

FYI

University of Kansas Libraries

Number 559

July 3, 1980

BOOK FLAGGING

Some of you Technical Services Folk flag books for yourselves or other people. Please always include an ID number. This will make processing go much faster, not to mention lift that gruesome burden of looking up thousands of ID numbers.

Often, when we look up an ID number for a person whom we know is staff, we find only a student ID number. The address record for that ID is a Lawrence address, hence delivery through U.S. mail. If you give us your staff ID number (social security number) your notification will get to you via S&D -- a little faster than U.S. mail. Thank you, thank you, thank you. ML

QUESTIONS ON BIBLIOGRAPHY OF HUMANITIES

Eleanor Symons will be away from Tuesday, July 8 to Tuesday, August 5. Please keep questions concerning the bibliography of the Humanities until her return or, if they are urgent, refer them to Clint Howard, Acquisitions. ES

TIMECARDS DUE

Student hourly timecards are due in the Administrative Office on Wednesday, July 16, at 9 a.m. PW

RETURN WASHCLOTH AND TOWEL

Will the person who so kindly took the washcloth and towel in the staff room kitchen home to clean please return them? CG

WATSON-SPENCER SOFTBALL GAME

The long-awaited Watson-Spencer softball game has been scheduled finally: Saturday, August 9th. More details later. CG

KULSA GARAGE SALE

It's that time of year again. The KULSA garage sale will be on Saturday, August 2nd. Gather all your collectibles together. More on where and when to donate later. You're all so kind. CG

FOOTWEAR PREFERRED

Despite the hot weather, library employees are requested--for health reasons--to wear shoes of some sort while at work. Thanks for your cooperation in this. MH

LFA BALLOT RESULTS

The results of the recent LFA ballot were as follows:

1. Revision of paragraph 2.2.2 of the Code of Governance:
Approved, 35; Disapproved, 1.

LFA BALLOT RESULTS (Continued)

2. Revision of pp. 32-32a of the Staff Handbook regarding requirements for appointment:
Approved, 25; Disapproved, 15.

The LFA Executive Committee and the Library Administration have agreed to further pursue this matter together through joint discussion upon the election of the new members of the Committee.

JN

FYI*

University of Kansas Libraries
RENOVATION SUPPLEMENT
Number 11

July 7, 1980

FORECAST

No changes are foreseen this week in the plumbing, "air conditioning," or electricity. The difference in elevator service is a positive one: the west stack elevator is back in operation as of Thursday afternoon, 7/3. Noise will continue at a moderate level. The jackhammering is going on in the basement, but that's more indirectly audible on upper floors since the Thursday, 7/3, removal of the slab that blocked the lower flight of the east center stairs. "No changes" means, too, that the hoped-for improvements in 1 & 2 East stack air flow are no longer considered imminent, alas, alack-a-day.

TWO MONTHS DOWN, SIXTEEN TO GO

And what has all this accomplished so far? The contractor says demolition is 95% completed. (We would have guessed 105%.) There is still a small amount left to do in the basement and on the third floor. Construction is now beginning: the east elevator pit and the sprinkler plumbing have already been mentioned; sand is piled in the staff-room-to-be in expectation of its use around the concrete footings being poured to base the steel columns supporting new floors, and in the concrete work that will build the ramp and lift that will give handicapped access to the public lounge. (That lounge will be next to the staff lounge, and is labeled "reader spaces" on the floor plans.) This has necessitated some shuffling in the southeast portions of the Ramp.

ONCE THERE WAS A WAY TO GET BACK HOMEWARD (oh, pretty darling)

West stairway work is, for the moment, a fill-in project for the construction crews: they'll attack it when they run out of other likely looking targets. That might be this week, next week, later. Last week we said that the work would necessitate routing all comers to the west restrooms, cloakroom and and reference office through Copying Services. Someone had a better idea, Zeus be praised. Once there was a door between what are now the cloakroom and the Copying Services vestibule. Of late this door has been camouflaged as a large air vent, but sometime this week its door-ness will be restored, allowing free, if tacky, access to the restrooms, etc., without compromising the Copying Services change fund.

GUNG HO

The sprinkler installers are, by all evidence, a gung ho outfit. They have already done most of the basement (with occasional incursions into the Bindery floor above them), and they never dreamt that the 3 East stacks on that same level were not theirs for the taking. Since their work proceeds rapidly and makes very little dust, we have given them permission to go ahead and hang their pipes on the 3 East stacks, followed by the same in the Ramp. So the persistent staff and users who can find their way into 3 East will also find, for this week at least, that they are not alone.

CHINESE WATER TORTURE

Apparently to celebrate the new fiscal year the Bindery was inundated from a leaky ceiling on the night of 6/30-7/1. That much you probably already know. The rest of the tale, in case you're curious, is this: the leaking pipe, a 4" drainpipe that once served an extinct restroom, has been used

CHINESE WATER TORTURE (Continued)

since the last renovation (1963-4) to drain off air conditioner condensate. It will be removed altogether in the present upheavals. It has been in the way on the ground floor, so one or more progressive-minded persons decided to cut it off and substitute a temporary half-inch pipe. Ordinarily that would have worked, but the hot weather has made the air conditioner labor so hard that the half inch was completely inadequate to drain it. The water gradually backed up until it reached a weak crack or joint, and then streamed into the Bindery for 8 - 10 hours before it was detected. A little even crept into the Slavic Alcove. All dry now, though.

T-SHIRTS

Tuesday, 7/8 at noon is the final deadline for ordering your official Watson Library Renovation T-Shirt. Your money (\$5.00 cash; no barter or credit cards) must be in the hands of Mary Marshall, Fines Office by high noon.

FYI

University of Kansas Libraries

Number 560

July 10, 1980

STUDENT HOURLY TIME CARDS DUE

Student hourly time cards are due in the Administrative Office on Wednesday, July 16, no later than 9 a.m. PW

DISORDERLY STACKS

Many of you have been seen going berserk in the stacks because they are so out of order in places - wholly the fault of patrons. Granted, we can't shelfread the entire stacks within the next 15 minutes but we would like to help. Insanity affects us all. So, would you please mark down the floor level, range number, and section/call number area. (Just call number won't help if this is a double run or the entire area is misshelved.) Then give this to Kendall Simmons and it will promptly be taken care of. This way we can catch the major problem areas while normal shelfreading continues to deal with the stacks as a whole. Thanks a lot. KS

JOB POOL WORKSHOP

A workshop has been scheduled to explain procedures for establishing and using the job pool for hiring student assistants. Two identical sessions have been scheduled: Wednesday, July 23, and Thursday, July 24, both at 10 a.m. Please contact Pat Willer in the Administrative Office if you wish to attend one of these sessions. The meeting place will be announced at a later date (when we determine the appropriate size air conditioned room needed). PW

6-18-80

Minutes of the Classified Conference Executive Board

Chancellor's Search Committee

Jan O'Neill has sent a written request to the Regents for classified representation on this committee. No word yet on a response from the Regents.

Moped Regulations

John reported that mopeds are required to be licensed in order to park on campus at the bicycle racks because they are motorized vehicles. Annual permits may be purchased in August for 15 dollars. Annual permits may be purchased at other times in the year, but must be renewed in August. Permits for the summer session only cost 8 bucks. In contrast, bicycle permits cost 50 cents.

Evaluations Under The New Pay Plan


All employees due for cost of living increase prior to 5-18-80 will get theirs under the old plan; after that we are all on the new plan. Mary Hawkins and Nancy Shawbaker will be trained in the use of the new evaluation forms.

It was also noticed that employees knocked down to Step 1 under the new pay plan will be allowed to rise not higher than Step 2 in July, 1981, while those entering the plan at higher steps may not be eligible for the half step in December, 1980, are not limited to one full step in 1981. In other words, everybody starting at Step 1 will be eligible for only two half steps in the next year, and those starting at higher steps will be eligible for a maximum of three half steps in the coming year. A check with the Personnel Office neither confirmed nor denied this allegation.

Action Taken

John Stratton, one of the library's Classified Senators, was asked press Jan O'Neill to first get a classified representative on the chancellor's search committee and second urge that the library staff be represented. He will report on his efforts at the next meeting.

Respectfully submitted,


Joe Hewitt (for Pat Collins, Sec.)

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 12

July 14, 1980

FORECAST

Elevators are working except for brief, disconcerting lapses of the main one, usually occurring about the time it hears a large delivery is coming in the back door. Electricity will be uninterrupted except for a prearranged hour in the 3 East stacks later this week, as a main line is transferred from one panel to another. Noise level is expected to be low with the prominent exception of the west stairway. Dust is not likely to be a problem, but plumbing, now that's another story. See below:

LADIES FIRST; THEN...

If you have visited the lower levels of the Center and East stacks, you are aware that the air conditioning situation there is even more dismal than in the rest of the building. This is because there is none: the equipment was all removed as part of demolition. Its replacement is scheduled for installation as part of Phase I, but that would ordinarily happen early in the fall. Now, forced to our knees by extreme heat, we are all (library people, contractor, subcontractor, architects & Bob Hope) looking for a way to improve things as soon as possible. There is a way, but as happens so often in life, there is a trade off. This one is: men's restrooms for cooling. The new ducts that are destined to serve the east end of the building will be located permanently where the small east restrooms are now. (Not where the main men's room is on the first floor: that's where the new restrooms will be.) Are we willing to trade? We have decided that we are, provided that we lose only the two restrooms off the 5 Center stacks, and the men's room off 7 Center, but can retain all other surviving women's facilities, and the first and third floor men's. By October some of the new restrooms will be open. And surely the heat wave will have broken by then.

ALL NOISY ON THE WESTERN FRONT

As of Friday, 7/11, work began on the west staircase. Ultimately there will be another flight of stairs up to the third floor. The landing will be on what is now a roof next to the wall, so a wee penthouse will be built to shelter the landing. And a door will be cut in the wall so that, upon surmounting the stairs and entering, one will be on the extended, handsomely decorated mezzanine just outside the Administrative Offices. But first a little blood and thunder: a hole has been beaten through the wall in the entryway of Copying Services so that one may still reach the west restrooms, etc.; the Copying Services desk has been amputated to allow free access to the hole; dust barriers are going up around the stairs themselves; the 33rd Airborne Artillery arrived Monday morning, 7/14 to assault and demolish roof and landings.

FLASH CRASH

In the 3 East stacks the sprinkler pipes are almost all hung. That, we find, was just the warm up act. This week they want to take out the south wall! It is a block wall and can come down with minimum fuss and noise, and a little relocation of stack braces and lights. We are going to try to keep 3 East open while it happens, but if it appears that the process poses any hazards for users, the area will be closed during construction hours for a few days. Stay tuned.

(Continued)

SO MUCH FOR DESTRUCTION

On a more constructive note: Initial shipments of steel door and window frames have arrived. Plumbing for the ground floor restrooms is so soldered and strapped in place; it looks like the jewelry collection of a punk rock band---Family, no doubt. Sheetrock work is about to begin on the ground and third floors: there will be a layer of insulation covered by a double thickness of sheetrock, first layer to the top of the wall, second to the ceiling. The brick walls will soon be laid around the chase that runs up through the middle of the future Cataloging territory. (A chase is a mother duct, so to speak, that surrounds a whole clutch of ducts, pipes and conduits.) More concrete is being poured for the east elevator. And the contractor is investigating the persistent mystery of leaking walls in the old staff room: is it the tuck pointing? plugged gutters? wall caps? flashing? or the butler?

FYI

University of Kansas Libraries

Number 561

July 17, 1980

CLASSIFIED VACANCY

Diana Gulley has resigned from her half-time Clerk Typist II position in the Serials Dept. effective August 15, 1980. Library staff interested in making application for this half-time position should contact Sandy Gilliland in the Administrative Office no later than Tuesday, July 22, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY,
NATIONAL ORIGIN, AGE, VETERAN STATUS, OR ANCESTRY

PERSONNEL

Ms. Ann O'Bryan has reinstated to the Libraries (Serials Department) as a Clerk III (Kathy Lathrom's former position) effective July 14, 1980. SKG

JOB POOL WORKSHOP

A workshop has been scheduled to explain procedures for establishing and using the Job Pool for hiring student assistants. Two identical sessions have been scheduled: Wednesday, July 23, and Thursday, July 24, both at 10 a.m. Please contact Pat Willer in the Administrative Office to sign up for one of these sessions. The meetings will be held in the Art Library Seminar Room, 310 Watson. PW

NEW LFA AND LCPT MEMBERS

Congratulations to the newly elected members of the LFA Executive Committee: Kent Miller (Vice Chairperson/Chairperson Elect), Marilyn Clark (Secretary), Rob Melton, Ruth Miller, and Eleanor Symons (LI, LII, and LIII Representatives, respectively). Congratulations also to the new members of the Committee on Promotion and Tenure: Sherry Williams (LI) and Barbara Clason and John Nugent (LIII's).

Appreciation is extended to the other candidates who also offered to serve and to the Nominating Committee (Rosemary McDonough, Michael Palij and Dave Passmore).

Retiring members of the LFA Executive Committee are Annie Williams (Chairperson), Sherry Williams (Secretary) and Nora Quinlan, Barb Gaeddert and Sandra Mason (LI, LII and LIII Representatives). Retiring from LCPT are Cliff Haka and Ann Hyde. To these we offer our gratitude for willing and conscientious service to the benefit of all. JN

VACATION SCHEDULES

If you would like to let the staff know when you'll be taking a vacation, please inform Sandy Gilliland in the Administrative Office of the dates you'll be gone, and we'll publish it in the FYI. Nancy Shawbaker is on vacation July 14-25. SKG

CLASSIFIED EMPLOYEE I.D. CARDS

The University of Kansas Notice of Appointment and Staff Identification cards for Classified employees have been sent to all permanent classified library employees. When you receive your identification card, please check it carefully and report any errors directly to Sandy Gilliland, Administrative Office. These identification cards replace the plastic identification cards most of you may have in your possession, and will be effective through this fiscal year. They may be used for a variety of services, including check-cashing at the Student Union, paying staff fees for athletic events, etc. SKG

SPEC KIT RECEIVED

ARL SPEC Kit #65, "Retrospective Conversion" has been received and is available for use in the Periodicals Reading Room. KM

KULSA

The KULSA garage sale will be held Saturday, August 2 at 1216 Tennessee from 9-5. We will be making 2 pickups--one on the previous Saturday (July 26th) and the other the day before the sale. Any and all contributions are welcome. Contact Kendall Simmons, Charlee Glinka, Mary Marshall or Ruth Hurst at 4-4715 or Peg Tempfer at 4-3396. Please bring small saleables to Circulation (Cliff Haka's office). Thank you lots.

The date of the Watson-Spencer ballgame has been changed to Sunday, August 3rd so that Spencer can field a team and Watson can go to a wedding. More later.

There will be a KULSA pool party at Marilyn Clark's home (and pool), 701 W. 27th Terrace (just down from Broken Arrow) on Friday, August 8th from 6:00. Potluck. We'll probably collect a dollar from each of you interested in all the beer you can drink and will provide soda pop. Any other suggestions? KS

SURPLUS FILES

Archives has obtained surplus files of various types from departments across campus. If your department is in need of this type of office furniture, please contact John Nugent or Ned Kehde at 4-4188.

AND, FROM MARVIN...

We, the undersigned citizens of the United States of America and of Lawrence, Kansas, do hereby petition all authorities connected with the University of Kansas library system to declare the entire being of Marvin Library LOST. This declaration includes all books, journals, desks, pens, blue tape, minds of employees, and all other items belonging to said library. We also petition for University funds to allow employees of said library to begin a massive world-wide search to recover our valuable lost home.

1. *Beni Bell* (Costa Rica, then Hawaii)
2. *Robert Z. Smith* (Green E)
3. *Laura L. Murray*
4. *G. David Warden-Fry* (JAMAICA)
5. *Jim Mancini* (bottom of Pacific Ocean)
6. *John Mancini*
7. *Kathleen Faddeu*
8. *Lovonda Key* (France!) *Lee*
9. *Steven Mitchell* (Florence, Italy)
10. *Liz Bork*
11. *Pammy Ursey*
12. *Jennie Dienes* (U.S.S.R esp. east Siberia)

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 13

July 21, 1980

FORECAST

Plumbing, electricity, elevators, air conditioning normal to wobbly. Noise around the west stairway will be awful (jackhammering) but should create no problem for persons more than one-half mile away. The accompanying dust will be minimal due to the direction of air flow.

ABSTRACT AND CONCRETE

The west stairway work will proceed from the top down: after the top landing is blasted out, one of the next steps is to cut a hole in the roof. Once the little trick is accomplished of properly placing said hole the penthouse will be built on the roof. (This dashes our hopes that the hole would be opened and left to tempt wandering rainclouds.) Then cuts will be made between the roof's steel reinforcing rods and the concrete will be broken out chunk by chunk. Finally the rods will be cut out. The new landings will be poured concrete, and the new stairs will be fabricated steel. If your mental picture of this is a little vague, take a look at the plans in the Administrative Offices, but don't stand in the stairway looking up.

COOLING

Ductwork will probably begin within the week to bring relief to the stifling lower levels in Center and East stacks. That's the work that will clip a few east restrooms. Unless some very strange character chains him or herself to a lavatory, work will proceed quickly and air should be flowing in a couple of weeks.

Meanwhile the west end of the building has lately suffered poor ventilation. Sleuth Glinka found that the west compressor was gurgling and grinding. Four calls to Facilities Operations produced an explanation: dirty filters, rerouted air intake, dirty filters, air in water lines, and dirty filters. Thrice quoth Glinka, "Pray put in clean filters." Eventually this brought clean filters and some improvement in temperature.

LONGER RANGE

Now that the east elevator concrete work is above ground level it is safe from rain/mud/snow interruptions, so the work will be suspended for awhile to free crews for forging ahead with interior work.

New lighting in the west and center stacks will be on 270 volt lines, rather than the standard 110. This will require a transformer, one whose arrival may or may not coincide exactly with installation of the lights. If the transformer is late temporary emergency lighting (electric, not candles) will be set up. If this happens at all it will be for only 2-3 weeks.

On the roof of the west stacks there sits a cooling tower. The cooling tower sits on steel supports. The steel supports sit in tarred indentations in the roof. Soon all will rise, but just enough to clean and inspect the tarred indentations and the steel supports, replacing anything that's not in good condition.

The elevator shaft will be completed by late October, including cutting the doorways into the Periodicals Reading Room, Microforms, and sundry other points on the east wall. Late October is when the contractor tentatively plans installation of the elevator equipment itself. This will be completed around Christmas time, so KULSA's seasonal festivities can include hanging stockings across the elevator doors. (Would you believe suspending the balcony choir between floors?)

(Continued)

NOW PLAYING

Cinder block ("hadite" to aficionados) walls are rising rapidly in the basement, defining the receiving room, restrooms, equipment room divisions, and the ramp/hallway that leads to the staff and public lounge areas. On the ground floor blocks, sheetrock and tile work around the restrooms will soon begin. The swiftly moving sprinkler pipe crew is now on the third floor.

NOBLE SALVAGE

Several people have inquired about the etiquette of salvaging choice bits of terrazzo rubble, oaken toilet seats, blistered plaster and other parts of the structure we all know and love. We have investigated and found out that all material in demolition areas belongs to the contractor and subcontractors. To them time and labor are more expensive sometimes than choice antiques, which fact has produced one or two value conflicts already. However, the contractor is open to some negotiation so: henceforth, before new areas are demolished, this publication will give notice that interested parties may state requests for salvage of material and fixtures from a specified area, putting the request in writing to John Glinka by a stated deadline. Glinka will take all such requests to the contractor, who may or may not grant them, dependent upon his other considerations. (For instance: doors are available, but not hardware on them.) If granted the contractor will set aside the desired items, but the requestor is responsible for their prompt removal. No further new demolition is imminent, but these conditions will be restated when it is upon us.

T-SHIRTS

The 110 glorious t-shirts will be available for pick-up from Mary Marshall in the Fines Office this Friday, 7/25. But you gotta pay before you go Russian out in one.

FADE OUT, FADE IN

Your editor, Carol Chittenden, is leaving the country before someone baps her upside the head for making awful puns. Charles Getchell, newly of the Reference Dept. will substitute for a month. His specialty is naval history, which should bring an interesting viewpoint to these pages. Bon voyage.

FYI

University of Kansas Libraries

Number 562

July 24, 1980

CLASSIFIED VACANCIES

Ms. Shelley Miller, Library Associate in SPLAT, will be taking a one-year leave of absence effective September 5, 1980 to September 5, 1981 to pursue graduate studies in Library Science and Latin American Studies at UCLA. Staff interested in applying for a one-year replacement appointment as Library Associate during this period of leave should contact Sandy Gilliland in the Administrative Office no later than Tuesday, July 29, 5:00 p.m.

The Business and Economics Reading Room, School of Business, has announced a half-time Library Assistant II vacancy, effective August 18. Interested staff should contact Sarah Stoffer, Personnel Services, 4-4942 by Thursday, July 31, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY,
VETERAN STATUS, NATIONAL ORIGIN, ANCESTRY, OR AGE.

PERSONNEL

Donna Roti Roti, Assistant Serials Librarian (Librarian I), has announced her resignation effective August 17. Donna joined the Libraries September 4, 1979, from having served as Librarian with the John G. Shedd Aquarium in Chicago from 1976-79. Her new appointment will be that of Science Cataloger with Marquette University, Milwaukee, Wisconsin. MH

CALL FOR LFA COMMITTEE MEMBERS

Volunteers and nominations for service on the following LFA Committees are hereby solicited: Nominating Committee, 3 one-year vacancies, one from each rank; Professional Development & Recruitment Committee, 1 two-year vacancy for LII or LIII only; Budget & Planning Committee, 2 two-year vacancies, any rank; Librarians' Salaries Committee, 3 one-year vacancies, any rank. Contact Marilyn Clark, LFA Secretary, at 4-3347 by Friday, August 1. JN

MOVING

The Science Library is currently expanding its LC book collection into the new addition. The library will continue to operate its public service out of the old addition until all equipment has arrived and been installed. Friday, August 1, 1980 is the final day of operation for the Marvin Library and the Lippincott Reading Room. Both facilities will be closed to the public after that date and boxing of all books will begin. Books in Marvin will go to Watson, Science, and Satellite Student Union. Books in Lippincott will go to Science. Records of location changes will not be finished at the time of the move. The main thing to remember for public service is that geology will be in Science and engineering will be in the Satellite Student Union and Watson. The changes in the public catalog will systematically continue for quite sometime until finished.

It is hoped that the actual move will be completed by August 15. Emergency requests can be telephoned to the Science Library but the retrieval of the book may not be possible until after the move. All green overlays will be removed from the catalog after the Lippincott Reading Room is moved. All new cataloging with green overlays has now stopped. HRM

RESERVE REQUESTS MAGAFILES

Do you have any pamphlet holders or magafiles that you no longer need? Reserve would love to have them. Any size considered. Please call 4-3396, and we'll come get them. Thanks!

BH

VACATIONS

Carol Chittenden will be on vacation from July 25 to approximately August 25. In her absence Charles Getchell will write the FYI Renovation Supplement, and Charlee Glinka will make signs. That leaves everyone else to complete the renovation in the next 30 days. Ms. Glinka will be on vacation August 18-22, so it would be wise to let her know as soon as possible of any signs you will be needing to meet the fall onslaught.

CC

Mary Kay, ILS, will be on vacation until August 4.

RENOVATION T-SHIRTS

The Renovation T-shirts will be ready for pick-up on Friday and Monday from Mary Marshall, Fines Office, Watson.

WATSON RENOVATION T-SHIRT DAY!!! will be Tuesday, and we want to get everyone together on the front steps of Watson at noon for a group picture. Won't take long and think of how grand we'll look!!

KS

Minutes of the Administrative Conference, June 26, 1980

The Administrative Conference met today at 10:30 in 104 Lippincott with Dean Ranz presiding. Present: Baker, Bower, Clark, Glinka, Haka, M Hawkins, N Hawkins, J Hewitt, Howard, Jerkovich, Malinowsky, J Neeley, K Neeley, Passmore, Roach, Roti Roti, Shawbaker, Ursery, Willer.

Announcements

Mr. Ranz reported on the development of three committees in state government to study Libraries: Governor's Committee on Library Resources that will be working on interlibrary loan cooperation and automation; and two committees formed by the Ways and Means Committee to prepare a report on libraries regarding several aspects including coordination of libraries at Regents Institutions to reduce dead storage; assure the use of compatible library computer systems, availability of all volumes to all Regents Institutions.

Clint Howard reported that \$65,000 has been requested from Vice Chancellor Christoffersen to help fund the serials over-run.

Ranz reported that the Academic Computer Center has hired an additional staff member to work on the library project. Ernestine Gilliland, Mary Kay, and Jim Ranz met with Computer Center staff to set up an advisory committee that would advise the Computer Center on the formation of the COMCAT. The State Library is impressed with the joint committee. They will adopt the same format that the joint KU/KSU committee is following.

Renovation Update

Glinka reported that the old photographic services area has been demolished, the ground floor is completely demolished, and the third floor west end has been demolished. Plumbing for new restrooms has begun on the lower levels, and work will soon begin to fill in the floors where the west stairwell once was. Footing is being set for the new elevator on the east side of the building.

Student Evaluations

Pat Willer and Nancy Shawbaker reported on the new evaluation forms for students. A copy of the new form, which will be implemented in August, will be included in the revised Procedures for Employment of Students handbook.

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 14

July 27, 1980

FORECAST

Except for plumbing, all conditions are expected to be normal. Elevators will work, there will be electricity, and the cooler outside temperatures will aid the spotty air conditioning. The only sustained noise should be in the west stairwell. Brief bursts will echo from the building's center.

Plumbing: Somewhat suspect in that work remains that will close the first and second floor bathrooms in the east side of the building (off the Serials Reading Room on the first floor and off the Slavic Dept. on the second floor). The other facilities should be available all week.

HOOK AND LADDER DEPARTMENT

John Glinka recently gave a tour to three officials from the Lawrence Fire Department. These men work at the station responsible for assisting us should the need arise. The idea was to acquaint them with the current state of affairs and to provide them with a set of drawings showing forthcoming changes. The visiting dignitaries said that this tour was very helpful. Knowledge of our internal disorders will expedite their efforts should a fire break out.

ANOTHER BRICK FROM THE WALL

Much of the cinder block wall in the 3 East stacks is no more. Quick, efficient demolition occurred on last Tuesday and Wednesday. The entire south wall and a portion of the west wall were eliminated. The 3 East stacks will open into a reading area on the south side and into a corridor to the west when work in the basement and this stack area is complete.

JACK IS BACK

Our beloved friend, J. Hammer, returned this past week with his throaty roar and incessant whining to work magic on the west stairway. Last week, this area was the scene of the most dramatic demolition in several weeks. Eventually, the workers will cut through the ceiling, but at this juncture, work is confined to the inside. Much concrete around the steps was blasted out--taking a horrible toll on the personnel of various departments. But was it our indefatigable Stacks Supervisor who was heard painfully mumbling the words of Napoleon I, "There is only ONE step from the sublime to the ridiculous."?

SEE, SAW

Watson continues to make headlines in the construction world. A new type of saw has been brought in for testing on site. This beast, if initial tests are successful, will be used to cut holes in our walls for doorways, elevator doors, and other openings. This mechanical marvel uses water to keep down the dust and could prove to be very helpful in the months ahead. But risks are always involved. In wiping out dust storms, we dabble with the possibility of creating another Clinton Reservoir. Progress reports will be issued.

A CRANE?

...just might be placed outside on the far west wall. Discussion continues among the construction bosses, who are reportedly whooping it up, as to the pluses and minuses of exact placement, capabilities, etc. of a construction crane. Some type of hoisting apparatus is likely to be installed in the near future to lift supplies to the west roof and on into the 3rd floor.

YOU CAN SEE CLEARLY NOW

New 'windows' have gone in the translucent construction plastic ballooning about Watson. Check out the view on the third floor and down in the 3 East stacks. If you have any suggestions regarding the placement of new windows (pieces of clear acetate) contact CG Interior Designs. (Ask for Charlee or Charlie, ph. 4-4715).

MATERIAL THINGS

Recent and forthcoming arrivals include duct work sections for various points in the building and support steel for the new floors in the Twilight Zone. Our Hyatt Regency will get two new floors--actually extensions of the present first and second floors. This construction will provide additional reader space. It is presently unknown if a contract has been made for planters and greenery.

THE EMPIRE STRIKES BACK

Poor Watson "Jeddi's" and other assorted staff will be victimized by the "Dark Side of the Force" sometime between August 3 and 22. Several power outages will occur on dates yet to be finalized. New panel distribution boxes must be hooked up. Initially, the east side of the building will be without power. Later, the second floor west could be affected. You will be informed of the plug pullings as far in advance as possible. "Obewan" Glinka will investigate solutions such as consulting "The Force."

KULSA TIME

Several timely messages drifted in from KULSA officers. Advance billing is essential so price was no object in purchasing space in the FYI Renovation Supplement.

The fabulous, exciting, long-awaited WATSON RENOVATION T-SHIRT DAY is here! Tuesday (tomorrow) wear those shirts, stand out from the crowd, flaunt the noise and the dirt and the jackhammers. NOON - Watson front steps - group picture--BE THERE. Maybe someone will buy you lunch.

Don't forget the KULSA yard sale is this Saturday (August 2) from 9 to 5 at 1216 Tennessee. We still need more stuff and will pick it up on Friday (August 1) if you want. Otherwise bring it to Circulation or to the sale itself. Call Circ. to let us know.

RSVP -- if you're planning on going to the pool party August 8, we'd like to know. Bring food. Pitch in for beer. We'll bring soda pop.

AND FINALLY....

A reliable Lippincott source has informed this office that work is progressing in the Women's Lounge in that building. This facility has been dismantled for some time, but as long as the workmen are not within, the quarters are usable.

FYI

University of Kansas Libraries

Number 563

July 31, 1980

PERSONNEL

The Clerk V position in the Administrative Office, occupied by Nancy Shawbaker, has been converted to unclassified status, effective 6/18/80. Concurrently, the position title has been changed to that of Assistant to the Dean, reflecting the administrative assistance provided by this position. MH

ON MILITARY LEAVE

Kent Miller is on active reserve duty from July 26 through August 9. Gene Carvalho will be on reserve duty from August 4 through August 20. Matters concerning the East Asian Library should be directed to Mary Tefft or Bob Malinowsky.

VACATION SCHEDULES

Lewis Armstrong will be on vacation from August 4 through August 22. Steve Dulek and Rick Embers will be in charge of the Map Library in Lewis' absence.

Business and Economics Reading Room: The Reading Room will be closed from August 2 through August 24. Rod Runyan will be on vacation from August 2 to August 11. During the week of the 11th, the Reading Room will be moved from its current location in 402 Summerfield to 116 Summerfield. (Actually the door is marked 103 but they tell me that it really is 116.) The phone situation is uncertain at this time. A notice will appear in FYI when the phone is installed in the new location. In case you are curious, the Reading Room is scheduled to move into its final resting place in mid-October.

CHANGE IN REQUIREMENT FOR PROOF OF BIRTH DATE

Notice was received this week by memo from Martin Jones of the University's Business Office that new state legislation now eliminates the need for classified employees to supply a record of birth date, or subsequent marriage certificate, as conditions of employment. The Staff Benefits Office has advised, however, that such records are still required of unclassified employees, due to TIAA/CREF retirement plan requirements. If you have questions about submission of a birth document or marriage certificate for your personnel records, contact Nancy Shawbaker in the Administrative Office, or phone the Staff Benefits Office, 4-4418. MH

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Thursday, August 14, no later than 9 a.m. PW

COLLECTION DEVELOPMENT COUNCIL MEETING

The next meeting of the Collection Development Council will take place on Tuesday, August 5, 1980 in the Kansas Collection Seminar Room, at 10:00 a.m. Agenda topics include a report on the cancellation project from the Serials Department, the Acquisitions Department report and consideration of the Contingency Planning Committee's report (carried over from the May 6 meeting). TS

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, August 14, 10:30 a.m. (place to be announced at a later time). We hope to have a report from the COM Catalog Committee. NS

UPCOMING KULSA EVENTS

Well, we survived t-shirt day. Next we get to survive the WATSON-spencer softball game this Sunday. It's at 2:30 at Lawrence High School. Everyone is invited to play and/or watch.

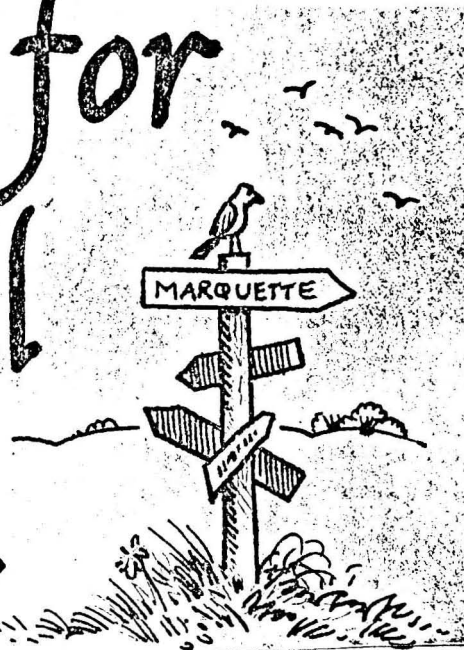
We'll let you know when the pictures are developed. The cameraman is in the middle of moving so his darkroom (?) leaves something to be desired. Prints will be available for \$3.00.

Don't forget the KULSA yard sale this Saturday at 1216 Tennessee. We'll be making pickups on Friday, so call Watson Circ. re: all your goodies.

Don't forget--Friday, August 8, 6 p.m. pool party/pot luck at Marilyn Clark's, 701 W. 27th Terrace near Broken Arrow.

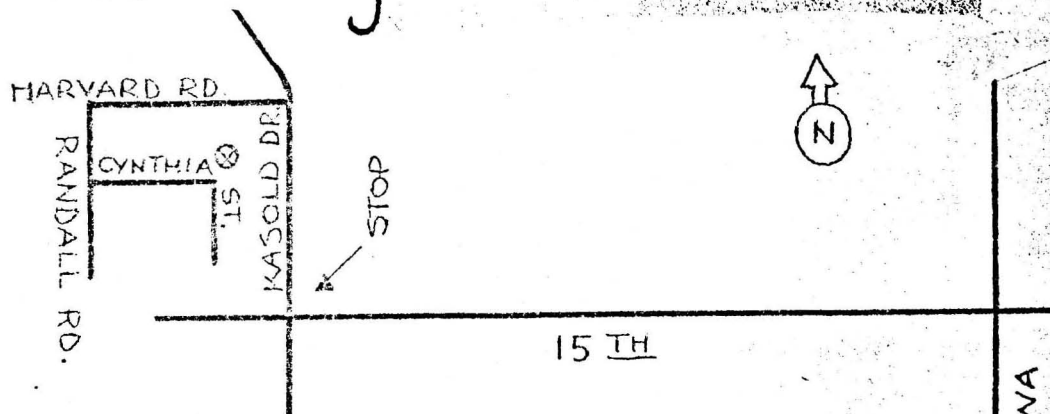
Also, right after payday we'll be hitting up those of you who have avoided us so far for your KULSA dues.

Stop by for
a farewell
to Donna



Friday night, Aug. 1ST, 7-10 p.m.

1116 #B Cynthia St. - 843-3099



PLEASE PARK ON THE STREET.
B.Y.O.B. - MUNCHIES WILL BE SERVED!

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 15

August 4, 1980

FORECAST

Plumbing should be in good order for the week. Noise will vary with the loudest levels occurring in the West Stairway area and the Ground and Sub-Basement areas. Brother Jack and Sister Sledge Hammer will probably be heard off and on around the building. Air conditioning will be limited as some serious construction work takes place (see below) and electricity, well....keep a flashlight handy (and also see below).

SONIC BOOM

Watsonites were brought to attention on Thursday 31st by a sharp report from the bowels of the building. A sizeable section of steel framing, apparently suffering from heat frustration, toppled with a resounding crash. There were no injuries, human or otherwise, and towering steel is now convalescing--awaiting its future supporting role in the Watson renovation.

DOWN HERE ON THE GROUND

Much progress has been made on the ground floor (old basement). Workmen have touched up the previously ragged-edge wall between 3 East stacks and the Cataloging's new home (the wall that was taken down last week). A good bit of duct work has been completed, the framing for the ground level (center area) restrooms is up, and the western end is almost ready for insulation and sheetrock. If the steel arrives as expected, work will begin this week in setting up the support structure for the extension of the first floor into the Twilight Zone.

CONCERNING H₂O and the "JUICE"

I. Water

August will bring birthdays for some and minor inconveniences for all in Watson. On 7-8 August (Thursday and Friday) plans are tentatively set to work on the chilled water lines--carriers of the "life blood" for our air conditioning system. Briefly, it turns out that both of our two chilled H₂O lines are where a duct must go. One is too small (3" in diameter instead of a needed 4"). Early on Thursday a tourniquet will be applied, the lines will be re-routed, and a new 4" pipe will replace the insufficient 3" line. We will endure with the cool air accumulated the night before, the air blowers, and, if necessary, Mother Nature's hilltop winds. If all goes well, we will be cool again on Friday. Watch for further notices on this one.

II. Electricity

Plans call for a 4 hour power outage on Tuesday August 5. This will occur from 8 a.m. -- 12 noon. Powerless areas: 2nd floor East including the Slavic Department, the Bibliographic Alcove, SPLAT, and the Reference Reading Room; 3rd floor East including the Art Library.

An encore is scheduled for 7 August (Thursday) or Saturday, August 9 when an 8 hour outage will plunge us into darkness once more. To the above listed areas, add the following sections: Serials Reading Room, Administrative Offices, and the Bindery Preparation area East stack (3), East Sub-Basement. You will be informed of developments. Stay tuned.

HOT FEET, COLD FEET

Work is under way to collect and analyze "fire resistance" data on our incoming carpeting. This information, not gathered beforehand, is needed for compliance with safety regulations. It is hoped that testing will take place elsewhere since fire is the one element we do not need in Watson.

GOING UP

The East elevator shaft is headed skyward again. In addition, some dental work was performed on the molars of Watson--holes were drilled through the walls on the first and second floors. Steel ties will be fitted to help anchor the shaft to the building. The openings for the elevator doors will be cut later. Finally, the hole around the base of the shaft is being filled, and the lower reaches of the shaft are being garbed in designer stone. Who said the construction industry wasn't fashionable?

TID BITS

The "new" water-aided saw that was described last week appears to have earned its stripe. Currently, the hungry blade is gnawing into the South wall creating an opening into the new equipment shed area. More work lies ahead for this fine tool.

The Western Front will continue to vibrate and echo this week. At this stage, work is progressing in the penthouse area (on the West Roof) where a door that opens into the 3rd floor has been cut.

When using the Center Stacks elevator to 1 Center stack level, be careful when you get off of the elevator. Construction work has advanced almost to the elevator door. We will soon have the signs that direct people to 1 East stacks repaired. Should you notice any new skirmish lines in the stack areas, please report them to Charles Getchell so that they can be noted and marked.

CG OUT.....CG IN

C. Getchell will be absent for the next edition of the FYI Renovation Supplement, but C. Glinka will assume complete and flawless control of the press. Please direct all communications this next week to Charlee at 4-4715.

FYI

University of Kansas Libraries

Number 564

August 7, 1980

PERSONNEL

Ms. Rachel Miller will begin employment in the SPLAT Department 9/5/80, replacing Shelley Miller who will be on leave 9/5/80 through 9/4/81. Rachel will be classified as a Library Associate and will hold the position for one year.

STUDENT TIME CARDS

Student hourly time cards are due in the Administrative Office on Thursday, August 14. Please be sure that time cards are submitted by 9 a.m.

PW

ART LIBRARY CLOSING

Due to the pending move to the Art Museum, the Art Library will be closed during the weeks of August 11-15 and August 18-22.

PB

NEW LFA COMMITTEE MEMBERS

Welcome to the following new appointments to LFA committees: Rosemary McDonough and Cam Stewart (Budget & Planning); John Glinka, Kathleen Neeley and Annie Williams (Nominating); Mary Hawkins (Professional Development & Recruitment); Nora Quinlan, Joe Richardson and Ted Sheldon (Salaries).

We also take this opportunity to thank the retiring committee members for their contribution to LFA self-government, professional development and remuneration, activities from which we all profit: Ellen Brow and Mary Roach (Budget & Planning); Rosemary McDonough, Michael Palij and Dave Passmore (Nominating); Jim Helyar (Professional Development and Recruitment); Clint Howard and Marianne Siegmund (Salaries).

JN

TRAVEL FUND APPLICATIONS DUE

Applications for professional travel funds, for travel during October, November, and December are due August 15. Forms are available from Margaret Wilson, CPDR.

TELENET LIBRARY SCIENCE COURSES

Two graduate courses in library science will be offered at KU this fall via Telenet: 1) Current trends in librarianship, Charles Bolles, ESU, lecturer (August 28-November 20); 2) Interpersonal relations in libraries, Florence DeHart, ESU, lecturer (September 4-December 11). For additional information, contact Margaret Wilson.

MW

TOUR GUIDES NEEDED

In addition to the new freshman class, there will be many upperclassmen and grad students who won't recognize the new library changes. Any library staff members who would like to help give sign-up tours during the first month of fall semester are urged to contact Rob Melton in Reference. Training will be provided.

RM

RENOVATION T-SHIRTS

You asked for it. You get it. For those of you who regretted not ordering your KULSA renovation t-shirt, we're going to do it again. No new design, no "victim of Watson Renovation," just the same old shirt, same old price, \$5.00. Call Circ. with size, color, number, etc.

WATSON 14, SPENCER 6

Watson would like to thank Spencer Library for a great game, even though it meant extending Watson's unbeaten streak to 2 and 0. The winning pitcher was Cliff Haka. Ted Sheldon got the save. Watson is still waiting for challenges from the other libraries and departments. We've got to lose sometime. KS

UKASE HANDBOOK ADDITION

Attached to this issue of FYI is an index to the "How to Read the UKASE Master" handbook which has been distributed by the Serials Department. This index should make the handbook easier to use. JH

POOL PARTY

Don't forget--Friday, August 8, 6 p.m. pool party/pot luck at Marilyn Clark's, 701 W. 27th Terrace near Broken Arrow.

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Please be advised that the explanation for MARVIN location will apply to the new location, ENGIN, beginning with the August 15, 1980, UKASE lists. MARVIN/PALEO titles will move to SCI. In addition, all OGREEN titles will be at SCI and titles will laboratory sublocations will retain those designations. Any OGREEN titles with sublocations such as ANAL or lab codes or CATAV will be corrected by the September UKASE Lists.

Joe Hewitt, UKASE Supervisor
August 6, 1980

Library Faculty Association

1980-81

Committee Membership

Executive Committee

Jim Neeley, Chairperson
Kent Miller, Vice Chairperson/
Chairperson Elect
Marilyn Clark, Secretary
Rob Melton, LI Representative
Ruth Miller, LII Representative
Eleanor Symons, LIII Representative
Mary Hawkins, Administrative Rep.

Professional Development & Recruitment Committee

Margaret Wilson, Chairperson
Earl Gates
Mary Hawkins
Mary Kay

Nominating Committee*

John Glinka
Kathleen Neeley
Annie Williams

Promotion & Tenure Committee

Barbara Jones, Chairperson
Marion Kliever, Secretary
Barbara Clason
Sally Hocker
Marion Howey
John Nugent
Sherry Williams
Mary Hawkins, Ex Officio

Budget & Planning Committee*

Rosemary McDonough
Richard Ring
Kermit Sewell
Ted Sheldon
Cam Stewart

Salaries Committee*

Nora Quinlan
Joe Richardson
Ted Sheldon

*Officers for these committees have not yet been elected.

FYI*

RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 16

August 11, 1980

FORECAST

Electricity: Normal

Plumbing: Normal

Elevators: Normal, except for Art priority on Public Elevator August 11-15 and August 18-22.

Noise and Dust: Minimal

Air Conditioning: Was restored Friday, August 8 as promised about mid-morning and should be normal.

Watch for further developments.

COME SATURDAY MORNING

Apparently the Saturday, August 9 power interruption went off without a hitch. You will remember it was to duplicate the outage we all experienced mid-last week. This brings a question to mind: If a tree falls in a forest with no one around to hear it, does it make a sound?

THE HOLE

Work on the East Stack Elevator continues. Concrete will be poured to extend the shaft from the 2nd floor level to the 3rd. There will be stone applied to the outside of the shaft so the finished job will match the rest of the building.

BIG BIRD

Local bird watchers will delight--a large crane will alight....Monday, August 11, pending approval from the University. The crane will be used to hoist hadite block to the penthouse site over the anticipated west stairway. Wisely, the hole in the roof will not be cut until after the penthouse is in place.

FUTURE ROCK

Persons seen in the vicinity of the front entrance steps with tape measurers are taking down statistics so that stone can be ordered for the eventual new front steps. This is actually 2nd Phase goodies, but the Pharoah's stone cutters are notoriously slow...

REMEMBER THE STAFF ROOM

Actually, remember the ramp that used to be outside the elevator on the 3rd floor. It is gone and in its place will be a level floor. The place that used to be the staff room now is barren save for steel framework which vaguely marks off the conference rooms soon to appear.

ART A LÁ CART

The Art Library is moving to Spencer Art Museum. It will be closed August 11-15 and August 18-22. The path of escape for the Art folks will include using the public elevator to go to the basement and out to the loading dock. During the move the Art Library personnel/materials will have priority in using the public elevator.

INSULATIN' RHYTHM

Yes, Virginia, there is construction taking place. Many of you saw what looked like large, square marshmallows being delivered early last week. It was insulation, I know. Even now as you read this it is being attached to the outside basement walls; drywall work will soon follow (has already been started on the column surfaces in the basement).

OUT WITH THE OLD--IN WITH THE NEW

Those of you who must frequent the 3 East and center stacks will be pleased to learn that the old ductwork in those areas will be removed and replaced by new ductwork in an effort to restore air circulation to those areas. You may recall that the airflow became extinct early on in the demolition phase.

ANTI-SEPTIC

Restrooms on the ground level are beginning to shape up with steel framing. For some reason not readily apparent, wallboard will be added to close off the fixtures from public view.

T-SHIRTS

Official Watson Renovation T-shirts are available once again, same price, same design. Call Circulation with your orders now!

IF IT'S NOT ONE THING...

On top of the tropical atmosphere created by the air conditioning shut-off of last Thursday, the Reference Department experienced moments of what it must be like to live near Mt. St. Helens. Insidious dust came creeping on cat feet late Thursday morning into the Reference/Card Catalog area and made it almost impossible to see/breathe/work. It was entering the area through of all things, the four holes in the south wall above the card catalog. Further inspection revealed the source: workers who were sweeping up in the mezzanine area on the 3rd floor inadvertently swept some of the dust into a crack which was closely related to the four holes in the card catalog wall. Masking tape and the cessation of said sweeping brought things under control again.

P.S. Ms. Glinka will be leaving the vicinity Friday, August 15 for the Hinterlands and a well-deserved vacation. Direct any FYI Renovation Supplement materials and/or sign requests to Mr. Charles Getchell, Reference. Carol Chittenden will resume her sign assignments when she returns from her vacation.

FYI

University of Kansas Libraries

Number 565

August 14, 1980

CLASSIFIED VACANCY

Ms. Christine Boles has resigned from her Clerk Typist II position in Special Collections effective August 25, 1980 to accept a position with the Department of Psychology on campus. Library staff interested in making application for this full-time Clerk Typist II position in Special Collections should contact Sandy Gilliland no later than Tuesday, August 19, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY,
NATIONAL ORIGIN, VETERAN STATUS, AGE, OR ANCESTRY

PERSONNEL

Ms. Laura Trimble will begin employment as a half-time Clerk Typist II in the Serials Department effective August 18, replacing Diana Gulley. SKG

Gary Bjorge will join the Libraries on August 21 as Assistant East Asian Librarian. Since 1972, Gary has been employed with the University of Wisconsin's East Asian Collection as a Library Associate. In 1976/77 he served as the University's East Asian Bibliographer during a leave of absence by the incumbent. His degrees include an M.A. in Chinese, 1969; an M.A. in Political Science, 1971; a Ph.D. in Chinese, 1977, and the M.L.S. in 1979--all from the University of Wisconsin. He also holds a B.A. in International Relations from the University of Minnesota, 1962. MH

TRAVEL FUND APPLICATIONS DUE

Applications for professional travel funds, for travel during October, November, and December are due August 15. Forms are available from Margaret Wilson, CPDR. MW

ARL SPEC KIT RECEIVED

ARL SPEC Kit #60, "Library Materials Cost Studies" has been received and is available in the Periodicals Reading Room. KM

STAFF FEE ELIGIBILITY

Information regarding staff fee eligibility for Fall, 1980 enrollment is attached. Please return the application for a staff fee eligibility card to the Administrative Office as soon as possible. Staff dependent fee eligibility cards are available, upon request, in the Administrative Office. Contact Sandy Gilliland if you have any questions. SKG

THANK YOU

LaVerta Riling wishes to extend her warmest and sincere thanks to all of you who thought of her with cards, flowers, gifts and prayers during her recent heart surgery. SKG

KULSA

This Saturday at 4:00 p.m. there will be yet another softball game, this time the KU Libraries against the Pentimento Killer Wombats. It's going to be behind Watkins Hospital and there will be a party afterwards. Sort of an end-of-the-season celebration. It is open to anyone from the library system who wants to play. The starting pitcher will be none other than the reknowned Jim "Dizzy Dean" Ranz (0-0). The Wombats will start Bruce Johnston (4-6). Need we say more? Want to get softball out of your system? Then come this Saturday. KS

KULSA, Continued

KULSA would like to thank Marilyn Clark for the use of her home and pool for the pool party last Friday night. It was a great success and we actually cleaned up the mess.

KS

STAFF RATE

"88-3-9. Institutional Personnel. Employees of universities or colleges under the State Board of Regents, classified and unclassified, on regular payroll appointments for four tenths (.4) time or more, and their dependent spouses and children shall be accorded the resident fee privilege. The provisions of this regulation shall not apply to seasonal, temporary or hourly employees" (taken from residence regulations of Kansas State Board of Regents).

A person employed on a monthly semester, or yearly basis by the University,* for at least .4 (40%) time but less than full time service, if enrolled in course work, may pay fees at the staff rate, when properly certified to the Office of Admissions and Records by the employing department.

To be eligible, employment must begin on the first day of classes, or not later than the first day of the month immediately following, and must continue through the last day of classes. A person whose yearly employment averages .4 (40%) time or more, with a minimum of .3 (30%) in one semester, is eligible for the staff rate.

Persons enrolling in the Summer Session are eligible for the staff rate if they:

1. have been eligible for the staff rate for the previous nine months; or
2. have been eligible for the staff rate for the preceding Spring Semester, and will be eligible for the staff rate for the following Fall Semester; or
3. will be eligible for the staff rate for the nine-month school year following the Summer Session in question.

Excluded from eligibility for the staff rate are the following:

1. Hourly employees, of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."
3. Employees of the United States Geological Survey.

The staff rate is calculated on an hourly basis, depending upon the number of hours of enrollment. The staff rate includes a prorated Campus Privilege Fee.

Although the staff rate is similar to the rate charged Kansas residents, eligibility for the staff rate does not confer eligibility to pay the resident fee upon the individual or the dependents, except as hereinbefore stated.

FULL STAFF RATE

A member of the staff employed full time, if enrolled in course work, may pay fees at the full staff rate. This full staff rate does not include a Campus Privilege Fee.

STAFF FEE ELIGIBILITY CERTIFICATE

To take advantage of the staff rate or the full staff rate, the individual concerned should secure from the employing department a "Staff Fee Eligibility Certificate." This certificate must be turned in with registration materials at Station 9 at enrollment.

* Employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the School of Religion, the ROTC and similar University-related agencies, are eligible for the staff rate.

STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS

This card is to be submitted by a student who normally would be assessed non-resident fees, but as the legal dependent of a university employee desires to pay fees at the resident rate. The residence regulations of the Kansas State Board of Regents, quoted in part below, and all other qualifying criteria must be met by the sponsor.

"88-3-8. Institutional personnel. Employees of universities or colleges under the state board of regents, and their dependents, classified and unclassified on regular payroll appointments for .4 time or more, shall be considered residents for fee purposes, except in cases to which 88-3-6 applies. The provisions of this regulation shall not apply to seasonal, temporary or hourly appointees. . . ."

The sponsor must be employed at the beginning of a semester, for a period at least as long as a semester to establish resident fee eligibility for that semester. Also a person whose yearly employment averages .4 (40%) time or more (e.g., .5 (50%) time one semester and .3 (30%) time the other semester) is eligible for the resident rate:

A student enrolling in the Summer Session is eligible for the resident rate if the sponsor:

1. Has been on the staff for the previous nine months.
2. Has been on the staff for the preceding Spring Semester, and will be on the staff for the following Fall Semester.
3. Will be on the staff for the nine-month school year following the Summer Session in question.

Excluded from eligibility for the resident rate are students whose sponsors are:

1. Hourly employees of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."
3. Employees of the United States Geological Survey.

Legal dependents of employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the State Geological Survey, the School of Religion, the ROTC, and similar University-related agencies, are eligible to pay fees at the resident rate if all aforementioned eligibility requirements are met.

APPLICATION FOR STAFF FEE ELIGIBILITY CARD

NAME: _____

STUDENT NUMBER: _____

POSITION TITLE: _____

SOC. SEC. NUMBER: _____

SEMESTER: _____

TIMES OF CLASS(ES): _____

NAME OF COURSE(S): _____

TOTAL HOURS ENROLLED: _____
CREDIT/AUDIT (Please circle one)

JUSTIFICATION: _____

If taking class during working hours, how will time be made up? _____

Recommended by: _____

(Department Head)



THE UNIVERSITY OF KANSAS/LAWRENCE, KANSAS 66045

Department of English
3116 Wescoe Hall
(913) 864-4520

AUG 12 1980

OFFICE OF THE DIRECTOR
University of Kansas Libraries

11 August 1980

Dean James Ranz
Watson Library
CAMPUS

Dear Jim,

As the summer draws to a close, I feel impelled to write you this note, which is intended as a tribute to the way the Library staff, and in particular the Circulation Department, has borne up under the current difficulties of the Watson renovation.

I must admit that I approached the summer with some trepidation, knowing that I had a great deal of work to do in Watson, and knowing too that there was bound to be a great deal of dislocation and confusion, especially in the stacks. As it turned out, the confusion was all on my part; and, once I figured out the very ingenious way books had been rearranged in the stacks (clearly sign-posted), I got along just fine. Despite the heat and the noise of jackhammers, I generally found what I was looking for in rather short order, and the helpfulness and good humor of the staff was much appreciated. Contrary to my initial fears, I discovered that it is possible to get one's work done during the present upheavals, and I now have every confidence that, thanks to the ingenuity and concern of the people involved, this will continue to be true throughout the renovation.

All of you (all of us) deserve the "new" Watson Library that is visibly and audibly taking shape, and, much as I look forward to that, I'm quite sure now that we'll get through the interim in good order.

Cordially,

George J. Worth
Professor

FYI*

RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 17

August 19, 1980

FORECAST

Air conditioning: Normal

Plumbing: Some facilities will always be available, but there are a couple of shutdowns scheduled--Women's public facility on the first floor will be closed on Thursday from 10 a.m. - 12 noon. Also, see related story below.

Electricity: Abnormal. There will be several short shutdowns in various parts of Watson this week. Check the "Conditions Board" in the lobby or call 4-3601 for the latest information.

Elevators: Almost normal. The Art Library people have first crack at the public elevator as their move continues.

LIGHT HEARTED BANTER

Work continues on the ground level as the sheetrock and insulation people take their turn in the construction rotation. A call went out to the Electricians for more temporary lighting. The contractors are handling this discussion. Word has it that the Electricians were offered a first round draft choice and an undisclosed amount of insulation in the deal. The concerned parties are expected to come to terms very soon. No strikes or walkouts are foreseen.

ROLLING THUNDER

Midweek work in the western end of the Third Floor got a bit noisy as workers ferociously assaulted walls, floors, and other obstructions to renovation. Progress continues in the Administrative Office "to be" area. We can probably expect more high volumes of noise from this area as construction proceeds inside and outside (on the West Roof) with all deliberate speed.

RAINY DAYS AND WEDNESDAYS

Intermittent precipitation, gathering into a lazy rivulet of dirty water, greeted those travelling to and from Photocopying on Wednesday. The liquid was dripping from the West roof, where the omnipresent water-aided saw was in action, and coursing along the visqueen by the West stairway to the floor where it moved northward along an obviously uneven floor. Dauntless Darla Perry sounded the alarm and an investigation and corrective actions ensued. With the main crisis averted, subsequent activities amounted to mere mop-up operations. A second sheet of visqueen makes a reoccurrence of this event quite unlikely.

WATSON LIBRARY'S NEW ID CARD

You might have noticed that an attractive blue, black, and white sign now rests at the northwest corner of the building. Our printed announcement to the world arrived last week. It explains succinctly what is going on and lists many of the deities involved in the project. Your guest editor is happy to report that our ID badge received meticulous attention in the planning and planting stages. Pages of specifications stand as proof.

Some question has been made of the location of our sign. The corner was selected because it is removed from the construction zones. Placement in front of Watson, as one might normally expect, would endanger the sign and possibly obstruct future operations. And we all know that it is expensive to replace ID cards.

DEAR JOHN LETTER

The male gender loses this round. The men's facility on the first floor (off of the Periodicals Reading Room--Bindery Area) is but a memory. The second floor restroom for men (off of Slavic) has been reduced but just might survive. It seems that the duct work that has doomed the first floor quarters will only require part of the space in the second floor restroom. However, when the duct work begins, the second floor bippy will be closed. Further info. on this shortly.

THE ELEVATOR ALSO RISES

It might not keep as regular a schedule as the sun, but the new East elevator shaft continues to head skyward. One more major pour of concrete is scheduled, and soon after the walls will be pierced for elevator doors. Some modifications will be made to the present roof where elevator shaft meets building. Subsequent steps will include the fitting of machinery on the inside and the application of attractive stone to the outside of the shaft.

CONCERNING THE 3 EAST STACKS....

Beginning this morning, August 19, the 3 East Stacks will be closed to the public for approximately one month. Extensive work is set for this area including insulation, wall board, and a coat of paint. This shutdown might seem long, but there is a great deal of work to be done. Consider that this area has 15 foot walls (floor to ceiling) to be renovated. Circulation will page books for patrons twice a day when we return to regular hours next Monday; Circ. forces will gather requests at 5 p.m. and at 11 p.m. The books will be put on 24 hour hold at the Circulation Desk where users can pick up the volumes and check them out. Please meet complaints with a smile and kind words. In the long run, it is better to close this area off now and then get the work behind us.

ETC.

We are now deep into month #4 of the renovation. This means less than 14 months of work remain, according to the schedule, before our house is in order. As the University awakens from its summer slumber, greet the returning masses with humor and understanding. They just do not know what they missed this summer!!

FYI

University of Kansas Libraries

Number 566

August 21, 1980

PERSONNEL

Mavadene Catlin joined the library staff as a half-time Clerk Typist II in the Serials Department, replacing Diana Gulley. Her appointment was effective August 19, 1980.

Mary Ann Baker's LAI position in the Department of Special Collections has been reclassified to LAII. Ruth Hurst's Clerk III position in the Circulation Department has been reclassified to LAI. Channette Mastin's Clerk Typist II position in the Acquisitions Department has been reclassified to Clerk III. Mary Webb's half-time LAI position at the Regents' Center Library has been increased to full-time and reclassified to LAII. These reclassifications were effective 7/18/80.

John Scheirman's and Starlet Scott's half-time Security Officer I positions in the Security and Delivery Department have been reassigned to the Circulation Department and reclassified to Clerk III (half-time), effective 7/18/80. SKG

UPCOMING WORKSHOPS, CONFERENCES, ETC.

Title: Mini-seminar on Federal Publications

Date: September 4, 1980

Speaker: Marc Galbraith, Kansas State Library

Sponsor: Washburn University

Location: Benton Hall Conference Center, Washburn University

Cost: \$15.00

For additional information contact Margaret Wilson, Committee on Professional Development and Recruitment. MW

LIBRARY SCHEDULE

The Fall 1980 semester library schedule is attached for your information. SKG

THE ENEMIES OF BOOKS

"The Enemies of Books" is the Fall 1980 major exhibit in the Kenneth Spencer Research Library. Unlike most exhibits where a library's best and most attractive materials are put on display, this show is composed, in one sense, of its worst and ugliest. A wide variety of examples are shown: there is a crumbly 19th century paper destroyed by the acids of manufacture; there are books damaged by fire, flood and "scotch" tape, as well as those eaten away by sunlight, mold, bookworms, and cockroaches; and there is a book with 36 pages cut out by an Inquisitor in 1581. The "enemies" cited are inherent defects (such as acid and poor binding techniques), accidents (such as floods and volcanic eruptions), hostile environmental conditions (such as the Kansas summer of 1980) and biological enemies (such as bookworms, mice, and men). Represented among the human enemies are publishers, bookbinders, censors, booksellers, readers and librarians.

There is also a companion exhibit entitled "...and some friends" in which are shown some of the strategies used to counteract the effects of the enemies. Both exhibits open September 15 and will run through December 31, 1980. WM

LABOR DAY HOLIDAY

Monday, September 1, is Labor Day and also a State Holiday; therefore, the Libraries will be closed. SKG

LFA NOMINATING COMMITTEE

The Library Faculty Assembly Nominating Committee calls for nominations for the LFA Peer Review Committee. See attachment. AW

CHALLENGE GRANT

Attached is a memorandum from Vice Chancellor Horowitz. Please let Marilyn Clark know if you have any ideas regarding this. MC

STRONG MOUTH/WEAK ARM

Despite the failure to show of Saturday's starting pitcher, Watson Library, under the guidance of Ted Sheldon (1-0) squeaked by the Pentimento Killer Wombats by a score of 7-6. The losing pitcher was Eric the bartender, 0-1.

The next game, unscheduled as yet, will be between the professionals (?) and classified staff. Look for more about this later. KS

COMMITTEE ON BUDGET AND PLANNING

Minutes of the recent Budget and Planning Committee meetings are attached.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

August 7, 1980

TO: Dean Ranz
FROM: Budget and Planning Committee,
Library Faculty Assembly

Report on Proposed Administrative Changes -- August, 1980

The Committee on Budget and Planning met with Dean Ranz on Thursday, July 24, 1980 in order to discuss certain proposed changes primarily affecting the Serials and Acquisitions departments. The Dean expressed strong concern about the present management of the Serials department. He was most concerned about the following immediate problems: 1) the library's lack of fiscal control as witnessed by the recent \$71,000 budget overrun in serials, and our inability to anticipate overruns in the serials budget; 2) the lack of adequate procedures in Serials to do the required tasks most effectively. The Dean proposed 1) that the Serials department be placed under the administrative responsibility of the Head of the Acquisitions department, and 2) that a full-time position of Collection Development Officer be created and that this person also report to the Head of Acquisitions. The Collection Development Officer would have responsibility for collection development and budgeting in serials as well as for monographs. The Dean stressed that he had no pre-determined plan for making specific changes in the operations of the Serials department, and that those charged with administrative responsibility for serials would determine what specific changes, if any, might be necessary.

The Committee met on August 4, 6 and 7, 1980 to discuss the changes proposed by the Dean. It was decided that the Committee should consider those difficulties and problems that might arise from the proposed changes, and report such considerations and other reactions to the Dean. The Committee does not think that it should express formal approval or disapproval of the proposed changes.

The Committee is concerned about the apparent vagueness in the definition of the problem. The nature of the problem -- managerial, technical, or endemic to all serial operations -- does not seem clear. Further, the Committee believes that the specific goals of the proposed administrative changes should be spelled out more fully and clearly. The Committee recommends that thorough study of the serials operations in the University of Kansas Libraries be carried out before any major changes in the procedures of the Serials department are made. The Committee was divided on the question of whether such a study should be done before the proposed changes in administrative responsibility are enacted. The Committee recognizes, however, the urgency of the situation. Several possibilities for studying serials operations were discussed:

1. Invite into the library a technical services consultant to study the whole process and flow of materials within technical services.
2. Do an ARL management self-study of serials and technical services.
3. Appoint Clint Howard and/or other members of the library staff to do a study of the serials operation.

The Committee believes that the whole process needs to be examined. Some members of the Committee believe strongly that, in the past, parts of the
Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita

Budget and Planning Report
August 7, 1980

-2-

technical services operation have been changed without adequately looking at the whole picture, and that this has caused severe strains in other parts of the technical services operations and in other departments of the library.

The concerns of the staff in the departments most affected by the proposed changes were mentioned by several members of the Committee. Many persons are bothered by the lack of specific information about the proposed reorganization of responsibilities, and feel that the proposals are somewhat vaguely described. There is apparently some anxiety that the whole picture has not been presented. Staff members have wondered whether there is a more complete "blueprint" that they have not been given; or if such a "blueprint" does not exist, whether the library needs one before any reorganization takes place. Staff members also have expressed concern that streamlining may mean the elimination or the downgrading of positions.

The Committee discussed the placement of the Collection Development Officer under the Acquisitions department. Some think that the Collection Development Officer should report to the Dean of Libraries. The Committee recognizes the advantages of having a full-time Collection Development Officer and the desirability of having that person do serials as well as monographic budgeting.

The Committee is concerned about the accountability and evaluation procedures for bibliographers under the proposed changes. While the Collection Development Officer would do evaluations of those involved with collection development, these evaluations would be given to the bibliographers' primary supervisors who would have responsibility for the overall evaluation. It is not clear why bibliographers should not be directly responsible to the Collection Development Officer for that portion of their job which involves collection development. The Committee acknowledges the inherent contradictions in evaluating the job performances of those with divided assignments.

The Committee discussed the placement of the Microforms Reading Room. The plans for renovated Watson call for a single public service desk for Microforms and the Periodical Reading Room. The Committee thinks that it would be inappropriate to have the same service desk staffed by persons who would be supervised by different departments. There was some discussion of the possibilities of putting both microforms and the Periodicals Reading Room under the Reference department. The Committee also discussed the technical service responsibilities presently handled by the staff of the Periodicals Reading Room. The Committee sees no insurmountable difficulties in placing Microforms and the Periodicals Reading Room under a single administrative unit.

The Committee appreciates the opportunity to discuss and comment on these proposed changes and thanks you.

Budget and Planning Committee
Mary Roach
Ellen Brow
Kermit Sewell
Richard Ring
Pat Willer
Ted Sheldon



THE UNIVERSITY OF KANSAS

Office of the Vice Chancellor for Research, Graduate Studies, and Public Service,
and Dean of the Graduate School
226 Strong Hall, Lawrence, Kansas 66045
(913) 864-3301

August 8, 1980

MEMORANDUM

TO: Humanities and Social Science Chairpersons
Deans and Directors

FROM: Frances Degen Horowitz *FH*

A small group of individuals has started to coordinate efforts to make an application to the National Endowment for the Humanities under the rubric of a Challenge Grant. By nature, the Challenge Grant program is university-wide, and any university is limited to one grant per lifetime under the current guidelines.

Would you please inform your faculty of this. If anyone or group has particular interests in the Challenge Grant program and would like to be included in this discussion, they should call George Woodyard (4-3301) and let him know of their interest.

We hope to be able to proceed with the discussions early in the fall semester.

FDH/em

cc: George Woodyard
George Waggoner
Ralph Christoffersen
Robert Cobb

UNIVERSITY OF KANSAS LIBRARIES
Library Faculty Assembly
Committee on Budget and Planning

Minutes of the meeting: August 4th, 6th, & 7th

Present: Kermit Sewell, Ted Sheldon, Pat Willer, Mary Roach, Richard Ring, &
Ellen Brow

The meeting was called to order at 9:05 a.m. on August 4th. The minutes of the July 24th meeting with Dean Ranz were read and some corrections suggested. It was decided to submit them to the Dean for review since much of what is included was presented by the Dean. There was a wide and thorough discussion by the Committee members regarding the Dean's proposals for reorganization.

The meeting suspended its discussion at 11:15 a.m. and reconvened at 8:40 a.m. on Wednesday, August 6th to consider a written summary of the concerns discussed on Monday, August 4th. Discussion continued until 9:50 a.m. when the chair appointed Mary Roach and Richard Ring to draft a summary statement to be forwarded to the Dean.

The Committee reconvened at 8:40 a.m. on Thursday, August 7th, to discuss additions or modifications to the statement prepared by Richard Ring and Mary Roach. When an agreement was reached, the attached statement was approved and the meeting adjourned at 9:40 a.m..

Respectfully submitted,

Ellen A. Brow

Ellen Brow, Secretary

Attachment: 1

LFA NOMINATING COMMITTEE

Call for Nominations

The Peer Review Committee is to consist of 4 librarians, one from each rank and one at large. The Librarian at large and the LIII will each serve 2-year terms; the LII and LI will each serve 1-year terms. Duties will include evaluating service and research (Sept. 15 - Oct. 1st), and reading evaluation files (Oct. 15-31st).

Eligible librarians are listed here; please submit as many nominations as you wish to John Glinka by noon, August 26th.

LI

Paul Bobo
Gary Bjorge
Mariann Cyr
Paulette DiFilipo
Mary Finnegan
Charles Getchell
Cliff Haka
Mary Kay
Rob Melton
Jim Neeley
Kathleen Neeley
Dave Passmore
Nora Quinlan
Joe Richardson
Rich Ring
Mary Roach
Jeannette Shawl
Ted Sheldon
Marianne Siegmund
Cam Stewart
Margaret Wilson

LII

Roger Anderson
Nancy Burich
Carol Chittenden
Barb Gaeddert
Clint Howard
Rosemary McDonough
Kent Miller
Ruth Miller
Jeanne Richardson
Kermit Sewell
Annie Williams

LIII

Ellen Brow
Gene Carvalho
Earl Gates
Jim Helyar
Ann Hyde
George Jerkovich
Ellen Johnson
Ned Kehde
Sandy Mason
Bill Mitchell
Michael Palij
Eleanor Symons

Please Detach Please Detach

NOMINATIONS FOR LFA PEER REVIEW REPRESENTATIVES

Lib. I (1-year term) _____
Lib. II (1-year term) _____
Lib. III (2-year term) _____
Lib. at large (2-year term) _____

PLEASE RETURN THIS FORM TO JOHN GLINKA, ADMINISTRATIVE OFFICE, BY NOON AUGUST 26TH.

UNIVERSITY OF KANSAS LIBRARIES SCHEDULE OF HOURS

August 18, 1980--January 14, 1981

Schedule I		Schedule II		Schedule III		Schedule IV	
M-Th	8am-12M	M-Th	8am-10pm	M-Th	8am-5pm, 7pm-10pm	M-Th	8am-5pm
F	8am-10pm	F	8am-10pm	F	8am-5pm	F	8am-5pm
Sa	9am-5pm	Sa	9am-5pm	Sa	9am-5pm	Sa	Closed
Su	12N-12M	Su	12N-10pm	Su	1pm-5pm	Su	Closed
Circulation*		Art		ILS		Kansas Coll.***	
East Asian		Business & Econ		Map***		Mathematics	
Microforms		Engineering		Special Coll.***		Univ. Archives	
Periodicals		Music		Documents			
Reserve		Reference**					
Science							
Aug 18-24	IV	IV		IV		IV	
Aug 25-31	I	II		III		IV	
Sep 1 Monday Labor Day	Closed	Closed		Closed		Closed	
Sep 2-Nov 24	I	II		III		IV	
v 25-26	IV	IV		IV		IV	
Nov 27 Thursday Thanksgiving	Closed	Closed		Closed		Closed	
Nov 28 Friday	IV	IV		IV		IV	
Nov 29 Saturday	Closed	Closed		Closed		Closed	
Nov 30-Dec 18	I	II		III		IV	
Dec 19 Friday	8am-6pm	8am-6pm		8am-5pm		8am-5pm	
Dec 20-21	Closed	Closed		Closed		Closed	
Dec 22-24	IV	IV		IV		IV	
Dec 25 Thursday Christmas	Closed	Closed		Closed		Closed	
Dec 26 Friday	IV	Closed		Closed		Closed	
Dec 27-28	Closed	Closed		Closed		Closed	
Dec 29-31	IV	IV		IV		IV	
Jan 1 Thursday New Years	Closed	Closed		Closed		Closed	
Jan 2 Friday	IV	Closed		Closed		Closed	
Jan 3-14	IV	IV		IV		IV	

* Circulation stacks closed one half hour before library closes.

** Reference Desk unstaffed 5pm-10pm on Fridays.

*** Open Sa 9am-1pm when classes are in session. Special Col. closes at 6pm

FYI

University of Kansas Libraries

RENOVATION SUPPLEMENT

Number 18

August 26, 1980

FORECAST

Plumbing: Normal. Note: Women's facilities on the 1st and 2nd floors (East side) remain intact.

Electricity: Possible brief interruptions. Keep an eye on the Conditions Board.

Air Conditioning: Steady as she goes.

Elevators: Usual ups and downs.

MA BELL CALLING

Ma Bell's chillun' will be a callin' soon. Our work crews discovered a conduit full of telephone wires blocking the path of progress. Not wishing to interrupt the dial tone, this crew reported the obstruction. The conduit will be relocated very soon.

FRESH AIR

John Glinka reports that duct work for the much needed air flow in the Center and East stacks is being installed at a progressive pace. Some openings have been made in the wall separating East and Center, but no jackhammering is predicted. The gents with the water-aided saw will team with the sledge hammer gang for this endeavor. Users of the lower reaches, East and Center, are eagerly awaiting the promised torrents of cool air.

In the West end of the building, openings for duct work will peak up through the floor in the Circulation book return area. A dust barrier will be constructed before hand, and there will be some sections of shelving moved from the immediate area. Work is projected to begin about September 10.

OHM'S LAW #2

Currently, there is a power overload in the 7 and 8 West Stacks. Only aisle lights will be turned on by the staff. You may use range lights, but PLEASE turn them off when you are finished. The overload (temporary) is severe enough that excess illumination might fry us all sunny-side up.

KING OF BLOCKS

The "Watson Whopper," was created this past week when the water-aided saw was used to cut out a section of the sub-basement wall on the north side of the building. The resulting hole will serve as an exhaust outlet, when covered with a grill, from a large equipment area. Construction workers estimate the block's weight to be almost six tons. After a peek at the monster, we will not challenge that figure.

EAST IS EAST AND WEST IS WEST....

In the East, the elevator shaft continues to climb skyward, and progress is being made on the ground level. Also, the Art Library has been moved out.

In the West, construction continues in the stairway, the penthouse adjacent to the new administrative office area on the third floor is shaping up, and the ground floor is looking better each day. The new suspended ceiling will be put in the administrative office area beginning around September 22. Work on the suspended ceiling on the ground floor (East and West) will also begin about September 22.

DEADLINE NEARS

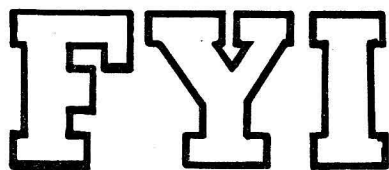
The completion date for Phase I of the Watson Library Renovation, October 1, continues to draw nearer. Reports are favorable, and it currently appears that this phase will be completed sometime soon after the above date--a week or two later perhaps. Take heart!! Much of the heavy, noisy work will have been done by October. The major relocation of selected wiring, duct work, and plumbing had to be undertaken early. With much of the ground work completed, we should, for the most part, live in comparative quiet.

VOTE OF THANKS DEPARTMENT

This week we wish to recognize the ELECTRICIANS who responded so quickly and ably with temporary lighting on the ground floor and arranged several power outages around the schedule of the Fines Office. This allowed said office to get through the miseries of the registration period. Thanks folks!!

WELCOME BACK CAROL

Your exalted editness, the Honorable Carol Chittenden, has returned from afar. Next week, you will be treated to a long overdue dose of her scintillating wit and incomparable humor. The pun never had it so good!



University of Kansas Libraries

Number 567

August 28, 1980

CLASSIFIED VACANCY

Jackie Baughman, half-time Clerk Typist II in Acquisitions, resigned from her position effective August 12, 1980. Library staff interested in making application for this half-time position should contact Sandy Gilliland no later than Wednesday, September 3, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, NATIONAL
ORIGIN, DISABILITY, VETERAN STATUS, AND ANCESTRY

PERSONNEL CHANGES

Effective September 1, the administrative reporting channel for the serials operations will be redirected from the Associate Dean to the Head of Acquisitions, with Serials Librarian Kent Miller thereafter reporting to Clint Howard, Acquisitions Librarian. This change is being made in an effort to unify financial control over library materials allocations and to coordinate similarities of operations in the two departments.

Ted Sheldon will on September 1 relinquish his part-time Reference assignment to assume half-time acquisitions duties within the Acquisitions Department. Concurrently, Rosemary McDonough, Exchange and Gifts Librarian, will transfer to the Reference Department, where she will assume duties as an Associate Reference Librarian.

STUDENT APPOINTMENT AND REAPPOINTMENT DEADLINE

Today, August 28, is the deadline for submission of appointments and reappointments for student assistants. We cannot guarantee paychecks on October 1 for any students whose appointments are received after today. Please call Pat Willer in the Administrative Office if you have any questions or problems. PW

COLLECTION DEVELOPMENT COUNCIL

The next meeting of the Collection Development Council will take place on Tuesday, September 2, in the Seminar Room of the Kansas Collection at 10:00 a.m. Several items are on the agenda, including three proposals: two regarding the establishment of standing committees, and one having to do with the method used to select and fund materials in the field of Library Science. These items will be accompanied by the usual reports from Acquisitions and Serials. TS

REVISED LC BLOCK NUMBER LIST

The attached LC block number list is the latest revision. If an LC number does not appear on the list, then that number will be in Watson. There are exceptions such as second copies of reference materials which do not necessarily follow the block number list. HRM

BUSINESS AND ECONOMICS READING ROOM

Miracle of miracles, we are open in 103 Summerfield. The Library Schedule is correct except that the Reading Room closes at 5:00 on Fridays instead of 10:00. Because a telephone has not yet been installed, messages may be left at 4-3795. RR

LABOR DAY HOLIDAY

Monday, September 1 is Labor Day. The Library will be closed.

ANNUAL PERFORMANCE EVALUATIONS TO BE ISSUED

Performance evaluation forms for librarians will be issued by Tuesday, September 2. Each will first be sent to the librarian being evaluation, so that factual information can be added. These are due back in the library office by September 15. The forms will then go to evaluators. They're to be returned to the library office by October 15 for administrative/peer review between October 15 and October 31. As approved by the Library Faculty Assembly this past spring, service/research contributions will this year be evaluated by four elected representatives of the LFA. The evaluations are for the period October 1, 1979 to October 1, 1980. Librarians who have not yet completed six months of service will receive evaluations later. If there are questions about the evaluation process, contact Mary Hawkins. MH

DEWEY BLOCK NUMBERS

Dewey block numbers are no longer clear cut since many materials from the branches have been sent back to the Watson Stacks. As a general rule, the more used materials in the following numbers will be found in the designated library. Many back volumes of serials and older editions of monographs will be in Watson.

100-400	Watson
500	Watson & Science
510	Math
520	Science
530	Science & Engineering
540-590	Science
600	Engineering
610	Science
620	Engineering
630	Science
640	Watson & Engineering
650	Watson
660	Engineering
670-690	Watson
700	Art (Except 710 which is Watson)
800-900	Watson

Location changes in the card catalog will be made first for those materials sent back to Watson from a branch library; second for materials sent to Science from Marvin; third for materials sent to Engineering from Marvin; and fourth for the Math materials sent to Watson. There is no time frame for these changes--just as quickly as it can be done with the available help. HRM

FANS

Several fans have been left running after the departments have closed. Please be sure to turn off your fans before leaving at the end of the day. Thank you. JLG

SCIENCE LIBRARY PHONE

The Science Library phone (4-3465) has been changed. The new number is 864-4928. (864-5154 is still in operation, also.) JR

CLASSIFIED STAFF VS. LIBRARIANS

On Saturday, Sept. 13, a major library social function is planned, honoring the birthdays of Cliff Haka and David Walden-Berg. At 2 pm a classified staff vs. librarians softball game will take place at the Lawrence High's baseball field. Anyone interested in playing should contact Cliff Haka (for librarian team) or David Walden-Berg (for classified staff). After the game, the birthday party begins at Cliff's home (3409 Lazybrook) with volleyball, a barbecue and a keg of beer. The volleyball equipment, beer, hot dog and hamburger buns will be provided. All are invited to bring meat and side dishes. Cliff and David encourage bringing birthday presents. COME HAVE FUN!

Rev. 3/24/80 HRM
Rev. 7/23/80 DLP

<u>Class no.</u>	<u>Library</u>	<u>Subject</u>
G1001-3035	Map	Atlases
G3160-9980	Map	Maps; sent uncataloged
GA	Map	Mathematical & astronomical geography and cartography
GC	Science	Oceanology and oceanography; dynamics of the sea
M-MZ	Music	Music
N	Art	Art
NA200-1613	Art	Historical architecture
NA2400-2460	Art	Museums and exhibitions
NA2515-2517	Art	Early treatises to 1800
NA2810	Art	Historical Architecture
NA3310-4050	Art	Early Architectural decoration
NA4150-4160	Art	Basilicas, etc.
NA4590-6113	Art	Religious buildings
NA6120-6199	Art	Sepulchral monuments
NA7580-7786	Art	Villas, county seats, manor houses, castles
NB-NX	Art	Art
Q	Science	General science
QA1-20	Math	General mathematics
QA21-35	Science	History and biography of mathematics
QA36-999	Math	Arithmetic, algebra, analysis, geometry, mathematical aspects of analytic mechanics
QB	Science	Astronomy
QC	Science	Physics
QD	Science	Chemistry
QE1-840	Science	Geology, mineralogy, paleontology
QE841-899	Science	Vertebrate paleontology
QE901-996	Science	Paleontology

QH	Science	Biology
QK	Science	Botany
QL	Science	Zoology
QM	Science	Human anatomy
QP	Science	Physiology
QR	Science	Bacteriology
R-RZ	Science	Medicine
SI-760	Science	Agriculture
S900-972	Science	Conservation of natural resources
SB1-450	Science	Plant culture
SB480-1100	Science	Horticulture
SD	Science	Forestry
SF	Science	Animal culture, veterinary medicine
SH	Science	Fish and fisheries
T1-14	Engineering	General technology
T15-44	Science	History and biography of technology
T45-390	Engineering	General technology, patents, mechanical drawing
T391-999	Science	Exhibitions
TA1-12	Engineering	General civil engineering
TA15-19	Science	History of civil engineering
TA21-124	Engineering	General civil engineering
TA130-144	Science	Biography of civil engineering
TA145-1770	Engineering	Civil engineering, transportation engineering
TC1-9	Engineering	General hydraulic engineering
TC15-20	Science	History of hydraulic engineering
TC21-1770	Engineering	General sanitary and municipal engineering
TD12	Engineering	Environmental engineering

TD15-144	Science	History and biography of sanitary and municipal engineering
TD145-204	Engineering	Sanitary and municipal engineering
TD215-220	Science	History of water-supply
TD221-511	Engineering	Water supply
TD515-520	Science	History of sewerage and municipal refuse
TD521-1015	Engineering	Sewerage and municipal refuse
TE1-12	Engineering	General roads and pavements
TE15-19	Science	History of roads and pavements
TE21-124	Engineering	General roads and pavements
TE139-144	Science	Biography of roads and pavements
TE145-450	Engineering	Roads and pavements
TF1-12	Engineering	General railroad engineering
TF15-20	Science	History of railroad engineering
TF21-124	Engineering	General railroad engineering
TF139-144	Science	Biography of railroad engineering
TF145-1620	Engineering	Railroad engineering and operation, high speed ground transportation
TG1-12	Engineering	General bridge and roof engineering
TG15-20	Science	History of bridges and roofs
TG21-507	Engineering	General bridge and roof engineering
TJ1-14	Engineering	General mechanical engineering
TJ15-20	Science	History of mechanical engineering
TJ21-124	Engineering	General mechanical engineering
TJ130-144	Science	History and biography of mechanical engineering
TJ145-1570	Engineering	Mechanical engineering and machinery
TK1-13	Engineering	General electrical engineering
TK15-18	Science	History of electrical engineering
TK21-124	Engineering	General electrical engineering
TK139-144	Science	History and biography of electrical engineering
TK145-8999	Engineering	Electrical engineering and electronics

TK9001-9899	Science	Atomic power
TK9900-9971	Engineering	Electricity
TL1-12	Engineering	General motor vehicles
TL15	Science	History of motor behicles
TL21-124	Engineering	General motor vehicles
TL139-144	Science	History and biography of motor vehicles
TL145-514	Engineering	Motor vehicles and general aeronautics
TL515-516	Science	History of aeronautics
TL521-532	Engineering	General aeronautics
TL539-544	Science	History and biography of aeronautics
TL545-4045	Engineering	Aeronautics
TN1-13	Engineering	General mineral industries
TN15-19	Science	History of mineral industries
TN21-124	Engineering	General mineral industries
TN139-144	Science	History and biography of mineral industries
TN145-580	Engineering	Mineral industires
TN600-612	Engineering	General metallurgy
TN615-620	Science	History of metallurgy
TN621-997	Engineering	Coal, building stones, Metallurgy
TP1-197	Engineering	General chemical technology and history
TP200-248	Science	Chemicals
TP249-356	Engineering	Industrial applications, explosives, fuels
TP368-465	Science	Foods processing and manufacture
TP480-770	Engineering	Cryogenics, refrigeration and ice making
TP875-889	Engineering	Cement industries
TP950-979.5	Engineering	Miscellaneous organic chemical industries
TP983	Science	Perfumes, cosmetics
TP988-1185	Engineering	Miscellaneous organic chemical industries, plastics and plastics manufacture

TR1-682	Art	Photography, artistic photography
TS1-699	Engineering	Metal industries
TS700-799	Art	Enameled ware, bronzing, silvering
TS838-939	Art	Furniture, woodwork, basket making
TS1300-1869	Art	Textiles
TT	Art	Arts and crafts
TX1-641	Science	General care of the house, food preservation and supply
Z699.5	Science	Computers in chemistry
Z5063-5066	Engineering	Aeronautics
Z5071-5076	Science	Agriculture
Z5151-5156	Science	Astronomy
Z5160	Science	Atomic energy and power
Z5167	Engineering	Automation
Z5170-5171	Engineering	Automobiles and automobiling
Z5180-5185	Science	Bacteriology
Z5156	Science	Bees
Z5320-5323	Science	Biology
Z5331-5335	Science	Birds
Z5351-5452	Engineering	Canals
Z5521-5526	Science	Chemistry
Z5601	Science	Coffee
Z5701	Science	Cotton
Z5706-5707	Science	Dairying
Z5831-5839	Engineering	Electricity and electronics
Z5851-5854	Engineering	Engineering
Z5856-5860	Science	Entomology
Z5885	Science	Explosives
Z5931-5940	Art	Fine arts

Z5946-5961	Art	Painting, engraving, sculpture
Z5971-5975	Science	Fishing and fisheries
Z5991	Science	Forestry
Z5995	Art	Furniture
Z5998	Art	Gems
Z6000	Science	Geodesy
Z6004 } .P6 }	Watson Science	Oceanography
Z6021-6028	Map	Maps and cartography
Z6031-6035	Science	GEology, mineralogy, paleontology
Z6040	Science	Geophysics
Z6055	Art	Gold and silversmithing
Z6260	Engineering	Human engineering
Z6297	Science	Rubber
Z6331-6335	Engineering	Iron and steel
Z6651-6655	Math	Mathematics
Z6658-6677	Science	Medicine
Z6678-6679	Engineering	Metals, metallurgy
Z6681-6685	Science	Meteorology
Z6704-6706	Science	Microscopy
Z6736-6740	Engineering	Mines and mining
Z6810-6820	Music	Music
&6827	Science	Nature
Z6837-6840	Engineering	Navigation
Z6915	Engineering	Peat
Z6972	Engineering	Petroleum
Z7134-7137	Art	Photography
Z7141-7145	Science	Physics
Z7215	Engineering	Radar
Z7221-7225	Engineering	Engineering aspects of radio

Z7231-7236	Engineering	Engineering aspects of railroads
Z7295	Engineering	Roads, highways
Z7335	Engineering	Salt
Z7401-7409	Science	Science, natural history
Z7609-7610	Science	Sugar
Z7882	Science	Tobacco
Z7890-7891	Science	Toxicology
Z7911-7916	Engineering	Engineering aspects of arts and applied science
Z7935	Science	Water supply, ground water
Z7951	Science	Wine and wine making
Z7991-7999	Science	Zoology
Z8000-8999	Science and technology to science, music to music, art to art.	

Please note: Any number not appearing on this list goes to Watson.

cc: KLB, SEB, BEC, RKC, MC, LD, JEF, BKG, EG, RH, AEH, NH, CK, MWK, BK, ML, JL, LM, JBM, RHM, JSM, CRM, CO, MP, DLP, NR, MR, KLS, RS, JS, MS, GGS, DW, KW, AW, MW, JW, HRM, SO, PD. All branches.

CONTINUING EDUCATION
TASK FORCE
Emporia State University
July 18, 1980

AUG 27 1980
OFFICE OF THE DEAN
University of Kansas Libraries

PRESENT: Jane Hatch, Charles Bolles, Becky Hinton, Linda Schexnaydre,
Twila Bowersox, Virginia Quiring, Margaret Gant, Vee Friesner

Gant opened the meeting. Bolles explained the recent ruling on division of the state for off-campus offerings from the Regents institutions. The Library School, as a unique program, can offer courses anywhere, but this will present problems in keeping the classes taught in Kansas City going.

Schexnaydre then provided the group with an experiment designed to illustrate group work in problem solving.

Friesner brought the group up to date on the status of the Authority Council and the Governor's Committee on Library Resources. The Governor's Committee's final report will be presented July 31st, and a White Paper will be available soon after that for wide-scale distribution. Because of this, she suggested publishing the proposed newsletter in October, as a follow-up to these reports.

Gant distributed a list of "Suggested Entries," items which could be included in the newsletter (attached.) Hatch asked if the territories for community colleges off-campus classes had also been designated, and Bolles replied that they had. Hatch suggested including existing networks such as ACK and special libraries in the "Identification" section. Quiring suggested including KEDDS also. Schexnaydre asked about a calendar of continuing education activities. Gant asked if a request for information about these activities could be included in the KLA Newsletter, and Schexnaydre said she would do so. Gant explained that the C.E. Task Force's involvement with the newsletter would be a one-shot thing, just to get it off the ground. Hatch added that this was a good idea; the group could work to get it started, but its purpose was not to be in the newsletter business.

Friesner requested that the group select one of its members to act as secretary. The State Library will continue to provide typing and distribution. Sister Bernadine Pachta was elected unanimously. That's what you get for not showing up at a meeting.

A needs assessment tool and technique was next discussed. Information about a technique utilized in Minnesota in which three-member teams interviewed groups of librarians at various meetings and in individual libraries. Bolles pointed out that many of the librarians participating in meetings would be at an administrative level; this would give a certain bias to the results. Hatch suggested that the C.E. Task Force could train the interview teams, and Schexnaydre mentioned that specifically small-group skills should be taught as well as the interview method. Bolles suggested training the team facilitators, and then having them train the group observers and recorders. Bolles and Quiring suggested running a pilot test at the college and university libraries section meeting on October 9-10. Hatch mentioned that a combination of the interview technique and a questionnaire to a sample of library staff members would provide information from all staff levels.

Gant appointed Schexnaydre and Quiring as a Needs Assessment Sub-committee to investigate the group interview technique and plan for its implementation. Friesner will obtain more information from the Minnesota State Library agency

and forward it to these two.

Hatch and Friesner described a registry and recognition system designed by CLENE. This is a nationwide system which gives librarians a central "transcript" type registration of CEUs, and accredits institutions, associations, and individuals as recognized CE providers. It was recommended that the MPLA CE Committee be urged to plan for a multi-state recognition group in conjunction with the CLENE registry. Gant will contact the chair of that committee with the recommendation.

The meeting was concluded with cake and lemonade to wish the best for Charlie Bolles, who has accepted the position of State Librarian in Idaho.

NEXT MEETING WILL BE SEPTEMBER 19, 2:00 PM, SALINA MID-AMERICA INN, FOLLOWING THE KLA COUNCIL MEETING.

Continuing Education Agenda

Emporia Library School July 18 1:30 p.m.

I. Minutes

II. Information Distribution

1. Lay-out date
2. Printing date
3. Labeling
4. Distribution
5. Entries (see below)

III. Membership, Secretary

IV. Needs Assessment Committee

to collect, evaluate appropriate tool for needs assessment

V. Recognition System: Hatch
Friesner

Suggested entries

1. Reports - Task Forces by-lines
Governors Committee
Authority Council
2. Identification:
People
Institutions
3. Overview
4. Regents ruling
5. Dept. of Education

FYI*

University of Kansas Libraries RENOVATION SUPPLEMENT Number 19

September 2, 1980

FORECAST

No interruptions foreseen in plumbing, electricity, air conditioning or elevator service. Noise will be sporadically awful as last week, and there's a fair chance of occasional but minor dust leaks around the east elevator and circulation areas.

MORE WITH LESS

In spite of the increasing book circulation that the new semester brings, there will be fewer square feet of work area in the Circulation Department this week to do the job. Major ductwork has to come up through all levels, hitting the second floor right against the wall behind the book return chute. Those openings will be cut, hammered, stomped, drilled and blasted this week.

Originally the work crews wanted to take over the space permanently, pointing out that the administrative offices directly above could not be completed in every detail without the ducts. But John Glinka asserted that the deans don't give a toot when their ducts are finished, and described the Circulation Department's pressing plight with passing mention of its Hit Squad. When he finished the contractors said they'd be agreeable to cutting the holes now and covering them over, then installing actual tinwork after the area is vacated.

3 EAST STACKS

Latest estimates are that the work on walls, ceilings and ventilation in the 3 East Stacks is going faster than expected and might be completed as soon as September 15, allowing the area to be reopened to the public.

In the meantime the Circulation Department continues to page books from 3 East twice each evening, and asks that all other staff not fill requests (see "Hit Squad" above). Reasons: contractor's insurance does not cover unauthorized library staff in contractor-controlled areas during construction hours; Circ is trying to keep statistics on the demand in order to prepare for other stack closings later on; patrons' raised expectations eventually crash on the toes of Circ staff. Note also that supervisors are now checking all unfilled requests for accuracy.

SOMEDAY, SOMEWHERE, SOMEHOW

No work on other stack levels will be undertaken until the end of this semester at the earliest.

CONSTRUCTION ACTIVITY

The penthouse construction is proceeding on the west roof; most of the water it collected during weekend rains has dribbled away to lower quarters by today. It's fairly obvious what's happening with the east elevator. Structural steel is scheduled to arrive this week for the Twilight Zone, but then with those strikes in Poland you never know about delays. New ducts are going in like mad; even hired extra people to work on them. On the ground floor walls continue to take shape. And on the third floor final remnants of old concrete are being removed from the area over the new administrative offices, presumably from a perceived need to reduce interferences between our leaders and Guidance from Above.

BUT WILL THE PARACHUTE OPEN BEFORE WE HIT THE GROUND?

Estimates on whether Phase I will indeed be completed on/by 1 October are all "Yes," but the firmness of the "Yes" varies according to the source. The softest reply, from a source we do not wish to put on the spot, was "Ye-ess...well probably. Don't think it'll run more'n about two weeks over in some spots." (Delivered with a shift of gaze and shuffle of the feet.) All sources were quick to point out that not everything so far begun is scheduled to be completed in Phase I (e.g. east elevator, most of basement, pouring of both new Twilight Zone floors.) But there is a big push underway to bring the ground and third floors to the point where Serials and Administrative Offices can move in and vacate the first floor so Phase II can begin. Moving plans ("Can we get the Serials deficit down the stairs sideways?") are being laid.

GRATITUDE

Thanks to Charles Getchell and Charlee Glinka for producing five of these newsletters on top of covering their regular assignments. Did you know that Getchell never jogs for his health, he just puns around the block a couple of times?

FYI

University of Kansas Libraries

Number 568

September 4, 1980

CLASSIFIED VACANCY

Karen Huntington, half-time Clerk III in the Science Library, has resigned from her position effective 08-22-80. Library staff interested in making application for this half-time position should contact Sandy Gilliland in the Administrative Office no later than Tuesday, September 9, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY,
AGE, NATIONAL ORIGIN, VETERAN STATUS, OR ANCESTRY

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Tuesday, September 16, by 9:00 a.m. PW

SEARCH COMMITTEE APPOINTED

The following have been appointed to a search committee for a half-time, one-year Librarian position with the Slavic Department (as funded through an NDEA grant to the Department of Soviet & East European Studies): George Jerkovich, chair; Dave Passmore; and Mary Hawkins, with the assistance of William Fletcher, Professor of Soviet and East European Studies. (The notice of this position was mailed to all library staff on 9/2/80, in advance of the FYI. Deadline for applications is September 10. For additional information regarding the position, contact Mary Hawkins, the Watson Library Office.) MH

SABBATICAL LEAVE APPLICATIONS DUE

Applications for sabbatical leave in academic year 1981/82 are due in the Office of Academic Affairs on November 1. In order to receive prior review by the Libraries' Committee on Promotion and Tenure, they should be submitted to the Committee (c/o Mary Hawkins) by October 20. Only tenured librarians with at least six years full-time University service may apply, and applications must be for the purpose of advanced study, research, or securing appropriate industrial or professional experience. Criteria for making application, and application forms, are available from the Watson Library Office and from the Office of Academic Affairs. MH

LFA BUDGET & PLANNING COMMITTEE

The LFA Committee on Budget and Planning met Thursday, August 28. Committee members for the year are: Cam Stewart, Kermit Sewell, Rich Ring, Pat Willer, Ted Sheldon, and Rosemary McDonough. Ted Sheldon, chairman during the past year, reviewed the committee's work in 1979/80. By unanimous vote Rich Ring was elected chairman and Rosemary McDonough secretary for 1980/81. RMcD

COLLECTION DEVELOPMENT COUNCIL

The next Collection Development Council meeting will take place on Tuesday, September 9, at 10:00 a.m. in the Kansas Collection Seminar Room. The agenda will be devoted to the evaluation of bibliographers. TS

CLOSED WATSON STACKS

It is important that we limit access to all stacks in Watson that are closed due to construction. Circulation has worked out times for retrieving books and is the one department that is permitted to enter closed stack areas. This is the only way we can maintain safety standards while work is being completed in these areas. HRM

MAUCKER TO HEAD SCHOOL OF LIBRARY SCIENCE AT EMPORIA STATE

Dr. J. W. Maucker, former Emporia State administrator, has been named interim director of the School of Library Science. He will serve one year in that position. Maucker replaced Dr. Charles Bolles who resigned to take the state librarian position in Idaho. Maucker is no stranger to Emporia State. He joined the faculty in January 1971 as assistant to the president for academic affairs. He took over as vice-president for academic affairs in July 1972, the position he held until his retirement in May 1978. Prior to joining the Emporia State faculty, Maucker was president of the University of Northern Iowa for 20 years. Prior to becoming president at Northern Iowa, Maucker was dean of the Montana State University School of Education. Maucker, a Rock Island, IL native, received his B.A. degree in 1933 from Augustana College in Rock Island. He received his M.A. degree in 1936 and his doctor of philosophy degree in 1940, both from the State University of Iowa.

HRM

CAMPUS MAIL SYSTEM

Information regarding the policies of the Campus Mail System is attached. Please read carefully and notify the Administrative Office if you have any questions. NS

FAREWELL SHELLEY

Shelley Miller's last day on the job before her leave of absence for Los Angeles and library school is Friday, Sept. 5. Good-byes (if only temporary) to all. Her L.A. address: 14743 LeMay, Van Nuys, CA 91405; phone: 213-997-1302. Do visit! Dog update: (bet you never knew they were being babysat all that time), Frankie, long, low and occasionally grumpy, has returned to her owner's parents home in Lawrence. She is available for permanent adoption....Jordan, gentleman of dogs, will live with Shelley's mother in Lawrence. He may be checked out for companionship and walks.

SM

SOFTBALL

The wiry Classified Hustlers are getting ready to take on the "Professional" Heavyweights. If certain "Pros" could catch with their mouths, the Hustlers would be in real trouble. Do these sound like fighting words? That's because they are. This is the chance to show who the real pros are around here. Killer softball. May be the last game of the season (do we unfortunately hear a sigh of relief out there?) Saturday, Sept. 13 is the game and you are invited. One team still needs players. The other offers all comers a chance at real power. Time and place later.

KS

PERSONNEL

Ms. Jane Brewer began employment Tuesday, September 2, in the Department of Special Collections as a Clerk Typist II, replacing Christine Boles.



Admin. Dist.

-2-

THE UNIVERSITY OF KANSAS

Office of Facilities Operations
Physical Plant
Lawrence, Kansas 66045
(913) 864-4770

25 August 1980

PLEASE POST

TO: All Departments and Users of the KU Campus Mail System, Lawrence Campus
FROM: Rodger Oroke, University Director of Support Services *Rodger Oroke*
RE: Campus Mail System Policies

The Campus Mail System at the University of Kansas, Lawrence Campus, exists to provide a reliable and expeditious method for picking up, transporting and delivering official correspondence to and from the various academic and staff offices and organizations. At least twice daily personnel from the Campus Mail System deliver many pieces of correspondence to more than 250 offices located throughout the Lawrence Campus.

The Campus Mail System is entirely separate from the US Postal Service.*

The following general policies and rules apply to the use of the Campus Mail System service:

1. Only official correspondence relating directly to academic or to staff activities and programs is authorized to be handled by the Campus Mail System. Official correspondence includes letters, memoranda, state pay-checks, notices, announcements, computer printouts and completed forms and schedules.
2. Correspondence ordinarily must be in envelopes, unless previous arrangements have been made with the Assistant Director for Communication and Transportation. Some items such as computer printouts, which are too bulky to be enveloped, must be bound securely with twine or cord; the destination department and building must be printed and clearly visible on the outside of the package. Proper Campus Mail envelopes may be obtained by departments from the Office Supply Store.
3. It is extremely important that mail be addressed clearly and properly, including the destination department and building. Correspondence which cannot be delivered because of improper address will be returned to the sender, if that office can be identified. If the sender cannot be identified, the envelope will be opened to determine the identity of either the sender or of the addressee.

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita

A list of generally recognized University of Kansas academic and administrative office titles appears in the front section of the University of Kansas Student, Faculty and Staff Telephone Directory. Use of these titles will help assure reliable and efficient dispatch of material in the Campus Mail System.

4. Items larger than 14" X 12" X 6" are not acceptable for transport through the Campus Mail System. Sending blank forms, paper, books, or other office supply items through the Campus Mail System is not allowed, unless emergency arrangements are made in advance with the Assistant Director of Facilities Operations for Communication and Transportation. In any event, all items must be in envelopes or be bound securely.
5. Use of the Campus Mail System for either personal or commercial gain is strictly forbidden. The Campus Mail System is not to be used for distributing advertising material or promotional documents in support of commercial enterprise. Neither is the Campus Mail System to be used for distributing any material which either directly or indirectly supports or contributes to delinquency or to unlawful activities. Additionally, the Campus Mail System should not be used for personal matters, such as returning library books or delivering refunds for vending machines.
6. In some instances, local mail distribution and collection boxes are located in various offices, departments and buildings throughout the Lawrence Campus; however, such boxes are NOT, formally or specifically, part of the Campus Mail System. These local boxes are considered to be solely under the jurisdiction of the organizational unit occupying the area in which they are physically located. Materials may be placed directly by individuals in these boxes only after permission has been obtained from the appropriate person in the organizational unit with jurisdiction over those particular boxes.

Exceptions to these general policies may be granted by the Chancellor or the Executive Vice Chancellor when such exceptions are deemed to be in the best interest of the University.

The ultimate success of the Campus Mail System and the efficiency and reliability of its service will continue to depend to great extent upon cooperation of the users. The Campus Mail System has limited capabilities, and when demands placed upon these capabilities are unique or greater than those anticipated, delays may result.

If there are any questions regarding either the policies expressed in the paragraphs above or about specific matters, please contact the Assistant Director for Communication and Transportation, Facilities Operations, at telephone number 864-4191.

* The US Postal Service does not make delivery to, or pickup from, Wescoe Hall. The distribution of US Mail to and from Wescoe is handled by Campus Mail once each day.

FYI*

RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 20

September 8, 1980

FORECAST

Will you ever believe us again after we said there'd be air conditioning last week? Never mind, we paid the price. Again this week, no problems are expected in basic functions. And the noise goes on.

CAT LEAVES BAG

The good news is that someone swept the lobby last week. The other news is that the contractor says November 1 is his most optimistic estimate for completion of Phase I, even though the work is going full tilt. Everyone has been whispering "October 1, October 1" under his breath from the start, and some areas will be almost done by then.

Why not all? No single reason, of course. In general, the problem is the complexity of the job. For instance this week: the big crane east of the building is lifting stone for facing the new east elevator shaft. There's not quite enough stone on hand to finish that, and the rest may--or may not--arrive any day. As soon as all that stone is hoisted the crane will be moved, positioned behind the building where it can both lift stone for facing the west penthouse and lift steel for the center flooring. In the meantime, what to do with the manpower? Should they double up on interior work, or would more people just get in the way? Should they begin layout and foundation work on the wheelchair ramp, or will it cause problems if that is interrupted after a few days? About half a dozen such situations and decisions come up each day. Many of them have to do with the electrical, mechanical and plumbing systems because Phase I requires 60-70% of all that work. But so far there have been no serious delays for want of manpower or materials. Between us and occupancy there still stand final inspections and corrections of the work--and there will be some.

Staff would be well advised to have moving plans in mind, but hang loose about their application because some of the affected departments may be moving several weeks before others, as areas are made ready.

3 EAST STACKS

Plans and projections on the 3 East stack work have changed and changed again, and we don't understand I Ching well enough to tell you what's next. But Circulation staff says that when the construction crews are done it will take them about a week to get the books back onto the shelves, so you will have fair warning before the area reopens.

BROWN RAINBOW

Architects met with University and library people last week to present their suggestions for interior finishes. Jim Ranz said he was most pleasantly surprised to hear about the very high quality standards for vinyl and fabric wall coverings, carpets, etc. Basically the plan is to use shades of brown and cream throughout, with a different accent color on each main floor. Public areas will have washable, durable finishes, staff areas will be softer and more variable. Acoustic qualities have been a primary consideration in these selections. Walls and ceilings will be designed for the easy hanging of pictures, posters and plants.

(Continued)

LIGHT AT THE BEND OF THE TUNNEL

The nascent staff lounge was to have been partly completed in Phase I, then used for materials storage during Phases II and III, and finished with all those crystal chandeliers in Phase IV. Now the contractor says that the space may be too hard to reach for major storage, and he is considering going ahead and finishing it. We might not have the furnishings for awhile, but we would probably adjust better to gradual civilization anyhow.

HANG UP

The phone company is going to disconnect all Watson phone lines this Saturday, Sept. 13, to temporarily re-route the old lines and make way for ductwork. This will happen again periodically. For emergency purposes there will be a working telephone on the ground level between the location of the two new restrooms.

FYI

University of Kansas Libraries

Number 569

September 11, 1980

CLASSIFIED VACANCY

The Circulation Department is advertising a full-time Security Officer I, Fines Clerk, that will be available September 26, 1980. This position has been recommended for the Clerk III classification; however, Academic Affairs has disapproved funding for this request prior to January 18, 1981. Library staff interested in making application for this S.O. I (full-time) position should contact Sandy Gilliland in the Administrative Office, no later than Tuesday, September 16, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, AGE, VETERAN STATUS, ANCESTRY, OR NATIONAL ORIGIN.

STUDENT HOURLY TIMECARDS

Student Hourly timecards are due in the Administrative Office on Tuesday, September 16, at 9:00 a.m.

PW

OPEN MEETING SCHEDULED BY THE UCPT

The University Committee on Promotions and Tenure will hold an open meeting in the Council Room of the Student Union on Tuesday, September 16, 7:30 p.m. for departmental and school promotion and tenure committee members and for all interested faculty members, to discuss procedures to be followed in recommending and reviewing individuals for promotion and tenure. Self nominations and recommendations for promotion and/or tenure from individual faculty are due in Academic Affairs by December 3. Such nominations from the Library will then be returned for regular review by the Libraries' Committee on Promotion and Tenure. Nominations by library department heads and associate deans should be submitted to the Libraries' Committee by Monday, December 1. Following LCPT review, promotion and/or tenure recommendations will be due in Academic Affairs on January 5, and will then be reviewed by UCPT.

MH

EVALUATION REMINDER

Evaluation forms which were sent to librarians on September 1, for completing factual information, are due back in the library office by Monday, September 15. As noted in the August 28 FYI, the forms will then be distributed to evaluators--one section going to the immediate supervisor, and the other going to elected colleagues for evaluation of service and research.

MH

OPEN MEETING SCHEDULED ON SABBATICAL LEAVES

The University Committee on Sabbatical Leaves will hold an open meeting in the Jayhawk Room of the Student Union on Monday, September 15, at 7:30 p.m., for all interested faculty members regarding applications for sabbatical leave. Applications are due in Academic Affairs by November 1, and must be submitted to the Libraries' Committee on Promotion and Tenure by October 20 for prior review. MH

NEWS FROM THE SCIENCE LIBRARIES

The collections in Marvin Library have been transferred: engineering to the Satellite Union, geology to Science, and architecture and urban planning to Watson. The staff from Marvin Library have also been transferred. Jan Maness and Lin Fredericksen are in the Engineering Library; Kathy Laushman and David Walden-Berg

(Continued)

are in the Science Library. The new Engineering Library is open and is headed by Mariann Cyr. It is located in room 115 Satellite Union. Its phone number is the old Marvin Library number, 4-3866.

The Lippincott (Old Green) Reading Room is currently being boxed and moved to the Science Library. These collections are temporarily inaccessible to the public. Debbie Hodges, who was in charge of the Reading Room, is now in the Science Library.

The Science Library remains in the old part of Malott until telephones are installed and furniture arrives. The LC collection, however, has been shifted to the new building; the dewey collection remains in the old stacks. The phone numbers in the Science Library remain 3465 and 5154 until the new phones are installed. At that time, 4928 will replace the 3465 number. JER

ART LIBRARY PHONE

The Art Library phone is now operational; the number remains the same, 4-3020.

OLD UKASE PRINTOUTS

Any UKASE listings which have not been glued in any way may be recycled. Old lists were previously sent to the Circulation Department's storeroom, but the renovation activities have made that arrangement unworkable. Users are requested to put any recyclable UKASE listings into a box and when the box is full to send it to:

RECYCLE
LEVEL 2 STACKS
LIPPINCOTT HALL

Please use this method for handling old, unwanted lists. Do not send them to Serials Technical Services or the Periodicals Reading Room. JH

FLAGGING BOOKS

Anyone who requests a book be flagged for him/her should supply his/her ID number. Anyone who fills out a flag for any book to be held for someone should put the ID number on the flag. The Holds Office is still getting stuck looking up ID numbers for 80-95% of Rush and blue-flagged books, most of which have staff people's names on them. I'm going to hire a handwriting analyst and publish names of you folks who haven't got your ID number act together. In all seriousness, people, it's very simple: with our new Circulation system we need ID numbers to do everything! Please get in the habit of including this information for all Rush, blue-flagged, or otherwise marked books to be held for people in Circulation. A stately curtsy and a full-throated "thanks!" to those of you who got your act together upon reading my first memo. Your cooperation is appreciated in getting this procedure more efficient. ML

TRANSFER TRANSFER

The College Catalogs have recently been transferred to the Microforms Dept. from Reserve. The Microforms staff is now ready and willing to help people with the catalogs they need. SZH

UPCOMING WORKSHOPS, CONFERENCES, ETC.

Title: KLA/CULS Fall Conference
Date: October 9-10, 1980 (registration deadline: Oct. 3)
Location: Hutchinson, Kansas
Cost: \$5.00

For additional information contact Margaret Wilson, Committee on Professional Development and Recruitment. MW

LIBRARY STAFF TURNOVER

Attached is a table showing staff turnover for the past year (6/18/79 through 6/17/80), and a comparative table for the previous year. As the tables show, overall classified turnover was down last year, from 62% in 1978/79 to 49% in 1979/80. This reduction was primarily due to a decrease in resignations (as opposed to transfers and promotions). Turnover decreased noticeably at the Library Assistant I class, was up somewhat at the Clerk III level, and was up noticeably among Security Officer I's. Overall, however, there were fewer classified resignations last year than in any other of the past five years:

1979/80--27% resignations; 49% overall turnover (including promotions & transfers)
 1978/79--39% resignations; 62% overall turnover
 1977/78--30% resignations; 52% overall turnover
 1976/77--34% resignations; 48% overall turnover
 1975/76--33% resignations; 49% overall turnover

In addition to classified promotions as reflected in these statistics (promotions due to actual job changes), there were 13 promotions resulting from upward reclassification of positions. Since implementation of the Library Assistant I, Library Assistant II, and Library Associate job classifications in 1978, there have been 81 positions reclassified upward, of the total (varying from 103-104 positions).

Unclassified turnover was down slightly last year, from 19% in 1978/79 to 14% in 1979/80. The number of resignations was the same for both years, but there was a decrease in internal reassignments of librarians. Overall, there has been a pattern of increase in unclassified turnover during the past five years:

1979/80--12% resignations; 14% overall turnover (including promotions & transfers)
 1978/79--12% resignations; 19% overall turnover
 1977/78-- 7% resignations; 10% overall turnover
 1976/77-- 9% resignations; 9% overall turnover
 1975/76-- 0% resignations; 6% overall turnover.

M. Hawkins

REVISED EDITION OF STAFF HANDBOOK ISSUED

A revised edition of the Libraries' Staff Handbook has been developed, and copies are being sent to all library departments for routing and review. Staff are asked to notify Mary Hawkins as soon as possible for any additions or changes that appear to be needed. Once reviewed and corrected as needed, copies of the Handbook will be issued to all library staff. The Handbook has been prepared via computer through the Printing Service, and future updates can be easily inserted into its looseleaf notebook.

MH

SOFTBALL GAME/BIRTHDAY PARTY

The Classified/Unclassified Softball game (no student assistants or other ringers, please) has been scheduled for this Saturday, September 13, at 5:00 p.m. at the High School. The Classified team is a little short of players and the Unclassified team is a little short of female players--so please come out and join in the fun. Beer will be available, please bring a mug. Immediately following the game (or about 7:00) the First Annual David Walden-Berg/Cliff Haka Memorial Birthday Bash will be perpetrated at Cliff's house (3409 Lazybrook Lane). Everyone, whether you come to the baseball game or not, is welcome--student assistants too. Beer (bring a mug) and all the trimmings for hot dogs and hamburgers will be provided. Bring your own dogs or burgers and soft drinks if desired. Side dishes and gifts for the birthday boys are certainly welcome. Please come and have fun.

CH

WATSON LIBRARY RENOVATION T-SHIRT PICTURE DAY

A photographer from the Lawrence Daily Journal World will be at the Circulation Desk Friday morning, September 12, at 9:30 a.m. to photograph all of us in our Renovation T-Shirts. PLEASE COME.

KS

STAFF TURNOVER
1979/80, UNIVERSITY OF KANSAS LIBRARIES

	Pay Range	Total No. of Positions	Resignations	Promotions	Transfers	Retire- ments	Vol. Demotion	No. of Turnovers	% Turnover
CLASSIFIED STAFF									
Library Associate	20	10	-	-	-	-	-	-	0%
Library Assistant II	18	19	3 (16%)	-	4 (21%)	-	-	7	37%
Clerk V	18	1	-	-	-	-	-	-	0%
Library Assistant I	14	23	4 (17%)	1 (4%)	-	-	-	5	22%
Clerk IV	14	1	-	-	-	-	-	-	0%
Secretary II	13	1	-	-	-	-	-	-	0%
Account Clerk II	13	1	1	-	-	-	-	1	100%
Bookbinder I	11	1	-	-	-	-	-	-	0%
Account Clerk I	10	1	-	-	-	-	-	-	0%
Clerk III	10	27	8 (30%)	5 (19%)	5 (19%)	1	-	19	70%
Secretary I	10	2	1 (50%)	-	-	-	-	1	50%
Clerk Typist II	7	8	5 (63%)	2 (25%)	-	-	-	7	88%
Clerk II	6	2	1 (50%)	-	-	-	1	2	100%
Security Officer I	6	6	5 (83%)	2 (33%)	-	1	-	8	133%
Clerk I	3	1	-	1	-	-	-	1	100%
TOTAL CLASSIFIED STAFF		104	28 (27%)	11 (11%)	9 (9%)	2 (2%)	1 (1%)	51	49%
UNCLASSIFIED STAFF									
Administrative Staff		4	-	-	-	-	-	-	0%
Librarian III		18	2 (11%)	-	-	-	-	2	11%
Librarian II		14	1 (7%)	-	-	-	-	1	7%
Librarian I		20	4 (20%)	1 (5%)	-	-	-	5	25%
Research Assistant		1	-	-	-	-	-	-	0%
TOTAL UNCLASSIFIED STAFF		57	7 (12%)	1 (2%)	-	-	-	8	14%

(For the period 6/18/79 through 6/17/80)

(In addition to the classified turnover statistics reported above, there were 14 classified position reallocations, resulting in an additional 13 promotions. One position was reallocated to a lower classification.)

STAFF RNOVER
1978/79, UNIVERSITY OF KANSAS LIBRARIES

	Pay Range	Total No. of Positions	No. of Turnovers	Resignations	Promotions	Transfers	Retirements	% Turnover
CLASSIFIED STAFF								
Library Associate	20	10	1	1	-	-	-	10%
Library Assistant II	18	17	6	5	1	-	-	35%
Clerk V	18	1	-	-	-	-	-	0%
Library Assistant I	14	22	11	7	3	1	-	50%
Secretary II	13	1	1	1	-	-	-	100%
Account Clerk II	13	1	1	1	-	-	-	100%
Bookbinder I	11	1	-	-	-	-	-	0%
Account Clerk I	10	1	-	-	-	-	-	0%
Clerk III	10	22	14	6	6	1	1	64%
Secretary I	10	2	5	2	2	1	-	250%
Data Entry Operator II	9	4	4	3	1	-	-	100%
Clerk Typist II	7	12	13	8	3	2	-	108%
Clerk II	6	2	3	2	-	1 (vol demo.)	-	150%
Security Officer I	6	6	4	4	-	-	-	67%
Clerk I	3	1	1	-	1	-	-	100%
TOTAL CLASSIFIED STAFF		103	64	40 (39%)	17 (17%)	6 (6%)	1 (1%)	62%
UNCLASSIFIED STAFF								
Administrative Staff		4 (5 positions as of 6/18/78; 1 position reassigned 7/1/78)						
Librarian III		18	-	-		-	-	0%
Librarian II		15	3	1 (7%)		2 (13%)		20%
Librarian I		19	8	6 (31.5%)		2 (10.5%)		42%
Research Assistant		1	-	-		-		0%
TOTAL UNCLASSIFIED STAFF		57	11	7 (12%)		4 (7%)		19%

(For period 6/18/78 through 6/17/79)

(In addition to the classified turnover statistics reported above, there were 30 classified position reallocations, resulting in an additional 28 promotions. Two positions were reallocated to lower classifications.)

FYI

*RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 21

September 15, 1980

FORECAST

No interruptions in basic services are likely. It's hard to pinpoint the source of noise; it may be from sawing beginning graduate students in half lengthwise to increase headcount.

TOURS

If what's written below leaves you wondering what's really going on, you're welcome to take a tour of construction areas with John Glinka. Groups will be limited to 10 people, so call the Administrative Offices to sign up for Tuesday, Sept. 16, Thursday, Sept. 18, or Wednesday, Sept. 24, at 4:30 p.m. If there is additional demand, more tours will be set up. And when you do find out what's really going on, for pete's sake tell us. (Tours start in the front lobby.)

PUTTING TOGETHER

For the most part ground and third floors are steadily metamorphosing from vast trash cans back into offices and reading rooms and restrooms. Mechanical systems are taking shape, but there are still several major developments necessary between now and completion of Phase I. Much of the general work at this stage has to integrate several skilled crews: best make openings for wiring and plumbing before painting the walls; best put up the wall before cutting the holes; best route conduits and pipes before putting up the walls.

Details: walls are in assorted stages: insulation is going up on outside walls, covered by plaster board. Inside walls are metal studs sheathed with plaster board. In some areas the cracks between sections of plaster board are now being smoothed with plaster and sanded in preparation for painting. In the Administrative Offices there are any number of steel doorframes standing erect and alone in the middle of open spaces pantomiming channels of authority.

The big chunks of mechanical work involve installing large pieces of equipment: air handling units and a transformer. One air handling unit goes outside what we still must refer to as the Documents Reading Room, and the unit fits so snugly that before the crane can lift it inside the walled space, two inches must be shaved off a beam of the wall. Some of the progress in the main mechanical room depends on the weather and how soon we are willing to kiss the tired old main chiller goodbye once and for all. A transformer -- The Transformer -- is now en route from the factory. According to page 3 of the Phasing Document, "Working on this transformer changeover shall be done over one weekend, with no more than 4 total days taken for power interruption." But as things have evolved no real interruption at all appears likely.

TAKING APART

Since there wasn't anything else going down last Wednesday morning the contractor decided to take out the walls in the late Art Library. That was pretty well done (sledgehammers) shortly after lunch, so once the debris was carted out work began laying out the new wheelchair ramp east of the front entrance. The shrubbery that didn't walk off under its own power was moved and bike racks were set up across the walk under the crabapple trees. Other obstacles are being removed and a precise survey is underway. If you are planning competitive events on this ramp, whether in wheelchairs, on roller skates or booktrucks, be advised that the plans show a hairpin turn halfway down.

EAST STAIRWAY REOPENED

As of Monday morning, 9/15, the East stairway is open but filthy. Open because the elevator door openings are now cut in the lower stack levels. (Trick of the week: hoisting the sawed out blocks out the top of the new elevator shaft -- seriously.) Filthy because the stairs are being extended up one more floor to give access to the east elevator penthouse, and bits of the block, mortar, scaffolding and broken shoelaces will continue to sift down the stairs for another ten days or so.

Most of the stone for facing new exterior block arrived on Friday, 9/12. The rest is sitting at some port of entry weigh station between here and Indiana.

3 EAST STACKS

Probably won't reopen before October 1. Since the area is already closed and crammed, the contractor would like to go ahead and complete additional processes to finish the walls now--provided that a sizable knot of red tape can be untangled to allow for this change of plans.

NOT PINK!

The generations of women who have flinched upon entering The Raspberry Room on first floor will be delighted to know that the new restroom on ground floor is being tiled with a golden tan entry and white interior. We have never had occasion to verify that the old men's room is done in a color called "calomine thigh," but the new one will have a blue-gray entry and white interior.

TO CLEAN UP OUR ACT

Starting today we have a new student assistant, Vikki Appleton, a senior in visual communications, who will apply her considerable skills and talents to tidying up and improving our signs, graphics and directional information. Your sign requests that have been slow in being filled now stand a fighting chance or better.

STILL THE ONES

Rising to the occasion in the sixth and final inning, the Professionals dumped the junior circuit 12-11 in fast, furious softball action this past Saturday. Headed into the 6th, the librarians trailed 6-8. Ted Sheldon began the heroics with one of his long smashes. Jeanne Richardson, half of a sparkling catcher tandem, duped the opposition by dumping a single into left field. Following a Charles Getchell single, Cliff Haka cleared the bases with a resounding smash. John Miller, Joe Richardson, Gene Carvalho, and Clint Howard followed with markers that netted two more runs--the margin of victory. Scintillating defensive play helped tremendously. Catcher Shawbaker snagged a wicked pop foul, and a Howard to Haka peg erased a runner at second. The staff played well--overcoming a 6-2 deficit and grabbing the lead in the fifth. Then came the decisive inning. The win put "Iron Mike" Sheldon at 2-0 for the year. A good time was had by all, and beer was had by many.

FYI

University of Kansas Libraries

Number 570

September 18, 1980

CLASSIFIED VACANCIES

Ms. Julie Wright has resigned from her half-time Clerk Typist II position in the Catalog Department effective September 17, 1980.

Ms. Cheri Hammer will resign from her Clerk III position in the Serials Department effective September 26, 1980.

Library staff interested in making application for these vacancies should contact Sandy Gilliland, Administrative Office, no later than Tuesday, September 23, 5:00 p.m.

Half-time Clerk Typist II, Catalog Dept.
Clerk III, Serials Dept.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, DISABILITY,
NATIONAL ORIGIN, ANCESTRY, OR VETERAN STATUS.

PERSONNEL

The Clerk III position in Interlibrary Services held by Steve Shartran has been reallocated to Library Assistant I, effective September 18, 1980.

Margaret Winchell has been appointed half-time Slavic Librarian (Librarian I) on a one-year grant-funded appointment beginning September 18. Ms. Winchell earned the MLS and an MA in Slavic Languages and Literatures from Indiana Univ. Her BA in Russian and English is from the Univ. of Minnesota, and she also studied at the University of Leningrad and Jagiellonian University in Krakow. From 1977-80, she was the Slavic Cataloger with the University of North Carolina, and has also taught in the Department of Slavic Languages and Literatures, Indiana University.

MH



LFA ELECTION RESULTS

The results of the LFA election for peer review representatives are as follows:
 Lib. I (1-year term): Joe Richardson; Lib. II (1-year term): Annie Williams;
 Lib. III (2-year term): Eleanor Symons; Lib. at Large (2-year term): Gene Carvalho.

PERIODICALS READING ROOM

The periodicals collections shelved on level 5 center (including PERIOD/STAX, POLISH/LIB, SLAVIC/YUGO, XB Brieflisting, Latin American newspaper backfiles and L. C. Slavic duplicates) are in the process of being packed in order to be moved to Lippincott stacks. Once the collections have been packed, the issues will be unavailable until they have been unpacked in Lippincott. We are unable to specify an exact timetable at this time. The location names will not be changed for these collections, since any items remaining will be returned to the Periodicals Reading Room following renovation. Please note that the majority of the PERIOD/STAX titles which are classified are being sent to the bindery; upon return, the issues will be sent to Watson stacks, and the Central Serials Record will be updated to reflect the location change.

The following procedure has been devised for retrieving issues from these collections: (1) Library users and staff members should complete the two-part check-out form available at the Periodicals Service Desk to request the titles needed. (2) Requests received by closing Monday through Thursday will be available by 5:00 P. M. on the following day. Requests received on Friday, Saturday and Sunday will be available by 5:00 P. M. on Monday. (3) Items not picked up within one week will be returned to the storage area in Lippincott.

Requests received during the moving stage will be serviced as soon as the collections are unpacked in Lippincott. Users and library staff members will be notified when the items are available. Information regarding the status (packed, unpacked, etc.) of these collections will be available at the Periodicals Service Desk. Please direct your questions to Sarah Couch in the Periodicals Reading Room (4-3950).



UKASE SUPERVISOR TAKES VACATION

From Sept. 22 to October 17 Joe Hewitt, UKASE Supervisor, will be on a well-deserved vacation. All transactions or other information concerning UKASE should still be sent to Joe in the Serials Department at Lippincott. All of Joe's mail will be processed daily. In Joe's absence, all serials staff including branch libraries are asked to use the following guidelines for submitting their October transactions: No high-volume special coding projects should be started; No COPY transactions should be submitted; No experimental transactions should be submitted. Conforming to these stipulations should insure the complete and accurate processing of your routine transaction updates. Unusually complex or experimental corrections should be held until Joe returns. Urgent problems requiring immediate attention should be discussed with Kent Miller. No special purpose lists will be produced prior to October 20.

Jeannette Denton will be in charge of the operations of Record Maintenance Unit in Joe's absence. The production deadlines for October are: October 3: All coding sheets for new titles are due in Record Maintenance by noon. October 10: All transaction sheets are due in Record Maintenance Unit by noon.

Everyone's cooperation with the guidelines stated above will be much appreciated. JH

OPEN MEETING CONCERNING EVALUATION FORM AND PROCEDURES

The Libraries' Committee on Promotion and Tenure will hold an open meeting from 3:30-4:30 Monday afternoon, September 22, in the Max Kade Room, 357 Watson. Evaluators (or non-supervisory librarians) interested in discussing, clarifying, or suggesting changes in the evaluation form and procedures, timetable, etc., are invited to come. MH

LIBRARY FACULTY ASSEMBLY MEETING

The first regular LFA meeting of the new academic year will be held on Thursday, October 2, in Spencer Auditorium at 4:00. The program will consist of 1) introduction of the seven new LFA members, 2) introduction and brief remarks by the chairpersons of the LFA committees, and 3) opportunity for members to suggest items of business for the LFA and its committees to consider this year. Following the discussion, refreshments will be served in the Special Collections Lounge. JN

PUBLIC ELEVATOR

While using the public elevator, please remember that it is in great demand and that other staff and patrons may require it. Please do not hold the elevator on a floor unless it is absolutely necessary. Thank you.

SOFTBALL REPORT

What is this one-sided stuff about the softball game in the supposedly only renovation-related-news FYI supplement? No mention of the great catch of the game--Kendall Simmons' of a Ted Sheldon bomb. Nothing of Barry Bunch's two home runs, of David Walden-Berg's sneaky fake bunt single to start off the first inning to give the Classified a 2-0 lead, nothing of Gene Carvalho's missing first base on his way to second and being put out as he stood dumbfounded on the basepath or of Gary Bjorge's shorts or of Clint Howard's legs. And what about the rematch scheduled for Sunday, September 28. This last article must have been written by someone who didn't even go to the game! KS

(CONTINUED)

REMNANTS OF SOFTBALL PARTY

A yellow plastic cup and two spoons were left at the party Saturday night. They may be claimed in Cliff Haka's office. Also, if anyone inadvertantly took some silverware home, Cliff would like it back.

CH

UPCOMING KULSA EVENTS

KULSA met recently and forthwith respectfully submits a tentative list of upcoming activities. Everyone is invited to participate.

October 17: a Libraries float in the Homecoming parade

October 31: Halloween costume party at work

November: group trip to a Chief's game

November: volleyball tournament/ department against department for the trophy now held by S & D

December: Chess tournament

December: Fall mixer at Cliff Haka's

December: work Christmas party.

Stay tuned for further developments.

COED RECREATIONAL VOLLEYBALL LEAGUE

With the softball season coming to a close, it's time for volleyball. The Coed Recreational League starts play Monday, Sept. 22. The City Coed League starts in January. So far there has been a great deal of interest. There is a manager's meeting tonight (9/18) at 7:00 at 156 Robinson. Kendall Simmons will be going and can represent any people interested. Team entries must be made then. Anyone interested in playing volleyball this fall, contact her at 4-4715. It'll cost \$1.00 a person (that's for the entry fee). Remember, the meeting is tonight, so call her immediately.

KS

Administrative Conference
August 14, 1980

The Administrative Conference met today at 10:30 a.m. with Dean Ranz presiding. Present: Bower, DiFilippo, Dulek for Armstrong, Clark, Gates, Getchell, Glinka, Hack, Harsh, Howey, Kay, Kuzmanovich, Malinowsky, K. Miller, S. Miller, Mason, McDonough, Palij, Passmore, Quinlan, K. Neeley, Jeanne Richardson, Ursery, A. Williams, S. Williams.

HEW TITLE IIC

Clark reported briefly on the status of the Title IIC grant project. October 1 is the beginning of the 2nd year of the project. Possible subjects for a new grant for next year include the O'Haggerty Collection, Pinnell Photographic Collection, Preservation, and Serials Conversion. These were briefly reviewed by Marilyn. If any one has any comments about any of these, please contact Marilyn Clark.

BRANCH LIBRARY MOVE UPDATES

Malinowsky reported that the Satellite Union move is one-third completed. Shelving is now being moved to and installed in the Satellite Union. Marvin Library move is one-third completed, also. By September 1 the Satellite Union will be in operation. Locations in the public catalog have not been changed (for the materials that have gone to the Science Library). All QE's are in Science; Marvin materials destined for Watson are temporarily shelved in 4C Watson. LC's have been integrated; deweys are not. The Reading Room in Lippincott has not moved yet, but will be as soon as Marvin is moved. When Lippincott moves, Title IIC will take over the space. The space vacated by Title IIC will be taken over by the Catalog Dept. and one of the rooms will be used for a staff room.

Art Library books are being moved to the new facility. All shelving in the Art Library will be replaced, because the color is not that which was requested, and the columns that support shelves are not the same size; therefore, the shelves are uneven. We will accept shelving now but between semesters, books will be cleared and the shelving will be replaced.

Charles Getchell is working on a press release for the Lawrence Journal World, University Relations (OREAD), the UDK and KANU radio to inform the community generally of the moves.

Bob reported that the card catalog is undoubtedly going to be wrong. Some kind of information piece will be worked up. If you're not sure where something is, call Science staff.

Glinka reported on the renovation of Watson. Tours of the renovation areas may be held soon because of major construction that has taken place. A major shutdown to change transformers will be done this late September or October. Ranz commented that renovation is going very well, particularly from the standpoint of the patrons. He received a letter from George Worth commending library staff and the circulation department on the excellent service offered to him and other patrons.

COM CATALOG

Passmore reported on his recent joint KU/KSU Com Catalog trip. He and the committee members toured Trinity Tech Library in San Antonio, Texas, the University of Texas Library at Austin, and Widener Library at Boston. He reported on the systems that are in operation at each of these institutions.

Ranz reported that the University has received a \$46,000 grant to do a feasibility study on the development of the State Com Catalog. An advisory committee has been developed and Mary Kay is the Chair. Her committee will not meet again until the end of September.

The meeting adjourned at 11:30.

FYI

*RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 22

September 22, 1980

FORECAST

No problems foreseen except: continuing noise; some dust and commotion in occupied areas of second floor; possible brief periods of air flow interruptions as fans are turned off to connect new ducts into the main system.

THE SCENE

There is little change this week from the general pattern of filling in the spaces, a wall here, a duct there. At this stage decisions about who does what when where must be flexible, and often change quickly. For instance, we related at some length "the big crane is doing this, the big crane will do that..." and then one day the contractor says nuts to all that, borrows another local firm's mobile crane, and shazzam! stone is on the roof, big steel beams are inside the ground floor. Some cases are shazzit, e.g. we still don't have the promised air flow in the east and center stacks because the skilled workmen who must connect the temporary ducts for those areas are all busy trying to meet Phase I deadlines in ground and third floors. But if they should have a half day free while they wait for, say, telephone conduits to be moved, we might suddenly have our prayers answered. (In the meantime, the big new air handling units are scheduled to arrive 9/26 and be installed soon thereafter, giving us a whole new system. So it's a contest of will between those who would be efficient and make only the single change to the new system, and those who would (gasp) breathe!)

RED TAPE

As we go to press we are still waiting to hear whether the change of procedure has been approved that will allow work to go ahead in the 3 East stacks. There is a high level argument about the cost of saving the taxpayers money, so it might take awhile!

SWATCH

The architects are preparing a board showing samples of the fabric, tile, carpeting, paint colors, etc. planned for our ultimate delectation. If you, too, are afraid you might not live to see the final results, the board will be in the Watson Administrative Office (in about 3 weeks) along with a key to show which areas receive which finishes.

RAMP

Now that the columns are poured for the wheelchair ramp (besides moving some shrubbery, which was all we predicted last week) the concrete has to cure for a few days and the holes must be filled. Then forms can be erected for the ramp surface. But until the front entry is remodeled the ramp connects at the top to thin air.

EAST END

The east stairway has been extended up one floor to give access to the new east elevator's penthouse. This work is nearing completion, but is still a mess of scaffolding and grit--a mess that could be increased by a heavy rain before all the openings are sealed. Not only will it be sealed soon, though: the whole east roof will be inspected for weak spots and possible leaks, and repaired as necessary. (Continued)

EAST END (Continued)

The big blocks of east wall that had been cut out for elevator doorways were very carefully hoisted out through the shaft, and the last we heard someone was taking them home for an instant patio.

UP THE TUBE

There has been a federal regulation for several years now that telephone cables must be contained within metal conduits. The regulation has been honored loosely if at all until this past month, but honor it we must. To put all our phone lines inside these rigid tubes means that the telephone installers will have to work more closely with other construction crews, because many of the conduits will be run inside walls and above ceilings, rather than tacked on outside the finished structures the way they usually are in homes. The drawbacks are that this slows down construction somewhat, and gives less flexibility about where a telephone outlet can be located. The advantage is that in case of fire toxic fumes released by the heated cables will stay inside the conduits.

DOWN THE TUBE

In the third floor administrative office area there will be restrooms and a miniature kitchen, with attendant plumbing. Until first and second floors are available for general demolition, a temporary waste water pipe will serve these facilities, running from them across the second floor study area and through the ceiling of Interlibrary Services, down to the main line in the first floor men's room. Part of this pipe is quite visible; not until the first flush will we know if this operation is audible.

BOYS IN THE ATTIC

The building's peaked red tile roof covers a mass of ductwork and wiring, and hence it is a site of much current renovation activity. For years it has been accessible by a wooden stairway. Now, however, the stairs have been removed to make way for one corner of Bob Malinowsky's future office, and there is only a long ladder going up the 18 or 20 feet to the attic floor: not precarious, but hardly secure, either. So the contractor would like to move ahead as quickly as possible to build the new stairway. That is what the disarray and plastic may soon signify in the area across from Room 350 (a.k.a. Serials Department PRIVATE).

FYI

University of Kansas Libraries

Number 571

September 25, 1980

PERSONNEL

The Library Assistant I positions in the Title II-C History of Economics project occupied by Carol Kalin and Kim Weldon, have been reallocated to Library Assistant II. Sandy Gilliland's Secretary II position in the Administrative Office has been re-allocated to Clerk V. The above reallocations are effective October 1, 1980.

Susan Hogle (University Archives) was married August 1st and is now Susan Stahl.

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, October 2 at 10:30 a.m. in the Spencer Auditorium. An agenda has not yet been developed. NS

REORGANIZATION

Effective 22 September 1980, Microforms was transferred from the Circulation Department to the Reference Department. This action was taken after rather extensive discussions concerning the most appropriate location for Microforms. JR

RUN-AROUND

The Engineering Library has requested that staff call to verify that material is actually held at Engineering before sending patrons to the far reaches of the campus. Errors in location have been found in the UKASE and with the shifting of collections some confusion as to what material is held in Engineering has come about. Please inform all staff in your unit. The Engineering phone number is 864-3866 (let it ring several times because the staff is currently shifting the collection). MC

BUDGET REQUESTS

Copies of departmental budget requests are available at the Reference Desk for consultation and review. JLG

NEW GAME--NEW PLACE

The rematch softball game is scheduled for this Sunday, September 28 at 2 p.m. at Hobbs Field, 11th and Delaware. (Note the difference in location.) This time, others are invited to play for both the Classified and Unclassified teams. Since Ted Sheldon's arm isn't strong enough yet to pitch from New York, the game is being dedicated to him. It won't be won for him, however.

HOMEcoming FLOAT

Since we are going to have a float in the Homecoming Parade and since this is a KULSA project, you get to participate. The first thing we need is ideas. Shall we have a contest? Would you like to ride on the float? Perhaps wearing a Renovation T-Shirt and white gloves? Anyone with a clever idea, call Kendall, Charlee, Mary or Ruth at 4715 or Peg at 3396. If you wish, we'll protect your anonymity. KS

LFA Executive Committee meeting, 17 September 1980, 9:30 a.m.

Present, J. Neeley, R. Miller, K. Miller, Melton, Clark, M. Hawkins, Symons.

(Although these agenda items were taken up in a variant order, I am rearranging them in these minutes to match the original agenda, mc)

1. Attempt to establish a regular meeting time. It was decided to meet at 10:00 a.m. on the first and third Wednesday's of the month. However, an extraordinary meeting was set for Oct. 8th, 10:00 a.m. in order to discuss various committee charges. (Max Kade Room)
2. "Regular" meeting of LFA in September. The Committee decided that it would be advisable to call a meeting soon. This meeting will take place on 2 October at 4:00 p.m. in the auditorium of Spencer Research Library (Date and time have been checked with John Nugent). Items so far to be covered at that meeting are: introduction of new staff members, review of names of librarians on various LFA committees, discussion of the question of various committee charges. After the meeting coffee, tea and some sort of crumpets will be served in the lobby/display area outside the auditorium. Each member of the Executive Committee undertook to ascertain that certain new staff members were specially invited to that meeting.
3. Update on the MLS-requirement-for-appointment issue. Dean Ranz wishes to discuss this matter with members of the Executive Committee. This meeting will take place on Oct. 1 at 10:00 in the Max Kade room.
4. Discussion of the new edition of the Staff Handbook. Members of the Executive Committee brought compliments and various changes, major and minor, to Mary Hawkin's attention--the most major item being the need for description of the Collection Development Council.
5. Charges to the Executive Committee and other LFA committees. After discussion of various prospective charges and whether a permanent salary committee is needed, this committee decided to invite Chairperson and other interested members of the Library Committee on Promotion and Tenure and the Professional Development & Recruitment Committee to meet with this group on October 8th, 10:00 a.m. in the Max Kade room.

P.S. After these minutes were written it was decided that the refreshments will be served in the Special Collections Lounge on the first floor. The LFA meeting will take place in the Auditorium as originally planned.

mc 9-18

FYI

*

RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 23

September 29, 1980

FORECAST

No interruptions of basic services are expected.

FLASH

As of Friday morning, 9/26, permission was FINALLY received from state officials to proceed with 3 East stack work. The work (putting up a dust barrier floor to ceiling, patching north and east walls with plaster, sanding the plaster and painting) will go forward immediately, and may be finished as soon as Friday this week.

STACK SHIFTS

The integration of Marvin materials into the 2 East stacks (660's - 770's except folios which are still on 4C) and removal of serials from 5 Center to Lippincott were only the first of a long series of stack shifts. All moves will be posted on the large diagram next to the West Stack Entrance, reported to the Reference Desk, and published as frequently as possible in new editions of the handout stack maps.

The next shift will remove the books that are now sitting on the floor in 3 East (910.6 - 913.43) to 4 Center. This is necessary because the old shelving they came off of cannot be put back up, and new shelving will materialize slowly. It is useful because it makes those books available immediately, and will speed up reopening of the 3 East stacks whenever the construction is finished.

Subsequent moves will have the general effect of spreading the cramped LC books into the available Center stack space. It might also be helpful to put all Dewey folios on the homecoming float and keep driving them around town until March, 1982.

DUST UNTO 2 CENTER

One and Two East and Center stacks have gradually become quite dusty from construction, and will eventually require some serious cleaning. But for now, please close the doors into those areas to contain the stuff.

PHASE I

November 1 is still the target date for Phase I completion, and attendant library moves. By next week we hope to be able to report definite moving dates and plans. The ground floor is looking neater and more nearly finished every day.

BRIDGEWORK

In something that approached grant ballet in grace and precision if not vocabulary, large steel I-beams were lifted in through a small south window last week and swung into place to frame the main center floor. If you smell smoke this week, it may be from welding these beams together, so check before you pull a fire alarm.

Corrugated steel is being laid across the beams, and eventually--but not this week--a concrete slab will be poured on top of it. The beams you can see are for both the main center floor and for the bridge that connects 4 West and 4 Center stacks.

AIRLIFT

The east elevator shaft stonework is within a day or two of completion, a step that will free the crane to hoist the new airhandling unit into place outside the southeast wall. Once positioned it can be connected immediately to the new ducts and start

(continued)

circulating air to the East and Center stacks. Those breezes are our candidate for Better Late Than Never of 1980.

Over the West stacks the old chilling tower will be shut down and dismantled in mid-October. Before its replacement is installed the west stack roof and the chiller's mountings will be carefully inspected for potential leaky spots, and regummed as necessary.

FYI

University of Kansas Libraries

Number 572

October 2, 1980

PERSONNEL

Ms. Bridget Jeffery joined the Library staff as a half-time Clerk Typist II in the Acquisitions Department, effective 09-18-80. Bridget is a graduate of Mt. St. Scholastica Academy high school and received a B.A. in Communications from Benedictine College in 1980.

Ms. Jennie Dienes will reinstate to the Libraries as a half-time Clerk III in the Science Library, effective 10-06-80. Jennie received the B.Ed. from McGill University in 1962, and the M.L.S. from the University of British Columbia in 1979.

CREDITS

George C. Jerkovich, Curator of Slavic Collections and Prof. of Soviet and East European Studies, attended the Annual Conference of the ALA, Slavic and East European Section, in New York. He was a moderator of the section and also presented a paper, "Teaching of Slavic Bibliography at American Universities." Dr. Jerkovich has been named to the Committee for Continuing Education on Slavic and East European Librarianship in North America.

As a correspondent of the Journal *Iseljenički Kalendar* of Matica Hrvatska (Headquarters for the Croatian Emigrants), Zagreb, Prof. Jerkovich visited Yugoslavs in Cerro Punta, Panama, in May and June, in order to assess their role in Panama's market. This research is still in process. MA

BINDING PROJECTS

Sara Tubby will be on vacation from 6-17 October. Library units are requested to refrain from sending materials to be repaired until she returns. Since this unit will be moving from first floor of Watson to the ground floor at some point early in November, major book repair projects should be deferred until after the operation is relocated. Problems should be brought to the attention of Kent Miller. KM

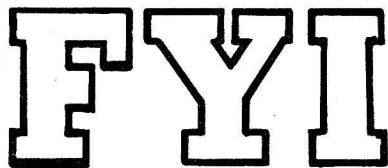
LIBRARY FACULTY ASSEMBLY

The Library Faculty Assembly will meet today at 4:00 p.m. in Spencer Auditorium. See last week's FYI for details. JN

KULSA FALL MIXER

Well, the KULSA Fall Mixer will again be held at Cliff Haka's house, 3409 Lazybrook Lane. The date is Saturday, October 25th at 7:00 p.m. Pot luck, BYOB, we provide pop and setups.

The float is still floating, awaiting a GOOD idea. However, it will definitely be preceeded by the Renovation Kazoo and Whatever Marching Band and that's as many of us as we can muster. So practice your "I'm a Jayhawk", wash your t-shirt, and get your feet in gear. Tell us if you're interested. You know who we are by now.



RENOVATION

University of Kansas Libraries

Number 24

October 6, 1980

FORECAST

No interruptions of basic services are foreseen this week. However, the east stairway may be closed for one day for cleaning and painting now that it has a roof. If so, Circulation, Reference, Microforms, Periodicals Reading Room, Reserve and Exit Control will be notified immediately. If Murphy's Law applies, this will occur the day after the 3 East Stacks are reopened, since that stairway is the only access to 3 East.

GENERAL ACTIVITY

Sanding and painting are proceeding in the ground floor, and on third floor things are nearing the same stage. Ceiling will soon be hung in both areas. As of the 15th, the chiller will be disconnected and some demolition will begin in the mechanical equipment rooms. Stone for the west penthouse will be lifted to the roof, and work will soon go forward on finishing and reopening the west stairway. The wheelchair ramp will probably be poured this week. The air handling unit was installed in the southeast cubbyhole and promptly roofed over (lest it leap out again?).

3 EAST STACKS, VERSE 72

Sanding and painting are done 3 East, and today the rubber coving is being laid around the bottom of the walls. This is the final step before the stacks are ours again. Ours to reshelve the folios, Chicago Tribs, etc. The Circulation Department says it can move on those books rapidly once it gets a definite green light, but feels somewhat dazed from looking at a yellow caution light for so long. If the area reopens to the public this week, public service departments will be phoned and there will be a large notice on the foyer bulletin board.

There is still some work to be done in the reading area on the south side of those stacks: additional shelving, ceiling, and floor covering have to go in. So don't run amok just because you once again have the liberty of the geography books.

LATER, ALLIGATOR

Library staff who are authorized to pass through construction areas may do so exercising all due caution, after 4:30 p.m. During construction hours please stay away: there are hazards ranging from fire to ice, and your bravery in the event of a severed limb will be little consolation to the contractor when he pays his next insurance premium.

OUR MOVE, THEIR COURT

Assuming that Phase I will be declared complete and we will begin moving into the ground and third floors November 1 (this is not a firm assumption, but put on your waders and step with us into the swamp of speculation) the general order of procedure will be as follows: The Periodicals Reading Room is the top priority, first and biggest move. It will go to the west half of the ground floor, roughly in the areas formerly occupied by the Reserve Room and East Asian, and will close to the public over the weekend of the move. The next move will be to put the bindery in the east side of the ground floor and the administrative offices aloft on third floor. This will vacate the first floor so that the contractor can tear into it; the regular front entrance will be closed and we will all use the west ground floor door for the next six months or so. Exit Control will relocate to that door, as will the colored tapes.

(continued)

Later on -- much later -- the Slavic, Latin American, East Asian and Microforms offices will be temporarily situated in the east end of the ground floor, when it is necessary to vacate the second floor.

ON THE LEVEL

It is an established policy of the general contractor that it is preferable to determine desired floor levels before the concrete is poured. Pursuant to which:

The bottom of the South Pit (former Twilight Zone) is part of the ground floor, and connects 3W and 3C stacks. 4W and 4C are being connected by a bridge. Now coming into view is the frame of the floor contiguous with the 5W and 5C stacks and the main first floor. The final effect of this will be that when you walk in the front door of the building you will be able to see the south windows beyond the carpeted reading area and large built-in self-watering jungle. Right now of course you can't see that because a) it isn't there yet, and b) even if it were, there's a wall in the way. That's the wall on your left as you leave the main elevator. It won't be torn down right away, but this week four holes have been made at its base to sight from the existing floors to the projected floor, just in case. And a door size hole has been made so that when the floor is poured (as soon as the end of this week?) concrete can also be moved in to pour the floor where the west center stairway left a hole.

CONTINUING EDUCATION TASK FORCE

MID-AMERICA INN

SALINA, KANSAS

September 19, 1980

PRESENT: Twila Bowersox, Margaret Gant, Linda Schexnaydre, Virginia Quiring, Jane Hatch, Patsy Ruddick, Becky Hinton, Vee Friesner, and Sister Bernadine Pacht

ABSENT: Brittany Fisher, Gail Boutros, Marjorie Coons

Gant opened the meeting. Schexnaydre gave a report on Needs Assessment^m; she recommended the group interview technique. Three sessions of the group interview technique are planned for the KLA-CULS meeting in Hutchinson on October 9 and 10. It was discussed as how to begin to identify what groups? What individual libraries would sponsor group interviews? We can use existing meetings and then get on the agenda for the meetings and publicize. Perhaps could contact larger academic libraries; there could be group interviews with single library staff.

Schexnaydre asked questions about funding-money for travel? Have a workshop and training for consultants? It was decided by the group that there might be a preconference on Wednesday, March 25, 1981; this would be before the KLA in Wichita, March 26-28, 1981. The workshop could possibly start with a noon luncheon, and would be done with a selected group. It was suggested that an article be written for the February '81 KLA Newsletter asking readers if they might be interested in being part of the preconference.

There was further discussion as how to identify people to be trained. What groups is it that we need to identify to come to a training session? Each person on the Task Force is asked to think about this, and bring a list of individual names to the next meeting.

The "Continuing Education Consumer", the newsletter that will be published by the CE Task Force is scheduled to be printed by mid-November. It was decided that articles would be accepted as they are in regards to content.

Some of the entries in the newspaper would include:

A. Name of Continuing Education person at Regents schools, Systems, State Dept. of Education, State Library and Library Science Dept. at Emporia

B. Names of President and Membership person from these organizations:

KLA (Hinton will write article)

KASL (Gant compose this article)

MPLA (Hatch responsible for this)

KAECT (Friesner prepare article)

KCIS (Quiring write article)

Special Libraries (Gail Boutros will be asked to write this article)

- C. News stories; these will be no more than two typewritten pages. Short news stories on:

KLNAC by Friesner
Governor's committee by Jim Marvin
Union by Gorman
Governance by Ranz
INTLL by Mary K.
Com by Hatch
CE by Gant
Schools by Aldridge

- D. Map for CE (already have)
Map for Systems (Friesner)
Map for School District Areas (contact a KASL officer)

- E. Resource persons ad

- F. Question and Answer section--series of questions and brief answers on the Governor's Committee report--each member of Task Force is to send these to Vee F. at State Library.

Copy for all articles are to be sent to Vee Friesner by October 15th. There was discussion of the paper format. If there are too many articles for this paper it will be left at the discretion of Vee F. as to which ones will be printed. The rest of the articles will be printed in the next KLA Newsletter.

It was decided by the group that the \$150 in KLA budget for Continuing Education could be used to print the covers for the upcoming CE Newsletter.

MPLA - Continuing Education - this was tabled until after the Fall MPLA Conference.

Linda Schexnaydre was congratulated for the excellent job she did on the CE Calendar that appears in the Fall, 1980 KLA Newsletter.

The next meeting will be December 5, 2 p.m. at Emporia Public Library following the KLA Council meeting.

SBP/at

FYI

University of Kansas Libraries

Number 573

October 9, 1980

UNCLASSIFIED OPENINGS

ASSISTANT SERIALS LIBRARIAN, SERIALS DEPARTMENT. 12-month, tenure-track appointment. Responsible to the Serials Librarian for the management and operation of the serials technical services units (nine paraprofessional staff). Includes order placement, payment procedures, claim and replacement handling, receiving, and automated serials system maintenance for a collection of approximately 20,000 active titles. Required Qualifications: MLS from an ALA-accredited library school, demonstrated supervisory and leadership skills, library experience with serial publications, and organizational ability. Preferred Qualifications: Knowledge of serials bibliography, publication patterns, and trade; knowledge of library automation as it applies to serial records; familiarity with European languages and with business procedures. Salary: \$12,000-\$15,000, dependent upon qualifications. Apply to Mary Hawkins, Watson Library. Applications must be received no later than November 17, with starting date as soon as possible thereafter.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY,
NATIONAL ORIGIN, VETERAN STATUS, AGE, OR ANCESTRY.

SEARCH COMMITTEE APPOINTED

The following have been appointed to a search committee for the position of Assistant Serials Librarian: Kent Miller, Chairman; Luceil Hamlin; Joe Hewitt; Clint Howard; Kathleen Neeley; and Mary Hawkins.

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Wednesday, October 15, at 9:00 a.m.

PW

NEW BLUE CROSS/BLUE SHIELD PACKETS

The Office of Staff Benefits is currently mailing new information packets to all employees covered under the Blue Cross/Blue Shield health insurance contract. The packets contain information regarding covered services, exclusions, etc. If you are covered under this health insurance contract and have not yet received the new packet of information, please contact Sandy Gilliland in the Administrative Office, 4-3601.

SKG

VACATION RATES INCREASE FOR SOME EMPLOYEES

New regulations that went into effect September 18 increased the rate of earning of vacation leave for those classified employees with fifteen and more years of continuous service. Presently, each permanent, probationary, and conditional employee in the classified service, excluding those who are on temporary or emergency appointments, are entitled to vacation with pay according to the rates listed on the attached memo from Phil Rankin, Assistant Director of Personnel.

TIAA/CREF RETIREMENT SYSTEM

The Board of Regents has approved a change in the Regents retirement system. A copy of the memorandum from Keith L. Nitcher, University Director of Business Affairs, reporting this change, is attached.

KLUSA FUNDRAISER

In order to continue to sponsor such goodies as CPR training, softball games, Christmas parties, etc., we have to raise some money--FAST. So, we are going to have a plant sale on Thursday afternoon, November 6th. We would appreciate all donations of cuttings, plants, pots, etc. Bring them to Circ. or call 4-4715.

KULSA MIXER

We should all be getting your invitations for the KULSA potluck mixer on Saturday, October 25 from 7p.m.-on at Cliff Haka's house. Bring whoever and whatever.

THE PARADE!!!

We have a float idea. Anyone wishing to help build it should call Kendall at 4-4715. Our first work session is going to be Monday night in the staff room. We'll need help painting (bring your own brush), crepe papering, cutting letters, sewing (this can be done at home and is minimal), and setting up. None of it should take too much time and, boy, is it a great idea!!

The parade is at 1:30 on Friday the 17th. The float has to be in place by 1:00 behind Carruth-O'Leary.



THE UNIVERSITY OF KANSAS

Personnel Services
Carruth-O'Leary
Lawrence, Kansas 66045
913-864-4280

September 26, 1980

MEMORANDUM

TO: Personnel Related Staff Members

FROM: Phil Rankin, Assistant Director *PR*

SUBJECT: Revision of Annual Leave Regulations

Effective September 18, 1980, the annual leave regulation has been revised as follows (changes are underlined):

10 years and less than 15 years service:

1½ days per payroll period (accumulation)*
1½ hours per each 22 hours worked
Limit 12 hours per payroll period
Maximum accumulation - 26 working days (208 hours)

15 years of service and over:

1 3/4 days per payroll period (accumulation)*
1 3/4 hours per each 22 hours worked
Limit 14 hours per payroll period
Maximum accumulation - 30 working days (240 hours)

*These amounts are for full-time monthly employees. For less than full-time monthly employees, apply percentages appointed.

The Staff Benefits office will adjust 9/18/80 - 10/17/80 confirmation sheets as necessary to indicate new monthly accumulations and totals when applicable.

PNR:jj

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
An Equal Opportunity/Affirmative Action Employer
Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.



THE UNIVERSITY OF KANSAS

Office of the University Director
of Business and Fiscal Affairs
225 Strong Hall, Lawrence, Kansas 66045
(913) 864-3138

September 20, 1980

Memorandum

To: Mr. Greeson
Mr. Jones

From: Keith L. Nitcher

The Board of Regents, at their September 19, 1980 meeting, approved the recommendation of the Legislative, By-Laws and Policy Committee that the policies of the Board of Regents concerning the Regents retirement system be amended as follows:

Subject to the policies and practices of TIAA-CREF, An employee owning a TIAA-CREF annuity contract and resigning or being terminated from employment shall have the right to elect to preserve all benefits vesting under the TIAA-CREF annuity contract, or alternatively, to take his the accumulated contributions in cash. In-the-event-he shall-not-receive-any-portion-of-the-contributions-to-his-contract by-the-State-of-Kansas--These-credits-shall-revert-to-the-state.

This-option-does-not-exist-in-favor-of-employees-discharged--The rights-of-discharged-employees-to-TIAA-contracts,if-any,upon withdrawal-shall-be-determined-by-consideration-of-each-individual case,as-approved-by-the-Retirement-Committee-of-the-Board.

KLN:jan

cc: Acting Chancellor Shankel
Executive Vice Chancellor Cobb ✓
Executive Vice Chancellor Waxman
General Counsel Thomas

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita

Library Faculty Assembly meeting minutes, 2 October, 4 p.m. Spencer Research Library Auditorium

The meeting was opened by Chairperson Jim Neeley, and the minutes of the last meeting of June 16th were approved.

Newly appointed librarians were introduced to members of the LFA.

Membership and responsibilities of the various LFA Standing Committees were outlined by each Committee Chairperson or designate.

LFA Executive Committee: Jim Neeley, Chairperson, Mary Hawkins, Rob Melton, Kent Miller, Ruth Miller, Eleanor Symons, Marilyn Clark, Secretary.

This Committee defines the charges of the other standing committees and directs particular questions to them. It also plans the four prescribed meetings per year of the full Library Faculty Assembly.

Committee for Professional Development and Recruitment: Margaret Wilson, Chairperson, Earl Gates, Mary Hawkins, Mary Kay.

CPDR supports professional growth and gathers information on professional development opportunities. The Committee recommends policies for disposition of the travel fund, distributes this money to members of LFA and seeks methods of expanding this fund. The Committee has also played an advisory role in individual recruitment questions.

Nominating Committee: Annie Williams, Chairperson, John Glinka, Kathleen Neeley.

This Committee recruits members of LFA to run for elective committees and runs these elections. For example, the Committee recently ran the election for the Peer Review Committee, which incidentally, is composed of the following librarians: Joe Richardson, Gene Carvalho, Annie Williams, and Eleanor Symons.

Library Committee on Promotion and Tenure: Barbara Jones, Chairperson, Barbara Clason, Marion Howey, Sherry Williams, John Nugent, Sally Hocker, Marion Kliever, and Mary Hawkins (Ex Officio).

The LCPT recommends policies and procedures for granting of promotion and tenure to librarians. It also evaluates specific candidates for possible forwarding of their promotion and/or tenure dossiers to the Dean of Libraries and subsequently to the University Committee on Promotion and Tenure.

Budget and Planning Committee: Richard Ring, Chairperson, Ted Sheldon, Cam Steward, Kermit Sewell, Rosemary McDonough and Pat Willer (Classified Conference Representative).

The Committee reviews annual budget requests from department, sends representatives to the budget hearings and makes recommendations to the Dean of Libraries concerning budgetary priorities. This Committee also reviews salary ranges in connection with new appointments. During the current year the Committee plans to query department heads concerning the present budgetary process and to investigate the procedures recently used in moving branch libraries in order to plan more effectively for future moves.

Salary Committee (Although an AdHoc Committee, it has continued to operate continuously in recent years. Ted Sheldon, Chairperson, Joe Richardson, Nora Quinlan, Mary Hawkins (Ex Officio).

The Salary prepares the annual salary plea for the Libraries' annual budget request and generally gathers information on librarians' salaries.

Suggestions for additional committee assignments were sought. The availability of an information panel and speakers on AACR² was announced. Proposals for committee investigations included questions of the Librarian IV rank, classified versus unclassified status for librarians, eliminating rank requirements for certain LFA committees and membership of LFA guidelines.

The group adjourned in an unusually jovial mood to tea, coffee and crumpets in the Spencer lounge.

Respectfully submitted, M. Clark 3/10

FYI*

University of Kansas Libraries
RENOVATION SUPPLEMENT

Number 25

October 13, 1980

FORECAST

The water will be turned off for about an hour first thing Tuesday or Wednesday morning--more likely Wednesday, in order to disconnect the old water lines that have supplied the air conditioner chiller tower above the west stacks. This means that the chiller itself is going, too, so if the weather should be warm again this week feel free to open windows. Yes, we know that everyone has been opening them, but now your sly illicit attempts to breathe have official sanction.

LET THY YEA BE YEA AND THY NAY BE NAY

We are still without a firm moving date for the Periodicals Reading Room, Bindery, Administrative Office and staff room, which is to say that the subcontractors are still unwilling to promise that they can have the ground and third floors ready by November 1. Walking through the ground floor on Friday morning, 10/10, we readily observed that before we move in, plumbing fixtures must be installed and floors poured in the restrooms; ceiling tile has to be set in place and sprinkler heads installed; electrical fixtures must be put in place (can't tell at a glance where the wiring itself stands), all walls have to be painted, interior storm windows installed and window frames finished, doors hung and locks installed, telephones installed (conduits are already in place), lighting units set in place, construction materials and tools must be removed and the area needs a thorough sweeping (final floor coverings will be installed in Phase IV)--AND the University must inspect and accept the work.

But the official word is still "Maybe." The library's position is that we must have two weeks notice before any moving date, i.e., the end of this week for November 1. If we cannot make November 1 we'll have to wait until the heavy late term use is past in the Periodicals Reading Room. That puts us at or near the end of the semester. Messrs. Ranz, Glinka, Malinowsky, Miller and Haka and an unnamed draft choice from the International Horoscope League will meet early this week to name a fallback date.

BIG POUR

By the time you read this the concrete will probably have been poured for the south pit first floor, the bridge above it and the fill-in of the west center stairway hole on first floor. Later in the week the wheelchair ramp will be poured, weather and the supply of cement finishers permitting.

The prompt response to our request for possible pouring of the second floor stairway fill was gratifying. We asked about it last Monday, they poured it Friday. It will allow us to reopen the area around the Circulation Desk, which will take traffic pressure off the card catalog area.

SKI JUMP

If you've been puzzled by the way the wheelchair ramp forms rise to a level above all but the handrails of the front entry, here's the explanation: The top of the ramp is on the level with the main floor inside the building. The entry will be renovated, eliminating the three steps inside the foyer and raising the summit of the whole grandiose, ice-prone limestone extravaganza to that same floor level.

(Continued)

DUCKS

A structural engineer is checking the old concrete beams this week to see if they can be cut out safely where they cross the doorways into the center stacks. For decades they have made such low passages that stack work has been tantamount to capital punishment for the absent-minded.

BITS & PIECES

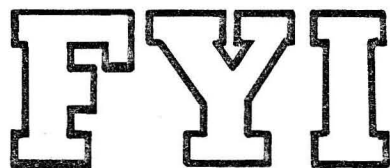
The east stairway will be cleaned any day, but painting will be put off until a later phase so that it won't have to be closed at present.

Lights will be temporary and the ceiling unfinished in the ground floor restrooms for some time to come, because the plumbing overhead, serving the comparable facilities on the floor above, will require access from below.

The new attic stair, touted for its rapid delivery, was suddenly halted for want of a pair of steel flanges. Those have arrived, and the ironworkers hope to get the stairs fastened in place while they wait for all that concrete to set up and give them some more beams and bolts to play with.

A detoured sidewalk is under construction in front of the building in preparation for fencing in the main entrance.

This week about 20 holes will be drilled in the main floor and covered over. This is being done now in order to locate conduit routes, so that it won't be necessary to take apart the ground floor ceiling to do it later.



University of Kansas Libraries

Number 574

October 16, 1980

PERSONNEL

Paula Fakhari will join the Library staff effective October 18 as a half-time Clerk Typist II in the Catalog Department, Catalog Maintenance Section, replacing Julie Wright.

Rich Crank joined the Library staff effective Wednesday, October 15 as a full-time Clerk III in the Serials Department, Serials Acquisitions Section, replacing Cheri Hammer.

UNITED FUND

Members of the K.U. Libraries staff are encouraged to contribute to the 1980 United Fund campaign of Lawrence now in progress. Agencies supported by the Fund provide immediate and direct assistance to those in need in our community, particularly the young, the elderly, those in poor health, and those without adequate resources to support themselves. Anyone who has not received the form for making a contribution, may obtain one from Marion W. Kliever, Libraries representative to the Fund, phone 4-4165.

RAPID RENOVATION DEVELOPMENTS

The 3 East stacks reopened Wednesday morning, 10/15 about the same time electricians decided they needed to do more work there. We were not about to let go of it, so now everybody's down there together: staff, users, electricians, and dustbunnies.

The Subject Catalog was recaptured Tuesday afternoon, 10/14 by reopening the passage in front of the Circulation Desk. Whew!

CC

CATALOGING LOCATION CHANGE

Effective Tuesday, October 14, 1980, "Art Closed Stacks" ceased to be a cataloging location. In its place, "Watson Closed Stacks" will appear on cards.

DLP

KANS-AN TELEPHONE SYSTEM

As a reminder, please use the KANS-AN telephone system when dialing all long distance calls within the continental U.S. The correct procedure for placing these calls is to dial 8 + area code (even if it is the same) + 7 digit number. If an operator happens to cut in while you are placing the call, please ask if he/she is a KANS-AN operator; and if he/she isn't, then hang up and re-dial. Also, please remember to report all long-distance calls to the Administrative Office on the golden-rod colored long distance telephone cards. Your cooperation is greatly appreciated. For further information on the KANS-AN telephone system, please contact the Administrative Office.

SKG

CAR POOL

Anyone wanting a ride to the Mountain Plains Library Association Annual Meeting in Omaha can contact Cliff Haka (4-4715). Cliff will be leaving around 1:00 p.m. on Thursday, October 30 and returning on Saturday, November 1.

CH

(Continued)

WORLD SERIES

The 312th Army Reserve Band will perform during the pre-game activities of the first World Series game in Kansas City, Friday October 17, at approximately 6:45 p.m. Gene Carvalho (East Asian Librarian) plays the saxophone for the Band, and is also the Woodwind Group Leader.

KULSA FLOAT

Plan on seeing the KULSA float sink at the Homecoming Parade this Friday at 1:30 on Jayhawk Blvd. If you want to ride on it, wear your t-shirt and be behind Carruth-O'Leary before 1:30 p.m.

KS

KULSA MIXER

We hope you're all planning on being at the KULSA mixer on Saturday, October 25. Time: 7:00-on. Place: 3409 Lazybrook, off Kasold. Bring: pot luck, beverages (we provide soda and set ups). YES! Your kids, spouses, etc. are included in the invitation, as they are to all KULSA events. Do come.

KS

FYI*

RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 26

October 22, 1980

FORECAST

Aside from a brief hiatus already past in water supply, basic services are operating at their normal shoestring level. Ventilation is a wild card this week, as some new equipment is added (but not the new fans because the fan manufacturers are on strike) and attempts are made to cobble old and new systems together into something that responds to both cool mornings and warm afternoons.

GO, GO, GO

The Periodicals Reading Room will move over the weekend of November 1-2. (Following which Sarah Couch will be nominated for sainthood; Muriel Cook declined similar honors due to a prior nomination to motherhood.) Attached is a copy of the flier being sent to all University faculty and staff. Please read it and get the dates firmly in mind.

Shelving will be moved in beginning this Thursday. Much of it is coming down from the former Art Library, possibly with the help of the big crane. There will still be unfinished details of the ground floor area such as the storm windows and vinyl floor covering in the hallway outside the restrooms but those things are minor once we have toilet bowls and telephones. In general, our threats of "November 1 or else" have finally produced "great skillful skill and great speedy speed," as Dr. Seuss would say.

Exit Control will open for business at the west front door on Monday morning, November 3. The Administrative Offices will be much slower in moving because the big push has been made to complete the ground floor. And there seems to be a hangup on the floor covering: the carpet is scheduled to be woven November 26! The Bindery and Staff Room, too, will be moving later on.

In summary, there won't be a clear break between Phase I and Phase II, and it will be to your advantage to keep in touch with developments as people and materials move.

FLOOD

While most folks were glad for the drought-breaking rains last Wednesday and Thursday, the main roof gutter overflowed into an area of the west roof where the water was funneled down into the west stairwell and the main reference office ceiling. The best efforts of John Glinka and general contractor Pat Green between 2 and 4 a.m. notwithstanding, a substantial amount of water ran through the ceiling tiles and down into the office. The ceiling tiles are made of cellulose and glue. The water dissolved some of the glue. What poured onto desks, into typewriters and files and boxes of completed bibliographic searching was glue. Further details may be obtained from Rob Melton, Charles Getchell or Rich Ring, the persons whose desks were hit.

ANTI-FLOOD

Close inspection has shown that the west stack roof is not in good condition and needs to be completely replaced. There is some question as to whether this will happen after awhile (it requires a Change Order from Topeka) or after a long while.

A roof has been set over the west stairway penthouse so it can't repeat last week's flood. The acrid smell is tar sealing for it.

HOT WATER

The old hot water heater --- the one installed by Sir Isaac Newton --- is being removed. Temporary small ones will be put into the two main floor restrooms. There will be no hot water on third floor for some time to come. In fact the kitchenette up there is still waiting on shop drawings.

SWATCHES

A sample book has arrived showing paint colors and floor and wall covering swatches. To find out what you will be living with, you'll need to know your room number. Both the sample book and floor plans showing room numbers are available in the Administrative Offices.

\$64 QUESTION

If they can put a man on the moon why can't they get the pigeon out of the Reference Room?

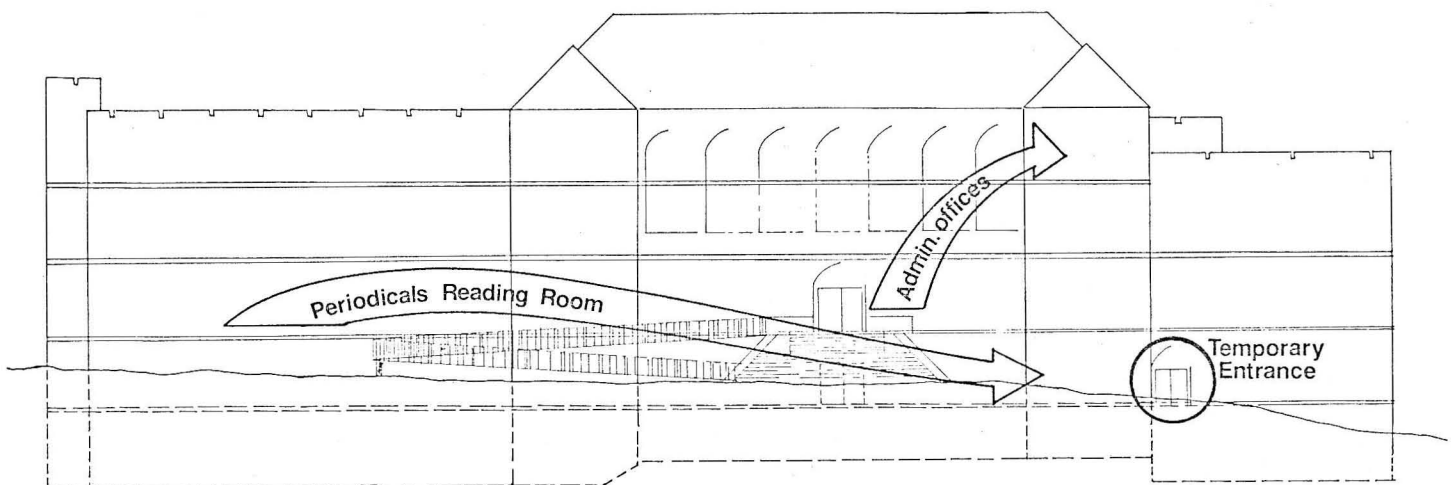
Late breaking news: with a quick hand and a tender heart Galina Kuzmanovic caught the pigeon, gently gave it a drink and carried it to a safe spot outside near a birdbath.

A BRIEF INTERRUPTION IN LIBRARY SERVICE

Watson Library has been under extensive renovation since May 1, and some areas are now ready for occupancy. Over the weekend of November 1-2 the Periodicals Reading Room will move from its familiar location on the main floor to a space on the ground floor. It will be closed from 5 p.m. Friday, October 31, until noon Monday, November 3 in order to make the move with the maximum possible organization of nearly 100,000 bound and unbound periodicals, microfilms, newspapers, etc. Although the doors will reopen at noon on Monday the 3rd, the level of service will depend on the progress of the move. Full service will be restored as quickly as possible.

Please plan assignments to work around this closing: each person will be allowed to check out six items on Thursday, October 30th or Friday the 31st. Those items may be kept until noon Wednesday, November 5, but must be returned to the relocated Periodical Reading Room.

At the same time the regular front entrance of Watson Library will be closed and we will begin using the ground floor entry to the west of the main doors. This will continue throughout Renovation Phase II, which will be completed next spring.



Within a few weeks Library Administrative Offices will move from their present main floor location to renovated quarters on the third floor. All these moves combined will vacate the main floor so that the contractor can take over the area for the next six months. The full renovation is scheduled for completion in early 1982.

If you have questions about this or other aspects of the libraries, please come in or call the Reference Department (4-3347) or the Administrative Offices (4-3601).

FYI

University of Kansas Libraries

Number 575

October 23, 1980

PERSONNEL

Christia Robertson and Elaine Wallace have been hired as temporary Clerk II's, each working half-time, in the Fines Office of the Circulation Department. Their appointments are effective October 18, 1980.

PERIODICALS READING ROOM MOVE

The move of the Periodicals Reading Room is scheduled for the 3-day period from October 31 through November 3. In order to accomplish this move in a short period of time, we will need approximately 15 workers per hour. Supervisors who have students interested in working extra hours from noon Friday, October 31 through noon Monday, November 3 should ask these students to see Sarah Couch to arrange a schedule not later than 5:00 p.m. on Monday, October 27. The students will be paid by the Serials Department. Students should be certain that they are eligible to work extra hours and that they do not exceed the maximum number of hours allowed to them per month. Other staff members interested in volunteering time to assist with this project should also contact Sarah by 5:00 p.m. on Monday. Thank you. SC

BUSINESS AND ECONOMICS READING ROOM

The Business and Economics Reading Room will be closed this weekend October 25 & October 26 in order to move (again) to 102 Summerfield. This should be our final move. In other news there will still be no phone for several weeks. And, finally an announcement of the appointment of Cherrie Saile to the vacant 50% of my position was never made. Cherrie is the new half-time LAII in the Reading Room. R. Runyan

UNITED FUND

When making your contribution to the United Fund, write KU Libraries as the firm name on the form so our contributions are properly credited. MK

KU FACULTY AND STAFF DIRECTORIES

The 1980/81 K.U. Directories of Students, Staff and Faculty have been received and being distributed to Library departments. Please contact Sandy Gilliland in the Administrative Office if your department is in need of additional copies. SKG

VETERANS DAY

Governor Carlin has declared Tuesday, November 11, a state holiday for classified employees. However, since classes will be in session that day, the following guidelines are in effect: Librarians, student hourly employees and other unclassified employees are to report to work as usual. Library public service departments are to remain open to serve the needs of Library patrons. If a classified employee is required to work that day, that is, if student employee or other unclassified employee coverage cannot be arranged, the classified employee will earn compensatory time off at the rate of 1½ hours for each hour worked. If you have questions regarding Veterans Day working hours, please contact Sandy Gilliland in the Administrative Office. SKG

STATE PROVIDED LIFE AND LIABILITY INSURANCE

Effective July 1, 1980, life insurance coverage paid by the State and provided to members of KPERS and to members of TIAA/CREF, increased in value from 65% to 100% of the employee's annual salary. Optional life insurance policies which provide additional coverage at group rates are also available to employees. For more information regarding these benefits, contact the Office of Staff Benefits, 4-4418.

SKG

LIBRARY ADMINISTRATIVE OFFICE

With the recent reallocation of Sandy Gilliland's position to Clerk V (Library Office Manager), the Administrative Office has undergone some changes. As information to Library departments and staff, general duties of the Administrative Office support staff are outlined below:

Darla Perry (Receptionist) receives classified time cards and completed classified employee evaluations. Reports of building maintenance problems, requests for appointments with Library administrators, and requests for conference room use should also be submitted to Darla.

Anita Alvarez (Account Clerk) receives supply orders, oversees operations involving the deposit of income monies, receives requests for state vehicles. Special supply requests should also be directed to Anita.

Pat Willer (Student Payroll Coordinator) receives student timecards and requests for library keys. Questions regarding advertising, recruiting, and hiring of student employees, as well as departmental student payroll allocations and expenditures should be directed to Pat.

Sandy Gilliland (Office Manager) receives applications for classified vacancies, employee status changes, long distance telephone report cards, and articles for inclusion in the FYI. Questions regarding classified vacancy advertising, recruiting and hiring of employees, and classified payroll, as well as employee benefits, library and state procedures and regulations regarding the above, should be directed to Sandy. Also, general questions regarding in-state and out-of-state travel should be directed to Sandy.

If Darla, Anita, or Pat are absent from work and you have a question for one of them, feel free to ask Sandy for assistance.

SKG

KULSA

Don't forget to bring in your cuttings so we can get them started for the KULSA plant sale. Call or bring them to Marg in Circ.

Also, this Saturday night is the KULSA mixer at Cliff Haka's house, 3409 Lazybrook. Starts at 7 p.m. BYOB and potluck. Kids, etc. welcome (we'll bury them in the back yard?) Seriously, it's time for another renovation get-together and an opportunity to relax and enjoy.

KS

RENOVATION T-SHIRTS

Those of you who have paid for your t-shirts, come and pick them up from Kendall in Circ. Those of you who haven't paid for them, bring \$5. If you have changed your mind and don't want the shirt, let us know. There's a waiting list.

KS

Minutes of the Administrative Conference
October 2, 1980

The Administrative Conference met today at 10:30 a.m. with Dean Ranz presiding. Present at today's meeting were: Alexander, Carvalho, Clark, Gates, Glinka, Haka, M. Hawkins, Jones, Malinowsky, K Miller, J Neeley Passmore, Je Richardson, Shawbaker, Ursery.

Cliff Haka presented to the members a revised stack layout, as shown below:

CENTER		WEST	
E. Asian	8	LC 8	
Serials	7	LC 7	
LC 9	6	LC 6	
LC 10	5	LC 5	
Biographies	4	LC 4	
Theses, Diss.	3	LC 3	
LC Folios			
Dewey			
Dewey	Dewey	2	LC 2
Dewey	Dewey	1	LC 1

It was suggested that LC folios on 3 Center be switched with the biographies on 4 Center so that all LCs are together.

Glinka reported on the renovation: The handicapped ramp is currently being built. The crane is now on the west end of the Library to raise materials to the roof so that the penthouse may be finished. In the old mailroom/bindery area the walls are up and conduits for lighting have been installed. The renumbering of floors is being discussed and may be decided to change the floors from Sub-basement, Basement, 1, 2, and 3 to: Levels 1-5, Level #1 being the current sub-basement floor, Level #2 being the current basement floors, etc.

The new Administrative Office area on the west end of the third floor is still under construction. The Phase I moves may have to be done in the middle of December rather than November so that the Periodicals Reading Room service will not be interrupted.

Passmore presented an update on the COMCAT. Sally Voth has some interesting information regarding Northwestern University's system. Apparently their computer cost per year (excluding terminal costs) is between \$110,000 - \$120,000 per year. This system will be studied. After the initial study of the programming it could probably be altered to our purposes, provided the state could cover some of the costs. Northwestern has their own computer in the Library, an IBM 4331 with a 3370 disc drive unit. Their disc capacity is better than one billion bites. The cost of this program is \$50,000. More information on this later.

(Continued)

Ranz reported on the Serials cancellations: \$39,000 in cancellations have occurred this fall. The original goal was \$32,500; this has generated a new title fund of approximately \$6,000. A list of the cancelled titles is in Lippincott for staff review.

Ranz then reported briefly on several statewide committees: The Governor's Committee on Library Resources (concerned with developing a State Library Network Board), the Ways and Means Committee (concerned with the duplication of library collections).



* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 27

October 27, 1980

FORECAST

Heating is an unknown this week (see below). Otherwise we should have fairly steady electricity, water, and altitude above sea level. Noise will be sporadically high in areas adjacent to the stairs and the South Pit. Men will be measuring on first, second and third floors this week to set exact dimensions and locations of future ducts so the ducts can be ordered.

DUST

We did pretty well on dust control for the first few months. But then came a mote. And another mote: things got out of hand in places, until at last there were motes all over the agenda of the weekly contractors meetings. "Your motes," said some. "No, yours," said others. This sort of productive discussion continued for several weeks until the library finally established the position that we don't want any of them, the contractor (and subs) will have to pay for cleaning them up, and from here on out work crews must be more careful always to put up barriers, sweep up spills, plug up holes. However: It's much easier to spot a dust leak from the library side than from the construction side, i.e. where the dust is than where it isn't. So if you see construction dust on books in the stacks, in your sandwich in the staff room, in the pages of your annual evaluation form, please report it to the Administrative Office before another mote gets in.

GROUND FLOOR

Restroom floors have been tiled, and the entire ground floor ceiling will be placed by Monday, November 3. Lighting panels and sprinkler heads are in, and doors are going up fast. The first shelving is installed for the Periodicals move. Some things will remain unfinished, however: floor covering, except to plug some holes in the floor; interior storm windows; paint on the walls.

The hottest race is get the west stairway ready for use by 8 a.m. Monday the 3rd, when we begin using the west entrance. The racket last week was the sound of knocking the hole through the roof from the top of that stairwell to the new penthouse above it. This allows steel stairs to be installed, extending the stairwell to the third floor, a place it never went before. After that and some serious tidying up we're home free.

Home free, that is, to lend the Periodicals Reading Room and its deputies all moral and physical support in their Ordeal by Move. Your own turn will come later.

THERMOSTATIC DISCUSSIONS

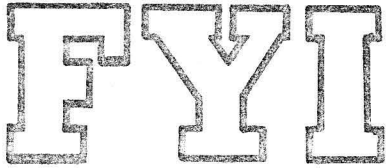
The ventilation system in Watson Library has never been simple. A high level meeting is being held in which the heating subcontractor will try to explain the old system, the new system, and the in-between system to university and library representatives, and library people will try to explain to the heating man that, protestations of the summer months notwithstanding, nobody wants to freeze. The warm air that ensues from these deliberations should take the chill off the place until Facilities Operations can make the rounds to turn on our thermostats.

STACK ACCESS

Although we will soon be occupying the ground floor, we will not be occupying the South Pit area between levels 3 and 4 West and Center. It will still be necessary to return to the front part of the building to go across between them. However, there will be ground floor stack entrances into West, Center and East stacks, and we will reclaim the former Documents area for reading space and easier access to 3 East. Watch for a new stack map showing these changes.

GARÇON, A TABLE IN A QUIET CORNER PLEASE

In all the publicity about moving Periodicals and Administrative Offices, Bindery and front entrance, we have remained conspicuously silent about the future of the Staff Room. It has to leave the main floor soon: where to? We still don't know, though there is a good chance that it will go to the post-renovation site in the southeast corner of the basement. Or we could turn it into the biggest floating crap game in town. Or we might hold progressive coffee breaks (never mind lunches) with each department entertaining all comers once every ten days. Other suggestions?



University of Kansas Libraries

Number 576

October 30, 1980

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Thursday, November 13, at 9:00 a.m.

PW

BUSINESS AND ECONOMICS READING ROOM

The Business and Economics Reading Room will be closed this weekend in order to move to our new location in 102 Summerfield. (If this note gives you a sense of deja vu, don't worry. We did not move as planned last weekend because the architect did not approve the work.) Still no phone.

RR

CHADSEY COLLECTION

For the past several weeks, due to the decreased acquisition rate, Cataloguing has been processing those new titles in the Chadsey Collection which have L.C. copy on OCLC. Having nearly run out of those, classified staff is also cataloging some Chadsey titles which have contributed copy.

Much of the Chadsey Collection consists of added copies. Acquisitions will soon begin to process those which are represented at K.U. by pre-OCLC cards; the added copies will be manually added to the shelf-list card, Dewey or L.C.

DP

LIBRARY SCIENCE MATERIALS

The Acquisitions Department has established a fund for the purchase of materials in the field of Library Science. Such materials will no longer be received on the North American imprint approval plan. If staff members have requests to make in the field, those requests should be directed to Marilyn Clark, who is serving as the bibliographer for the fund.

TS

TUITION ASSISTANCE DEADLINE

Library staff interested in applying for tuition assistance for the spring 1981 semester should contact Sandy Gilliland or the Office of the Executive Vice Chancellor (231 Strong Hall, 4-4904), for an application and information.

To be eligible, applicants must be full-time employees and have worked for the University for at least one year. Applications must be received in the Executive Vice Chancellor's office no later than 5:00 p.m. December 1, 1980.

SKG

LECTURE ON GEORGE ORWELL

Ian Willison, Head of Rare Book Collections at the British Library, will present a lecture entitled "20th Century Bibliography: the case of George Orwell" at 7:30 pm on Tuesday, November 4, in Spencer Library Auditorium. The lecture is presented in cooperation by the Department of English and the Libraries' Department of Special Collections.

LEJH

KANSAS REGENT LIBRARIES AACR2 INSTITUTE

The Kansas Regent Libraries AACR2 Institute will be held at K.U. January 7, 1981, from 8:00 a.m. - 12:00 noon. The purpose of this institute is to educate the library staff about the impact of AACR2 on technical and public services. If you are planning to attend, please fill out the tear sheet below and return to Margaret Wilson, 207 Lippincott, by November 13.

MW

☐

I plan to attend the Kansas Regent Libraries AACR2 Institute.

(Return this form to Margaret Wilson, 207 Lippincott)

NOVEMBER 15, 1980

10:30 - 11:15 KANSAS STATE SCHOOL FOR THE DEAF LIBRARY
PANSY HUDSON, LIBRARIAN

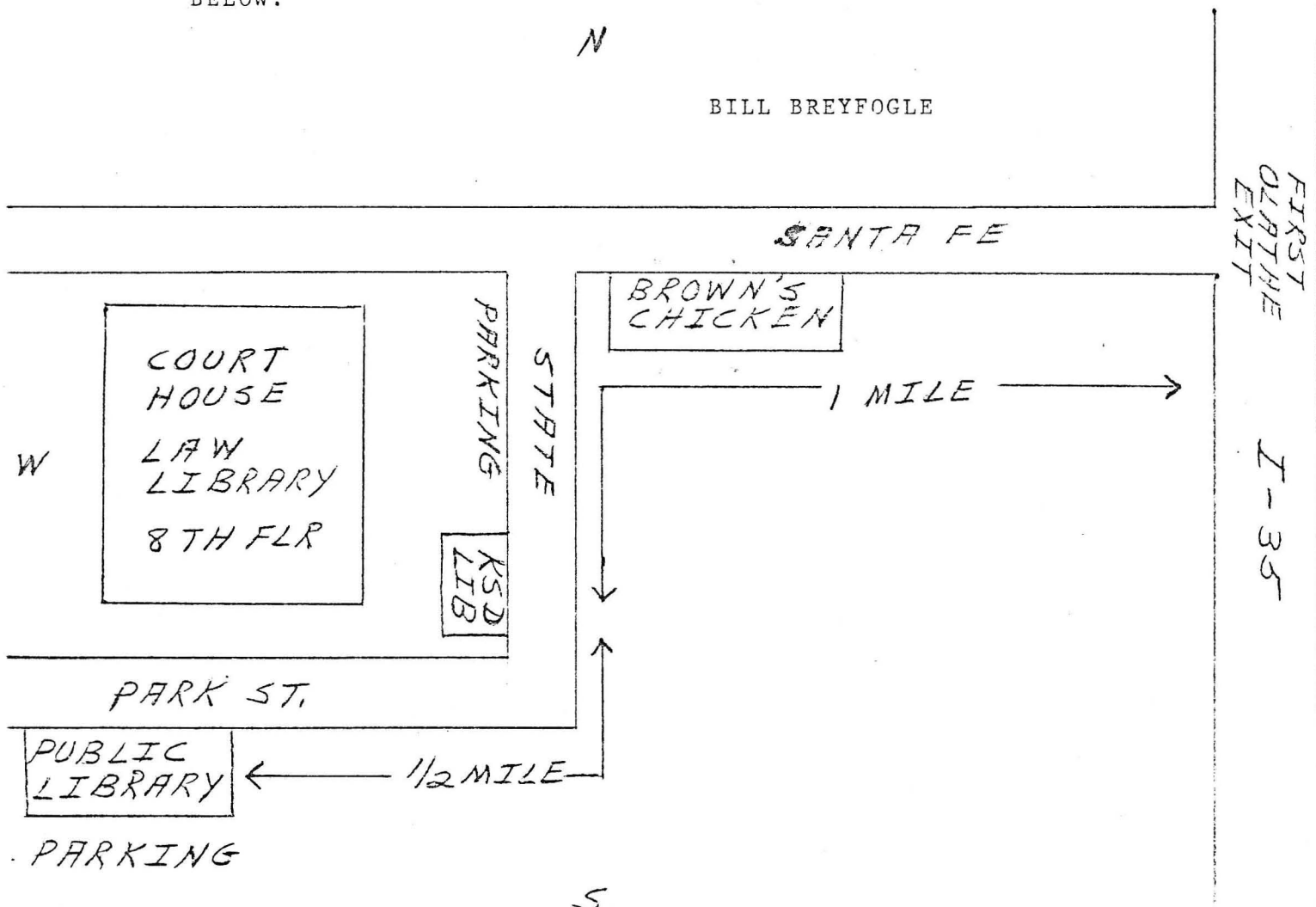
11:30 - 12:15 OLATHE PUBLIC LIBRARY
EDWIN COMPTON, LIBRARIAN

12:30 - 1:30 LUNCH (OPTIONAL) YE OLDE MUSTACHE CUP (DOWNTOWN
OLATHE) SPECIALTY - BARBECUE.
NO RESERVATION REQUIRED.

1:35 - 2:15 JOHNSON COUNTY LAW LIBRARY
BILL BREYFOGLE, LIBRARIAN

HOPE TO SEE YOU IN OLATHE - TO FIND OUT HOW TO GET THERE SEE
BELOW.

BILL BREYFOGLE



LFA Executive Committee meeting, 1 October, 1980, 10:00 a.m.

Present: J. Neeley, Chair, R. Miller, K. Miller, Melton, Clark, M. Hawkins, Symons, and Jim Ranz, invited for consultation on the day's topic.

The minutes of 17 September were approved with two friendly amendments.

The primary topic of discussion was the MLS-requirement-for-appointment issue.

After Dean Ranz described the circumstances which lead to the controversy and outlined his position, the Committee discussed the issue at some length. It was finally decided to give the Professional Development and Recruitment Committee a charge as follows:

The Professional Development and Recruitment Committee is asked to examine, clarify and, if necessary, rewrite and present to the LFA Executive Committee the criteria concerned with degree and/or professional qualifications as stated in the Staff Handbook Section G.11.a. If the recommendations include exceptions to those criteria in specific cases, then procedures should be suggested for allowing these exceptions. The LFA Executive Committee would like to have the Professional Development and Recruitment Committee's recommendations by December 1st, 1980.

There was a general discussion about a suggestion from the Office of Academic Affairs that the Library Administration examine vacant positions for possible definition as classified positions. If the matter is seriously pursued by the Office of Academic Affairs the question may be taken up with the Library Faculty Assembly or some committee thereof.

LFA Executive Committee meeting, Oct. 8, 1980, 10:00 a.m.

Present: J. Neeley, Chair, R. Miller, K. Miller, Melton, M. Hawkins, Symons, Barbara Jones (LCPT) and Margaret Wilson (PDR)

Neeley opened the meeting by mentioning that he had received numerous favorable comments about the LFA meeting held on Oct. 4.

The agenda for the meeting consisted of discussion with the Chairpersons of LCPT and PDR of (a) the Oct. 6th charge to PDR concerned with study of the criteria for appointment as pertains to degree and/or professional qualifications and (b) several issues which had been mentioned as possible areas of LFA investigation: nine-month appointments, L-IV rank, L-I equivalence to asst. prof., etc., service and research requirements for L-I's and II's, and making promotion and tenure a simultaneous decision.

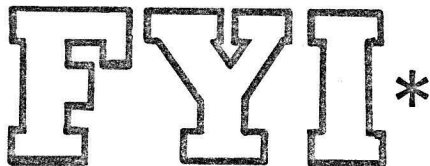
In regard to point "a", Margaret expressed the feeling that establishing requirements for appointment to the professional staff was not the function of PDR and that the charge should have been sent instead to LCPT. After considerable discussion concerning which was the appropriate committee to under take the charge, or if indeed the matter did cut across committee responsibilities, both Barbara and Margaret indicated that they would discuss the matter with their respective committees and report to the Executive Committee at a meeting which was scheduled for Oct. 22.

Following discussion of the items listed in point "b" of the agenda, it was decided that no action will be taken at this time.

K. Miller mentioned that an item which may be referred to the committee chairpersons in the future is consideration of the Salary Committee, i.e., should it be made an official LFA committee? should it be incorporated into an existing committee? or should it remain as is?

As an update on the professional position justification recently initiated by OAA, Mary indicated that as of this date, no recruitment efforts are being deterred by OAA. Dean Ranz has discussed the matter in a meeting with Vice-Chancellor Christoffersen and Mary has written him a rather lengthy letter outlining the problems associated with a move to the civil service librarian classification emphasizing the problems associated with national recruitment.

Due to the meeting scheduled for Oct. 22, the regularly scheduled meeting on Oct. 15 will be cancelled.



University of Kansas Libraries
RENOVATION SUPPLEMENT
Number 28

November 3, 1980

FORECAST

Electricity, plumbing (except women's restroom on west end of second floor), elevators and phones all operating normally. Ditto noise and dust. Heating is on in most of the building, but the ground floor and the far west end are without until Wednesday or Thursday. Their steam lines were disconnected in the course of some Mechanical Room demolition, and the reconnection is leisurely if not dilatory.

OOOOOOOPS

All due fanfare has been sounded for the west stairway, the new avenue of approach from the temporary front door to the major public service areas on second floor. On Thursday, 10/30 the awful truth dawned: there's no way to get off those stairs on second floor! The landing is snugly walled in, or was until the contractor seized the lesser of two evils Monday morning and bashed a doorway into the women's restroom so that traffic could flow through the restroom into the broom closet, around a tight corner and into the dark hall. Welcome to beautiful Watson Library.

TACKS

On the ground floor the final wall coverings will be vinyl, to be hung during Phase IV. Currently the surfaces are sheetrock and plaster. The contractor says that we may tack anything we like onto the walls, but shouldn't tape anything, because the tape may tear the surface when removed. Nothing, but nothing, may go up on the doors: they are partly finished, and tacks or adhesives of any kind will mar the final finish.

STACKS

Each stack level is going to be painted, and receive upgraded ducts, sprinklers, wiring and lighting. According to the contract, the library will cover the books with visqueen (plastic), two stack levels at a time, and the workmen will take over the area, complete the work in two weeks and then move on to the next two levels. Circulation will page books in the evenings from construction areas.

We now have information somewhere between a speculation and a promise that the stack work will begin in mid-December at the top of the Center stacks, and go down from there.

CARDIOPULMONARY RENOVATION

The folks who brought us "air conditioning" all summer would now like permission to take over part of the Interlibrary Services Office and Slavic Alcove to run a main duct down from third floor, assuring us that we won't have adequate air circulation without it. They would like an area about 6' x 20', and along with ventilation they promise us the deal includes an option on the Brooklyn Bridge. John Glinka is still negotiating.

At some point--maybe yesterday, maybe in a year--that same crew will be cutting holes in the roof of the Center and West stacks. Something to do with "fresh air," they said.

(Continued)

SALVAGE

Demolition in parts of first floor will begin momentarily. If there are things there that you want as salvage, notify John Glinka immediately and be prepared to remove the desired object(s) within 24 hours.

FRAGMENTS

Nobody will say exactly what the schedule is on pouring the second floor South Pit, but there is plenty of activity there, including an Instant Doorway onto second floor.

The quietest, most peaceful place in the building is Sarah Tubby's domain on ground floor.

The workers who insulate air ducts are on strike. Generally this has little effect, except for one area: Jim Ranz's new office. It may remain unfinished for quite awhile, as the insulators are reported to have a fat contract in Nebraska under a different labor agreement.

The Periodicals Reading Room move has been accomplished with a speed and smoothness that surprised and gratified all participants. And for those facing schizophrenia, neurosis or minimal brain damage due to renovation, John Glinka reports a new form of psychotherapy: "Moving shelving really takes your mind off other things."

FYI

University of Kansas Libraries

Number 577

November 6, 1980

TRAVEL FUND REQUESTS DUE NOVEMBER 15

Applications for reimbursement of travel during January, February and March are due November 15. Application forms are available from Margaret Wilson, 207 Lippincott. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. MW

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Thursday, November 13, at 9:00 a.m. PW

INTERLIBRARY LOAN REQUESTS

It occasionally happens that in an attempt to expedite an interlibrary loan request a library or an individual will address that request to the KU Libraries unit where the material is held rather than to Interlibrary Services. ILS asks that staff of other units such as branch libraries immediately forward interlibrary loan requests mistakenly addressed to their unit. This will result in faster and more consistent service for all requests. MHK

LIBRARY FACULTY ASSEMBLY

The LFA will meet Tuesday, November 25, at 4:00 p.m. in Spencer Auditorium. Agenda items include: Discussion and action on a substitute proposal for exceptions to the MLS requirement for appointment (see attachment). JN

PERIODICALS READING ROOM MOVE

The move of the Periodicals Reading Room from the 1st to basement level in Watson was initially completed over the very long weekend of November 1-2. This feat was accomplished in such short order due to the exceptional efforts of a group of individuals (approximately 40 in number) who worked, and worked, and worked.... This group was comprised of Reading Room staff, full and part-time; full-time staff volunteers; the Circulation Department shelvees; and a group of students hired for a three-day period. "Thank you" hardly seems sufficient. KEM

UNITED FUND

The Lawrence 1980 United Fund campaign continues to solicit money for needy persons in our community. As of October 31, the United Fund had record of 13 out of 138 employees of the Libraries who had contributed. Give while you still have more money than month. Write Libraries as the firm name on the form. Mail contributions to: Lawrence United Fund, Inc., Box 116, Lawrence, KS 66044. MK

CENTER STAIRS

The Center stairs are now decommissioned for the duration of Phase II. Please direct yourself and others to the West or East stairs except in cases of fire or nuclear war. CC

STACKS

Contrary to popular opinion, the Theses and Dissertations are not on 5 Center. Nor will they be moved to 5 Center. That's where the Q-Vs are going to join the already shifted Zs. At this point, the Theses and Dissertations are on 6 Center where they've been for awhile...enjoy them to your hearts' contents. KS

BUSINESS AND ECONOMICS READING ROOM

We now have a phone: 864-3854.

VETERANS DAY HOLIDAY

Governor Carlin has declared Tuesday, November 11, a state holiday for classified employees. However, since classes will be in session that day, the following guidelines are in effect: Librarians, student hourly employees and other unclassified employees are to report to work as usual. Library public service departments are to remain open to serve the needs of Library patrons. If a classified employee is required to work that day, that is, if student employee or other unclassified employee coverage cannot be arranged, the classified employee will earn compensatory time off at the rate of 1½ hours for each hour worked. If you have questions regarding Veterans Day working hours, contact Sandy Gilliland in the Administrative Office. SKG

TUITION ASSISTANCE DEADLINE

Library staff interested in applying for tuition assistance for the spring 1981 semester should contact Sandy Gilliland or the Office of the Executive Vice Chancellor (231 Strong Hall, 4-4904), for an application and information. To be eligible, applicants must be full-time employees and have worked for the University for at least one year. Applications must be received in the Executive Vice Chancellor's office no later than 5:00 p.m. December 1, 1980. SKG

WATSON WITHOUT WATER

Friday morning, from approximately 8:00 a.m. - 8:30 a.m. the water in Watson will be shut off. It should be turned back on at approximately 8:30. SKG

Substitute Proposal for Exceptions to the MLS Requirement for Appointment

Last April the matter of appointing non-MLS candidates to the Librarian ranks became an issue when the position of Assistant East Asian Librarian was announced with the MLS qualification preferred but not required. In the ensuing discussion among the LFA and the library administration it became apparent that the Staff Handbook failed to specify clearly enough under what circumstances and by what procedure exceptions to the MLS requirement would be made.

On June 25th, a measure was passed by the LFA amending the Staff Handbook criteria for appointment as follows. (These qualifications are set forth in Sections G.11.a and G.11.b in the revised Handbook issued August 1, 1980. Formerly they were on pages 32 and 32a in the 5th (green cover) edition.)

Master's degree in library science from an ALA accredited library school...(no change)

or

Bachelor's degree in library science if granted before 1948...
(no change)

or

Equivalent foreign professional library certification...(changed from "equivalent professional certification").

Exceptions to any of the above must be approved by a two-thirds majority of the total membership of the Library Faculty Association prior to the publication of the vacancy notice (new material).

The Dean, however, considered this measure impractical because it gives search committees insufficient guidance in recommending exceptions and makes the approval process so difficult as to deter an attempt even in the most meritorious cases. Consequently, the LFA Executive Committee in consultation with the Dean developed the following substitute measure which it will formally propose for adoption at the LFA meeting on November 25th.

"Master's degree in library science from an ALA accredited library school...(no change)

or

Bachelor's degree in library science if granted before 1948...
(no change)

or

Equivalent level of foreign professional library education...
(changed from June 25th measure).

or

Other master's or higher level educational qualification approved by the Dean of Libraries following the consultation with and recommendation of the Search Committee and the Professional Development and Recruitment Committee. Whenever the MLS is not required, it must be stated as a preferred qualification (new material)."

It is understood that all full-time library faculty appointments, including those without the MLS, will continue to be made at the Librarian I, II, or III rank in a tenure-track position with full membership in the LFA and with all rights inherent thereto.

This proposal incorporates both the apparent sense of the LFA's June 25th vote that exceptions to the MLS requirement be allowed and the Dean's recommendation that more specific guidelines for making these exceptions be given. It keeps our educational standards high while also making it possible to attract the best qualified individual for each position. The requirement of consultation with the Search Committee and the Professional Development and Recruitment Committee insures that exceptions must be soundly justified, but keeps the process simple enough to be workable. Finally, it minimizes the risk of creating a two-class system of professional staff, those with the MLS and those without.

LFA Executive Committee meeting, Oct. 22, 1980, 10:00 a.m.

Present: J. Neeley, Chair, Eleanor Symons, Rob Melton, Kent Miller, Mary Hawkins. Barbara Jones for LCPT, Margaret Wilson for PD & R. (Ruth Miller absent).

Barbara Jones and Margaret Wilson presented why the assignment concerning the MLS issue was not suitable to assigned responsibilities of their respective committees.

The Committee discussed relative merits of an AdHoc Committee or the LFA Executive Committee addressing the MLS question.

Mary Hawkins moved that the LFA Executive Committee take the charge (which is repeated below) upon itself with consultation with LCPT and PD & R, and that the Executive Committee subsequently clarify in its charges to LFA committees where such responsibilities for appointment criteria rest.

The original charge: ...to examine, clarify and, if necessary, rewrite and present to the LFA Executive Committee the criteria concerned with degree and/or professional qualifications as stated in the Staff Handbook Section G.11.a. If the recommendations include exceptions to those criteria in specific cases, then procedures should be suggested for allowing these exceptions. The LFA Executive Committee would like to have the Professional Development and Recruitment Committee's recommendations by December 1st, 1980.

The above motion was seconded by Kent Miller and unanimously approved.

Later in this meeting it was decided that individuals or small groups of LFA Executive Committee members might prepare draft proposals to be used as working documents. in time for the next scheduled meeting on November 5th.

A draft response to the following annual budget statement query by Vice Chancellor Christoffersen was presented by Mary Hawkins and discussed. "Please discuss the desirability and feasibility of converting some unclassified librarian positions into classified positions." Members of the LFA Executive Committee were asked to give Mary Hawkins supplemental suggestions in relation to this response within the next few days.

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 29

November 10, 1980

FORECAST

Steady as we go on electricity and elevators (main one may be crowded on Monday & Tuesday). The water should be on steadily, but please note: main floor men's restroom demolition will begin early this week and the Raspberry Room will be attacked before long too. Even if you are the soul of continence, visit the new ground floor restrooms so you can direct the pressured patron to them, and to see how the other half lives. Quels pissiors!

Most new heating units are now fully installed on ground floor, and old ones are reconnected higher up. When we get a few cooler days we'll know whether reconnection equals function. If not, there will probably be some introductory debate about whether it's the contractor's problem or the University's, so keep your union suit handy.

Further good news: it's going to be a big week for noise, dust and stench on second floor. On Monday the South Pit second floor will be poured. Immediately before or after that the south wall of the Holds Office will dematerialize so that steel can be placed to anchor the bridge connecting 8 West and 8 Center. Which bridge will require flapping, thumping and welding, raising dust and smoke. Heightening the old short doorways in the same area is the source of noise and the vibrations that allow your deep fillings to pick up Philippine radio broadcasts.

SHUTS

A trash chute has been erected in a first floor east window to move Phase II debris out to trucks. There will be thick clouds of dust as each wheelbarrowful is dumped down the chute, so all east windows should be kept shut. (Probably the west window in Twente and Fraser too, but they'll get the message soon enough.)

MAYBE, VIRGINIA

If you believe in Santa Claus you may also set your hopes for two developments that would make life here much easier, developments that the contractor will try to work in to the next few weeks. One is completion of the basement staff room so we can use it. The other is finishing the South Pit on ground floor so that staff and public can pass freely back and forth on stack levels 3 and 4.

BITS

The east roof has been tarred. There is still some fiddling and cutting and caulking to do, but soon all that activity will shift to the west stack roof, which has now been approved for complete replacement.

Also to be replaced -- but not until Phase III -- the big windows of the present Reference Room. We knew if we asked enough times about getting them washed we'd get some action.

Regrouping for Phase II, all parties are hoping for improved coordination among all parties, but mostly among the contractor, library and subcontractors. If renovation work is affecting your work area you have every right to inquire of John Glinka what is being done, how long it will last, and why the live sacrifice of llamas is a necessary part of the work. But as you do so, try inquire as a participant, not an adversary: the line is shorter for participant inquiries, and the average blood pressure is lower.

FYI

University of Kansas Libraries

Number 578

November 13, 1980

CLASSIFIED VACANCY

Ann O'Bryan, Clerk III in the Serials Department, has resigned from her position effective Friday, November 21, 1980. Library staff interested in making application for this Clerk III vacancy should contact Sandy Gilliland in the Administrative Office no later than Tuesday, November 18, by 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY,
NATIONAL ORIGIN, VETERAN STATUS, AGE, OR ANCESTRY.

CASHING OF PERSONAL CHECKS

We have been advised by the University's Internal Audit Department that personal checks should only be accepted for the amount of purchase only for copying service-related activities or other fees owed the library. Sec. 22, House Bill 3234, Laws of 1976, limits the use of change funds "exclusively for the making of change in receiving amounts due the state" and expressly prohibits advances for any purpose from the change fund. In accordance with this law, the following policy is effective immediately for departments that make change for library patrons:

Personal checks will be accepted for the exact amount of payment only for work or services provided by the library. No personal checks will be cashed for coin-operated copier use or for any other reason. NS

COLLECTION DEVELOPMENT COUNCIL

The next meeting of the CDC will take place in the Kansas Collection Seminar Room at 10:00 a.m. on Tuesday, November 18, 1980. Items on the agenda include a report from the Evaluation Committee of CDC, and reports from the Acquisitions and Serials Departments. TS

LIBRARY FACULTY ASSEMBLY

A reminder that the LFA will meet Tuesday, November 25, at 4:00 p.m. in Spencer Auditorium. The agenda is discussion and action on a substitute proposal for exceptions to the MLS requirement for appointment. For details, see last week's FYI. JN

TRAVEL FUND REQUESTS DUE NOVEMBER 14

Applications for reimbursement of travel during January, February and March are due November 14. Application forms are available from Margaret Wilson, 207 Lippincott. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. MW

LIBRARY SCIENCE COURSES TO BE OFFERED AT KU

Emporia State University will hold two library science courses at KU during the spring semester, 1981. Course title: Organization of Library Materials; Instructor: Cecilia May; Meeting times: Wednesdays, 7-10 p.m., 1/14-5/6/81; Course credit: 3 hours, graduate. Course title: AACR2; Instructor: Cecilia May; Meeting times: Thursdays, 7-10 p.m., 1/15-2/12/81; Course credit: 1 hr., graduate. Tuition assistance may be requested for these courses. For additional information, contact Margaret Wilson, CPDR, 4-3038. MW

VACATIONS

Toni Taylor will be on vacation November 24 thru and including Monday, Dec. 1.
David Walden-Berg will be on vacation November 24 thru and including Friday,
November 28.

DWB

REQUEST FOR CAMPUS MAILERS

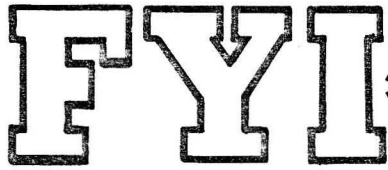
Its that time again. Reserve needs all the campus mailers you can get your hands
on. No donation is too small.

PT

KULSA PLANT SALE

As you may have noticed, the KULSA plant sale is rooting in Circ. but not yet
ready to happen. We still have to get organized. Still awaiting more donations.
We'll pick up at your home or office. Call 4715. Save your pennies for even
more greening of Watson--or Malott--or Music--or....

KS



* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 30

November 20, 1980

FORECAST

The west stack elevator is working again. Plumbing is functioning, but scarce, especially when falling debris and water make the new ground floor women's room like the underbelly of an earthquake. No problems foreseen with electricity.

Breathing is another matter however: a dust cloud on Tuesday blanketed the Bindery Prep, people, books and machines; gasoline (?) fumes Wednesday sent one ILS person away ill. Both these instances were preventable, and Deans Ranz and Glinka have spent a fair amount of energy this week pursuing the conclusion that complaining to the contractor is insufficient protection for our safety and operations. They are now pushing the highest levels of the University to push the architects to push the contractor to push the workmen to straighten up. Most of the problems come down to the need to keep a sharper distinction between construction areas and library areas, with reasonable warning when construction activity must inject itself into library space.

Continuing heating problems are being worked out by Facilities Operations. In some cases adjusting an overlooked thermostat has made remarkable improvements. In others, long underwear notwithstanding, we are still negotiating over whether we'll get bonfires or space heaters.

MIGHT AS WELL DIAL BUTTERFIELD 8

When the contractor cut the main Reference telephone line last week it took several days to restore any kind of service. But late Friday afternoon a line was strung from the Reference Office to the Reference Desk. Service, however, was nominal, because the phones didn't buzz. They only blinked for several days, but are now restored, at least until the next breakdown.

FLOATING CRAP GAME

As of today, November 20, the staff lounge is moving into temporary quarters in Room 355 (slot machines) and 356 (blackjack and roulette) off the east end of the mezzanine. Water supply comes from (get this!) the janitor's sink in the outer part of the 3rd floor men's room.

WELCOME TO BEAUTIFUL WATSON LIBRARY

In the next 2 weeks we hope to conduct a lightning surprise attack on the dust and clutter that have gradually accumulated due to renovation and tired blood. Although we won't be able to get every single mote on this first try, we hope to clean up the worst of the messes. So here's your chance to point a finger at the library dirt and dishevelment that offend and inconvenience and embarrass you the most. Please report specific areas that you think need to be cleaned up, to Darla Perry or Sandy Gilliland by noon, Tuesday, 11/25. No crank calls please.

FYI

University of Kansas Libraries

Number 579

November 20, 1980

THIS WEEK'S FYI RENOVATION SUPPLEMENT IS ATTACHED.

LIBRARY FACULTY ASSEMBLY

Another reminder that the LFA will meet Tuesday, November 25 at 4:00 p.m. in Spencer Auditorium. The agenda is discussion and action on a substitute proposal for exceptions to the MLS requirement for appointment. For details, see the November 6th FYI.

JN

BUSINESS AND ECONOMICS READING ROOM

The Business and Economics Reading Room (room 102 Summerfield) will hold an open house on Friday November 21 from 2-3:30 p.m. All library staff members are invited to come over and take the 30 second tour of our newly renovated facility. Its quite an improvement over our previous places of residence, and coffee, tea, and minor munchies will be served in the Business Placement Office in 126 Summerfield. RR

CATALOGERS BUSY

Many of the professional catalogers will be attending meetings during December: Dec. 1-4, Mary Roach at OCLC; Dec. 2-6, Dave Passmore visiting Blackwell North America and Western Library Network in regards to COM catalog software; Dec. 10-12, all professional catalogers except Ruth Miller at AACRII conference in St. Louis; Dec. 17, Dave Passmore and Mary Roach at BCR workshop in Kansas City.

HRM

SPENCER OPEN ON SATURDAY, DECEMBER 6

Please note that the Kansas Collection, the Map Library, and the Department of Special Collections will be open on Saturday, December 6, 9:00 a.m. to 1:00 p.m. (the general schedule of Libraries hours had listed the units as closed on that day).

LAST CHANCE

The Lawrence 1980 United Fund campaign has been extended until Wednesday, November 26. The University community has not yet contributed its share. Like all Lawrence citizens, we at KU have the responsibility to help those in need who cannot help themselves--the ill, the elderly, the young. Contribution forms are available from Marion Kliever, phone 4-4165. Mail contributions to: Lawrence United Fund, P.O. Box 116, Lawrence, KS 66044.

MWK

TUITION ASSISTANCE APPLICATION DEADLINE

Just a reminder that the application deadline for tuition assistance for the Spring 1981 semester is Monday, December 1 at 5:00 p.m. Applications must be received in the Office of the Executive Vice Chancellor by this date. For further information, please see the 10/30/80 and 11/06/80 issues if FYI.

SKG

KANSAS COLLECTION EXHIBIT

An exhibit entitled "Peggy Hull Deuell: War Reporter" is now being shown in the Kansas Collection. Miss Deuell, born in Kansas, was the first woman to be accredited as a war correspondent (in WWI). The exhibit contains photographs, newspaper clips, correspondence, journals, as well as her WWI uniform.

ECS

(Continued)

ART DISPLAY

Bead and quillwork by Joseph Brown, student assistant in Circulation, is on display near the Office of Minority Affairs, 324 Strong Hall, from now until December 1.

CC

KULSA PLANT SALE

If we don't sell these plants, we're going to have to move. So, the KULSA plant sale will take place on Tuesday, November 25 in Circulation at Watson. Remember, this is a fund raiser--come early so we can get it over with. It's pretty here, but it's crowded. Don't forget to bring your plant donations, too.

KS

LFA Executive Committee meeting, November 5, 1980: 10:00 a.m.

Present: J. Neeley, Chair, Rob Melton, Mary Hawkins, Ruth Miller, Marilyn Clark. Absent: Eleanor Symons, Kent Miller
Barbara Jones for LCPT, Margaret Wilson for PD & R.

Mary Hawkins presented a revised conclusion to the Appendix to the Library's Budgetary Request which addressed the questions of feasibility and desirability of converting unclassified positions into classified positions. The Committee advised some deletions and agreed with the general aspects of the report.

A draft proposal by Jim Neeley concerning requirements for appointment as a librarian was discussed. It was decided to distribute the proposal with slight alterations to librarians for discussions at the November LFA meeting. An introductory will be written by Jim Neeley.

The meeting of the LFA was scheduled for 4:00 p.m. on Tuesday November 25th in Spencer Auditorium. The proposal discussed above will be a main item on the agenda.

The method of filling a Librarian III vacancy on the Library Committee on Promotion and Tenure was discussed. As the two possible candidates for the position had received a tie vote it was decided that Jim Neeley would check with each person to ascertain whether both could serve on the Committee.

Meeting adjourned, 11:30 a.m.

FYI



RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 30

November 20, 1980

FORECAST

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FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 31

November 25, 1980

FORECAST

After last week we don't dare. Enter, flush, switch, call, breathe, listen, remove your coat with all due precaution.

ASTRIDE THE CREDIBILITY GAP

Last week (Nov. 14) the construction meeting discussed installation of the new transformer, and library people were consulted about the best timing for the event, which would cut off electricity and heat in the ground floor over a weekend. We said it would have to wait until the end of the semester because we are at our peak use period just now. It was not written up in this newsletter because it was still too far in the future. It is now past. Without any warning, and little proper provision, the installation was performed last weekend, leaving the Periodical Room and scores of anxious students at its mercy. To those who endured that period there will be a mass award of the Peoples Medallion for Heroism against Surprise Attack. And nominations are now open for the Billy Sol Estes Memorial Buffalo Chip for 1980.

FIGHTING BACK

In consideration of the long series of difficulties construction has posed for our normal functions, Jim Ranz is shaking the bureaucracy for some enforcement of our promised rights. Below is an excerpt from his November 21 letter to Deanell Tacha, Associate Vice Chancellor for Academic Affairs:

The provision of library services to students and faculty is presently being serious and unnecessarily compromised by the failure to comply with certain requirements set forth in the Specifications for Renovation of Watson Library. As you know, an important part of the Specifications dealt with certain measures necessary for keeping the Library operational during the renovation. At issue are such basic matters as the necessity of providing essential utilities to the parts of the building used by students and staff and not under renovation; the necessity of sealing off construction areas from the used parts of the Library in order to confine the dust and debris and protect both Library materials and patrons; and the necessity for the contractor to confine his equipment and personnel to those sections of the building scheduled for renovation at the time. In addition, the building throughout is filthy.

These requirements are not being voluntarily observed and no one in a position of authority is requiring compliance. The Library has repeatedly called these deficiencies to the attention of those responsible with indifferent results. Accordingly, we are now requesting the Office of Academic Affairs, which has prime responsibility for the education welfare of students, to intervene.

As part of the response to this letter, a meeting has been called for next Monday morning. Library and University representatives, architects, contractors and state inspectors will discuss the problems, actions and areas of responsibility. The next issue of this newsletter will report to you directly after that meeting.

(Continued)

MESSRS.

The second floor east mens room, closed since July, will reopen Wednesday, December 3. This is the one outside the Slavic Department, just off the 7 Center stacks. It has a quantity of large ducts all along one side, but the facilities are intact, suitable for one man at a time.

SAFE PASSAGE THROUGH COMBAT ZONE

The supply closet where Anita Alvarez dispenses rubber cement every week is now completely surrounded by construction. The contractor has agreed to open a passage to it this Wednesday from 8:30 - 9:30. Directions: go to the 5 West stacks and look along the north wall near the stairs for a door marked "Supply Room Passage." Enter and you will be in the shredded remnants of the West Reading Room, a few feet from the door to the Supply Room.

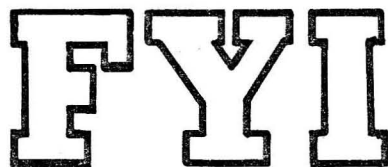
CRYSTAL BALL DEPT.

In view of the lapse from an October 1 Phase I completion date to the strung out and still incomplete situation we are in now, John Glinka has begun queries about how firm the mid-March date is for completion of Phase II. We are especially concerned about it because so many people and services will have to move off the second floor, and so many of them (Circulation, Reserve, ILS, card catalog, Reference) have to move into the area now being renovated.

STACK WORK

The plan for executing the stack improvements is to begin on December 17 with 7 and 8 Center, and work down. As previously reported, Circulation staff will have access to the books evenings and weekends. The pattern of closing the stacks, designed to minimize the extra weekend days of limited access is:

Monday	┌	Circulation seals the shelves with visqueen and tape.
Tuesday		
Wednesday	└	Contractor installs sprinkler system, ducts, new lighting, paints, and makes any other improvements. Circulation staff pages books evenings and weekends.
Thursday		
Friday		
Saturday		
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		
Monday	└	
Tuesday		
Wednesday...	Circulation Department unseals the area.	



University of Kansas Libraries

Number 580

November 26, 1980

PERSONNEL

Carol Miner will join the Library staff as a Clerk III in the Serials Department effective Monday, December 8. Carol is transferring from the Printing Service, and her new title in the Serials Department is Claims and Replacement Assistant. SKG

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, December 4 at 10:30 a.m. in the Max Kade Room, 357 Watson. Agenda: Renovation update and Budget review. NS

THANKSGIVING HOLIDAY

Thursday and Friday, November 27 and 28 are official State holidays in observance of Thanksgiving. However, the Library system will be open on Friday, and therefore, all public service areas should be staffed with a skeleton crew. Please refer to the Library schedule of hours for the complete holiday/weekend schedule. SKG

UNIVERSITY WOMEN'S CLUB VOLUNTEERES

Again this fall, members of the University Women's Club have volunteered some of their time to a few of our departments. They will be assisting library staff with a variety of duties. Their names and departments in which they are volunteering are: Jane Rutledge, Circulation Department; Mary Thomas, Kansas Collection; Lila Ross, Archives; Elaine Kautsch, Music Library; Laura Skaggs, Kansas Collection. The Library system is fortunate to have willing volunteers such as these from the University Women's Club, and we are very grateful to them. SKG

ARCHIVES CLOSED FRIDAY

University Archives will be closed Friday, November 28. SS

KULSA PLANTS

KULSA still has poor homeless plants who (yes, who) need a good warm place for the winter. Help us help them--come take several home with you. Soon, please. CG

CIRC DESK

Library staff are requested to refrain from entering the work area behind the Circulation Desk. Often attempts by staff to be helpful actually impede the work flow of the Desk; more importantly, patrons expect faster service when there are more people behind the desk. Staff who forget and enter the area will politely be asked to return to the public side of the desk, so please do not be offended. Our student assistants are most willing to be of service. CG

HAVE A SAFE AND HAPPY THANKSGIVING HOLIDAY!

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 32

December 2, 1980

FORECAST

One of the main points made by Jim Ranz in the meeting described below was that basic utilities must be supplied to the Library without interruption. Vice Chancellor Tacha underscored the point in no uncertain terms. Need we say more? Probably not for 2 or 3 weeks, anyhow.

TEDDY BEARS PICNIC

Monday morning, 12/1, a summit meeting was held. The promised confrontation between owners (Library, University, State) and builders (Architect, Contractor) was not explosive: nobody disagreed with Ranz and Tacha that basic library functions are jeopardized by current conditions, and that we are in a critical period as far as our users are concerned. So what? So the project managers were charged to prepare written plans for the Friday construction meeting so subcontractors can discuss their implementation. One such plan for dust control has already been presented to the subcontractors and workmen. Others will cover heating problems, elevator use, maintaining all utilities, telephones, separation of construction areas from library areas, and improved communication about scheduling.

Particular emphasis was given during the Monday meeting to the following:

We must sacrifice heat to improve heat. (And here we thought we were in hell already!) To install the new ducts, the old ones will have to be removed first. The interim will be 3-4 weeks, and primarily affects the east half of 2nd and 3rd floors. The subcontractor must provide definite and detailed plans for temporary heating to the affected areas, plans to be examined and approved in advance by contractor, architect, and libraries. No changes will be made in that heating situation until the semester ends Dec. 19.

The tussle with west end heating goes on. It has finally been diagnosed as hypokinetic schizophrenia, and is being prescribed accordingly.

One of the areas where the contractor is putting renewed effort is emphasizing to his crews the importance of minimizing and controlling intrusions into library areas. For example: when a hole has to go through a wall into library space, a dust control barrier must be installed on the library side first and/or small holes must be plugged immediately, so that airborne dust cannot migrate. And workmen must give advance notice of such intrusions. This, the contractor pointed out, is sometimes made more difficult by unexpected findings above ceilings and inside walls. For instance, the discovery of the electronic equivalent of a woolly mammoth has turned up in the form of old, old telephone lines. Can they be cut? Are they still used? Must we wait for Ma Bell to tell us? Will Ma Bell move faster if we cut them and then holler for a repairman? Top Facilities Operations people will check on this and have answers for the Friday construction meeting.

NOW SHOWING

Front entrance and first floor demolition are well underway. The steps and doorway won't be completely demolished, but torn down to serve as foundations for their replacements, which will all be brought to the level of the main floor. First floor plumbing and wall insulation work are going ahead, and electrical, sprinkler and ductwork will follow immediately.

(Continued)

NOW SHOWING (Continued)

Other construction areas are: ceilings in basement lounge areas (the new kitchen cabinets are in--hooray!); cutting, building and resealing the air pressure relief units on the west and center stack roofs (this is the parfum de tar you smell); installing east elevator machinery; finishing the administrative office suite (now almost complete except for carpeting); and adjusting controls on new ventilation equipment, sha boom, sha boom.

NEAT TRICK OF THE WEEK

We understand (haven't checked it out personally) that in the second floor east women's restroom, if you turn on the water in one sink, sometimes it comes out the faucet in the other sink. Tickets to see this are on sale in the SPLAT office.

FYI

University of Kansas Libraries

Number 581

December 4, 1980

UNCLASSIFIED PERSONNEL

Paul Bobo has announced his resignation as Art Librarian effective February 28, 1981. Paul joined the Libraries January 2, 1980, having served as head of the University of Oklahoma's Art Library for approximately 7½ years. MH

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Monday, December 15 at 9:00 a.m. PW

SPEC KITS RECEIVED

SPEC Kits received recently and available for use in the Periodicals Reading Room are: #64 "Indirect Cost Rates in Research Libraries," #66 "Planning for Preservation," and #68 "AACR2 Implementation Studies." In addition, we have received an Addendum to Kit #65, "Planning a Retrospective Conversion Project" and a revised cumulative listing of ARL Kits and Fliers. KEM

LIBRARY LOCATION CHANGES

Location changes in the main public catalog for all of the recent transfers in the branch libraries is slowly being taken care of. Reference has been working on the changes of Art to Watson. Several people have been involved in the Science-Marvin-Engineering-Lippincott-Watson changes. Most of the LC classified books have been changed. There is still a large residue of Dewey classified books to be changed. The QE's and other blocks relating to geology have not been touched. Removing the Old Green plastic overlays is progressing. Currently drawers 1-670 of Author/Title have all been purged of the overlays. HRM

SOCIAL SECURITY

As announced in December's Kans-a-Gram, beginning with the January 1981 paycheck, employees will notice a slight decrease in take-home pay due to an increase in contributions to social security, from 6.13% to 6.65% of the gross pay. If you have questions regarding this information, contact the Staff Benefits Office, 4-4418. SKG

AACR II

Concern has arisen in regard to AACR II, its impact upon K.U.'s catalogues, and preparation for it. Some of that concern seems to stem from lack of public-service input into AACR II planning.

The reality of the situation is this: A proposal, in draft form, regarding the filing, changing, and referencing of entries in response to AACR II is on my desk. Once it has been refined by Cataloguing, it will be presented to public-service people for their consideration. I emphasize that even the refined proposal will not become gospel without its having been reviewed by public-service units.

Another reality is that many decisions cannot be made now, even though the implementation date is January 1, 1981. The Library of Congress is still deliberating the rule options to which it will adhere; since K.U.'s policy is to follow L.C.'s practice, we must await its decisions. OCLC hasn't yet published its expectations vis-à-vis AACR II from contributing libraries; until those regulations have been distributed, K.U. cannot alter its policies accordingly.

(Continued)

AACR II, Continued

Because of the latter two problems, a number of 11th-hour decisions will have to be made. These will, for the most part, affect the use of OCLC, not the structure of the public catalogue.

There seems also to be some concern about the effects of AACR II upon classification numbers and subject headings. Except for possible changes in Cutters, classification numbers per se will remain unchanged. Subject headings representing personal names and corporate bodies may change; all others will remain unchanged by the new rules.

Until the draft on my desk has been formalized, and until we have received L.C. and OCLC decisions, we can finalize virtually nothing in regard to the new rules. And, until then, the best preparation that anyone can do is to read the new rules, especially in conjunction with AACR I. Library literature for the past couple of years is full of discussions of the new rules. Several books about them have been published. All of these are available to interested parties.

In short, we are working with the information available to us, and enduring the frustration which the need for further information imposes upon us. DLP

LAWRENCE TELEPHONE DIRECTORIES

Lawrence Telephone Directories are currently being distributed to all Library departments. SKG

VACATION

Mary Kay, ILS Librarian, will be on vacation from 12-08-80 thru 12-12-80. SKG

LIBRARY CHRISTMAS PARTY

A chance for rekindling friendships, remembering friends that are far away (that is, Jayhawk Blvd.!) and savoring homemade gourmet delights, that's our Library Christmas Party. This year: December 19th, from 3:00 - 5:00*.

Please make your decision on what you'd like to bring and return this slip to Paula Murray in ILS by Monday, December 15th. PHM

Name: _____ Department: _____

Please mark what you want to bring:

Cookies _____	Candies _____
Finger Sandwiches _____	Vegetables for dipping _____
Crackers _____	Chips _____
Dip _____	Cheeses _____
Breads _____	Hors d'oeuvres _____
Other: _____	

Number of persons who will be coming: _____

THANK YOU!!!

*Place to be announced in your next FYI!!

(Please return this slip to Paula Murray, ILS, by Monday, 12/19)

PHM

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 33

December 8, 1980

FORECAST

All utilities operational. Just the usual jackhammers, saws, sledges, noise and smells.

TILL WHAT FREEZES OVER?

Demolition continues to expose a tangle of old telephone lines. Some of them are our working system; others connect only to the ghosts of Carrie Watson and Melville Dewey. But unless the University wants to hire a telephone company troubleshooter to hang around full time to test each wire as it comes to light, there's no way to tell which lines are which --- until your phone goes dead. When that happens, as it did a month ago in Reference, the omnipotent telephone company is obliged to repair and restore service as quickly as possible. Which it didn't do a month ago in Reference, until John Glinka made loud insistent noises. So if your phone should die, be prepared to howl loudly for 48 consecutive hours. Howling practice is held in the Staff Room on Thursday mornings at 7:15.

A CONCISE PLAN FOR CAPTURING PINSK, MINSK, & MAINTAINING HEAT TO EAST ASIAN AND BEYOND.

The major east duct chase, heralded for weeks now, will definitely be constructed at the back of the Interlibrary Services Office between semesters. The construction partition will go up Thursday, December 16, followed by about three weeks of clangor. That, however, is better than three weeks without heat. Heat will be disconnected two days in January, but only during construction hours. At night temporary connections will be made, allowing the east end of second floor to warm. During that time (currently forecast as January 5-8) the Slavic alcove will be swathed in visqueen, and its ceiling will be removed (permanently?) to make room for bringing the new duct sections in; the Center Stack Entrance will close, necessitating an end run through Room 202 on those days.

In case you felt the fun isn't being spread around: the case goes through what was a light well in the original building. In the 1964 renovation the light well was floored over with steel beams, corrugated steel and concrete. For want of accurate measurements from the old plans, duct dimensions were drawn up, and then had to be redrawn when recent exploratory demolition revealed that some of the old beams are in the way here and there. The sheetmetal workers will reshape the ducts to get around the difficult, wishing they, too, were skiing in Aspen like all the library people wish.

WE SUFFERED NOT IN VAIN

After we endured a week of choking tar fumes it has been gratifying to see a weekend of torrential rains falling on that well sealed roof. The bay windows and one of the big front windows, unsealed and unsanctified, leaked gallons of water into the Reference office and onto the Guinness Book of World Records.

AIRLOCK

The second set of doors for the present front entrance has been giving the contractor difficulties: fitting problems, missing hinges. We are anxious to have those doors hung, to save the Circulation Department the expense of providing nuclear sox for Exit Desk staff. But it's a tricky job, and we are told it will take three days to

AIRLOCK (continued)

install the doors, three days during which people will have to use the other ground floor entrance, the one underneath the main front entrance. We have asked that if this is absolutely necessary it be done at the time of lowest possible traffic, with several days notice in advance.

YES WE HAVE NO HEAT IN OUR OFFICE

The temperature in Jim Ranz's office is 62° and falling. He may have to don the KULSA Santa Claus suit to keep warm until the Administrative Offices move upstairs.

Temporary hot water lines were connected last week to operate the perimeter radiators in the second floor west end (a.k.a. Novosibirsk). After two days a leaky valve shut down the system again. However, since heaven and earth had already been moved to solve this one, one more leaky valve didn't stop us for long. (Heat is restored as of this writing though it may stop and start again in the few hours before you read about it.)

It was even fixed before the replacement parts arrived that the plumber needs to put into the around floor water fountains. As a sideline he is building new restrooms on the main floor.

ON THE LEFT, PAST THE MINOTAUR

Sunday evening, 12/7, someone of dubious intent set at least one and probably several small fires in the stacks: a charred piece of paper here, a wafting smoke odor there were all we found. But it raises the pitch of the chorus we have sung before: know the fire exit route from your part(s) of the building. Most of these routes have changed with the coming of Phase II, and the construction area is now pretty well secured from the rest of the building, so don't count on being able to barge through the main floor and out the contractor's dump chute.

FYI

University of Kansas Libraries

Number 582

December 11, 1980

CLASSIFIED VACANCY

The Security Officer I position in the Fines Office (Circulation Department) which is being temporarily filled as 2 half-time Clerk II positions, has been reclassified to a full-time Clerk III, effective January 18, 1981. Library staff interested in making application for this Clerk III position in the Fines Office (available January 18, 1981), should contact Sandy Gilliland in the Administrative Office, no later than Tuesday, December 16, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, AGE, ANCESTRY,
DISABILITY, NATIONAL ORIGIN, OR VETERAN STATUS.

STUDENT TIME CARDS

Student hourly time cards are due in the Administrative Office on Monday, December 15 at 9:00 a.m.

PW

JANUARY 1 PAYCHECKS

Student assistants and other employees who wish to have their January 1st paychecks mailed to them should leave self-addressed, stamped envelopes in the Administrative Office.

PW

LIBRARY OPENING

Security will continue to open the Watson entrance at 7:30 a.m. for staff. However, during cold weather library users will be permitted to enter and be directed to the lower west reading room to wait until 8:00 a.m. In order to maintain exit security, the security person will have to remain at the exit between 7:30 a.m. and 8:00 a.m. This means that Departments will be responsible for turning on their own lights.

HRM

SLAVIC ALCOVE DEWEY SECTION

A note to all who use the Dewey section of the Slavic Alcove: The Serials Department has recently been re-classing some of our Dewey's into LC. Due to a severe lack of space in our LC section, we have put these re-classes in the southeast section of the wooden shelving near the Slavic office. When we move downstairs, next spring/summer, this material will all be reincorporated into the main body of Slavic items.

PS

REMINDER TO FILE STATEMENTS OF SUBSTANTIAL INTEREST

In the December 5, 1980 issue of The Oread all state employees earning at a rate of \$20,000 per year or more were reminded that they must file a Statement of Substantial Interest by January 31, 1981. Excluded from this filing requirement are state employees under the Board of Regents who are "engaged over half-time in teaching". Blank statements will be available from the University's Payroll Office after January 1, and should be distributed to employees in early January. However, if your earnings are at \$20,000 per year or more and you do not receive a statement, contact the Payroll Office (4-4385). Statements filed before January 1, 1981 will not be accepted for the January 31 filing requirement. "K.S.A. 1980 Supp. 46-280 provides a \$10 per day civil penalty for late filing (up to a maximum of \$300). In addition, there are criminal sanctions for intentionally violating this act. For assistance or further information, write the Governmental Ethics Commission, 109 W. 9th St., Room 504, Topeka, KS 66612". NS

UNITED FUND

Contributions by Libraries staff members to the 1980 Lawrence United Fund drive are appreciated. MK

STACKS

Stacks renovation hopefully will begin Monday, December 15. Below is the schedule:

<u>Center</u>	<u>COVER UP</u>	<u>CLOSED</u>	<u>UNCOVER</u>
7 & 8	December 15-16	December 15-Jan. 6	Jan. 6
5 & 6	January 5-6	January 5-20	Jan. 20
3 & 4	January 19-20	January 19-Feb. 3	Feb. 3
1 & 2	February 2-3	February 3-17	Feb. 17
<u>West</u>			
7 & 8	February 16-17	February 16-Mar. 3	Mar. 3
5 & 6	March 3-4	March 3-17	Mar. 17
3 & 4	March 16-17	March 16-31	Mar. 31
1 & 2	March 30-31	March 30-Apr. 14	Apr. 14

9-DIGIT ZIP CODE

Sometime during the next year we will gradually switch over to a 9 Digit Zip Code, so now is not the time to order a large supply of envelopes, postcards, or letterhead (or anything that carries our return address). It won't be as awful as it sounds, as only the last 4 numbers will be new (i.e.: 66045-xxxx). Le'Ann Gray in the mailroom will be happy to assist if you have questions. Also, all mailings out of the country will cost more after the beginning of year. If you want to send anything unusual before the new rates take effect, contact Le'Ann immediately (by mail) and she will see to expediting your shipment. KLAG

LIBRARY CHRISTMAS PARTY

The KULSA Christmas Party will be held in Spencer Lounge, located on the main floor of the Spencer Research Library on Friday, December 19, 3-5 p.m. PHM

LIBRARY CHRISTMAS CHOIR

Everyone interested in singing in the Library Christmas Choir during the Christmas Party should meet directly before the party, at 2:00 p.m. Friday the 19th, at the Spencer Lounge. Music will be distributed and rehearsed at that time. If you would like a copy of the music selections, please contact Jim Smith, 4-3496 and he will try to send copies to you. JS

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 34

December 15, 1980

FORECAST

There will be a brief (ca. 30 minute) interruption in the water supply Monday as lines are disconnected and reconnected. Replacement parts for the broken water fountains on the ground floor have not yet arrived, but we understand that the one inside the Periodical Room began working again on its own. Other than that, all conditions expected normal, including normal noise.

GREAT LEAP FORWARD

Interlibrary Services is rearranging itself out toward the Circulation Desk to make room for the duct chase work that begins Tuesday in the back of the ILS area. As ILS staff move their desks, shelves and earplugs, they must sidestep conduits and further drilling: their space is at the heart of the building, and all the mechanical arteries--ventilation, electricity and plumbing--will eventually run through there. Most of the plumbing will, however, wait until they have moved to the main floor next spring.

In Circulation work will continue next week behind expanded dust barriers, to complete a duct shaft that must go up through the book return area to the new administrative offices above.

A ROCK AND A HARD PLACE

We are beginning to really feel the squeeze of the insulators' strike, and things could get worse before they get better. A number of areas are nearly complete, except for the necessary insulation of ducts and pipes. For instance: the new staff lounge, the new public lounge, Jim Ranz's new office, the receiving room, the ground floor South Pit between 3 & 4 West & Center. Each week the list grows, like pieces behind a blockade in a Parcheesi game. The contract is under federal arbitration, but the settlement process could continue for several more months, and we are not the only job standing in line. There is, we hear, a building at K-State that is completed except for the insulation; and other projects as well. So when the strike is settled, we still may not receive immediate attention.

MOMMY, MOMMY THERE'S A CRANE IN THE FRONT YARD

That much is obvious. Why is there a crane in the front yard? To lift the curved, carfed stone into place to shape the new front doorway, a gothic arch. A gothic arch will be more in keeping with the building's facade, with the medeival wages paid the staff, and with the unicorn behind the Circulation Desk.

We are seeking temporary additional outdoor lighting in the front yard, more to illuminate the sidewalk and steps than to show off the crane.

SORTIR

We are also seeking temporary emergency exit lights for areas such as the ground floor and the mezzanine where the usual exit lights have been removed and the permanent replacements are not yet installed. Until those come you're on your own.

(Continued)

WHO'S ON FIRST, TRYING TO GET TO THIRD

Only the Administrative Offices and the supply room remain on first floor, and they hope to move to third within a couple of weeks. The supply room floor is still unfinished, and the lock hardware hasn't all arrived, so old locks from here and there have been plugged into doors, leaving key control a little chaotic. But the carpeting is laid and in general the area looks fabulously clean and spacious except for all the noseprints on the glass wall that divides it from the outside world.

REHABILITATION

If you look at pictures of the KU libraries in the early part of this century when Spooner was the main library and Ms. Watson was the Librarian, you will see some of the same tables and chairs that we are using today, only with less gum and more legs under the seats. By now these things are moving from the Old Warhorse to the Oaken Antique category, so we are loathe to discard them. But they are in desperate need of refinishing and minor repairs, so this past week a trial truckload of shelves, tables, chairs and desks was shipped to Kansas Correctional Industries, which is to say that it went to the State Penitentiary at Lansing, for refinishing. If the work is acceptable, we will begin shipping large consignments on a regular basis.

REACH OUT AND UNTANGLE SOMEONE

We have described at some length the problems of old tangles of telephone lines and how to disconnect only the dead ones. A new procedure has been worked out with the telephone company: if the contractor will give three days notice of potential problems, the phone company will send a workman out to test the lines in question so that working lines can be identified and saved.

LIVING WITH THE VISQUEEN MUMMY

Starting today the 7 & 8 Center stacks are being renovated. Circulation is swathing the books with visqueen, and paging books twice daily, at 5 and 11 p.m. Stack maps will be provided, revised to show the progress every two weeks. Two particular points about this first segment of the work:

- 1) The Center Stack Entrance on 7C is closed. To reach the Center stacks it will be necessary to go to the entrance just off 3 East stacks. Yes, this is confusing, so check it out if you don't know exactly how to get there or direct others to it.
- 2) Between semesters paging will be done at 4:30, and books paged will be available for check out the next working day.

FYI

University of Kansas Libraries

Number 583

December 18, 1980

INCREASE IN MINIMUM WAGE RATE FOR STUDENT ASSISTANTS

Effective December 18, 1980, the University's minimum wage rate for student employees will increase to \$3.35 an hour, which will be reflected in the February 1, 1980 pay check. The University Payroll Office will increase all student hourly rates that are below \$3.35 to this new minimum wage rate. All new appointments and re-appointments of student assistants should be submitted for \$3.35 an hour (unless a higher hourly rate has been approved by the Administrative Office). Please circulate this information to all student assistants in your department. If you have questions regarding this change in the minimum wage, then please contact Pat Willer in the Administrative Office.

NS

COPYING SERVICE

Copying Service will have some reduced hours over the holidays but emergency service will be available at the Circulation Desk for microfilm copying and change for coin operated machines. The hours will be:

Wednesday, December 24: close at 3 pm

Friday, December 26: closed

Wednesday, December 31: close at 3 pm

Friday, January 2: closed

Please check with Nancy Ursery if there are any problems.

HRM

EMERGENCY PROCEDURES

The K.U. Telephone Operator Office will be closed from 5:00 p.m. Wednesday, December 24 until 7:00 a.m. Friday, December 26, as reported by Dave Hanson, Director of Communications and Transportation. In cases of emergency during this period, calls may be placed to the K.U. Police Department, 4-3516.

SKG

UKASE REMINDER

Here is the UKASE Deadlines list for the rest of FY1981:

<u>Month</u>	<u>Coding Sheets Due</u>	<u>Transactions Due</u>
January	January 2	January 9
February	January 30	February 6
March	February 27	March 6
April	March 27	April 3
May	May 1	May 8
June	May 29	June 5

Please be sure your changes will be in the Serials Department by noon on the dates shown above or Serials may not be able to apply those changes at the earliest possible opportunity.

JH

HOLIDAY CASH

Anyone wishing to earn some extra \$\$\$ moving books over the holidays should contact Paul Bobo in the Art Library, 4-3020, by Friday, December 19. Payment for services will be made by a private business, not KU, so there is no conflict with any type of University employment. The rate of pay is \$4.00 per hour.

PW

(Continued)

WATSON WITHOUT WATER

Tuesday, December 23 from 8:00 a.m. until approximately noon, the entire Watson Library will be without water for construction purposes. Please make arrangements to use facilities in other buildings during this time.

SKC

IN PRINT

H. Robert Malinowsky and Jeanne Richardson have a new book recently published: Science and Engineering Literature, 3rd ed., Littleton, Colo., Libraries Unlimited, 1980, 342 p.

HRM

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

Attached is a memo from David Lewin, Director of Personnel Services, regarding additional policy statements related to the new Performance Evaluation System for classified employees. Questions regarding these policy statements or their applications may be directed to the Administrative Office or the Office of Personnel Services, 4-4280.

SKG

KULSA CHRISTMAS PARTY

DON'T FORGET, THE KULSA CHRISTMAS PARTY IS FRIDAY, DECEMBER 19, 3:00 - 5:00 IN SPENCER LIBRARY.

Are jackhammers driving you up a wall which is no longer there? Are psychotic patrons putting you on edge? Have you suddenly discovered that your closest friend is an OCLC terminal? If these and other realities are getting you down, come join your friends and co-workers at the KULSA Christmas Party. We'll feed you, converse with you and perform for you...What more could one ask?

Note: The people at Spencer Library were kind enough to let us use their facilities, so let's keep it clean. They have asked that there be no drinking, eating or smoking in the main lobby. Also, please do not take your goodies over before 2p.m. See you there!

PT

HOSPITALIZED

Mary Tefft will be entering St. Francis Hospital in Topeka for hip surgery, on December 21st. She is expected to be hospitalized for about 3 weeks. She will not be returning to work until the middle of March.

EC

NAME CHANGE

Dave Passmore reports the following: "I have filed a petition with the court to change my name legally to Michael David Mundy-Passmore. Although I cannot change it on legal documents until the petition has been decreed, I will begin to use the new form immediately in other cases, and request that you also do so. I still wish to be addressed with 'Dave' or 'David'. I'll use M.D.M.-P. as my initials, and M. David Mundy-Passmore as my signature."

DLP (M.D.M.-P.)

NEXT WEEK'S FYI

Next week's FYI will be issued Wednesday morning. If you have articles for submission, please have them to be by Tuesday, December 23, 5 p.m. Thanks.

SKG



DEAN
UNIVERSITY LIBRARIES
133 KATSON

Admin. Dist.

2

THE UNIVERSITY OF KANSAS

Personnel Services
Carruth-O'Leary
Lawrence, Kansas 66045
913-864-4942

December 4, 1980

MEMORANDUM

TO: Vice Chancellors, Deans, Directors and Chairpersons
FROM: Director of Personnel Services
SUBJECT: Policies related to the New Performance Evaluation System
for classified employees

Policy statements related to classified position overlap, promotions, and reclassifications have been previously distributed. As was noted, these first policies were dictated by present fiscal constraints and will be in effect for the remainder of the fiscal year. This memorandum provides additional policy statements associated with the implementation of the new pay plan which can be expected to remain in effect beyond the present fiscal year.

Appeal of Performance Standards and Evaluations

No formalized appeal procedure for the review of performance standards has been established. Instead employees with disagreements concerning their performance standards should first attempt to resolve the dispute within their own department. If the disagreement is not resolved within the department, the employee should attach to their standards a written statement detailing the disagreement. This written statement would serve two purposes. First, it would "flag" that employee's standards for possible review, and second, if the employee subsequently appealed the associated performance evaluation there would already be a written record of the earlier disagreement.

Performance evaluations may be appealed pursuant to K.A.R. 1-7-2, which establishes the basic parameters of an appeal procedure. While overall University appeal procedures have recently been modified to anticipate the impact of the new performance evaluation system, procedures at the department level have not changed. Hence, employees wishing to appeal a performance evaluation should proceed as they did in the past by submitting a written appeal to the Director of Personnel Services within seven (7) calendar days of being informed of their rating.

(over)

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
An Equal Opportunity/Affirmative Action Employer
Applications are sought from all qualified people regardless of race, sex, age, disability, or veteran status.

Performance Evaluation Required for Each Step Increase

The State will honor a performance evaluation for granting a merit increase as long as the evaluation was completed no more than twelve months prior to the effective date of the merit increase. Since the first steps (A-1; 1-B) are achieved after six months, the evaluation date and the actual granting of a merit increase can be out of synchronization by six months. So as to avoid this eventuality, a new performance evaluation will be required in order to grant all future merit increases. In practice this means that employees starting at the beginning of the salary ranges will receive their first performance evaluation after six months, their second after an additional six months, and yearly thereafter. The above discussion relates to performance evaluations only; the same set of performance standards can be used for up to a year, if so desired.

Clarification regarding Reclassifications and Promotions

The existing policy statement on the above subject distributed September 26, 1980, is amended to read "An employee appointed to a position with a higher salary range shall immediately be paid at the salary rate next above his or her current salary or at Step A of the higher range, whichever is higher. Except that an employee who otherwise would have received less than a full step increase on a promotion or reclassification may, with the appropriate Vice Chancellor's/ University Director's approval, be appointed at the next higher step."

If you have any questions about these policies or their applications, please feel free to contact this office.

David Lewin
David Lewin.

DL:jj

LFA Meeting Minutes, 25 November 1980. Spencer Research Library Auditorium.

Attendance of a quorum was established and the minutes of the October 2nd meeting of the LFA were approved.

The following resolution was moved by Kent Miller and seconded by Marilyn Clark:

"Resolved, that a mail ballot of the LFA be held on the following ammendment to Sections G.11.a and G.11.b in the revised Staff Handbook: The words 'Equivalent level of foreign library education or Other master's or higher level educational qualification approved by the Dean of Libraries following consultation with and recommendation of the Search Committee and the Professional Development and Recruitment Committee. Whenever the MLS is not required, it must be stated as a preferred qualification."

After some discussion the resolution was voted on with nine voting for the resolution and sixteen voting against the resolution.

There was no other new business.

The meeting was adjourned at 4:50 p.m.

LFA Executive Committee, 3 December 1980, 10:00

Present: Jim Neeley, Chairman, Rob Melton, Ruth Miller, Mary Hawkins, Eleanor Symons, Kent Miller, Marilyn Clark.

- A. The MLS issue: The controversy was reviewed. The existing language in the Staff Handbook ("Equivalent professional certification") does not satisfy some staff, while the counterproposal ("exceptions ... must be approved by a two-thirds majority...") does not satisfy the Dean. A compromise measure worked out by the LFA Executive Committee and the Dean failed even to make it to a mail ballot in the LFA meeting of November 25. At the same time, not a single amendment or alternate proposal was formally offered.

Mary Hawkins volunteered assurance that any future search committee wishing to recommend dropping the MLS requirement will first bring the matter before the LFA before advertising the position. Otherwise, no vacancies will be advertised without the MLS requirement.

In view of Hawkins' assurance, the current impasse in formulating a rule for exceptions acceptable to all sides, and the lack of specific cases to consider, the Committee decided to table the matter.

- B. The Committee agreed to recommend to LFA at its March meeting that:

1. the Professional Development and Recruitment Committee and Library Committee on Promotion and Tenure have joint responsibility for recommending any changes in requirements for appointment and promotion. This change would become effective July 1st, 1981.
2. responsibility for reviewing salary ranges for particular positions be transferred from the Budget and Planning Committee to the Professional Development and Recruitment Committee. This change would become effective July 1st, 1981.
3. the (Ad Hoc) Salary Committee become a permanent standing committee of the LFA.

- C. Various other long-standing questions concerning the employment conditions for librarians were discussed. After some discussion of the possibility of nine-month appointments for librarians, the Committee decided to suggest various alternatives to nine-month appointments to the Professional Development and Recruitment Committee for their recommendations. The Committee decided not to pursue the Librarian IV rank question or the standardization of simultaneous promotion and tenure at this time.

- D. The Chairman of the Committee will consult with the Chairpersons of the Classified Conference concerning ways to maintain morale throughout renovation.

- E. Mary Hawkins reported that a new Affirmative Action plan is being developed for the University. She is currently making projections of the number of future library vacancies coupled with numbers of available women and minorities. She will be consulting with the PD & R Committee in connection with this project.

The Committee's regular meetings of December 17 and January 7 were cancelled. The next meeting will be January 21st.

LFA Executive Committee meeting, November 19, 1980: 10:00 a.m.

Present: J. Neeley, Chair, Rob Melton, Mary Hawkins, Ruth Miller, Eleanor Symons, Marilyn Clark. Absent: Kent Miller

Announcements:

Jim Helyar will serve as the Librarian III representative on the LCPT.

Mary Hawkins reported that the final version on feasibility and desirability of converting unclassified positions into classified positions has been forwarded to the Office of Academic Affairs along with the rest of the budget request.

Barbara Jones announced that LCPT would be meeting with the Peer Review Committee in order to discuss the process used this year and to address any procedural problems.

Mary Hawkins briefly described the recently initiated federal reporting of time use known as Monitored Work Load. This report to the U.S. Office of Management and Budget is required of all unclassified employees at the university once a year and for all new unclassified employees as they are appointed.

The Committee discussed feedback which various members had received concerning the draft proposal of requirements for appointment in preparation for the meeting of the full LFA on Tuesday, November 25th.

mc, 11-20-80

FYI

* RENOVATION SUPPLEMENT

University of Kansas Libraries

Number 35

December 23, 1980

FORECAST

As previously announced, water was off Tuesday morning, 12/23. Electricity will be off Wednesday, 12/24, from approximately 8 a.m. to 9a.m. Other utilities are expected to hold steady.

The worst noise is over in ILS, but there will still be some, and the Circulation area is in for some whacking and grinding this week and next.

CLOSET SPACE

If you can still squeeze up close enough to your Watson mailbox to receive this, it's no news that things are crowded. In fact we are up against a near crisis of storage space for furniture, equipment and new acquisitions. We would like to have a truckload of steel shelving and two or three small mountains of furniture camped temporarily in a corner of contractor-occupied territory. But the insulators' strike has left the most obvious corners in a state of semi-completion: whatever we store there will have to be moved again after the strike is settled. Both strike and storage negotiations are continuing.

TIDYING UP

We now have two special custodial staff working on cleaning up the worst of the construction dust (other than what is on books and shelves, which is a separate Big Deal). The contractor is pulling out some superseded barricades and picking up stray pieces of our future, which should brighten the present somewhat.

NEW DUCTS, NUDE DUCTS

In the Circulation Department a duct shaft is going through behind the plastic curtain. The ducts block one doorway from the return room to the west stacks, so that doorway will be permanently closed off with a concrete block partition. The plastic barricade will come down in two to three weeks, exposing bare ducts, which cannot be enclosed until after the insulators' strike.

The Slavic Alcove is facing several undignified days as workmen remove ceiling tiles and crawl around measuring for the ductwork that goes through there next month. That is the work that will cut off daytime heat to the east end of the second floor on January 5 and 6: consider yourself forewarned.

ROLLING STONE

The great crane is moving stone for the new main entrance, of which the arch is already in place. The stone was to have been hauled in by reindeer, but came on a truck instead as the reindeer pigged out on latkes at their last engagement and were in no condition to pull.

The entire doorway/foyer area is being raised to the same level as the main floor. (Remember how you used to come in and then up three steps?) Concrete blocks have been laid to raise and support the new deck, so at this point the area is entirely unsuitable for skittles, with or without beer.

FYI

University of Kansas Libraries

Number 584

December 24, 1980

SCIENCE LIBRARY

Science Library staff have moved into their new offices in the new addition of the Science Library, all except David Walden-Berg who will remain in the old part of the Library. The phone numbers are as follows: 864-4928 and 864-4929 should now be used to contact all staff (except David) in the new Science Library addition. (David can be reached at 864-3465.) 864-5154 will no longer be available (this phone is currently locked in Kathleen Neeley's office while she is on vacation and no one will be able to answer it). After the holidays, the phone 864-5154 will be used as a computer line. If you have any questions regarding the phone situation at the Science Library, call 864-4928, or the Administrative Office.

SKG

HAVE A SAFE AND HAPPY HOLIDAY----MERRY CHRISTMAS!

FYI

University of Kansas Libraries

Number 585

December 31, 1980

AACR II INSTITUTE

The schedule for the January 7 AACR II Institute in the Kansas Union is as follows:

8 a.m.-8:45--Speaker I
8:45-9:00--Questions for Speaker I
9:00-9:45--Speaker II
9:45-10:00--Questions for Speaker II
10:00-10:30--Coffee break
10:30-11:00--Barb Gaeddert
11:00-11:10--Questions
11:10-11:40--Rob Melton
11:40-11:50--Questions
11:50-12 noon--Closing comments

The speakers are Arlene Taylor Dowell and Carolyn Dusenbury.

HRM

STAFF FEE ELIGIBILITY

Application forms for a Staff Fee Eligibility card for Spring 1981 enrollment will be included in next week's FYI. Full-time employees who are employed at the time of enrollment and remain employed for the full semester are eligible for full staff rates. Staff dependent fee eligibility is available to a spouse or child of the staff member, and applications from for staff dependent fee eligibility will also be included in next week's FYI. If you have questions regarding either Staff Fee Eligibility or Staff Dependent Fee Eligibility, contact Sandy Gilliland in the Administrative Office, 4-3601.

SKG

ADMINISTRATIVE CONFERENCE

Minutes of the December 4 meeting of the Administrative Conference are attached.

SKG

ATTENTION--UKASE USERS

The UKASE Master will be resequenced, or RESINed, on January 12 in preparation for AACR2 cataloging of serials. All staff are encouraged to bring any misspellings to the attention of the person handling serials records for their unit, particularly when the error appears in the first line of the entry. If your unit has no serials person, send needed changes to Joe Hewitt, 102 Lippincott.

Branch staff responsible for UKASE transactions should make sure that no COPY transactions are submitted and that no transactions with current SIN numbers are held beyond the transaction deadline: January 9. The RESIN activity realphabetizes the entire master file. If the main entry is accurate, the entry will be put into its correct place in the file. Titles with identical main entries, especially corporate authors, should match all other identical main entries letter for letter or realphabetization may occur when not desired. Any transactions sheets received in Serials after January 9, which have the old SIN number cited, will be returned to the originating unit for correction. To handle problems after the transaction deadline and before you receive your new technical list, code your solutions without SIN numbers and fill in the SIN number when your new list arrives.

To provide the programmers with the time needed for this activity, the OSCAR unit will not be checking in any issues or looking up check-in records on Friday, January 12. If you have any questions, call Joe Hewitt at 4-3535.

Minutes of the Administrative Conference
December 4, 1980

The Administrative Conference met today at 10:30 a.m. in 357 Watson with Dean Ranz presiding. Present: Brow, Carvalho, Clark, Gates, Gilliland, Glinka, M. Hawkins, Howey, Jerkovich, Malinowsky, Mason, K. Miller, Quinlan, Jeanne Richardson, Shawbaker, Stewart, Ursery, Willer.

Gilliland asked department heads to report to her the names of all volunteers working in their departments.

Glinka reported on the Renovation: In the middle of November the general contractor began to demolish the main floor. The Administrative Office and the Supply Room are still on this floor, and we can't move until the new Administrative Office area is completed. (The Administrative Office should move late this month or early next month.) The main entry to Watson is also being worked on. The front entry will be level with the front entrance. The staff lounge should be completed by early January. The East Elevator was to have been completed by January and at that time the main public elevator was to have been demolished. But this schedule will not be met.

The first floor should be completed by late February or early March. Reference, ILS, Circulation, and Reserve will then move to this area (possibly during Spring Break). The new front entrance should also be completed by then, weather permitting.

A conflict developed between the needs of students and faculty and the needs of the contractor. The Library received very strong support from Academic Affairs and a meeting was scheduled to discuss these issues.

Glinka felt that the Periodicals Reading Room move was very well organized and couldn't have been done without the assistance from several volunteers.

Ranz reported that on November 21 the Library Budget Hearing was held with Dr. Christoffersen, Deanell Tacha, Associate Vice Chancellor; Janet Riley, Assistant to the Vice Chancellor; George Woodyard, Associate Vice Chancellor of Research and Graduate Studies; 2 faculty representatives; James Bibb, Associate University Director of Business Affairs; and Bob Malinowsky, John Glinka, and Jim Ranz. The entire budget was discussed and no sections were seriously challenged. They were interested in the acquisitions fund and had received many letters from faculty regarding the serials cuts. There were seven questions regarding the following issues to which responses were prepared: 1) Feasibility of changing some unclassified librarian positions to classified librarian positions; 2) Brieflisted collection 3) Acquisitions problems; 4) On-line circulation system; 5) Transfer of library programs from Honeywell computer to IBM computer; 6) Outside grants. We were also asked to assign priorities to our requests: 1) Improvements of salaries; 2) Development of COMCAT (\$59,000) and \$6,500 one-time only cost; 3) Books and serials; 4) Improvement of maintenance; 5) Student wages 6) area studies--new professional position in each of the 3 programs and 3 classified assistants; 7) brieflisting; 8) Regents Center. A copy of the budget request document is available at the Reference Desk.

Brow reported on a Tinker Foundation grant that if funded, \$25,000 per year would be provided for 3 years. \$15,000 of that amount would be used for the acquisition of contemporary material from Central America on political and social turmoil.