the K. U. Library Staff in support of C. W. A. will present a roundtable discussion and answer questions about anticipated effects of classified unionization on library employees, librarians as well as classified staff. Please buy your lunch in the cafeteria line or bring a lunch.

Erratum:

In Appendix M-2 of the University of Kansas Libraries Annual Report, 1971-1972, the following addition to the entry under Louis George Griffin III should be made: M.A., Texas Tech., 1972.

FYI

University of Kansas Libraries From the Office of the Director

Number 185

March 15, 1973

Personnel Services:

The item in last week's FYI on the visit of Mr. Philip Rankin should be changed to Monday and Wednesday, March 19 and 21, 4pm to 5pm.

Tenure Committee:

The results of the election of the Tenure Committee are as follows: Marilyn Clark, Marion Howey, Florence Johnson, William Mitchell, John Nugent and Eleanor Symons.

CARRIE WATSON DAY BOOK SALE:

Please remember to check your book shelves at home for books to donate to Carrie Watson Book Sale, Friday, March 30. Old jigsaw puzzles will also be accepted. Boxes have been placed in the Watson Library Staff Room to hold your contributions.

Library Hours:

Vacation hours for all libraries will begin at 1pm, Saturday, March 17. Watson Library and all branch libraries except Law will be closed, Saturday afternoon, March 17; all day Sunday, March 18; and Saturday and Sunday, March 24 and 25. The schedule for Monday through Friday will be 8am-5pm with the exception of Spencer which opens at 9am and closes at 6pm and Earth Sciences which will be closed 12noon-1pm. The Law Library schedule is as follows: Saturday, March 17, 8am-5pm; Sunday, March 18, Closed; Monday-Saturday, March 19-24, 8am-5pm; Sunday, March 25, 2pm-10:30pm.

Power Off:

There will be a power shutdown due to a tie-in of new power source system.

Monday, March 19, Malott power off; Science Library closed.

Tuesday, March 20, Watson, Green, and Dyche power off; Watson, Law Library, and Dyche Reading Room closed.

Wednesday, March 21, Marvin, and Lindley power off; Earth Sciences Library and Engineering and Architecture Library closed.

Thursday, March 22, Murphy power off; Music Library closed.

If you work in a library that is closed on one of these days, you need not report to work on that day. Classified staff should turn in a pink card indicating electrical shutdown.

Personnel:

Resignations include Maura Biesemeyer, Clerk Typist II in Latin American, March 16 and Linda Copp, Clerk Typist II in ILS, April 10.

Ballots:

Persons who did not receive a University Senate ballot for University Council and

Athletic Board, should see John Glinka. These ballots are due in Von Ende's Office by 5pm, Monday, March 19 and should be hand carried to his office.

Orientation:

Orientation for Friday, March 16 will cover Music and Law with a tour of both libraries plus the Science Library. On Thursday, March 22, we will tour the Medical Center Library. Meet in front of Watson Library at 8am to board the bus. Will all persons attending the orientation sessions please let H. Robert Malinowsky know if you are going. If you have attended the sessions in the past but missed this tour, you may go at this time.

Thank You:

Reproduced below is a letter from Professor J. A. Weir.



DIVISION OF
BIOLOGICAL SCIENCES
Snow Hall

THE UNIVERSITY OF KANSAS · LAWRENCE, KANSAS · 66044

Department of Physiology and Cell Biology Telephone: (913) 864-4301


March 9, 1973

Dr. David W. Heron
Director of Libraries
133 Watson

Dear Dr. Heron:

As a long time user of the libraries (we came in 1950) I have been witness to many changes: personnel, physical plant, systems, etc. Most refreshing (remarkable in the context of prevailing tendencies) is the change in attitude. A moments pause and fleeting sign of confusion brings an immediate "can I help you". Moreover, the questioner generally can and does provide valuable assistance. Please convey to your staff my sincere appreciation.

Sincerely,


J. A. Weir
Professor of Genetics

JAW/km

FYI

University of Kansas Libraries

From the Office of the Director

Number 186

March 22, 1973

COBOL Short Course:

Ed Granger will be teaching a COBOL short course on Monday and Wednesday evenings, 7:30pm-9:00pm, April 2 through May 7. There will be no cost for library or computation center personnel. If interested, see Mr. Granger.

Librarians' Conference:

The next Librarians' Conference will be Thursday, April 5, 3:30pm in the Watson Library Conference Room.

Orientation:

My thanks to everyone who helped to make this year's staff orientation program a success. HRM.

Personnel:

Mary Tefft is the Clerk Typist II in East Asian, March 19.

Vacancies:

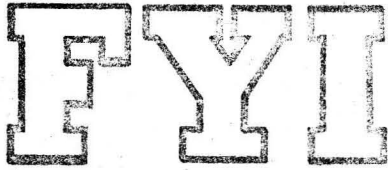
Pending permission from the Academic Affairs Office to fill the following vacancies, persons interested in transfer or promotion to Clerk Typist II in Interlibrary Service and Clerk II in Card Production of the Catalog Department should make application with Nancy Shawbaker by Wednesday, March 28.

Depository:

The Law Library is now a depository library for the American Institute for Public Policy Research and the Commission of European Communities.

CARRIE WATSON DAY BOOK SALE:

Please remember to check your book shelves at home for books or old jigsaw puzzles to donate to the Carrie Watson Day Book Sale, Friday, March 30. Boxes have been placed in the Watson Library Staff Room to hold your contributions.



University of Kansas Libraries
From the Office of the Director

H A P P Y B I R T H D A Y C A R R I E W A T S O N

Number 187

March 29, 1973

Librarians' Conference:

The next Librarians' Conference will be Thursday, April 5, 8:30am (note time change) in the Watson Library Conference Room. Included on the agenda are minutes of last meeting, announcements, report of Committee on Library Governance, status of SLIC Salary Survey report, report from the Catalog Search Committee, and report from Classified Conference Committee on Constitution and Bylaws.

Personnel:

Nancy Mueller has been promoted to Clerk III in Cataloging effective April 1.

Vacancy:

Pending permission from Academic Affairs to fill the vacancy, application for promotion or transfer to the Clerk II in Circulation may be made with Nancy Shawbaker by Wednesday, April 4.

Visitor:

Bernadette Byrne, Deputy Librarian, The Flinders University of South Australia is visiting the University of Kansas Libraries March 28 - 31.

Federal Documents Workshop:

Marion Howey and Marna Young will be moderators at two sessions of the Federal Documents Regional Workshop, Friday and Saturday, April 13, 14 in Kansas City.

KUMC:

The Clendening Medical Library, Kansas University Medical Center, Kansas City will have a book sale in the basement of the library, Monday, April 2, 8:30am to 3:00pm. Old medical books, in addition to volumes withdrawn from the Browsing Collection will be sold. The books will be individually priced.

Stacks Moving:

The Theses, Dissertations, and Biographies have been moved to 7 west. The next stack move will be the compacting of the brieflisting in order to gain storage space.

Promotions:

Marilyn Clark, Marion Howey, and Mary Green have been promoted to Librarian III, and Edward Kehde and Karen Zimmerman to Librarian II.

New Publications:

Copies of Books and Libraries at the University of Kansas, v. 10:3, March, 1973, are available in the Director's Office.

Courier Service:

Mr. Dawson, the courier between the state schools and Kansas City, has resigned as of Wednesday, March 28. Kansas State University is looking for a replacement.

Oread Library Association:

All staff members are cordially invited to attend the next meeting of the Oread Library Association, Wednesday, April 4, 12 noon, Alcove 3, Kansas Union. Eleanor Symons will speak on "The Making of Dictionaries."

Personal Book Orders:

Library staff members may now place personal book orders directly with the Richard Abel Co. A 30 percent discount is being allowed on all trade books. A lesser discount will be allowed on non-trade publications, texts and technical books, depending on what Abel can pass on to the customer. For order cards and additional information see Roger Anderson in the Order Department.

Latin American Department:

While Mr. Cordeiro is on an acquisitions trip in Latin America there will be no service available from the Department. He returns at the beginning of May.

New Storage Hours:

Patrons may now acquire material from storage in Spencer Research Library anytime during the normal hours of the Map Library's operation: Monday through Friday, 9am-12noon, 1pm-6pm. Staff should remain very selective about sending a patron to obtain storage material when some other item in the operating libraries will adequately meet the patron's needs.

Open House:

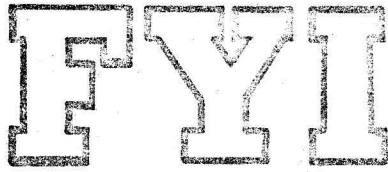
Daniel R. Jaimes, Principal of Central Junior High School here in Lawrence, has invited interested persons to attend a Demonstration Media Center Open House, Sunday, April 8, 2pm-5pm at the Central Junior High School. This Demonstration Media Center is the result of a Federal Title II ESEA Grant. They have a special interest in the American Indian. Several paintings by Don Secondine from Haskell Indian Junior College help to enrich the collection.

New Exhibit:

An exhibit of memorabilia of Carrie Watson and pictures of the development of the KU Libraries, 1877 to 1973, is now on display in the basement area near the elevator.

CARRIE WATSON DAY:

Don't forget the Carrie Watson Day Book Sale and open house this Friday, March 30.



University of Kansas Libraries

From the Office of the Director

Number 188

April 5, 1973

Deadline:

Student time cards are due in the Director's Office, Monday, April 16, 9am. Please be prompt.

Personnel:

John Dagenais resigns as of March 31.

Openings:

Pending permission from the Academic Affairs Office to fill the vacancy, application for promotion or transfer to the Clerk II in the bibliographical section of Cataloging can be made with Nancy Shawbaker by Wednesday, April 11.

Carrie Watson Day Book Sale:

Thanks to everyone for their donations to the Carrie Watson Day Book Sale. As a result of your help, \$178.60 was received for the Staff Association.

UKASE:

There will be a UKASE computer run on Friday, April 13. Check-in strips will be picked up on Thursday, April 12.

April Buffet:

The April buffet will be on Friday, April 13. Everyone is asked to consider attending the Small World Luncheon on Friday, April 6.

SLIC Survey:

If residents of particular departments in the library are dissatisfied with temperature control of their room, please document temperature at 8am and 3pm for at least one week and report your findings to Marilyn Clark of SLIC.

Cancer Crusade:

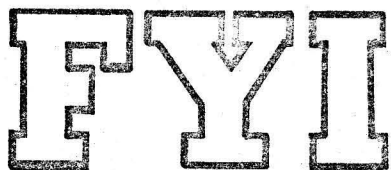
H. Robert Malinowsky is University Chairman for the Cancer Crusade of the American Cancer Society. In addition to accepting regular donations, Mr. Malinowsky also has "Send a Mouse to College" buttons for 50 cents each. This is the cost of one mouse that can be used for research.

Courier:

The new courier for the state schools is Roger Mattson. He will have the same schedule as the previous courier.

Interlibrary Loan Workshop:

Marilyn Clark, Joanna Drzewieniecki and Marianne Griffin will be attending an Interlibrary Loan Workshop at Kansas State University, Friday, April 6. Participating will be representatives from the six state colleges and universities.



University of Kansas Libraries

From the Office of the Director

Number 189

April 12, 1973

Deadline:

Student time cards are due in the Director's Office, Monday, April 16, 9am. PLEASE BE PROMPT!

Snyder Book Collecting Contest:

Robert L. Postlewaite was first place winner and J. L. McClure was second place winner in the undergraduate division of the Snyder Book Collecting Contest. In the graduate division, George K. Christensen was first and Busnag Rajannan was second. The contest was done under the direction of Georgann Eglinski and Clinton Howard.

Classified Conference:

The Classified Conference will hold a short meeting on Wednesday, April 18, 4pm to 5pm in the Spencer Auditorium. The agenda includes election of officers and committee reports. If you are unable to attend, request a ballot from your group representative and return it to that person no later than Tuesday, April 17.

Shakespeare Lecture:

Library staff are invited to attend the Shakespeare Lecture on Friday, April 13, 3:30 pm in Spencer Auditorium. F. David Hoeniger, Professor of English at Victoria College in University of Toronto will speak on "King Lear: The artist delving into the primitive." The lecture is jointly sponsored by the Department of English and the University Libraries.

Friends of the Library:

The Friends of the Library will be meeting this Friday evening, April 13 with Franklin Murphy as the featured speaker.

Extended Library Hours:

Thanks to the provision of extra funds for student assistants by the Student Senate, the University of Kansas Libraries will be open until midnight every Sunday through Friday night, April 30 to May 16. Libraries and Departments included in the late hours opening are Reference, Art, Microforms, Circulation, Serials, Reserve, Science, Documents, Earth Sciences, Engineering and Architecture, Law and Music.

Gifts of Books to the Libraries:

All units receiving gifts of books should send a note of each gift and a copy of the acknowledgment to Rosemary McDonough, so that the gifts may be included in the Annual Report. There are certain legal obligations which should be kept in mind if evaluations are requested, or if the matter of publication rights arises; instructions on acknowledgments, compiled with the advice of the University Attorney, are available from Ms. McDonough.

April Buffet:

The April monthly buffet will be held on Friday, April 13, in the Watson Library staff room. Bring a covered dish and your table service. Coffee, root beer and pretzels will be provided.

Personnel:

Janice Sorensen has been promoted to Clerk Typist II in Interlibrary Service as of April 11; Sharon Wang resigns as Clerk II in Cataloging as of April 30.

Openings:

Pending permission from the Academic Affairs Office to fill the vacancies, Nancy Shawbaker will accept applications until Wednesday, April 18, for promotion or transfer to Clerk II in marking section of Cataloging and Clerk II in Special Projects of Cataloging.

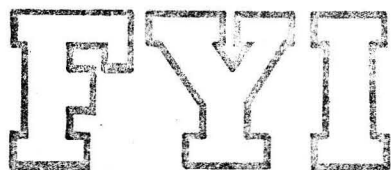
Reminder:

Please remember to notify the Director's Office of any supply orders received by your Department. We need the following information:

1. Date received.
2. Quantity received.
3. Verification that the order is complete.
4. Job number and sample on all printing orders.
5. All packing slips and freight bills should be sent directly to Marilyn Mosberg in the Director's Office.

Holiday:

Friday afternoon, April 20, is a holiday for all state employees. The Libraries will be open on that day, 8am-6pm. Employees who have to work or may want to work on this holiday should report this time on the weekly work record (gray card). Classified employees who will be absent on the holiday should report this on the regular Absence Report card.



University of Kansas Libraries
From the Office of the Director

Number 190

April 19, 1973

To Meetings:

David Heron will be attending the Spring ALA Executive Board meeting in Chicago, Tuesday through Friday, April 24-27. In his absence, John Glinka will be Acting Director until Friday, April 27 when he will be attending the National meeting of the AAUP. L. E. James Helyar will be Acting Director in Mr. Glinka's absence.

Exhibits:

An exhibit compiled by Georgann Eglinski and Kerstin Camenietzki called "Reading is for Everyone: Library Resources for the Blind" is in the basement exhibit gallery of Watson Library. In the basement lobby area of Watson is an exhibit of selections from the winning entries in the 1973 Snyder Book Collecting Contest. University Archives has an exhibit on the Beta Theta Pi who are celebrating their 100th anniversary.

Eating and Drinking:

Staff are again reminded to set the example by not eating or drinking in any public area of the library.

More Superseded Reference Works:

If any Department wants superseded issues of the following series, please notify the Exchange and Gifts Department: British Union Catalogue of Periodicals, British Education Index, Index to Selected Periodicals by and about Negroes, and New York Times Index.

Personnel:

Carol Chittenden will transfer to the Reference Department on July 1. Edward Kehde will transfer full time to the University Archives on July 1.

Check before Calling:

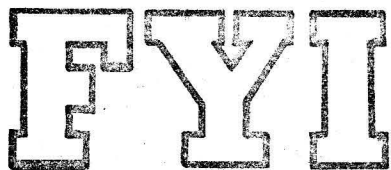
When some maintenance problem or mechanical malfunction is reported to you by a non-library employee, be sure to check first to see if there is really a problem before informing the Director's Office to call B & G. Several instances have recently been reported where there was no problem, resulting in unnecessary service calls by B & G.

New 5 cent Copying Machine:

There is now a third nickel copying machine just outside the Reserve Room entrance.

Friends of the Library Meeting:

About 160 members and guests of the Friends attended the third meeting of the group, which was held at the Union on Friday last. Dr. Franklin Murphy, former Chancellor of KU, reminisced about the building of the Libraries' collections, and of his work with Robert Vosper, Director of Libraries from 1952 to 1961. The Friends presented a group of books to the Libraries, and a selection of these was on show at the meeting.



University of Kansas Libraries
From the Office of the Director

Number 191

April 26, 1973

Maintenance and Equipment:

The maintenance budget is extremely depleted at this time making it necessary to conserve supplies more than ever. Please evaluate your weekly supply requests carefully in order to eliminate any unnecessary requests. It also looks as if there will be no funding for equipment before the end of this fiscal year.

Kansas Library Association:

A state car will be available for the KLA meeting in Topeka, Friday, May 4. If you need a ride for that day, please see Nancy Shawbaker.

SALALM Meeting:

Daniel Cordeiro will be attending the annual meeting of the Seminar on the Acquisition of Latin American Library Materials (SALALM) in Port-of-Spain, Trinidad, April 29 to May 3. Additionally, Mr. Cordeiro will be taking a short vacation and will not return to Watson Library until the 14th of May. The Latin American Department will not be functioning in his absence.

Slavic Department:

George Jerkovich leaves on Friday, April 27th for an acquisitions trip to the Soviet Union, Bulgaria, and Yugoslavia. He will be away for about six weeks. In his absence Michael Palij will be Acting Head of the Slavic Department.

Exchange and Gifts:

As a matter of convenience for purchasers, the title "Library Sales Office" is being used by the Exchange and Gifts Department in some communications. All materials so addressed should be delivered to that Department.

Spring Picnic:

The spring picnic will be on Saturday, May 5, 5:30pm in Broken Arrow Park. Please return the invitational form to the appropriate person as soon as possible.

Buffet:

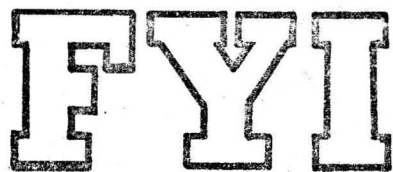
The May buffet will not be held due to the picnic on the following day. The next buffet will be June 1.

Personnel:

Joy Fry is Clerk II in Cataloging as of April 25. Paula Adkins who has been on leave without pay due to illness has resigned as Library Assistant in Microforms.

Mail Room:

Please recycle rubberbands that are left on the mail deliveries by sending them back to the Mail Room.



University of Kansas Libraries

From the Office of the Director

Number 192

May 3, 1973

OUR LIGHTS WILL GO OUT:

On Tuesday, May 8, 12:30pm all of the lights in all of the University of Kansas Libraries will be dimmed or shut off completely in order to stress the current plight that we are in due to severe cuts in federal funds. All public service desks should have candles available for use during the 5 minutes that the lights will be out or dimmed.

Deadline:

Student time cards will be due in the Director's Office at 9am, Monday, May 14. Will those departments who have had extended hours please submit separate time cards for all the extra hours through Wednesday, May 16.

Personnel:

Ellen Johnson will become the new Head of the Catalog Department. Karen Karns transferred to Clerk II in Special Projects of Cataloging, and Rachel Moorman transferred to Clerk II in Marking Section of Cataloging effective May 1. Jo Ann Wright, Clerk II in Science Library, resigns as of May 18.

Openings:

Pending permission to fill the vacancies, Nancy Shawbaker will accept applications until Wednesday, May 9, for promotion or transfer to Clerk II positions in Bibliographic Section and Direct Copy Section of Cataloging and Clerk II in Science Library.

Application for promotion or transfer to the Library Assistant vacancy in Microforms will be accepted in the Director's Office until Monday, May 7.

SLIC:

The SLIC Committee would like to suggest that each Department circulate its Staff Handbook which includes the emergency procedures for fire and tornado. New staff members may not be acquainted with these procedures.

New Publications:

Attached for your information is Guide For Readers 11b: Kansas Collection. Guide For Readers 26: Basic Reference Books Annotated by Barbara Jones is available at the Reference Desk.

Library Staff Association:

There will be a regular meeting of the Kansas University Libraries Staff Association on Tuesday, May 8, 3:30pm in the Spencer Research Library auditorium. The program includes a talk by Wayne Mayo, Director of the Lawrence Public Library, on that library and its services, and a presentation by a representative of the Consumer Protection Agency on the services that the CPA offers. Please plan to attend.

No New Subscriptions:

Funds for new subscriptions are exhausted for this fiscal year. No further standing orders will be placed until after July 1, 1973.

In-State Tuition:

Any classified or unclassified employee should see Nancy Shawbaker for procedures in attaining Kansas resident status so that your spouse may enroll under the in-state tuition fee.

New Exhibit:

An exhibit compiled by Georgann Eglinski and entitled "The Constitutional Crisis: Who Has the Right to Make War?" is in place in the first floor exhibit area of Watson Library.

Reference:

Marilyn Clark will be in Europe until June 6. In her absence, Barbara Jones will be in charge of the Reference Department.

C-DEK:

On Monday, May 7, the new circulation system called C-DEK from Mohawk Data Colorado Instruments Company will be placed into full use without any back-up from the IBM system.

Guide for Readers 11b

KANSAS COLLECTION

Located in 220 Kenneth Spencer Research Library, lower level, west wing.
Telephone: (913) 864-4274

HOURS OF SERVICE

Regular hours while classes are in session during Fall, Spring and Summer sessions:

Monday through Friday	9am-6pm
Saturday and Sunday	Closed

Variance in hours will be posted in the entrance to Spencer Library.

SCOPE OF COLLECTION

The collection includes more than 455,000 manuscripts and more than 40,000 printed book and serials titles, plus maps, photographs, cartoons, and architectural drawings treating Kansas and the Kansas region (Nebraska, Colorado, Oklahoma, and Missouri). A variety of subjects are covered with particular attention to politics, social movements, business records, the arts, and military affairs. The department also collects overland diaries, municipal publications, political left- and right-wing ephemera, and is an official depository for the publications of the Kansas State Printer.

ORGANIZATION AND CLASSIFICATION OF COLLECTION

The department operates on a closed-stacks basis with a corresponding organization and classification scheme which facilitates prompt retrieval for users by the staff. A reference collection including bibliographies, handbooks, guides, dictionaries, Session Laws of Kansas, Senate and House Journals of the Kansas Legislature, annual reports of the State Board of Agriculture, the Reports of the Kansas Supreme Court, county histories, atlases, and encyclopedias is maintained in the Reading Room. The main card catalog in Watson Library indexes books and official publications of the State of Kansas housed in the Kansas Collection. Any card bearing a call number beginning with the letter combinations of KB, or RH, or RHP, with or without the statement "Kansas Collection" below the call number on the lower left side or at the top of the card, represents a book housed in the Kansas Collection.

LENDING POLICY

All researchers, including students regardless of their classification and private researchers unaffiliated with a university or college, are welcome to use the resources of the department, provided due care is taken to insure the preservation of these resources for other researchers. To use the resources of the collection a researcher must complete a registration card (which serves the same purpose as a student's ID) on the initial visit, fill out a call slip for each of the desired items, and give these call slips to the receptionist. The requested materials will be retrieved for the researcher. Any materials brought from the general stacks must be used in the Reading Room of the department.

GUIDES TO THE COLLECTIONS

Kansas Collection Card Catalog: An Author-Title catalog and a Subject catalog representing only those books, manuscripts, maps, architectural drawings, photographs, serials, and microforms in the Kansas Collection.

Master Serials Holdings List: A computer-generated book catalog of serials held by all the libraries in the University of Kansas Libraries system.

Kansas Collection Serials Holdings List: A computer-generated book catalog of serials held in the Kansas Collection.

Manuscripts Catalog: A book catalog of the manuscript holdings of the Kansas Collection with full description and inventories.

Preliminary Rough List of Manuscripts: A provisional index to the book catalog of manuscript holdings.

Haldeman-Julius Press Index: An index to the Little Blue Books and the Big Blue Books series published by the Haldeman-Julius Press, Girard, Kansas.

Photograph Catalog: A book catalog of completely indexed photographic holdings of the collection.

Pigeon Hole Photographs: A two-volume index to the framed pictures in the department.

J. J. Pennell Collection Catalog: A chronological and title list of the 5,000 processed prints and negatives in the Pennell Collection.

Floyd Schultz Collection Catalog: A name index to photographs of Pottawatomie Indians (Prairie Band) who are the subjects of this photographic collection.

SPECIAL SERVICES

Photoduplication: Reproduction of printed, photographic, and manuscript materials is possible, subject to the physical condition of the items, donor restrictions, and copyright.

Private Studies: Assigned on a first come, first served basis to researchers involved in long-term use of the resources of the department.

Use of Typewriters and Tape Recorders: Space will be provided upon request.

Seminar Room: Available for classes of not more than twelve people upon prior consultation with the department.

GUIDELINES FOR USERS

The manuscripts, books, serials, photographs, and maps preserved in the KANSAS COLLECTION are in many instances irreplaceable and as such require special attention to insure their continued availability to future researchers. We request your assistance in fulfilling our objectives of preservation and use.

REGISTRATION AND GENERAL INFORMATION

All prospective researchers are asked to register with the receptionist on their first visit and to read the materials given to them at that time. This information is essential to fruitful research in the Kansas Collection.

A closet is provided for coats, briefcases, and other personal property not essential to research. Researchers and visitors to the Collection are cautioned that smoking is permitted only in the reception area; the consumption of food and drink in the department is prohibited.

The stacks of the Kansas Collection are closed. Researchers may have materials brought to them in the Reading Room by completing a call slip for each item or manuscript collection desired. Call slips are provided at the card catalog and the receptionist's desk.

EXAMINATION OF RESEARCH MATERIALS

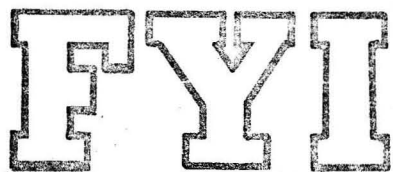
All research materials except current serials on display must be used in the Reading Room. Please exercise the greatest possible care to prevent damage to materials examined.

Only pencil may be used for taking notes and no marks should be made on materials examined. Reading stands are provided for fragile, bulky, or cumbersome materials. Preserve the existing order or arrangement of unbound materials and inform the receptionist when you find disarranged material.

RETURNING MATERIALS USED

Return all materials examined to the receptionist before leaving or taking breaks of more than fifteen minutes and offer all briefcases and other containers for inspection before leaving.

Louis George Griffin, III
April, 1973



University of Kansas Libraries

From the Office of the Director

Number 193

May 10, 1973

Library Governance Questionnaire:

The attached questionnaire is an effort of the Library Governance Committee to determine the opinions of the library staff concerning some of the vital issues at hand. Please answer all questions and make additional comments, if you have any, in question 21. If there are questions about the questionnaire, please contact Gene Carvalho or other members of the Committee. Please return the questionnaire to the East Asian Library by Thursday, May 17.

To Meetings:

David Heron will be attending executive board and other meetings of the Association for Research Libraries in New Orleans, Thursday--Saturday, May 10-12. Alexandra Mason will be attending the Rare Books Libraries Conference in Ann Arbor, Wednesday--Friday, May 16-18.

Blue Cross & Blue Shield:

The contract for the State Health Insurance program has been awarded to Blue Cross & Blue Shield for another year. Mrs. Buller, of the Staff Benefits Office, has arranged for a Blue Cross representative to speak to salaried employees concerning changes in coverage and open and re-enrollment procedures. The Spencer Auditorium has been reserved on Monday and Tuesday, May 14 and 15 at 9:00am for briefing of Libraries staff members. Since the capacity of the auditorium is approximately 80 persons, it would be useful if large departments scheduled their employees evenly over both sessions. All salaried staff are urged to attend.

New Publication:

Guide for Readers 11a: Department of Special Collections is attached for your information.

Work-Study:

We have been assigned an additional \$4,700 in Work-Study funds for use through June 30, 1973. Students who are on the Work-Study program and have not exceeded their assigned limit should turn in a time card on May 14, along with the regular payroll. Be sure to mark the time card Work-Study at the top.

All Work-Study students and those who think they might qualify for the Work-Study program should apply for a referral slip for the summer in the Office of Student Financial Aid in Strong Hall. Please submit the referral slip and the Information Form for Student Assistants to the Director's Office by May 21.

Student Time Cards:

All student time cards, Work-Study and Regular, are due in the Director's Office on May 14 at 9:00am.

Personnel:

Faye Simms is Clerk II in the Bibliographical Section of Cataloging as of 5/1/73.

Marianne Griffin will be on a leave of absence from June 1 through August 12. LaVerta

Riling is now LaVerta LeBombarb.

Opening:

Pending permission to fill the position, persons interested in transfer to Clerk I in Order should make application with Nancy Shawbaker by May 16.

Staff Fees Eligibility Certificate:

Staff members interested in attending classes this summer who want to apply for Staff Fees should see their department head for an application form. Send signed form to the Director's Office for processing. Please allow at least one week.

QUESTIONNAIRE

I am a

- ☐ Librarian
☐ Member of classified staff

The Governance Committee has been charged to deal with problems of library governance. Please rank problems covered below in ascending order. 1=greatest problem

1. Communication
 - ☐ a. from administration to library staff
 - ☐ b. from one department to another
 - ☐ c. from professional to classified staff
 - ☐ d. from classified to professional staff
 - ☐ e. from one division to another
 - ☐ f. lack or inadequacy of minutes, reports, etc. from official library meetings
 - ☐ g. return communication (responses to requests, opinions, questions, etc.)
 - ☐ h. other (specify)
2. Authority and responsibility PLEASE RANK IN SAME MANNER AS ABOVE; 1=greatest problem
 - ☐ a. within departments
 - ☐ b. within divisions (between departments)
 - ☐ c. between divisions
 - ☐ d. within entire library
 - ☐ e. other (specify)
3. Clarity of lines of authority and responsibility CHECK ONE
 - ☐ a. adequate
 - ☐ b. inadequate
 - ☐ c. varies
4. Rank in ascending order the problems represented in questions 1-3. 1=greatest problem
 - ☐ a. communication
 - ☐ b. authority and responsibility
 - ☐ c. clarity of lines of authority and responsibility
5. Are some or all of the above problems due to CHECK AS MANY AS APPLY
 - ☐ a. present library organization
 - ☐ b. personalities (individual failure to assume assigned responsibilities, etc.)
 - ☐ c. policies (bad or lack of)
 - ☐ d. procedures (bad or lack of)
 - ☐ e. other (specify)
6. Rank in ascending order the following reasons for the problems. 1=most important reason
 - ☐ a. present library organization
 - ☐ b. personalities
 - ☐ c. policies (bad or lack of)
 - ☐ d. procedures (bad or lack of)
 - ☐ e. other (specify)
7. Should the directorate consult more with the Libraries' staff before making decisions?
 - ☐ yes
 - ☐ no

If yes, who?
If no, comment.

8. Should the Librarians' Conference be CHECK ONE
- ☐ a. a "loose-knit" advisory group
 - ☐ b. a formal advisory body
 - ☐ c. a collegial, legislative body
 - ☐ d. other (specify)

COMMENTS

9. Check any of the categories listed below which should be excluded from membership in the Librarians' Conference.
- ☐ a. director
 - ☐ b. associate director
 - ☐ c. assistant directors
 - ☐ d. departments heads
 - ☐ e. classified staff members
 - ☐ f. student assistants

10. Should there be invited observers?
- ☐ yes
☐ no
- If yes, who? How should they be chosen?
If no, comment.

11. Who should chair the meetings of the Librarians' Conference? How should he/she be chosen?

12. How often should the Librarians' Conference meet?

13. Should the Classified Conference be CHECK ONE
- ☐ a. a "loose-knit" advisory group
 - ☐ b. a formal advisory group
 - ☐ c. a collegial, legislative body
 - ☐ d. other (specify)

COMMENTS

14. Check any of the categories listed below which should be excluded from membership in the Classified Conference
- ☐ a. director
 - ☐ b. associate director
 - ☐ c. assistant directors
 - ☐ d. department heads
 - ☐ e. librarians
 - ☐ f. student assistants

15. Should there be invited observers?
- ☐ yes
☐ no
- If yes, who? How should they be chosen?
If no, comment.

16. Would you agree with reviving a smaller decision making body in which department heads act as representatives of the entire library staff?

☐ yes

(In addition to the two conferences)

☐ no

COMMENTS

17. Should there be a standing committee structure within the new system of library governance?

☐ yes

☐ no If no, comment.

18. Which type of standing committee do you prefer? CHECK ONE

☐ a. independent committees (membership from the separate conferences)

☐ b. joint committees (membership from both conferences)

☐ c. both independent and joint committees

☐ d. other (specify)

19. What specific standing committees would you like to see established?

20. The Governance Committee is considering assigning the responsibilities of SLIC and the Professional Development and Economic Welfare committee of KULSA to standing committees and making KULSA a social organization only. What do you think?

21. Additional comments on any aspect of library governance are welcome.

Guide for Readers 11a

DEPARTMENT OF SPECIAL COLLECTIONS

Located in Spencer Research Library, main floor.
Telephone: (913) 864-4334.

HOURS OF SERVICE

Monday through Friday	9am-6pm
Saturday and Sunday	Closed

Hours vary for vacations, holidays, and summer.

SCOPE OF COLLECTION

Printed books, maps and manuscripts in the humanities and the history of science, with especial strength in European renaissance and early modern history, economics, law, travel, and literature; 17th and 18th century English history, economics and literature; history of ornithology; history of botany; discovery and exploration; science fiction; Joyce; Yeats; Rilke; Mencken; avant garde poetry; Irish history and literature; 19th century children's literature; the 19th century feminist movement; 18th century English newspapers and periodicals. The Department contains over 145,000 printed books, over 800 historical maps, and about 175,000 manuscripts.

ORGANIZATION AND CLASSIFICATION OF THE COLLECTIONS

The collections are classified according to a special system developed for use with closed stack research collections. The call-marks are composed of a collection name (or an abbreviation for a collection name), and a combination of letters, numbers and punctuation marks which is the identification for the individual book within the collection, for example, Ellis M-31, or Realey P73:1, or EPM W75. The books are kept in closed stacks and must be requested at the desk, except reference books (call-marks beginning SC Ref and MS Ref) which are arranged by subject on open shelves in the main Reading Room and Manuscripts Reading Room (see the plan in each room)

USE POLICY AND GUIDELINES

The Department of Special Collections is open to all readers who wish to use the books, manuscripts and other research materials kept here. All materials must be used in the Department. The following procedure for using these materials incorporates the usual rules for the use of irreplaceable research sources:

1. Before entering the Department, please leave all coats, briefcases, umbrellas, containers, and other things not necessary to your work, in the coin-return lockers at the entrance to the building.
2. Register with the Department on your first visit and tell the assistant at the desk who you are on subsequent visits so that your registration card can be found.
3. Look up your books in the card catalog and fill out a call-slip for each item. Please ask for no more books than you need at once. (If you do not find what you want easily, ask the librarian on duty near the catalog to help you.) Give your call-slips to the assistant at the desk.
4. Take the identification symbol the assistant gives you to the Reading Room. One of the staff will bring your books to you and show you how to use the adjustable reading stands and book-weights.
5. Take notes only in pencil. (The use of ink or pens of any variety is not permitted; pencils may be borrowed from the supply at the desk.) If you wish to use your own typewriter for extensive copying the assistant at the desk will find a place for you.
6. Please handle all material (including reference books) with great care. Survival of these research sources depends upon you. (Specific things to remember: no marks may be added or erased; no tracing or rubbings may be made without specific permission; no books, papers, or other objects except the weights specifically provided for holding books open, may be laid upon the materials; the reading stands must be used unless an exception is granted.)
7. Leave unbound material in the order in which it is delivered to you. If it appears to be out of order, ask the librarian on duty to check it and re-arrange it if necessary. If a book with uncut pages is delivered to you, ask the librarian to have it opened for you.
8. Return all material to the assistant at the desk when you leave for any extended period (longer than a quarter of an hour). Make sure the assistant clears your charges since you are responsible for everything charged to you until this is done. A receipt will be provided on request.
9. Give all books, notebooks and containers to the assistant for inspection before removing them from the Department.
10. Smoking is permitted only where the Library has provided ashtrays; food and drink are not permitted.

A librarian is on duty at all times, either in the Catalog Room or available in response to a call from the assistant at the desk, to assist readers and to answer questions about the Department and its resources. Please do not rely solely upon the catalog but ask the librarian.

GUIDES TO THE COLLECTIONS

Card Catalogs:

The General Catalog contains author, title, and subject cards for the books kept in the Department.

This catalog has all types of cards arranged in the same alphabet. Many books have only one card in the catalog, either an author card or a title card, so be sure to look under both author and title.

Ignore the legend "Wait 48 hours for processing" printed at the top of some cards.

The Supplementary Catalogs (immediately following the General Catalog) contain author cards for certain collections which have not yet been integrated into the General Catalog. These are Children's Literature, Curl1 (18th century English publications), Brief-listing transfer (miscellaneous), and Josephson (socialist literature).

The Orbis catalog is a special card catalog indexing the Historical Maps Collections, providing access by author, title, subject, cartographer, date of publication, and geographical area.

The Special Files provide additional points of access to many of the books in the collections: by date of publication, by name of donor, by name of former owner, by method of illustration, by printer and by other points. They include special subject indices for renaissance books, botany, women's suffrage and catalogs of book auctions, and special title or first-line indices to anthologies of science fiction, English poetical miscellanies, and some 20th century "little magazines". These files do not yet cover all of the books in the Department but are still of considerable use.

Catalogs in Book Form:

The Manuscripts Catalog, referred to as Catalogue IV, is a loose-leaf catalog describing the Department's manuscripts. It is arranged alphabetically by name of manuscript or manuscript collection and is indexed by a card file housed in the last few rows of the card catalog. The Card Index includes (in one alphabet) entries for authors, titles, subjects, and other points such as literary form, with separate indices by date of writing and coverage, by illustration, and by classes of people.

Catalogue III is a loose-leaf catalog describing some of the Department's more complex books and periodicals. It is arranged by call-mark and indexed by the card catalog where certain cards bear a note advising the reader to consult Catalogue III for further information. It includes introductions to the various collections.

The Serials Holdings List is a computer printout of the Department's currently received active periodicals and some older periodicals. It is arranged alphabetically by title.

A Bibliography of the Frank E. Melvin Collection of Pamphlets of the French Revolution in the University of Kansas Libraries, by Ambrose Saricks, Lawrence, 1960, 2v., lists and indexes the French Revolutionary pamphlets in the Department in 1960. These pamphlets are not listed in the card catalog. French Revolutionary pamphlets acquired after that date are listed in the card catalog.

Other printed information about the Department and the collections in it is available at the reception desk, including a map of the building, a pamphlet describing the major collections (entitled A Guide to the Collections), and exhibition catalogs. Lists of holdings in various subject areas are compiled from time to time and are available from the head of the Department.

The Author-Title Catalog in Watson Library contains at least one card for each printed book in the Department. These cards are marked Department of Special Collections, Spec. Coll., Rare Books, or Ellis Coll. at the top of the card or in the left margin, or have call-marks beginning 0-. It is wise to copy call-mark, author and title from this card before coming to the Department; it is absolutely essential to do so for call-marks beginning 0-, JC, or a year-date such as 61-, since these books have no cards in the Department. Both Author-Title and Subject Catalogs in Watson, and the General Catalog in the Department contain cards with author or subject at the top, followed by a note beginning "For additional..." or "For manuscript..." These are reference cards which direct the reader to the Manuscripts Card Index. If you are in doubt about any of these cards please telephone the Department and ask to speak to a librarian.

SPECIAL SERVICES

Copying Service: Photocopies of the Department's printed matter will be made at the Library's usual rates and subject to its regulations when the physical condition of the material permits.

Research Studies: Eight research studies are available for the use of readers working intensively on books and manuscripts from the Department. Readers wishing to apply for these should talk with the head of the Department.

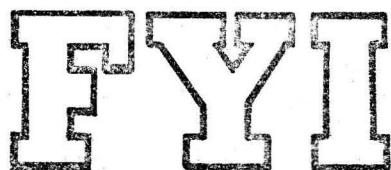
Classrooms and Assigned Use of Materials: Two seminar rooms, each seating 12, are available for the use of classes needing to use Departmental materials during the class meetings, either for all meetings or for one or two lectures only. Arrangements for either regular or temporary use of these rooms should be made directly with the head of the Department before reporting to the room assignment assistant in the Registrar's Office. Call-slips for materials for class use must be turned in at least 24 hours before the class is to meet. Notice of assigned use of materials, including copies of any available syllabus, will allow the Library to give better service to both professor and students.

Typing, Tape Recorders, and Consultation: Readers needing to type, use a tape recorder, or consult another reader about a book, should apply for temporary use of a seminar room or study.

Introductory lectures and tours: The librarians will be glad to speak to any classes or groups on the resources, general or specific, of the Department. Appointments should be made in advance.

Special Equipment: Readers needing to use the light-table, ultra-violet lamp, microfilm reader, lighted magnifying glass, or Hinman collating machine, should apply to the Librarian on duty.

Book prices, Binding, and Palaeography: The Librarians will be glad to assist readers in the use of the auction records to discover the prices of antiquarian books, advise them on the care of old books, and introduce them to the large reference collection on manuscript studies in the Manuscripts Room.



University of Kansas Libraries
From the Office of the Director

Number 194

May 17, 1973

Librarians' Conference:

The next Librarians' Conference will be Thursday, June 7, 3:30pm in the Watson Library Conference Room.

New Exhibits:

The Spencer Library exhibits for the summer, now in place, are: Main Gallery-- "Portrait of a University: a Duke D'Ambra Album," by John Nugent and the staff of the University Archives; North Gallery-- "Mark Twain on the Kaw," by Bill Mitchell; Kansas Collection-- "The Opening of Kansas," by George Griffin and the staff of the Kansas Collection.

Duplicate:

Anyone wanting superseded copies of Moody's Dividend Record should notify Exchange and Gifts.

Transfer:

Books in the block number 709 are being reclassified into LC. As a result, most will have as their final location the Art Library. Since many of these books are in the Engineering and Architecture Library under the 709 number, please check with that library before sending a patron for the book, even if the card catalog gives the Engineering and Architecture Library location.

Senate Libraries Committee:

The new members for the coming year are Richard Eversole, Jon Heggan, David Heron, James Hillesheim, John Murphy (Law School), Richard Schowen (Graduate School), Thomas Smith as Chairman, and students: Gary Ayers, Dierch Casselman, David Kessler, Karla Miller, and Ed Rolfs. At its meeting on May 10, 1973, the University Council accepted the recommendation of the KU Medical Center that it no longer be represented on the Committee.

Cataloging Rules:

A copy of the Anglo-American Cataloging Rules has been updated with additions, changes, and explanations as published in LC's Cataloging Service Bulletins. This master copy is shelved in the Catalog Department.

Overdue Reminders:

Due to a lack of funds, the overdue reminder that was sent out on the day a book was due will no longer be used. Individuals checking out books are solely responsible for returning their books on time.

Reminder:

Please return the Library Governance Questionnaire to the East Asian Library as soon as possible. Your comments are needed in order to make this a valid survey.

Group Health Insurance:

All employees now covered under the health plan must sign new cards between the dates of May 10, 1973 and May 31, 1973. Please pick up your cards in the Director's Office and return them to the Director's Office by Tuesday, May 29. Open enrollment is also available to eligible employees who did not enroll in the health plan at time of employment. Employees who presently have waived the health coverage are also eligible to enroll during the open enrollment period. Employees who wish to add spouse or family to the plan may do so at this open enrollment. In order to make sure that everyone submits a card, all Department Heads are to remind their employees of this requirement. Please let Nancy Shawbaker know immediately if there are any employees who are presently on vacation and will not return before May 31.

Vacation Hours:

Vacation hours for all libraries except Law will begin at noon, Saturday, May 19. The hours will be: 8am-5pm, Monday through Friday, Closed Saturday and Sunday. All libraries except Law will also be closed on Monday, May 28 to observe Memorial Day. Summer schedule will begin on Monday, June 4.

Attendance at Conferences:

In order to report on current professional activities of the staff, and to allow other staff members an opportunity to consult with you prior to your attendance at specialized conferences and seminars, please let H. Robert Malinowsky know the name and dates of the conference, place held, and your role (speaker, discussant, general participant, etc.).

Watch for Catalog Cards:

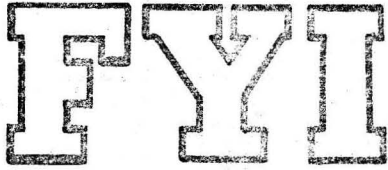
There have been in the last week three instances where catalog cards from the Watson Library Subject Catalog were found pulled from the catalog and left on the shelves in the stacks where the book was suppose to be. Please alert the Reference staff if you notice a patron with a card catalog card or see someone pulling cards from the card catalog.

Personnel:

Mary Harmon has been promoted to Library Assistant in Microforms as of May 16.

Work-Study Reminder:

Work-study students and those who think they may qualify for the work-study program should apply for a referral slip for the summer. Please submit the referral slip and the information form for student assistants to the Director's Office by Monday, May 21. New work-study students may submit all the appropriate forms for appointing.



University of Kansas Libraries

From the Office of the Director

Number 195

May 24, 1973

Librarians' Conference:

The agenda for the Librarians' Conference on Thursday, June 7, 3:30pm in the Watson Library Conference Room will include announcements and 4 reports from the Library Governance Committee: Senate Libraries Committee Charge; Questionnaire; Conclave; and the University governing system.

Tenured:

Ruth Miller, Joan Soutar, Kent Miller, and Bernard Reams have been given tenure at the University of Kansas.

UKASE:

There will be a UKASE computer run Friday, June 8. All corrections must be received by the Serials Department by Friday morning, June 1 to be included in this run. New SIN's will be assigned during this run, and corrections received after June 1 will be returned to the branch for new SIN's. Check-in lists will be picked up Thursday, June 7.

New Publication:

A catalog to the exhibit in the Kenneth Spencer Research Library may be obtained in that library. The exhibit is entitled: Duke D'Ambra; The City and the University at Work and Play. The catalog was compiled and designed by L. E. James Helyar, with introductory contributions by James L. Enyeart and John M. Nugent.

Phi Beta Kappa:

Bob Richards has been initiated into Phi Beta Kappa. Congratulations!

Statistics:

Would all departments that had extended hours please send their statistics to H. Robert Malinowsky.

Positions Open:

Pending permission to fill the newly upgraded position of Library Assistant in Latin American, applications for promotion or transfer will be accepted by Nancy Shawbaker until Friday, June 1. The position requires two years of/or college Spanish, or equivalent competence. Some Portuguese in addition would be advantageous.

The Library Assistant vacancy in Interlibrary Services (resulting from a recommendation for leave without pay for Marianne Griffin for two and one-half months) will be filled as a temporary position from the current Library Assistant temporary register. The position was not advertised to present staff because a temporary assignment results in loss of health insurance and retirement coverage and has the effect of moving the employee's cycle for salary increase forward by the amount of time in temporary grade.

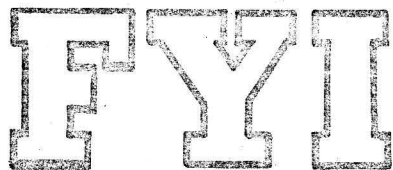
Pending permission to fill these positions, persons interested in promotion or transfer to Clerk II in Reserve (75%), Clerk Typist II in Serials, should make application with Nancy Shawbaker by May 30.

Personnel:

Shelia Edwards is Clerk II in Cataloging as of 5/21/73. Martha Djang resigns as Clerk II (75%) in Reserve, May 31. Kathie Chrispin resigns as Clerk Typist II in Serials, 5/31/73. Ellen Holmes resigns as Assistant Serials Librarian, 5/18/73.

REMINDER:

DON'T FORGET TO FILL OUT HEALTH INSURANCE CARDS BY MAY 31!



University of Kansas Libraries

From the Office of the Director

Number 196

May 31, 1973

All Staff Meeting:

A brief meeting of all salaried staff will be held on Tuesday, June 19, 4:15pm in Spencer Auditorium. A report on the State of the Library will be given by Mr. Heron.

Tenured:

Mary Green should have been included with last week's list of tenured librarians.

Summer Hours:

Regular summer hours will begin for all libraries on Monday, June 4. One change in the summer schedule will be for the East Asian Library which will have no evening hours.

KIC Funds:

All materials purchased with KIC (Kansas Information Circuit) funds, and identified by the legend "Kansas State Resource Project no. I-72-VI" on the book pocket, must be made available for interlibrary loan whenever possible, and should not be assigned to reference or permanent reserve status.

Governance Committee:

Sally Atkinson replaces Marjorie Perry on the Governance Committee.

June Buffet:

The June Buffet will be held on Friday, June 1, 12noon in the Watson Library Staff Room. Bring a covered dish and your table service.

At Meeting:

David W. Heron is in Washington today, Thursday, May 31, chairing a meeting of the ARL Interlibrary Loan Committee.

School of Journalism:

The School of Journalism has announced the following changes in office phone numbers and room numbers: Graduate Program--John Bremner, 4-3567, 108 Flint; UDK Adviser (Summer Session only) and Summer Journalism Camp--Del Brinkman, 4-4755, 105 Flint; Undergraduate Program--Lee F. Young, 4-3048, 203 Flint.

Congratulations:

Mary P. Lowther, former student assistant in the Book Selection Office, has been initiated into Phi Beta Kappa. Miss Lowther also has a paper published in the Kansas Journal of Sociology, v. 9, no. 1, Spring, 1973, titled "The decline of public concern over the bomb."

Personnel:

Janet Ward is temporary Library Assistant in Interlibrary Services during Marianne

Griffin's leave of absence. Lola Burge is Clerk II in Cataloging as of 5/29/73.

Pending permission, persons interested in promotion or transfer to Clerk II in Circulation should make application with Nancy Shawbaker by June 6.

FYI

University of Kansas Libraries From the Office of the Director

Number 197

June 7, 1973

Librarians' Conference:

Don't forget the Librarians' Conference this afternoon, Thursday, June 7, 3:30pm in the Watson Library Conference Room.

Oread Library Association:

The Oread Library Association will meet Tuesday, June 12, at noon in Alcove A of the Student Union. The purpose of the meeting is to make plans for the rest of the year. All interested staff members are invited to attend. Please bring your own sack lunch or use the cafeteria.

To SLA:

H. Robert Malinowsky will be attending the annual conference of Special Libraries Association in Pittsburgh, Pennsylvania, June 9 through June 13. Mr. Malinowsky is Chairman of the national Continuing Education Committee that conducts seminars at the conference.

Former Student:

Stephen Klemp, former Student Assistant in the Slavic Department, has accepted a position in the State Department, Washington, D.C. After training he will be assigned to overseas service.

To Speak at Conference:

Marna Young will be a guest speaker at the Southwest Environmental Information Symposium, July 11-13 at East Central State College, Ada, Oklahoma. Mrs. Young also helped with the recent Medical Library Association annual convention in Kansas City as Chairman of the Pharmacy Section.

Exchange and Gifts:

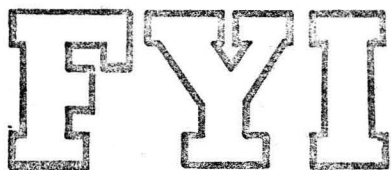
If any department wants superseded issues of Bibliographic Index, A Cumulative Bibliography of Bibliographies, please notify Exchange and Gifts.

Personnel:

Sherlene Hawkins is Clerk II in Science as of June 4, 1973.

Deadline:

All Student time cards are due in the Director's Office on Thursday, June 14th at 9am. Please be sure and indicate students who are work-study by writing work-study at the top of the time card. Will all Departments please check to make sure that everyone who is qualified for work-study is on work-study.



University of Kansas Libraries

From the Office of the Director

Number 198

June 14, 1973

Supplies:

Supply funds are very low; please keep departmental supply requests to the bare minimum.

Personnel:

Marceil Hicklin has been promoted to Clerk II in Circulation as of June 18. Nancy Crane, Student Assistant in Book Selection, is now Nancy Schueler.

Independence Day:

Since there will be no classes on Wednesday, July 4, Independence Day, the University of Kansas Libraries will be closed. Please post a notice at the entrance to your library that you will be closed. Disregard the notice in the Faculty Newsletter.

Kansas Collection Hours:

The public summer session hours for the Kansas Collection are 9am to 5pm, Monday through Friday. The staff will be working from 8am to 5pm.

Serials Statistics:

Serial title and receipt statistics for fiscal year 1973 for all branch libraries are available from Kent Miller for possible incorporation into annual reports.

On Vacation:

Eleanor Symons will be away from Wednesday, June 27 to Tuesday, July 31. During her absence Elizabeth Stephens will be handling the Abel Approval Orders and Stevens and Brown Blanket Orders. Nancy Schueler will be handling the European Blanket Orders. Please direct any questions to them.

To Meetings:

David Heron will be attending Executive Board Meetings of ALA in Las Vegas, June 23-30. John Glinka will be representing KLA as a council member at the ALA conference in Las Vegas, June 25-29. Alexandra Mason will be attending the ACRL Rare Books Pre-Conference of ALA in Los Angeles, June 20-24. In Mr. Heron's absence, Mr. Glinka will be acting director, followed by Mr. Helyar.

All Staff Meeting:

Don't forget the brief meeting of all salaried staff on Tuesday, June 19, 4:15pm in Spencer Auditorium.

Staff Activities:

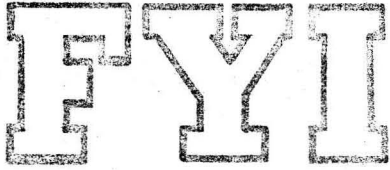
George Griffin spoke to the Lawrence Rotary Club on June 4. David Heron spoke to the Lawrence Kiwanis Club on June 7. Alexandra Mason taped a program for KANU to be aired on July 13, 9:15am and 2:45pm. Dwight Chambers, Student Assistant in Map Library and Serials, will be a student at the library school of Case Western Reserve University.

Awards:

Student Assistants Shawn Streepy and Dorothy Crooks from Circulation were initiated into Phi Beta Kappa. Student Assistants Robyn Rothrock and Cynthia Britton from Circulation received Helen Rhoda Hoopes Writing Awards from the English Department.

LATE NEWS:

FYI was prepared a day late this week.



University of Kansas Libraries

From the Office of the Director

Number 199

June 21, 1973

Governance Committee:

Copies of individual reports of the Governance Committee are available in the Director's Office and at the Watson Reference Desk. The reports are unedited working copies and they may contain some inaccurate information. These reports are made available with a hope that all concerned staff members will see the activities of the Committee in its midpassage, and that they may elicit corrections, additions, and suggestions for future activities from the staff at large. Copies of governance papers from other university libraries are also available at the Reference Desk.

The report on Conclave included as a part of the Governance Committee report this week is an incomplete first draft of that part of the report. It contains errors of fact and other first-draft problems. A corrected version will be available by Monday from Chairman Carvalho, in the Director's Office, and at the Reference Desk. It will be marked FINAL VERSION.

Block Numbers:

Block number TA 145 to TA 1210 has been extended to TA 1280 and will be in the Engineering and Architecture Library.

Irregular Payroll:

All Departments should be aware that we do not have any indication of what our irregular payroll will be for 73/74. The present outlook could mean a 20 percent cut. With this in mind, plan your July and August student hours accordingly. As soon as more definite information is received, you will be notified promptly.

Re-appointment of Student Assistants:

All student assistants who are working for the Libraries after July 1 must be re-appointed. To do this Departments must complete the Information Form for Student Assistants and submit it to the Director's Office no later than Friday, June 29.

To ALA:

Kent Miller will be attending ALA from June 22-29. In his absence, Cecile Deaton will be in charge of the Serials Department. Also attending ALA are Marilyn Clark, Ann Condit, Ruth Miller, and Joan Soutar.

Personnel:

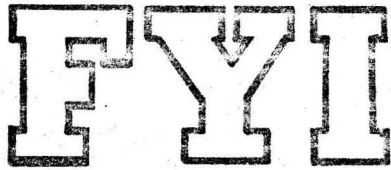
Ola Faucher has been promoted to Library Assistant in Latin American effective 7/1/73.

Opening:

Pending permission, persons interested in promotion or transfer to the Clerk II in Cataloging, Current Copy Section, should make application with Nancy Shawbaker by June 6.

DEADLINE:

All student time cards are due in the Director's Office Wednesday, June 27 before 5pm. Hours covered during this pay period are from June 14-June 30. Please project all hours through June 30.



University of Kansas Libraries

From the Office of the Director

Number 200

June 28, 1973

New Name:

With the merger of the Earth Sciences Library into the Engineering and Architecture Library, a new name has developed. The new combined facility will be called the Marvin Library. All items marked in the Watson catalogs as being in the former two libraries will eventually, as time permits, be changed to the new name. This will take time, so be alert in directing the library users to the right place. Marvin Library will contain books and materials on engineering, architecture, geology, meteorology, and selected geography.

Gamut:

A special issue of Gamut will be issued in July before the bi-monthly (every two months) sequence begins in September. If anyone wishes to contribute to the July issue, contact Lewis A. Armstrong, Map Library, 864-4420. The deadline is Friday, July 6.

SLIC Runoff Election:

Robert Mitchell, a member of SLIC will resign on July 31. According to SLIC Guidelines no. 8, the staff member in the appropriate category who received the next highest number of votes at the last election will take his place on SLIC. Sarah Couch and Nancy Shawbaker received the same number of votes in the last election and only one may serve. Please vote for either person by writing their name on a slip of paper and returning it to Lynn Cole, Department of Special Collections, by Friday, July 6, 1973.

Exchange and Gifts:

The Exchange and Gifts Department needs copies of letters of gift acknowledgments written during fiscal 1973. Earlier FYI carried a request for copies of acknowledgments written before March 31, 1973. The time coverage of the annual gift report has been changed to correspond with the fiscal year, so copies of acknowledgments written between March 31 and June 30 are needed.

Independence Day:

Have a pleasant and safe holiday on Wednesday, July 4. All libraries except Law will be closed.

Happy New Year:

As we come to the end of the fiscal year, congratulations are in order for the staff responsible for completing payment procedures--a matter of particular pressure this year because of advanced deadlines and funding complications. Most involved were Louise Brunton, Hope Cundiff, Luceil Hamlin, Laverta LeBombard, Norma Osborne, and Sharon Williams.

Personnel:

Jerry Shapiro resigns as Security Officer I effective June 30.

Openings:

Persons interested in applying for the Security Officer I, half-time, should make application with Nancy Shawbaker before Thursday, July 5.