

# FYI

## University of Kansas Libraries

Number 794

January 2, 1985

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### 1985 HOLIDAYS

Holidays during 1985 for state employees have been announced as follows:

*Martin Luther King Day	January 21, 1985
Memorial Day	May 27, 1985
Independence Day	July 4, 1985
Labor Day	September 2, 1985
**Veterans' Day	November 11, 1985
Thanksgiving	November 28 and 29, 1985
Christmas	December 24 and 25, 1985

\*Additional information concerning Martin Luther King Day will be provided within the next two weeks from the Department of Personnel Services.

\*\*Additional information concerning Veterans' Day will be provided during the Fall semester.

S. Gilliland

### PERSONNEL

Starlet Scott, half-time Fines Clerk (Clerk III), has announced her resignation effective January 7. Starlet has been employed in the Libraries since March, 1980.

Sara Townsend, full-time Library Assistant I in SPLAT, has announced her resignation effective January 8. Sara has been employed in the Libraries since September, 1981.

S. Gilliland

### SCIENCE LIBRARY LIMITED SERVICE

The Science Library will be open for "limited service" on Saturday, January 5th, Sunday, January 6th, Saturday, January 12th, and Sunday, January 13th. Hours will be 9:00 a.m. - 5:00 p.m. each day. Copiers and change will be available; all materials will be limited to a two-hour manual checkout.

B. Denton

### REMINDER OF CLASSIFIED VACANCY

As a reminder, library staff interested in applying for the full-time Clerk III position in the Catalog Department (Marking Supervisor) should contact Sherry Butter or Sandy Gilliland by 5:00 p.m. Wednesday, January 9. This position was advertised in the December 20 issue (#792) of FYI.

S. Gilliland

### STUDENT TIME CARDS

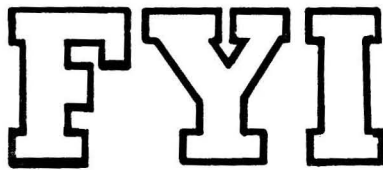
Student hourly time cards are due in the Administrative Office Tuesday, January 15 at 9:00 a.m. The maximum earnings limit for regular hourly employees is 180 hours. For Work-Study and foreign students, the maximum earnings limit is 176.

S. Butter

### STAFF TIME CARDS

Staff time cards for the pay period ending 1/17/85 are due in the Administrative Office by 9:00 a.m. on Tuesday, January 15. Please project usages through 1/17/85.

S. Butter



## University of Kansas Libraries

Number 795

January 9, 1985

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### CLASSIFIED VACANCIES

Due to Starlet Scott's resignation effective January 4, a full-time Clerk III vacancy in the Fines Office is being advertised. Responsibilities include:

1) Public service; 2) On-line fines records maintenance; 3) Searching; 4) Accounts receivable; 5) Training and supervision of a student assistant; and 6) Other duties such as receptionist, distribution of mail, typing correspondence, and assisting in other Circulation Department units as required. Minimum Qualifications: As specified by the State for Clerk III classifications. Preferred Selection Criteria: public service experience, library experience, familiarity with video terminals, bookkeeping experience, typing skills, and supervisory experience.

Due to Sara Townsend's resignation effective January 8, a full-time Library Assistant I vacancy in the Department for Spain, Portugal & Latin American (SPLAT) is being advertised. Responsibilities include: 1) Supervision of student assistants; 2) Bibliographic searching; 3) Duplicate collection organization and maintenance; and 4) Assistance in overall functioning of the department. Minimum Qualifications: As specified by the State for Library Assistant I classifications. Required: Strong reading and writing knowledge of Spanish. Preferred: Reading and writing knowledge of Portuguese; college coursework in Latin American studies or equivalent travel or residence abroad; accurate typing skills; experience in bibliographic searching; demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work successfully, and to work independently.

Library staff interested in applying for these positions should contact Sherry Butter or Sandy Gilliland no later than Wednesday, January 16th, 5:00 p.m. Copies of the position descriptions are on file in the Library Office for review by those interested in these positions. Minorities are encouraged to apply.

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

S.Gilliland

### TRAINING SESSION ON SELECTION PROCEDURES

Library staff who will be involved in the selection process for classified vacancies may wish to sign up for one of several training sessions dealing with the procedures involved in classified recruitment/selection. (These sessions are similar to those held in the Library last summer.) To register, call Personnel Services, 864-4942. All sessions will be held on Wednesdays from 1:30 p.m. - 3:30 p.m. in Room 102 Carruth.

February 13  
March 13  
April 10  
May 8  
June 12

S.Gilliland



HOLIDAYS FOR 1985

Attached to this issue of FYI is some additional information concerning holidays for calendar year 1985. The Board of Regents has determined that because classes are in session on Martin Luther King Day and Veterans' Day, librarians and unclassified staff will not observe either of those two holidays. Because most of the Library system is open during Winter Recess, there is less a need for library classified staff to accrue compensatory time by working on Martin Luther King Day and Veterans' Day. Therefore, all classified staff are encouraged to take these holidays. Some Library departments may, however, need to require some of their classified staff to work on these days. In any event, those classified staff who do work on Martin Luther King Day and Veterans' Day will earn compensatory time at the rate of 1½ hours for each hour worked (not to exceed 12 hours per holiday worked).

S.Gilliland

STUDENT TIME CARDS

Student hourly time cards are due in the Administrative Office Tuesday, January 15th at 9:00 a.m. The maximum earnings limit for regular hourly employees is 180 hours. For Work-Study and foreign students, the maximum earnings limit is 176.

S.Butter

STAFF TIME CARDS

Staff time cards for the pay period ending 1/17/85 are due in the Administrative Office by 9:00 a.m. on Tuesday, January 15. Please project usages through 1/17/85.

S.Butter

EMPLOYEE RECOGNITION CEREMONY/EMPLOYEE OF THE YEAR

The 11th Annual Recognition Ceremony honoring faculty and staff for their years of service will be held on Tuesday, April 3, at 1:30 p.m. in the Kansas Union Ballroom. Attached to this issue of FYI is a call for nominations for classified and unclassified Employee of the Year. All classified and unclassified, non-teaching employees are eligible for nomination if they have completed at least one year of service, are employed half-time or more in a permanent or continuing position, and have not within the past seven years received an "Employee of the Year" award. Nominations should be submitted on the attached form to Ola Faucher, Coordinator; Recognition Committee; Personnel Services; by February 1st. Awards will be presented to two outstanding "Employees of the Year" at the April Recognition Ceremony.

A list of library staff who will be honored at the Recognition Ceremony for their years of service will be published in a future edition of FYI.

S.Gilliland

LIBRARIES BUDGET DOCUMENT FOR 1985/86

The Libraries' Budget Request for 1985/86, consisting of a five year planning document, response to specific questions, and committee reports, was submitted to the Office of Academic Affairs on December 21. Copies of the Library's request have been distributed to all department heads, the LFA and Classified Conference, and one copy for the Reference Desk, for all staff interested in reviewing this document.

N.Shawbaker

REVISED SCHEDULE OF LIBRARY HOURS

Attached to this issue of FYI is a revised schedule of spring semester library hours. The revised schedule reflects corrected hours for Copying Services, the Science Library, and the Howey Reading Room.

M.Hawkins

JANUARY EDITION OF MICROFICHE CATALOG

There are two problems with the January edition of the Microfiche Catalog. Both will be corrected by the time the February edition is published. The date in the header strip printed as December, 1984. It is actually the January, 1985 edition and is not the same edition as the actual December issue. The second problem makes the catalog more difficult to use. It involves the Subject Catalog only. Programming problems have caused all subject headings to be abbreviated to 40 characters only. All of the information in the cataloging records themselves is there, but the headings are very short. Most units have elected to file the January Author/Title fiche and continue to use the December Subject fiche until the February edition is issued.

L.Moore

COM CLASSES

There will be a class on Tuesday, January 22, at 1:30 p.m. in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (864-3038) if you or any of your students want to attend.

C.Getchell/A.Williams

NOTE

Due to her recent marriage, Channette (Alexander) Mastin in the Reference Department, has changed her name to Channette Alexander Kirby.

C.Alexander Kirby

ATTACHMENTS

Attached to this week's issue of FYI is: A memo from the Chancellor calling for nominations for classified and unclassified Employee of the Year with a copy of the form attached for submitting nominations; minutes from various meetings; a Letter of Thanks from the Gorton Music Library; Schedule of library hours; and a memo from David Lewin, Director of Personnel Services showing holidays for 1985 calendar year.

S.Dewey



## THE UNIVERSITY OF KANSAS

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

January 8, 1985

JAN 09 1985

### MEMORANDUM

TO: University Directors, Vice Chancellors, Deans,  
Directors and Chairpersons

FROM: David Lewin, Director of Personnel Services

SUBJECT: Holidays for 1985 Calendar Year

Governor Carlin has designated the following days during 1985 as holidays for State employees.

*MARTIN LUTHER KING DAY	Monday, January 21, 1985
MEMORIAL DAY	Monday, May 27, 1985
INDEPENDENCE DAY	Thursday, July 4, 1985
LABOR DAY	Monday, September 2, 1985
*VETERANS' DAY	Monday, November 11, 1985
THANKSGIVING	Thursday, November 28, 1985 & Friday November 29, 1985
CHRISTMAS	Tuesday, December 24, 1985 & Wednesday December 25, 1985
NEW YEAR'S	Wednesday, January 1, 1986
DISCRETIONARY DAY	

The "discretionary day" is an additional day with pay, provided eligible classified and unclassified employees for observance of a special occasion, or to accommodate those who desire to observe a religious holiday of their choice.

\*Beginning in 1985 the State will observe Martin Luther King's Birthday as an additional holiday for state employees. The Board of Regents has determined that because classes are in session on that day, as on Veterans' Day, unclassified employees of the Regents' institutions will not observe either of those two holidays.

Consistent with needs of their department, classified employees may choose to work or take either or both holidays off. Those classified employees who wish to work on either or both holidays may accrue compensatory time toward the period of reduced campus activity (December 26, 27, 30 and 31, 1985).

cc: Personnel-related staff members



## THE UNIVERSITY OF KANSAS

Office of the Chancellor  
223 Strong Hall, Lawrence, Kansas 66045-1500  
(913) 864-3131

January 3, 1985

Dear Colleagues:

This year we will hold our eleventh annual Recognition Ceremony honoring members of our faculty and staff who have given long and distinguished service to the University. The program will be at 1:30 p.m., Tuesday, April 3, 1985, in the Union Ballroom.

In each of the past ten years, we have presented awards to two outstanding "Employees of the Year"--one from the classified staff and one from the unclassified, non-teaching staff. We will do so again this year. We invite and encourage nominations for these awards from any member of the University community. A nomination need not be lengthy or detailed. Providing simply an employee's name and department would be sufficient. For your convenience a nomination form is provided on the reverse side of this letter, though its use is not required.

Members of the Recognition Committee will interview at a minimum a nominee's supervisor and a representative sample of the nominee's colleagues. The Recognition Committee considers the following criteria when selecting finalists for the awards: quality and quantity of work, job dedication, loyalty to the University, skills and talents necessary for the job, relations with supervisors and colleagues, adaptability to circumstances, general attitude and demeanor, and community or special service. A nominee's overall contributions to the University will be considered; however, special attention will be placed on the prior year's accomplishments.

All classified and unclassified, non-teaching employees are eligible for nomination if they have completed at least one year of service, are employed half-time or more in a permanent or continuing position, and have not within the past seven years received an "Employee of the Year" award. Please submit your nominations by February 1 to:

Ola Faucher, Coordinator  
Recognition Committee  
Personnel Services

We encourage everyone to join in recognizing those members of our faculty and staff who have contributed so much in service to the University.

Respectfully,

*Gene A. Budig*  
Gene A. Budig  
Chancellor

GAB:dmr

NOMINATION FOR

\_\_\_\_\_ Classified \_\_\_\_\_ Unclassified

EMPLOYEE OF THE YEAR AWARD

Name of Nominee \_\_\_\_\_ Department \_\_\_\_\_

Position/Classification \_\_\_\_\_

Nomination Statement

(Nomination must be signed by nominator to be considered.)

THE UNIVERSITY OF KANSAS LIBRARIES  
SCHEDULE OF HOURS  
JANUARY 16, 1985 - JUNE 3, 1985

Watson Library

Schedule

*Circulation & Reserve	8am - midnight	Mon-Thu
Periodicals Reading Rm.	8am - 10pm	Fri
Microforms	9am - 5pm	Sat
	noon - midnight	Sun

Copying Services (opens on same schedule as depts. listed above, but closes ½ hr. earlier)

*Reference Desk	8am - 10pm	Mon-Thu
	8am - 5pm	Fri
	9am - 5pm	Sat
	noon - 10pm	Sun

East Asian Library & Interlibrary Services	8am - 5pm	Mon-Fri
	Closed	Sat-Sun
	Closed	May 27

Fines Office	8:30am - 4:30pm	Mon-Fri
	Closed	Sat-Sun
	Closed	May 27

\*Hours During Class Breaks and Holidays:

March 10	Closed	
March 11-15	8am - 5pm	
March 16-17	noon - 5pm (limited service)	
April 7	Closed	
May 18	Closed	
May 19	1pm - 5pm (limited service)	
May 20-24	8am - 5pm	
May 25-27	Closed	
May 28-June 3	8am - 5pm	Mon-Fri
	Closed	Sat-Sun

Art Library, Music Library, & Engineering Library

	8am - 10pm	Mon-Thu
	8am - 5pm	Fri
	9am - 5pm	Sat
	noon - 10pm	Sun

Hours During Class Breaks and Holidays:

Open 8am - 5pm only: March 11-15, May 16-17, May 20-24, May 28-31, June 3  
Closed March 10, March 16-17, April 7, May 18-19, May 25-27, June 1-2

Spencer Library

Schedule

Kansas Collection & Map Library	8am - 5pm	Mon-Fri
	9am - 1pm	Sat
	Closed	Sun

Special Collections	8am - 6pm	Mon-Fri
	9am - 1pm	Sat
	Closed	Sun

University Archives	8am - 5pm	Mon-Fri
	Closed	Sat-Sun

Government Documents	8am - 6pm	Mon-Fri
	9am - 5pm	Sat
	Closed	Sun

Hours During Class Breaks and Holidays:

Closed March 16, May 18, May 25, May 27, June 1  
Special Collections Open 1pm - 5pm on May 19

Science Library

	8am - midnight	Mon-Thu
	8am - 10pm	Fri
	9am - 5pm	Sat
	noon - midnight	Sun

Hours During Class Breaks:

8am - 5pm Mon-Fri  
9am - 5pm Sat-Sun  
Also Open (limited service only) 9am - 5pm April 7 & May 27

Mathematics and Computer Science Library

	8am - 5pm	Mon-Fri
	Closed	Sat-Sun
	Closed	May 27

Howey Reading Room

	8am - 10pm	Mon-Thu
	8am - 5pm	Fri
	noon - 5pm	Sat
	noon - 10pm	Sun

Closed During Class Breaks and Holidays

Regents Center Library, Overland Park

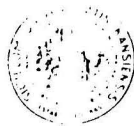
	9am - 10pm	Mon-Thu
	9am - 5pm	Fri
	10am - 5pm	Sat
	Closed	Sun

During Class Breaks and Holidays: Open 9am-5pm Mon-Fri

(HOURS SUBJECT TO CHANGE AS POSTED, OR PHONE UNIVERSITY INFORMATION CENTER: 864-3506)

(revised, 1/10/85)





# THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Gorton Music Library  
October 12, 1984

Papers on every aspect of sound archives fill the days of the week. I had the opportunity to meet and work for one full week with the directors of the major music sound archives from universities, federal government offices, radio and broadcasting networks and some private collectors and writers. I acquired an invaluable two volume set on Donizetti, a discography of early Italian recordings, and information on Italian jazz in exchange for information which I mailed after my return to Lawrence.

I will be posting an exhibit of the IASA/IAML Confernece in the Gorton Music Library showcase in early November.

Thank you very much for the financial support which enabled me to spend 10 days in Italy in September at the International Association of Sound Archives/International Association of Music Libraries Conference. My paper, "Perils and Pitfalls of the Copyright Laws and the Sound Archivist in Higher Education," was enthusiastically received and will be published in the upcoming Phonographic Bulletin of the IASA.

The Conference was sponsored by eight Italian institutions, UNESCO, Regione Lombardi, the city of Como and Congress of Italy. It was attended by about 300 archivists from about 30 countries who meet once a year to finalize committee work, exchange information and hear many very fine concerts. The International Copyright Committee of IASA/IAML of which I am secretary held a working session to finalize the model contract and an open session for papers on copyright, followed by information swapping and agreement to work on a model law and the enforcement of sanctions against violators for the coming year. The combined board selected me to continue as secretary for three years.

The Conference was held in Como at the historic and beautiful Villa Olmo, an Italian mansion built by Simone Cantori in 1782. After 1848 it was unfortunately turned into barracks, but in 1882 it was restored, then completely renovated in the 1950's. It is surrounded by very old trees and many beds of flowers in full bloom and even has its own legend that the largest elm dates back to Pliny's time. A Como Lake excursion boat picked us up from the dock on its grounds and took us to the historic waterfall Leonardo da Vinci described and manors where famous composers and performers lived or were entertained. We also toured unique places in Bergamo, the early city state where Donizetti was born, and Milano, noted for its music and opera.

An important reason for choosing to meet in Como was to attend the Autunno Musicale, 120 Festival Internationale which hosts performances from all over the world during the months of September and October. Various renowned groups perform every night in the beautiful old churches and halls of Como.

The work of the Repertoire International de Litterature Musicale (RILM) and the Repertoire International des Sources Musicales (RISM), to both of which KU subscribes, is carried on at these annual conferences.

Main Campus - Lawrence  
College of Health Sciences - 1001 East 10th Street - Lawrence, Kansas 66044

UNIVERSITY OF KANSAS LIBRARIES

SALARY COMMITTEE

Minutes of meeting: 3 Jan 85

The Salary Committee met Thurs. Jan. 3, 1985, at 2 PM in Sandy Gilliland's office. Present were: K. Neeley, A. Mason, S. Gilliland, and B. Gaeddert.

Gene Carvalho joined the group to present the qualifications of the candidate for Assistant East Asian Librarian. It was noted that there was a very close mesh with the required and preferred qualifications.

Transcripts were provided to the committee and details were given about the candidate's present position and responsibilities.

The committee recommended a beginning salary below that proposed by the Search Committee in light of the level of responsibility and in comparison with other recent appointments. The time which would elapse before the next fiscal year increment was also taken into consideration.

MINUTES OF THE ADMINISTRATIVE CONFERENCE BUDGET & PLANNING COMMITTEE MEETING

December 19, 1984

PRESENT: Kermit Sewell, Ken Lohrentz, Lorraine Moore, Mary Roach, Jim Neeley, Earl Gates, Laura Carroll, Sherry Williams, Jim Ranz, Nancy Shawbaker, Nancy Burich, Sandra Brandt, Jeanne Richardson, Rich Ring, Rachel Miller, Susan Craig, Mary Hawkins, Sandy Mason, LeAnn Weller

Sherry Williams opened the meeting with an outline of the review process and meetings held by the Budget and Planning Committee, for preparation of the Committee's report for the Library's five-year planning document. Sherry asked for comments on the Budget and Planning Committee's report distributed to all department heads prior to this meeting. No comments were made, so Sherry mentioned that a strong voice emerged from their meetings concerning a need to devote more efforts to technical processing and for more staffing. A brief discussion followed.

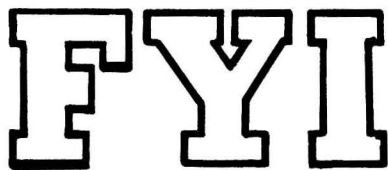
Jim Ranz outlined a list of Library needs and priorities (listed below) for discussion:

<u>NEEDS</u>		<u>PRIORITIES</u>
Space	\$12,900,000	Established:
Increased Acquisitions		Space \$12,900,000
Funding	500,000	Acquisitions Funding 250,000
Preservation & Conservation	300,000	Librarian Salaries 150,000
Equipment	200,000	
On-line Catalog	?	To be established:
Science Catalog	?	On-line Catalog, Science Catalog, Serial
Serials Upgrade	?	Acquisitions funding needs
New Staff	?	Equipment
Increased Usage		
Current Acquisitions		
Backlog		
Clean-up		
Library Instruction		
Etc.		

Jim Ranz asked the group what they felt the Library's priorities should be over the next five years, and mentioned the need to finalize the estimated cost figures for automation needs and new staff. Susan Craig inquired as to where we are with cataloging current acquisitions. The projections of the Catalog Department, according to Lorraine Moore, to handle 090 and 050 copy would require two additional catalogers, and by 1986/87 a total of four additional catalogers would be necessary to process all current acquisitions. This figure excludes all special cataloging projects.

Some discussion followed regarding the priorities "to be established", and it was determined that these would be: 1) automation, 2) acquisitions funding, and 3) equipment.

Meeting adjourned.



## University of Kansas Libraries

Number 796

January 16, 1985

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### LEAVE BALANCES FOR CLASSIFIED AND UNCLASSIFIED STAFF

The University Payroll Office will soon automate records of vacation and sick leave earnings for classified and unclassified staff. PLEASE compare your library record of leave balances as of 1/17/85 with your February 1st check stub to make certain the sick leave, vacation leave, and holiday compensatory time balances agree with the check stub. If there is any discrepancy, contact Sherry Butter. The University's records will become the OFFICIAL records when the automation is complete. Contact Sherry Butter or Sandy Gilliland if you have any questions.

S.Gilliland

### CORRECTION: DATE OF RECOGNITION CEREMONY

We have received information from the Employee Recognition Committee that the date of the Annual Employee Recognition Ceremony is April 23, at 1:30 p.m., not April 3 as was earlier reported. Please be advised, also, that nominations for employee of the year (classified and unclassified) will be accepted until February 6. Nominations must be signed, and submitted to Ola Faucher, Coordinator; Recognition Committee; Personnel Services.

S.Gilliland

### SICK LEAVE FOR DEPENDENT ILLNESS -- UNCLASSIFIED STAFF

Unclassified staff and faculty may use up to 40 hours of their accumulated sick leave for purposes of attending to the illness of a family member or dependent. No more than 40 hours of sick leave for dependents may be used during a fiscal year. Please report sick leave usage for dependents on the pink absence cards by indicating 'DSL' in the space provided for "sick leave".

As a reminder to classified staff, 40 hours of accumulated sick leave may also be used for family illness. No more than 40 hours of sick leave for dependents may be used during a calendar year. Please report sick leave usage for dependents on the weekly gray cards by indicating 'DSL'.

S.Gilliland

INCLEMENT WEATHER POLICY

In the event the Chancellor declares an inclement weather condition (such as Wednesday, January 9), staff who elect to return home after reporting to work can select one of the following options for handling the lost time:

- charge accrued compensatory time;
- charge accrued vacation leave;
- charge their discretionary holiday;
- charge leave without pay;
- make up the absent from duty hours within the following 30-day period on an hour-for-hour basis (must be approved by the supervisor in advance).

Staff who miss one hour or less of work because of inclement weather will not be required to charge leave time for that hour or part of the hour. Those who miss more than one hour of work should use one of the options described above for handling all additional lost time beyond one hour. (Staff who miss the entire day will not be granted the one hour of leave).

If you would like a copy of the entire Inclement Weather Policy, or if you have questions concerning this information, call Sherry Butter or Sandy Gilliland, 4-3601.

S.Gilliland

COM CLASSES

There will be a class on Tuesday, January 22, at 1:30 p.m. in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (864-3038) if you or any of your students want to attend.

C.Getchell/A.Williams

A THANK YOU...

Thank you for the lovely plant that I received while in the hospital. I'm recovering nicely at home and hope to see you all at work soon.

K.Clodfelter

# FYI

## University of Kansas Libraries

Number 797

January 23, 1985

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### PERSONNEL

Pat Wittry has promoted from her student assistant position to the full-time Library Assistant I position in SPLAT, replacing Sara Townsend. Pat first joined the Library staff in 1980 as a student assistant, was hired as a full-time Research Assistant for the Library Title II-C Latin American grant project in 1983, and returned to a student appointment this past fall so that she could finish her degree. Pat's appointment effective date, for the L.A. I position, is January 18, 1985.

S.Gilliland

### 1984 W-2 DISTRIBUTION

We have been informed by the University's Payroll Office that 1984 W-2's will be mailed directly to permanent (W-2) addressed for all staff (classified, unclassified, and student). If you do not receive your W-2 at your permanent address by the first week in February, contact the Library Office (Sherry Butter or Sandy Gilliland). The Payroll Office must mail W-2's by January 31st.

S.Gilliland

### LIBRARIES GRIEVANCE PROCEDURE

The Libraries' Grievance Committee met this week to elect a Chair of the core committee. Ms. Rhonda Neugebauer has been elected as Chair and will serve through the end of this fiscal year. As announced several months ago, committee members include:

#### Unclassified

Rhonda Neugebauer  
Joseph Springer  
Rosemary McDonough  
Sandra Brandt  
Jean Skipp

#### Classified

Norma Bishop  
Catherine Randall  
Leesa Duby  
Marianne Reed  
Janet Revenew

A copy of the Libraries' Grievance Procedure, established in 1982, is attached.

S.Gilliland

### ATTENTION CLASSIFIED STAFF

There will be a meeting of the Personnel Committee of the Classified Conference at 1:30 p.m., January 24th in Conference Room B on fifth level at Watson Library. Any classified staff interested in serving on the committee, are encouraged to attend or call Channette Kirby (4-3366) or Margaret Little (4-3866).

C.Kirby

### SERIALS TECHNICAL SERVICES UPDATE

Due to some internal shifting within the Serials Department, we are pleased to announce that Muriel Cook is now situated full-time in the Serials Technical Services area. Effective immediately, Muriel is assuming the claiming duties that were previously assigned to Lois Bauer (ART, DOCS, E.ASIAN, MUSIC, REF, KS COL., SPEC COL., MAPS, SUMMERFIELD/HOWEY READING ROOM, SEE CATs and TECH CATs). Lois Bauer is now totally involved with the preparation of subscription payments, maintenance of accounts ledgers, and the NST ledger. Please feel free to contact Muriel about your claims questions; she will, of course, appreciate your patience and cooperation while she is "learning the ropes."

E.Gaele Gillespie

COM CLASSES

There will be a class on Tuesday, February 12th, at 10:30 a.m. in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students want to attend.

C.Getchell/A.Williams

ATTACHMENTS

Attached to this week's FYI is: The University of Kansas Libraries Grievance Procedure, Speakers Service information and information on University's Research Index.

S.Dewey

SPEAKERS SERVICE/RESEARCH INDEX

Attached to this issue of FYI is information concerning a Speakers Service, coordinated by the University Relations Office, and information concerning the University's Research Index, a public service publication listing faculty research interests throughout the University. All librarians and staff are encouraged to read this information.

S.Gilliland



THE UNIVERSITY OF KANSAS LIBRARIES  
GRIEVANCE PROCEDURE

EMPLOYEES OF THE LIBRARIES ARE STRONGLY ENCOURAGED TO SEEK RESOLUTION OF GRIEVANCES THROUGH DIRECT DISCUSSION OF ISSUES BY THE PARTIES INVOLVED, OR WITH THE INVOLVEMENT OF A MEDIATOR, SUCH AS THE ASSISTANT TO THE DEAN. WHERE GRIEVANCES CANNOT SATISFACTORILY BE RESOLVED IN THIS MANNER, EMPLOYEES MAY UTILIZE OTHER GRIEVANCE PROCEDURES, AS DESCRIBED IN THE FOLLOWING:

PURSUANT TO ARTICLE XIV OF THE UNIVERSITY SENATE CODE AND ARTICLES V AND VI OF THE UNIVERSITY SENATE RULES AND REGULATIONS OF THE UNIVERSITY OF KANSAS, THE UNIVERSITY OF KANSAS LIBRARIES ESTABLISH THE FOLLOWING PROCEDURE FOR THE HEARING OF GRIEVANCES WITHIN THE LIBRARIES. THIS PROCEDURE, WHICH SHALL BE THE SOLE PROCEDURE AVAILABLE TO EMPLOYEES OF THE LIBRARIES AT THE UNIT LEVEL, IS IN ADDITION TO, AND DOES NOT SUPERSEDE, THE PROCEDURES SPECIFIED IN THE FACULTY SENATE REGULATIONS, THE STATE OF KANSAS PERSONNEL REGULATIONS, AND THOSE OF THE OFFICE OF AFFIRMATIVE ACTION. NO PERSON SHALL BE SUBJECTED TO DISCHARGE, SUSPENSION, DISCIPLINE, HARASSMENT, OR ANY FORM OF DISCRIMINATION FOR HAVING UTILIZED OR HAVING ASSISTED OTHERS IN THE UTILIZATION OF GRIEVANCE PROCEDURES. A COMMITTEE FOR THE SPECIFIC PURPOSE OF HEARING GRIEVANCES SHALL BE ESTABLISHED WITHIN THE LIBRARIES. INFORMATION CONCERNING THE COMMITTEE DESIGNATED TO HEAR GRIEVANCES (HEREINAFTER THE "COMMITTEE") AND THE GRIEVANCE PROCEDURE ADOPTED BY THE LIBRARIES SHALL BE EASILY AVAILABLE TO ALL EMPLOYEES OF THE LIBRARIES.

1. PRIOR TO THE END OF EACH FISCAL YEAR, FIVE CLASSIFIED AND FIVE UNCLASSIFIED NON-STUDENT EMPLOYEES OF THE LIBRARIES SHALL BE ELECTED, RESPECTIVELY, BY THE CLASSIFIED CONFERENCE AND BY THE LIBRARY FACULTY ASSEMBLY. THESE TEN ELECTED INDIVIDUALS SHALL COMPRISE A CORE COMMITTEE FROM WHICH SUBCOMMITTEES SHALL BE APPOINTED FOR THE HEARING OF GRIEVANCES. COMMITTEE MEMBERS SHALL SERVE ONE-YEAR TERMS, BEGINNING

-2-

WITH THE FISCAL YEAR IMMEDIATELY FOLLOWING ELECTION. MEMBERS MAY NOT SUCCEED THEMSELVES ON THE COMMITTEE WITHOUT AT LEAST ONE YEAR INTERVENING. THE DEAN OF LIBRARIES, AS THE RECIPIENT OF RECOMMENDATIONS FROM THE COMMITTEE, SHALL BE INELIGIBLE FOR COMMITTEE MEMBERSHIP. THE MEMBERS OF THE COMMITTEE SHALL ELECT THEIR OWN CHAIRPERSON, WHO SHALL BE PROVIDED WITH RESULTS OF VOTING IN THE MOST RECENT COMMITTEE ELECTION, SHALL RECEIVE GRIEVANCES FOR HEARING BY THE COMMITTEE, AND SHALL DESIGNATE THE MEMBERSHIP OF SUBCOMMITTEES FOR THE HEARING OF GRIEVANCES ACCORDING TO THE FOLLOWING GUIDELINES:

A) IF ALL PARTIES TO THE GRIEVANCE ARE CLASSIFIED EMPLOYEES, THE THREE CLASSIFIED COMMITTEE MEMBERS WITH THE HIGHEST NUMBER OF VOTES IN THEIR ELECTION TO THE COMMITTEE SHALL BE DESIGNATED AS THE SUBCOMMITTEE TO HEAR THE GRIEVANCE.

B) IF ALL PARTIES TO THE GRIEVANCE ARE UNCLASSIFIED NON-STUDENT EMPLOYEES, THE THREE UNCLASSIFIED COMMITTEE MEMBERS WITH THE HIGHEST NUMBER OF VOTES IN THEIR ELECTION TO THE COMMITTEE SHALL BE DESIGNATED AS THE SUBCOMMITTEE TO HEAR THE GRIEVANCE.

C) IF THE PARTIES TO THE GRIEVANCE INCLUDE BOTH CLASSIFIED AND UNCLASSIFIED NON-STUDENT EMPLOYEES, THE THREE CLASSIFIED AND THE THREE UNCLASSIFIED COMMITTEE MEMBERS WITH THE HIGHEST NUMBER OF VOTES IN THEIR ELECTION TO THE COMMITTEE SHALL BE IDENTIFIED. BY DRAWING LOTS, THESE SIX INDIVIDUALS SHALL SELECT FROM AMONG THEMSELVES A SUBCOMMITTEE OF FIVE TO HEAR THE GRIEVANCE.

D) IF EITHER PARTY TO THE GRIEVANCE IS A STUDENT EMPLOYEE, THE SUBCOMMITTEE DESIGNATED TO HEAR THE GRIEVANCE SHALL BE COMPRISED OF THE CLASSIFIED COMMITTEE MEMBER WITH THE HIGHEST NUMBER OF VOTES IN ELECTION TO THE COMMITTEE, THE UNCLASSIFIED NON-STUDENT COMMITTEE MEMBER WITH THE HIGHEST NUMBER OF VOTES IN ELECTION TO THE COMMITTEE, AND A STUDENT EMPLOYEE OF THE LIBRARIES, WHO SHALL BE APPOINTED BY THE DEAN OF LIBRARIES.

THE SUBCOMMITTEE DESIGNATED TO HEAR A GRIEVANCE SHALL ALWAYS BE COMPRISED OF AN UNEVEN NUMBER OF MEMBERS.

THE MEMBERS OF EACH SUBCOMMITTEE SHALL ELECT THEIR OWN CHAIRPERSON, WHO SHALL HAVE THE POWER TO KEEP ORDER, RULE ON QUESTIONS OF RELEVANCE AND EVIDENCE, AND SHALL POSSESS OTHER POWERS NORMAL AND NECESSARY FOR A FAIR AND ORDERLY HEARING.

2. BECAUSE THE APPOINTED SUBCOMMITTEES OF THE COMMITTEE HAVE THE RESPONSIBILITY TO HEAR GRIEVANCES, THEY CANNOT FUNCTION TO DEVELOP EVIDENCE ON BEHALF OF EITHER COMPLAINANT OR RESPONDENT. IT IS APPROPRIATE, HOWEVER, FOR THE OFFICE OF THE DEAN OF LIBRARIES, IN ITS ADMINISTRATIVE CAPACITY, TO CONSIDER COMPLAINTS PRIOR TO SCHEDULING A GRIEVANCE HEARING, TO INTERVIEW PARTIES, TO SECURE DOCUMENTS, AND TO SEEK A CONCILIATORY SOLUTION. IF THE PROBLEM IS NOT SOLVED IN THIS FASHION, THE OFFICE OF THE DEAN OF LIBRARIES SHALL REFER THE COMPLAINANT TO THE COMMITTEE, OR, IF APPROPRIATE, TO THE DEPARTMENT OF PERSONNEL SERVICES OR TO THE JUDICIAL BOARD. IF THE COMPLAINANT IS REFERRED TO THE COMMITTEE, THE OFFICE OF THE DEAN OF LIBRARIES SHALL MAKE AVAILABLE TO THE SUBCOMMITTEE THEREAFTER DESIGNATED TO HEAR THE COMPLAINT THAT INFORMATION WHICH THE OFFICE OF THE DEAN HAS DEVELOPED CONCERNING THE COMPLAINT. THIS SHALL NOT BE CONSTRUED, HOWEVER, TO DENY THE RIGHT OF AN INDIVIDUAL TO FILE A COMPLAINT DIRECTLY WITH THE COMMITTEE.

3. THE COMMITTEE AND ITS SUBCOMMITTEES MAY ESTABLISH PROCEDURES IN ADDITION TO THOSE LISTED IN THIS DOCUMENT CONCERNING THE OPERATION OF THEIR ACTIVITIES. THE BASIC REQUIREMENTS OF THE GRIEVANCE PROCEDURE AS STATED HERE, HOWEVER, MAY NOT BE ALTERED BY THE COMMITTEE'S PROCEDURES OR THOSE OF ITS SUBCOMMITTEES. ALL PROCEDURES SHALL ENSURE PROMPT AND FAIR HANDLING OF COMPLAINTS BUT SHALL AVOID THE FORMALISM OF LEGAL PROCESS. SHOULD THE COMMITTEE OR ANY OF ITS SUBCOMMITTEES ADOPT PROCEDURES IN ADDITION TO THOSE PRESENTED HERE OR SHOULD THEY PROPOSE ANY CHANGE OR AMENDMENT TO THIS PROCEDURE, THEY SHALL SUBMIT THOSE PROCEDURES OR CHANGES OR AMENDMENTS TO

THE LIBRARY FACULTY ASSEMBLY AND TO THE CLASSIFIED CONFERENCE FOR RECOMMENDATION TO THE DEAN OF LIBRARIES. ANY PROPOSED PROCEDURES OR CHANGES OR AMENDMENTS SHALL THEN BE SUBMITTED TO THE GENERAL COUNSEL OF THE UNIVERSITY. UNLESS THE GENERAL COUNSEL DETERMINES THAT THE PROCEDURES OR CHANGES OR AMENDMENTS AS SUBMITTED ARE IN CONFLICT WITH EXISTING LAW, RULES OF THE BOARD OF REGENTS, OR RULES OR REGULATIONS OF THE UNIVERSITY, THE PROCEDURES OR CHANGES OR AMENDMENTS SHALL BECOME EFFECTIVE 30 DAYS AFTER SUCH SUBMISSION.

4. NO COMPLAINT SHALL BE ENTERTAINED BY THE COMMITTEE IF MORE THAN SIX MONTHS HAVE ELAPSED SINCE THE ACTION OR EVENT COMPLAINED OF. A COMPLAINT MUST BE SUBMITTED IN WRITING TO THE CHAIRPERSON OF THE COMMITTEE AND A COPY SENT TO THE RESPONDENT. THE WRITTEN STATEMENT OF THE COMPLAINT OR GRIEVANCE SHALL SET FORTH THE FACTS UPON WHICH THE COMPLAINT OR GRIEVANCE IS BASED AND SHALL INDICATE THE PROVISION OR PROVISIONS OF THE UNIVERSITY OR STATE OF KANSAS RULES AND REGULATIONS ALLEGED TO HAVE BEEN VIOLATED, OR THE ACTS OF ESTABLISHED UNIVERSITY BODIES OR OFFICIALS ALLEGED TO HAVE BEEN UNLAWFUL, ARBITRARY OR CAPRICIOUS. THE COMPLAINANTS AND RESPONDENTS MUST SHARE COPIES OF MATERIALS TO BE USED IN EVIDENCE AND NAMES OF WITNESSES WITH EACH OTHER PRIOR TO A HEARING OF THE COMPLAINT OR GRIEVANCE.

5. THE SUBCOMMITTEE DESIGNATED TO HEAR THE GRIEVANCE SHALL SCHEDULE A HEARING WITHIN TWO WEEKS OF THE SUBMISSION OF A COMPLAINT OR GRIEVANCE UNLESS THE SUBCOMMITTEE DETERMINES THAT THERE IS GOOD CAUSE TO SCHEDULE THE HEARING LATER.

6. NO MEMBER OF THE COMMITTEE FOR WHOM HEARING A COMPLAINT CONSTITUTES A CONFLICT OF INTEREST SHALL BE APPOINTED TO THE SUBCOMMITTEE TO HEAR THAT COMPLAINT NOR SHALL ANY PARTY INVOLVED IN THE COMPLAINT PARTICIPATE IN THE RENDERING OF ANY DECISION ON THE COMPLAINT OR GRIEVANCE.

7. EXCEPT WHEN ALL PARTIES AGREE THAT THE HEARING BEFORE THE SUBCOMMITTEE SHALL BE PUBLIC, ALL PROCEEDINGS PROVIDED FOR IN THIS GRIEVANCE PROCEDURE SHALL BE CLOSED TO ALL BUT THE PARTIES INVOLVED. PUBLIC REPORTS BY THE SUBCOMMITTEE OR BY THE FULL COMMITTEE MAY REFER TO THE TYPES OF CASES HEARD BUT NO MENTION MAY BE MADE OF THE NAMES OF THE PARTIES NOR ANY REFERENCE MADE WHICH WOULD PERMIT THEIR IDENTIFICATION.

8. A PARTY AGAINST WHOM A COMPLAINT OR GRIEVANCE IS BROUGHT SHALL HAVE THE PRIVILEGE OF REMAINING SILENT AND REFUSING TO GIVE EVIDENCE AND HE OR SHE SHALL BE INFORMED OF THIS PRIVILEGE DURING THE INITIAL STAGE OF THE PROCEEDING.

9. EACH PARTY TO A PROCEEDING SHALL BE ENTITLED TO A FULL EXAMINATION OF THE EVIDENCE PRESENTED BY THE OTHER PARTY, INCLUDING THE OPPORTUNITY TO CROSS-EXAMINE WITNESSES. TO THIS END, THE COMPLAINANTS AND RESPONDENTS SHALL PROVIDE EACH OTHER WITH COPIES OF MATERIALS TO BE USED IN EVIDENCE AND NAMES OF WITNESSES PRIOR TO A HEARING BY THE SUBCOMMITTEE ASSIGNED TO THE COMPLAINT OR GRIEVANCE.

10. THE COMPLAINANT SHALL BEAR THE BURDEN OF PROOF UNLESS THE ACTION COMPLAINED OF IS THE RESULT OF DISCIPLINARY PROCEEDINGS. IN SUCH SITUATIONS, THE PARTY SUPPORTING THE APPLICATION OF SANCTIONS TO INDIVIDUAL MEMBERS OF THE UNIVERSITY COMMUNITY SHALL HAVE THE BURDEN OF PERSUADING THE SUBCOMMITTEE OF THE FACTS UPON WHICH THE APPLICATION OF SANCTIONS MUST BE BASED.

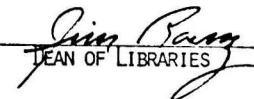
11. THE GRIEVANCE PROCEEDING SHALL BE AS INFORMAL AS POSSIBLE. THEREFORE, WHILE EACH PARTY TO A PROCEEDING MAY REPRESENT ITSELF OR BE REPRESENTED BY AN ADVISOR OR COUNSEL OF HIS, HER, OR ITS CHOICE, REPRESENTATION BY LEGAL COUNSEL IS NOT ENCOURAGED. HEARINGS SHALL BE CLOSED, EXCEPT AS PROVIDED IN SECTION 7, RULES OF EVIDENCE WHICH GOVERN COURT PROCEEDINGS SHALL NOT APPLY, THERE SHALL

BE NO RECORDING OF PROCEEDINGS, AND NO PERMANENT RECORD SHALL BE KEPT.

12. AFTER HEARING THE EVIDENCE AND ARGUMENTS PRESENTED CONCERNING THE COMPLAINT, THE SUBCOMMITTEE SHALL DELIBERATE AND DECIDE, BY MAJORITY VOTE, ON A RECOMMENDATION TO THE DEAN OF LIBRARIES. THE SUBCOMMITTEE HAS NO ENFORCEMENT POWERS AND DOES NOT COMMAND SANCTIONS. EACH PARTY TO THE PROCEEDING SHALL RECEIVE PROMPT, WRITTEN NOTICE OF THE RECOMMENDATION OF THE SUBCOMMITTEE AND OF THE DECISION OF THE DEAN OF LIBRARIES CONCERNING THE SUBCOMMITTEE'S RECOMMENDATION.

13. APPEALS OF THE DECISION OF THE DEAN OF LIBRARIES CONCERNING THE SUBCOMMITTEE'S RECOMMENDATION SHALL BE MADE IN WRITING TO THE UNIVERSITY JUDICIAL BOARD OR TO THE DEPARTMENT OF PERSONNEL SERVICES NO MORE THAN THIRTY DAYS AFTER THE AGGRIEVED PARTY HAS BEEN ADVISED IN WRITING OF THE DECISION OF THE DEAN OF LIBRARIES.

JULY 16, 1982  
DATE

  
DEAN OF LIBRARIES

Jan. 14, 1985

To: Permanent, full-time faculty

From: Mike Moore, <sup>mm</sup>Office of University Relations

Re: Research Index

The Office of University Relations is revising KU's Research Index, a public service publication listing faculty research interests throughout the university. We need your help.

The index is distributed principally to reporters, editors, and news directors and helps them identify experts who can comment locally on topics in the news. It's also an idea book. News people can comb the book for leads on interesting stories.

To give you an idea of what listings are like, here's one picked at random from the 1982 index:

TUTTLE, WILLIAM M. JR. -- professor of history  
-- Specializes in 20th-century America. Research:  
20th-century American social, cultural, and political  
history; labor and working class history; Afro-American  
history. OFFICE PHONE: 864-3569.

Tuttle is then listed, along with others, under various subjects in the topics index.

You can help us revise the index by doing the following:

--Send us a listing about yourself similar to the one above. It has to be short. The Tuttle blurb is about the right length. If you're director of a program, division, or other unit, please note that, as well as your academic rank.

--On the same sheet of paper, list topics that you would like to be listed under in the topics section.

--If you have recently published a book, or you have one that has been accepted for publication, please mention it.

--If you have substantial expertise in an area outside of your formal academic and research area, please note that. James Seaver, for instance, is an authority on opera, and that fact ought to be noted in the index.

--Please send us your vita.

The index serves the interests of the public and of the university. We hope you'll respond in a timely manner. We need responses as soon as possible, with Feb. 8 being the deadline. Send them to: Research Index/University Relations Center/Campus. Direct questions to me at 4-4115. Thank you.

Jan. 14, 1985

To: KU faculty and staff

From: Carol Leffler  
Office of University Relations

Re: Speakers Service for High Schools

The Office of University Relations is again publishing a directory of KU faculty and staff who are interested in speaking to high school audiences. The booklet is distributed across the state to high school counselors and gifted education teachers, who are invited to contact University Relations to arrange speakers for their classes. Gifted education coordinators are increasingly using the speakers service for symposia and lecture series. To continue to emphasize this use, we would like to include a wide range of topics from all areas of the university. Feedback from the schools and coverage in the local press have been very favorable. University Relations serves as an intermediary in making speaking arrangements. Schools are asked to reimburse the speaker for travel expenses, but honoraria are generally not involved. If you would like to participate in this service, please fill out this form and return it to me at the Office of University Relations by February 8. Please feel free to call me at 864-4115 if you have questions.

Speaker's Name \_\_\_\_\_ Academic Rank \_\_\_\_\_

Department \_\_\_\_\_ Department Phone \_\_\_\_\_

Office Phone \_\_\_\_\_ Office Hours \_\_\_\_\_

Title of lecture and brief description \_\_\_\_\_

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Equipment needed \_\_\_\_\_

Are there any restrictions on the audience for this lecture? (i.e. for advanced biology students only, etc.) \_\_\_\_\_

Please attach a vita that we may keep on file for press releases and information for high school teachers.

# FYI

## University of Kansas Libraries

Number 798

January 30, 1985

\*\*\*\*\*Deadline for submission of articles for FYI is 3:00 p.m. on Wednesdays.\*\*\*\*\*

### PERSONNEL

Phyllis (Ariell) Griekspoor has promoted from her Student Assistant position in the Circulation Department to the Clerk III position in the Fines Office effective January 24th. Phyllis is replacing Starlet Scott.

Linda Evans has promoted from her Program Assistant position in the Cataloging Department to the Clerk III Marking Supervisor position in that department effective January 25th. Linda replaces Nancy Leek.

S.Gilliland

### SPRING FY85 TIME SCHEDULE FOR CICS, ATMS, AND ADRS

The Office of Information Systems has recently announced the Spring FY85 time schedule for CICS, ATMS, and ADRS availability. This schedule, and all future updates, will be available in the Library's Administrative Office. Staff members interested in a copy of the most current time schedule, should contact Susie Dewey at 4-3601.

N.Shawbaker

### TRAVEL FUND REQUESTS DUE FEBRUARY 15

Applications for reimbursement of travel during April, May and June are due February 15th. Application forms are available from Susan Craig, at the Art Library. REMINDER: Persons receiving professional travel funds are required to submit to the Staff Development Committee a brief written report summarizing the meeting attended. These reports will be published in FYI.

S.Craig

### VENDOR REPORTS ON THE STATUS OF FIRM ORDERS

New procedures have been implemented for referral of vendor reports on the status of firm orders to bibliographers. If the order cannot be filled by the original vendor, decisions for possible conversion of the order to search and quote, assignment to another vendor, or cancellation of the original order will be referred by Carol Jeffries to the appropriate bibliographer. The online Innovacq record will be updated accordingly to reflect the reason why the vendor was unable to supply, date of referral to the bibliographer, etc. Any bibliographer who may wish a copy of the memo explaining these procedural changes should contact me.

K.Lohrentz

### CAT SEPS

Cat seps are no longer being placed on a separate truck for review in Acquisitions. They are now being placed on firm order trucks after data entry into Innovacq is completed.

K.Lohrentz



### EXCHANGE & GIFTS PROCEDURES

The new procedures for handling Exchange & Gifts monographs have been revised in accordance with recommendations from the CDC and other units and are now being implemented. A memo explaining these procedures will be sent to bibliographers within the next week. In addition, Susan Hamilton and/or Ken Lohrentz, will be available to attend departmental meetings to explain the new procedures more fully. A guide to the use of the control slip and a copy of the procedures will be filed in a reference notebook in the review area.

K.Lohrentz

### MARJORIE KISTEMAKER'S VISIT

Marjorie Kistemaker of Innovative Interfaces will be here February 7-8 for follow-up orientation of the Innovacq acquisitions system and to install the branch terminals for Science and Art. The schedule for these sessions is as follows:

Thursday, February 7th: 8:30a.m.-3:30p.m. Acquisitions  
\*4:00p.m.-5:00p.m. Catalog Conference Room, General Meeting,  
"Meet the Vendor"

Friday, February 8th: 8:30a.m.-10:00a.m. Acquisitions  
10:30a.m.-12:00noon Science  
1:30p.m.-3:00p.m. Art  
3:30p.m.-5:00p.m. Acquisitions

\*The general meeting scheduled for 4:00-5:00 p.m. on Thursday is for the benefit of bibliographers and non-Acquisitions staff who may have questions about the system or may wish to meet the vendor representative.

K.Lohrentz

### CALL FOR CLASSIFIED CONFERENCE NOMINATIONS

Elections will be held in mid-February for chairperson, vice-chairperson, secretary and group representatives of the Library Classified Conference. The Classified Conference is your voice in the library. All Classified staff are eligible and new staff are especially encouraged to participate. Please turn in your nominations by 5:00 p.m., February 11th, to Leesa Duby in Circulation.

- Group I--consisting of classified personnel from the ADMINISTRATIVE OFFICE, PERIODICALS READING ROOM, EAST ASIAN, PHOTOCOPY, MICROFORMS;
- Group II--consisting of classified personnel from REFERENCE, ILS, BINDERY, SECURITY & DELIVERY, REGENT'S CENTER;
- Group III--consisting of classified personnel from SERIALS TECHNICAL STAFF (including SERIALS CATALOGING);
- Group IV--consisting of classified personnel from CIRCULATION, RESERVE, ART;
- Group V--consisting of classified personnel from ACQUISITIONS, SPLAT, SLAVIC;
- Group VI & VII--consisting of classified personnel from CATALOGING (including CATALOG MAINTENANCE, MARKING)--with 2 representatives elected at-large from within Cataloging;
- Group VIII--consisting of classified personnel from MATH/CS, SCIENCE, ENGINEERING, MUSIC;
- Group IX--consisting of classified personnel from SPECIAL COLLECTIONS, KANSAS COLLECTION, MAPS, DOCUMENTS, ARCHIVES.

L.Duby

COM CLASSES

There will be a class on Tuesday, February 12th, at 10:30 a.m. in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students want to attend.

C.Getchell/A.Williams

NEW SCIENCE LIBRARY BUILDING COMMITTEE

Minutes of the Third Meeting  
25 January 1985, 2:30 p.m., Kansas Union

PRESENT: Biggers, Boger, Canole, Fast, George, Himmelberg, King, Maloney, Melton, Meyen, Niebaum, Ranz, Shankel, Wiechert, Zimdars-Swartz.

Mr. Canole informed the Committee that the Governor's budget recommendations for the New Science Library did not place a large enough portion of the total construction funds in fiscal 1987 and that, unless this were altered, construction would be delayed. Efforts are being made, however, to increase the construction allocation for fiscal 1987.

The architects presented in some detail their evaluation of the general site area. They analyzed it from the standpoint of existing and anticipated pedestrian and vehicular traffic; impact of the mass of the new structure on the area in general and on the existing landscaping in particular; location of steam tunnels, sanitary and storm sewers, power lines, water lines, etc. in the area; and service access for surrounding buildings.

Nine building placement designs were then presented which, collectively, illustrated most of the various alternatives available for the siting of building in the general area. The Committee was particularly interested in the design which placed the first phase immediately behind but separate from Hoch Auditorium and which permitted two options for phase two of the building: an expansion into a renovated Hoch Auditorium, if that should prove to be feasible; or, an expansion south of phase one.

Mr. Jowett, PGAV, stated that he had talked with Dr. Ralph Ellsworth, building consultant for the New Science Library building. He circulated a letter from Dr. Ellsworth, (copy attached) which outlined some of his views on the New Science Library building.

The architects stated that at the next meeting of the Committee they would like to discuss, among other matters, the nature and size of the building module that would form the basis for the planning of the new building.

The meeting adjourned at 4:30 p.m.

Jim Ranz  
Chairperson

Conservation and Preservation Management Committee Meeting: January 22, 1985

Present: Rachel Miller, Gaelle Gillespie, Rebecca Stuhr-Rommereim, Bill Mitchell, Lance Tomlin and Rich Ring.

Rich Ring reported what he had heard at Mid-Winter ALA Convention concerning laser disc technology. Rich learned that those libraries most interested in the benefits of laser disc technology were not taking advantage of it. One of the reasons for this is that the laser disc technology has not proven itself. At this time microform is more dependable. Rich pointed out that information can more easily be copied from one laser disc to another than it can be copied from microform to microform. So, even though no one knows how long the information will stay on a given disc, the information can easily be copied to new discs regularly to assure that the danger of losing information is decreased.

Rich also announced that there will be a conference on conservation and preservation management held in the Washington, D.C. area on March 8th and 9th. It is sponsored by ALA, LTSD, and PLUMES. It is hoped that either someone on the committee or someone else in the library system will be interested in going and will go. The purpose of the conference is to aid libraries in developing C&PM programs. It is aimed at middle management level librarians. We hope to at least get materials that develop out of this conference. There may not be conferences sponsored by the above organizations on this subject in the future . . . .

Concerning the areas that committee members will be reporting on: Rich hopes to take the information we gather and present it as a series of reports, each report covering a specific area of C&PM. With these reports, Rich wants to state current efforts being made, as well as what further efforts should be taken. All this Rich plans to present to the deans.

Rachel Miller and Bill Mitchell reported on the C&PM budget of the libraries. Bill covered the Spencer Research Library budget. In determining what was spent, Bill did not count secondary time spent on doing something for the good of the book, but did count the cost of the material that was used. In accounting for time spent on conservation and preservation at Spencer, Bill included hours spent by full time employees as well as hours spent by student employees. The figure arrived at is \$15,500. Bill estimated that \$10,000 is spent on supplies. Not included in the supply costs are photographic materials, sound (i.e., cassettes) material, or microfilm costs. Microfilming at Spencer is done mostly on an on-demand basis. Bill counted "hard" and "soft" money in the above figures.

Spencer has, in the past, had a binding budget. Bill guessed that about 10 years ago, the SRL had about \$6,000 for binding; eight years ago that amount was cut to \$3,000; and seven years ago that amount was cut to nothing and has remained at that level ever since. Rich Ring believes that the general binding fund should cover special binding needs that can not be done by the library's contractor. At least in theory this should be possible. Rich will bring this up in the next CDC or CDCE meeting. It was also decided that it would be worth finding out what each department in the library system thinks they need in the way of binding funds and then see how the projected needs match the current allocation. Gaelle agreed to find out if any requests for specialty binding have been made in the past years. Bill stated that Spec. Coll. made such requests all of the time when they had a binding allocation.

It was also reported that the music library spent about \$1,500 on conservation materials--mostly record jackets and cassettes. About \$500 of that went to staff costs. Volunteers are used to copy the contents of the record collection on to cassettes.

Rachel reported the basic breakdown of Watson conservation expenditures. She stated that Watson Library spent about \$3,000 on supplies; about \$10,000 on student employee hours in bindery prep; and 2-1/8 FTE in bindery prep. The total dollar expenditure comes to about \$40,000. Rachel also mentioned that \$630.00 was spent on the Roach Patrol. \$30.00 was spent on supplies and \$600.00 was spent on salaries.

The binding contract for FY1983-84 was \$138,000. FY1985 budget is \$180,000. There is a limit to how much can be spent because of the limited number of staff.

Bill stressed the importance of controlling food consumption in the library and pointed out the problem of the food machines in the basement of Watson. He also mentioned the inconsistency involved with allowing staff to eat and drink in a building where food and drink are banned. . . .

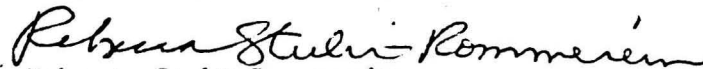
Conservation and preservation costs total about \$240,000. This includes the \$180,000 for binding and \$60,000 for the above mentioned costs.

Rich suggested that an additional 2FTE would be beneficial in the areas of in-house bindery repair and restoration. (Some in-house repair is now being done)

Microforms were briefly discussed. It was acknowledged that some microform purchases were for the purpose of collection preservation, as in the case where a paper copy of a journal is ordered along with a microform copy. Also to be considered is the fact that some double journal subscription orders exist so that one can be reserved for binding.

Binding and in-house repair will be covered in the next C&PM meeting. That meeting will be held Thursday, February 14, at 1:30.

Respectfully submitted,

  
Rebecca Stuhler-Rommereim.

MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

Monday, August 20, 1984

Present: Duby, Hamilton, S. Hewitt, Leek, Randall, Reed, Revenew, S.Z. Hawkins, Harsh, Bauer.

The Executive Board opened their August meeting with the reading, correction, and approval of the minutes of the July 25 meeting.

FOLLOW-UP

Duby reported that it is not possible to get a listing of all State employees. She suggested that we get general information about the Kansas Association of Public Employees. They might be able to provide needed statistics on the number of employees in the State. Duby also reported that Kendall Simmons will be providing more information about the proposed pay plan when it is available.

Group discussion then centered on Classified Staff representation on Budget and Planning, and Staff Development Committees. Proposals from previous years were reviewed and critiqued. Leesa asked all present to think about possible changes in the committees' structures and bring proposals to a special meeting planned for August 24.

SPECIAL REPORTS

Sherry Hawkins delivered her annual report on the activities of the Senate Libraries Committee. A variety of topics highlighted the 1983/84 term: an increase in funding from student fees, the fate of the present Science Library when the new one is completed, the cataloging of brief-listed volumes, absence of an Appeals Board for the present lending code, and the desire to encourage use of Spencer Research Library. The full report was handed over to the secretary for the Board's permanent records.

ARCHIVES

Sue Hewitt volunteered to sort and refile all Classified Conference records now held in Archives. The purpose of this task is to provide easier access to minutes from previous years.

1984 COMMITTEE MEMBERS

The results of the recent elections were provided as Leesa read the names of those to be serving on standing committees in 1984: PERSONNEL--Channette Alexander, Margaret Little, Nancy Leek, Kathy Clodfelter, and Susie Dewey; BUDGET AND PLANNING--Kendall Simmons, Laura Carroll; STAFF DEVELOPMENT--Bayliss Harsh; SENATE LIBRARIES--Sherry Hawkins; STAFF COMMITTEE-NEW SCIENCE LIBRARY--Barb Denton, Sarah Couch, Rick Embers.

NEXT MEETING

Duby requested that a special meeting be held for Friday, August 24. All members present agreed to meet from 10-11:30 a.m. in Conference Room B.

submitted by L. Bauer, approved 1/29/85

MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

Friday, August 24, 1984, 10 a.m., Conference Room A

Present: Alexander, Bauer, Duby, S. Hewitt, Leek, Randall, Reed, Revenew.

Duby opened by explaining the purpose of the meeting to those members who had been absent on August 20. She outlined three possible options for the restructuring of Budget and Planning, and Staff Development Committees: an umbrella organization, a joint executive committee, and the present structure.

Discussion and clarification of all options followed, ending in the summary of reasons for restructuring. Among those reasons, members listed the following concerns: better communication, increased participation of all staff, and elimination of duplicated efforts.

Another special meeting was scheduled for 8:45 a.m. Tuesday, August 28, in Conference Room A.

submitted by L. Bauer, approved 1/29/85



MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

Tuesday, August 28, 1984, 8:45 a.m., Conference Room A

Present: Alexander, Bauer, Benson, Clodfelter, J. Hewitt, Duby, Hamilton, S. Hewitt, Leek, Randall, Reed, Revenew, Simmons, Harsh, Carroll, B. Denton.

The special meeting of the Board opened with Kendall Simmons' report on the new pay plan: the proposal for January 1985 is not firm; merit pay is in question; longevity raises are in question; 5.5% cost of living increase appears to be the likeliest recommendation. Simmons will provide a breakdown of the Classified Staff Benefits Survey later; but, she pointed out that the library staff showed a marked difference in opinion from other staff on campus and across the State in regard to benefits for half-time employees.

The remainder of the meeting involved re-working the three options for restructuring committee representation on Budget and Planning, and Staff Development Committees. The proposals would be ready for the general meeting of all Classified Staff, which is scheduled for Wednesday, September 12, 2 p.m. in Conference Rooms A and B.

Another special meeting of the Executive Board is scheduled for Wednesday, September 5, at 10:30 a.m. in Conference Room A. The purpose will be to formulate an agenda for the General Meeting.

submitted by L. Bauer, approved 1/29/85

MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

Wednesday, Sept. 5, 1984 10:30 a.m.

Present: Alexander, Benson, Bauer, B. Denton, Duby, Leek, Reed, Revenew.

The meeting was opened with the handing out of a rough draft of the proposal for restructuring the Budget and Planning, and Staff Development Committees. Those present discussed the various aspects of the proposal:

- 1) naming of the new committee
- 2) the possible need to change the library governance code in order to form the new committee
- 3) the procedure for selecting members for the new committee
- 4) the relationship of the already existing standing committees to the new committee

Duby agreed to re-type and distribute the proposals.

Members present decided to hold the next general meeting of the Classified Conference at 2 p.m. on Sept. 12, in Conference Rooms A and B. Agenda items are to include the joint committee proposal, a report on the pay plan by Simmons and Butter, and a report from Simmons on the goals of the various Classified Senate committees.

submitted by L. Bauer, approved 1/29/85

MINUTES OF THE GENERAL MEETING OF THE CLASSIFIED CONFERENCE

September 12, 1984 2 p.m. Conference Rooms A and B

Executive Board Members present: Alexander, Bauer, Benson, Clodfelter, Duby, S. Hewitt, Leek, Reed, Revenew.

The General Meeting of the Classified Conference was opened with the introduction of Chris Scott, representative from the Regents' Center.

Duby announced the Executive Board's proposal for changes in the library committee structure. Various points were offered by the assembly for consideration:

- 1) legality of restructuring
- 2) advantages for the staff as a whole
- 3) possibility of revitalizing KULSA as a governing unit
- 4) procedure for selecting membership for another governing body

An informal poll showed that the members present favored the proposal for a Staff Senate, which would be comprised of members of the executive committees of both LFA and Classified Conference. The Staff Senate would administer those committees which affect the whole staff.

Simmons' explanation of Mike Harder's pay plan proposal followed. The Classified Senate's own proposal is to come out on October 1. K.U. is expected to send out a questionnaire asking for feedback from all University staff. Kendall outlined the Classified Senate committees, and said that any Classified Staff member is eligible for participation on these committees.

The meeting closed with the decision to send out ballots to all Classified personnel for a response to the proposal for formation of joint library committees.

submitted by L. Bauer, approved 1/29/85

MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

November 9, 1984 9:30 a.m. Conference Room A

Present: Alexander, Bauer, Clodfelter, J. Hewitt, Duby, Hamilton, Harsh.

Duby reported the results of the vote on the proposals for joint library committees: 57 approved, 3 disapproved. The proposal will now be submitted to LFA Executive Board members for their feedback.

Alexander announced that the Personnel Committee would be sending out a questionnaire to all staff, asking for information about basic working conditions in the libraries.

Bayliss Harsh reported on the travel fund allocation procedures of the Professional Development Committee. In addition to travel funds, the committee is seeking other methods for development from the Central Personnel Office in Carruth. Zenith computer training for more members of the staff is being looked into by Duby.

The meeting closed after discussion of the procedures for selection of Classified Staff members as representatives on the Dean's review committee.

submitted by L. Bauer, approved 1/29/85

MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

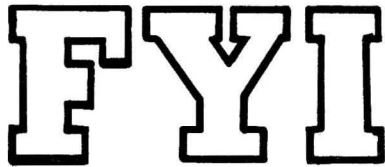
Thursday, January 24, 1985 2:40 p.m.

Present: S. Hewitt, Hodges, Duby, Kirby, Clodfelter, Little, Benson, Hamilton, J. Hewitt.

Channette Kirby presented a draft of a letter to the Dean concerning the Senate Libraries request for a summary of personnel needs over the next five years. The draft was amended for final approval.

A meeting was set for preparation of elections for Classified representatives for 1985. The meeting is scheduled for 2:30 to 4 p.m. on Tuesday, January 29 in Conference Room B. Other agenda items will include the approval of minutes for publication, and the Personnel Committee's questionnaire concerning staff interest in training for use of the Zenith computers.

submitted by L. Bauer, approved 1/29/85



## University of Kansas Libraries

Number 799

February 6, 1985

\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS \*\*\*

### UNCLASSIFIED VACANCY

REFERENCE LIBRARY/BIBLIOGRAPHER. 12-month, tenure-track appointment available June 18, 1985. Duties: Responsible for general reference service to undergraduate and graduate students and faculty in the humanities, social sciences, and in related professional fields. Participates in library orientation and instruction, and conducts online searches. Responsible for collection development in psychology, human development, sociology, and one or more other areas for the Libraries' main research collections. The Reference Department offers a collegial environment with independent working situations and flexibility in future assignments. Required Qualifications: ALA-accredited MLS; strong subject background in the social sciences other than history; ability to work effectively with library users and staff; strong reading knowledge of at least one Western European foreign language; and training or experience in on-line searching. Preferred Qualifications: Research library experience in reference and collection development; advanced study in psychology, sociology, or a related field. Salary: \$16,000 - \$20,000 dependent upon qualifications. Benefits: 22 days annual vacation, 1 day per month sick leave, participation in TIAA/CREF retirement program, and individual group health insurance provided. Application Deadline: Applications must be postmarked no later than April 1, 1985.

To apply, submit letter of application, resume, undergraduate and graduate transcripts, and three letters of reference to Sandra K. Gilliland, Assistant to the Dean, University of Kansas Libraries, 502 Watson Library. Minorities are encouraged to apply.

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

S.Gilliland

### PERSONNEL

Mr. Ju-yen Teng has been hired as Assistant East Asian Librarian (Librarian I) effective February 18. Mr. Teng is currently employed in the East Asian Library at the University of Washington. He received his B.A. in History from the National Taiwan Normal University and his M.L.S. from the University of Washington. He is replacing Gary Bjorge.

S.Gilliland

### STUDENT TIME CARDS

Student hourly time cards are due in the Administrative Office by 9:00 a.m., Wednesday, February 13. Departments' cooperation in meeting this deadline is greatly appreciated.

S.Butter

### CLASSIFIED AND UNCLASSIFIED TIME CARDS

Time cards for the January 18 to February 17 pay period are due in the Administrative Office by 9:00 a.m., Wednesday, February 13. Because the Library Office must complete and submit time reports to the Payroll Office by 5:00 p.m. Friday, February 15 (an inflexible deadline), we must ask that everyone please cooperate in meeting the February 13, 9:00 a.m. deadline. If the Library Office is unable to submit time reports by the Payroll Office's deadline, it may result in library staff not being paid on March 1. Thanks again for your cooperation.

S.Butter

TRAINING SESSIONS FOR SUPERVISORS OF STUDENT EMPLOYEES

The Libraries' Student Employment Coordinator will conduct training sessions for those Library employees who hire, train, and/or supervise student employees. These training sessions are specifically geared to new or newly-promoted library staff, however, everyone is welcome to attend. The sessions are scheduled for Thursday and Friday, February 21 and 22 at 2:30 p.m. in Conference Room B. Please call Sherry Butter to register for one of these sessions. Also, please let Sherry know if the scheduled dates are not convenient for you to attend. Thank you.

S.Butter

AFFIRMATIVE ACTION WORKSHOPS

Attached to this issue of FYI is a listing of workshops offered by the Office of Affirmative Action designed to assist persons who have responsibilities and interest in implementing equal employment opportunity objectives. Library staff interested in attending any of the regularly scheduled workshops, should call the Affirmative Action Office, 4-3686, to register.

S.Gilliland

DIRECTOR OF K.U. PERSONNEL TO DISCUSS CLASSIFIED PAY PLAN PROPOSAL

David Lewin, Director of Personnel, has been invited to meet with Library staff at 10:30 a.m. on Monday, February 18 and Tuesday, February 19 to discuss proposed changes to the State Civil Service salary plan. All classified staff are encouraged to attend one of these meetings, held in Watson's Conference Room A. No registration is required.

Attached to this issue of FYI is the February KANSAGRAM, published by the Kansas Department of Administration. This contains detailed information concerning the proposed changes to the pay plan, as well as, information concerning proposed changes in the classified staff evaluation system. Staff should read this information prior to the meetings. There will be an opportunity to ask questions at both meetings.

S.Gilliland

SEARCH COMMITTEE APPOINTED

The following Library staff have been appointed to the Reference Librarian/Bibliographer Search Committee: Jim Neeley, Chair; Mary Hawkins; Channette Kirby; Rich Ring; Rosemary McDonough; and Sandy Gilliland.

S.Gilliland

TRAVEL FUND REQUESTS DUE FEBRUARY 15

Applications for reimbursement of travel during April, May and June are due February 15. Application forms are available from Susan Craig, at the Art Library. REMINDER: Persons receiving professional travel funds are required to submit to the Staff Development Committee a brief written report summarizing the meeting attended. These reports will be published in FYI.

S.Craig

#### SEMINARS/CONFERENCES

The American Center for Management Development is offering a one-day seminar in each of ten cities during 1985. On April 10th the seminar, "Successfully Working with People" will be held in the Radisson Hotel Muehlebach, 105 West Twelfth Street, Kansas City, Missouri. Tuition fee is \$165 per person. Anyone interested should write to: The American Center, P.O. Box 21179, Sarasota, Florida 33583 or call (813) 371-6666.

The December, 1984 issue of Library Journal carried an announcement of a planned First World Conference on Continuing Education for Library and Information Sciences to be held at Moraine Valley Community College, Palos Hills, Illinois on August 14--16, 1985. This conference, sponsored by the American Library Association and the International Federation of Library Associations, will be limited to 150 persons. Former ALA presidents, Brooke Sheldon and Elizabeth Stone, are in charge of plans for the conference. Anyone interested can obtain information by writing to Brooke Sheldon, School of Library Science, Texas Women's University, Denton, Texas 76204.

R.McDonough  
Staff Development Committee

#### COM CLASSES

There will be a class on Tuesday, February 12th, at 10:30 a.m. in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students want to attend.

C.Getchell/A.Williams

#### A PROBLEM WITH THE UKASE MASTER LIST ON MICROFICHE

Users of the UKASE Master List will notice that section nos. 17-18 of the latest edition are dated 11/16/84 instead of 01/24/85. The date indicates when the information on the fiche was last updated. OIS Production Control sent to the vendor a tape containing obsolete information dated 11/16/84. The obsolete tape was printed on microfiche, instead of the latest version.

You are advised to keep the last 3 section of your UKASE Master List dated 12/20/84. The Serials Department will not be requesting a replacement for the obsolete sections of the January edition because of the time lag involved in fiche production and delivery. The February edition should be available about February 28.

We apologize for any inconvenience that this error has caused. Your Branch Technical Lists and Serial Records (CSR) on microfiche are accurate and updated correctly.

J.Hewitt

#### NEED FOR PENCILS

If anyone has any short, throw away pencils, Reference would appreciate donations for the Reference desk. Thanks.

C.Kirby

## UNIVERSITY OF KANSAS LIBRARIES

### SALARY COMMITTEE

Minutes of Meeting: 25 Jan 85

The Salary Committee met Friday, Jan. 25, 1985 at 9:30 AM in Sandy Gilliland's office. Present were: A. Mason, B. Gaeddert, and S. Gilliland.

The salary range for the Head of Science Libraries was reviewed. It was felt that a candidate who met only the minimum requirements for the position might not merit the lower figure of the salary range, so the committee recommended that the bottom end of the range be lowered. A letter to this effect was drafted by Gaeddert and Mason.

The salary range for the Reference Librarian/Cataloger position was reviewed and approved as proposed by the Search Committee. Gaeddert will notify the Search Committee.

[On Jan. 21st, the committee met by phone to approve the salary range for the position of Reference Librarian/Bibliographer (Social Sciences). The committee agreed that the range proposed by the search committee was appropriate to the requested qualifications and experience. Kathleen will notify the Search Committee.]

OFFICE OF AFFIRMATIVE ACTION  
TRAINING SESSIONS  
SPRING 1985

February 6	Wednesday 10:00-11:30	Search, Screening & Selection College Conference Rm (208 Strong)	Skip Turner
February 14	Thursday By Appt.	Individual Unit Training in Search Screening & Selection	Skip Turner
February 21	Thursday 10:00-11:30	Search, Screening & Selection College Conference Room	Skip Turner
February 27	Wednesday By Appt.	Individual Unit Training in Search, Screening & Selection	Skip Turner
March 6	Wednesday 10:00-11:30	Search, Screening & Selection College Conference Room	Skip Turner
March 7	Thursday 9:00-12:00	Human Relations Skills for Supervisors, Part I Walnut Room, Kansas Union	Robbi Ferron Linda Hoover
March 14	Thursday By Appt.	Individual Unit Training in Search, Screening & Selection	Skip Turner
March 21	Thursday 10:00-11:30	Search, Screening & Selection College Conference Room	Skip Turner
March 26	Tuesday 9:00-12:00	Preventing Sexual Harassment Walnut Room, Kansas Union	Skip Turner
March 27	Wednesday By Appt.	Individual Unit Training in Search, Screening & Selection	Skip Turner
April 3	Wednesday 10:00-11:30	Search, Screening & Selection College Conference Room	Skip Turner
April 4	Thursday 8:30-12:00	Equal Opportunity/Affirmative Action International Room, Kansas Union	Robbi Ferron
April 9	Tuesday 8:30-12:00	Human Relations Skills for Supervisors, Part II International Room, Kansas Union	Robbi Ferron
April 11	Thursday By Appt.	Individual Unit Training in Search, Screening & Selection	Skip Turner
April 18	Thursday 3:00-5:00	Sexual Harassment on Campus: A Workshop for Students Walnut Room, Kansas Union	Linda Hoover Janet Koch
April 24	Wednesday By Appt..	Individual Unit Training in Search, Screening & Selection	Skip Turner
April 25	Wednesday 1:00-4:00	Reasonable Accommodation: Disabled Persons in the Workplace International Room, Kansas Union	Skip Turner
May 1	Wednesday 10:00-11:30	Search, Screening & Selection College Conference Room	Skip Turner

Please call the Affirmative Action Office, 864-3686, to register.



## REPORT ON 1985 ALA MIDWINTER IN WASHINGTON

From Jan. 5-9, I attended meetings of the Rare Books & Manuscripts Section of ACRL at the ALA Midwinter Conference in Washington D.C. My primary purpose in attending was to participate in the meetings of the RBMS Standards Committee of which I am a member. The committee met Sunday, Monday, and Tuesday afternoons and at least half our time was devoted to evaluating a list of terms for use in describing physical traces of printing and publishing practices. I presented this list on behalf of former committee members Patrick Russell and Sandy Mason, with whom I had worked on the list during the past several months. This list should be ready for publication shortly after the upcoming Chicago meeting of ALA. The committee also dealt with an unresolved issue regarding use of these terms in new MARC field 755. We decided to recommend that the terms be used in conjunction with a preliminary identifying term (such as "Printing:" or "Binding:") which would go into a subfield p. Most of the remainder of our time was spent with a preliminary evaluation of a list of binding terms.

I attended various other RBMS meetings including two sessions of the RBMS Executive Committee, an information exchange, and meetings of a variety of committees such as one discussing collation formulas used by conservators, another discussing plans for a new journal of rare books librarianship, and another discussing guidelines for the loan of special collections materials for exhibits. These last two were especially interesting and I look forward to the forthcoming journal (should appear within a year) and the further development of lending guidelines.

There is never a lack of things to see and do in Washington and I took advantage of a few exhibits, such as one at the Smithsonian Museum of Natural History with watercolors and artifacts from the 19th-century expedition of Maximilian of Wied and Swiss artist Karl Bodmer to North America (you can read the account of this journey here in SpecColl) and an exhibit on "The Book and Other Machines" at the Library of Congress. I also paid visits to former employers and professors at the Gallaudet College Library and at Catholic University, where I toured the new and much-improved quarters of their special collections department.

-- Joe Springer



# KANSAGRAM

## State of Kansas Employee Newsletter

Published by Kansas Department of Administration

Vol. 1

February, 1985

### New Pay Plan Proposed

Governor Carlin's budget recommendation for FY 1986 provides \$27 million for implementation of a new civil service salary plan. The new salary plan modifies the number of steps in the pay plan, changes the basis upon which employees are granted step increases, and emphasizes a "job rate" concept.

#### *"Time-on-Step" Requirements*

Each of the 41 ranges in the current pay plan has sixteen steps. Civil service classes are assigned to one of the 41 ranges. There would be no changes in the number of ranges under the Governor's proposal. However, the new pay plan consists of ten steps, rather than sixteen. Longevity steps ("L" steps) have been removed, as have steps 4 and H.

Movement through the steps would be governed by a "time-on-step" concept and upon satisfactory job performance. Each step is associated with a "time-on-step requirement" as detailed below:

Step	Time-in-Step Requirement
A	6 months
1	6 months
B	1 year
2	1 year
C	1 year
3	1 year
D	5 years
E	5 years
F	5 years
G	

The time-on-step requirement is the length of time an employee must serve on the step in order to be eligible to move to the next step. An employee who stayed in the same job class and who started at the normal hiring step (Step A) would reach the maximum (Step G) of the salary range in 20 years. In order to move to any step on the salary range, each employee would be

required to receive a satisfactory performance evaluation in addition to meeting the time-on-step requirement.

The proposed "time-on-step" concept is a significant break from the current pay plan. The existing pay plan was designed to be performance oriented; movement through the steps was to be based on employee performance evaluations. Under the plan, employees could receive as much as a three-step increase for outstanding performance. Primarily due to fiscal restraints, however, no merit increases have been granted in recent years. The suspension of movement through the steps since FY 1982 has resulted in an accumulation of employees on the first three steps of the pay ranges. As a result, newly hired employees are earning the same salary as their more experienced colleagues.

Adoption of the Governor's proposed pay plan would recognize the value of experienced employees to the State of Kansas by differentiating them from new hires. It would also help to guarantee State employees an opportunity to advance through the pay matrix, thus providing stability and predictable increases for employees.

#### *The "Job Rate" Concept*

In addition to providing stable step movement, the proposed pay plan would emphasize a "job rate" concept. Each class within the Civil Service would be linked to a job rate. A job rate is the rate of pay that is appropriate for an employee who has enough experience in that job to fully perform all of its duties. In general, the job rate for Civil Service classes will be based on market rates determined through surveys of other employers. The market rates may be adjusted, if necessary, after consideration of the availability of applicants and of pay relationships between classes in the Kansas Civil Service.

Step C of each range would be considered the job rate. Each year the Division of Personnel Services conducts salary surveys. Proper job rate assignments would be determined by comparing Step C (the job rate) of the salary range assigned to a specific job class to the current market rate for similar positions. If it is determined, after a complete analysis, that a class requires a salary range adjustment, the class would be assigned to the range on which Step C is comparable to the market rate.

The hiring rate or starting salary would be lower than the job rate in recognition of the fact that "new hires" are not performing at full performance level. As employees gain experience in their job classes, they would be allowed to move toward the job rate by meeting time-on-step requirements, if their job performance is satisfactory. After attaining the job rate (Step C for their job class), employees would be granted additional salary increases to retain them in State service (Steps D through G) if their job performance continues to be satisfactory. These steps recognize the value of the employee's additional experience.

#### *Implementation*

If the Legislature adopts the proposed pay plan, classified employees of the State of Kansas will be converted from the current pay steps to the new pay steps on June 18, 1985. This conversion will be based on the time that an individual has accumulated on his or her current step and salary range. Employees on steps below Step C, which is the job rate, will be allowed accelerated movement if they meet certain time-on-step conditions. For example, an employee who has been on Step A for at least six months but less than one year would move to Step 1, while an employee who has been on Step A for three years or more would move to the

job rate, Step C. This manner of implementation recognizes that some employees have been denied an opportunity to move past the hiring rates to the "job rate" or full performance rate.

Most employees at the job rate (step C) or above will be allowed a one-step movement if they have at least one year of experience on their current step and salary range, except as noted below.

1. Employees currently on Step 4 will move to Step E on the new plan, as their step is being eliminated.
2. Employees currently on longevity steps will move to Step F or G, whichever grants them an increase over their current salary. However, employees on Step L<sub>4</sub> of Salary Ranges 3, 4, and 5 will be frozen above the plan.
3. Employees on Step G will stay on Step G as this will be the highest step on the new pay plan.
4. Employees on Step H will be frozen as their salaries will be above the new pay plan.

#### *Performance Awards*

The Governor's salary plan recommendations include \$3 million for performance awards. Because the movement across steps in the new pay plan is based on experience and satisfactory performance, commendable performance would be recognized in the form of an award of \$500 rather than additional step increases. The \$500 award would not be built into the employee's salary base but would be paid in a separate check during December.

Unlike the current pay plan in which "merit step increases" are dependent upon performance evaluation ratings, selection criteria for performance awards will not be tied to evaluation ratings. Agencies would be given considerable discretion in determining a method for distribution of performance awards. Each agency would develop its own set of criteria and procedures for selection of award recipients. With this degree of flexibility, agencies would be able to recognize a wide variety of employee accomplishments.

Agencies would be allowed to give performance awards to no more than 20 percent of their workforce. By restricting the number of recipients and

stipulating the amount of the performance award, the proposal assures that awards are only given in recognition of exceptional achievements or performance and that all recipients, regardless of salary or job class, will receive the same award in recognition for their contribution.

#### *Secretarial Class Upgrade*

The final component of Governor Carlin's salary plan recommendations relates to a general restructuring and upgrade of secretarial and clerical classes. The Clerk Typist I and II, Clerk Stenographer I and II, and Secretary I, II, and III classes would be replaced by new classes—Office Assistant I and II, Staff Secretary I and II, and Administrative Secretary I, II, and III. The new classes are defined in a clearer manner than existing secretary classes; the current class descriptions no longer accurately describe work performed in these classes. Under the new classes, accurate assignment of positions to a class should be facilitated and a better career ladder would be created. The new class definitions, descriptions, and qualifications are also consistent with modern office technologies that are now widely used in state government.

The revised secretarial classes would be given new salary range assignments. These range assignments are based on a market survey conducted by the Division of Personnel Services which indicated that current secretarial salaries are somewhat below those in the private sector. New secretarial classes will be assigned to ranges which are one to five ranges higher than the comparable existing classes for a total cost to the state of \$2.5 million. About 3,000 Civil Service employees would be affected, making this reclassification and upgrade one of the largest such actions in Kansas Civil Service history.

Each of the three components of the Governor's pay proposal—step movement, performance awards and secretarial upgrades—have been presented to the Legislature for its consideration. The Legislature may adopt or reject the entire pay plan proposal or modify portions of the plan; however, serious consideration of the Governor's salary recommendations is expected.

## Performance Evaluations Under Study

The Department of Administration has begun reviewing the existing employee performance evaluation system with the purpose of simplifying evaluation forms and procedures. Although no specific recommendations have been made at this time, a proposal to reduce the number of rating categories from five to three is being seriously considered.

During discussion with employees, agency staff, and legislators about the proposed new pay plan, a number of criticisms of the evaluation system were consistently mentioned. Those criticisms included: (1) inconsistent application between agencies; (2) cumbersome, time-consuming forms; (3) difficulties in accurately distinguishing between standard, above standard, and outstanding performance; and (4) the negative connotations associated with the label "standard." Any modification of the performance evaluation system resulting from the study now in progress will attempt to address these concerns.

Employees and agency staff who have been included in discussions of the current evaluation system seem to support some of its basic features. The evaluation system requires supervisors to prepare performance standards and discuss the standards with the employee at the beginning of the evaluation period. Supervisors must document those areas of performance which are less than satisfactory as well as those which are exceptional or superior. The revised evaluation system will probably retain these or similar requirements.

Any modification of the evaluation system will require substantial revisions in personnel regulations as well as in the evaluation forms and procedures. For this reason, the Department of Administration will involve employees and staff from other agencies in all phases of modifying the evaluation system.

TO: Library Faculty Assembly Executive Committee

FROM: Lorraine Moore, Secretary

RE: Minutes of the Committee, January 22, 1985. 8:30 a.m.

PRESENT: Ellen Johnson (Presiding), Annie Williams, Susan Craig, Rachel Miller, Eleanor Symons, Lorraine Moore, Nancy Shawbaker; guests, Jim Ranz and Sandy Gilliland.

UNCLASSIFIED OTHERS

Ellen asked Dean Ranz to begin the meeting by explaining the procedures for evaluating unclassified others. He read to the committee a letter, dated May 23, 1983, from Maryann Cyr, Chairperson of the Librarians' Committee on Promotion and Tenure, to Gene Carvalho, Chairperson of LFA Executive Committee. The letter described the review LCFT had made of the procedures for evaluating unclassified others and recommended that the present procedures be continued except that an instruction sheet be prepared to be presented to supervisors and evaluatees at the time of evaluation. The Dean said that the instruction sheet was prepared and the process remained otherwise unchanged according to the recommendation of LCFT.

The committee asked the Dean about methods of determining the rate of salary increases for unclassified others. He reported that he looks at the salary increases for other people in the same general range and attempts to equate them.

The committee discussed whether another review of the evaluation of unclassified others would be desirable, specifically whether it would be possible to include them in the peer review process. Looking at the list of positions, and the small number actually on library rather than grant funding, the committee decided that there was such a small group and the positions so varied, that it would be extremely difficult for the Peer Review Committee to arrive at fair evaluations. The suggestion that a subcommittee might look at the possibility of including unclassified others in the peer review process was deferred as a possible agenda item for next year.

At the next meeting the committee will consider its reply to the correspondence concerning merit salary increases and will consider the instructions from Academic Affairs concerning criteria for merit increases.

NEXT MEETING

The next meeting will be at 8:30 on February 5, 1985

To: Lorraine Moore  
FYI

Ellen

1-25-85

THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

May 23, 1983

Gene Carvalho, Chairman  
LFA Executive Committee  
East Asian/Watson Library  
CAMPUS

Dear Gene:

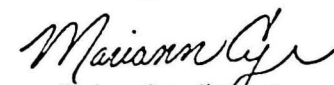
As directed by the Executive Committee, the Library Committee on Promotion and Tenure has reviewed the evaluation process for the "other unclassified salaried staff".

Only those staff members who are paid with state funds were considered in this review. The "other unclassified salaried staff" (6) and their supervisors (5) were interviewed separately to obtain comments and suggestions regarding the present evaluation process. Questions addressed included: the form the evaluation should take; the assignment of ratings by the supervisor; the administrative review of the evaluations; the appeal procedure; and the relationship of the evaluations to merit salary increases.

After reviewing the present evaluation process in light of the staff comments, the Library Committee on Promotion and Tenure recommends that an instruction sheet, addressed to both the evaluator and the evaluatee, be added. The purpose of this instruction sheet is to clarify several points over which concern was expressed. These included the right of the evaluatee to attach a statement of activities for the period of the evaluation; what path to follow should appeal be necessary; who reviews the evaluations; and the relationship between the evaluations and merit salary increases. Attached is a draft of the proposed instruction sheet.

Except for this one addition, we recommend that the evaluation process for the "other unclassified salaried staff" be left unchanged.

Sincerely,



Mariann Cyr, Chairman  
Library Committee on Promotion and Tenure

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

## LFA MEMBERSHIP

February, 1985

### Librarian I

Linda Alexander\*  
Gordon Anderson  
Sandra Brandt  
Wendy Chandley\*  
Janice Franklin  
Charles Getchell  
Rob Melton  
Rachel Miller  
Rich Ring  
Jeannette Shawl  
Marianne Siegmund  
Jean Skipp  
Joe Springer  
Rebecca Stuhr-Rommereim  
Ju-yen Teng (as of 3/18/85)  
Jane Vovk\*

### Librarian III

Gene Carvalho  
Marilyn Clark  
Barbara Clason  
Earl Gates  
James Helyar  
Marion Howey  
Ann Hyde  
George Jerkovich  
Ellen Johnson  
Barbara Jones  
Ned Kehde  
Sandy Mason  
Bill Mitchell  
John Nugent  
Eleanor Symons

### Librarian II

Roger Anderson  
E. Gaelle Gillespie  
Nancy Burich  
Susan Craig  
Paulette DiFilippo  
Barbara Gaeddert  
Sally Hocker  
Marion Kliever  
Ken Lohrentz  
Rosemary McDonough  
Kent Miller  
Ruth Miller  
Lorraine Moore  
Jim Neeley  
Kathleen Neeley  
Jean Richardson  
Mary Roach  
Kermit Sewell  
LeAnn Weller  
Annie Williams  
Sheryl Williams  
Margaret Wilson  
Meg Winchell\*

### Unclassified Other

Maria Alexander  
Nicolette Bromberg  
Sandy Gilliland  
Kathryn Hill  
Rhonda Neugebauer  
Nancy Shawbaker  
Peggy Shortridge  
Tom Magliery\*  
JoAnn Toussaint\*

### Deans

Mary Hawkins  
Clint Howard  
Jim Ranz

TO: Library Faculty Assembly Executive Committee  
FROM: Lorraine Moore, Secretary  
RE: Minutes of the Committee, January 15, 1985, 8:30 a.m.  
PRESENT: Ellen Johnson (Presiding), Annie Williams, Susan Craig, Rachel Miller, Eleanor Symons, Lorraine Moore, Nancy Shawbaker.

### MEMBERSHIP

The committee instructed the secretary to prepare a revised copy of the membership list to be reviewed at the next meeting and published in FYI.

### CORRESPONDENCE

Ellen presented two letters she had received, one a copy of a letter from Deanell Tacha to Dean Ranz thanking him for the report on tenure track positions, and another from Dean Ranz outlining the procedure the library would follow in responding to the request of the Senate Libraries Committee for a statement regarding staffing needs.

### RETIREMENT BENEFITS

Ellen introduced a memo written by her to the salary committee and referred by them to the committee. The memo concerned problems with FFA retirement benefits and asked that LFA investigate the problems and make recommendations. Annie reported that she had discussed the matter with the Staff Benefits Office and with Sandy Gilliland. She said that she had learned that in the summer of 1985 three additional retirement options would be available. She suggested that it would be possible to invite someone from Staff Benefits to explain all of the options at an LFA meeting at that time. The committee instructed the secretary to inform the membership, via the minutes, that the Executive Committee would welcome comments from the membership indicating whether they would like to have someone from Staff Benefits present information regarding retirement options at an LFA meeting.

### MERIT SALARY

Ellen introduced correspondence from Bill Mitchell concerning various issues connected to merit salary distribution. The committee spent the rest of the meeting defining the issues addressed in the correspondence. The issues were:

- Methods of distributing merit salary money
- Salary increases of administrators
- Salary increases of unclassified others
- Should LFA monitor the results of salary distribution and plot trends?

The committee began discussions of these issues and planned to continue the discussion at the next meeting. The committee instructed Ellen to invite Sandy Gilliland to the next meeting to answer questions concerning the evaluation of unclassified others.

### NEXT MEETING

The next meeting will be at 8:30 on January 22, 1985




# Happy Valentine's Day...


## FYI


### University of Kansas Libraries


Number 800 February 13, 1985

\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS \*\*\* 

#### UNCLASSIFIED VACANCIES

 REFERENCE LIBRARIAN/CATALOGER. 12-month, tenure-track appointment available October 1, 1985. Duties are divided equally between reference and cataloging. Reports jointly to the heads of the Reference and Cataloging Departments. Reference. Responsible for providing general reference service to undergraduate and graduate students and faculty in the humanities, social sciences and related professional fields. Participates in library orientation and instruction and reference collection development. The Reference Department includes 9 professional librarians and offers a collegial environment with independent working situations and flexibility in future assignments. Cataloging. Performs original and copy cataloging and Library of Congress classification of materials in history or the social sciences. Participates in the professional activities of the Cataloging Department. The Cataloging Department includes 10 professional librarians and utilizes a fully automated record management and integrated authority system. Required Qualifications: ALA-accredited MLS; strong reading knowledge of Spanish; cataloging experience with AACR2 or recent library school training in cataloging; ability to work effectively with library users and staff. Preferred Qualifications: Research library experience in reference and/or cataloging; experience with Library of Congress classification and OCLC or similar bibliographic utility; reading knowledge of at least one other Western European foreign language. Salary: \$16,000 - \$20,000 dependent upon qualifications. Benefits include 22 days annual vacation, 1 day per month sick leave, participation in TIAA/CREF retirement program, individual group health insurance provided. Applications must be postmarked no later than April 1, 1985. To apply, submit letter of application, resume, transcripts, three letters of reference and/or library school placement file to Sandra K. Gilliland, Assistant to the Dean, 502 Watson Library. Minorities are encouraged to apply.

 SCIENCE LIBRARIAN. 12-month, tenure-track appointment available not later than August 18, 1985. Responsible for administering the Science Libraries on the University's main campus. Directs the Science Library and oversees the operations of three other branch libraries (Engineering, Maps, and Mathematics and Computer Science). Combined collection size is approximately 300,000 volumes in the natural and biomedical sciences, engineering, mathematics, and computer science, as well as approximately 250,000 maps. Includes immediate planning for new science library facility (expected occupancy in 1989). Directs a combined staff of 3 librarians, 10 paraprofessionals and 11 FTE student assistants. Oversees and assists in public services, collection development, and online literature searching. Maintains close liaison with faculty and students as well as other departments in the Library system. Required Qualifications: ALA-accredited MLS; strong interpersonal and communication skills. Preferred Qualifications: Successful managerial experience in a science/technology library; successful collection development and broad, in-depth reference experience with science/technology materials; experience in online literature searching. Salary: \$20,000 - \$30,000 dependent upon qualifications. Benefits include 22 days annual vacation, 1 day per month sick leave, participation in TIAA/CREF retirement program, individual group health insurance provided. Applications must be postmarked no later than April 15, 1985. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of three references to Sandra K. Gilliland, Assistant to the Dean, 502 Watson Library. Minorities are encouraged to apply.

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

#### PERSONNEL

Jeanne Richardson has announced her resignation as Science Librarian effective July 1, 1985. Jeanne joined the Library staff in July, 1976 as Assistant Science Librarian and promoted to her current position of Science Librarian in September, 1977. Jeanne and her husband, Joe, will be relocating in Phoenix, Arizona.

Jeannette Shawl has announced her resignation with a tentative date of October 1, 1985. Jeannette joined the Library staff in January, 1980 as an Assistant Catalog Librarian. She was temporarily assigned as an Assistant Catalog Librarian to the Title II-C grant-funded History of Economics Cataloging project from June 18-September 30, 1981 and returned to her regular appointment effective October 1, 1981. Jeannette's specific date of resignation will be announced as soon as her plans become final.

Gordon Anderson has been appointed as Head of the Libraries' Slavic Department effective February 18. In this part-time assignment, Gordon will be responsible for daily administrative activities of the Slavic Department including budget and collection development. He will also continue to perform his Slavic cataloging responsibilities part-time. Gordon is replacing George Jerkovich who is relinquishing his administrative assignment.

S.Gilliland

#### TRAINING SESSIONS FOR SUPERVISORS OF STUDENT EMPLOYEES

The Libraries' Student Employment Coordinator will conduct training sessions for those Library employees who hire, train, and/or supervise student employees. These training sessions are specifically geared to new or newly-promoted library staff, however, everyone is welcome to attend. The sessions are scheduled for Thursday and Friday, February 21 and 22 at 2:30 p.m. in Conference Room B. Please call Sherry Butter to register for one of these sessions. Also, please let Sherry know if the scheduled dates are not convenient for you to attend. Thank you.

S.Butter

#### TRAVEL FUND REQUESTS DUE FEBRUARY 15

Applications for reimbursement of travel during April, May and June are due February 15th. Application forms are available from Susan Craig, at the Art Library. REMINDER: Persons receiving professional travel funds are required to submit to the Staff Development Committee a brief written report summarizing the meeting attended. These reports will be published in FYI.

S.Craig

#### COM CLASSES

There will be a class in March, probably the week of March 18th, in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you or any of your students want to attend.

C.Getchell/A.Williams

#### CLASSIFIED CONFERENCE EXECUTIVE BOARD ELECTIONS!!!!

All classified personnel will be receiving ballots for the annual election this week and next week from their group representatives. Please vote and turn in your ballots by February 28th to your representative or to Leesa Duby in Circulation. There are still no nominees for the vice-chairperson position; write-in candidates are encouraged. Thanks!

L.Duby, Chair

REMINDER OF DAVID LEWIN'S VISIT

As a reminder, David Lewin, Director of Personnel Services, will visit the Libraries on Monday, February 18 and Tuesday, February 19. HOWEVER, please note that the meeting scheduled for Monday, February 18 has been changed to 9:30 a.m. Tuesday's meeting will begin at 10:30 a.m. as previously announced. The main topic for discussion is the Classified Pay Plan and there will be an opportunity to ask questions. No registration is required. All interested persons are encouraged to attend.

S.Gilliland

SEARCH COMMITTEES APPOINTED

The following Search Committee have recently been appointed: Reference Librarian/Cataloger: Jim Neeley, Lorraine Moore, Mary Hawkins, Clint Howard, Paulette DiFilippo, Charles Getchell, Barb Denton, Sandy Gilliland.

Science Librarian: Mary Hawkins, Chair; Ruth Fauhl; Sandra Brandt; LeAnn Weller; Toni Taylor; Professor Jack Davidson (Physics and Astronomy); Professor Bill Coil (Systematics and Ecology); and Sandy Gilliland.

S.Gilliland

KULSA HOSPITALITY

KULSA Hospitality sends cards to staff members in the event of marriage, birth or adoption of a child, death of an immediate family member, and extended illness. Flowers are sent to persons who are hospitalized. I will appreciate your informing me of such staff members.

Marion Kliever  
Cataloging (4-3038)

ATTACHMENTS

Attached to this week's FYI is: Minutes of the Classified Conference Executive Board.

S.Dewey



MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

January 29, 1985 2:30 p.m. Conference Room B

Present: S.Z. Hawkins, Harsh, Revenew, Duby, S. Hewitt, Benson, Hamilton, Clodfelter,  
J. Hewitt, C. Kirby.

The meeting was opened with the reading and approval of the minutes of the previous seven meetings. Approved minutes will be submitted to FYI for this week's edition.

A letter was read which will be submitted to Dean Ranz and the Senate Libraries Committee in response to the SLC request for a summary of personnel needs over the next five years. The letter was approved for submission.

The end of February was set as the target date for election of 1985 Executive Board members. All present were asked to solicit nominations for officers and group representatives. New staff members are encouraged to participate. The names of nominees are to be submitted to Leesa. A call for nominations will be published in the next two editions of the FYI.

A brief discussion was held concerning the information about the new pay plan. Sandy Gilliland is inviting Dave Lewin to hold a meeting with library staff in February, for those who were unable to attend the meetings in the Union on January 24.

Duby announced that she has received a list of the scheduled meetings of the Classified Senate for 1985. She will ask Kendall Simmons to have the list published in the FYI.

The next meeting of the Classified Conference Exec. Board is planned for Tuesday, February 12, at 2:30 p.m. in Conference Room A. The upcoming elections will be the main agenda item.

submitted by Lois Bauer, approved 2/12/85

# FYI

## University of Kansas Libraries

Number 801

February 20, 1985

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\*\*\*DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS\*\*\*

### CORRECTION TO UNCLASSIFIED VACANCY ANNOUNCEMENT

Last week's FYI contained a vacancy announcement for the position of Science Librarian, in which a portion of the required qualifications were omitted. Please note the complete listing of required qualifications for this position:

Requires an ALA-accredited MLS; strong subject competence (coursework or experience) relevant to scope of the Science Libraries; successful public service experience in a science/technology collection; effective administrative and supervisory experience or demonstrated potential for administration and supervision;

Please consult the original vacancy announcement for a complete listing of duties, qualifications, salary and benefit information, and application procedures. Contact Sandy Gilliland if you have any questions.

S.Gilliland

### PERSONNEL

Mary Tefft, half-time Clerk III in the East Asian Library, has announced her resignation effective March 4. Mary began employment with the Libraries in March, 1973 as a Clerk Typist II in the East Asian Library where she has remained throughout her employment. Her position is reclassified to Clerk III effective December, 1977. Mary has accepted a position with K.U.'s Department of Special Education.

S.Gilliland

### CREDITS

Michael Palij has had an article published entitled: "The problem of Displaced Persons in Germany, 1939-1950", in the Almanac of the Ukrainian National Association for the Year 1985. Jersey City.

S.Gilliland

### ADDITIONAL COMPENSATION FOR CLASSIFIED STAFF

All current permanent and probationary classified employees who are on the payroll as of March 1 are scheduled to receive additional compensation in the amount of \$102 that will be included in the regularly-issued March 1 pay warrant. This additional amount of compensation will be added to the regular gross pay and is subject to federal and state withholding tax, social security, and retirement. If you have any questions concerning your eligibility for the additional compensation, contact Sandy Gilliland, 4-3601, or the Department of Personnel Services, 4-4280.

S.Gilliland

COM CLASSES

There will be a class on Tuesday, March 19th at 1:30 p.m., in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students, want to attend.

C.Getchell/A.Williams

INCLEMENT WEATHER POLICY

Several library departments and staff have requested a copy of the University's current Inclement Weather Policy. Please find it attached for your information.

S.Gilliland

IN REMEMBRANCE

Mary Trillich, KU librarian emerita, died this past weekend at the age of 69. She had been a resident of a nursing home in the state of Washington. Cremation followed, and interment may be here in Lawrence. Polly, as she was known, was a cataloger of fine arts materials for KU Libraries from 1961 until her retirement in 1978. She maintained the highest standards for herself and imparted them to her fellow catalogers.

Polly served on numerous library committees and was chairperson of the Library Faculty Assembly. Also active in university functions, she taught a Western Civilization honors section.

A person of many abilities and interests, Polly is remembered by her colleagues for her professional and personal qualities.

M.Kliewer



## THE UNIVERSITY OF KANSAS

Office of the Executive Vice Chancellor  
231 Strong Hall, Lawrence, Kansas 66045  
(913) 864-4904

TO: Vice Chancellors, Deans, Directors and Chairpersons  
FROM: William R. Hogan, Associate Executive Vice Chancellor  
DATE: April 12, 1983  
RE: Inclement Weather Procedures and Policies

The following inclement weather procedures and policies are applicable to the Lawrence campus. We ask that you review these procedures and policies, as our decision to cancel classes or to restrict campus activities will be governed by them.

### Inclement Weather - Personnel Policies

All employees are expected to work at their assigned times and schedules regardless of weather conditions. Inclement weather may prevent some employees from reporting to work, or may require employees at work to depart earlier than scheduled, subject to supervisory approval. However, it must be recognized that during such periods of inclement weather, the need for many employees to report to work or remain on duty becomes extremely critical to the ongoing safety and welfare of all individuals on the campus and the necessary maintenance of essential functions. In the event the Chancellor or the Executive Vice Chancellor has declared an inclement weather or other emergency condition, then the following state procedures shall be followed.

- A. Employees who do not report to work or who elect to return home after reporting to work during an inclement weather or other emergency condition can select one of the following options for handling the lost time:
1. Charge their discretionary holiday;
  2. Charge accrued compensatory time;
  3. Charge accrued vacation leave;
  4. Charge leave without pay;
  5. Make up the absent from duty hours within the following 30-day period on an hour-for-hour basis. Plans for makeup time must be worked out with and approved by the supervisor in advance. Time not made up within the specified period will be charged to accrued vacation leave or leave without pay. When the option for makeup is elected as provided above, and if the hours worked in a workweek exceed 40 as a result of makeup hours, the makeup hours shall not be considered as hours subject to overtime since those hours were previously paid for at the appropriate rate.

- B. Employees who miss one (1) hour or less of work because of inclement weather or other emergency shall not be charged leave time for that hour or part of the hour. Employees who miss more than one (1) hour of work shall use one of the options described above for handling all additional lost time beyond 1 hour. However, employees will not be granted the one hour of leave if they miss the complete day.
- C. Employees on authorized leave, holidays, or rest days will not be affected by these emergency procedures.
- D. In any case, Chairpersons and Department Heads shall determine staffing requirements for their respective departments to provide continuity of essential programs and activities.

#### Procedures to Cancel Classes or Curtail Other University Operations

Whenever current weather conditions and weather forecasts for the area indicate that travel in the Lawrence area may become extremely hazardous, the following steps will be taken to arrive at a decision about whether or not the University shall remain open, classes shall be held as scheduled, and whether or not other operations of the University should be curtailed in any way.

1. When severe weather is anticipated, the University Police Department will maintain regular communication with the Lawrence Police Department, the State Highway Patrol, other appropriate law enforcement agencies in the area, and with the Weather Service in order to monitor the conditions of streets and roads and to assess the likelihood that severe weather will continue. Police Dispatch will contact Facilities Operations as per established procedures and will maintain communications in order to assist with the overall effort to minimize the affect of inclement weather. Facilities Operations will assure adequate routing of emergency vehicles, fire apparatus, etc.
2. By 5:00 a.m., the Director of Facilities Operations or his representative shall provide the University Director of Support Services with an up-to-date complete status of street and parking lot conditions on the Lawrence campus and major feeder streets. As the result of the Police communications with other law enforcement agencies, the University Director of Support Services will consult with the Police Department on the current weather conditions and on the progressive weather changes anticipated.

April 12, 1983

3. Once the necessary information has been gathered from law enforcement agencies and the Weather Service, the University Director of Support Services, shall, by no later than 5:30 a.m., contact the Office of the Executive Vice Chancellor and provide this information together with any appropriate recommendations.
4. The Office of the Executive Vice Chancellor shall contact the Vice Chancellor for Academic Affairs and any other administrators he deems appropriate in order to reach recommendations about whether to cancel classes. A decision to curtail other activities of the University will require consultation with others, such as the Vice Chancellor for Student Affairs, the Director of Personnel Services, and the University Director of Support Services.
5. By no later than 6:00 a.m., a recommendation will be made to the Executive Vice Chancellor and the Chancellor.
6. The Executive Vice Chancellor or his designate shall inform University Relations, University Director of Support Services, University Director of Personnel and Information Systems and the other Vice Chancellors.
7. University Relations will attempt to notify the University Information Center and the news media by 6:15 a.m. This notification should include Lawrence, Leavenworth, Kansas City, Ottawa and Topeka.
8. In the event that severe weather develops during the course of a work day, the procedures listed above shall be followed so that a decision can be made about whether to dismiss employees early and/or cancel evening classes. In such cases, the appropriate information should be forwarded to the Office of the Executive Vice Chancellor by no later than 3:00 p.m.
9. Each Vice Chancellor and University Director shall establish and disseminate a "calling tree" to assist in the prompt notification of staff.
10. The University has many operations which carry out their duties on a "non-conventional" work day basis (those other than 8-5 M-F). In those cases where conditions do not favor travel, the respective Vice Chancellor or University Director will call the Executive Vice Chancellor in order to recommend that a decision be made regarding the particular unit in question. Ultimately, a decision will be made and information released to the department in question as well as to University Relations for distribution to news media.
11. The University maintains several 24 hour per day, 7 day per week operations. Each Department shall include in their operational plans the means by which these critical, continuous service operations are to be staffed. Decisions to alter the University operation should not affect these operations.

Note for the FYI:

I wish to share with you some of my pleasant experiences of the weekend of February 3, 1985. After more than four years of hard work, on my own initiative, I started to work on the Outreach Program with people in Kansas City and its vicinity, and with other Slavic communities, particularly in San Pedro, Ca., to support Slavic Studies. I am very happy to inform you that on October 23, 1984, at Victory Hill Country Club in Kansas City, Kansas, the Association of "Kansas City Friends of Yugoslav Studies" was established. Kansas City Friends of Yugoslav Studies presented, for the benefit of the University of Kansas Endowment Association Fund for Yugoslav Studies, a buffet and Yugoslav entertainment, at Pitko's Restaurant on February 3, 1985, from 6PM to 11PM. My main purpose of this banquet was to promote KU libraries' Slavic collections: their use and growth, and Slavic studies at KU campus as well.

On this occasion, I addressed the assembly of about 450 people and spoke on Yugoslav history, culture and the Slavic collections at KU libraries and their potential for teaching and research, etc.. The collection of money exceeded \$10,000, which, after paying for the meals, I brought to the Endowment Association over \$5,000 to be used for acquisitions and for the enhancement of Area Studies. There were over 50 musicians and singers dressed in national costumes (all of them volunteered to give their time, free of charge, in honor of their ancestors, parents and appreciation for Yugoslav and Slavic cultures!) about 400 meals were sold at the price of \$25 per person.

The banquet was attended by a dozen distinguished guests from Kansas City, including the mayor of the City. The University of Kansas was represented by our distinguished guests Dr. and Mrs. Robert L. Lineberry, Dean of the College, Prof. William Fletcher, Director of Soviet and East European Studies, Prof. and Mrs. Tamerlan Salaty, Mrs. J.B. Young form Lawrence, Mrs. Miriana Jerkovich, and our daughter, Nika Jerkovich. Mrs. Galina Kuzmanović bought a ticket but was unable to attend.

As many have expressed their heart-felt thoughts, the evening was a gratifying experience. Many have also expressed the sincere wish to have this cultural and entertaining event on a yearly basis. I trust my program will continue to grow, and the use and enrichment of Slavic resources of KU libraries as well.

Sincerely,

  
George C. Jerkovich

PS: If you are interest<sup>e</sup>d in joining the Association, send your contribution to KU Endowment Association, Yugoslav Studies. (It is tax deductible. Thank you!)



MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD

February 12, 1985 2:30 p.m. Conference Room A

Present: Duby, Harsh, Reed, Revenew, Bauer, Clodfelter, Kirby, Benson, Hamilton,  
J. Hewitt

Duby opened the meeting by reporting that the Dean had responded to the letter concerning the Senate Libraries Committee request for an overview of personnel needs in the next five years. He is forwarding a copy of the letter to Clint Howard and Mary Hawkins.

All present were reminded of the visits by David Lewin which are scheduled for February 18 and 19.

The minutes of the previous meeting were read and approved.

A deadline for nominations of candidates for election of 1985 Board members was set for 4:30 p.m. Wednesday. Duby read the list of names of those who had accepted the nomination. She then asked for names to fill the remaining slots on the ballot. Several members agreed to contact possible nominees before the deadline. It was decided that voting would again be handled by the group representatives, who would hand out and collect ballots within their respective groups.

The confusion about an inclement weather policy, and its implementation on Monday, February 11, resulted in a decision by Duby and Kirby to contact Sandy Gilliland. Related discussion centered around the dangerous conditions resulting from ice on the sidewalks and steps at the entrance to Watson.

Those present agreed to meet one last time before ending their terms. This meeting is to be held at 2:30 p.m. on Tuesday, February 19 in Conference Room A. The agenda will include updated information on the inclement weather policy and the clearing of the steps and sidewalks, as well as a progress report on the election.

submitted by Lois Bauer, approved February 19, 1985

Minutes of the COM Catalog Committee Meeting  
July 18, 1984

Attending: C. Howard (presiding), C. Baker, S. Craig, P. DiFilippo,  
C. Getchell, Nick Golden (ANACOMP), M. Hawkins, L. Moore,  
J. Neeley, K. Neeley, M. Roach, G. Susott, A. Mauler (recording  
secretary)

The meeting began at 1:30 with a discussion of the header strips on the sample fiche. All were having difficulty reading the sample fiche and found that the colors were not as bright as they should be. Susott introduced Nick Golden from ANACOMP who brought further samples which were more legible and had brighter colors. Golden explained that KU's decision to expand the text on the fiche to 5 lines per inch (Harvard compacts theirs to 6 lines per inch.) also affected the appearance of the header. The lettering on the header strip is produced by blocking out spaces to form letters, so KU's decision to leave more space between lines also means that there are unexposed gaps between the blocks that form the letters of the header strip. The result is a grayish header strip with letters that lack crispness. He did bring some samples which he had overexposed; and the result was a brighter, clearer header strip, but the overexposure did not affect the legibility of the text of the fiche. Golden gave a brief description of the process of turning information from a computer tape into finished microfiche and invited the Committee to tour ANACOMP to see the process first hand.

Howard announced the festivities that will celebrate the dedication of the Microfiche Catalog on August 1, 1984. Annie Williams is handling the planning of the party after the formal ceremonies.

Roach brought in print-offs which showed how fiche entries looked with single, double, triple spacing, and triple spacing with stars between entries. Everyone agreed that spacing was more critical on the author-title fiche; the entries on the subject fiche were naturally set off since each heading is in capital letters. It was the consensus that no changes would be made in the spacing on the fiche for the time being. K. Neeley suggested that something else besides a star might be chosen to mark the call number. She found the star (asterisk) confusing and felt patrons might think it referred to something else (a footnote or a further reference).

The next meeting of the COM Catalog Committee will be on Wednesday, August 15, 1984, at 1:30 in the Cataloging Department conference room. (The August meeting was canceled--the next meeting will be on September 19, 1984.)

Conservation and Preservation Management Meeting February 14, 1985

Present: Rich Ring, Lance Tomlin, Rebecca Stuhr-Rommereim, Gaele Gillespie, Bill Mitchell, Kendall Simmons

The assistant deans' reports on personnel needs for the Senate Library Committee include a request for a preservation officer and staff. While these reports are more than just wish lists, it is unclear what action may result from them.

Rich is trying to get information on Lippincott space. In particular, space is needed for the hard copy of Mansell (NUC Pre '56) which is being replaced in Cataloging by the new microfiche edition. The hard copy will be stored until the New Science Library is finished at which time Mansell will then move to its new home.

Lippincott is an area that may have fallen into the cracks with regard to who has responsibility for the space. Neither assistant dean has Lippincott as a specific responsibility. Rich assured us that the stacks are still library space. There are security problems there, however: e.g., people failing to lock the back door. Kendall stated that there are now locks on every floor.

Does the committee wish to consider the 65 boxes of accession records now in storage? Question: Should they be preserved? This is an open ended question. Bill Mitchell believes that they are an important part of the library's history. Kendall says that if the boxes are not now marked, circulation can mark them for easier identification. The acquisition records are organized within the boxes. CDC will discuss this issue at its next meeting.

Rich Ring's report on the stacks:

RR begins with two premises-1. The best way of teaching patrons how to take care of books is by example. 2. Whatever present conditions exist are not any one person's fault.

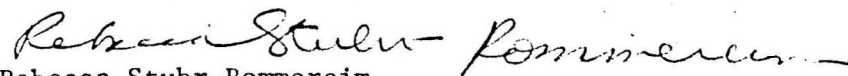
RR has heard numerous complaints about stack conditions ranging from dirty floors to misshelved books to jammed in books. The East stacks are in the worst condition. -no one stack has all the books even to the edge of the shelf. This problem is as much a result of heavy use as of poor shelving. The reason that RR mentions this problem is based on his first premise: patrons are more likely to follow example. -books are leaning, jammed in and crunched up: this is probably due to use. -Kendall said that each floor is straightened once a week. -amount of overhang-some books don't fit on the shelf and some are just leaning off the shelf. -Foreedge shelving: one book per shelf is on its foreedge (on average). This is a result of books that can't fit on the regular shelves but are too short to be cataloged as folios. RR noted that there were often two empty shelves (unuseable) in a range. Bill Mitchell asked if folio is designated at (estimate) 31 cm. shouldn't the shelves be spaced at 31 cm? Kendall said the library was short a floor's worth of space when books were last shifted, and the shelves were set at less than the designated height for folios.

Policy question: Should the library as a matter of policy have regular shelving smaller than the currently set folio size.

Possible solutions: 1. reset folio height to match average shelf height. This would involve many complications. 2. Reset some shelf space so that there are six sections instead of seven (with the two sections unuseable as noted above) so that the average shelf height is closer to the limit for folio designation. Kendall agreed to look into the matter of shelf height and to report back at a later meeting.

NEXT MEETING MARCH 7, 1985, 1:30 p.m.

Respectfully submitted,

  
Rebecca Stuhr-Rommereim

CLASSIFIED SENATE MINUTES

02/12/85

ROLL CALL:

PRESENT: OLA FAUCHER, JOSEPH COLLINS, BOB PATTERSON, TOM SMEDRINGSEN, NEVA ENTPHIN, DOMINIQUE LAMINS, KATHRYN MCKINNESS, EUREKA HARK, NANCY MILES, CLAUDIA ORTON, DARLA PERRY, APRIL RETHERFORD, GEORGIA RIDGE, BETTY SICKLES, GARY MCCLUNG, BOB DUBOVIN, RON BETHGA, JEANNE LONGAKER, NANCY SCHWARTZ, MARY ANN ROBINSON.

ENCUSED: PAMELA BYRN, ANNETTE ELDER, VIRGINIA KEENAN, ELISEA RUESCHHOFF, THOMAS RUNCLE.

ONE CUSED: ROSIE NEWMAN, RICHARD FREEMAN, KENDALL SIMMONS, MARLINE YOUNES.

NO COMMITTEE REPORTS.

JOE COLLINS ANNOUNCED HIS APPOINTMENT TO EDITORIAL COMMITTEE FOR THE GAZD. HE ASKED FOR INPUT FROM SENATORS ON CLASSIFIED ISSUES AND FOR STORIES INVOLVING CLASSIFIED EMPLOYEES.

CLAUDIA ORTON DESCRIBED HER 2 WHO LISTENING TO THE SPEECHES ON THE CLASSIFIED PAYPLAN. EXPLAINED THAT THERE IS TO BE A HEARING ON MONDAY, FEB. 10. ASKED WHAT WE WANT HER TO SAY AT THE HEARING.

OLA FAUCHER SAID ASK THEM TO PUT \$500 BONUS BACK INTO THE PAY PLAN.

CLAUDIA SAID NICHITA AND ET. DAVES DON'T CARE FOR THE PAY PLAN AND ARE TALKING ABOUT A DISCRIMINATION BEING A PART OF THE PROPOSED PLAN.

JOE COLLINS ASKED WHY THE SAME PLAN ISN'T BEING PROPOSED FOR HARRIS TEACHERS.

OLA MENTIONED CONCERN OVER THE CHANGEOLOGY OF HOW THE MARKET GROUP WILL BE SOME CLASS BY CLASS, POINTING OUT THAT SOME WORKERS HAVE BEEN POLITICAL ABOUT WHEN IT COMES TO GETTING POSITIONING RECLASSIFIED NOW, WILL THE SAME BE TRUE UNDER THE NEW PLAN? AND CAN THEY EVEN DO A DECENT STUDY?

CLAUDIA SAID THAT SO FAR THE STUDY GROUP DOESN'T EVEN SEEM TO KNOW HOW MANY CLASSIFIED EMPLOYEES THERE ARE AND POINTED OUT THE DISCREPANCY BETWEEN THE DIFFERENT REPORTS COMING OUT THE COMMITTEE.

DAVE LEMIN EXPRESSED UNDERSTANDING OF THE LONG TERM EMPLOYEES DISPLEASURE WITH THE PROPOSED PLAN AND CLASSIFIED THEY SHOULD PRESS FOR AN ANNUAL COST OF LIVING RAISE. HE ALSO MENTIONED THAT A NUMBER OF EMPLOYEES HAVE 2 YEARS OF CONCERN TO HIM REGARDING HOW THE NEW PLAN WOULD IMPACT ON THEIR RETIREMENT BENEFITS.

JOE COLLINS POINTED OUT THAT THE GOVERNOR PROPOSED THE SAME PAY PLAN IN 1979 AND IT DIDN'T FLY THEN, AND HE ASKED WHY IT SHOULD BUT IT NOW.

OLA AND BOB PATTERSON POINTED OUT THAT A 20 YEAR PLAN IS HARDLY SUFFICIENT FOR A CAREER PLAN. IT WAS POINTED OUT THAT THE STATE IS NOT INTERESTED IN KEEPING EMPLOYEES MORE THAN 12 YEARS.

CLAUDIA SAID THE KAPE PAY PLAN HAS BEEN INTRODUCED INTO THE LEGISLATURE AS A BILL BY HAROLD DYCK AND HAS SPONSOR L. SOLBACH.

JOE ASKED WHAT THE KAPE PAY PLAN IS.

CLAUDIA SUMMERIZED IT AS FOLLOWS:

1. INSTEAD OF MOVING EMPLOYEES A MAXIMUM OF 4 STEPS IN THE CONVERSION, SET A MAXIMUM OF ONLY 2 STEPS, AND THE MONEY SAVED INTO A LONGEVITY BONUS.
2. PUT THE \$500 BONUS INTO THE LONGEVITY BONUS.
3. CREATE A LONGEVITY BONUS. (COST DETAILS NOT KNOWN)

THIS PLAN WOULD COST LESS TO IMSTATE THAT THE GOVERNMENT.

DAVE L. SAID IF PEOPLE ONLY MOVE 2 STEPS THIS YEAR IT WILL COST MORE NEXT YEAR.

JOE C. ASKED IF THE RUMORS HE HEARD THAT BOTH HALL AND L. ALREADY DEAD ON THE TABLE HAD ANY SUBSTANCE.

CLAUDIA SAID SHE HAD HEARD THESE RUMORS AND ALSO THAT THE POSSIBILITY OF THE HERIT PLAN BEING RESUBMITTED WAS BEING DISCUSSED. AND FINALLY THAT THERE IS SOME PROBLEMS WITH ALL PLANS WILL BE DROPPED IN FEAR OF A PROLONGED DISAGREEMENT OVER WHICH OF THEM IS BEST AND THE GOVERNMENT WOULD BE ANOTHER LAST MINUTE COST OF LIVING RAISE.

JOE ASKED IF KAPE IS INVESTING EVERYTHING INTO THE PAY PLAN, AND IF SO WHAT HAPPENS IF IT COMES DOWN TO A COST OF LIVING PLAN AGAIN.

BOB PATTERSON POINTED OUT THAT THIS BUSINESS OF UPDATING ENOUGH MONEYS IS SIMPLY NOT TRUE. THE STATE HAS TO REEVALUATE

AND HOW SOON THAT IT IS TIME THE GOVERNOR AND LEGISLATURE  
LET PEOPLE BEFORE BUILDING HIGHWAYS AND MORE PRISONS.

NEVA SAID SHE HAS NEVER BEFORE SEEN CLASSIFIED EMPLOYEES AS  
KIND AS THEY ARE THIS YEAR.

NEVA ALSO POINTED OUT THAT OUR BEST BET AT THIS POINT IN  
KANSAS IS TO DISCUSS COLLECTIVE BARGAINING. ITS BEING  
DISCUSSED IN PITTSBURG.

GEORGE SAID HEWITT IS A DEAD HORSE.

NEVA SAID THAT EVEN IF ONE OF THESE PAY PLANS IS APPROVED  
IT CAN BE REJECTED NEXT YEAR.

NEVA SAID THAT AT LEAST THE GOVERNOR'S PLAN ADDRESSES THE  
SIDE OF IN STEP A.

NEVA SAID WE NEED TO GET LETTERS OUT DEFENDING OUR CHOICE  
OF PAY PLAN BY MONDAY.

NEVA POINTED OUT THAT FOR US TO DISCUSS COST OF LIVING  
RAISES AT THIS POINT WAS POINTLESS BECAUSE A COST OF LIVING  
RAISE WOULD BE POINTLESS IF THE OTHER PLANS COLLAPSE AND A COST OF  
LIVING RAISE WOULD BE CONSIDERED IF EITHER THE GOVERNOR'S OR  
LEGISLATURE'S PLAN WERE APPROVED.

NEVA SAID WHY THERE IS THE DISCREPANCY BETWEEN  
UNCLASSIFIED RAISES AND CLASSIFIED (6% VS 4.5%)

NEVA SAID THE IMPORTANCE OF PRESENTING A UNIFIED FRONT  
THIS YEAR.

NEVA NOTICED THAT WE HAVE CLAUDIA EXPRESS THE FOLLOWING AS  
THE CLASSIFIED SENATES POSITION TO THE COMMITTEE ON MONDAY:

1. WE OUTLINE OUR OBJECTIONS TO THE GOVERNOR'S PLAN
  - A. THE \$500 BONUS
  - B. THE LACK OF ANY REWARD FOR LENGTH OF SERVICE
  - C. THE SHORTNESS OF THE PLAN (ONLY 20 YRS.)
2. WE EXPRESS OUR SUPPORT FOR THE KAPE PLAN WITH SOME  
RESERVATIONS.
3. WE ASK FOR A 7% COST OF LIVING RAISE IF ALL ELSE  
FAILS.

NEVA WAS SECONDED. VOTE 15 YES, 2 NO.

WE ASKED IF WE COULD WRITE BELLIGERENTLY.

NEVA SUGGESTED THAT THE LETTERS BE SHORT BUT FIRM AND THAT

TOM SWEARINGEN PASSED THE HAT TO COLLECT FUNDS TO HELP  
CLAUDIA WITH GAS AND THE LIVING FEE. ALL CLASSIFIED  
EMPLOYEES ARE ASKED TO HELP CONTRIBUTE TO DEFRAID SOME OF HER  
EXPENSES. SHE HAS GIVEN US A GREAT DEAL OF HER TIME.

NEVA BROUGHT UP THE INCREMENTAL WEATHER POLICY FOR  
DISCUSSION.

DAVE LEWIN SUGGESTED OUR BEST BET WAS TO FIGHT FOR THE  
PERSONAL DAYS CONVERTED FROM ACCUMULATED SICK LEAVE.

CLAUDIA SUGGESTED THAT THERE BE 2 DAYS DESIGNATED AS  
INCREMENTAL WEATHER DAYS MUCH LIKE THE SCHOOL SYSTEM DO.

SOMEONE POINTED OUT THAT THIS STILL DOES NOT ADDRESS THE  
PROBLEM THAT SOME EMPLOYEES HAVE TO REPORT TO WORK  
REGARDLESS OF THE WEATHER.

OVERTIME WAS SUGGESTED FOR THOSE THAT DO NOT.

THE BASIC UNFAIRNESS OF EXPECTING CLASSIFIED EMPLOYEES TO  
REPORT TO WORK WHEN CONDITIONS ARE DEEMED TO BE DANGEROUS FOR  
STUDENTS AND FACULTY WAS RAISED AND AGREED UPON BY MOST  
PRESENT.

NO ACTION WAS PRESENTED. AND THE MEETING WAS ADJUTED.

Next meeting: Tuesday, March 12, Council  
Room, Kansas Union, 5:15 p.m.

Next luncheon report: Tuesday, February 26,  
Sunflower Room, Kansas Union,  
noon - 1:00 pm

All are welcome at any meetings. If you have  
questions or comments that you want presented,  
please contact Kendall Simmons.

Minutes of the COM Catalog Committee Meeting  
June 20, 1984

Attending: C. Howard (presiding), C. Baker, S. Craig, P. DiFilippo,  
M. Hawkins, L. Moore, K. Neeley, M. Roach, G. Suscott, A. Mauler  
(recording secretary)

The meeting began at 1:30 with a report on the test fiche. Roach said that five copies had been made. The test issue of the microfiche catalog incorporates all records between 1-1-81 and 5-28-84. There are 212 fiche (186 author/title; 133 subject). There are 116,566 bibliographic records generating 556,572 access points. The copies had not been distributed because of a number of problems that are being corrected (including some problems with the header strips, some indentation inconsistencies, and some filing problems). Suscott estimated that the errors only affected 15-20% of the entries. He has fixed the problem with the author added entries, refined the filing program, and is working with the vendor on the header strip problem. He hopes that the data will be ready to run tomorrow--a new test run of the fiche would then be ready in a week. Hawkins asked if this first test issue of the fiche could be viewed (with the proviso that no one would be shocked by any errors in the areas already mentioned now that it is known that these errors will be corrected in the second test issue). Roach distributed one issue to K. Neeley, one to Craig, and will deliver one to Watson Reference.

Moore reported that the Cataloging Department had stopped filing cards in the old-on catalog on June 15. Personnel changes in the department (three full-time classified vacancies need to be filled) have delayed reorganization. Kathy Clodfelter has shifted to the series section. A Clerk III will be hired to process theses and dissertations. These duties will be shared with a current CIII. Storage problems at the Computer Center have caused problems in loading tapes--some have taken three tries before being totally loaded. Backlogs are being caught up (e.g., geographic names by Marianne Siegmund); but Moore pointed out that, since new material will continuously be added to the data base, the Cataloging Department will never reach a state of being 100% caught up. When the Microfiche Catalog is issued, there will be error report forms that can be filled out and sent to Catalog Maintenance. The first edition will be ready for the public by August 1, 1984.

Suscott asked if the Committee wanted to make a recommendation concerning the timing of each issue of the Microfiche Catalog. The amount of computer time required will force it to be run on a weekend. Suscott suggested that the data be run on the first weekend after the 15th of each month. It will take one week to receive the finished fiche back from the vendor. This schedule would permit the library to date each issue with the 1st of each month and have it displayed by then.

Moore reported that the Microfiche Catalog orientation sessions are being held in the Cataloging Department conference room. A number of sessions have been held and seem to be well received. Moore also reminded everyone that copies of the ALA filing rules have been distributed to each department.

COM Committee Minutes  
June 20, 1984  
page 2

Suscott asked for reactions to the header strip. Specifically, he wondered if the letters were too thin and hard to read. All thought they were harder to read than, for example, Harvard's fiche header; but Craig said she was unwilling to settle for fewer letters in return for a slight improvement in legibility. K. Neeley and Craig noted that it was difficult to distinguish between periods and commas. It was noted that Harvard leaves off all punctuation in the header strip (punctuation doesn't affect machine filing anyway), but no one was willing to suggest that KU also drop punctuation from the header strip.

Roach asked Baker how the series project was progressing. He said that the programming was done, and she was in the testing phase. However, she hadn't checked how the program was changing bibliographic records as of yet. Suscott estimated that 20% of the project was complete.

Howard brought up two issues that are still under discussion: lost books (cancel the record altogether or add "lost" note to Holdings when KU's only copy is lost?), and omitting the author-main-entry on author-added-entry records that subfile by title (author appears in a note at the bottom of the record). The Committee viewed an example illustrating the author-main-entry situation, and Howard suggested the Committee be prepared to make a decision on both issues at the next meeting. The Committee was able to view a brief record as well.

Howard noted how important student hours have become to the Cataloging Department (data base searching, COM inputting, back processing with LC copy). Student help has freed 201 hours per week of full-time staff time this past year. Moore said that the original plan for inputting new hold records into the Microfiche Catalog in the form of brief records should be able to proceed on schedule as long as student help will be available. Hawkins asked about the staff needs of the Cataloging Department. Moore replied that there is always a need for catalogers--for original cataloging and for supervising paraprofessional staff. The addition of student copy catalogers has meant increased duties for one of the Library Associates (Al Mauler). When the two vacant LAI positions are upgraded to LAII and assigned 60% and 65% copy cataloging, this will mean there will be two fewer LAIs for special projects and DLC copy cataloging. Student hours would help bridge the gap between the amount of staff time that is needed and the amount of staff that is available.

Hawkins said that the microfiche readers should be sent to their destinations as soon as Reference and the branches are ready for them. Art and Science have had the necessary wiring installed. And John Smith has assured her that the wiring in Watson will be ready for the microfiche readers by August 1.

Craig said that she would like to meet sooner than the next meeting date (since the third Wednesday would fall after the first week of the 15th [when the data would be loaded and shipped to the vendor]).



COM Committee Minutes  
June 20, 1984  
Page 3

Suenett noted that changes could still be made after the first public issue of the Microfiche Catalog. Nevertheless, Craig would like to have a chance to see the next test run and have an opportunity to make decisions on the basis of the corrected fiche before the data for the first public issue was loaded.

The next meeting of the COM Catalog Committee will be on Friday, July 6, 1984, in the Cataloging Department conference room.

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At the July 6 meeting (no recording secretary present), it was decided to add a "lost" note (and leave the bibliographic record on the Microfiche Catalog) to the holdings note when NU's only copy is lost. The word "LOST" will appear where the call number otherwise would have been. It was also decided to omit the author-main-entry from the author-added-entry records. The author-main-entry will be given in a note at the bottom of the record, preceded by the words: "FULL RECORD UNDER:"

Minutes of the COM Cataloging Committee Meeting  
September 19, 1984

Attending: M. Hawkins (presiding), S. Craig, F. DiFilippo, J. Neeley, M. Roach, A. Mueller (recording secretary)

The meeting began at 1:35 with a discussion of superseded copies of the Microfiche Catalog. J. Neeley expressed concern that people might someday be making judgments about KU holdings on the basis of very outdated copies being kept at out-of-the-way locations (e.g., a dormitory) where there is no one to insure that only an up-to-date copy of the catalog is displayed. He also raised the question whether KU should charge for superseded copies. Harvard sells their catalog, but it only appears twice a year. Roach, J. Neeley, and DiFilippo thought that KU should not charge for on campus or intra-state distribution. Superseded issues of URASE are distributed statewide by ILS.

It was next asked who would be responsible for distribution. J. Neeley asked that the Reference Department not be given that responsibility. He asked how the packaging could be handled. Craig suggested contacting Microforms. Roach said that Joe Hewitt was saving URASE boxes. To the question of postage expenses, Craig suggested that they be the basis for the cost of receiving superseded copies.

Craig suggested that a master list be compiled to show who is receiving superseded copies (especially who is receiving the branches' copies). DiFilippo suggested that distribution be centralized. She suggested that the availability of superseded copies be publicized so that everyone would have a chance to request a copy. Guidelines should be formulated outlining who is eligible to receive copies, how they should be kept, what should be done with them when they're replaced, etc. J. Neeley suggested that a list of all locations that should receive copies be drawn up. Hawkins said that the Public Service Subcommittee could draw up the list. Craig and J. Neeley agreed. J. Neeley suggested that the list be drawn up first, and then the question of who will handle the distribution be answered. He further suggested that, if the library has more copies than locations on the list, the excess be discarded. Roach asked that one copy be retained as a record. When locations are contacted concerning placement of superseded copies, there should be included a carefully-worded letter explaining the proposition: the library will not furnish any equipment, the introduction/training sessions now being offered are open to all, superseded issues are to be discarded when a replacement is received. J. Neeley wondered if it would be possible to create an instruction fiche that could be filed with these copies.

J. Neeley reported on reactions to the Microfiche Catalog. He noted that Reference may have twice as many copies as needed. Craig added that Art might be able to give up two copies. J. Neeley observed that no one seems to be reading the directions. Patrons will ask rather than look for or at instructions (although few are asking for help). Craig said that she has given class instructions and feels that patrons who want to use the catalog will go ahead and use it. J. Neeley noted a few misconceptions about the Microfiche Catalog: it does not duplicate the public catalog, each letter of the alphabet is not represented by

COM Committee Minutes  
September 19, 1984  
page 2

its own set of fiche. There have been no complaints about shelving two catalogs (then, again, maybe patrons simply don't bother shelving both catalogs, so they have nothing to complain about); there have been no complaints about the Microfiche Catalog. J. Neeley is worried that there have been no questions about the differences in filing rules--once again, hasn't anyone noticed that there are differences? There have been no complaints about the last book note. Roach noted at this point that there are 1,800 lost books on OCLC records. J. Neeley said that the equipment is holding up well. Misfiling of the fiche does not appear to be much of a problem. The fiche holders tend not to hold their pages open; perhaps some sort of block could be used to tilt them backwards. Craig asked if the new issues of the catalog could be mailed to the branches. Roach said it could be done if suitable containers could be found in which to send them through campus mail.

Roach announced that the Cataloging Department was beginning to put brief records on the Microfiche Catalog. The routines are being established while working with brief records for analytics (especially classed as a set); and books going into 24-month hold after October 1, 1984, will appear on the Microfiche Catalog on a brief record card no longer on a paper temp in the public catalog. There will be entries for author, title, and possibly series (especially for set, serial). There will be no corporate author entries for corporate bodies not already established by LC or KU--books in this category will be added to title main entry. (It was subsequently decided to provide a separate added entry only for analytics--series access for set, serial, etc. through INNOVAO.)

J. Neeley asked why temporary locations (e.g., Reserve, Howard) aren't put on the Microfiche Catalog. Roach said that these tend to change too fast; Craig noted that such temporary locations are available on the circulation system. J. Neeley suggested that Reserve be asked to furnish a list of items on semipermanent reserve status.

Craig asked about shelflist cards. Roach said that she had requested that Susett produce shelflist cards with only a one word tag.

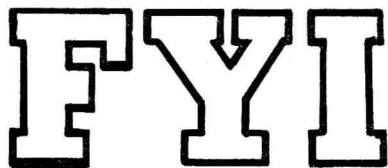
Roach expressed her concern about having certain corrections made to programs for the microfiche catalog. DiFilippo pointed out that the department is asking for program corrections, not program enhancements. She and Roach enumerated some examples: filing errors in the way series are filed (the program is misreading subfields), Polish & and some other special characters cannot be produced on the heater, trip, author + uniform title are subarranging by title-page title and UIC by date, diacritical marks are being stripped from added entries. The Cataloging Department is being told that priority was being placed on updates on the circulation program. DiFilippo expressed concern that these corrections were being given the status of program enhancements when it comes to allocation of programmers' time. Roach suggested that what was really needed was a third programmer. Hawkins noted that the library was not able at this time to use NEH funds to hire a programmer.

The use of the funds was subsequently approved and a programmer could be hired next season - probably by mid-October. 1

The meeting adjourned at 7:15.

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The October meeting of the COM Catalog Committee was canceled. The November meeting was held on November 21 (without a recording secretary). Those present at this meeting were brought up to date on what was happening with the catalog. There was no December meeting. The January meeting will be held on January 27, 1985.



## University of Kansas Libraries

Number 802

February 27, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS\*\*\*

### UNCLASSIFIED VACANCY--(WE'LL TRY IT AGAIN)

SCIENCE LIBRARIAN. 12-month, tenure-track appointment available not later than August 18, 1985. Responsible for administering the Science Libraries on the University's main campus. Directs the Science Library and oversees the operations of three other branch libraries (Engineering, Maps, and Mathematics and Computer Science). Combined collection size is approximately 300,000 volumes in the natural and biomedical sciences, engineering, mathematics, and computer science, as well as approximately 250,000 maps. Includes immediate planning for new science library facility (expected occupancy in 1989). Directs a combined staff of 3 librarians, 10 para-professionals and 11 FTE student assistants. Oversees and assists in public services, collection development, and online literature searching. Maintains close liaison with faculty and students as well as other departments in the Library system. Required Qualifications: ALA-accredited MLS; strong subject competence (coursework or experience) relevant to scope of the Science Libraries; successful public service experience in a science/technology collection; effective administrative and supervisory experience or demonstrated potential for administration and supervision; strong interpersonal and communication skills. Preferred Qualifications: Successful managerial experience in a science/technology library; successful collection development and broad, in-depth reference experience with science/technology materials; experience in online literature searching. Salary: \$20,000 - \$30,000 dependent upon qualifications. Benefits include 22 days annual vacation, 1 day per month sick leave, participation in TIAA/CREF retirement program, individual group health insurance provided. Applications must be postmarked no later than April 15, 1985. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of three references to Sandra K. Gilliland, Assistant to the Dean, 502 Watson Library. Minorities are encouraged to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

### STUDENT HOURLY TIME CARDS

Student hourly time cards for the pay period ending 3/17 are due in the Administrative Office by 9:00 a.m. Wednesday, March 13. The maximum number of hours reportable are: 130 for regular hourly; and 100 hours for Work-Study and foreign students. Thank you.

S.Butter

### STAFF TIME CARDS

Staff time cards for the pay period ending March 17, 1985 are due in the Administrative Office no later than 9:00 a.m. Wednesday, March 13. This allows 2 days' processing time before submitting time reports to Payroll. Your cooperation in meeting this deadline is greatly appreciated! Thank you.

S.Butter

STUDENT EMPLOYMENT PROCEDURES WORKSHOP

The Library's Student Employment Coordinator is planning to conduct two sessions of the Student Employment Procedures Workshop next week. The workshops will be held Tuesday, March 5 and Wednesday, March 6 at 2:30 p.m., in Conference Room A. All staff members who registered for last week's cancelled sessions are already re-registered. Anyone else who would like to attend should contact Sherry Butter before March 5. Thank you.

S.Butter

MINORITY POST-DOCTORAL SCHOLARS PROGRAM

The Office of Academic Affairs has announced the continuation of a program funded by the K.U. Endowment Association designed to attract minority scholars to the campus. Attached to this issue of FYI is a copy of the flier describing the Minority Post-doctoral Scholars Program which is designed to be competitive and unrestricted by field. The intent of this program is to attract qualified applicants who might then become candidates for tenure-track positions at the University upon completion of their postdoctoral program. Questions about this program should be directed to the Office of Academic Affairs.

S.Gilliland

MATH LIBRARY

Attached to this issue of FYI are copies of the Senate Libraries Committee recent recommendation regarding the Math Library and letters regarding this recommendation from the LFA and the Classified Conference.

A.Williams

STAFF DEVELOPMENT ANNOUNCEMENTS

Central Michigan University Libraries and the Institute for Personal and Career Development are sponsoring a conference, "The Off-Campus Library Services Conference II" in Knoxville, Tennessee, April 18-19, 1985. Registration fee is \$175 per person. Pittsburg State University is sponsoring a study and vacation program in Paris this summer. See the announcement on your staff room bulletin board.

R.McDonough  
Staff Development Committee

LAST DAY TO SUBMIT 1983 APPROVAL CLAIMS

The last day that approval claims for publications with 1983 imprint dates may be submitted to Acquisitions, is March 15, 1985. After that date, they will have to be ordered from subject support funds.

R.Anderson

COM CLASSES

There will be a class on Tuesday, March 19th at 1:30 p.m., in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students want to attend.

C.Getchell/A.Williams

SNYDER BOOK COLLECTING CONTEST

April 8 is the deadline for the 29th Annual Snyder Contest. Posters and bookmarks containing contest rules should arrive in the next few days. The contest is open to KU students and awards prizes of \$100 and \$50 to winners in undergraduate and graduate divisions. Please direct anyone with questions about or entries for the contest to Gaelle Gillespie (Serials) or Joe Springer (Special Collections). If you know of students (workers in your department, regular patrons, etc.) who may have an interest in the contest, please tell us about them and/or encourage them to contact one of us. Thanks.

J.Springer/G.Gillespie

ANNUAL STEAM SHUT DOWN

Facilities Operations has scheduled the annual steam shut down for March 12 and 13. The heat in Watson Library will be shut off during this period for maintenance and repairs of the equipment. Other buildings on campus will have similar systems shut off for routine maintenance. Should the weather be unfavorable at this time, Facilities Operations will postpone the shutdown until August.

N.Shawbaker



THE UNIVERSITY OF KANSAS  
ANNOUNCES A  
MINORITY POSTDOCTORAL SCHOLARS PROGRAM

UNIVERSITY FUNDS ARE NOW AVAILABLE TO AWARD SEVERAL ONE-YEAR  
RENEWABLE POSTDOCTORAL APPOINTMENTS ON THE LAWRENCE CAMPUS

- Fields:** Applications for study in any discipline represented on the Lawrence campus are welcome.
- Stipend:** \$18,000 per calendar year. Limited funds may be available for research expenses, including travel.
- Eligibility:** Minority students who will have completed the work for the doctoral degree by August 1985, or who have completed the doctoral degree within the past three (3) years are eligible to apply. The primary criterion for selection is evidence of scholarship potential which would make the candidate competitive for a tenure-track appointment on this campus.
- Application Materials:** Send curriculum vitae, complete transcripts, sample publications and/or dissertation chapters, a letter of application which clarifies your minority status and includes a statement of research interests, and three letters of recommendation by April 12, 1985 to:

Office of Academic Affairs  
127 Strong Hall  
University of Kansas  
Lawrence, Kansas 66045  
Phone: (913) 864-4455

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS  
REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY,  
VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY.



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045-2800

February 20, 1985

TO: Susan Craig, Staff Development Committee

FROM: Charles <sup>Craig</sup> Getchell, Jr., Reference Librarian/Bibliographer

RE: ALA Midwinter Meeting, January 5-7, 1985

I attended ALA Midwinter last month and would like to share a brief summary of my activities. I am currently serving on three ALA committees, and their business--formal and informal--was the principal activity during my trip. I chair the Bibliography and Indexes Committee, History Section, Reference and Adult Services Division, and the group met twice during the conference. Our business meeting featured extensive planning for the second in a proposed series of "consumers' guides" to resources in history. Our first guide is currently under consideration for publication. Target date for completion of the second manuscript (guides to the literature of history) is next Midwinter. B&I also met with Dr. Arnold H. Price, Compiler/Editor, American Historical Association. Dr. Price works on Writings On American History and Recently Published Articles. He kindly shared information on AHA publishing and editing processes. The CHOICE Editorial Board, of which I am a member, met with its new editor, Pat Sabosik, for the first time. Discussion included the reception to signed reviews that began last fall in the magazine (generally favorable) and the further automation of the publishing of CHOICE. Due to a schedule conflict, I was unable to attend the LIRT Affiliates Council meeting. I am presently serving as Secretary/Treasurer of this group. LIRT Affiliates is promoting the organization of state and regional instruction round tables and fostering affiliation of these groups with national LIRT.

In addition to the above, I attended the RASD discussion group meetings of Reference Services in Large Research Libraries, Collection Development in Medium Size Research Libraries, and the meeting of the RASD History Section Executive Committee.

The exhibits seem to be bigger and better at each ALA. I viewed all the exhibits, visited a number of booths, and spent some extra time with H. W. Wilson people to learn about their new online system, WILSONLINE. Informal discussions between meetings and over food/drink are another valuable aspect of the conference. It is always interesting and at time useful to find out what other colleagues and/or departments are doing with library instruction, data base searching, etc.

I want to thank the Staff Development Committee for providing funds to help finance this trip.



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

February 15, 1985

MEMO TO: SUSAN CRAIG  
FROM : George Jerkovich  
RE : National Slavic Convention

On October 29-November 2, 1984, I attended the Sixteenth National Slavic Convention held at Vista Hotel in New York. I chaired the panel (and also served as a discussant) titled "The Croatian Language in the Context of History of Culture". The panel was a tremendous success.

The second session - a roundtable discussion - in which I also participated was on "The status of the spoken and/or Literary Croatian Language". Namely, before 1972 the languages of Yugoslavia were named: Serbocroatian, Serbo-Croatian, Croato-Serbian, Croatoserbian, as the case might be, Slovenian, and Macedonian. Since 1972 Serbocroatian or Serbo-Croatian was officially changed to Serbian language, Croatian language. The discussion was lively -- some scholars welcomed the change, some did not.

The third session I attended dealt with international banking and the economy of Yugoslavia. The shaky economy of Yugoslavia caused a very provoking discussion. There were speakers from the Western hemisphere who attempted to present the real picture of the economy of Yugoslavia today, and those (Yugoslav representatives) who fiercely opposed the presentations of most of the Western scholars. As many sources reveal in relation to banking and economy, Yugoslavia is in deep economic trouble. Namely, experts of the West claim that Yugoslavia's national debt is approximately 28 billion dollars, or \$1,200 per capita. This is almost double the per capita debt for Poland. Other such issues as inflation, which is presently over 400% (this is not a mistake!) were discussed. Also the ratio of exchange which is presently over 200 dinars per dollar (four years ago it was about 25 dinars per dollar) was severely criticised by pro-Yugoslav scholars. All sessions were very lively and inspiring -- indeed a must to keep abreast with rapid changes that occur in Yugoslavia and in the Soviet bloc as well. Thank you for the support enabling me to attend this and like important conferences.

Sincerely,

  
George C. Jerkovich

TO: Library Faculty Assembly Executive Committee

FROM: Lorraine Moore, Secretary

RE: Minutes of the Committee, February 5, 1985, 8:30 a.m.

PRESENT: Ellen Johnson (presiding), Eleanor Symons, Annie Williams, Rachel Miller, Susan Craig, Nancy Shawbaker, Lorraine Moore; guests: Jim Ranz and Sandra Gilliland.

#### NEXT MEETING

The next meeting of the committee was scheduled for February 26, 1985.

#### REVISION OF DOCUMENTS

The committee met with Dean Ranz and Sandra Gilliland to discuss the changes in the Libraries' documents regarding merit salary allocations required by the letter from Deanell Tacha to the Dean, dated January 2, 1985. The dean explained that the wording service or research in all of our documents regarding librarians was inconsistent with university-wide policy regarding faculty and that the wording would have to be changed to service and research.

Dean Ranz reported that he had every reason to believe, based on previous conversations with the Vice Chancellor and on the success of the Libraries' recommendations to UCPT, that our procedures themselves are not being questioned and that no major changes will be required in them, but that the wording of our documents must be in conformance with university policy.

The committee discussed whether the matter needed to be put to a vote by the membership and decided that since no procedural changes were being proposed and since the Dean will, of course, comply with university requirements regardless, a vote is inappropriate. Since all of the documents affected were originally issued by LCPT the committee decided to request that committee to oversee the revision. The Dean offered to have his staff go over the documents, propose the appropriate changes and refer them to LCPT. The committee accepted his offer and instructed the secretary to send a letter to LCPT requesting them to oversee the changes.

#### MATH LIBRARY

Annie reported that the Senate Library Committee will be making a recommendation to the Vice Chancellor concerning the inclusion of the Math Library in the New Science Library. Annie suggested that LFA may also wish to make a statement on this question depending upon the action of the Senate Library Committee.

#### LFA COMMITTEES

Susan suggested that since over half of the year has elapsed the committee ought to contact the LFA committees to determine whether any were having problems fulfilling their charges. The committee instructed the secretary to send a form letter to each committee chair instructing him/her to call or otherwise contact the secretary if there were any problems.

TO: Library Faculty Assembly Executive Committee

FROM: Lorraine Moore, Secretary

RE: Minutes of the Committee, February 8, 1985, 8:30 a.m.

PRESENT: Ellen Johnson (presiding), Annie Williams, Rachel Miller,  
Lorraine Moore; guests: Jim Ranz and Mary Hawkins.

ABSENT: Susan Craig, Eleanor Symons, Nancy Shawbaker.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045-2800

February 11, 1985

The meeting was a special one called at the request of Dean Ranz. He distributed to the committee copies of a letter to him from Vice Chancellor Tacha concerning the proposed appointment of Dr. John Guy, candidate for the new Joyce and Elizabeth Hall Professorship in British Legal and Constitutional History. This professorship carries with it substantial funds for library acquisitions in these fields. Dr. Guy, the unanimous first choice of the search committee, has expressed an interest in a partial appointment in the libraries, particularly in the area of Special Collections, to work with collection development. The Vice Chancellor is hoping to offer him a 20 per cent appointment to the Libraries. In her letter the Vice Chancellor has requested Dean Ranz to consult with the appropriate library body concerning this appointment. The Dean assured the committee that salary monies would not come from the Libraries' budget. The committee recommended that each of the librarians who would be most likely to work with Dr. Guy be personally informed. The Dean and Mary agreed to this recommendation. The committee then instructed the secretary to write a letter to the Dean thanking him for informing him of the proposal.

Dean James Ranz  
University Libraries  
502 Watson  
Campus

Dear Jim:

The Executive Committee of the Library Faculty Assembly has instructed me to express our appreciation to you for informing us of the proposed .2 appointment of Dr. John Guy in the Libraries. It is our understanding that the librarians with whom Dr. Guy will be working most closely in his collection development efforts have been personally informed of this appointment. The Executive Committee will inform the members of the Library Faculty Assembly through the minutes of our meeting with you.

Please express our appreciation to Vice Chancellor Tacha for her consideration in asking you to consult us.

Yours very truly,

A handwritten signature in cursive script that reads "Lorraine Moore".

Lorraine Moore  
Secretary  
Library Faculty Assembly

LM:ph

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



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045-2800

February 27, 1985

Deanell Tacha  
Vice Chancellor for Academic Affairs  
127 Strong Hall  
Campus

Dear Vice Chancellor Tacha:

Through the library staff members on the Senate Libraries Committee the Library Faculty Assembly is aware of that Committee's recent consideration of the future of the Mathematics Library and its relation to the new Science Library. We have read its recommendation that a compromise be adopted whereby the new Science Library house those mathematics materials, mainly monographs, for which students and faculty members other than the mathematics research faculty have occasional need, and that a separate Mathematics Research Library be created housing those parts of the mathematics collection, mainly specialized research journals, for which the mathematics faculty members have the greatest need in their research and teaching activities.

The question of where the Mathematics Library should be located and what should be in it touches not only on issues of proximity, convenience, and cost, but also involves the broader principle of providing access to information.

We sympathize with the users of the Mathematics Library in their desire for proximity to the collection. We understand that mathematicians, like many other faculty members, use their library as a laboratory and that they need to be close to their research journals.

The most convenient location for mathematics materials is hard to define because the potential users constitute a diverse group. We feel that the Committee's conclusions in this regard are based largely on conjecture. In our view its recommendations seem to support the convenience of a few to the detriment of the academic community as a whole. We also believe that the important details of how the collection might be divided have, until now, received insufficient attention and that their consideration ought to have preceded any recommendation.

Cost is also a major issue in this discussion. By cost we mean not only the cost to the Libraries of providing services, but also the cost to other library users. The recommendation calls for one (1.0) classified library staff member to be assigned to the Mathematics Research Library. Since this would be a small departmental library limiting its services to approximately forty mathematicians, we believe this would be a very

Deanell Tacha  
February 27, 1985  
Page 2

inefficient use of personnel. If the position were, instead, assigned to a public service desk in the new Science Library it could serve a large number of patrons. If the position were assigned to a technical services department, several thousand new titles that would benefit the entire University community could be processed annually.

As professional librarians we are dedicated to providing equal access to library materials for all of the University community. Given our present limited resources we believe the most efficient way to provide this access is by centralization. If we devote a disproportionately large share of these resources to a small library that serves only forty people, we shall be neglecting other academic units with equally significant needs. Access for other users outside this small group to the materials in the Mathematics Research Library would be extremely difficult. Furthermore, we would be setting a precedent for other academic units or special interests groups. If an exception to the generally accepted principle is made for the Mathematics Department, what then is our rationale for denying a departmental library to Architecture and Urban Design?

Over the past thirteen years the staff of the Libraries have applauded the University's policy of creating no new branch libraries. We have been especially gratified at the policies put forward by the Board of Regents, Libraries Facilities Planning Committee, Senate Libraries Committee, and Executive Vice Chancellor Cobb that centralizing of libraries be pursued, and that the mathematics/computer science library collections be included in the new Science Library.

We realize that the proposals of the present Senate Libraries Committee are only recommendations and that, in the last analysis, the decision is yours. As you make that decision we request that you consider our view as professional librarians, which is that the best use of our limited resources for the benefit of the academic community as a whole would be made by a Science Library housing the entire mathematics/computer science collection with no separate Mathematics Research Library. We would also like to suggest two additional compromise alternatives:

- 1) That the mathematics/computer science library collection be treated in the same manner as the architecture/urban design collection. In your letter to Allen Wiechert and Jim Ranz of October 22, 1984, you stated that you and the Chancellor "have made firm commitments to the faculty of the School of Architecture and Urban Design that the architecture holdings will be pulled together into one identifiable space in the new Science Library. It is very important to research in Architecture that the faculty have access in a reasonably contiguous space to the periodicals and books relating to their design work."

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



Deanell Tacha  
February 27, 1985  
Page 3

We think this could also be done with the mathematics/computer science materials, with the additional provision that carrels be provided close to those materials--carrels that would be specifically for the use of mathematicians so they could do their research undisturbed, near their collections.

2) That the Libraries supply the Mathematics Department with duplicate journals to create a Mathematics Research Library to be administered by the Department. (Alternately, a one-time grant of acquisitions funds could be made to the Department to create this library.) No cataloged materials would be housed in the Mathematics Research Library, and any subscriptions would be maintained by the Department. If the mathematicians felt staff were needed, they could assign personnel on the Department's budget to do whatever was necessary.

We are currently planning for a thoroughly modern, state-of-the-art Science Library. Can we have such a library if there are no mathematics journals in it? As Professor Philip Montgomery said in the Winter 1985 Report from the University of Kansas, "... our lives are ruled by science, and math is its cornerstone. To be mathematically illiterate is like trying to read without learning to spell." Any decision to leave mathematics out of our new Science Library is to decide that our scientists should be mathematically illiterate. The increasingly interdisciplinary nature of scientific research makes it extremely likely that the same library materials will be used by individuals working in widely varying fields. Mathematics faculty will need to use other collections and other faculty and students will need to use scholarly mathematics journals. Our responsibility to facilitate future research could best be achieved within a new Science Library that incorporates all the sciences, including mathematics.

We would like to meet with you as soon as possible to discuss this issue. Please call either Ellen Johnson (4-3496) or Annie Williams (4-3038). Thank you.

Sincerely,

*Ellen Johnson*

Ellen Johnson, Chair  
Library Faculty Assembly

Annie Williams  
Lorraine Moore  
Rachel Miller  
Susan Craig  
Eleanor Symons  
Rancy Shawbaker

cc: Cobb, Ranz, Richardson, Zimdars-Swartz



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045-2800

February 26, 1985

Deanell Tacha  
Vice Chancellor for Academic Affairs  
127 Strong Hall  
Campus

Dear Vice Chancellor Tacha:

We, the Classified Conference Executive Board of the Libraries, have learned of the proposal by the Senate Libraries Committee regarding a Mathematics Research Library. We are concerned that insufficient time has been provided for the Libraries to examine the proposal and respond to the issues raised.

We see viable options other than the four presented by the Senate Libraries Committee. We would like clarification on points concerning cost, staffing, accessibility to materials, administrative and monetary responsibilities. We believe there was insufficient information gathered from the faculty and students who use the mathematics materials, but who are not part of the Mathematics Department.

This decision, made after one month of meetings, seems inconsistent with the careful deliberations made by a variety of responsible University committees over the past thirteen years. We would appreciate serious consideration of personnel, technical and public service issues which are yet to be resolved. We believe this can be done only with close consultation with Library staff and administration. We would be happy to discuss these issues at your convenience.

Sincerely,

*Leesa Duby*  
Leesa Duby  
Chair, Classified Conference Executive Board

cc: Vice Chancellor Cobb  
Jim Ranz, Dean of Libraries  
Sandra Zimdars-Swartz, Chair of the Senate Libraries Committee

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



## THE UNIVERSITY OF KANSAS

Senate Executive Committee—Faculty Executive Committee  
231 Strong Hall, Lawrence, Kansas 66045

February 21, 1985

Deanell Tacha  
Vice Chancellor for Academic Affairs  
127 Strong Hall  
Campus

Dear Vice Chancellor Tacha:

In a letter of December 20, 1984, you requested that the University Senate Committee on Libraries review the issues pertaining to the Mathematics Library and make a recommendation regarding its future disposition and relationship to the new Science Library.

The Senate Committee on Libraries devoted three separate meetings to a study and discussion of this matter. On January 31, 1985, we heard testimony from Prof. Charles Himmelberg (Chair, Mathematics), from several other Mathematics professors and graduate students, from the Chairpersons of the Departments of Chemistry (Prof. Marlin Harmony) and of Physics and Astronomy (Prof. John Davidson), from Deans Robert Lineberry and Jim Ranz, and from other members of the Libraries' staff. We continued to hear testimony from Dean Ranz and other librarians and to deliberate the issues on February 7 and February 21, 1985, and to examine written documents and argumentation submitted by the various parties concerned.

The SCL is acutely aware of the academic and budgetary implications of whatever decision is made on the future of the Mathematics Library. As you know, we are extremely concerned about the staff shortages and low salaries in the KU Library system. Our recommendations below attempt to balance academic needs and budgetary considerations. In our view, it will not be possible to adequately staff the various libraries in the KU system, and to provide necessary library services for the largest constituency of users, without generating new resources for additional staff positions and higher salaries.

Of the four options that are available, we believe only the fourth and last of these as listed below will be in the best interests of the University.

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

Deanell Tacha  
February 21, 1985  
Page 2

### Unacceptable Options

- 1) A Science Library housing the entire mathematics collection / no separate Mathematics Library.
- 2) A Science Library totally without mathematics holdings / a separate Mathematics Library housing the entire mathematics collection.
- 3) A Science Library and separate Mathematics Library each housing a completely duplicated mathematics collection.

We advise against any of these first three options either because they would be deleterious to the research productivity of the mathematics faculty (option 1), inconvenient for other faculty members and students who have occasional need for some mathematics materials (option 2), or too costly to be justified on academic grounds (option 3).

### The Recommended Option

- 4) A Science Library housing those mathematics materials (mainly books) for which students and faculty members other than the mathematics research faculty have occasional need / a separate Mathematics Research Library housing those parts of the mathematics collection (mainly specialized research journals) for which the mathematics faculty members have the greatest need in their research and teaching activities.

We recommend this fourth option because we believe that its implementation will best serve the research and instructional needs of all parties concerned and that its costs will be completely justified on academic grounds.

The above recommendation is based on the following premises: (1) The Mathematics Department needs a separate research library at "its elbow" every bit as critically as the Chemistry Department needs its laboratories. Certain discrete parts of the mathematics collection are understandable and of interest only to research-oriented mathematicians. They use these materials frequently for reference purposes. (2) A significant percentage of KU's mathematicians are active in research and have substantial publications. The administration should do whatever it can to encourage and facilitate these research activities. (3) A large majority of the Mathematics Departments which rank above the KU Math Department have departmental libraries located within or near departmental and faculty offices, and they seem to regard this arrangement as indispensable. (4) It is essential to the research productivity of the mathematics faculty that specialized mathematics research journals be located in close proximity to their offices and classrooms where they are readily available for reference purposes on a moment's notice. (5) The needs of the mathematics faculty in relation to these journals are, if not unique, at least sufficiently distinct and urgent to justify the cost of a separate Mathematics Research Library to house them (this point of view was supported by Professors Harmony and Davidson representing science departments responding to our request for input). (6) Both students and faculty members from departments other than Mathematics will have access in the new Science Library to the kinds of mathematics materials which they are likely to need. (7) Division of the mathematics collection into two sub-collections, each serving essentially different constituencies, and located in the Mathematics Research Library and the new Science Library, respectively, will be accomplished smoothly under the supervision of the Mathematics Department faculty and the designated Library staff personnel.


Details of our recommendation are as follows:

- 1) The Mathematics Research Library will be located adjacent to the space envisioned for Mathematics Department faculty offices and classrooms in the renovated Snow Hall. This facility needs to be only large enough to house present and future holdings of those specialized mathematics research journals which are essential to advanced research by mathematicians, plus a limited amount of space for them to use these materials (e.g., study tables, desks, catalog, etc.);
- 2) Anything other than research materials needed by mathematics faculty on a regular basis will be housed in the Science Library;
- 3) Acquisition and technical processing of all mathematics materials, whether housed in the new Science Library, or in the separate Mathematics Research Library, will continue to be funded out of the University Libraries' budget, unless there is duplication involved, in which case the cost of acquiring duplicate copies will be borne by the Mathematics Department either from College or private sources;
- 4) No more than one full-time (1.0) classified library staff member will be assigned to the separate Mathematics Research Library;
- 5) If it becomes necessary to increase the size of the staff of the separate Mathematics Research Library, the cost of this augmentation will be assumed by the Mathematics Department from College or private sources.

We believe that the comprehensive solution being recommended here, while it may not completely satisfy all (or any) of the parties involved (mathematics faculty and graduate students, faculty and students from other departments, library staff), offers nevertheless a balanced and reasonable compromise which will, in the long run, best serve the interests of the University community and its outside constituencies as a whole.

Thank you for your consideration.

Yours sincerely,

  
Prof. Sandra L. Zimdars-Swartz  
Chair, University Senate Committee  
on Libraries

Minutes of the COM Catalog Committee Meeting  
June 20, 1984

Attending: C. Howard (presiding), C. Baker, S. Craig, P. DiFilippo,  
M. Hawkins, L. Moore, K. Neeley, M. Roach, G. Susott, A. Mauler  
(recording secretary)

The meeting began at 1:30 with a report on the test fiche. Roach said that five copies had been made. The test issue of the microfiche catalog incorporates all records between 1-1-81 and 5-28-84. There are 329 fiche (196 author/title; 133 subject). There are 116,566 bibliographic records generating 556,532 access points. The copies had not been distributed because of a number of problems that are being corrected (including some problems with the header strips, some indentation inconsistencies, and some filing problems). Susott estimated that the errors only affected 14-24% of the entries. He has fixed the problem with the author added entries, refined the filing program, and is working with the vendor on the header strip problem. He hopes that the data will be ready to run tomorrow--a new test run of the fiche would then be ready in a week. Hawkins asked if this first test issue of the fiche could be viewed (with the proviso that no one would be shocked by any errors in the areas already mentioned now that it is known that those errors will be corrected in the second test issue). Roach distributed one issue to K. Neeley, one to Craig, and will deliver one to Watson Reference.

Moore reported that the Cataloging Department had stopped filing cards in the add-on catalog on June 15. Personnel changes in the department (three full-time classified vacancies need to be filled) have delayed reorganization. Kathy Clodfelter has shifted to the series section. A Clerk III will be hired to process theses and dissertations. These duties will be shared with a current CIIL. Storage problems at the Computer Center have caused problems in loading tapes--some have taken three tries before being totally loaded. Backlogs are being caught up (e.g., geographic names by Marianne Siegmund); but Moore pointed out that, since new material will continuously be added to the data base, the Cataloging Department will never reach a state of being 100% caught up. When the Microfiche Catalog is issued, there will be error report forms that can be filled out and sent to Catalog Maintenance. The first edition will be ready for the public by August 1, 1984.

Susott asked if the Committee wanted to make a recommendation concerning the timing of each issue of the Microfiche Catalog. The amount of computer time required will force it to be run on a weekend. Susott suggested that the data be run on the first weekend after the 15th of each month. It will take one week to receive the finished fiche back from the vendor. This schedule would permit the library to date each issue with the 1st of each month and have it displayed by then.

Moore reported that the Microfiche Catalog orientation sessions were being held in the Cataloging Department conference room. A number of sessions have been held and seem to be well received. Moore also reminded everyone that copies of the ALA filing rules have been distributed to each department.

COM Committee Minutes  
June 20, 1984  
page 2

Susott asked for reactions to the header strip. Specifically, he wondered if the letters were too thin and hard to read. All thought they were harder to read than, for example, Harvard's fiche headers; but Craig said she was unwilling to settle for fewer letters in return for a slight improvement in legibility. K. Neeley and Craig noted that it was difficult to distinguish between periods and commas. It was noted that Harvard leaves off all punctuation in the header strip (punctuation doesn't affect machine filing anyway), but no one was willing to suggest that KU also drop punctuation from the header strip.

Roach asked Baker how the series project was progressing. She said that the programming was done, and she was in the testing phase. However, she hadn't checked how the program was changing bibliographic records as of yet. Susott estimated that 2/3 of the project was complete.

Howard brought up two issues that are still under discussion: lost books (cancel the record altogether or add "lost" note to holdings note when KU's only copy is lost?), and omitting the author-main-entry on author-added-entry records that subfile by title (author appears in a note at the bottom of the record). The Committee viewed an example illustrating the author-main-entry situation, and Howard suggested the Committee be prepared to make a decision on both issues at the next meeting. The Committee was able to view a brief record as well.

Howard noted how important student hours have become to the Cataloging Department (data base searching, COM inputting, book processing with LC copy). Student help has freed 221 hours per week of full-time staff time this past year. Moore said that the original plan for inputting new hold records into the Microfiche Catalog in the form of brief records should be able to proceed on schedule as long as student help will be available. Hawkins asked about the staff needs of the Cataloging Department. Moore replied that there is always a need for catalogers--for original cataloging and for supervising paraprofessional staff. The addition of student copy catalogers has meant increased duties for one of the Library Associates (Al Mauler). When the two vacant LAI positions are upgraded to LAII and assigned 090 and older DLC copy cataloging, this will mean there will be two fewer LAI's for special projects and DLC copy cataloging. Student hours would help bridge the gap between the amount of staff time that is needed and the amount of staff that is available.

Hawkins said that the microfiche readers should be sent to their destinations as soon as Reference and the branches are ready for them. Art and Science have had the necessary wiring installed, and John Glinka has assured her that the wiring in Watson will be ready for the Microfiche readers by August 1.

Craig said that she would like to meet sooner than the customary date (since the third Wednesday would fall after the first weekend after the 15th (when the data would be loaded and shipped to the vendor)).

COM Committee Minutes  
June 20, 1984  
page 3

Susott noted that changes could still be made after the first public issue of the Microfiche Catalog. Nevertheless, Craig would like to have a chance to see the next test run and have an opportunity to make decisions on the basis of the corrected fiche before the data for the first public issue was loaded.

The next meeting of the COM Catalog Committee will be on Friday, July 6, 1984, in the Cataloging Department conference room.

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At the July 6 meeting (no recording secretary present), it was decided to add a "lost" note (and leave the bibliographic record on the Microfiche Catalog) to the holdings note when KU's only copy is lost. The word "LOST" will appear where the call number otherwise would have been. It was also decided to omit the author-main-entry from the author-added-entry records. The author-main-entry will be given in a note at the bottom of the record, preceded by the words: "FULL RECORD UNDER:"

Minutes of the COM Catalog Committee Meeting  
September 19, 1984

Attending: M. Hawkins (presiding), S. Craig, P. DiFilippo, J. Neeley, M. Roach, A. Mauler (recording secretary)

The meeting began at 1:35 with a discussion of superseded copies of the Microfiche Catalog. J. Neeley expressed concern that people might someday be making judgments about KU holdings on the basis of very outdated copies being kept at out-of-the-way locations (e.g., a dormitory) where there is no one to insure that only an up-to-date copy of the catalog is displayed. He also raised the question whether KU should charge for superseded copies. Harvard sells their catalog, but it only appears twice a year. Roach, J. Neeley, and DiFilippo thought that KU should not charge for on campus or intra-state distribution. Superseded issues of UKASE are distributed statewide by ILS.

It was next asked who would be responsible for distribution. J. Neeley asked that the Reference Department not be given that responsibility. He asked how the packaging could be handled. Craig suggested contacting Microforms. Roach said that Joe Hewitt was saving UKASE boxes. To the question of postage expenses, Craig suggested that they be the basis for the cost of receiving superseded copies.

Craig suggested that a master list be compiled to show who is receiving superseded copies (especially who is receiving the branches' copies). DiFilippo suggested that distribution be centralized. She

suggested that the availability of superseded copies be publicized so that everyone would have a chance to request a copy. Guidelines should be formulated outlining who is eligible to receive copies, how they should be kept, what should be done with them when they're replaced, etc. J. Neeley suggested that a list of all locations that should receive copies be drawn up. Hawkins said that the Public Service Subcommittee could draw up the list. Craig and J. Neeley agreed. J. Neeley suggested that the list be drawn up first, and then the question of who will handle the distribution be answered. He further suggested that, if the library has more copies than locations on the list, the excess be discarded. Roach asked that one copy be retained as a record. When locations are contacted concerning placement of superseded copies, there should be included a carefully-worded letter explaining the proposition: the library will not furnish any equipment, the introduction/training sessions now being offered are open to all, superseded issues are to be discarded when a replacement is received. J. Neeley wondered if it would be possible to create an instruction fiche that could be filed with these copies.

J. Neeley reported on reactions to the Microfiche Catalog. He noted that Reference may have twice as many copies as needed. Craig added that Art might be able to give up two copies. J. Neeley observed that no one seems to be reading the directions. Patrons will ask rather than look for or at instructions (although few are asking for help). Craig said that she has given class instructions and feels that patrons who want to use the catalog will go ahead and use it. J. Neeley noted a few misconceptions about the Microfiche Catalog: it does not duplicate the public catalog, each letter of the alphabet is not represented by

COM Committee Minutes  
September 19, 1984  
page 2

its own set of fiche! There have been no complaints about checking two catalogs (then, again, maybe patrons simply don't bother checking both catalogs, so they have nothing to complain about!); there have been no complaints about the Microfiche Catalog (J. Neeley is worried that there have been no questions about the differences in filing rules--once again, hasn't anyone noticed that there are differences?); there have been no complaints about the lost book note. Roach noted at this point that there are 1,800 lost books on OCLC records. J. Neeley said that the equipment is holding up well. Misfiling of the fiche does not appear to be much of a problem. The fiche holders tend not to hold their pages open; perhaps some sort of block could be used to tilt them backwards. Craig asked if the new issues of the catalog could be mailed to the branches. Roach said it could be done if suitable containers can be found in which to send them through campus mail.

Roach announced that the Cataloging Department was beginning to put brief records on the Microfiche Catalog. The routines are being established while working with brief records for analytics (monographs classed as a set); and books going into 24-month hold after October 1, 1984, will appear on the Microfiche Catalog on a brief record (and no longer on a paper temp in the public catalog). There will be entries for author, title, and possibly series (especially for cat. seps.). There will be no corporate author entries for corporate bodies not already established by LC or KU--books in this category will be under title main entry. [It was subsequently decided to provide a series added entry only for analytics--series access for cat. seps will be through INNOVAQ.]

J. Neeley asked why temporary locations (e.g., Reserve, Hwey) aren't put on the Microfiche Catalog. Roach said that these tend to change too fast; Craig noted that such temporary locations are available on the circulation system. J. Neeley suggested that Reserve be asked to furnish a list of items on semipermanent reserve status.

Craig asked about shelflist cards. Roach said that she had requested that Susott produce shelflist cards with only a one week lag.

Roach expressed her concern about having certain corrections made to programs for the microfiche catalog. DiFilippo pointed out that the department is asking for program corrections, not program enhancements. She and Roach enumerated some examples: filing errors in the way series are filed (the program is misreading subfields), Polish & and some other special characters cannot be produced on the header strip, author + uniform title are subarranging by title-page title and NOT by date, diacritical marks are being stripped from added entries. The Cataloging Department is being told that priority was being placed on updates on the circulation program. DiFilippo expressed concern that these corrections were being given the status of program enhancements when it comes to allocation of programmers' time. Roach suggested that what was really needed was a third programmer. Hawkins noted that the library was not able at this time to use NEH funds to hire a programmer.



[This use of the funds was subsequently approved and a programmer could be hired very soon--possibly by mid-October.]

The meeting adjourned at 3:15.

\*\*\*\*\*

The October meeting of the COM Catalog Committee was canceled. The November meeting was held on November 21 (without a recording secretary). Those present at this meeting were brought up to date on what was happening with the catalog. There was no December meeting. The January meeting will be held on January 23, 1985.

2/12/85

## Roll Call:

Present: Ola Faucher, Joseph Collins, Bob Patterson, Tom Swearingen, Neva Entriaken, Dominique Lakins, Kathryn McManness, Barbara Mauk, Nancy Miles, Claudia Orton, Darla Perry, April Retherford, Georgia Rider, Betty Sickles, Gary McClung, Rod Dunavin, Ron Bethea, Jeanne Longacre, Nancy Schwarting, Mary Ann Robison.

No committee reports.

Joe Collins announced his appointment to editorial committee for the Oread. He asked for input from the Senators on Classified issues and for stories involving Classified employees.

Claudia Orton described her two weeks listening to the briefings on the Classified pay plan. Explained that there is to be a hearing on Monday, Feb. 18. Asked what we want her to say at the hearing.

Ola Faucher said 'ask them to put \$500 bonus back into the pay plan.'

Claudia said Wichita and Ft. Hayes don't care for the pay plan and are talking about age discrimination being part of the proposed plan.

Joe Collins asked why the same plan isn't being proposed for Kansas teachers.

Ola mentioned concern over the phraseology of how the market study will be done class by class, pointing out that some agencies have political clout when it comes to getting positions reclassified now, will the same be true under the new plan? And can they even do a decent study?

Claudia said that so far the study group doesn't even seem to know how many classified employees there are and pointed out the discrepancy between the different reports coming out of the committee.

Dave Lewin expressed understanding of the long term employees' displeasure with the proposed pay plan and suggested they should press for an annual cost of living raise. He also mentioned that a number of employees have expressed concern to him regarding how the new pay plan would impact on their retirement benefits.

Joe Collins pointed out that the Governor proposed the same pay plan in 1979 and it didn't fly then, why should it now?

Ola and Bob Patterson pointed out that a 20 year pay plan is hardly sufficient for a career plan. It was pointed out that the state is not interested in keeping employees more than 12 years.

Claudia said the KAPE plan has been introduced into the legislature as a bill by Harold Dyck and was seconded by John Solbach.

Joe asked what the KAPE pay plan is.

Claudia summarized it as follows:

1. Instead of moving employees a maximum of 4 steps in the conversion, set a maximum of only 2 steps, and put the money saved into a longevity bonus.
2. Put the \$500 bonus into the longevity bonus.
3. Create a longevity bonus (the minutes provided by the Senate Secretary

say only "Get details from Neva". KS)

This plan would cost less to instate than the Governor's.

Dave L. said if people only move 2 steps this year, it will cost more next year.

Joe C. asked if the rumors he heard that both plans were already dead on the table had any substance.

Claudia said she had heard these rumors and also that the possibility of the merit plan being resurrected was being discussed. And finally that there is some probability that all plans will be dropped in fear of a prolonged disagreement over which of them is best and the end result would be another last-minute cost-of-living raise.

Joe asked if KAPE is investing everything into their plan and, if so, what happens if it comes down to a lost-of-living plan again.

Bob Patterson pointed out that this business of not having enough money is simply not true. The state has substantial (this sentence is unfinished. KS)

Joe suggested that it is time the Governor and Legislature put people before building highways and more prisons.

Ola said she has never before seen classified employees as angry as they are this year.

Someone else pointed out that our best bet at this point in time was to discuss collective bargaining. It is being discussed at Pittsburg.

Georgia said merit is a dead horse.

Darrell said that even if one of these pay plans is approved, it can be rescinded next year.

Lewin said at least the Governor's plan addresses the pileup in Step A.

Claudia said we need to get letters out defending our choice of pay plan by Monday.

Someone pointed out that for us to discuss cost-of-living raises at this point was pointless because a cost of living was the default if the other plans collapse and a cost-of-living would not be considered if wither the Cogernor's or KAPE's plan was approved.

Someone asked why there is the discrepancy between unclassified raises and classified (6% vs. 4.8%)

Neva stressed the importance of presenting a unified front this year.

Ola motioned that we have Claudia express the following as the Classified Senate's position to the committee on Monday:

1. We outline our objections to the Governor's plan
  - A. the \$500 bonus
  - B. The lack of any reward for length of service
  - C. The shortness of the pay plan (only 20 years)
2. We express our support for the KAPE plan with some reservation
3. We ask for a 7% cost-of-living raise if all else fails.

Motion was seconded. Vote 15 yes, 2 no.

Ola asked would write belligerently. It was suggested that the letters be short b

Tom Swearingen passed the hat to collect funds to help Claudia with gas and the lobbying fee. All classified employees are asked to help contribute to defray some of her expenses. She has given us a great deal of her time.

Neva brought up the inclement weather policy for discussion.

Dave Lewin suggested our best bet was to fight for the personal days converted from accumulated sick leave. Claudia suggested that there be two days designated as inclement weather days much like the school systems do. Someone pointed out that this still doesn't address the problem that some employees have to report to work regardless of the weather. Overtime was suggested for those that do work.

The basic unfairness of expecting classified employees to report to work when conditions are deemed too hazardous for students and faculty was raised and agreed upon by most present.

No action was presented. The meeting was adjourned.

Next luncheon report: Tuesday, February 26, Sunflower Room, Kansas Union, noon-1:00 p.m.

Next Senate meeting: Tuesday, March 12, Council Room, Kansas Union, 5:15 p.m.

All are welcome at any meetings. If you have questions or comments that you want presented, please contact Kendall Simmons.

# FYI

## University of Kansas Libraries

Number 803

March 6, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS \*\*\*

### STUDENT HOURLY TIME CARDS

Student hourly time cards for the pay period ending 3/17 are due in the Administrative Office by 9:00 a.m. Wednesday, March 13. The maximum number of hours reportable are: 130 for regular hourly; and 100 hours for Work-Study and foreign students. Thank you.

S.Butter

### STAFF TIME CARDS

Staff time cards for the pay period ending March 17, 1985 are due in the Administrative Office no later than 9:00 a.m. Wednesday, March 13. This allows 2 days' processing time before submitting time reports to Payroll. Your cooperation in meeting this deadline is greatly appreciated! Thank you.

S.Butter

### SCIENCE LIBRARY SPRING BREAK SCHEDULE

The Science Library will be open for limited service only on Sunday, March 10, 9:00 a.m. to 5:00 p.m. Copiers and change will be available; all materials will be limited to a two-hour manual checkout.

B.Denton

### MUSICAL PERFORMANCES

Rebecca Stuhr-Rommereim, of Watson's Reference Department, will play baroque flute in two performances in March. On March 21, at 8:00 p.m., she will be part of an all Bach concert at Swarthout Auditorium in Murphy Hall. On March 24, at 7:30 p.m., Rebecca will take part in a performance of Bach's Brandenburg Concerto No. 5. This concert will be at the Spencer Art Museum. Both concerts are commemorating the 300th birthday of Johann Sebastian Bach.

S.Gilliland

### TRILLICH MEMORIAL

A memorial fund and a memorial service for Polly Trillich, who died in February, will be announced when arrangements have been made by relatives and by persons in Lawrence.

M.W.Kliewer

### KULSA NEWSLETTER

It is my hope to begin putting out, on a somewhat regular basis (quarterly?), a newsletter that will contain news and items of interest to KULSA members. I would like to spotlight achievements, birthdays, and memorable events in KULSA members' lives and to publish news about former colleagues ("Where are they now???"). If you have some "personal" news you'd like to share, if you know of something important that's happened to a colleague, or if you've heard from a former colleague, please pass that information on to Al Mauler in Cataloging. (I will ask permission before publishing birthdays or similar personal information).

A.Mauler

YEAR-END CLOSING

Would bibliographers please be sure to have all state and federal funds encumbered by 90% of the appropriation or \$500.00, whichever is less, by Friday, May 3rd. The free balances should be fully encumbered by Friday, May 17th. For locations doing their own ordering and receiving, the deadline for submission of invoices to Acquisitions is Monday, June 10th.

K.Lohrentz

GIFT PROCESSING

All gifts, with the exception of gifts for Special Collections and special language materials handled by area studies units, should be sent to the Exchange & Gifts unit in Acquisitions for processing. Individual gifts, items assumed to be gifts, and books left in the Libraries and unclaimed by library users, should not be sent directly to Cataloging.

K.Lohrentz

RESULTS OF THE CLASSIFIED CONFERENCE ELECTIONS

The following officers and representatives have been chosen to serve for 1985: CHAIR-Rich Crank, VICE-CHAIR-Janet Revenew, SECRETARY-Al Mauler, GROUP I-Sherry Hawkins, GROUP II-SHEILA KORTLUCKE, GROUP III-Joe Hewitt, GROUP IV-Marianne Reed, GROUP V-Judy Brow, GROUP VI-Linda Barnes, GROUP VII-Don Dowdy, GROUP VIII-Lance Tomlin, GROUP IX-Kerry Altenbernd. We wish you a productive and enjoyable term.  
-1984 Executive Board

PLEASE NOTE

The Engineering Library now houses a growing collection of technical reports from the U.S. Department of Energy on microfiche. To provide access to this microfiche collection, Energy research abstracts (El.17 Engnr. Ref.) and Energy abstracts for policy analysis (El.11 Engnr. Ref.), have been transferred to the Engineering Library from the Science Library. The Science Library has also, transferred to the Engineering Library, a collection of National Technical Information Service (NTIS) microfiche and Government reports announcements & index (C51.9/3 and C51.9/4 Engnr. Ref.), the index necessary to provide access to the NTIS microfiche. The next edition (2/23/85) of the Central Serials Record should reflect the location changes.

Consequently, the Engineering Library is now ordering the technical report literature requested on the green REPORT DOCUMENT REQUEST form. All completed green forms should be sent to the Engineering Library, not the Science Library as indicated on the form.

L.Weller

KANSAS STATE UNIVERSITY COURIER

The Kansas State University Courier has requested your cooperation in limiting the number, size and weight of boxes being sent at one time. Thank you.

M.Borton

CONFERENCES COMING UP

Tri Conference, sponsored by the Kansas Library Association, Kansas Association of School Librarians, and KAECT, will be held at the Broadview Hotel in Wichita, March 27-30, 1985. See your staff room bulletin board for a copy of the program.

Eastern Illinois University will sponsor a conference, Coordinating Cooperative Collection Development: A National Perspective, April 1-2, 1985, at the Bismarck Hotel in Chicago. Registration fee for the conference is \$50 for registrants, \$25 for library-, information-science students.

Looking ahead--The American Library Association Annual Conference will be in Chicago, July 6-11, 1985.

Staff Development Committee



REPORT ON THE ART LIBRARIES SOCIETY OF NORTH AMERICA 13th ANNUAL CONFERENCE,  
LOS ANGELES, FEBRUARY 8-14, 1985

The conference theme, Los Angeles: Metaphor for the Future, was intended to highlight the cultural diversity of the city and of southern California art and architecture. Some sessions were able to integrate the theme into their programs and focused on local resources or on art of cultures represented in Los Angeles's multi-national population. Other sessions followed more traditional library themes with automation continuing to prove a basic link.

I chaired a session on Out-of-Print Book Buying where a York University art librarian discussed taking a portable computer into the bookdealer's shop and accessing her library's bibliographic records while reviewing the stock. She also had located a good program for automating her desiderata file.

Another useful session covered photography resources--biographical tools, indexes, new periodicals and photo-illustrated books.

The J. Paul Getty Center and Museum sponsored the convocation as well as providing funding for some of the special workshops that were offered. On my free day I toured the new Center and heard of the library's growth from 20,000 volumes to 250,000 volumes in one and one-half years. They are now planning a new facility to house one million volumes and provide complete research facilities for scholars.

Much of my conference time was spent in meetings since I am now on the executive board. Many of the Society's committees are pursuing interesting projects such as international meetings with other art librarians, publication of bibliographies and union lists and awards for art book publishers.

I am grateful to the Staff Development Committee for providing some funding for my trip and would be glad to answer anyone's questions about the meetings.

Susan Craig

MINUTES OF THE CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

Tuesday, February 19, 1985, 2:30 p.m. in Conference Room A

Present: Duby, Harsh, Reed, Bauer, Benson, Hamilton.

The final meeting of the 1984 Board opened with the reading and approval of the minutes of the last meeting.

Duby reported on the meeting with Sandy Gilliland concerning the inclement weather policy and its implementation on Monday, February 11. Policy currently states that all staff are expected to work, even though classes are cancelled. The Libraries will remain open, though the University is closed. Sandy is working on a policy for the Library staff.

A letter expressing staff concerns about the icy steps and sidewalks was not available for reading. But Board members interested may contact Channette for a copy.

Ballots for election of 1985 Board members are out. Collection and counting will take place February 28.

Hamilton provided the front page of the Capitol-Journal which contained an article concerning the pay plan proposals currently under consideration by the Legislature. Those Classified Staff members interested in responding to the proposals still have until the first of March to do so.

Meeting was adjourned.

submitted by Lois Bauer

#### PERIODICALS READING ROOM DEPARTMENT CHECK-OUT POLICY

In an effort to encourage check-out of periodicals being used for internal library purposes, in October, 1984, the Periodicals Reading Room initiated a departmental check-out procedure. This policy applies only to periodicals shelved in the reading room; the desk collections (PERIOD/DESK, PERIOD/DNR, PERIOD/FNR and PERIOD/RESV) and the current display issues are excluded. If you use Periodicals Reading Room items for job-related reasons associated with your library assignment, please see Sarah Couch or Janet Revenew to arrange for department check-out privileges. Staff members outside the Serials Department, Serials Cataloging and whose names do not appear on the Collection Development Council's list of subject bibliographers may be asked for a supervisor's or department head's justification of need.

The time due will be recorded on the check-out forms according to the established loan periods, and your cooperation in returning the items by the time due specified will be appreciated. Reminder notices for unreturned items will be sent at intervals at which time you will be asked to return the items or to come to Periodicals with the items in order to renew them. Periodicals checked out on department charges will be recalled (usually via a phone call) when other users request them, and it is expected that the items will be returned directly to Sarah or Janet within twenty-four hours. All library staff members are asked to present identification when checking out periodicals at the Periodicals Service Desk.

The A.R.L. Spec Kits will continue to be checked out to library staff for an indefinite time period. Reminder notices for unreturned kits will be sent at intervals at which time you will be asked to return them or to renew them. Kits checked out will be recalled when another user makes a request, and return of the items within twenty-four hours is expected.

All charges to individuals fall within the provisions of the reading room's loan code, and fines are charged on overdue items to all categories of users. A hand-out sheet outlining the reading room's circulation/fines policies and check-out procedures is available at the Periodicals Service Desk. Please see Sarah or Janet if you have questions.

S. Couch

# FYI

## University of Kansas Libraries

Number 804

March 13, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS \*\*\*

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### UNCLASSIFIED VACANCY

PHOTO-ARCHIVIST, 12-month continuing position, available April 1. Organizes and catalogs photographic images in the Kansas Collection; initiates and participates in photographic preservation procedures; assists in providing general departmental reference service, including assistance with photographic reference requests; supervises and maintains photo lab; assists Curator with the acquisition of photographic collections. Required Qualifications: Master's degree in archival administration, library science, photography, or a related field; coursework or experience with photographic cataloging; knowledge of photographic preservation techniques; demonstrated ability to work well with the public; dark room experience. Preferred Qualifications: Experience cataloging photographs in an archival setting; experience working with glass plate collections; previous photographic preservation work; reference experience; familiarity with KU photographic holdings; coursework or background in regional history. Salary: \$1,250-\$1,335/month dependent on qualifications. Excellent benefits. To apply, submit application letter, resume, transcripts, and names of 3 references to Sandy Gilliland, 502 Watson Library. Minorities are encouraged to apply. Applications must be received by March 20, 1985.

### CLASSIFIED VACANCY

Applications are now being accepted for a full-time Clerk III position in the Cataloging Department. Responsibilities of this position include: searching for cataloging records and processing books through OCLC, inputting data into OCLC and/or the local online system and producing cataloging records, preparing series authority records for input into the online file, series report processing and online updating, and supervising student assistants. Minimum Qualifications: As specified by the State for Clerk III classifications. Preferred Selection Criteria: reading knowledge of one or more Western European languages; at least six months experience working closely with library records; accurate typing skills; demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work effectively, and to work independently; prefer person willing to work a flexible schedule.

Library staff interested in applying for this vacancy should contact Sherry Butter or Sandy Gilliland no later than 5:00 p.m. Wednesday, March 20th. A copy of the position description is on file in the Library Office for review by those interested in applying. Minorities are encouraged to apply.

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

S.Gilliland

### PERSONNEL--RETIREMENT ANNOUNCEMENT

I wish to announce my resignation as L.Assoc. in the Slavic Department at Watson Library, effective April 26, 1985.

My sixteen years of work have been enjoyable and personally rewarding. It has been a joy to see the growth of the Slavic collection, to work with other people in the department, to visit with distinguished guests, scholars, and authors, and to witness an increasing interest in Slavic culture not only at the university but in the entire Midwest through connections with the university.

Continued on next page...

PERSONNEL--RETIREMENT ANNOUNCEMENT (cont.)

I want to thank the people in the library and the other departments of the University, friends, professors, and students who have helped make my stay here enjoyable.

I will be moving to Hollywood, Florida (1528 Wiley), where I will be in May, 1985.

G.Kuzmanovic

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

There will be a Classified Conference Executive Board Meeting on Wednesday, March 20th, at 2:30 p.m., on the 5th Floor of Watson in Conference Room "A". Both old and new board members and officers are asked to attend.

R.Crank

BCR EASTERN OFFICE

The Bibliographical Center for Research has announced that the branch office, located in Watson Library, will be moved back to Denver. Mr. David Brunell, Executive Director, has expressed his appreciation for the good services provided by the Kansas branch office over the past three years, and thanked the Library and staff for their support. Mr. Brunell also offered to leave the 110 Terminal at the Reference Desk with us on "indefinite loan".

J.Ranz

EXCHANGE AND GIFTS

I'll be on vacation from March 18th through March 27th, back on the 28th. Please hold any material until then. If necessary, questions can be referred to Jennifer Vogel, student assistant, in Exchange and Gifts or Ken Lohrentz, Head of Acquisitions. Thank you.

S.Hamilton  
Exchange and Gifts

RETIREMENT OPTIONS INCREASE

As announced in the March 8th OREAD, three additional companies have been added to the basic retirement investment program (currently TIAA/CREF) for faculty and unclassified staff at the University: Aetna Tax Deferred Retirement Plan, Unionmutual Annuity Contract, and The Lincoln National Multi-Fund Variable Annuity. Within the next few days a letter from Chancellor Gene Budig encouraging attendance at the upcoming information sessions, and information packets concerning the new options will be mailed to all librarians and unclassified staff. Information sessions covering the pension investment concerns of faculty and staff have been scheduled on the following dates:

March 26, 9:00 a.m., Big Eight Room, Kansas Union  
March 26, 2:00 p.m., Big Eight Room, Kansas Union  
March 26, 7:00 p.m., Big Eight Room, Kansas Union  
March 27, 9:00 a.m., Alderson Auditorium, Kansas Union  
March 27, 3:00 p.m., Alderson Auditorium, Kansas Union

Representatives of the four vendors will present the main features of their programs, and will be available after the sessions to answer questions, schedule individual conference or give further details. These retirement investment options are being offered because of faculty and staff concerns over the lack of diversity in currently available investment choices and methods of payout at retirement. The investment options will become effective July 1, 1985.

S.Gilliland

#### PROCEDURAL CHANGES

The Comptroller's Office has informed university departments of three procedural changes that are outlined in the memorandum from John D. Patterson attached to this issue of FYI. These changes are briefly described below:

1. The State of Missouri has rescinded the University's sales tax exemption certificate. If university departments purchase and acquire possession of goods or services in the State of Missouri, then sales tax may be charged. This does not apply to goods or services purchased from vendors in Missouri and delivered to Kansas.
2. The IRS Revenue Ruling 84-127 requires that personal mileage reimbursement rates in excess of 20.5¢ must be reported. The State of Kansas reimbursement rate for private car mileage is 22¢ per mile. Therefore, the Department of Administration intends to report the additional 1.5¢ reimbursement rate as miscellaneous income for State employees receiving private car mileage reimbursements. According to Ben Tillman, Assistant Comptroller this income will not be reported on the employee's W-2 form, as stated in the attached memorandum, but will be reported on a 1099 form at the end of 1985.
3. The method of payment for tuition assistance has been changed. This does not, however, involve the State's Tuition Assistance Program, nor does it affect employees receiving awards for the Tuition Assistance Program.

N.Shawbaker

#### COM CLASSES

There will be a class on Tuesday, March 19th at 1:30 p.m., in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students, want to attend.

C.Getchell/A.Williams

#### MAINTENANCE CALLS REMINDER

As a reminder to all departments, including departments outside of Watson, please call the Administrative Office for all maintenance requests, etc. unless the requests are emergencies. Thank you.

S.Dewey

#### ATTACHMENTS

Attached to this issue of FYI: The Library Staff Directory List; Memo from John D. Patterson, Comptroller, and Minutes from the Classified Senate Committee.

S.Dewey



# THE UNIVERSITY OF KANSAS

## MEMORANDUM

DATE: February 18, 1985

TO: All Deans, Directors, and Chairpersons

FROM: John D. Patterson, Comptroller

SUBJECT: Policy and Procedure Changes

The purpose of this short memo is to attempt to bring you up-to-date on three procedural changes which are being made because of actions by organizations outside the University.

1. The State of Missouri has rescinded the University's sales tax exemption certificate. The effect of the rescission will be to require the payment of the Missouri sales tax on University purchases of goods and services in cases where possession transfers while the goods/services are still in Missouri. The payment of the sales tax is not required in those cases where possession transfers in Kansas.
2. The Department of Administration has notified this office of a change in the reporting of the personal mileage reimbursement. IRS Revenue Ruling 84-127 requires that personal mileage reimbursement rates which exceed the standard IRS mileage rate (currently 20.5¢) must be reported on an individual's W-2 statement. The Department of Administration intends to report the additional 1.5¢ reimbursement as miscellaneous income on the calendar year 1985 W-2's.
3. Tuition assistance payments (object code 266) may no longer be made as a personal reimbursement to a State employee. The Department of Administration has directed that such payments must now be made to the educational organization providing the service.

Please help me disseminate this information to the person under your direction who has responsibility for processing voucher payments. If you have any questions, please call Ben Tillman (4-3790) or Keith Ratzloff (4-3066) for assistance.

JDP:klt



3/12/85

Roll Call: Joe Collins, Bob Patterson, Tom Swearingen, Neva Entriken, Barbara Mauk, Rosie Newman, Darla Perry, Betty Sickles, Kendall Simmons, Maxine Younes, Gary McClung, Ron Bethea, Nancy Schwarting, Ed Pearson. Excused: Ola Faucher, Eileen Clark, Virginia Keenan, Niki Lakins, Claudia Orton, Rod Dunavin. Absent: Pam Byrn, Annette Elder, Kathy McManness, Nancy Miles, April Retherford, Georgia Rider, Klissa Rueschhoff, Tom Rundle, Richard Freeman, Jeanne Longacre.

Neva announced that Marshall Crowther, Director of KPERS, will be at the next Classified Senate meeting, April 9, to talk about KPERS and our retirement benefits.

The Governor was reported as saying that he was "aware" of the treatment of Classified employees but that the Department of Administration would do no more research into the new, proposed classified pay plan even though Sandy Duncan, Chair of the Joint Ways and Means Committee wanted to send it back for review.

The issue of the relationship between the Kansas Board of Regents and University classified employees came up for discussion. The main thrust of the discussion was that there is no relationship but that this fact is confused, to the detriment of classified employees, when the Board of Regents makes salary recommendations for Classified employees. It was moved and seconded, with a unanimous vote, that a letter be sent to Governor Carlin, with copies to the Board of Regents and various legislators, reminding him that the Regents cannot recommend salary increases for us. There was also discussion of inviting the president of the Board of Regents to one of our meetings.

It was decided to extend invitations to the leaders of both the Kansas House and Senate to come and speak/answer questions at the May Classified Senate meeting (or one of the fall meetings, if necessary).

It was also brought up that not all Classified employees on campus had received their copy of the Personnel Services survey and for them to contact Personnel Services for one. It's very important that we all respond to this survey to make our wishes known.

The next luncheon meeting is Tuesday, March 26, noon - 1pm, Sunflower Room, Kansas Union. The next formal Classified Senate meeting is Tuesday, April 9, Burge Union Party Roo, 7p.m. Remember, Marshall Crowther from KPERS will be there.

# LIBRARY DEPARTMENTS

<u>ACQUISITIONS</u> , Second Level Watson .....	3476/3479
Lohrentz, R.Anderson, Brow, Cundiff, Jeffries, Owens, Stephens, Traxler	
<u>ADMINISTRATIVE OFFICE</u> , 502 Watson .....	3601
Ranz, Abel, Butter, Dewey, Gilliland, H.Hawkins, Hobbs, Howard, Shambaker	
<u>ARCHIE R. DYKES LIBRARY-KUHC</u> .....	KANSAS 8-560-7166
Earl Farley, Director	
<u>ARCHIVES</u> , 422 SRL .....	4183
Nugent, Bunch, Kehde	
<u>ART LIBRARY</u> , 1st Level Spencer Museum .....	3020
Craig, J.Altенbernd, Shortridge, Snow	
<u>BINDERY PREPARATIONS</u> , First Level Watson .....	3753
Elliott, Tubby	
<u>CATALOGING</u> , Second Level Watson .....	3033/3049/4165
Boore, G.Anderson, Barnes, R.Borton, Bower, Bramble, Butler, Clason, Clodfelter, Cunningham, DiFilippo, Dowdey, Evans, Fry, Goeddert, Hack, N.Hawkins, Kliever, Landon, Marvin, Mauler, C.R.Miller, Mary Miller, Neugebauer, Overfield, Rake, Randall, Reeve, Roach, Schmidt, Shawl, Siegmund, Slater, Trivadi, A.Williams, Wilson	
<u>CIRCULATION</u> , Third Level Watson .....	4715
Simmons, Bishop, Doby, Gelhaus, Griekspoor, Reed, Samuelson	
<u>COLLECTION DEVELOPMENT</u> , Second Level Watson .....	3476
Ring	
<u>COPYING SERVICES</u> , Fourth Level Watson .....	4209
Buckner	
<u>DOCUMENTS</u> , 117 SRL .....	4662
Howey, Carroll, Hill, VanDyke, Warren	
<u>EAST ASIAN LIBRARY</u> , Fifth Level Watson .....	4669
Carvalho, Fu, Teng	
<u>ENGINEERING LIBRARY</u> , 1012 Learned .....	3866
Weller, Hendricks-Backus, Little, Tamlin	
<u>EXCHANGE &amp; GIFTS</u> , Second Level Watson .....	3425
Hamilton	
<u>HOWEY READING ROOM</u> , 103 Summerfield .....	3404
Saile	
<u>INFORMATION</u> , Reference Desk, Third Level Watson .....	3347
<u>ILS: INTERLIBRARY SERVICES</u> , Third Level Watson .....	3960
Brandt, H.Borton, Kortlucke, Shartran, Spray	
<u>KANSAS COLLECTION</u> , 224 SRL .....	4274
S.Williams, K.Altенbernd, Branberg, Hollingsworth, Skipp, Walker	
<u>LAW LIBRARY</u> , 200-A Green Hall .....	3025
Peter Schanck, Director	
<u>MAIL ROOM</u> , First Level Watson .....	3080
Coburn, Abrams	
<u>MAP LIBRARY</u> , 110 SRL .....	4420
Embers	
<u>MATH LIBRARY</u> , 209 Strong .....	3440
Faul	
<u>MICROFORMS</u> , Fourth Level Watson .....	4661
S.Hawkins	
<u>MUSIC LIBRARY</u> , 448 Murphy .....	3496
Gates, Johnson, Smith	
<u>PERIODICALS READING ROOM</u> , Fourth Level Watson .....	3950
Couch, Revenew	
<u>REFERENCE DESK &amp; INFORMATION</u> , ..... Desk/3347/Offices/3366	
Third Level Watson, J.Neeley, Clark, Froese, Shawl, Getchell, Jones, Kirby, McDonough, Melton, K.Miller, Symons, Lewis, Stuhr-Pannereim	
<u>REGENTS CENTER LIBRARY</u> , Regents Center .....	341-2147
9900 Mission Road, Overland Park, Kansas 66206	
Burich, Scott, Toussaint, Webb	

<u>RESERVE</u> , Third Level Watson .....	3396
Harsh	
<u>SCIENCE LIBRARY</u> , 6040 Malott .....	4928
Richardson, Brittain, Crank, B.Denton, Dienes, Franklin, Hewitt, Hodges, K.Neeley, Taylor	
<u>SERIALS</u> , Second Level Watson .....	3535
K.Miller, Bauer, Cook, Copp, J.Denton, Gillespie, Hamlin, J.Hewitt Lathram, Nugent, Patterson	
<u>SERIALS CATALOGING</u> : C.R.Miller, Fry .....	3535
<u>SLAVIC</u> , Second Level Watson .....	3957
G.Anderson, Alexander, Jerkovich, Kuzmanovic, Sewell, Winchell	
<u>SPLAT: (Spain, Portugal, &amp; Latin America)</u> Second Lvl.Watson...	3351
R.Miller, Wittry	
<u>SPECIAL COLLECTIONS</u> , 327 SRL .....	4334
Mason, Baker, Benson, Chandley, Helyar, Hocker, Hyde, Melton, Mitchell, Springer	
<u>TITLE II-C</u> , Second Level Watson .....	3038
Alexander, Vovk	
<u>LIBRARY PERSONNEL</u>	
ABEL, Anita, CIV Administrative Office .....	3601
ABRA'S, Keith, CII Mail Room .....	3080
ALEXANDER, Linda, LI Title II-C .....	3038
ALEXANDER, Maria, Program Asst. Slavic .....	3957
ALTENBERND, Kerry, LAI Kansas Collection .....	4274
ALTENBERND, L. Jan, LAII Art Library .....	3020
ANDERSON, Gordon, LI Slavic/Cataloging .....	3957/3038
ANDERSON, Roger, LII Acquisitions.....	3476
BAKER, Mary Ann, LAII Special Collections .....	4334
BARNES, Linda, CIII, Cataloging .....	3038
BAUER, Lois, CIII Serials .....	3535
BENSON, Cynda, CTII Special Collections.....	4334
BISHOP, Norma, LAI Circulation .....	4715
BORTON, Mary, LAII Interlibrary Services .....	3960
BORTON, Richard, LAI Cataloging .....	3038
BOYER, Kerry, LAII Cataloging.....	3038
BRAMBLE, Sadie, L.Assoc. Cataloging.....	3038
BRANDT, Sandra, LI Interlibrary Services .....	3960
BRITTAI, L.Mavadene, CIII Science .....	4928
BRONBERG, Nicolette, Prog. Asst., Ks. Coll. ....	4274
BROWN, Judy, LAI Acquisitions .....	3476
BUCKNER, Wesley, CIII Copying Services .....	4209
BUNCH, Barry, LAII Archives .....	4188
BURICH, Nancy, LII Regents Center Library .....	841-2147
BUTLER, Karen, LAI Cataloging .....	3038
BUTTER, Sherry, CIV Administrative Office.....	3601
CARROLL, Laura T., LAI Documents .....	4662
CARVALHO, Eugene, LIII East Asian Library .....	4669
CHANDLEY, M. Wendy, LI Spec.Collections (NEH Grant).....	4334
CLARK, Marilyn, LIII Reference, (LWOP thru 5/17/85) .....	3366
CLASON, Barbara, LIII Cataloging.....	3038
CLODFELTER, R.Katherine, LAI Cataloging .....	3038
CORBURN, Bruce, CIII Mail Room .....	3080
COOK, Muriel, LAII Serials.....	3535
COPP, Linda, CIII Serials .....	3535
COUCH, Sarah, L.Assoc. Periodicals .....	3950
CRAIG, Susan, LII Art Library .....	3020
CUMICK, Richard, LAI Science .....	4928
CUNDIFF, L. Hope, LAII Acquisitions .....	3476
CUNNINGHAM, Susan, LAII Cataloging .....	3038
DENTON, Barbara, LAII Science .....	4928
DENTON, Jeanette, CIII Serials .....	3535

# LIBRARY PERSONNEL (continued)

DEVEY, Susie, Sec. I, Administrative Office .....3601  
 DIENES, Jennie, LAI Science (LWOP Thru 4/17/85).....4928  
 DIFILIPPO, Paulette, LII Cataloging .....3038  
 DOWDEY, Don, LAI, Cataloging .....3038  
 DUBY, Leesa, LAI Circulation .....4715  
 ELLIOTT, Joyce, CIII Bindery Prep.....3753  
 EMBERS, Richard, L.Assoc. Map Library .....4420  
 EVANS, Linda, Research Aide Cataloging .....3038  
 FAUHL, Ruth, LAII Math Library .....3440  
 FRANKLIN, Janice, LI Science .....4928  
 FROESE, Verna, CIII Reference .....3366  
 FRY, Joy, LAII Serials Cataloging .....3535  
 FU, Victoria, LAI East Asian Library .....4669  
 GAEDDERT, Barbara, LII Cataloging .....3038  
 GATES, Earl, LIII Music Library .....3496  
 GELHAUS, Evalyn, LAI Circulation .....4715  
 GETCHELL, Charles, LI Reference .....3366  
 GILLESPIE, E. Gaelle, LII, Serials .....3535  
 GILLILAND, Sandra, Asst. to the Dean Admin. Office.....3601  
 GRIEKSPoor, Ariell, CIII, Circulation .....4715  
 HACK, L. Maxine, CIII Cataloging .....3038  
 HAMILTON, Susan, LAII Exchange & Gifts.....3425  
 HAMILIN, Lucell, LAII Serials .....3535  
 HARSH, Bayliss, LAII Reserve .....3396  
 HAWKINS, Mary, Asst. Dean Administrative Office .....3601  
 HAWKINS, Nancy, LAII Cataloging .....3038  
 HAWKINS, Sherlene, LAII Microforms .....4661  
 HELYAR, L.E. James, LIII Special Collections.....4334  
 HENDRICKS-BACKUS, Lauretta A., CIII, Engineering Library....3866  
 HEWITT, Joseph, LAII Serials .....3535  
 HEWITT, Susan, LAII Science .....4928  
 HILL, Katherine, Res. Aide Documents .....4660  
 HOBBS, Patricia, CV Administrative Office .....3601  
 HOCKER, Sarah, LII Special Collections .....4334  
 HODGES, Deborah, LAII Science Library .....4928  
 HOLLINGSWORTH, Nancy, LAII Kansas Collection .....4274  
 HOWARD, Clinton, Asst. Dean, Level 2 Watson .....3476  
 HOWEY, Marion, LIII Documents .....4662  
 HYDE, Ann, LIII Special Collections .....4334  
 JEFFRIES, Carol, LAII Acquisitions .....3476  
 JERKOVICH, George, LIII Slavic .....3957  
 JOHNSON, Ellen, LIII Music Library .....3496  
 JONES, Barbara, LIII Reference .....3366  
 KEHDE, Edward, LIII Archives .....4183  
 KIRBY, Channette, LAI, Reference .....3366  
 KLEWER, Marion, LII Cataloging .....3038  
 KORTLUCKE, Sheila, CIII, Interlibrary Services .....3960  
 KUZYANOVIC, Galina, L.Assoc. Salvic.....3957  
 LONDON, Marilyn, LAI Cataloging .....3038  
 LATHROP, Kathy, LAI Serials .....3535  
 LEWIS, Kent, CIII Reference .....3366  
 LITTLE, Margaret, LAII Engineering Library .....3866  
 LOHRENTZ, Kenneth, LII Acquisitions .....3476  
 MARVIN, Robert, LAII Cataloging .....3038  
 MASON, Alexandra, LIII Special Collections .....4334  
 MAULER, Alvin, L.Assoc. Cataloging .....3038  
 McDONOUGH, Rosemary, LII Reference .....3366  
 NELSON, Robert, LI, Spec. Coll./Reference .....4334/3366  
 MILLER, C. Ruth, LII Serials Cataloging .....3535  
 MILLER, Kent, LI, Serials and Reference .....3535/3366  
 MILLER, Mary, L.Assoc. Cataloging .....3038  
 MILLER, Rachel, LI SPLAT .....3351

MITCHELL, William, LIII Special Collections .....4334  
 MOORE, Lorraine, LII Cataloging .....3038  
 NEELEY, James, LII Reference .....3366  
 NEELEY, Kathleen, LII Science Library .....4928  
 NEUGEBAUER, Rhonda, Program Asst. Cataloging .....  
 NUGENT, John, LIII Archives .....4183  
 NUGENT, Sarah, CIII Serials .....3535  
 OMENS, Brenda, CIII Acquisitions .....3476  
 PATTERSON, Diana, CIII Serials (LWOP thru 6/4/85) .....3535  
 RAKE, Nancy, L.Assoc. Cataloging .....3038  
 RAIDALL, Catherine, CIII, Cataloging.....3038  
 RANZ, Jim, Dean Administrative Office .....3601  
 REED, Marianne, LAI Circulation.....4715  
 REEVE, Marcia, LAI, Cataloging .....3038  
 REVENEH, Janet, LAI Periodicals .....3950  
 RICHARDSON, Jeanne, LII Science Library.....4928  
 RING, Richard, LI, Acquisitions .....3476  
 ROACH, Mary, LII Cataloging .....3038  
 SAMUELSON, Gary, CIV Circulation .....4715  
 SCHMIDT, Krista, CIII Cataloging .....3038  
 SCOTT, C. Christine, LAI, Regents Center Library .....341-2147  
 SEMELL, Kemit, LII Slavic .....3957  
 SHARTRAN, Stephen, LAI Interlibrary Services.....3960  
 SHAWBAKER, Nancy, Asst. to the Dean, Admin. Office .....3601  
 SHAWIL, Jeanette, LI Cataloging/Reference.....3038/3366  
 SHORTRIDGE, Margot, Program Asst. Art Library.....3020  
 SIEGMUND, Marianne, LI Cataloging .....3038  
 SIMMONS, Kendall, L.Assoc. Circulation .....4715  
 SKIPP, Jean, LI Kansas Collection .....4274  
 SLATER, Geraldine, LAII Cataloging .....3038  
 SMITH, James, LAI Music Library.....  
 SMOH, C. Ann, LAI Art Library .....3020  
 SPRAY, Christina, LAII Interlibrary Services.....3960  
 SPRINGER, Joseph, LI Special Collections .....4334  
 STEPHENS, Elizabeth, LAII Acquisitions .....3476  
 STUHR-ROTTREIT, Rebecca, LI Reference.....3366  
 SYMONS, Eleanor, LIII Reference .....3366  
 TAYLOR, Toni, LAI Science Library .....4928  
 TE'IG, Ju-yen, LI, East Asian Library .....4009  
 TOLIN, Lance, LAI Engineering Library .....3866  
 TOUSSAINT, JoAnn, Ext. Asst., Regents Cntr. Lib.....341-2147  
 TRAXLER, Joanna, CIII Acquisitions .....3476  
 TRIVADI, Kalpana, CIII Cataloging .....3038  
 TUBBY, Sara, Printer II Bindery Prep.....3753  
 VAN DYKE, Barbara, CIII Documents .....4662  
 VOVK, Jane, LI Title II-C .....3038  
 WALKER, Susan, Sec I Kansas Collection .....4274  
 WARREN, Mary Lou, L.Assoc. Documents .....4662  
 WEBB, Mary, LAII Regents Center Library .....341-2147  
 WELER, LeAnn, LII Engineering Library .....3366  
 WILLIAMS, Annie, LII Cataloging .....3038  
 WILLIAMS, Sheryl, LII Kansas Collection.....4274  
 WILSON, Margaret, LII Cataloging .....3038  
 WINCHELL, Margaret, LII Slavic .....3957  
 WITTRY, Pat, LAI SPLAT .....3351

REVISED 3/85

# FYI

University of Kansas Libraries

Number 805

March 20, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS \*\*\*

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## STATEMENTS OF SUBSTANTIAL INTEREST

Information describing state disclosure laws and the obligations that the University and its employees have under these laws has been recently distributed to all non-student staff. The State has had disclosure statutes for many years; however, changes made during the 1983 and 1984 legislative sessions broadened the scope of the laws and increased the responsibilities of the University in identifying persons required to file statements of substantial interest. An individual's status as a "designee" now depends solely on whether or not his/her assigned duties conform to those specified in the statute. The University is required to report to the Kansas Public Disclosure Commission the names, positions, departments, and home addresses of all employees who meet the definition of a designee. The following information addresses the criteria which are used to determine whether or not a state employee is a designee:

- 1) Holds a position that is defined as a major policy-making position, such as a dean, assistant dean, or other individuals who have full responsibility for some of the policy decisions in the department.
- 2) Has responsibility for contracting, purchasing, or procurement.
- 3) Has responsibility for writing or drafting specifications for contracts.
- 4) Has responsibility for awarding grants, benefits, or subsidies.
- 5) Has responsibility for inspecting, licensing, or regulating any person or entity.

If, based upon the above criteria, you feel that you are a designee, you must notify Ms. Jeannette A. Johnson in writing, of your name, position, department, and home mailing address. Ms. Johnson's address is:

Ms. Jeannette A. Johnson  
Office of the Executive Vice Chancellor  
231 Strong Hall  
Campus Mail

Employees who are designees will be required to file statements of substantial interest, and will receive the appropriate forms from the Executive Vice Chancellor's office between April 1 and April 14. Forms must be completed and returned to the Public Disclosure Commission by April 30. If you have questions about whether or not you meet the definition of a designee, contact Sandy Gilliland in the Library Office.

S. Gilliland

## NEW SUBSCRIPTION ARRIVAL

The Science Library's subscription to EIC's Envirofiche has started to arrive. The set is a microfiche complement to Environment Index and Environment Abstracts and greatly expands our collection in the area of environmental studies. The set is complete, starting with the microfiche, corresponding to Volume 14, no. 1, January 1984 Environment Index and will continue in monthly installments. Currently, the set consists of about 7,000 pieces of microfiche. We will be circulating the microfiche on a 3-day loan period.

J. Franklin

COM CLASSES

There will be a class on Tuesday, March 26th at 1:30 p.m., in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students want to attend.

C.Getchell/A.Williams

TRILLICH MEMORIAL SERVICE

A memorial service for Polly Trillich will be planned following the arrival of her son David in Lawrence tomorrow. The service may be held during the next several days. The Lawrence Journal-World will publish time and place.

M.W.Kliewer

Staff Committee - New Science Library

Minutes of the 3/1/85 Meeting

Present: S. Couch, B. Denton, R. Embers, R. Melton, K. Sewell, A. Williams,  
S. Williams

Absent: N. Burich

Melton reviewed the activities of the University Committee on the New Science Library, especially the proposed use of Hoch Auditorium for the first phase of the new building and the relationship of the service drive just south of Hoch to the new building.

Discussion then turned to the recent recommendation of the Senate Libraries Committee that a Mathematics Research Library be established. Melton will draft a letter to Vice Chancellor Tacha expressing the Committee's concern about having a Mathematics Research Library that is not part of the new Science Library.





## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045 2000

1 March 1985

Deanell Tacha  
Vice-Chancellor for Academic Affairs  
127 Strong Hall

Dear Vice-Chancellor Tacha:

Since the fall of 1981, the Libraries have had an internal committee devoted to the planning of the New West Library. During FY84, this planning was done by the Library Faculty Assembly's Budget & Planning Committee. In July 1984, the membership of that committee was frozen into an ad-hoc committee to continue to advise Dean Ranz and the University's new Library planning committee on matters relating to the design and constituent collections of the new Library. Because of the countless hours which this committee has devoted to this issue, we would like to take the opportunity to express our reservations about the proposal recently forwarded by the Senate Library Committee in regard to the continuation of a separate core collection of materials for the mathematics department.

In general, we support all the major points already made to you by the LEA Executive Committee, the Libraries Classified Conference, and by Jeanne Richardson. We feel strongest about three issues: access to materials, the cost effectiveness of a separate facility, and the precedent a decision to continue a separate math library will create for other departments and schools, with potentially devastating consequences for the original concept of a central research library for the sciences and social sciences.

We are aware that there have been serious problems in the past with the inaccessibility of mathematics materials for KU students and non-mathematician faculty as well as for visiting scholars, particularly on nights and weekends. In our view, the mathematics faculty are either not aware or not sufficiently sensitive to the needs and, indeed, the rights of all Kansans to use library materials. It should be emphasized that many mathematicians come to Lawrence to use the Libraries and find the materials they need inaccessible. We also believe that research and library use are far more interdisciplinary than many people realize. Quite a number of scientists and, increasingly, social scientists are acquiring sophisticated mathematical skills which they apply to their research. Hard-core mathematics materials should thus be available to all KU and non-KU users of the Libraries on an equal basis as all other materials.

Should these materials be segregated and accessible under current conditions, the Libraries would have no choice but to duplicate them in the New Science Library in order to insure their accessibility to non-mathematicians. The cost involved, both for materials and for even a minimal staff, could certainly be put to better use in other ways. Already, faculty from other departments have expressed outrage to some of us that any duplication costs would inevitably reduce the overall money available to the Libraries for purchase of research materials and library service in their own areas. This university has always stressed finding ways to do more

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

Vice-Chancellor Tacha  
page 2

things with the same or, if possible, fewer financial resources. Surely given the pressing needs of the Libraries for additional staff and for the smallest possible degree of duplication of materials, duplication of even a core collection of materials for a department which will be virtually across the street from the central science library facility is not the wisest use of funds. We also understand that there is pressing need for classroom and lecture space throughout the campus, and that the renovation of Snow Hall will not be providing any additional space. Would not the use of even one or two potential classrooms for a library be another mis-use of university resources?

Thirdly, we are concerned that the precedent of granting a department a separate library facility could seriously jeopardize the function and quality of the New Science Library as it has been conceived--as a state-of-the-art, research facility for the sciences and, eventually, the social sciences as well. If a relatively small department located that close to the library can successfully argue for a separate facility, will not larger departments and, especially, schools (e.g. Business, Architecture, Journalism, etc.), who have even greater pressure from accrediting agencies to develop separate libraries, be tempted to ask for similar concessions? How could the university possibly staff these various libraries? What does that leave for the New Science Library, and what will the legislature be told this expensive new facility is for? And wouldn't a plethora of segregated libraries prohibit rather than enhance the greater interdisciplinary patterns of scholarly disciplines and scholarly publication which is certain to continue to spread?

We hope that these larger issues will be given serious consideration when the final decision regarding this issue is made. We would be glad to consult with you further should you wish.

Sincerely,

Members of the Staff Committee--New Science Library:

*Rob Melton*  
Rob Melton, Chair

*Nancy Burich*  
Nancy Burich (RM)

*Sarah Couch*  
Sarah Couch

*Barb Denton*  
Barb Denton

*Rick Embers*  
Rick Embers

*Kermit Sewell*  
Kermit Sewell

*Annie Williams*  
Annie Williams

*Sheryl Williams*  
Sheryl Williams

Copies: Vice-Chancellor Cobb  
Dean Ranz  
Jeanne Richardson  
Professor Zimbardo-Swartz



Staff Committee - New Science Library

Minutes of the 3/13/85 Meeting

Present: S. Couch, B. Denton, R. Melton, J. Ranz, K. Sewell, A. Williams, S. Williams. Guests: Ralph Ellsworth, science library staff, and other library staff

Absent: N. Burich, R. Embers

Ellsworth, consultant to the University for the new Science Library, guided the discussion first to the siting of the new building and its exterior. He has recommended that Hoch Auditorium not be used as part of the new Science Library. Instead he has recommended that the new building be located just south of the service drive in back of Hoch. Suggested floor plans and elevations from the architects were referred to during the meeting. Since the building will be on a hill, the proposed entrance and main floor will be the fourth floor, on the same level as Jayhawk Boulevard. Extensive discussion followed on the proposed exterior walkway that will bring patrons to the main entrance from Jayhawk Blvd., and on the proposed, free-standing elevator tower that will bring patrons up to the fourth floor entrance from the ground. It is anticipated that the south wall of the first phase of the new building will be of some easily removable material so that the second phase can be easily added at a later date. The building will be built on a 27 foot module, with pillars, not walls, bearing all the weight.

Discussion then turned to the interior of the proposed building. Ellsworth noted that essentials such as stairs, elevators, and toilets have been located around the perimeter of the building to allow more open space for library activities. Lights may run from corner to corner on the diagonal. We have been assured that humidity can be kept between 45 and 55 percent. Windows will be openable, but only with a key. The two bottom floors will be constructed to bear compact shelving should such shelving be needed. Extensive discussion followed on interior walls, partitions, and ventilation and problems related to noise, smoking, and food.

Throughout the meeting discussion repeatedly returned to the exterior walkway and free-standing elevator tower, with concern being expressed about the traffic flow of people using the elevators to climb the hill, not to use the library. Ellsworth and Ranz plan to express their concern to the architects and to the University personnel about this potential problem.

Staff Committee - New Science Library

Minutes of the 3/15/85 Meeting

Present: S. Couch, B. Denton, R. Melton, J. Ranz, K. Sewell, A. Williams,  
S. Williams

Absent: N. Burich, R. Embers

The Committee was brought up to date on several developments and the following handouts were distributed:

- A) New Science Library Collections (Phase 1), dated February 1, 1985, represents a summary of the block list information compiled by the Committee in November, 1984.
- B) Tabulation of Proposed Spaces, New Library Facility, pp. 15-17 of the architectural program, giving the net assignable square feet for each activity.
- C) New Science Library Square Feet Required for Collections, Readers, Staff/Services, dated 15 March 1985, represents a break-down of square feet needed for specific activities in the new building.
- D) Guidelines for Space Allotments in the New Science Library, Phase I, represents recommendations of the Science Library staff.
- E) Tabulation of Proposed Spaces, New Science Library Facility, Phase I, March 11, 1985, represents recommendations of the Science Library staff.
- F) Letter to Brower Burchill from Jim Ranz, 6 March 1985, on the catalog needed for the New Science Library and positions to be used later in the New Science Library.

Much discussion ensued about each handout, and also about the architectural plans and elevations of the new building.

Since the architects now need to know how activities should be grouped in the new building, the Committee's assignment for the week of March 18th is to prepare suggested configurations of activities. We shall also seek input from the Science Library staff before making our final recommendations. It is anticipated that the architects will come to Lawrence in the near future to discuss our recommendations.

TO: Library Faculty Assembly Executive Committee

JM: Lorraine Moore, Secretary

RE: Minutes of the Committee, February, 26, 1985. 8:30 a.m.

PRESENT: Ellen Johnson (Presiding), Annie Williams, Susan Craig, Rachel Miller, Eleanor Symons, Lorraine Moore, Nancy Shawbaker; guests, Jim Ranz, Jean Shipp, Bill Mitchell, Ruth Fahl.

#### MATHEMATICS DEPARTMENTAL LIBRARY

Prior to the meeting, Annie had distributed to the committee a draft of a letter she proposes the committee send to the Vice Chancellor regarding the Mathematics Library. She had also distributed to the committee copies of the recommendation of the Senate Libraries Committee that there be a separate mathematics research library in Snow Hall. At Ellen's request Dean Ranz summarized a document he had prepared for the Senate Libraries Committee, titled Departmental Libraries in General and the Mathematics Departmental Library in Particular (17 January, 1985). In this document he summarized past recommendations by the Senate Libraries Committee and the Libraries Facilities Planning Committee advising against departmental libraries, discussed additional considerations and estimated the additional costs for a separate Mathematics departmental library. The Dean explained that there had, as yet, been no opportunity for the Libraries to respond to the specific plan proposed to the Vice Chancellor by the Senate Libraries Committee. Specifically, the Libraries staff needs to determine whether the plan could be implemented. Ruth Fahl reported that separating journal titles in mathematics from those in computer science would have to be a title-by-title selection. Such a selection would make it difficult for any user to predict which library he needed to consult. Statistics materials are now in a number of locations, and it would be difficult to locate any in the mathematics library that would not also be needed by researchers in other disciplines.

The committee expressed concern about providing equal access to all library materials for all classes of users and opposition to any plan that would appear to provide facilities for faculty and discourage use by students.

The Dean expressed concern that the planners keep in mind that to an increasing extent access to Library materials depends upon automated records, and, consequently, a considerable investment in equipment will be required even for a small facility.

The committee appointed a subcommittee of Rachel, Annie, and Lorraine to prepare a letter to the Vice Chancellor outlining the librarians' concerns and asking for an appointment. Ellen, Annie, Susan, and Lorraine were appointed to meet with the Vice Chancellor if she agreed to the meeting.

## REVISION OF EVALUATION AND PROMOTION AND TENURE DOCUMENTS

Jean Skipp, Chair of the Librarians' Committee for Promotion and Tenure met with the committee in order to obtain clarification of the committee's instructions to revise the Libraries' documents in order to change the wording from service or research to service and research. The committee explained that the Libraries' documents have to be in conformance with University policy which is that university faculty are to be evaluated on service and research. The Dean reiterated that our procedures had not been questioned and that our recommendations had been supported by UCPT. There is no evidence that we will be asked to change the level of the service and research requirement. The committee explained to Jean that since the documents to be revised were originally issued by LCPT the committee had requested LCPT to oversee their revision.

## MINUTES

The minutes of the meetings of February 5 and February 8 were approved as corrected.

# FYI

University of Kansas Libraries

Number 806

March 27, 1985

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**\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. WEDNESDAYS \*\***

## PERSONNEL

Mary Allen has joined the Libraries Staff as a temporary Clerk III in the Serials Department. She is replacing Diana Patterson who is on an approved leave of absence.

S.Gilliland

## POLLY TRILLICH MEMORIAL

Several members of the staff have expressed interest in adding a book to the KU Libraries collection in memory of Polly Trillich. The book could be about art or birds, which were among her many interests. This memorial was endorsed by Polly's son David. Contributions for this purpose may be forwarded to the administrative office in Watson.

M.W.Kliewer

## GUEST SPEAKER

Marshall Crowther, Director of KPERS, will be the guest speaker at the next Classified Senate meeting, Tuesday, April 9th at 7:00 p.m. in the Burge Union Party Room. If you have any questions or complaints about KPERS, now is your chance. All are welcome.

K.Simmons

## COM CLASSES

The next class will be held during the first full week of summer school, June 10-14, unless there is a request for a class before that time. Any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog should keep this date in mind. Please contact Annie Williams in the Catalog Department (4-3038) if you, or any of your students want to attend.

C.Getchell/A.Williams

Staff Committee - New Science Library

Minutes of meeting of 3/20/85

Present: S. Couch, B. Denton, R. Embers, R. Melton, J. Ranz, K. Sewell,  
A. Williams, S. Williams, and J. Richardson (guest)

Absent: N. Burich (on vacation)

The Meeting centered on the recommendations of the Science Library staff regarding the configurations of space for services, collections, staff work spaces, and other miscellaneous facilities in the new Science Library.

After lengthy discussion, a general consensus emerged:

- 5th floor: administrative suite including head librarian's office, secretary's office, conference & staff room, kitchen, & supply room; current periodicals reading area; 2 seminar rooms; several group study rooms; reader stations; catalog terminals; and stacks (call numbers A through N or Q)
- 4th floor: reception (i.e. weather barrier); reference collection & desk; catalog area (terminals & fiche readers); circulation desk & sorting area; reserve desk & collection; photocopy; staff offices & work area; terminal room; microform collection & microtext reader stations; reader stations;
- 3rd floor: stacks (call numbers QA through QR); reader stations; catalog terminals; 1 seminar room; 2 group study rooms;
- 2nd floor: stacks (call numbers R through Z); reader stations; catalog terminals; 2 group study areas; closed stacks (i.e. storage); receiving & mail room;
- 1st floor: semi-conventional storage stacks (for lesser used titles, call numbers A-Z); reader stations; catalog terminals;

The issue of mechanical, compact shelving and semi-conventional storage shelving was discussed. Semi-conventional storage shelving is defined as the use of narrow aisles and high ranges. The Committee agreed that this method would be both more flexible and less expensive than mechanical, compact storage, and would also avoid the possible dangers to books and people implicit in mechanical systems.

The only catalog cabinets will be in the staff work area for the shelflist. It is anticipated that all catalog information, possibly including serials, will be online. Some microfiche catalog stations will be needed for the microfiche catalog, as backup for the online system should it go down temporarily. Microfiche stations may also possibly be needed for serials.

Dean Ranz will invite the architects to visit with both the Science Library staff and the SC-NSL within the next two weeks to present and discuss these configurations.

**TO:** Library Faculty Assembly Executive Committee

**FROM:** Lorraine Moore, Secretary

**RE:** Minutes of the Committee, March 17, 1985, 8:30 a.m.

**PRESENT:** Ellen Johnson (presiding), Annie Williams, Rachel Miller, Nancy Shawbaker, Eleanor Symons, Lorraine Moore

**ABSENT:** Susan Craig.

#### **MINUTES**

The minutes of the March, 12, 1985, meeting were approved as submitted.

#### **PEER REVIEW COMMITTEE**

As planned in the fall, the committee introduced the question of the status of the Peer Review Committee within the structure of the Library Faculty Assembly. Copies of the annual report of the Peer Review Committee of last year were distributed along with copies of a memo (November 4, 1975) from Ron Calgaard to the deans in Academic Affairs. The memo outlines the procedures to be used for merit evaluations and the responsibilities of the faculty in deciding how the evaluations should be conducted.

The committee reviewed the responses (two) to its call for comments on this question last fall and decided to try to the LFA membership for constructive suggestions on how our responsibilities in this area should be met. Annie and Lorraine agreed to draft a questionnaire to be submitted to the concerned members, along with an introduction to be drafted by Rachel.

#### **MATH LIBRARY**

The committee decided that a group of library staff should be formed to meet with the vice chancellors concerning the Math Library on April 2. It was decided that the group should consist of individuals and representatives of groups that had written the Vice Chancellor Tacha concerning this issue (LFA Executive Committee, the Staff Committee for the New Science Library, Classified Conference, Assistant Deans Hawkins and Howard, and Jeannne Richardson).

#### **NEXT MEETING**

The next meeting was scheduled for Tuesday, March 26, at 8:30 a.m.



TO: Library Faculty Assembly Executive Committee

FROM: Lorraine Moore, Secretary

RE: Minutes of the Committee, March 12, 1985, 8:30 a.m.

PRESENT: Ellen Johnson (presiding), Annie Williams, Rachel Miller, Susan Craig, Nancy Shawbaker, Eleanor Symons, Lorraine Moore

#### MINUTES

The minutes of the February 26, 1985, meeting were approved as submitted.

#### STAFF DEVELOPMENT COMMITTEE

Ellen read a recommendation from the Staff Development Committee. Susan Craig, chair of the Staff Development Committee, reported that some librarians who receive travel money are not submitting the required reports of meetings attended. The Staff Development Committee recommended that travel money recipients who do not submit reports lose their eligibility for travel funds for the next year. The Executive Committee suggested instead that the criteria for awarding travel money should include whether or not the applicant has submitted required reports. After discussion the Executive Committee agreed that the guidelines for awarding travel money will in the future include this criterion. The committee instructed the Staff Development Committee to keep records of reports received each year so that the next committee will have the necessary information.

#### MATH LIBRARY

Annie reported that members of the committee have been invited to meet with Vice Chancellors Tacha, Cobb, and Horowitz on April 2 to discuss the Senate Libraries Committee's recommendation for a Mathematics Research Library.

#### CORRESPONDENCE

The committee spent some time revising a letter to be sent in response to a letter from an LFA member.

#### PEER REVIEW

In preparation for a discussion of the status of the Peer Review Committee Annie distributed copies of the PRC annual report of last year.

#### NEXT MEETING

The next meeting was scheduled for Tuesday, March 19, at 8:30 a.m.

Ukase Committee Meeting  
Feb. 15, 1985

Attending: C. Howard, R. Miller, S. Couch, K. Miller, M. Roach, L. Moore, J. Neeley, P. DiFilippo, K. Neeley, G. Gillespie, J. Hewitt, J. Miller, G. Susott, D. Gardner, N. Rake (secretary).

Howard opened the meeting with the introduction of Dave Gardner from the Compter Center who was observing the meeting. Howard then asked for a report from K. Miller on the activities of the liason committee from their meeting with the Computer Center. K. Miller re-introduced the members of this committee as himself, M. Roach, G. Gillespie, and possibly M. Hawkins. Their first meeting took place the week of Feb. 3. The discussion centered on the data base structure, mainly where to store the corporate headings taken off UKASE. The original idea was to store the headings in the online authority file, in order to facilitate updating the headings for online searching. Further discussion of this idea concluded with putting it on the back burner. Instead, the corporate headings could be stored on the brief record format. Further discussion will be: the proposed implementation schedule from the Computer Center, a new revised project plan from the Computer Center, system security, the address file and claims. Susott said the project plan would not have any major revisions. It is a definition of the scope of the project and the large modules. From this step, the more specific details of the project can be defined.

DiFilippo asked if the committee could have a rundown of the programmers' assignments. Susott said that he preferred initially to present information to the liason committee, but in general the assignments were: Susott - OCLC modifications needed for cataloging serials, J. Miller - shelflist output, and Baker - conversion of the UKASE records.

Howard reported that J. Miller is reviewing the MARC holdings format in terms of its complete or partial implementation by KU. He is

studying how it works and to what extent KU would incorporate its elements. KU would hope to at least make our format compatible with the MARC format in order to facilitate future online cooperation with other institutions. Hewitt has done a comparison of the MARC holdings format and the UKASE holdings format similar to R. Miller's bibliographical format comparison.

Roach asked for comments on the proposed shelflist and microfiche samples. The main decision needed was on the format of the CSR note. The prevailing opinion was in favor of the note spelled out in caps in the note area of the shelflist card. The shelflist card will also include the title change notes and their ISSN numbers; however, no frequency information will appear. The title change notes will also appear in the microfiche catalog according to Roach. Some concern was voiced by J. Neeley that the CSR note in the microfiche may be confusing to the patron because of the capitilization of all letters and their close proximity to the subject headings. J. Neeley suggested putting the note in two lines instead of all on one line. Roach pointed out that the mixture of serial and monographic records appearing in the microfiche catalog should lessen the problem. J. Neeley did like the way the asterisk drew the patron's attention to the CSR note. At this point, Susott reported that the data can still be manipulated closer to

the printing time, so the details don't have to be completely decided now. K. Neeley revocied the concern over patron confusion of the CSR note, especially when it appears in conjunction with the added entries in the microfiche catalog. K. Neeley felt that the patron might look under the added entry instead of the correct serial entry. She suggested a more expanded note that would add the correct entry for the patron to consult. Susott said that if the heading changed, the new information could be reflected in the note area also.

A short discussion took place concerning the location of the holdings note, only with the main entry or at all points. Space was a consideration in the proposal to have the holdings appear only at the main entry. Susott felt that the number of records would not be sufficient to cause concern over space. He felt it would be useful to have the holdings information at all points. J. Neeley voiced the concern again over the records for hard copy versus microform copy and the problems they create when listing locations. Locations can be combined on one record, except in the case of the microforms. The holdings would be no problem, but the bibliographic record would be a problem. Currently, the hard copy and microform require separate cataloging records. J. Miller reported that LC is trying to address this problem and solve it with the use of a single record. Roach made a final comment that the formats on the examples were comparable to the monographic formats in the microfiche catalog. Susott also commented that he felt we could start to test serial records soon.

The next meeting will take place Fri. March 15, 1985 at 9:00.

Minutes of the Neukase Committee Meeting  
Jan. 24, 1985

Attending: C. Howard, M. Roach, L. Moore, P. DiFilippo, G. Gillespie, K. Neeley, M. Hawkins, J. Hewitt, S. Couch, S. Craig, G. Sussott, J. Miller, C. Baker, N. Rake (secretary).

Howard opened the meeting up for discussion of the Computer Center Project Plan. Hawkins questioned what was required to establish cross references. Sussott replied that true variant series titles would be handled as cross references, whereas other kinds of title information desired would be treated as added entries on the bibliographical records. It may be difficult to determine the treatment of some items. Hewitt questioned the use of history notes on the bibliographical records when the information may not even be bibliographical. Sussott said that information relating to the serial title would appear as a history note, but that if it was questionable, the note would be reviewed and possibly dropped from the bibliographical record. DiFilippo had a question as to who would compile the list of variant heading forms. Sussott explained that the problem arose from the use of UKASE of several headings that actually represent the same body. There was no problem on UKASE because they were interfiled by the sequence numbering. The file on the new serials system will be by the alphabetic spelling. So, a list must be compiled of headings that will cause conflicts. The Computer Center can prepare a list that will compare 13 lines and kick out headings that have different 10 lines. The library can then evaluate those headings and determine how to handle them. Moore pointed out that some heading discrepancies may never be discovered because of the way the heading was established originally; an identifying link may not be found. The Computer Center said they could prepare the list, but at this time the committee wants a sampling to determine the extent of the problem. In connection with this, DiFilippo wanted to verify that the notification of authority changes would only occur if these were duplicate records in both systems. Sussott concurred.

The discussion turned to the length of the project and the hardware needed. Howard wanted clarification on the time it would take to complete the project. Sussott explained that until John Miller could be trained, the project can not be operating at full strength. Sussott determined that there will be at least 6 months of trial and error to refine the project planning. Sussott also stated that the need for terminals should be enumerated about a year in advance. Additional questions on the project plan centered on the searching capabilities, which Sussott will review again, the updating capabilities, and the holdings format. Roach asked if there would be distinctions made between regular and serial authority records. Sussott said yes. Moore said she assumed levels of authorization would be determined similar to those of cataloging. Again Sussott said yes. Sussott restated that his project plan is a working document that will undergo a trial and error period from which changes will probably occur. Sussott and Baker expressed the desire to move as quickly as possible to implement the plan. Howard agreed.

Howard then asked Roach to present her document on the sample serials records that will appear in the catalogs. She said that the record follows the standard LC format and really only differs from the

monographic format with the absence of locations, replaced by the Central Serials Record note and the addition of the linking notes at all access points. Craig and K. Neeley felt the presence of a call number would only confuse the patron, and should be reconsidered for exclusion. In connection with this, Roach mentioned the card print program that provides shelflist cards. It will be necessary to change the CSR note to 8 characters or move it to a note area; and the shelflist will include the chronological coverage, linking notes and the ISSN number. Examples of 3 kinds of shelflist card were presented to the committee. Howard suggested the committee members review these documents for decision at the next meeting.

The meeting time has been changed to the 3rd Friday of the month at 9 a.m., with the next meeting Feb. 15, 1985.

Minutes of the Neukase Committee Meeting  
Dec. 13, 1984

Minutes of the Neukase Committee Meeting  
Nov. 28, 1984

Attending: C. Howard, J. Neeley, P. DiFilippo, M. Roach, L. Moore, K. Neeley, S. Craig, J. Richardson, S. Couch, G. Gillespie, K. Miller, J. Hewitt, G. Susott, N. Rake (secretary).

Howard opened the meeting with the announcement that John Miller will become the third programmer on the library projects starting Jan. 18, 1985.

Howard then announced that the discussion at this meeting would center around the demonstration by INNOVAG and Susott's project plan report.

Howard turned the discussion of the INNOVAG demo over to Gillespie. Gillespie gave the committee a report on the evaluation of the demo, including a general discussion and a list of pros and cons of the system. The overall consensus of the Tech Services subcommittee was that the demo was not well presented and the system is inadequate for the library's needs.

The claims, check-in, binding and accounting modules were not flexible enough. Specific issue information could not be stored and there was not enough space for history notes. The system wouldn't store more than one kind of claim letter. The binding system was unclear and offered an update for binding issues but not necessarily at the right time. The accounting module proved to be the most functional but would not provide all the present information now used. Overall opinion is that an in-house system would be much better. The only really plus aspect of the INNOVAG system was the boolean search capability.

Howard reported that Innovative Interfaces was built from scratch without providing the ability to link with other systems. Now they are trying to develop a serials system. The ongoing cost would be 1% of the purchase price per month. It would cost \$116,000 dollars for 30,000 records, not including the cost of the tape drives. The system could not provide any of the combinations of features KU needed. The system would be better used in a less sophisticated library.

K. Neeley commented that the items on the con list for the system, were the things KU really needed, while the pro list features were less important. One of the worst features was the lack of storage space.

The meeting then turned to the discussion of the proposed in-house system drafted by Gary Susott. A handout was given explaining specific aspects of the system. The handout covered: project description, loading of UKASE into the COM system, modifications to the COM system to add serials, check-in, holdings, claims and output products. Discussion from the committee centered on flexibility to add extra information to records, frequency of claim update, binding, and accounting. Susott's responses were positive in all areas to meet the needs of serials and cataloging. Members will further study the proposal.

At the end of the meeting J. Neeley asked if the library is going to use an in-house system. The consensus is that KU will proceed with an in-house serials system. Then DiFilippo asked for a definite decision on cataloging serials on OCLC. Again, the consensus was that KU will catalog serials through OCLC. Susott will check into the modifications that need to be made to the present system in order to proceed with cataloging serials on OCLC.

The next meeting of Neukase will be at 1:30 on Dec. 13, 1984.

Attending: C. Howard, K. Neeley, J. Neeley, L. Moore, M. Roach, M. Hawkins, K. Miller, G. Gillespie, G. Susott, N. Rake (secretary).

Howard opened the meeting with an update report from Susott on the computer programming project plan. Susott said he was continuing with the breakdown and estimates on the designated library tasks. Susott said that he would probably have a final report for the full committee in January, with few minor changes foreseen. A possible timetable for proceeding would be to modify the program to add OCLC serial records to COM; modify the programs to produce the catalog, including adapting the MARC serial format; and do programming for the serial output (i.e., shelflist cards and batch printoffs). Howard requested Roach to get samples of the MARC serials format for use in the modifications. A brief discussion of the use of locations took place. This information will be taken from the 049 field. Susott felt that modifications could probably begin by the end of January.

No further topics were brought up for discussion, so the meeting adjourned. The next meeting will be Thurs. Jan. 24, 1985 at 1:30.

Minutes of the Naukase Committee Meeting  
Sept. 4, 1984

Attending: C. Howard, M. Roach, J. Neeley, P. DiFilippo, L. Moore, S. Couch, S. Craig, J. Richardson, K. Neeley, M. Hawkins, G. Gillespie, N. Rake (secretary).

Howard opened the meeting with discussion of the meeting time change. Howard felt one more meeting in September would wrap up the preliminary work to present to the Computer programmers, then monthly meetings would be sufficient.

Discussion then turned to how to control UKASE data in the serials list that does not appear in the COM database. This problem was discussed by Moore, Roach, K. Miller and Gillespie. A possible solution would be to have the bibliographic record information appear in two, places. The record would come through OCLC and appear in the microfiche catalog without holdings, and then appear in a separate file similar to the current UKASE record. Bibliographic records in the microfiche catalog would be under authority control and result from new records, title changes and conversions. Information from bibliographic records would be used in the "UKASE" type file. Further discussion of this problem will continue.

The next problem considered was the filing order of UKASE versus the computer filing. The control of the filing order in UKASE has been accomplished by manual manipulation of the data. Since UKASE will be in use for some time, maintenance of the file and its internal reference structure is necessary. At this point Moore and Roach presented a draft proposal for a serials cross reference system. The purpose of the proposal is to maintain control over the data and establish records in a single file.

Howard said that Susott could run the current UKASE through a machine filing and kick out problems for review. Hewitt will be handling these types of problems, mostly resulting from split files. Gradual conversion of the records to COM will reduce split files, but also necessitate card pulling from the public catalog. Craig suggested further individual study of the cross reference proposal for the next meeting.

Howard asked for a list of further topics to be discussed. Those were determined to be: 1. subject headings, 2. collocation in the catalog, 3. upper and lower case, 4. authority control, cross references, etc., and 5. library has versus library lacks.

Discussion changed to the content of the material that will be presented to Susott. Howard felt it would be necessary to have subcommittees meet with Susott to predetermine mandatory and priority items within the subcommittees. Then the full committee would meet to produce a joint list of mandatory and priority features. Howard restated his opinion that a single contact person for the Computer Center would serve to relay information to Susott. Within the library, a smaller committee will discuss all aspects and problems of the project, make certain decisions and refer problems for discussion to the full committee when necessary. This committee would work closely with the programmers. No one person can be expert enough in all areas to be the only link with the Computer Center.

A short discussion followed about the upper and lower case problem.

Susott had said that he could set a program that would correct much of the problem, with some manually changing requires. The problem of diacritic marks is another problem could be addressed by providing a list of commonly spelled out diacritics to be converted by the machine. The next meeting will be Fri. Sept. 14, 1984 at 1:30.



# FYI

## University of Kansas Libraries

Number 807

April 3, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. WEDNESDAYS \*\*\*

### TUITION ASSISTANCE DEADLINE

The application deadline for Tuition Assistance for the Summer 1985 semester is Friday, April 26, 5:00 p.m. Tuition Assistance is a program designed to encourage class enrollment by members of the full-time faculty and staff of the University. To be eligible to apply, one must be currently employed in a full-time position at the University, and have held a full-time appointment for at least one year continuously prior to enrollment, and remain employed full-time for the duration of the educational program. Criteria used in selecting persons for Tuition Assistance awards are as follows:

- 1) Your previous education;
- 2) Applicability of the course to your present job;
- 3) Past academic performance;
- 4) Years of service with the State of Kansas;
- 5) How many times you have previously received Tuition Assistance.

Application forms and additional information may be obtained from the Office of the Executive Vice Chancellor, 231 Strong Hall, the Department of Personnel Services, 103 Carruth, or Sandy Gilliland, Library Office. Applications and any additional information required as stated in the Tuition Assistance brochure must be completed and returned by April 26th to the Office of the Executive Vice Chancellor, 231 Strong.

S.Gilliland

### STUDENT HOURLY TIME CARDS

Student hourly time cards for the pay period ending April 17 are due in the Administrative Office Friday, April 12 by 9:00 a.m.

S.Butter

### STAFF TIME CARDS

Staff time cards for the pay period ending April 17, 1985 are due in the Administrative Office no later than 9:00 a.m., Friday, April 12. Your cooperation in meeting this deadline is greatly appreciated. Thank you.

S.Butter

### EASTER EGG DISPLAY

Michael Palijs has arranged beautiful displays of hand-painted Ukrainian Easter eggs, located in the main lobby of Watson Library.

S.Gilliland

### SCIENCE LIBRARY EASTER HOURS

The Science Library will be open 9:00 a.m. to 5:00 p.m. for limited service on Easter Sunday, April 7. Limited service means that we will not have reference assistance or circulation computers. Checkouts can be handled as usual, but returns and renewals will not be entered into the circulation system until the next day open.

B.Denton

BUYING BOOKS IN FOREIGN COUNTRIES

On Tuesday, April 16, the Staff Development Committee will sponsor a program on buying books in foreign countries. Speakers will be Rachel Miller, Susan Craig, and George Jerkovich. Corkroom II on level 3 of the Kansas Union has been reserved from 11:30 a.m. until 1:00 p.m. Please make a note about this meeting on your calendar now.

R.McDonough  
Staff Development Committee

FAREWELL PARTY

KULSA will host a farewell party for Galena Kuzmanovic, Jeanne Richardson, and Mary Tefft on Tuesday, April 16, 1985 from 2:30 p.m. to 3:30 p.m. in Watson fifth floor conference room. We can't party without food, so donations of food by staff members are needed. Please fill out the form below and send to Marianne Reed, Circulation, Watson or phone her at 864-4715 by Monday, April 15.

M.Kliewer

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I plan to contribute:

\_\_\_\_\_ cookies

\_\_\_\_\_ sweet breads

\_\_\_\_\_ crackers & cheese

\_\_\_\_\_ meats

\_\_\_\_\_ chips & dip

\_\_\_\_\_ cheeses

\_\_\_\_\_ vegies & dip

\_\_\_\_\_ other (please explain)

NAME \_\_\_\_\_  
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SNYDER BOOK COLLECTING CONTEST

Deadline for entries is 5:30 p.m., Monday, April 8 (an academic holiday). Entries must be turned in at the main reception desk in Special Collections, Spencer Library. Please direct any questions regarding the contest to either Gaele Gillespie (4-3535) or Joe Springer (4-4334).

G.Gillespie/J.Springer



To: Susan Craig

From: Nicolette Bromberg

Report on Society for Photographic Education Conference, Minneapolis March 14-17

In March I attended the national Society for Photographic Education conference held at the Hyatt in Minneapolis. The focus of the conference was on change in the use and the context of the image. Some of the areas of concern covered were Issues in Education, Curatorial Posture of Museums, Issues of Criticism, and the Published Photograph.

The keynote speaker was Garrison Keillor (the voice of A Prairie Home Companion) who read letters from the citizens of Lake Wobegon accompanied by the documentary photography of Tom Arndt. This year's honored photographer was Berenice Abbott whose long career included saving the photographs of Eugene Atget from oblivion, documenting the change and growth in New York City, and making scientific photographs demonstrating the laws of physics. Other speakers at the conference addressed such subjects as the uses of photography by various disciplines, politics of the image, Time magazine's choice and use of photographs in a story. On Friday evening there was a tour to Walker Art Center, University of Minnesota, Minneapolis Art Institute and a number of local art galleries featuring photographic exhibits.

I also attended the Midwest Regional caucus to meet other people from this region. The upcoming regional conference at Ann Arbor, Michigan was discussed and it was decided that the theme was to be The Photograph as Artifact. I was asked to consider giving a paper on the Joseph Judd Pennell photograph collection at the upcoming regional meeting.



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045-2800

### REPORT ON MIDWEST ART HISTORY SOCIETY MEETING, INDIANA UNIVERSITY AT BLOOMINGTON, MARCH 21-23, 1985

The Midwest Art History Society includes art professionals from a ten state region and holds an annual meeting consisting of formal sessions with solicited papers being presented. One of the sessions at this year's meeting was "Bibliographic Instruction for Art History Students" where I gave a report on the Art Bibliography course I taught at Berkeley and the team-teaching with an art historian that I've done the past three years here at KU. Other speakers at the session were art historians, library school faculty and a graduate student.

Since all of the other sessions were pure art history much of my time in Bloomington was spent not at the meetings but rather touring the main library, the Lilly Library and the new art museum/art library complex. I was impressed by the modern library facilities and enjoyed talking with the art librarian who spent twelve years planning their new space. It is always valuable to visit a comparable collection and learn what has been designated for reference, what the circulation rules are, what level of staffing is available, etc. The trip resulted in my returning with several ideas for improving the Murphy Library of Art History.

---Susan Craig

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



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045-2800

1 April 1985

Susan Craig  
Staff Development Committee  
Art Library

Dear Susan:

I wish to report on my "recent" visit to Washington, D.C. for the American Library Association's mid-winter meeting. As usual my activities at ALA fell into several areas. First, I participated in the Chief Collection Development Officers of Major Research Libraries discussion group. Among the more interesting topics of discussion was the subject of using funds from the materials budget for non-print materials and for other non-book expenditures. Those present seemed to agree that collection development in the future will have to concern itself with materials such as data bases and computer software. There was considerable disagreement, however, over the prospects of using book funds for equipment, memberships, OCLC or RLG/ARLIN charges, and other such uses. Many libraries are already using book funds in this way for a variety of reasons; but few are willing to acknowledge such uses openly. Sheila Dowd, UC-Berkeley, made an eloquent plea for librarians to urge their institutions to provide sufficient fund for the capitalization of automated systems.

I also participated in various committees of the Western European Specialists Section, including: Planning and Research (of which I am the chair), the Executive Committee, and the new Ancient, Medieval and Renaissance Studies Discussion Group. Several projects for microform inventories of medieval sources and for an international conference in Italy were set in motion.

I spent a good deal of time in the exhibits area and with our vendor representatives. As always this was almost the most valuable time I spent. Meeting with vendors and with other librarians informally is perhaps the most important reason for all of us to attend ALA and other library conferences.

May I suggest that the Staff Development Committee consider creating a simple form for reporting on ALA and other meetings? And I think that it would be valuable to have an informal forum regularly scheduled after each ALA and KLA/CULS to discuss whatever seems relevant to KU Libraries.

I appreciate the efforts of the Staff Development Committee to encourage wider participation in professional activities and fuller dissemination of information about these activities.

Sincerely,

Richard R. Ring

TO: Library Faculty Assembly Executive Committee  
FROM: Lorraine Moore, Secretary  
RE: Minutes of the Committee, March 26, 1985, 8:30 a.m.  
PRESENT: Ellen Johnson (presiding), Annie Williams, Rachel Miller, Susan Craig, Nancy Shawbaker, Eleanor Symons, Lorraine Moore

#### MINUTES

The minutes of the March 19, 1985, meeting were approved as corrected.

#### PEER REVIEW COMMITTEE

The committee revised a draft of a questionnaire concerning the Peer Review Committee to be distributed to affected LFA members. The purpose of the questionnaire is to elicit constructive suggestions regarding how the faculty is to fulfill its responsibilities in the evaluation process. A schedule for the distribution and return of the questionnaire was also discussed.

#### MATHEMATICS LIBRARY

Annie announced that a group consisting of Susan Craig (LFA), Rich Crank (Classified Conference), Rob Melton (Staff Committee--New Science Library), Assistant Deans Hawkins and Howard, and Jeanne Richardson (Science Librarian) will be meeting with Vice Chancellors Tacha, Cobb, and Horowitz concerning the Mathematics Library on April 2.

#### CORRESPONDENCE

The committee worked on the text of a memo to be sent in response to a letter addressed to the committee and distributed to the librarians (LFA Executive Committee response appended).



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

27 March 1985

#### MEMORANDUM

TO: Bill Mitchell  
FROM: LFA Executive Committee  
RE: Service and Research

Thank you for your letter of 13 March 1985.

We appreciate your concern, and we share it, as you know from reading the minutes of our meeting of February 5th (FYI of February 27th).

At that meeting we discussed the issue at great length. We feel that the Libraries must comply with the University's requirements and that the Libraries' procedures themselves are not being questioned. We decided that a vote is inappropriate, as stated in the minutes.

We also discussed the possibility of having a meeting of the membership to discuss the issue. After extensive discussion we decided that the membership could be informed in ways less time-consuming than a meeting.

As you know, there is a mechanism specified in the Code of Governance for any LFA member to call a general meeting of the body, should you want to do so.

Again, thank you for your concern.

# FYI

## University of Kansas Libraries

Number 808

April 10, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. WEDNESDAYS \*\*\*

### PERSONNEL

Earl Gates, head of the Music Library, will transfer to the Cataloguing Department, effective July 1, to assume duties in music cataloguing. A search committee for Music Librarian will be announced in next week's FYI.

J.Ranz

### EMPLOYEE RECOGNITION CEREMONY

The annual Employee Recognition Ceremony, honoring faculty and staff for their years of service, will be held at 1:30 p.m., April 23 (Tuesday), in the Kansas Union Ballroom. During the ceremony, the classified and unclassified Employees of the Year will be announced. All staff are invited to attend. Library staff to be honored for their years of service are:

35 years: John Nugent, Archives

25 years: Luceil Hamlin, Serials  
Barbara Jones, Reference  
Bill Mitchell, Special Collections

20 years: Marilyn Clark

15 years: Muriel Cook, Serials  
Sarah Couch, Periodicals  
Mary Hawkins, Administrative Office  
Ned Kehde, Archives  
Rosemary McDonough, Reference  
Nancy Shawbaker, Administrative Office

10 years: Anita Abel, Administrative Office  
Sandy Gilliland, Administrative Office  
Jim Ranz, Administrative Office  
Mary Roach, Cataloging  
Bob Marvin, Cataloging

5 years: Mary Borton, I.L.S.  
Mavadene Brittain, Science Library  
Paulette DiFilippo, Cataloging  
Charles Getchell, Reference  
Channette Kirby, Reference  
Al Mauler, Cataloging  
Rob Melton, Special Collections  
Rachel Miller, SPLAT  
Jeannette Shawl, Cataloging  
Joanna Traxler, Acquisitions

Congratulations to you all.

S.Gilliland

### EMERGENCY PROCEDURES DURING TORNADO WARNINGS

(It's that time of year again.) Attached to this week's FYI is a copy of the emergency procedures to follow if a tornado warning is issued. Please review these and be clear about a safe plan of action to follow in a take-cover alert. If you're unclear about these procedures, or a safe plan for your department, please contact me at (4-3601).

M.Hawkins

#### KSCAA MEETING/LECTURE

The Kansas Special Collections and Archives Alliance (heads of departments of special collections, rare books, manuscripts and archives in eastern Kansas and Kansas City) will meet in the Spencer Library on Wednesday, 17 of April, at 2:00 p.m. KSCAA is sponsoring an illustrated lecture in Spencer auditorium and everyone is invited. The speaker is Bruce Bradley, History of Science Bibliographer, Linda Hall Library. The title of the talk is "Scheuchzer's Physica Sacra, or, Why the Copper Bible is not a Bible" and it is about the borrowing of scientific illustration in the 17th and 18th centuries. All are welcome.

A.Mason

#### SALE OF USED MANUAL TYPEWRITERS

Sealed bids will be received in the Libraries Administrative Office, Room 502 Watson Library, for each of the 28 typewriters. All typewriters are offered "AS IS" and it is the bidder's responsibility to determine the condition and value of each machine before submitting a bid.

The typewriters for sale will be displayed in Watson Library, Level 1, from 9:00 a.m. to 11:00 a.m. on April 15, 1985. Bid forms will be available while the typewriters are on display or in the Libraries Administrative Office for all persons interested in submitting a bid. In order to receive consideration, the bid must be properly completed, signed, and submitted to Susie Dewey or Anita Abel in the Administrative Office by 9:00 a.m. on April 16, 1985.

The successful bidder(s) will be notified by the Libraries. Payment shall be by cash or check, and after payment, the typewriter(s) purchased must be removed by April 22, 1985.

N.Shawbaker

#### CLASSIFIED CONFERENCE BOARD MEETING

There will be a Classified Conference Board meeting April 23 at 2:30 p.m. in the Science Library Conference Room.

R.Crank

#### SNYDER BOOK COLLECTING CONTEST FINALISTS

This year's finalists are:

Undergraduate division:

Alok Ahuja "Twentieth-Century Fiction: Modernist to Post-Modernist"  
David Chiles "Plant Materials and Their Use in the Environment"  
Marco Jellinek "Western Marxism"  
Benjamin C. Jones "The English Poetic Tradition"

Graduate division:

Brad Eden "Books & Ephemeral Material on, about, or by J.R.R. Tolkien"  
E. Claire Jerry "The Rhetoric of Black Americans"  
Philip Wedge "Contemporary British Poetry"  
Bruce Wood "A Survey of Greek History"

Judges will determine winners on Friday, April 12 and we will award prizes and honor finalists at a luncheon that day. Selections from winning collections and copies of winners' papers will go on display in Watson, 4th level, on Friday afternoon.

Judges for this year's contest are: Bruce Bradley (Linda Hall Library), Albert Cook (KU assoc. prof. of English), John Hood (Lawrence bookdealer), Mark Kozubowski (KU doctoral student & former contest winner), and Becky Schulte (Kansas State Historical Society).

J.Springer/G.Gillespie

FOREIGN BOOK BUYING TRIPS PRESENTATION

Next Tuesday, April 16th, Rachel Miller, George Jerkovich, and Susan Craig will present a program, Foreign Book Buying Trips. All library staff are invited to hear their presentation, which will be in Corkroom II, level 3 of the Kansas Union, 11:30 a.m. - 1:00 p.m. Please come.

Staff Development Committee

CORRECTION

The minutes of the LFA Executive Committee meeting, of March 12, 1985, contained a report that the committee received a recommendation from Susan Craig, Chair of the Staff Development Committee. The recommendation was from Rosemary McDonough, Chair of the Staff Development Committee. The secretary regrets the error.

L. Moore

REDUCTION IN PRIVATE CAR MILEAGE RATE

The State of Kansas has released the following statement to all agencies regarding a reduction in the rate of reimbursement for private car mileage for official business.

**NOTICE TO ALL STATE EMPLOYEES**

Effective April 1, 1985, the reimbursement rate for use of private automobiles will be reduced from 22¢ per mile to 20.5¢ per mile.

This reduction in the reimbursement rate is the result of recent IRS rulings related to mileage rates. These rulings require employers to either reduce private car mileage rates to 20.5¢ per mile or to begin reporting the full amount of the reimbursement payment on the employee's W-2 form. Employees who are reimbursed at a rate higher than 20.5¢ per mile must keep detailed records of all actual operational expenses related to the automobile, account for all vehicle use, whether for personal or business purposes, and use those records to support business expense deductions claimed on tax returns. Employees filing short forms would be taxed for the entire reimbursement amount. To avoid the additional recordkeeping requirements and income tax liability that would be placed on state employees, K.A.R. 1-18-1a has been amended to reduce the mileage rate to the 20.5¢ IRS standard rate.

Most parking expenses were considered to be covered under the 22¢ rate. Legislation has been introduced that would allow reimbursement of actual parking expenses. If passed by the Legislature, H.B. 2563 should partially offset the mileage rate reduction through reimbursement of parking expenses.

N. Shawbaker

KULSA

The Staff Association has received thank you notes from Maxine Hack for a plant and from Robert F. Wellman for a get well card.

M.W. Kliever

APRIL 16 FAREWELL PARTY

Remember the farewell party for Galena Kuzmanovic, Jeanne Richardson, and Mary Tefft on Tuesday, April 16, 1985, 2:30 to 3:30 p.m. in Watson's fifth floor conference room. Gifts will be presented at 3:00 p.m. Please fill out the form below and send to Marianne Reed, Circulation, Watson, or phone her at (4-4715) by Monday, April 15th. On Tuesday, take the food to the kitchen in the administrative suite.

---

I plan to contribute:

\_\_\_\_\_ cookies

\_\_\_\_\_ sweet breads

\_\_\_\_\_ crackers & cheese

\_\_\_\_\_ meats

\_\_\_\_\_ chips & dip

\_\_\_\_\_ cheeses

\_\_\_\_\_ vegies & dip

\_\_\_\_\_ other (please explain)

NAME \_\_\_\_\_

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## EMERGENCY PROCEDURES: TORNADO WARNINGS

If a tornado is sighted moving toward the Lawrence area, a tornado warning will be issued. Tornado take-cover alerts are sounded by long-wailing (three-minute) sirens located on top of Watson Library and Joseph R. Pearson Residence Hall. This system is tested at noon on the first Monday of each month. If you hear the tornado siren at any other time, move immediately to a protected area. If the sirens fail to sound in an emergency, the take-cover alert will be sounded by cruising police cars sounding their sirens.

A radio is available in Watson Library's Circulation Department, and will be monitored for weather news whenever a severe storm warning or tornado watch is in effect. Between 8am and 5pm Monday through Friday, radio weather news will also be monitored in the Administrative Office. If a take-cover alert is issued on the radio, take-cover instructions will be given on Watson Library's public address system. Because power failures are likely during severe weather, each library department should have ready access to an operable flashlight and should know its exact location. Any library department lacking a flashlight should request one from the Administrative Office. Flashlights should be checked regularly to assure that they're in working order.

### General Procedures in a Take-Cover Alert:

If a tornado warning is issued, move immediately to a protected area. The safest locations include basements, the lowest level of buildings, hallways, rooms without windows and exposed glass, or rooms with substantial ceiling support. If a protected area is not available, close all drapes and blinds, move to the wall opposite the windows, and face away from them. Remain in the protected area until an all-clear is announced. Inform and assist other library occupants within your area only if doing so poses no risk to your own safety. You are not responsible for individuals who ignore the take-cover warning.

### Procedures for Watson Library Departments:

Move immediately to level 1 of the bookstacks. Circulation staff will use the public address system to inform all building occupants to move to level 1 of the stacks via the stairs. Stack and public elevators should not be used. They will be cleared and deactivated by Circulation staff when the take-cover is issued. If you are unable to reach level 1 of the bookstacks, take shelter away from windows in the interior of the building at the lowest possible level.

### All-Clear Announcement:

Remain in a protected area until you receive an all-clear announcement, and do not leave a protected area because you hear another siren. Sirens are not used to signal an all-clear. The local radio stations will issue all-clear announcements. In Watson Library, the all-clear announcement will be conveyed by Circulation staff through the public address system (or by direct notice to building occupants in case of a power failure.)

Aside from tornado warnings, severe thunderstorms accompanied by high winds or hail may warrant similar safety measures, although no warning sirens will sound. Therefore, be alert to possible dangers from severe storms in general, and move away from windows exposed to the impact of high winds into a protected area or hallway if necessary.

# FYI

## University of Kansas Libraries

Number 809

April 17, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. WEDNESDAYS \*\*\*

### ANNUAL EMPLOYEE RECOGNITION CEREMONY

As a reminder, the annual Employee Recognition Ceremony honoring university staff for their years of service will be held on Tuesday, April 23 at 1:30 p.m. in the Kansas Union Ballroom. Last week's FYI contained a listing of library staff scheduled to be honored at the ceremony.

In addition, two library staff members have been nominated for Employee of the Year: Sarah Couch, nominated for classified Employee of the Year, and Mary Roach, nominated for unclassified Employee of the Year. Congratulations!

S.Gilliland

### WORKSHOP

Emporia State University School of Library and Information Management is offering a workshop, The Electronic Information Center, Possibilities and Challenges, on Friday, May 10th. Registration fee for this workshop is \$45.00. For those wishing to earn credit, .6 CEU would cost an additional \$3.00. Applications must be in by May 1, 1985.

Staff Development Committee

### PEER REVIEW SURVEY

Library staff who were asked to respond to this survey are urged to do so by April 23rd. To date, we have received 16 out of the 51 surveys distributed. It will be hard for the LFA Executive Committee to know how to proceed if we do not receive a representative number of replies.

LFA Executive Committee

### ATTACHMENTS

Attached to this week's FYI are: Minutes from the LFA Committee on Budget and Planning, Minutes from Library Faculty Assembly Executive Committee and a flyer on Career Day Program 1985 with registration form attached.

S.Dewey

**TO:** Library Faculty Assembly Executive Committee

**FROM:** Lorraine Moore, Secretary

**RE:** Minutes of the Committee, April 9, 1985, 8:30 a.m.

**PRESENT:** Ellen Johnson (presiding), Annie Williams, Rachel Miller, Susan Craig, Eleanor Symons, Lorraine Moore; guests: Jim Ranz, Mary Hawkins

**ABSENT:** Nancy Shawbaker

#### **MUSIC LIBRARY**

Mary Hawkins announced to the committee that effective July 1, Earl Gates would be transferred to the Cataloging Department. A search committee for a head of the Music Library will soon be formed.

#### **MATH LIBRARY**

Susan Craig reported on the meeting, April 2, of representatives of the Libraries with Vice Chancellors Cobb and Horowitz concerning plans for the Math Library. Vice Chancellor Tacha was unable to attend. Susan reported that the library received a fair hearing, but no promises were made during the meeting. It seemed that the vice chancellors were interested in making a decision in the matter soon.

#### **PEER REVIEW**

The remainder of the meeting was devoted to preparing the final version of a questionnaire regarding the Peer Review process to be sent to the librarians.

#### **NEXT MEETING**

The next meeting was scheduled for Tuesday, April 30, at 8:30 a.m.

LFA Committee on Budget and Planning

Minutes of the 2/28/85 Meeting

Present: L. Carroll, K. Lohrentz, R. Ring, K. Simmons, K. Sewell, S. Williams, N. Burich; J. Ranz, M. Hawkins, C. Howard

The meeting was called by Dean Ranz to discuss the Libraries' written response to the Senate Libraries Committee request for information about library staffing needs. The list will address the question of things which need to be done and the number of new staff necessary to accomplish them. Categories of needs to be included are: increased user workload, automated systems planning and database construction, processing of currently received materials and of the backlog, collection development, preservation/conservation, and student assistant hours. Ranz hopes to use the document to encourage Academic Affairs to accept new and improved program requests from the Libraries.

Ranz will draft a statement for the SLC and call another meeting with B&P for further discussion.



SPECIAL LIBRARIES ASSOCIATION

HEART OF AMERICA CHAPTER

CAREER DAY PROGRAM 1985

LAWRENCE, KANSAS

When: Saturday, April 20, 1985  
9:30 AM - early afternoon

Where: We will meet for coffee and for the speakers' presentations at the  
Law Library, University of Kansas, Lawrence, KS.  
We will then move on to tour several campus libraries and to have lunch.

Speakers: Mary Burchill Law Library, University of Kansas  
Susan Craig Spencer Art Museum Library, University of Kansas  
Connie McKenzie Environmental Protection Agency, Kansas City, KS  
Cheryl Postlewait St. Mary's Hospital, Kansas City, MO

Tours: Law Library  
Engineering Library  
Spencer Art Museum Library

Lunch We have reserved a section in the student union so that we might  
all dine together.

\*\*\*\*\*

Please send reservations to:

Reservations close

Tuesday, April 16, 1985

(we need to have a head count)

Pamela K. Jenkins  
UMKC General Library  
5100 Rockhill Road  
Kansas City, MO 64110  
816-276-1534

NAME \_\_\_\_\_

INSTITUTION \_\_\_\_\_

NUMBER ATTENDING \_\_\_\_\_

# FYI

## University of Kansas Libraries

Number 810

April 25, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS \*\*\*

### CLASSIFIED VACANCY

Due to Barbara Van Dyke's resignation (see note in "Personnel" below), the Documents Department has announced the availability of a full-time Clerk III position, effective May 18. Responsibilities of this position include: 1) Processing new acquisitions; 2) Maintenance of departmental indexes; 3) Reference service; 4) Supervision of students; 5) Ordering materials and supplies.

The State of Kansas requires all applicants to meet the following minimum qualifications: Graduation from a standard high school and at least 3 years of clerical experience. (College education may be substituted for the required experience at the rate of 28 semester hours for each year of experience.)

Specific preferred selection criteria include: Ability to work effectively with patrons and staff, good communication skills, ability to maintain accuracy in detailed records-keeping in a large-scale system, typing ability, supervisory experience, experience with KU Library's serials system, knowledge of the KU Library system, familiarity with U.S. Documents.

The Clerk III classification is at salary range 10 on the State of Kansas Civil Service Pay Scale. The current beginning annual salary is \$11,772.

Library staff interested in applying for this position should contact Sherry Butter by 5:00 p.m. Wednesday, May 1st. A copy of the position description is on file in the Library Office for review by those interested in applying for this position. Minorities are encouraged to apply.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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

S.Gilliland

### PERSONNEL-

Barbara Van Dyke has announced her resignation as Clerk III in the Documents Department effective May 17, 1985. Barbara began employment with the Libraries on September 18, 1983 in the Documents Department. She will be moving to California.

Carmela Sibley joins the Library staff effective May 6th as a full-time Clerk III in the Cataloging Department. Carmela is currently employed with the School of Social Welfare.

S.Gilliland

### PROMOTION/TENURE DECISIONS ANNOUNCED

The Kansas Board of Regents has approved promotion and tenure of five librarians, effective July, 1985. Librarians promoted to the rank of Librarian II are: Charles Getchell, Rob Melton, Rich Ring, and Marianne Siegmund. Lorraine Moore has been promoted to the rank of Librarian III. All of the above-named librarians have been awarded tenure. Congratulations.

S.Gilliland

FISCAL YEAR CLOSING

Below is a copy of a memo from Keith Nitcher concerning deadlines for purchases that require competitive bids. All special supply request forms, for orders to be processed this fiscal year, were due in the Library Office by April 15. Special supply and printing requests received after April 15, may have to be held and processed after July 1, depending upon funding and time constraints.

March 29, 1985

MEMO TO: All Faculty and Staff  
FROM: Keith L. Nitcher, University Director, Business & Fiscal Affairs  
RE: Purchases to be charged against 1985 and 1986 fiscal year funds

In accordance with information received from the Department of Administration, Division of Purchases, the following schedule has been prepared.

*All Purchase Requisitions, DA 100, to be charged against funds allocated for the fiscal year ending June 30, 1985, must be received in the University's Purchasing Office by: 1) Monday, April 29, 1985, if the amount is estimated to be \$5,000.00 or more; 2) Monday, May 06, 1985, if the amount is estimated to be less than \$5,000.00.*

*Purchase Requisitions chargeable against 1986 funds may be submitted after Friday, May 31, 1985. They will be transmitted to the Division of Purchases for immediate processing so that orders can be placed soon after July 1, 1985. However, fiscal year 1985 transactions will necessarily be given priority.*

Additional instructions for completing fiscal year 1985 financial transactions by June 30, 1985, will be sent to your department from the Office of Business and Fiscal Affairs in May.

N. Shawbaker

SCHEDULE OF LIBRARY HOURS CORRECTED FOR MAY 16 AND MAY 17

The spring semester schedule of hours failed to show that Watson Library, as in previous years, will close at 5:00 p.m. on Thursday, May 16 (the last day of final exams) and on Friday, May 17. Branch libraries which will also shorten their hours of opening to 5:00 p.m. on May 16 and 17 are Science, Engineering, Music, Art, and Documents. The Department of Special Collections will remain open until 6:00 p.m. on May 16 and 17. Attached to this week's FYI is a corrected schedule of hours. The summer schedule of hours will be issued in next week's FYI.

M. Hawkins



#### TUITION ASSISTANCE APPLICATION DEADLINE

As a reminder, the application deadline for Tuition Assistance for the Summer 1985 semester is Friday, April 26th, 5:00 p.m. Application forms and other pertinent information are available from Sandy Gilliland, Library Administrative Office, or from the Executive Vice Chancellor's Office, 231 Strong Hall. (Applications must be submitted to the Executive Vice Chancellor's Office.) Please consult the April 3rd issue of FYI for more complete information.

S.Gilliland

#### SEARCH COMMITTEE APPOINTED

The following have been appointed to a search committee for Music Librarian: Mary Hawkins, chair; Susan Craig; Sandy Gilliland; Daniel Politoske, Professor of Music History; Rich Ring; Jim Smith; and Margaret Wilson.

S.Gilliland

#### LFA CALL FOR NOMINATIONS

All members should have received the recent mailing of the Nominating Committee asking for nominations for positions on the Executive Committee, LCPT, and Peer Review Committee.

Please check with your colleagues before submitting their names. Then send your suggestions, including self-nominations, to Rhonda Neugebauer (Cataloging Department, 4-3038) by Friday, May 3rd. Thanks.

LFA Executive Committee

#### TRAVEL FUND REQUESTS DUE MAY 15

Applications for reimbursement of travel during July, August and September are due May 15th. Application forms are available from Susan Craig, Art Library or LeAnn Weller, Engineering Library. REMINDER: Persons receiving travel funds are required to submit, to the Staff Development Committee, a brief written report summarizing the meeting attended. These reports will be published in FYI.

S.Craig

#### LCPT POLL REMINDER

Librarians are reminded that Friday, April 26th, is the deadline for responding to questionnaires distributed last week by LCPT. Please express your opinions and concerns on this issue by sending the completed form to Jean Skipp, Kansas Collection. Thank you.

Libraries Committee on Promotion and Tenure

#### PRIZE WINNERS OF THIS YEAR'S SNYDER BOOK COLLECTING CONTEST

Selections from the collections, which won prizes in this year's Snyder Book Collecting Contest, are on display on the 4th level of Watson. You will find copies of the papers submitted by the winners in binders attached to the cases.

Graduate division winners are: 1st prize, Bruce Wood ("A Survey of Greek History"); 2nd prize, Philip Wedge ("Contemporary British Poetry"). Undergraduate division winners are: 1st prize, David Chiles ("Plant Materials and Their Use in the Environment"); 2nd prize, Marco Jellinek ("Western Marxism"). In addition, judges awarded an honorable mention to Benjamin C. Jones for his entry, "The English Poetic Tradition".

Congratulations to prize winners and thanks to everyone who contributed to the success of this year's contest.

G.Gillespie/J.Springer

TAKE THOU WHAT COURSE THOU WILT! Shakespeare

Columbia University School of Library Service is offering a Rare Book School in July and August, 1985. Twenty courses, some all-day and some half-day, are offered. Fees.

The Reference Systems and Services Area, of the Bibliographical Center for Research, will be offering two seminars from June 4 to June 6 at the Kansas State Library, Topeka: BRS Introductory Seminar for Beginning Searches, June 4 and BCR/DIALOG System Seminar, June 5-6. Fees.

Emporia State University Alumni Association is sponsoring a trip to Paris, the French countryside, and Switzerland in October, 1985.

The American Library Association Annual Conference will be held in Chicago, July 6-11, 1985. The Library Administration and Management Association, a division of ALA, will sponsor two preconferences: Automated Circulation and Beyond on July 4 and 5; Fund Raising for Libraries, also on July 4 and 5. Fees.

For further information about all of the above, please see your staff room bulletin board.

Staff Development Committee

## STAFF FEE ELIGIBILITY FOR SUMMER, 1985

Information regarding staff fee and staff dependent fee eligibility is described below. Please complete and return the application form at the bottom of this page to the Library Office prior to enrollment. Contact Sherry Butter or Sandy Gilliland (4-3601) if you have any questions.

### 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 Student 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

### 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 dependent spouse or child 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.

"88-3-9. 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."

To be eligible, the sponsor's employment must begin not later than the first day of the month immediately following the first day of classes, and must continue through the last day of classes. A person whose sponsor's yearly employment averages .4 (40%) time or more with a minimum of .3 (30%) in one 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 eligible for the staff rate for the previous nine months; or
2. has 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 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.

Dependent spouses and children 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.

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 herein before 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.

\* 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.

### APPLICATION FOR STAFF FEE ELIGIBILITY CARD

NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

SOC. SEC. NUMBER: \_\_\_\_\_

Percent time: \_\_\_\_\_

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 LIBRARIES  
SCHEDULE OF HOURS  
JANUARY 16, 1985 - JUNE 3, 1985

Watson Library

Schedule

*Circulation & Reserve Periodicals Reading Rm. Microforms	8am - midnight	Mon-Thu
	8am - 10pm	Fri
	9am - 5pm	Sat
	noon - midnight	Sun

Copying Services (opens on same schedule as depts. listed above, but closes ½ hr. earlier)

*Reference Desk	8am - 10pm	Mon-Thu
	8am - 5pm	Fri
	9am - 5pm	Sat
	noon - 10pm	Sun

East Asian Library & Interlibrary Services	8am - 5pm	Mon-Fri
	Closed	Sat-Sun
	Closed	May 27

Fines Office	8:30am - 4:30pm	Mon-Fri
	Closed	Sat-Sun
	Closed	May 27

\*Hours During Class Breaks and Holidays:

March 10	Closed	
March 11-15	8am - 5pm	
March 16-17	noon - 5pm (limited service)	
April 7	Closed	
May 16-17	8am - 5pm	
May 18	Closed	
May 19	1pm - 5pm (limited service)	
May 20-24	8am - 5pm	
May 25-27	Closed	
May 28-June 3	8am - 5pm	Mon-Fri
	Closed	Sat-Sun

Art Library, Music Library,  
& Engineering Library

	8am - 10pm	Mon-Thu
	8am - 5pm	Fri
	9am - 5pm	Sat
	noon - 10pm	Sun

Hours During Class Breaks and Holidays:

Open 8am - 5pm only: March 11-15, May 16-17,  
May 20-24, May 28-31, June 3  
Closed March 10, March 16-17, April 7, May 18-19,  
May 25-27, June 1-2

Spencer Library

Schedule

Kansas Collection & Map Library	8am - 5pm	Mon-Fri
	9am - 1pm	Sat
	Closed	Sun

Special Collections	8am - 6pm	Mon-Fri
	9am - 1pm	Sat
	Closed	Sun

University Archives	8am - 5pm	Mon-Fri
	Closed	Sat-Sun

Government Documents	8am - 6pm	Mon-Fri
	9am - 5pm	Sat
	Closed	Sun

Hours During Class Breaks and Holidays:

Closed March 16, May 18, May 25, May 27, June 1  
Govt. Documents Open 8am - 5pm on May 16 and 17  
Special Collections Open 1pm - 5pm on May 19

Science Library

	8am - midnight	Mon-Thu
	8am - 10pm	Fri
	9am - 5pm	Sat
	noon - midnight	Sun

Hours During Class Breaks:

8am - 5pm Mon-Fri (including May 16-17)  
9am - 5pm Sat-Sun  
Also Open (limited service only) 9am - 5pm April 7  
& May 27

Mathematics and Computer  
Science Library

	8am - 5pm	Mon-Fri
	Closed	Sat-Sun
	Closed	May 27

Howey Reading Room

	8am - 10pm	Mon-Thu
	8am - 5pm	Fri
	noon - 5pm	Sat
	noon - 10pm	Sun

Closed During Class Breaks and Holidays

Regents Center Library,  
Overland Park

	9am - 10pm	Mon-Thu
	9am - 5pm	Fri
	10am - 5pm	Sat
	Closed	Sun

During Class Breaks and Holidays: Open 9am-5pm Mon-Fri

(HOURS SUBJECT TO CHANGE AS POSTED, OR PHONE UNIVERSITY INFORMATION CENTER: 864-3506)

(revised, 4/25/85)

UNIVERSITY OF KANSAS LIBRARIES

SALARY COMMITTEE

Minutes of meeting: 18 Apr 85

The Salary Committee met Thursday, Apr. 18, 1985 at 11 AM in S. Gilliland's office. Present were: A. Mason, K. Neeley, B. Gaeddert, and S. Gilliland.

The salary range for the Music Librarian position was reviewed and approved as proposed by the Search Committee. It was noted that relations with donors could be involved in the duties. Hope was expressed that we can advertise in American Libraries as well as other sources.

K. Neeley will notify the search committee of the results of our review of the salary range.

Neva asked Lewin to comment briefly on the classified employee survey in reference to KPERS. Lewin said that the comments were pretty much what we'd expect them to be, a-7, it should be improved, should be voluntary, and that the interest rate was too low.

Marshall Crowther, executive secretary of KPERS, then made his presentation, first addressing Lewin's remarks. He said that KPERS was designed for the career employee first and foremost. Being a defined benefit plan, the amount of money put in by the employee does not matter, nor does the interest rate as the benefits one receives is determined by a formula: number of years of service times the average of the last five years of pay times 1.4 (1.25 for service between 1962 and 1982). In other words, two employees starting on the same day working at different rates of pay for most of their careers would pay in different amounts of money. But, if the lower paid employee got promoted and started making the same amount of money as the other employee and this went on for the last five years before retirement, then both employees would get identical retirement benefits, even though one had paid in less money to KPERS over the years. As a result, the best ways to raise pension benefits ~~are~~ to increase salaries and/or the "number" (1.4). TIAA/KREF, on the other hand, is a defined contribution plan which is totally dependant upon contributions and interest rates.

Joe Collins asked if we could get a more flexible retirement plan if we paid more in at the employee's option. Crowther said that a voluntary plan was tried years before and probably wouldn't be considered again. The problem was that people didn't join then, when retirement came and they had no pensions, they became concerned and asked that exceptions be made for them that would allow them to receive pensions they hadn't paid anything towards.

Crowther listed a few changes that are being worked on now, such as changing the averaging from the last five years of service to the last four, increasing the value of all participating service to 1.4, and improvements in disability benefits.

In reference to Crowther's remark about being oriented toward the career employee, Bob Patterson said that the message from the legislature (Sandy Duncan in particular) was "get out, we don't need you". Crowther discussed the state's position as being that it doesn't hire people but rather fills positions and that some positions are only worth so much money, regardless of how long you've been in one of them.

In answer to questions from Claudia Orton, we were told that the Board of Trustees decides where KPERS money is invested, that the Board was appointed by the Governor, that they must meet at least quarterly and that they were paid per diem, among other things.

Dave Lewin then spoke again about the survey, stating that the response was great (900/75%). He stated that he would be discussing it at the Chancellor's Monday morning meeting and that there would be something in the Oread in about two weeks that will include suggested plans for action.

The pay plan was discussed, particularly the meeting that Bob Patterson and Claudia Orton attended on Monday. Patterson moved that we send the House Ways and Means committee a letter stating our dissatisfaction with the proposed pay plan. That motion did not carry. Claudia moved for a "friendlier" letter. A copy is enclosed.

The meeting was adjourned at 9:15.

Wednesday, April 10, 1985 - Neva Entriiken offered her resignation to the Executive Committee

Friday, April 12, 1985 - Executive Committee refused to accept resignation. Neva agreed to stay on. (over)

Wednesday, April 17, 1985 - lunch meeting -

Neva thanked the Executive Committee for their support. The pay plan was discussed further as well as the incidents surrounding Neva's resignation.

Claudia remarked that it's now up to the Administration to accept the new pay plan and that funding may alter the pay scale attached to the subcommittee report.

She also mentioned that new discussions are underway regarding health insurance. One of the changes being discussed is a reduction of \$8/month in charges for family coverage with no reduction in benefits. Also, the next contract will run for 18 months instead of a year.

Neva reported that the Classified Senate was asked by the Chancellor for input regarding possible changes resulting from the classified employee survey. It was suggested that we request to see the surveys themselves in order to better be able to draw conclusions and interpret the material.

The next meeting will be at Neva's house and will be a potluck. Barbara Mauk, along with Mike Rundell, will be organizing it.

## General Situation

1. Compared to other jobs you have held, how would you describe your present workload?
- |                     |                     |                   |
|---------------------|---------------------|-------------------|
| 14.4%               | 36.9%               | 43.5%             |
| Very Heavy Workload | Heavy Workload      | Moderate Workload |
| 3.2%                | .7%                 |                   |
| Light Workload      | Very Light Workload |                   |

Please comment: a) Depends on time of year, time of month, or deadlines imposed.  
b) Have taken on more and more work, or have lost staff and the work load remains the same.

2. How interested are you in the use of flexible work hour schedules (flextime) by your department?

31.9%	17.1%	15.6%
Extremely Interested	Very Interested	Interested
12.4%	21.1%	
Somewhat Interested	Not at all Interested	

Please comment: a) A variety of reasons supporting the use of flextime. b) I am currently using. c) Impossible given workload or availability of other staff. d) Some employees have abused privilege.

3. How interested would you be now, or in the next few years, in accepting a part-time position either on a temporary or a permanent basis?

9.8%	9.0%	13.5%
Extremely Interested	Very Interested	Interested
13.9%	50.6%	
Somewhat Interested	Not at all Interested	

Please comment: a) Not financially feasible at present. b) Possibly later. c) Would like to consider closer to retirement. d) Reference to job sharing.

4. How satisfied are you with your job?

11.4%	31.0%	33.2%
Extremely Satisfied	Very Satisfied	Satisfied
19.0%	5.1%	
Somewhat Satisfied	Not at all Satisfied	

Please comment: Co-workers make job worthwhile. b) Some aspects of work great, others boring.

5. How satisfied are you with your supervisor?

20.2%	28.0%	24.8%
Extremely Satisfied	Very Satisfied	Satisfied
17.0%	8.9%	
Somewhat Satisfied	Not at all Satisfied	

Please comment: a) Great, receptive, fair. b) Too lenient, not aware, doesn't take stand. c) Inconsistent, double standards, abuses rules.

2.

6. How satisfied are you with your job security?

16.3%	36.7%	34.5%
Extremely Satisfied	Very Satisfied	Satisfied
8.8%	2.3%	
Somewhat Satisfied	Not at all Satisfied	

Please comment: Few responses — no clear pattern

7. How satisfied are you with your promotional opportunities?

2.5%	7.5%	22.1%
Extremely Satisfied	Very Satisfied	Satisfied
18.2%	46.9%	
Somewhat Satisfied	Not at all Satisfied	

Please comment: a) There are none! b) Requires B.A.

8. How satisfied are you with the University as a place to work?

10.7%	34.0%	37.6%
Extremely Satisfied	Very Satisfied	Satisfied
13.7%	3.5%	
Somewhat Satisfied	Not at all Satisfied	

Please comment: a) Need lounge area. b) Legislature leaves us until last.

9. How satisfied are you being a member of the State civil service system?

4.6%	20.0%	38.8%
Extremely Satisfied	Very Satisfied	Satisfied
24.9%	10.8%	
Somewhat Satisfied	Not at all Satisfied	

Please comment: Pay experienced employees more than new.

10. What can the University do to improve your overall work situation?

Please comment: a) Study jobs for possible upgrade. b) Replace or provide better equipment. c) Parking costs and availability. d) Improve relative treatment of classified vs. unclassified. e) Better ventilation, heating, cooling (non-smoking policy, work 7-4 in summer). f) Bi-weekly pay.

11. What can the State do to improve your overall work situation?

Please comment: Fund salary increases. b) Improve retirement plan.



## Benefit

12. In comparison with other State benefits, how important is it to improve the amounts employees will receive from KPERS upon retirement? (A 15 year employee will receive annually about 20% of his/her last year's total pay before deductions.)

38.7% 25.8% 17.7%  
 \_\_\_\_\_ Extremely Important \_\_\_\_\_ Very Important \_\_\_\_\_ Important  
 8.5% 5.8%  
 \_\_\_\_\_ Somewhat Important \_\_\_\_\_ Not at all Important

Please comment: a) Should be improved. b) Should be voluntary. c) Interest rate too low.

13. How satisfied are you with your health insurance coverage (including dental)?

13.5% 29.3% 35.6%  
 \_\_\_\_\_ Extremely Satisfied \_\_\_\_\_ Very Satisfied \_\_\_\_\_ Satisfied  
 12.7% 6.9%  
 \_\_\_\_\_ Somewhat Satisfied \_\_\_\_\_ Not at all Satisfied

Please comment (especially if you've had either positive or negative experiences with your health insurance):

Many employees liked their experiences with Health Care Plus and HMO Kansas; others cited bad experiences primarily in the areas of seeing doctors at short notice, or in obtaining referrals. Comments related to Blue Cross/Blue Shield related primarily to slow paper work and the perception that the expense was too high for coverage provided.

14. How interested would you be in the following:

1. Eliminating the current 12 days of annual sick leave and
2. Increasing annual vacation leave by 6 days
3. Any time off for an illness that lasted up to one week would be charged to your vacation time. Any illness that exceeded one week would not be charged to your annual leave, and you would be paid for all time missed after the one week.

9.6% 7.9% 12.0%  
 \_\_\_\_\_ Extremely Interested \_\_\_\_\_ Very Interested \_\_\_\_\_ Interested  
 11.7% 53.7%  
 \_\_\_\_\_ Somewhat Interested \_\_\_\_\_ Not at all Interested

Please comment: a) Don't fully understand. b) Leave it as is! c) Would be an incentive for wellness.

15. What single fringe benefit would you like to see added or improved?

Please comment: a) Better retirement benefits. b) Full or improved dental coverage. c) Full or improved family medical coverage. d) Improve parking (cost and availability). e) Provide extra time off. f) Improve vision care. g) Provide Day Care Facilities. h) Inclement weather treatment of classified. i) Discounts for cultural and related events. j) Single dependent medical coverage.

## Communications

16. Are you aware that a telephone recording (4-4623) is maintained of classified positions currently vacant on campus?

68.2% 30.7%  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

Please comment: a) I've used it, great! b) What about State and unclassified vacancies? c) Didn't work, not always current.

17. Last spring Personnel Services introduced a new seminar for all permanent employees covering such topics as grievance procedures, benefits, and suggestions on how to obtain a promotion. Have you already attended one of these seminars?

26.2% 72.5%  
 \_\_\_\_\_ Yes \_\_\_\_\_ No

If you have not already attended, how interested are you in attending such a seminar?

11.8% 10.1% 19.3%  
 \_\_\_\_\_ Extremely Interested \_\_\_\_\_ Very Interested \_\_\_\_\_ Interested  
 17.5% 17.0%  
 \_\_\_\_\_ Somewhat Interested \_\_\_\_\_ Not at all Interested

Please comment: We were not told about its availability. b) Various other comments from great, I have attended more than once to, a waste of time.

18. The University has an established Tuition Assistance program to provide financial assistance to employees with at least one year's service who wish to develop themselves professionally. Such a program strongly encourages applications from those without prior college credits, as well as those with prior credits. Funds provided can be used for both University and non-University courses. How likely are you to apply for such a program in the future?

16.4% 13.9% 15.7%  
 \_\_\_\_\_ Extremely Likely \_\_\_\_\_ Very Likely \_\_\_\_\_ Likely  
 18.6% 32.4%  
 \_\_\_\_\_ Somewhat Likely \_\_\_\_\_ Not at all Likely

Please comment: a) Provide for spouse and dependents. b) Tried once and was turned down. c) Inadequate night classes. d) Courses have to be job related. e) Uninteresting and enjoying.

19. If release time is provided during the work day (and didn't have to be made up), how interested would you be in attending a job-related course for college credit?

36.3% 18.8% 14.2%  
 \_\_\_\_\_ Extremely Interested \_\_\_\_\_ Very Interested \_\_\_\_\_ Interested  
 9.9% 18.5%  
 \_\_\_\_\_ Somewhat Interested \_\_\_\_\_ Not at all Interested

Please comment (specify courses, or topics of interest): a) Computer programming. b) Word processing. c) Accounting/Business courses. d) Business English

20. While I have you ever had release time denied for a job-related course, seminar or training session?

11.0% 85.4%

☐ Yes ☐ No

Please comment: a) Not enough coverage to permit use of release time. b) My supervisor is less than enthusiastic about authorizing.

21. The new Classified Staff Handbook describes an informal and confidential means by which employees may ask for a neutral party to become involved in attempting to resolve a work-related problem that has an adverse impact on you. Are you aware of this Personnel Services mediation procedure?

58.8% 38.6%

☐ Yes ☐ No

How likely are you to use this (consultation/conciliation) service in the future if you have a problem?

8.5% 13.3% 18.1%

☐ Extremely Likely ☐ Very Likely ☐ Likely

20.2% 35.1%

☐ Somewhat Likely ☐ Not at all Likely

Please comment: a) Good ideas, but I'm not likely to be in situation. b) I can work out difficulty with my supervisor. c) Might cause hard feelings with my supervisor. d) Depends on nature of problem. e) Only as a last resort. f) Can't be kept confidential / is mediator neutral?

22. The State has an established employee suggestion program for which monetary awards can be made for suggestions which are implemented. If you should think of a new and improved way of doing your job, how likely are you to use the suggestion program as a means of bringing your ideas to the attention of the University?

8.6% 17.4% 23.7%

☐ Extremely Likely ☐ Very Likely ☐ Likely

21.8% 25.8%

☐ Somewhat Likely ☐ Not at all Likely

Please comment: I wasn't aware of program.

23. a. Do you feel that you are adequately informed about things which affect you and your work?

4.2% 18.8%

☐ Extremely Well Informed ☐ Very Well Informed

29.9% 37.6% 8.3%

☐ Adequately Informed ☐ Somewhat Informed ☐ Not at all Informed

- b. Do you know who in your department is primarily responsible for personnel matters (your personnel-related staff member)?

82.9% 14.0%

☐ Yes ☐ No

Please comment: We hear late or after the fact.

#### Pay and Performance

24. Would you support changing the present performance evaluation system which uses five performance rating categories?

49.4% 36.3%

☐ Yes ☐ No

If you answered "yes" above, please comment: a) Reduce present five performance categories to three or two categories. b) Present system was never given a chance to work because of lack of funding. c) Present system is too time consuming. d) Present system cannot be administrated objectively and equitably. e) Preferred previous system (pre FY 1980).

25. In what priority order (1 to 6 with 1 being highest and 6 lowest) do you believe each of the following factors should be considered by the State in designing a pay plan?

2.90

☐ Annually fund an equal percentage increase in all salary ranges to reflect the increased cost of goods and services.

☐ Pay competitive wages with the private sector for an experienced worker by type of work performed.

3.76

☐ Set-up and fund a system to move employees up the steps in the salary ranges based on time-on-step.

3.65

☐ Set-up and fund a system to move employees up the steps in the salary ranges based on performance evaluations.

3.59

☐ Set-up and fund a system to pay employees for performance in addition to regular salary received.

3.55

☐ Set-up and fund a system to pay employees for length of service in addition to regular salary received.

Please comment: a) About an equal number of employees expressed a preference for salary increases based on performance as longevity. b) State will not be able to retain content workers if the present situation continues (experienced employees still on Step A, salaries considered last by Legislature).

DEMOGRAPHIC QUESTIONS

1. Your age is

25.6% less than 30 years 47.4% between 30 and 50 years 23.6% over 50 years

2. Your sex is

30.1% male 65.7% female

3. Your ethnic/race identification is

12.0% minority 79.4% non-minority

4. Your occupational group is best described as

17.4% Labor and trades

10.8% Service Workers

39.4% Clerical

12.4% Paraprofessional and Technical

14.6% Professional and administrative

5. Your University Director/Vice Chancellor is  
(If you have more than one, check all that apply)

15.8% David Ambler

4.5% Richard Mann

6.8% Frances Horowitz

23.5% Deanell Tacha

4.5% Martin Jones

3.8% All other senior administrators directly  
reporting to, and including, the Chancellor  
and Executive Vice Chancellor

18.2% Rodger Oroke

16.2% Do not know the name of mine

6. How long have you been employed by the State?

9.6% less than 1 year

13.2% more than 1 year but less than 3 years

15.4% more than 3 but less than 5 years

28.0% more than 5 but less than 10 years

13.5% more than 10 but less than 15 years

16.4% more than 15 years

# FYI

## University of Kansas Libraries

Number 811

May 2, 1985

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\*\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. WEDNESDAYS \*\*\*\*

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### UNCLASSIFIED VACANCY

Music Librarian full-time, 12-month, tenure-track appointment available July 1, 1985. Responsible for administering the Thomas Gorton Music Library of over 35,000 volumes and scores, and over 60,000 sound recordings. Duties include reference, collection development, and supervision of 1 FTE librarian, 1 FTE staff, and 6-9 part-time student assistants. Serves as primary Music Library liaison with faculty, students, and other staff of the library system. Required Qualifications: ALA-accredited MLS; strong subject competence in music as evidenced by advanced degree or equivalent training and experience; broad knowledge of music literature and the library's role in music instruction and research; ability to supervise personnel and manage resources effectively; strong interpersonal and communication skills. Preferred Qualifications: Successful experience in managing a music library; successful collection development experience and broad reference experience in music; reading knowledge of French, German, Italian, and Slavic languages; participation in professional organizations and activities. Salary: \$20,000 - \$27,000 dependent upon qualifications. Excellent benefits including paid vacation and sick leave, choice of 4 retirement programs (including TIAA-CREF), and paid individual health insurance coverage. Applications must be postmarked no later than June 20, 1985. To apply, submit letter of application, resume, undergraduate and graduate transcripts, and names of three references to Sandy Gilliland, 502 Watson. Minorities are encouraged to apply.

S.Gilliland

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

### PERSONNEL

Effective July 18, Mary Roach's title will be changed from OCLC Librarian to Assistant Head of the Cataloging Department. This change is being made primarily to reflect the nature of work Mary has already been doing.

C.Howard

Jennie Dienes (formerly half-time L.A. I in the Science Library) has returned from her 11-month leave of absence effective 4/18/85 and is now working as a half-time L.A. I in Interlibrary Services. Jennie and her family spent this time in Japan while her husband, Leslie, was there on sabbatical leave from K.U. Jennie has many fascinating stories to tell of her Japanese experience, so stop by the ILS office to welcome her back, or give her a call.

S.Gilliland

STUDENT HOURLY TIME CARDS

Student Hourly time cards for the pay period ending May 17, 1985 are due in the Administrative Office by 9:00 a.m., Tuesday, May 14.

STAFF TIME CARDS

Staff time cards for the pay period 4/18/85 through 5/17/85 are due in the Administrative Office by 9:00 a.m., Tuesday, May 14. Your cooperation in meeting this deadline is greatly appreciated.

S.Butter

ON THE MOVE

Effective immediately, all correspondence, telephone calls, etc. for Gordon Anderson, Head of the Libraries' Slavic Department, should be directed to him at the Libraries' Slavic Department. Gordon is no longer housed in the Cataloging Department.

S.Gilliland

NEW CLASSIFIED STAFF PAY PLAN--OPEN MEETINGS

Information concerning the new pay plan (effective June 18, 1985) for classified staff will be disseminated at four open meetings, held May 8th and May 9th, in the Southeast Conference Room of the Burge Union (Room 305). All classified staff are encouraged to attend one of these meetings (no registration is required) conducted by the Department of Personnel Services:

Wednesday, May 8th: 12:00 noon or 5:00 p.m.

Thursday, May 9th: 12:00 noon or 5:00 p.m.

Within the next few weeks, library staff will receive information from the Library Office concerning their individual salary information for FY86.

S.Gilliland

GENERAL RESEARCH AWARDS

Rachel Miller and Rich Ring have both received General Research Awards for applications submitted this spring. Rachel received a New Faculty General Research Program award of \$2,000 for the remainder of this fiscal year and \$2,500 for FY 1986, to complete a "Selective Annotated Bibliography of Costa Rica". Rich Ring has received \$1,240 for FY 1986 through the General Research Fund for his work on the "World War I Personal Narratives: A Bibliography". Congratulations are extended to both Rachel and Rich for their successful grant applications.

N.Shawbaker

TRAVEL FUND REQUESTS DUE MAY 15

Applications for reimbursement of travel during July, August and September are due May 15. Application forms are available from Susan Craig, Art Library or LeAnn Weller, Engineering Library. REMINDER: Persons receiving travel funds are required to submit, to the Staff Development Committee, a brief written report summarizing the meeting attended. These reports will be published in FYI.

S.Craig

LFA CALL FOR NOMINATIONS

All members should have received the recent mailing of the Nominating Committee asking for nominations for positions on the Executive Committee, LCPT, and Peer Review Committee.

Please check with your colleagues before submitting their names. Then send your suggestions, including self-nominations, to Rhonda Neugebauer (Cataloging Department, 4-3038) by Friday, May 3rd. Thanks.

LFA Executive Committee



# FYI

## University of Kansas Libraries

Number 812

May 9, 1985

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\*\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P. M., WEDNESDAYS \*\*\*\*

### PERSONNEL

Maxine Hack will promote from her full-time Clerk III position in Cataloging to the full-time Clerk IV position in Acquisitions, effective May 18th.

S.Gilliland

### STUDENT HOURLY TIME CARDS

Student Hourly time cards, for the pay period ending May 17, 1985, are due in the Administrative Office by 9:00 a.m., Tuesday, May 14.

### STAFF TIME CARDS

Staff time cards, for the pay period 4/18/85 through 5/17/85, are due in the Administrative Office by 9:00 a.m., Tuesday, May 14. Your cooperation in meeting this deadline is greatly appreciated.

S.Butter

### SUMMER LIBRARY HOURS

Attached to this week's FYI is the schedule of summer library hours for the period June 4 - August 25, 1985. To report any corrections in the schedule, please contact me (4-3601).

M.Hawkins

### TRAVEL FUND REQUESTS DUE MAY 15

Applications for reimbursement of travel during July, August and September are due May 15th. Application forms are available from Susan Craig, Art Library or LeAnn Weller, Engineering Library. REMINDER: Persons receiving travel funds are required to submit, to the Staff Development Committee, a brief written report summarizing the meeting attended. These reports will be published in FYI.

S.Craig

### HOWEY READING ROOM SCHEDULE OF HOURS DURING BREAK

The Howey Reading Room will be closed to the public during the break period (Friday, May 17 through Monday, June 3). I will be on vacation (and unavailable) from May 20-May 24 but can be reached in the afternoons by phone or walk-in traffic on the following days: May 17, 27th thru 31st, and June 3. Regular hours resume Tuesday, June 4.

C.Saile

### SCHEDULE CHANGE

The Kansas Collection, Map Library, Special Collections and Archives will be closed on Saturday, May 11. (Government Documents Department open as usual).

M.Hawkins



#### NEW SCIENCE LIBRARY

The Staff Committee--New Science Library will hold an open forum for all interested library staff on the state of the planning, regarding the siting, configuration, and preliminary interior layout of the New Science Library on Thursday, May 23rd, in the Administrative Conference Rooms, at 1:30 p.m. There will be handouts, and a person from the University Office of Facility Planning will be on hand.

R.Melton

#### LOST IS GARFIELD OR IT COULD BE SYLVESTER!

Small stray tabby cat (c. 5 months old), black with white paws and whiskers, presently residing with feckless librarian, needs permanent home with kind and responsible owner. Very friendly and communicative; likes pizza, 9-Lives, and PBS. Call Clint Howard (4-3476).

C.Howard

#### LFA GENERAL MEETING

There will be a general meeting of the Library Faculty Assembly at 10:00 a.m., May 21 in the Administrative Conference Rooms. The agenda will be procedures for library faculty evaluations. All members will be receiving a discussion document in the mail. Please bring that document and the survey results recently sent to all librarians.

L.Moore, Secretary

#### SOUND RECORDINGS - COPYRIGHT AND CONTRACTS

Ellen S. Johnson, associate music librarian in the Gorton Music Library, has had her paper, Perils and Pitfalls of Copyright Laws And The Sound Archivist In Higher Education, published in the International Association Of Sound Archives Phonographic Bulletin, Vienna, Austria, in the March 1985 issue. In the same issue is an explanation of the model contracts and copies of the two contracts which she wrote with Robert Ternisien, counselor for Radio Canada, Montreal. The Association approved the contracts at its annual meeting. The first is a model contract for use by institutions who are accepting gifts of recordings titled: Donors Assignment of Sound Recordings To A Documentary Archive. The second, Donor's Assignment Of His/Her Rights for Reproduction Of Sound Recordings and Related Documents To The Recipient Archive, is for use by institutions so that they may copy the recordings for research projects.

S.Gilliland

REMEMBER--The ALA annual meeting will be in Chicago from July 6 to July 11.

#### SYMPOSIUM

The Kansas City Area Archivists with the National Archives--Kansas City Branch, and Heritage League of Greater Kansas City will sponsor a symposium, Outreach: Bridging the Gap--Bridging History to the Community, Saturday, June 29, 1985. Cost per person (including catered lunch and coffee) is \$12. Registration deadline is June 14.

#### CONFERENCE OFFERED

The University of Mississippi will offer the Twelfth Annual Faulkner and Yoknapatawpha Conference: Faulkner and Women, July 28--August 2, 1985. Registration fee for the conference is \$125. Lodging available at motels and in campus dormitories.

R.McDonough  
Staff Development Committee

UNIVERSITY OF KANSAS LIBRARIES

SALARY COMMITTEE

Minutes of meeting: 2 May 85

The Salary Committee met Thursday, May 2, 1985 at 1 PM in Conference Room B, Watson. Present were: A. Mason, K. Neeley, B. Gaeddert, and S. Gilliland.

Dean Ranz joined the group to explain the distribution of the merit allocation and the unclassified base surplus. A detailed explanation will be sent to each librarian by the Dean's Office. The Dean thanked the Salary Committee for their assistance in preparing the budget document.

The group then considered the salary offer for the Reference Librarian/Cataloger and agreed that the figure proposed by the search committee was appropriate, given the candidate's educational background and experience. K. Neeley will notify the search committee.

**TO:** Library Faculty Assembly Executive Committee

**FROM:** Lorraine Moore, Secretary

**RE:** Minutes of the Committee, April 30, 1985, 8:30 a.m.

**PRESENT:** Ellen Johnson (presiding), Annie Williams, Rachel Miller, Nancy Shawbaker, Eleanor Symons, Susan Craig, Lorraine Moore; guest, Jim Ranz

#### **ANNOUNCEMENTS BY DEAN RANZ**

Dean Ranz announced that the processing position that was specified to be funded with income from the NEH challenge grant will now be filled with a tenure track librarian to be the OCLC librarian in the Cataloging Department.

Jennie Dienes has returned from her leave of absence and is working in Inter Library Services

The committee agreed to notify the Budget and Planning Committee of these two announcements and encourage them to meet with the Dean if they wished further discussion of these two matters.

The Dean then described the procedures used for distribution of merit salary increases this year. The university as a whole received a little under a five per cent increase. The increase for the library was just under seven per cent. Of that money the dean first took the increases for promotions off the top. That left a 6.4 per cent increase, which was distributed among the Librarians I through III, the unclassified others, and the administrators (other than the Dean) according to the formula voted by the LFA members. There was an additional sum of base salary money of \$10,892 caused by turnover in positions. This money was used for market adjustments or additional merit.

The committee agreed to convey this information to the Salary Committee and encourage them to meet with the Dean.

#### **PEER REVIEW**

The results of the survey regarding peer review were distributed and discussed. The committee decided to send the results to the librarians and to seek alternatives that might be acceptable to the membership.

#### **NEXT MEETING**

The next meeting was scheduled for Tuesday, May 7, at 8:30 a.m.

# LIBRARY HOURS - THE UNIVERSITY OF KANSAS SUMMER 1985 (JUNE 4 - AUGUST 25)

**WATSON LIBRARY (864-3347)**  
(Circulation & Reserve,  
Microforms, Periodicals  
Reading Rm., Reference Desk\*)

June 4-July 3 & July 5-26:

Mon-Thu 8am - 10pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday noon - 5pm  
July 4: Closed

July 27-August 18:

Mon-Fri 8am - 5pm  
Sat & Sun Closed

August 19-25:

Mon-Thu 8am - 9pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday noon - 10pm

(Circulation Desk closes  
15 min. before Library  
closes. Bookstacks close  
1/2 hr. before Library  
closes. \*Reference Desk  
is staffed from 1pm-5pm on  
weekends from June 4-July 26)

**ART LIBRARY (864-3020)**  
1st Level, Spencer Museum

June 4-July 3 & July 5-26:

Mon-Thu 8am - 8pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday Closed

July 4: ClosedJuly 27-August 18:

Mon-Fri 8am - 5pm  
Sat & Sun Closed

August 19-25:

Mon-Thu 8am - 9pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday noon - 10pm

**COPYING SERVICES (864-4209)**  
4th Level, Watson

June 4-July 3 & July 5-26:

Mon-Thu 8am-9:30pm  
Friday 8am-4:30pm  
Saturday 9am-4:30pm  
Sunday noon-4:30pm

July 4: ClosedJuly 27-August 18:

Mon-Fri 8am-4:30pm  
Sat & Sun Closed

August 19-25:

Mon-Thu 8am-8:30pm  
Friday 8am-4:30pm  
Saturday 9am-4:30pm  
Sunday noon-9:30pm

**EAST ASIAN LIBRARY (864-4669)**  
5th Level Watson

June 4-July 3 & July 5-August 25:

Mon-Fri 8am - 5pm  
Sat & Sun Closed  
July 4: Closed

**ENGINEERING LIBRARY (864-3866)**  
1012 Learned

June 4-July 3 & July 5-26:

Mon-Thu 8am - 10pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday noon - 5pm

July 4: ClosedJuly 27-August 18:

Mon-Fri 8am - 5pm  
Sat & Sun Closed

August 19-25:

Mon-Thu 8am - 9pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday noon - 10pm

**FINES OFFICE (864-4715)**  
309C Watson

June 4-July 3 & July 5-August 25:

Mon-Fri 8:30am-4:30pm  
Sat & Sun Closed  
July 4: Closed

**GOVERNMENT DOCUMENTS (864-4662)**  
117 Spencer Library

June 4-July 3 & July 5-26:

Mon-Thu 8am - 6pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday Closed

July 4: ClosedJuly 27-August 25:

Mon-Fri 8am - 5pm  
Sat & Sun Closed

**HOWEY READING ROOM (864-3404)**  
101 Summerfield

June 4-July 3 & July 5-26:

Mon-Thu 8am - 9pm  
Friday 8am - 5pm  
Saturday noon - 5pm  
Sunday Closed

July 4: Closed

**INTERLIBRARY SERVICES (864-3960)**  
3rd Level, Watson

June 4-July 3 & July 5-August 25:

Mon-Fri 8am - 5pm  
Sat & Sun Closed  
July 4: Closed

**KANSAS COLLECTION (864-4274)**  
224 Spencer Library

June 4-July 3 & July 5-August 25:

Mon-Fri 8am - 5pm  
Sat & Sun Closed  
July 4: Closed

**MAP LIBRARY (864-4420)**  
110 Spencer Library

June 4-July 3 & July 5-August 25:

Mon-Fri 8am - 5pm  
Sat & Sun Closed  
July 4: Closed

**MATHEMATICS & COMPUTER SCIENCE  
LIBRARY (864-3440) 209 Strong**

June 4-July 3 & July 5-August 25:

Mon-Fri 8am - 5pm  
Sat & Sun Closed  
July 4: Closed

**MUSIC LIBRARY (864-3496)**  
448 Murphy

June 4-July 3 & July 5-26:

Mon-Thu 8am - 10pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday Closed

July 4: ClosedJuly 27-August 25:

Mon-Fri 8am - 5pm  
Sat & Sun Closed

**REGENTS CENTER LIBRARY (841-2147)**  
9900 Mission Rd., Overland Park, KS

June 4-July 3 & July 5-26:

Mon-Thu 8am - 10pm  
Friday 8am - 5pm  
Saturday 10am - 5pm  
Sunday Closed

July 4: ClosedJuly 27-August 25:

Mon-Fri 9am - 5pm  
Sat & Sun Closed

**SCIENCE LIBRARY (864-4928)**  
6040 Malott

June 4-July 3 & July 5-26:

Mon-Thu 8am - 10pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday noon - 5pm

July 4: 8am - 5pm

(limited service)

July 27-August 18:

Mon-Fri 8am - 5pm  
Saturday 9am - 5pm  
(limited service)

Sunday noon - 5pm  
(limited service)

August 19-25:

Mon-Thu 8am - 9pm  
Friday 8am - 5pm  
Saturday 9am - 5pm  
Sunday noon - 10pm

**SPECIAL COLLECTIONS (864-4334)**  
327 Spencer Library

June 4-July 3 & July 5-August 25:

Mon-Fri 8am - 6pm  
Sat & Sun Closed  
July 4: Closed

**UNIVERSITY ARCHIVES (864-4188)**  
422 Spencer Library

June 4-July 3 & July 5-August 25:

Mon-Fri 8am - 5pm  
Sat & Sun Closed  
July 4: Closed

# FYI

## University of Kansas Libraries

Number 813

May 16, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS \*\*\*

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### PERSONNEL

Kalpana Trivadi, Clerk III in Cataloging, and Debbie Hodges, Library Assistant II in the Science Library, have announced their resignations effective May 31, 1985. Kalpana was promoted to her Clerk III position from a student position, in July, 1984. Debbie has been employed with the Libraries since October, 1975.

S.Gilliland

### SCIENCE LIBRARY INTERIM SCHEDULE

From May 16 through June 3, the Science Library will be open 8:00 a.m. to 5:00 p.m. Monday through Friday (including Memorial Day) and 9:00 a.m. to 5:00 p.m. on Saturday and Sunday. May 26, May 27, and June 2 will be limited service days. Limited service means that we will not have reference service or circulation computers. Checkouts can be handled as usual, but returns and renewals will not be entered into the circ system until the next day open.

B.Denton

### NEW SCIENCE LIBRARY

The Staff Committee--New Science Library will hold an open forum for all interested library staff on the state of the planning, regarding the siting, configuration, and preliminary interior layout of the New Science Library on Thursday, May 23rd, in the Administrative Conference Rooms at 1:30 p.m. There will be handouts, and a person from the University Office of Facility Planning will be on hand.

R.Melton

### LFA GENERAL MEETING

There will be a general meeting of the Library Faculty Assembly at 10:00 a.m., May 21st in the Administrative Conference Rooms. The agenda will be procedures for library faculty evaluations. All members will be receiving a discussion document in the mail. Please bring that document and the survey results recently sent to all librarians.

L.Moore, Secretary

### LFA ELECTIONS

The Nominating Committee will be distributing, later this week, ballots for LFA officers and committee members for the 1985/86 year. A ballot will be distributed at the same time for election to the Grievance Committee. All ballots should be completed and returned to Rhonda Neugebauer, Cataloging Department, Watson Library, by 5:00 p.m., Thursday, May 30, 1985.

R.Anderson

### ANNUAL NAT'L CONFERENCE ANNOUNCEMENT

The Federation of Genealogical Societies, P.O. Box 2307, Olathe, KS. 66061, will sponsor the 6th Annual National Conference of the Federation of Genealogical Societies in Kansas City, MO. on August 15, 16, and 17, 1985. Pre-registration fee, due July 1, is \$50 for

CONTINUED ON PAGE 2

CONFERENCE ANNOUNCEMENT (cont.)

the three-day conference; fee for "beginners sessions" on Saturday is \$15; fee for attending the conference one day only is \$20. See your staff room bulletin board for the program.

Staff Development Committee

# FYI

## University of Kansas Libraries

Number 814

May 23, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M. ON WEDNESDAYS \*\*\*

### CLASSIFIED VACANCIES

Library staff interested in applying for the Library Assistant I vacancy in the Government Documents Department (see notice of Laura Carroll's resignation below), should watch their mail for a special notice of this vacancy, to be announced Friday, May 24th. (Approval to advertise this position had not been received at FYI press time).

As a reminder, library staff interested in applying for two Clerk III positions in the Cataloging Department should do so by 5:00 p.m., Friday, May 24th. A special notice of these vacancies was mailed to each classified staff member and library department announcing position responsibilities, qualifications, and application procedures. Contact Sherry Butter or Sandy Gilliland if you have any questions.

S.Gilliland

### PERSONNEL

Laura Carroll has announced her resignation effective July 17, 1985. Laura is a Library Assistant I in the Government Documents Department and has been employed in that position since January, 1983.

S.Gilliland

### LIABILITY INSURANCE

In a recent memo addressed to all faculty and staff, Executive Vice Chancellor Robert P. Cobb announced that the current liability carrier, Midland Insurance Company, will not renew the professional liability policy for the coming fiscal year. Attempts to locate another carrier are being made, but may not be successful before June 30, the date of the expiration of the current contract. Vice Chancellor Cobb has suggested that staff may wish to contact professional associations of which you are a member, or your personal insurance representative to pursue other avenues to obtain liability insurance coverage. A copy of Vice Chancellor Cobb's memo is attached for your information.

S.Gilliland

### THANK YOU TO KULSA

Thanks to each and everyone for the farewell party and the gift certificate. It was nice to visit library friends, some I've known for 12 years, and to enjoy the beautiful flowers and food. The Special Education Department keeps me pretty busy, but my thoughts often drift Watson way. Best regards.

M.Tefft



NORTH CENTRAL ASSOCIATION ACCREDITATION REPORT

A nine-member review team visited the University of Kansas on behalf of the North Central Association of Colleges and Schools for several days last fall. All accredited universities participate in this evaluation process at least once every ten years. The North Central Association team talked with many students and faculty during their visit; they also carefully reviewed an institutional self-study prepared by a KU steering committee, of which Mary Hawkins was a member. On the basis of this information, they have now prepared their report on the University. The portion of the report addressing the Library follows:

The University's library, identified as a major concern in the 1975 North Central Association accreditation report, is now one of the institution's major strengths. At least partly as a result of that report, the University has made striking improvements in facilities--the renovation and rebuilding of the Watson Library (a \$7 million project completed in 1982), the expansion of the science library, and the construction of new libraries for art and engineering. The staff has been enlarged appropriately, and financial support in the last decade has been and continues to be a top priority. The details of improvement, set forth in the institutional self-study, seem confirmed by every evidence available. Where formerly the library was so inadequate that the faculty "taught around it" by conducting classes almost as if the library did not exist, today it is central in virtually all of the University's educational programs. The Senate Library Committee, consisting of five faculty members and five students, has contributed substantially to the planning of improvements. Distinguished and named professors organized themselves to protect the library's budget at the time of the 1983 budget rescission. The Library ranks high among peer institutions and in the Association of Research Libraries listings; the Spencer Research Library is one of the 25 or so best rare books libraries in the country. The new engineering library is an excellent facility. Its collection, while not yet comprehensive, is a good one and well used by students.

As is the case on most campuses, the library is not free of problems. Progress toward a fully automated catalogue has been slowed owing to the lack of sufficient computer terminals; there is a rather alarming backlog of unprocessed and insufficiently catalogued books; space in the music library is becoming increasingly cramped; and, the combination of low salaries and heavy workloads is said to be producing a morale problem of sizable proportions. None of these problems seems remarkable enough or serious enough to be singled out as a major concern; however, they do obviously relate to the more general concerns about faculty salaries and computing and information processing systems on the campus.

A copy of the complete report of the North Central Association accreditation team is at the Reference Desk in Watson Library.

SEMINARS/WORKSHOPS IN ACADEMIC COMPUTING

Dartmouth College and Stanford University are offering one-day seminars and two-day workshops in academic computing. The one-day seminars, (\$300 or \$225 for Educom members), will be on July 11th at Stanford and on July 17th at Dartmouth. The two-day workshops, (\$400 or \$325 for Educom members), will be July 12 and 13 at Stanford and July 18 and 19 at Dartmouth. For more information and registration materials, contact: Kathy Schaible, Educom, P.O. Box 364, Princeton, N.J. 08540.

Staff Development Committee

LFA Committee on Budget and Planning

Minutes of the 3/8/85 Meeting

Present: L. Carroll, K. Lohrentz, J. Ranz, R. Ring, K. Sewell, K. Simmons, S. Williams, N. Burich

The minutes of the last meeting were approved as amended.

Dean Ranz announced that the Libraries had received an invitation from Academic Affairs to submit a new and improved program request. A statement of staff needs for the New Science Library was compiled and submitted to Brower Burchill on March 6, 1985. It included personnel needed for record development; they would begin employment in 1986. The same positions would be transferred to operation of the facility as soon as it opened (about 1990). The plan includes an equipment and system costs component.

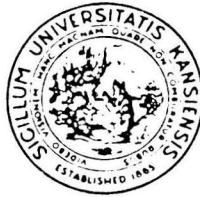
The document on staff needs requested by the Senate Libraries Committee has been written. It includes a cover statement written by Ranz along with the recommendations prepared by the Assistant Deans, which were synthesized from department head requests.

LFA Committee on Budget and Planning

Minutes of the 4/12/85 Meeting

Present: L. Carroll, K. Lohrentz, R. Ring, K. Simmons, K. Sewell, S. Williams, N. Burich; J. Ranz, N. Shawbaker

The committee met with N. Shawbaker and J. Ranz to discuss tentative information received from Academic Affairs concerning the FY 86 budget. Ranz said that since the Computer Engineering program had been approved, our request for staff for the New Science Library was now first priority. The lowest priority on the list is the joint on-line catalog of KU and Kansas State. Academic Affairs requested that the Libraries investigate the feasibility of merging the two library requests. The matter will receive careful consideration.



THE UNIVERSITY OF KANSAS MAY 20 1985

Office of the Executive Vice Chancellor OFFICE OF THE DEAN  
231 Strong Hall, Lawrence, Kansas 66045 University of Kansas Libraries  
(913) 864-4904

May 16, 1985

To: All Members of the Faculty and Staff

From: Robert P. Cobb, <sup>VP</sup> Executive Vice Chancellor

As you may recall for several years the Teachers and Employees Association has made a professional liability policy available to members of the Association. Recently we have been informed by the Meade Company, the organization which has placed the liability policy with various carriers in the past, that the current liability carrier, Midland Insurance Company, will not renew the policy for the coming fiscal year. William McBride, of Meade Co., has undertaken efforts to locate another carrier but has not been successful. He is continuing in his attempts to locate an appropriate carrier but he may not be able to do so by June 30, the date of the expiration of the current policy.

I wanted you to be informed of this situation so that if you intend to purchase liability insurance for the coming year, you might pursue other avenues to obtain such coverage. You may wish to contact professional associations of which you are a member or your personal insurance representative. We hope that The Meade Company will be able to find a carrier, even at an increased premium, but we are not certain that it will be able to do so.

I would also point out that the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.) provides that individuals sued for alleged acts or omissions in the scope of their employment with the University may, upon appropriate request, be provided with legal representation in accordance with terms of the Act. There are certain instances in which such defense may be refused if it is determined that the alleged act or omission was not within the scope of the employee's employment, that the employee acted or failed to act because of actual fraud or actual malice, that the defense of the action would create a conflict of interest between the University and the employee, or that the request for defense was not made in the appropriate manner. Additional information concerning the terms of the Tort Claims Act may be obtained from the Office of the General Counsel.

I shall keep you informed about the continuing efforts to obtain a carrier.

RPC:bkm

REPORT ON THE 1985 LATIN AMERICAN STUDIES ASSOCIATION MEETING  
Albuquerque, New Mexico, April 18-20

Thanks to funding from the Libraries' Staff Development Committee and the Center of Latin American Studies, I attended the most recent LASA meeting along with two other library staff members, Linda Alexander and Rhonda Neugebauer.

The three days were packed with panels, workshops, and discussions representing several disciplines and many specialties. The emphasis on Central America in numerous sessions and in the book exhibits was exciting to see.

With 8-10 events scheduled simultaneously all the time, I had a hard time deciding where to focus my attention. Among the many interesting sessions I attended the following stand out:

- a panel on the Sendero Luminoso guerrilla movement in Peru
- another on Paraguay featuring a speech by Domingo Lafino, leader of the opposition to Stroessner
- two sessions focusing on recent Costa Rican research on women and the family
- several papers on current Costa Rican politics and public opinion related to Costa Rican-Nicaraguan conflicts
- a long talk by E.V.K. Fitzgerald on the Nicaraguan economy since 1979
- a series of major state-of-the-discipline reviews presented each day after all other scheduled events had ended.

I had an unexpected opportunity to meet with one of our Central American bookdealers, Joan Quillen of Libros Centroamericanos, and find out the latest news on acquisitions in Guatemala, Honduras and Nicaragua.

Finally, on the Sunday morning following the conference, I found the University of New Mexico Library open, and had a chance to browse their reference and current periodicals stacks. I came away with copious notes on titles to consider acquiring and a few new ideas on informational handouts for users of Latin American publications.

Rachel Miller

To: LFA Committee on Professional Development and Recruitment

From: Alexandra Mason

Concerning: Attendance at ALA Midwinter, Washington, 5-9 January 1985

Date: 16 February 1985

As usual, ALA started early in the morning and went on until moderately late at night, with little free time for enjoying the amenities of Washington or the company of colleagues not on the same committees. Most of my time was spent at Rare Books and Manuscripts Section meetings, ACRL Board meetings, or (relatively little time) at the exhibits. There were a few meals which managed to combine business with pleasure--notably a dinner at Mrs. Simpson's with a rare books colleague and a representative of OCLC--but most of them were either all business or a merely re-fueling of the engine.

ACRL Board work was interesting this time, involving the regularizing of section newsletters for the first time, the establishment (on a two-issue trial basis) of a journal of rare books librarianship, the approval of an award for library exhibition catalogues (assuming that ALA also approves), and the second reading of a motion to change the structure of ACRL. This last item, which I had the pleasure of introducing for the Board's vote, now goes to the membership at large for its vote. If passed, it will change the weight of representation on the ACRL Board from overwhelming majority of representatives of the so-called "type of library" sections to near equality of "type of library" and "type of activity" sections, thus reflecting more accurately the distribution of division membership and interests. (This reorganization was the major topic of discussion of the Activity Sections Council, which I--as board member elected from nominations proposed by the Activity Sections--attended in order to report on the matter.) I don't know if I'll ever forgive ACRL for scheduling orientation for all board members at 7.30 on Sunday morning--I was there but I hope no one wants a report on what happened.

REMS committee meetings which I attended were Security (I've been asked to serve on this committee next year), Executive, Standards (I'm still involved in some work for this committee), and Literary Rights. The topic of this summer's pre-conference was announced ("Changing concepts of value and rarity") and I look forward to attendance at it. The Section agreed to co-sponsor a program with the ALA-SAA Joint Committee on Library-Archives Relationships at the Chicago ALA conference. The topic of this program (present status of the law on tax deductions for gifts of self-generated materials) was a major topic of discussion at the meeting of the ALA-SAA Joint Committee (of which I am a member)--many libraries are suffering severe declines in their gift programs since authors can no longer realize any significant tax advantages by presenting their papers to libraries.

My thanks to the LFA-CPDR for its financial assistance. ALA is almost prohibitively expensive and without the help of the Committee attendance would be even more difficult than it is now.

# FYI

## University of Kansas Libraries

Number 815

May 30, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS \*\*\*

### UNCLASSIFIED VACANCY

As announced recently in a special flier to all library staff, applications are now being accepted for a full-time Extension Assistant position with the Regents Center Library. Responsibilities include maintaining the library's serials collections of more than 600 titles;; performing functions such as ordering, receiving, claiming, and disposal of superseded issues; reconciling and depositing all funds received; processing recalls, overdues, and lost books; filing catalog cards; maintaining office and library supplies, ordering needed materials; and providing assistance to patrons. Also responsible for interlibrary and intralibrary transfer of materials to meet user needs; performs database searches utilizing computerized bibliographic files. Requirements: Public service experience; experience with detailed tasks; knowledge of accounting procedures. Preferred Qualifications: Baccalaureate degree; ability to formulate and conduct database searches via DIALOG and/or BRS; knowledge of serials operations. Strongly Preferred Qualifications: Academic library experience. Salary: \$900 - \$1,100 per month, dependent upon qualifications.

Library staff interested in applying for this position should submit a letter of application, resume, and names of 3 references to Nancy Burich, Regents Center Librarian, 9900 Mission Road, Overland Park, KS 66206. Applications must be received by Friday, May 31st.

S.Gilliland

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

### PERSONNEL

JoAnn Toussaint, Extension Assistant for the Regents Center Library, has announced her resignation effective July 1st. JoAnn has been working at the Regents Center Library since October, 1984, and will be relocating in Minnesota.

S.Gilliland

### VICE CHANCELLOR TACHA TO REPORT ON RANZ REVIEW COMMITTEE RESULTS

Deanell Tacha, Vice Chancellor for Academic Affairs, will meet with members of the Library's Administrative Conference, LFA Executive Committee, and Classified Conference Executive Board on Tuesday, June 18th at 1:30 p.m. in Conference Room "A", Watson Library, to report on the results of Dean Ranz's recent performance evaluation review for the period 1980-1985. This meeting is open for any interested library staff.

S.Gilliland

RETIREMENT OPTIONS

Millie Smith, Director of K.U.'s Staff Benefits Office has kindly agreed to meet with librarians and unclassified staff on Friday, June 7th at 9:30 a.m. to answer general questions concerning the four retirement program options now available. In addition, Mr. Dennis Powell, Registered Representative of Lincoln National Pension Insurance Company, and Ms. Kay Allen, Senior Field Underwriter of Aetna Life and Casualty, will also be present to explain their program's benefits and services. All interested librarians and unclassified staff are encouraged to attend, especially if you were unable to attend the open meetings held in the Union earlier this Spring. Please call Susie Dewey, 4-3601, to register for this meeting. Thank you.

S.Gilliland

LFA BALLOTS DUE

LFA ballots, for the election of officers and committee members, are due Thursday, May 30, 1985, at 5:00 p.m. and should be returned to Rhonda Neugebauer, Cataloging.

LFA Nominating and Ballot Committee

COM CLASS

There will be a class on June 13th at 1:30 p.m., in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students want to attend.

C.Getchell/A.Williams

"ORPHAN PLANTS HAVE NEW PARENTS"

Who is caring for the plants in Watson Library now that our "plant mother", Galina Kuzmanovic, has retired? Thanks to the efforts of several volunteers, all plants have been adopted and are receiving tender loving care. Please contact one of the following individuals if you have questions about these plants:

2nd Floor, Judy Brow and Susan Hamilton  
3rd Floor, Evalyn Gelhaus  
West Reading Room, Bayliss Harsh  
4th Floor, Sherry Hawkins  
5th Floor, Maria Alexander

We sincerely appreciate the willingness of these staff members to care for our lovely plants.

N.Shawbaker



22 May 1985

Dear colleagues:

Herewith a report from an invalid now well enough to sit up to a computer.

Hospital was dull and uncomfortable, and I am very grateful for the presents from kind friends which took my mind off my troubles. I found the sturdy little ivy which KULSA sent a good omen--it went on stubbornly producing tiny new leaves, and I figured if it could do it, so could I. (It's continuing to flourish now that we're both home.) The Department cleverly equipped me with a Walkman to hold the long nights and unwelcome noises at bay (did you know that, although the hospital provided TV of a sort, it does not provide radio?). Annie Williams sent a very cheerful bunch of flowers; Wendy delighted my Anglophile soul with a book to help me plan real and imaginary tours of England (imaginary tours are particularly soothing to the drug-befuddled bed-bound); and everybody produced a stream of paper-back mysteries.

For all of this, much thanks. I'll see you soon.

Ann Hyde

Staff Committee - New Science Library

Minutes of the 5/3/85 Meeting

Present: S. Couch, B. Denton, R. Embers, R. Melton, J. Ranz, K. Sewell, A. Williams, N. Burich. Absent: S. Williams

Minutes of the 4/4/85 meeting were discussed. Melton was concerned that staff understand that there had been several changes in both the location of the entrance and the connection between upper and lower levels of campus since that meeting. It was decided to minute his concern. The minutes of 4/4/85 were approved.

Ranz and Melton discussed a "Conceptual Diagram" presented by the architects at a recent meeting. The main level (third floor) and entrance to the building would be in the form of a "ruptured rectangle." Cutting off the north-east corner of the structure at this level would eliminate the need for an expensive walkway while still accommodating the handicapped, and the entrance would face major users. It was decided by the Committee that an open meeting might be the most effective way to present this type of visual information to the staff.

Ranz reported on his meeting 5/1/85 with the Student Senate to discuss a petition favoring second phase expansion of the NSL into Hoch in order to preserve the green space adjacent to the phase one site. Ranz told them that the University's position is to keep this as a viable option, but not to limit itself to just one.

There is no change on the Math Library question. Ranz said that because the funding philosophy was to bring together branch libraries, Facilities Planning is speaking to those in Strong Hall in favor of including Math in the NSL.

A. Williams reported on a systems meeting held 5/2/85 with various members of the University Committee and a systems consultant. Topics discussed included options in lighting, wire management, and HVAC (heating-ventilation-air conditioning).

There followed a lengthy and detailed discussion of building layout from a document Ranz prepared and called "Program Notes." The purpose of the document is to provide the architects with enough information to do their schematic drawing. Included were general statements about entire building needs (ie. lighting, HVAC, windows, walls, etc.) and a floor-by-floor description of space needs and relationships. Denton shared with the committee feelings of Science Library staff which resulted from a meeting earlier in the day to discuss these very points. Ranz advocated the limited use of built-ins to preserve flexibility.

The committee discussed a collection of correspondence Ranz has received from Glenn Shafer concerning the dispersal of serials in the area of statistics and applied mathematics. Currently materials are in Math and Watson; the Watson materials are split between Dewey and LC classifications. Melton distributed a list of call numbers taken from OCLC for serial titles mentioned in Shafer's letter. It was decided that Melton should contact Shafer to tell him that a staff committee is studying the matter and would want to meet with him shortly. The committee will consist of Rich Ring, a member of the Science Library staff, Rosemary McDonough, Sarah Couch, and Melton. They will identify the current situation and explore possible solutions.

The committee decided to hold an open meeting on May 23 at 1:30 to discuss siting, configuration, and a preliminary layout of the NSL. A representative from Facilities Planning will be invited to provide expertise on systems management.

# FYI

## University of Kansas Libraries

Number 816

June 6, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS AT 3:00 P.M. WEDNESDAYS \*\*\*

### PERSONNEL

Aimee Algier joins the Library staff effective October 1, 1985 as Reference Librarian/Cataloger. Aimee earned a B.A. degree in Spanish and Russian area Studies from the University of Kentucky, an M.A. degree in Luso-Brazilian Literature and Language with Russian and Spanish minors from the University of New Mexico, and completes her MLS this summer from the University of Kentucky. She will hold a half-time Reference assignment, and a half-time cataloging assignment.

S.Gilliland

### TIME CARDS DUE JUNE 14TH

Student Hourly time cards for the pay period ending June 17, 1985 are due in the Administrative Office by 9:00 a.m., on Friday, June 14th.

Staff time cards for the pay period 5/18/85 through 6/17/85 are also due by 9:00 a.m., Friday, June 14th. Your cooperation in meeting this deadline is greatly appreciated.

S.Butter

### CLASSIFIED/UNCLASSIFIED LEAVE BALANCES

All staff are reminded to compare their leave balances as reflected on the June 1st check stubs with the leave balance memo mailed last week. If there are any discrepancies in vacation and/or sick leave, copy the check stub and leave balance memo and send the information to Sherry Butter.

Please Note: Discretionary Holiday balances and compensatory holiday time balances were not included on check stubs. Apparently the new computer system is not yet able to reflect balances as has been done in the past. Instead, Discretionary Holiday and compensatory time balances will be shown on check stubs only when there have been earnings and/or usages of these leaves. If you have any questions, feel free to call Sandy Gilliland or Sherry Butter.

S.Gilliland

### REMINDER OF RETIREMENT MEETING

As a reminder, all unclassified staff and librarians are invited to attend a meeting regarding retirement program options, scheduled for 9:30 a.m. on Friday, June 7th in Watson Conference Room A. Millie Smith, Director of K.U.'s Staff Benefits Office; Dennis Powell, Registered Rep. of the Lincoln National Pension Insurance Program; and Kay Allen, Senior Field Underwriter of Aetna Life and Casualty will be present to explain retirement options and answer questions. Please call Susie Dewey, 4-3601, to register for this meeting.

S.Gilliland

#### HEALTH INSURANCE UPDATE

Attached to this week's FYI is a memo from Millie Smith, Director of Staff Benefits concerning health insurance coverage for fiscal year 1986. An open enrollment period is in effect from June 1 through June 30, 1985. No major changes to the existing group health plan for the State of Kansas have been made. However, staff should consider the options carefully, because there will be no open enrollment period next summer--the next period for changes or additions will be effective January, 1987. Staff who desire to make changes to their existing health insurance should contact Sandy Gilliland before June 30th. Staff who are currently enrolled in a health insurance program with the State of Kansas and who do not want to make any changes in their insurance do not need to do anything to continue their existing coverage. Please refer to items #1 through #4 in Mrs. Smith's memo for additional information, and feel free to contact Staff Benefits or Sandy Gilliland if you have any questions.

S.Gilliland

#### LONG DISTANCE TELEPHONE CALLS

Attached is a copy of a memorandum from L. Martin Jones, Associate Director of Business Affairs, concerning the use of the KANS-A-N telephone system. Long distance calls placed through the KANS-A-N system are to be for official University business ONLY. Each department receives a copy of their monthly KANS-A-N telephone billing, that identifies all long distance calls placed during the month. This listing should be reviewed to make certain that no personal calls are being charged to your department. If personal calls have been charged on this KANS-A-N billing, then please contact Anita Abel in the Library Office. Your compliance with the University's established policies regarding the use of the KANS-A-N system is appreciated.

N.Shawbaker

#### PARTY PARTY PARTY

There will be an End-Of-The-Fiscal-Year Party on Saturday, July 20th, late afternoon and into the evening. The party will be at the home of Sandy and Keith Gilliland, a farm near Lone Star, so there will be plenty of room for everyone, including children. Plans call for baseball in the afternoon, and picnicing and partying in the evening. Reserve the date on your calendar now! Further information will be forth coming.

A.Williams

#### COM CLASS

There will be a class on June 13th at 1:30 p.m., in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students want to attend.

C.Getchell/A.Williams

#### SERIALS IN THE MICROFICHE CATALOG

Beginning with the June, 1985, catalog, now being filed, serials cataloged in the Watson Library will appear in the Microfiche Catalog. The June catalog contains four serial titles that were entered to test the new system. From now on all serials cataloged in Watson will be cataloged through OCLC and will appear in the Microfiche Catalog and on UKASE rather than in the card catalogs and on UKASE. Branches and Watson will receive shelflist cards for serials, but no other cards.

L.Moore



# THE UNIVERSITY OF KANSAS

## MEMORANDUM

MAY 31 1985

OFFICE OF THE DEAN  
University of Kansas Libraries

**DATE:** May 29, 1985

**TO:** University Employees

**FROM:** Millie Smith, *ms.* Director of Staff Benefits

**SUBJECT:** Group Health Insurance Open Enrollment

Open enrollment for group health insurance is June 1 through June 30, 1985. The Insurance Commission has retained Blue Cross/Blue Shield, Health Care Plus, and HMO Kansas for employees in the Lawrence area. The State Dental plan has been retained by Blue Cross/Blue Shield. Employee-only dental insurance is automatically provided to all active employees enrolled in any health insurance option. Family dental coverage is optional, and available only in combination with family health coverage. Cancellation of family dental is only permitted during open enrollment periods. The State of Kansas continues to pay only a portion of the group health insurance for persons with a part-time appointment (50% through 99.99%).

This open enrollment is a time to make changes in your present coverage, for example: adding family dental, cancelling family dental, changing from one company to another, and changing to a family plan. You should consider your options carefully, because the Insurance Commission has established a seven-teen-month contract. The next period for changes or additions will be effective January 1, 1987.

The State of Kansas has standardized some of the policies for all insurance carriers for certain administrative matters, which include:

- 1) The purchase of coverage for the month the new employee begins work is not permitted. In other words, new employee coverage cannot precede the first day of the month in which employment begins. The rule does allow an employee who begins work after the 18th of the month to obtain coverage for the first day of the following month. This coverage is optional and the employee must make application through the Office of Staff Benefits.
- 2) Sixty days or less are allowed to convert from single to family coverage because of a newborn child; premiums are due retroactive to the first day of the month the child was born.
- 3) All carriers will offer coverage to unmarried dependent children through age 22, whether or not the dependent child is in school.
- 4) For employees who wish to make changes during this enrollment period, the State of Kansas has adopted a universal health insurance enrollment application. This form is designed for all carriers and it will be necessary to complete the form by writing in the name of the carrier you wish to provide your health insurance coverage. Copies are available from Staff Benefits.

Page 2  
May 29, 1985

Attached are rate schedules for the Lawrence area. The Kansas City area offers six health insurance plans, and the rate schedules are available from the Office of Staff Benefits. We also have rates for all State of Kansas plans, and we will be happy to supply the rates upon request.

If you have further questions about Group Health Insurance or open enrollment procedures, please contact the Office of Staff Benefits, 7 Carruth-O'Leary, 864-4418.

Encs.



THE UNIVERSITY OF KANSAS

Office of the University Director  
of Business and Fiscal Affairs  
225 Strong Hall, Lawrence, Kansas 66045-1502  
(913) 864-3138

May 22, 1985

Memorandum

To: Vice Chancellors, Deans, Directors, and Chairpersons  
From: L. Martin Jones, Associate Director, Business Affairs *LMJ*  
Subject: Use of the KANS-A-N telephone system for official University business only

Legislative Post Audit recently completed an audit of the University's use of the State of Kansas KANS-A-N telephone system. The audit report, which was submitted to Chancellor Budig, brought to my attention the need to emphasize the established policy that State of Kansas and University telephone facilities, including the KANS-A-N system, are to be used only for official University business. As an agency of the State of Kansas, the University does not pay certain taxes that are assessed to private businesses and individuals. For this reason, the State does not allow the use of State facilities for placing personal telephone calls, even when employees offer to reimburse the University for the toll charges. Personal calls must be charged to one's residence telephone, charged to a personal credit card, or made from a pay station.

The audit conducted by Legislative Post Audit disclosed that some University employees are either unaware of the established policy or choose to ignore it. I ask for your assistance in:

- 1) informing all of the employees under your supervision of the policy against using University facilities for personal telephone toll calls and informing them that you expect them to comply with it,
- 2) reviewing the telephone charges made to your departmental account each month to make certain that personal calls are not being charged to your departmental account, and
- 3) if your review of monthly charges discloses that employees are charging personal telephone calls to your account, calling the University's Voucher Audit office (4-3790) to arrange for shifting the unauthorized charges to employees' residence telephones, or, if it is too late to shift the charges, collecting the amount due and forwarding it to the Voucher Audit office for deposit in the proper account.

(over)

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

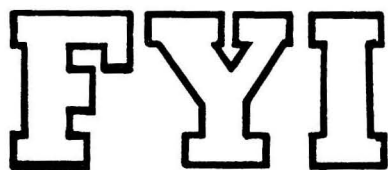
Memorandum  
May 22, 1985  
Page Two

Not only does your department suffer a loss each time that an unauthorized call is charged to your departmental number, but the employee who places the unauthorized call commits an improper act by avoiding certain taxes that should be paid on the call. Consequently, complying with the established policy is very important to you and to employees. I request your understanding of this matter and your cooperation in making certain that employees comply with established policies. If you have questions, please call Ben Tillman (4-3790), the Comptroller's Office (4-3066) or me (4-4904)

rs

cc: Chancellor Budig  
Executive Vice Chancellor Cobb  
Mr. Patterson  
Mr. Tillman





## University of Kansas Libraries

Number 817

June 13, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS \*\*\*

### CLASSIFIED VACANCIES

Due to Susan Walker's resignation (see note in "Personnel" section), the Kansas Collection has announced the availability of a full-time Secretary I position, effective June 18th. Responsibilities of this position include: 1) providing general office management; 2) accession assistance; 3) reproductions for patrons; 4) reference service; 5) typing; and 6) special projects. The State of Kansas requires that all applicants for Secretary I positions meet the following minimum qualifications: Coursework in typing, arithmetic, English grammar or composition, and one year of experience in clerical or secretarial work. Additional secretarial science related courses at the high school level may be substituted for experience at the rate of one course for two months of experience, with a maximum substitution for six months of experience. Post high school secretarial science related courses may be substituted for all the required experience at the rate of one course for two months of experience.

Specific preferred selection criteria include: Strongly prefer accurate typing ability of at least 50 wpm; reference experience or public service work; ability to work effectively with patrons and staff; experience with historical materials. Prefer knowledge of library organization; knowledge of Kansas history; experience using a microcomputer.

The Secretary I classification is funded at salary range 10 on the Civil Service pay scale, at an annual salary rate of \$11,772. Application instructions are listed below.

The Kansas Collection has announced the availability of a full-time Library Assistant II position for a 6-month period only effective approximately August 9 through February 8th, to replace Nancy Hollingsworth who will be on an approved leave. A classified person offered this position must secure a leave of absence from his/her department before an appointment can be made.

Duties of this position include: 1) cataloging all books, maps, tapes, sound recordings and ephemera; 2) providing public service by staffing the reference desk; 3) supervising 3-6 student assistants; 4) managing the stack area, reference room, map room, workroom, and lobby; and 5) processing interlibrary loan requests and other miscellaneous duties. The State of Kansas requires that all applicants for Library Assistant II positions meet the following minimum qualifications: 5 years of library experience. College study may be substituted for the required experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of 4 years.

Specific selection criteria for this position include: Strongly prefer ability to work effectively with patrons and staff; good communication skills; demonstrated supervisory ability; strong organizations skills with attention to detail. Prefer supervisory experience; OCLC experience; familiarity with cataloging principles and techniques; reference experience or public service work; and typing skills.

The Cataloging Department is extending the application deadline for a full-time Clerk III position. This position was previously advertised in a special flier dated May 17th and the May 23rd edition of the FYI. Responsibilities include: 1) searching for cataloging records and processing books through the OCLC database; 2) inputting coded data into the OCLC database and/or the local online database; 3) producing cataloging records through the OCLC database; 4) processing specialized types of library materials; 5) supervising student assistants; and 6) submitting statistical reports. The State of Kansas requires that all applicants meet the following minimum qualifications: three years of office/clerical (or library) experience. College education may be substituted for the required experience at the rate of 28 semester hours for each year of experience.

Preferred selection criteria include: reading knowledge of one or more Western European languages; at least six months experience working closely with library records; accurate typing skills; demonstrated initiative, ability to work successfully with detailed and complex procedures, to organize work effectively, and to work independently; prefer person willing to work a flexible schedule.

Library staff interested in applying for these positions should contact Sherry Butter by 5:00 p.m., Wednesday, June 19th. Position descriptions are on file in the Library Office for review.

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

PERSONNEL

S.Gilliland

Susan Walker has announced her resignation effective June 17, 1985. Susan has been employed in the Kansas Collection as a full-time Secretary I since August, 1981. She will be relocating in Chicago.

Ingeburg Starr has been appointed as a full-time Clerk III in the Documents Department, effective June 10, 1985. Ingeburg is replacing Barbara Van Dyke.

S.Gilliland

TIME CARDS DUE JUNE 14TH

Staff time cards for the pay period 5/18/85 through 6/17/85 are due by 9:00 a.m., Friday, June 14th. Your cooperation in meeting this deadline is greatly appreciated.

S.Butter

STUDENT TIME CARDS FOR PAY PERIOD ENDING JUNE 17, 1985

Student time cards for the pay period ending June 17, 1985 are due in the Administrative Office, Friday, June 14th, at 9:00 a.m. Departments who placed students on inactive status for the summer must submit zero-hours time cards for this pay period only.

S.Butter

STUDENT HOURLY REAPPOINTMENTS FOR FY86:

Student time cards for the pay period ending (June 18, 1985 through June 17, 1986) are due in the Administrative Office by Friday, June 14, 1985. Those students who are eligible for the Summer Work-Study Program (July 1 through August 17, 1985) must submit a Work-Study Authorization card before they can be appointed. (Those students already appointed on Work-Study funding for the period May 18 through June 17, 1985 will not need to submit new authorization cards.)

All student assistants must be reappointed, terminated, or placed on inactive status at this time. Your cooperation in meeting this deadline is greatly appreciated. Thank you.

S.Butter

REMINDER OF VICE CHANCELLOR TACHA'S VISIT

As a reminder, Vice Chancellor Deanell Tacha will meet with members of the Library Faculty Assembly Executive Committee, the Classified Conference Executive Board, and the Library Administrative Conference on Tuesday, June 18th at 1:30 p.m., in Conference Room "A", Watson Library, to report on the results of Dean Ranz's recent performance evaluation review for the period 1980-1985. This meeting is open for all interested library staff.

S.Gilliland

HEALTH INSURANCE UPDATE

All staff appointed to a less than full-time position should pay particular attention to the health insurance premiums established for fiscal year 1986. The employee's portion of the premium for single coverage has increased by \$14 for Health Care Plus, almost \$10 for HMO Kansas, and has decreased by \$1 for Blue Cross/Blue Shield. Family coverage premiums for part-time staff have also increased. Premium charts for the various health insurance programs for FY86 are attached to this week's FYI. As a reminder, only those staff who desire a health insurance coverage change need to complete enrollment forms for FY86. No paperwork is necessary to continue your current coverage. Contact Sandy Gilliland, Sherry Butter, or the Staff Benefits Office if you have questions.

S.Gilliland

KANS-A-GRAM

Because only limited quantities of the most recent issue of the State's newsletter, the KANS-A-GRAM, were made available to the University, a copy of the publication is attached to this issue of FYI. This particular issue includes detailed information concerning the FY86 pay plan and health insurance.

S.Gilliland

KANSAS STATE COURIER: CHANGE IN SCHEDULE

The courier will run on Wednesday, June 19th instead of Thursday, June 20th.

M.Borton

VACANCY NOTICE--OFFICE OF INFORMATION SYSTEMS

KU's Office of Information Systems has announced an opening for a Library Automation Analyst. This person would work with Gary Susott and John Miller to program the Libraries' new serials system during the next year and other library projects in the future. Library experience or an MLS is required; some programming experience, either through course work, job experience or self-instruction is also required. If you would like more information on the opening or a complete job description, please contact Gary or John at: 864-4326. The application deadline is June 26th; the beginning salary is: \$19,000-\$24,000.

John Miller

LECTURE INVITATION

George C. Jerkovich, Curator of Slavic Collections and Professor of Soviet and East European Studies, was invited by Edvard Kardelj University in Ljubljana, Yugoslavia, to deliver a lecture on "Slavic Collections in American Libraries as a Source for Research, with a Stress on 'Slovenica' at KU."

During his stay in Yugoslavia, May 11 to May 30, he also discussed the Book Exchange Program with several university libraries and had two interviews, which will be published in Ljubljana and Zagreb, concerning fund raising for Yugoslav Studies started by Jerkovich with the KU Endowment Association in 1983.

G.Jerkovich

COM CLASS

The next class will be on Tuesday, June 25th at 10:30 a.m., in the Cataloging Department conference room, for any staff member (unclassified, classified, or student) who wants to learn how the fiche catalog differs from the card catalog. The presentation includes serial records now appearing in the fiche catalog as well as an updated statement on the scope of each catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students want to attend.

A.Williams

PARTY PARTY PARTY

There will be an End-Of-The-Year Party on Saturday, July 20th, late afternoon and into the evening. The party will be at the home of Sandy and Keith Gilliland, a farm near Lone Star, so there will be plenty of room for everyone, including children. Plans call for baseball in the afternoon, and picnicing and partying in the evening. Reserve the date on your calendar now! Further information will be forth coming.

A. Williams

# KANSAGRAM

## State of Kansas Employee Newsletter

Published by Kansas Department of Administration

Vol. 1, No. 3

May, 1985

### LONGEVITY-BASED PAY PLAN APPROVED BY LEGISLATURE

The Legislature has approved and the Governor has signed H.B. 2615 which establishes a new civil service salary plan for classified state employees. The effective dates for the new pay plan are June 30, 1985 for classified employees paid biweekly at the University of Kansas Medical Center, and June 18, 1985 for all other classified employees.

The pay plan adopted by the Legislature is a modified version of the Governor's original pay plan proposal for fiscal year 1986. Some of the basic elements of the Governor's proposal remain intact. Those basic principles include regular movement across steps on the pay ranges based on longevity, rather than on performance evaluations. This approach was adopted in response to employee dissatisfaction with administration of "merit increases" at the time they were funded and with the lack of individual merit increases during the last three years.

The Legislature rejected two elements of the Governor's proposal—a system of \$500 performance awards for exceptional performance and salary range increases for seven clerical classes. The other major difference between the Governor's proposal and the pay plan adopted by the Legislature is related to the distance between steps on the range and between ranges. The Governor's proposal did not make any major changes in the current set of steps and ranges. Under the existing pay plan, the distance between steps is greater on some of the higher ranges; employees on higher ranges who receive a one-step increase realize a greater salary increase than those on lower ranges. The pay plan adopted by the Legislature creates a new set of steps and ranges in which the distances between steps and between ranges are the same throughout.

#### The New Pay Plan

The new pay plan contains thirty-four salary ranges numbered from 3 to 36, with thirteen steps on each range. The difference between ranges is approximately 5% and the steps of each range are approximately 2.5% apart. Movement through the steps will be governed by the "time-on-step" concept, i.e., employees will be eligible for a step increase after serving a specified period of time on their current step. Each step of the pay plan is associated with the time-on-step requirement shown below.

	Time-on-Step (Months)	Accumulative (Years)
A	6	—
1	6	.5
B	12	1.0
2	12	2.0
C	12	3.0
3	12	4.0
D	36	5.0
D3	36	8.0
D6	36	11.0
D9	36	14.0
D12	36	17.0
D15	36	20.0
D18	36	23.0

In addition to meeting these time-on-step requirements, employees must have a satisfactory performance evaluation in order to be eligible for step increases.

The new pay plan has eight fewer ranges than the current pay plan. Because ranges 22, 29, 34 and 40 have been removed, ranges above range 22 have been renumbered as shown below. Present ranges 41, 42, 43 and 44 are also removed, and employees assigned to these ranges will be placed in the unclassified service.

Old Range	New Range
3-21	No Change
22	21
23	22
24	23
25	24
26	25
27	26
28	27
29	27
30	28
31	29
32	30
33	31
34	31
35	32
36	33
37	34
38	35
39	36
40	36

#### Conversion to New Pay Plan

Once employees have been assigned to a range on the new pay plan, they will be placed on that step of the range which represents their current dollar amount of salary. If the dollar amount is not on the range, they will be placed on a step that will provide the closest dollar amount above their current salary. In some cases, an employee's current salary may be above the highest step of the new pay plan (D18). These employees will be above their pay range and will continue to receive their current salary. No employee receives a pay decrease.

#### Step Movement in FY 1986

In future years, employees will receive a one-step increase when they have met the time-on-step requirement for their current step. However, during this year, employees may be eligible for more than one step, and the three-year time-on-step requirements for the steps above step C will be waived.

(Continued on page 4)



# STATE OF KANSAS EMPLOYEE GROUP HEALTH AND DENTAL INSURANCE COVERAGE

Effective August 1, 1985-December 31, 1986

The Health Care Commission has entered into contracts with Blue Cross/Blue Shield of Kansas (BC/BS) to provide statewide medical and dental insurance, and with seven Health Maintenance Organizations (HMOs) to provide medical coverage in specific geographic areas, for state employees. These contracts will be in effect from August 1, 1985, through December 31, 1986.

A "change only" enrollment will be conducted June 1-30, 1985. This means employees who decide to continue with their present coverage or carrier do not fill out new forms; their present coverage will continue at the new premium rates. Employees who decide to change their present coverage or select a different insurance carrier must fill out new forms.

Informational briefings for employees will be arranged between state agencies and contracting insurance carriers during open enrollment. New enrollment forms, carrier specific literature, a Plan Comparison Chart and Group Health Summary will also be available to all employees during enrollment.

Following is a brief summary of benefits and changes that will be effective under the new contracts. Employees are encouraged to read the literature distributed by the insurance carriers, talk with agency personnel officers or supervisors, or call insurance carriers for more detailed information or clarification.

Administrative and enrollment changes standardized among all carriers:

- ° New employee insurance coverage will begin on the first day of the next month after the employee begins working for the state.
- ° Sixty days or less are allowed to convert from single to family coverage because of a newborn child; premiums are due retroactive to the first day of the birth month.

- ° All carriers will offer coverage to unmarried dependent children up to age 23, whether or not in school.
- ° One standard enrollment form will be used for all insurance carriers.

## Statewide Medical and Dental Insurance

<i>Blue Cross/Blue Shield</i>	<i>Medical Only Rates</i>
<i>Full-Time Employee:</i>	
Employee under 70	\$ 73.05
Employee age 70 and over	30.45
Under age 70 dependents coverage	118.43

Maximum deductible and copayment per calendar year (January 1, 1985-December 31, 1985 for current contract and January 1, 1986-December 31, 1986 for new contract)

*Deductible*  
\$100 per individual  
\$200 per family

### *Coinurance*

After the deductible has been paid, the annual out-of-pocket maximum payment for coinsurance is \$200 per individual and \$400 per family. Coverage then increases to 100% of allowable charges for the remainder of the calendar year.

<i>Blue Cross/Blue Shield</i>	<i>Dental Only Rates</i>
<i>Full-Time Employee:</i>	
Employee	\$ 6.14
Dependent (if available)	10.08

Dental coverage for dependents will be offered on an optional basis. If 70%, or more of the employees who are enrolled under a family plan, either statewide or HMO, elect to take dental coverage on dependents, the coverage will continue to be offered. If that goal is not attained, the carrier reserves the right to decide if the coverage is to be continued.

Dental benefits will remain the same as under the current contract—the employee pays 50% and BC/BS pays 50%

of all covered dental charges. A detailed list of benefits is provided in the employee booklet. Brief examples of covered services are:

- ° *Diagnostic and Preventive Services.* Oral examinations, dental X-rays, cleaning.
- ° *Additional Primary Care Services.* Fillings, simple extractions, repair of dentures, endodontics.
- ° *Other Covered Dental Services.* Inlays, crowns, oral surgery, dentures, periodontics.

## Health Maintenance Organizations (HMOs)

HMOs offer employees an alternative to paying deductible and coinsurance in exchange for selecting a primary care physician to manage all non-emergency medical treatment. Some HMOs have minimal copayment usage charges which are explained in their brochures.

Health Care Plus and HMO Kansas are offering their programs in new areas.

HMO Kansas has withdrawn from the greater Wichita area.

Health Plan of Mid America, a new HMO, has been added to the Kansas City area.

The zip code of the employee's residence will determine eligibility for enrolling in a specific HMO.

The individual statewide medical premium rate of \$73.05 (\$79.19 less the dental premium of \$6.14) will be applied to the individual premium rate of employees enrolling in HMOs. Any HMO premium in excess of \$73.05 must be paid by the employee. The state will pay the individual dental premium of \$6.14 for all eligible employees enrolled for medical coverage.

The state will pay an amount not to exceed \$59.39 for medical and dental premiums of part-time employees working at least 1,000 hours, but less than full-time.

## HMO Medical Premium Rates (Full-Time Employees)

Carrier/Service Area	Employee Rate	Family Rate Without Dental	Family Rate with Dental
Family Health Plan			
-Newton	\$82.45	\$100.10	\$110.18
Health Care Plus			
-Emporia	72.88	103.49	113.57
-Great Bend	65.61	93.17	103.25
-Hutchinson	65.61	93.17	103.25
-Kansas City	79.49	126.86	136.94
-Lawrence	72.88	87.88	97.96
-Manhattan	72.88	56.23	97.63
-Salina	69.38	98.51	108.59
-Wichita	78.99	125.46	135.54
Health Plan of Mid-America			
-Kansas City	87.72	151.99	162.07
HMO Kansas			
-Capitol Area	73.76	127.27	137.35
-Central Kansas (Great Bend, Larned, Hutchinson)	63.87	90.64	100.72
-Kaw Valley (Lawrence)	63.31	89.86	99.94
-North Central (Salina, Manhattan, Junction City)	69.65	98.86	108.94
-South Central (Arkansas City, Winfield)	72.64	124.65	134.73
-Tri-County (Newton, McPherson)	73.33	83.96	94.04
Kansas City Health Care			
-Kansas City	83.53	146.64	156.72
Prime Health			
-Kansas City	87.78	141.03	151.11
Total Health Care			
-Kansas City	97.96	162.81	172.89

## Reimbursement Procedures Modified

Two bills passed this session will affect procedures for reimbursing employees for costs of tuition and for parking fees related to travel on state business.

### Tuition Payments

Many state agencies pay for certain education or training courses taken by their employees when the coursework is of value to the agency. H.B. 2127 eliminated a requirement that tuition payments for such courses be made directly to the educational institution providing the training. This change will accommodate agencies who choose to reimburse the employee for the tuition costs, rather than the educational institution.

### Parking Expenses

The Legislature also passed a bill that will allow state employees to be reimbursed for all parking expenses incurred while traveling on official state business. Previously, the statute regarding allowances for official travel stated that the mileage reimbursement rate set by the Department of Administration was deemed to include parking expenses. However, parking fees at "commercial transportation facilities" such as airports, were allowed in addition to the mileage rate.

The Department of Administration requested the bill relating to the parking fees in order to partially offset the mileage rate reduction that took effect April 1. The reduction from 22¢ per mile to 20.5¢ per mile was made to keep state mileage rates in line with the standard mileage rate established in Internal Revenue Service rulings.

The Department of Administration will be amending its mileage rate regulation to allow reimbursement of parking expenses. It is anticipated that this amendment will take effect on June 18, 1985.

## DEFERRED COMPENSATION

The following illustrates the percentage change in accumulation unit values (AUV) for each of the four Aetna Life Insurance and Annuity Company investment options used in connection with our Plans for the Latest Month, Last 12 Calendar Months and Last 5 Years. Though the results shown in the chart are indicative of the investment performance of the various Aetna options since 1980, the actual investment results differ somewhat from those shown, depending on the type of contract. More specific information about past investment performance of the funding vehicles, other than the General Account, as it would have affected a particular variable annuity contract, can be found in the applicable prospectus under "Hypothetical Tables."

	Last Month 4-85	Last 12 Calendar Months 4-30-84 to 4-30-85	Last 5 Years 4-80 to 4-85	*Encore Yield 4-30-85	Payment Date AUVs 4-25-85
Aetna Variable Fund, Inc. (common stock fund)	- .08%	17.80%	121.10%	—	\$36.399
Aetna Income Shares, Inc. (bond fund)	2.01%	17.89%	70.60%	—	\$17.842
Aetna Variable Encore Fund, Inc. (money market fund)	.70%	9.07%	66.38%	7.14%	\$22.453
The General Account (fixed 10.5% portfolio)	.82%	10.48%	63.66%	—	\$23.438

These results are historical and should not be considered representative of future investment results.

\* The Encore Yield figure is a seven-calendar day average based on the standard calculation prescribed by the SEC for all money market funds as of the date indicated. Yields fluctuate daily, so a yield quotation is not a representation of future rates.  
(GAA) Guaranteed Accumulation Account deposits from April 1, 1985 through June 30, 1985 will receive annual credited interest of 10.5% through June 30, 1986 and no less than 9.5% through June 30, 1990.

For additional information contact the:

KANSAS DEFERRED COMPENSATION  
400 West 8th Suite 310  
Topeka, Kansas 66603

Phone: 913-296-7095  
Kans-A-N 561-7095



KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN  
BASIC STEPS (MONTHLY RATES)

EFFECTIVE FY 1986

Range No.	Step A	Step 1	Step B	Step 2	Step C	Step 3	Step D	Step D3	Step D6	Step D9	Step D12	Step D15	Step D18
3	\$ 696	\$ 712	\$ 731	\$ 750	\$ 767	\$ 785	\$ 805	\$ 826	\$ 847	\$ 867	\$ 888	\$ 911	\$ 933
4	731	750	767	785	805	826	847	867	888	911	933	956	981
5	767	785	805	826	847	867	888	911	933	956	981	1,005	1,029
6	805	826	847	867	888	911	933	956	981	1,005	1,029	1,055	1,080
7	847	867	888	911	933	956	981	1,005	1,029	1,055	1,080	1,108	1,135
8	888	911	933	956	981	1,005	1,029	1,055	1,080	1,108	1,135	1,163	1,193
9	933	956	981	1,005	1,029	1,055	1,080	1,108	1,135	1,163	1,193	1,222	1,252
10	981	1,005	1,029	1,055	1,080	1,108	1,135	1,163	1,193	1,222	1,252	1,283	1,315
11	1,029	1,055	1,080	1,108	1,135	1,163	1,193	1,222	1,252	1,283	1,315	1,348	1,381
12	1,080	1,108	1,135	1,163	1,193	1,222	1,252	1,283	1,315	1,348	1,381	1,416	1,449
13	1,135	1,163	1,193	1,222	1,252	1,283	1,315	1,348	1,381	1,416	1,449	1,485	1,521
14	1,193	1,222	1,252	1,283	1,315	1,348	1,381	1,416	1,449	1,485	1,521	1,559	1,597
15	1,252	1,283	1,315	1,348	1,381	1,416	1,449	1,485	1,521	1,559	1,597	1,637	1,677
16	1,315	1,348	1,381	1,416	1,449	1,485	1,521	1,559	1,597	1,637	1,677	1,719	1,761
17	1,381	1,416	1,449	1,485	1,521	1,559	1,597	1,637	1,677	1,719	1,761	1,805	1,849
18	1,449	1,485	1,521	1,559	1,597	1,637	1,677	1,719	1,761	1,805	1,849	1,895	1,941
19	1,521	1,559	1,597	1,637	1,677	1,719	1,761	1,805	1,849	1,895	1,941	1,990	2,038
20	1,597	1,637	1,677	1,719	1,761	1,805	1,849	1,895	1,941	1,990	2,038	2,089	2,140
21	1,677	1,719	1,761	1,805	1,849	1,895	1,941	1,990	2,038	2,089	2,140	2,194	2,247
22	1,761	1,805	1,849	1,895	1,941	1,990	2,038	2,089	2,140	2,194	2,247	2,303	2,359
23	1,849	1,895	1,941	1,990	2,038	2,089	2,140	2,194	2,247	2,303	2,359	2,418	2,477
24	1,941	1,990	2,038	2,089	2,140	2,194	2,247	2,303	2,359	2,418	2,477	2,539	2,601
25	2,038	2,089	2,140	2,194	2,247	2,303	2,359	2,418	2,477	2,539	2,601	2,666	2,731
26	2,140	2,194	2,247	2,303	2,359	2,418	2,477	2,539	2,601	2,666	2,731	2,799	2,868
27	2,247	2,303	2,359	2,418	2,477	2,539	2,601	2,666	2,731	2,799	2,868	2,940	3,011
28	2,359	2,418	2,477	2,539	2,601	2,666	2,731	2,799	2,868	2,940	3,011	3,086	3,162
29	2,477	2,539	2,601	2,666	2,731	2,799	2,868	2,940	3,011	3,086	3,162	3,241	3,320
30	2,601	2,666	2,731	2,799	2,868	2,940	3,011	3,086	3,162	3,241	3,320	3,403	3,486
31	2,731	2,799	2,868	2,940	3,011	3,086	3,162	3,241	3,320	3,403	3,486	3,573	3,660
32	2,868	2,940	3,011	3,086	3,162	3,241	3,320	3,403	3,486	3,573	3,660	3,752	3,843
33	3,011	3,086	3,162	3,241	3,320	3,403	3,486	3,573	3,660	3,752	3,843	3,939	4,035
34	3,162	3,241	3,320	3,403	3,486	3,573	3,660	3,752	3,843	3,939	4,035	4,136	4,237
35	3,320	3,403	3,486	3,573	3,660	3,752	3,843	3,939	4,035	4,136	4,237	4,343	4,449
36	3,486	3,573	3,660	3,752	3,843	3,939	4,035	4,136	4,237	4,343	4,449	4,560	4,671

**Longevity-Based Pay Plan**

(Continued from page 1)

In order to recognize the lack of step increases during recent years, employees may apply up to thirty-six months of the time spent on their step and salary range in the current pay plan toward step movement on the new plan. The charts which follow show the general rules for step movement in this year.

Time-On-Step	Movement
Employees currently on Step 1 (or Step 2 of a shortened range class)	
6 months	1 additional step
18 months	2 additional steps
30 months	3 additional steps
Employees currently on Steps B, 2, C, 3, D, 4, E, L1, L2, L3, L4, F, G.	
12 months	1 additional step
24 months	2 additional steps
36 months	3 additional steps

Some employees will not receive step increases if their current salary puts them on or above the highest step

of their new range. Others who have spent 36 months or more on their current step will receive one or two steps if they are on a step near the end of the range. In some cases, employees who have unused time-on-step credits may receive an additional step during FY 1986. For example, an employee who converts to step B and has twenty months of time-on-step credit will move to step 2 and then be credited with eight months of time-on-step credit. The employee must then serve only four months on step 2 in order to be eligible to move to step C.

Employees should also be aware that time-on-step credits will be affected by promotions, reinstatements and certain other personnel transactions occurring in the last three years.

If you have questions about your placement on the new pay plan or about step movement that will be available to you during FY 1986, you may contact your supervisor or personnel officer.

**ANNIVERSARY CARNIVAL**

Kansas Neurological Institute (KNI), located at 3107 West 21st Street, began serving residents in January, 1960. The institution provides training and residential services for approximately 400 mentally retarded citizens in Kansas.

To commemorate the silver anniversary of KNI, a carnival will be held on the grounds Saturday, June 15, 1985. The carnival is intended to be a day of fun and celebration for the residents of KNI, their families, the staff, and the community.

Activities will include a parade around the grounds, rides, games, entertainment, and concessions. There will be a small charge for some of the activities to cover their costs. (The carnival is not-for-profit.)

Activities will begin at 10:30 a.m. and continue until 3:30 p.m. Staff at KNI hope that many people from the community will come and celebrate with them sometime during the day.

TO: Library Faculty Assembly Executive Committee

FROM: Lorraine Moore, Secretary

RE: Minutes of the Committee, May 28, 1985, 9:30 a.m.

PRESENT: Ellen Johnson (presiding), Annie Williams, Rachel Miller, Nancy Shawbaker, Eleanor Symons, Lorraine Moore

ABSENT: Susan Craig

#### PEER REVIEW COMMITTEE

The committee met to draft a revision to the code to provide for a peer review committee as instructed by the motion passed at the general meeting of May 21. A draft of a code revision was discussed and a list of general procedures that would be recommended should the code revision pass was drawn up. The committee instructed Rachel and Annie to work further on both the code revision and the list and to bring them to the next meeting.

#### STAFF DEVELOPMENT

Ellen introduced a memo from the Staff Development Committee concerning reports of travel and when the new policy on criteria for award of travel funds. The committee instructed the secretary to distribute copies of the memo to all committee members so that it could be discussed next week.

#### NEXT MEETING

The next meeting was scheduled for Wednesday, June 5, at 8:30 a.m.

#### LFA ELECTIONS

The results of the recent LFA election of officers are as follows:

Vice-chairperson,/Chairperson elect	Paulette DiFilippo
Secretary,	LeAnn Weller
Librarian I representative	Sandra Brandt
Librarian II representative	Nancy Burich
Librarian III representative	Jim Helyar
Unclassified other representative	Rhonda Neugebauer

#### Committee on Promotion and Tenure

Librarian I	Rebecca Stuhr-Rommersheim
Librarian III	Gene Carvalho
	Lorraine Moore

#### Peer Review Committee

Librarian I	Rachel Miller
Librarian II	Gaele Gillespie

LFA Executive Committee

Staff Committee - New Science Library  
Minutes of the 5/23/85 Open Meeting

Melton (Chair, SC-NSL) introduced Eric King and Jim Canole from Facilities Planning. Then he gave a brief history of the Committee and its work. There followed a lengthy discussion of the handout distributed to all attending the meeting. It contained a "Tabulation of Proposed Spaces" (services/staff, collections, and reader spaces), a "Conceptual Diagram" by the architects of the proposed site and the configuration of the building, and Dean Ranz's "Program Notes" describing a tentative general building conformation and construction, and a floor-by-floor description of space needs and relationships.

The following concerns/suggestions were voiced during the meeting: Shortridge said there was a need for closed stacks to house certain architectural materials; Moore said that Cataloging hopes to re-class almost all Dewey numbers (the shelf-list is very incomplete, often giving no edition or copy information); Canole said that floor-to-ceiling partitions disrupt the air distribution systems and advocated instead the use of partitions off the floor and away from the ceiling, and he noted that there need to be thermostats to control individual areas; Shortridge said that adequate-sized shelving needs to be provided for the oversized architectural materials coming from the Art Library and from Watson.

Melton thanked everyone for coming to the meeting and suggested that additional concerns be addressed to any member of the Committee.

TO: Library Faculty Assembly

FROM: Lorraine Moore, Secretary

RE: Minutes of the General Meeting, May 21, 1985, 10 a.m.

#### INTRODUCTION OF NEW MEMBER

The meeting was called to order by Ellen Johnson, president, at 10:00 a.m. At Ellen's request Mary Hawkins introduced new member, Ju-yen Teng, East Asian Librarian.

#### LCPT

Jean Skipp, chair of the Libraries Committee for Promotion and Tenure, announced that her committee is reviewing responses to their questionnaire concerning the service and research requirement. They are also rewriting the relevant portions of the Libraries' staff handbook in order to make the emphasis in the library clear.

#### PEER REVIEW

The discussion was opened with a question regarding what the university requirements are, whether in fact merit distribution was itself required by the University, but the method optional. The Dean explained that merit distribution of salary increases is required by the state legislature, and that the university administration strongly prefers some sort of heavy staff involvement in determining how the merit money is to be distributed. If the staff were not involved we would have to explain why.

Points of discussion included the following:

There may be sufficient votes to establish a standing committee if supervisors were asked to recommend a rating and the committee was limited to reviewing those ratings rather than assigning ratings. It was pointed out, however, that different supervisors have different standards and different numbers of people to supervise, and that leads to inequities that can be perpetuated year after year. A changing committee that recommends ratings can avoid perpetuating those inequities.

The suggestion that the University should devise a fair system, if the university is to require peer review led to a discussion (inconclusive) of whether, in fact, peer review is imposed upon professionals by their having chosen to be professionals.

A comparison was made with the LCPT committee, suggesting that it might help to know why LCPT did not encounter the same opposition that the peer review committee has. Some of the reasons proposed were the fact that LCPT does not review all professionals every year, the fact that LCPT makes few negative recommendations, and that LCPT's standards are clearer.

Peer Review would be more acceptable if standards for review were clearer and established in advance of the review period. The Reference Department, however, has standards that are not regarded as entirely successful. The group of people and their activities and accomplishments change every year.

A question was raised regarding the varying merit of different jobs, i.e. is it easier for some people to get a higher rating because of the nature of their position? It was agreed that this could be a problem because some positions are more visible within the library than others. A peer review committee is more likely to balance this factor than individual supervisors.

It was proposed that supervisors give a rating of job performance within the individual department, which would serve as information, along with the annual report and evaluation forms, for a committee whose function it would be to recommend an overall rating.

Some means is needed to obtain consistency of standards across the board, i.e. throughout the Libraries. Supervisor-assigned ratings do not take the entire library into consideration.

A suggestion was made that the assistant deans and the committee each recommend an independent rating, as they have done in the past two years, but that the recommendations be made blind, that is without either group being aware of the rating being made by the other. This would avoid the appearance of either group "rubber stamping" the other's recommendation.

A system of more than one rating causes a lot of bad feelings.

Is the dissatisfaction with the method of evaluation or with the ratings assigned? If the problem is with the ratings then we cannot solve it by trying to find the perfect method. Others pointed out that regardless of the difficulty of finding a perfect method we should be concerned about fairness and keep trying to find a method that is perceived as fair.

There really is a problem in the method since those who can best apply an overall consistent standard are too far from the every day work of the librarians.

Since no system will be completely satisfactory, we should at least try to find one that is less time-consuming.

It is desirable to change the method somewhat every year since there will be complaints about every system. That way it will be overall unbiased. The objection to this was that, on the contrary, a different kind of bias each year, does not add up to overall lack of bias. Changes each year are quite time-consuming.

Service on the committee is a source of professional development for committee members. It is an excellent way to learn more about what different librarians and departments are doing. The objection to this was that time spent on the committee would be better spent in seminars and other similar professional development activities. We should know about the activities of our colleagues before we serve on the committee.

Complaints about the committee are based on little knowledge of how the committee works. The suggestion was made that service on the committee be compulsory. However, some librarians have very little knowledge of their colleagues and what they do, and those people should not serve on the committee.

One of our goals is to find a method which will make people happy, but the other goal is to make the proper merit raises even if some people are unhappy. We need therefore to consider the effect of the method on the provision of library service.

The current status of the Peer Review Committee and the best procedure for changing it was discussed. Mary Hawkins reported that the committee had been officially established as an ad hoc committee of the LFA. Its procedures had also been officially approved by the LFA as have all of the subsequent changes in them. It was agreed that another attempt could be made to establish a standing committee and, failing that, the committee would exist from year to year as an ad hoc committee established by the Executive Committee.

It was further suggested that unclassified others not be included in the process or in the ballot, though concern was expressed regarding the procedures used for the evaluation of unclassified others.

It was also suggested that more innovative approaches be offered, rating only every three years for example. The Executive Committee reported that they had, in fact, discussed a range of different possibilities and asked for suggestions from the membership. The present goal was to enact what seemed to be the preference of the majority.

It was moved that the Executive Committee offer by mail ballot a proposed revision to the LFA Code that would establish a peer review committee as a standing committee of the Library Faculty Assembly, taking into consideration the opinions expressed in the recent survey by the Executive Committee. The motion was seconded after a friendly amendment was offered and accepted that Unclassified Others be excluded from the vote (in accordance with Article I of the LFA Code). The motion passed with 22 voting yea, 3 nay, and 3 abstaining.

#### ANNUAL REPORTS OF COMMITTEES

Annie Williams asked that LFA committee chairpersons plan to have their annual reports into the secretary by the end of June.

The meeting was adjourned at 12:00.

	COVERAGE	CODE	STATE PAYS	FULL-TIME EMPLOYEE PAYS		STATE PAYS	PART-TIME EMPLOYEE PAYS	
				W/OUT FAMILY DENTAL	WITH FAMILY DENTAL		W/OUT FAMILY DENTAL	WITH FAMILY DENTAL
EMPLOYEE ONLY	Under 70 with employee only Dental	A	\$79.19			\$59.39	\$ 19.80	
	*Age 70 & over with employee only Dental	B	36.59			36.59		
EMPLOYEE & DEPENDENTS	Employee under 70 & all dependents	C	\$79.19	\$118.43	\$128.51	\$59.39	\$138.23	\$148.31
	*Employee under 70 & spouse age 70 & over eligible for Medicare	D	79.19	30.45	40.53	59.39	50.25	60.33
	*Employee 70 & over & all dependents	E	36.59	118.43	128.51	36.59	118.43	128.51
	*Employee 70 & over & spouse under 70 not eligible for Medicare	F	36.59	73.05	83.13	36.59	73.05	83.13
	*Employee age 70 & over & spouse age 70 & over	G	36.59	30.45	40.53	36.59	30.45	40.53
	Employee 65 thru 69 & spouse under 70, or employee under 70 & spouse age 65 thru 69	H	79.19	73.05	83.13	59.39	92.85	102.93
EMPLOYEE & SPOUSE BOTH EMPLOYED BY STATE AGENCIES	Head of household under 70 & all dependents	J	79.19	\$ 45.38	\$ 49.32	\$59.39	\$ 84.98	\$ 88.92
	Spouse under 70	K	79.19			59.39		
	Head of household under 70 & all dependents	L	\$79.19	\$ 65.18	\$ 69.12	\$59.39	\$ 84.98	\$ 88.92
	Spouse under 70 (Part-time)	M	59.39			59.39		
	Head of household over 70 & all dependents	N	\$36.59	\$ 45.38	\$ 49.32	\$36.59	\$ 65.18	\$ 69.12
	Spouse under 70	P	79.19			59.39		

\*Includes retired or disabled individuals eligible for Medicare

## HEALTH CARE PLUS - Lawrence

Rates Effective 8/1/85 - 12/31/86

CODE	STATE PAYS	FULL-TIME EMPLOYEE PAYS		STATE PAYS	PART-TIME EMPLOYEE PAYS	
		W/OUT FAMILY DENTAL	WITH FAMILY DENTAL		W/OUT FAMILY DENTAL	WITH FAMILY DENTAL
A	\$79.02			\$59.39	\$ 19.63	
B	62.37			59.39	2.98	
C	\$79.02	\$87.88	\$97.96	\$59.39	\$107.51	\$117.59
D	79.02	56.23	66.31	59.39	75.86	85.94
E	62.37	87.88	97.96	59.39	90.86	100.94
F	62.37	72.88	82.96	59.39	75.86	85.94
G	62.37	56.23	66.31	59.39	59.21	69.29
H	79.02	87.88	97.96	59.39	107.51	117.59
J	\$79.02	\$15.00	\$18.94	\$59.39	\$ 54.26	\$ 58.20
K	79.02			59.39		
L	\$79.02	\$34.63	\$38.57	\$59.39	\$ 54.26	\$ 58.20
M	59.39			59.39		
N	\$62.37	\$15.00	\$18.94	\$59.39	\$ 37.61	\$ 41.55
P	79.02			59.39		

## HMO KANSAS - Kaw Valley

Rates Effective 8/1/85 - 12/31/86

CODE	STATE PAYS	FULL-TIME EMPLOYEE PAYS		STATE PAYS	PART-TIME EMPLOYEE PAYS	
		W/OUT FAMILY DENTAL	WITH FAMILY DENTAL		W/OUT FAMILY DENTAL	WITH FAMILY DENTAL
A	\$69.45			\$59.39	\$10.06	
B	47.74			47.74		
C	\$69.45	\$89.86	\$99.94	\$59.39	\$99.92	\$110.00
D	69.45	41.60	51.68	59.39	51.66	61.74
E	47.74	89.86	99.94	47.74	89.86	99.94
F	47.74	63.31	73.39	47.74	63.31	73.39
G	47.74	41.60	51.68	47.74	41.60	51.68
H	69.45	63.31	73.39	59.39	73.37	83.45
J	\$69.45	\$26.55	\$30.49	\$59.39	\$46.67	\$ 50.61
K	69.45			59.39		
L	\$69.45	\$36.61	\$40.55	\$59.39	\$46.67	\$ 50.61
M	59.39			59.39		
N	\$47.74	\$26.55	\$30.49	\$47.74	\$36.61	\$ 40.55
P	69.45			59.39		

# FYI

## University of Kansas Libraries

Number 818

June 20, 1985

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\*\*\* DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI IS 3:00 P.M., WEDNESDAYS \*\*\*

### PERSONNEL

Cynthia Shively has promoted from her student position in the Circulation Department to a full-time Clerk III position in Cataloging, effective June 18, 1985. Cynthia is replacing Maxine Hack.

Jennifer Vogel will promote from her student position in Exchange & Gifts to a full-time Library Assistant I position in Documents, effective approximately July 18, 1985. Jennifer will be replacing Laura Carroll.

S.Gilliland

### UPDATE ON LIABILITY INSURANCE

The University has been unable to secure a carrier for liability insurance coverage for faculty and staff, and has issued another memo (copy attached) encouraging those interested in this coverage to look elsewhere. Recently the KU-NEA distributed information to all faculty describing the liability insurance program available with each paid membership. The Library Office is also exploring options available through the AAUP. Additional information will be forthcoming as it becomes available. In the meantime, contact Sandy Gilliland if you have questions.

S.Gilliland

### NO PETS ALLOWED

The following policy has been adopted by the University regarding the presence of dogs or other pets in a campus building:

"No pets are allowed in campus buildings. Only laboratory animals and owner-accompanied guide dogs are permitted."

Attached to this week's issue of FYI is the memorandum from Executive Vice Chancellor Cobb informing departments of this policy.

N.Shawbaker

### LFA EXECUTIVE COMMITTEE--FY86

Jim Helyar has resigned his position as LIII Representative on the LFA Executive Committee. Barbara Clason, the other candidate, will serve in his stead.

L.Moore

### TO THE MEMBERS OF THE LIBRARY STAFF

Michelle, Brandi, and I were deeply touched by your generosity and support during our recent misfortunes. Al Mauler presented me with a check last Saturday afternoon for the total of your contributions. We are making progress at a slow but steady rate--cleaning smoke and soot is a long, laborious process. A local CPA and his family gave Brandi a nine week old Siamese kitten, and we are happy to report that Buddha is a wonderful addition to our family. Our sincerest thanks to those who contributed to the KULSA fund and to those who have offered their time and efforts to help us out. It is a pleasure and a privilege to work with such a fine staff.

C.Getchell, M.Sandwith, B.Dunn



OCLC TERMINALS

Anyone using the OCLC terminals in Acquisitions should take note of the fact that it is no longer possible to print worksheets from terminal "A". Both printers are connected to terminal "B" to expedite the transfer of records into Innovacq and to produce copy for further searching with diachritics. While the Whisper Printer can be used to produce printouts for OCLC records, it does not reproduce diachritics. Although either printer may be used for printing worksheets from terminal "B", the transfer process should not be bumped for this purpose.

K.Lohrentz

COM CLASS

The next class will be on Tuesday, June 25th at 10:30 a.m., in the Cataloging Department conference room, for any staff member (unclassified, classified, or student), who wants to learn how the fiche catalog differs from the card catalog. The presentation now includes serial records appearing in the fiche catalog as well as an updated statement on the scope of each catalog. Please contact Annie Williams in the Cataloging Department (4-3038) if you, or any of your students want to attend.

C.Getchell/A.Williams

PARTY PARTY PARTY

Invitations will be mailed soon for the End-of-the-Fiscal-Year Party on July 20th. Watch your mailbox!!

A.Williams/S.Gilliland



# THE UNIVERSITY OF KANSAS

Office of the University Director  
of Business and Fiscal Affairs  
225 Strong Hall, Lawrence, Kansas 66045-1502  
(913) 864-3138

June 14, 1985

JUN 19 1985

U. OF K. THE DEAN

## Memorandum

To: All Members of the Faculty and Staff

From: Martin Jones *MJ*

Re: Update on efforts to find a carrier for professional liability insurance

In a memorandum dated May 16, 1985, Executive Vice Chancellor Cobb reported that the Meade Company, the insurance agency which has placed the professional liability insurance policy with various companies in past years, had been unable to locate a carrier for the year beginning July 1, 1985. He informed us of this situation and suggested that we might want to investigate the possibility of obtaining comparable liability insurance through professional associations or our personal insurance representatives. He also included the following paragraph about the Kansas Tort Claims Act:

I would also point out that the Kansas Tort Claims Act (K.S.A. 75-6101 et seq.) provides that individuals sued for alleged acts or omissions in the scope of their employment with the University may, upon appropriate request, be provided with legal representation in accordance with terms of the Act. There are certain instances in which such defense may be refused if it is determined that the alleged act or omission was not within the scope of the employee's employment, that the employee acted or failed to act because of actual fraud or actual malice, that the defense of the action would create a conflict of interest between the University and the employee, or that the request for defense was not made in the appropriate manner. Additional information concerning the terms of the Tort Claims Act may be obtained from the Office of the General Counsel.

As of June 12, Mr. William McBride of the Meade Company told me that he has still not been able to obtain a carrier for the liability insurance. Though he is still working to find a carrier, he has exhausted most of the possibilities. Consequently, if you intend to purchase liability insurance for the year beginning July 1, 1985, you may wish to investigate the possibility of obtaining such insurance through professional associations or your personal insurance representative. If Mr. McBride is successful in obtaining a carrier, I shall notify all members of the faculty and staff.

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



# THE UNIVERSITY OF KANSAS

Office of the Executive Vice Chancellor  
231 Strong Hall, Lawrence, Kansas 66045  
(913) 864-4904

June 7, 1985

## PLEASE POST

## Memorandum

To: Vice Chancellors, Deans, Directors and Chairpersons

From: Robert P. Cobb *rpc*

Some of our offices periodically receive complaints about the presence of pets in campus buildings. In facilities where laboratory animals are housed, the introduction of dogs or other pets poses a health hazard to the research colonies; the animal care committee of the University has recommended, for some time, that pets be barred from such facilities. We occasionally have had complaints from faculty, staff, and students about bites or other apparent attacks by dogs in campus buildings. Finally, the presence of pets increases the work of the housekeeping staff. In view of all of the above, the following policy has been adopted:

No pets are allowed in campus buildings. Only laboratory animals and owner-accompanied guide dogs are permitted.

I should like to ask that you assist in the implementation of this policy wherever possible. In the event that you receive a complaint about the presence of a dog or other pet in a campus building and you are able to locate the owner, please ask that he or she remove the pet. In the event that an owner cannot be located or is reluctant to remove the animal, please contact the University Police Department.

I shall very much appreciate your cooperation in announcing and implementing this policy.

rs

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

Present: Gates, Helyar, Hocker, Jerkovich, Mitchell, Roach and Skipp.

The Committee met on April 3 to consider changes in the terminology of criteria for promotion and the granting of tenure. It was agreed to canvass the opinions of librarian members of LFA by means of a questionnaire.

The questionnaire was subsequently drafted and approved at a meeting on April 11.

On May 1 the Committee met to consider the responses to the questionnaire. It was agreed that a report should be made to the LFA, embodying the opinions gathered, and the recommendation of the LCPT in the matter.

Meeting of May 7, 1985.

Present: Gates, Helyar, Mitchell, Ranz, Roach and Skipp. Guests: Sandra Brandt, Janice Franklin, Rachel Miller, Rebecca Stuhr-Rommereim, Joe Springer and LeAnn Weller.

1. A special meeting had been called at the suggestion of Dean Ranz to inform librarians in tenure-track positions of the procedures which will be followed in preparing for promotion and tenure consideration.
2. Skipp opened the meeting by outlining the general shape of promotion and tenure reviews.
3. Ranz spoke to the matter of "service and research" being required of all librarians. The University has tried to deal with library faculty in the same way as teaching faculty, although as a class they do not fit the procedures designed for the teaching faculty. Other schools have used systems ranging from a completely separate category for librarians to, at the other extreme, faculty ranks and status. At KU librarians lack faculty rank and equivalent salary levels.

For the last ten years the evaluation form has included "research" as a requirement or alternative requirement. In talking to the University Committee on Promotions and Tenure and to the Vice Chancellor for Academic Affairs, Ranz had spoken to the lack of time and disciplinary background for research, and the concept that the major value of the group lies in professional service to the University. Judging by the results of promotion and tenure reviews, these considerations appear to have been accepted by a sequence of five different Vice Chancellors for Academic Affairs and ten successive memberships of the University Committee on Promotions and Tenure. There can probably never be an airtight assurance that librarians will not be judged on "research"; a change of University administrative officers could cause a change in practice. The best course for the Library would be to maintain the respected position of its faculty, and to continue the record of well-justified recommendations forwarded by LCPT.

3. The Committee asked the advice of Dean Ranz regarding a rewriting of certain areas of the Staff Handbook to eliminate language which has tended to suggest more stringent requirements than those expressed in the Handbook for Faculty and other Unclassified Staff. Ranz was supportive of the approach, and it was agreed to draft the changes.

LEJH

TO: Library Faculty Assembly Executive Committee

FROM: Lorraine Moore, Secretary

RE: Minutes of the Committee, June 7, 1985, 8:30 a.m.

PRESENT: Ellen Johnson (presiding), Annie Williams, Rachel Miller,  
Nancy Shawbaker, Eleanor Symons, Lorraine Moore; guests,  
Jim Ranz, Mary Hawkins, Clint Howard

ABSENT: Susan Craig

#### MINUTES

The minutes of the May 28, 1985, meeting of the committee were approved as corrected.

#### REPORT OF THE NOMINATING AND BALLOT COMMITTEE

The committee received the report of the Nominating and Ballot Committee regarding the recent LFA election and instructed the secretary to publish the results in FYI.

#### STAFF DEVELOPMENT

The committee agreed to accept the Staff Development Committee's recommendation (appended) that the use of receipts of written reports of travel as one of the criteria for the award of travel fund allocation begin with the allocations for the second quarter of fiscal 1986. The committee also agreed to ask the Staff Development Committee to forward this information to Sandy Gilliland so that she can incorporate it in the Staff handbook.

#### PEER REVIEW COMMITTEE

At this point Jim Ranz, Clint Howard, and Mary Hawkins joined the committee for a discussion of the proposed code revision to establish the Peer Review Committee as a standing committee.

Annie distributed several documents for discussion: the minutes of the LFA General meeting at which the motion was passed instructing the committee to propose a code revision considering the results of the committee's recent survey, the survey along with the results, and a draft of a proposed code revision (appended) along with proposed procedures that would accompany the ballot and would be recommended for the evaluation process should the motion pass, as well as a document she had prepared, "Back to Basics," outlining the goals of the peer review process and describing several alternative procedures, that she had prepared after discussing the proposed revision with Dean Ranz. Annie explained that the procedures had originally been in the form of a proposal to LFA, but it had become clear that they involved establishing procedures to be followed by the administration that were beyond the prerogative of the LFA, and, therefore, were now in the form of a recommendation to the administration.

Jim Ranz said that he agreed with the goals enumerated in "Back to Basics," particularly that the system should be fair and help recognize merit. Regarding the proposed code revision and the accompanying procedures he described two of his own objections, the first to

supervisors recommending a rating, in that it is extremely difficult for a supervisor of one or even a number of persons to assign a rating without knowing the work of the forty-five other people in the group, the second to the assistant deans' assigning a rating independently, in that there was little advantage to it and the assistant deans would be helped by knowing what ratings the committee had assigned.

The Dean stressed that, although he and Clint and Mary had met concerning the question prior to the present meeting, there was no company policy, each member of the administration had his/her own opinion, which he asked Clint and Mary to outline.

Mary said that the purpose of the evaluation of the supervisor was to provide information which is important to each individual in his/her work, as well as necessary in the merit review process. The labels used in the ratings, however, are used for only one purpose, the distribution of merit salary increases. These labels could well be a numerical scale instead of our present adjectives, so long as they served the purpose of providing a basis for dividing merit salary increases. She has talked to some department heads, and she and they feel that department heads cannot make the library-wide comparison necessary to assign ratings for salary purposes. She said that she has no interest in assigning a rating at the outset of the process, and would be satisfied if ratings came to her only in cases of appeal. She stressed the value of the collaborative effort of the peer review committee as distinct from any one individual signing off on the rating.

Clint asked what the committee was trying to do in its present deliberations. Annie explained that the motion passed at the general meeting required the committee to propose a code revision establishing a standing committee, taking into consideration the results of the recent survey, but she said that she did not interpret that to mean that the committee was to follow the survey slavishly, without using judgment.

Clint said that the survey itself was ambiguous. Lorraine referred to the fact that a majority of the respondents were in favor of the supervisor recommending a rating. Clint pointed out, however, that that majority was not a two-thirds majority of the membership and that the committee could not write procedures only for the people who responded to the survey rather than for the membership as a whole. He suggested that the supervisor rating be taken out of the code revision proposal and that a question concerning supervisor rating be appended to the ballot to survey the opinions of the members. Clint also pointed out that the present system is good in that it depends upon supervisors being able to convince a group of people (the committee) and that is its advantage. Mary and Clint both pointed out that the supervisors have the opportunity of discussing the ratings with both the committee and the deans.

Ellen asked Clint about his opinion of the so-called domino effect of one group following after another rather than rating independently, the deans seeming to rubber-stamp the committee, for example. Clint said that if you assume that the supervisor is being consistent and thorough and the committee is doing its job you would not expect a lot of disagreement. He questioned whether it was a bad thing for the deans to be influenced by the committee. Mary pointed out that the

disadvantage of independent action by the assistant deans is that they would lack the opportunity to understand the basis of the rating made by the committee. She also pointed out that the committee and the assistant deans may come up with the same rating for different reasons. She said that a collaborative effort is better than an individual one because the ratings are assigned by different people in different contexts.

Clint pointed out that the key consideration is that of looking at an individual in context of the whole range of the library. He then questioned whether the ballot would specify the methodology of the process, specifically whether review of a supervisor-recommended rating would be indicated as part of the committee's functions. He pointed out that if that passed it would be extremely hard to change if it proved unsatisfactory. Lorraine said that she felt that the sense of the general meeting was that the membership wanted the proposal specific enough so that they could be sure what procedures they were voting on. Clint urged that procedures not be included in the code revision because they are so difficult to change. The Dean also pointed out that since the accompanying list of procedures could only be a recommendation to the administration, it would be misleading to include them as information with the ballot.

Lorraine then suggested that it would be necessary to rewrite the proposed ballot, striking the phrase regarding job performance ratings recommended by the supervisors and eliminating the list of recommended procedures. Jim suggested that a cover letter be added explaining that ratings have to be assigned in order for salary increases to be made, if not by a committee then by other means. Eleanor questioned the propriety of influencing a vote by a cover letter and the Dean agreed with her question.

Mary pointed out that if the supervisor were to assign a rating in the form of a numerical scale to determine salary increases, for example, then it would be necessary for the supervisor to read all of the evaluations and annual reports, not just the ones in his/her department. Clint asked why the supervisor rating had been taken out of the process two years ago. The answer was that it was because there was so much dissatisfaction. One reason was, the Dean pointed out, that if supervisors assign ratings, the system has to adapt itself to the easiest, gentlest rating and standards are lowered.

The committee agreed to ask Annie and Rachel to rewrite the proposal according to the present discussion and bring it back to the committee.

Eleanor pointed out that although the main purpose of the rating is for salary distribution, it is clear that it does serve other purposes for different individuals. Lorraine explained, in

addition, that the committee, in its proposed code revision, and the membership in its comments in the survey and in the general meeting, had not intended that supervisors recommend general, overall ratings, but rather job performance ratings in the context of the individual departments for the information of the committee and the individual being rated.

Clint suggested that another goal be included in the "Back to Basics" document, that of providing a written record for tenure and other purposes.

#### NEXT MEETING

The next meeting was scheduled for Tuesday, June 11, at 8:30 a.m.

Jan (5/31/90)

①

Draft discussed at  
Exec. 6/7/85

#### PEER REVIEW COMMITTEE -- PROPOSED BALLOT

The following revisions of LFA Code of Governance are proposed. A two-thirds majority of librarians must support these changes for them to take effect.

#### ARTICLE II. The Library Faculty Assembly

##### Section 2. Standing Committees

##### 2.2.8 PEER REVIEW COMMITTEE

The Peer Review Committee shall review the librarians' annual reports, supporting documentation, evaluations, and the job-performance ratings recommended by the supervisor and shall recommend to the Dean of Libraries an overall performance rating for each librarian. The committee shall review annually and recommend revisions of as necessary, the procedures established by the Library Faculty Assembly for the annual performance review of librarians.

The Peer Review Committee shall be composed of six members. The members of the Library Faculty Assembly eligible to vote (see Article I.1.1.1) shall elect one librarian from each rank and two librarians-at-large. The Dean of Libraries shall serve ex officio without vote. The elected members of the committee shall serve two-year overlapping terms. Members may not succeed themselves without one year intervening. The committee shall select its own presiding officer who shall preside at all meetings. The Peer Review Committee will convene meetings with all members present.

The deliberations and recommendations of the committee shall be held in strict confidence.

Appendix to June 7 minutes of LFA Exec

If the changes proposed above are approved, then part of Article I would also need to be changed:

ARTICLE I. The Library Faculty Assembly: Membership

1.1.1 The Library Faculty Assembly shall include:

- a) All librarians on tenure-track appointments.
- b) All librarians with part-time appointments on regular payroll
- c) Emeritus members of the library faculty
- d) Other unclassified library staff on salaried appointments, and
- e) Visiting library faculty

...  
Members in category c ... and in categories d and e may:

- iii) Serve on the Budget and Planning, Nominating and Ballot, and Staff Development Committees, but not on the Promotion and Tenure, Salary, or Peer Review Committees, or the Committee on Appointment Criteria.

Yes \_\_\_\_\_

No \_\_\_\_\_



To: Ellen Johnson, Chairman, LFA Executive Committee  
From: Rosemary McDonough, Chairman, Staff Development Committee

Gaele Gillespie recently raised two questions about SDC using receipt of reports on travel as a criterion for future allocations of travel funds: 1. For how long have such reports been expected? 2. When will SDC begin using receipt of the reports as a criterion for future allocations?

SDC discussed these questions at our last meeting. A check of older guidelines for distribution of the travel fund shows that at least as far back as 1978 "Persons receiving professional travel funds should be prepared to share with the staff the knowledge gained from the trips. The Committee shall facilitate this by arranging meetings for oral reports and discussion or by collecting written reports and making them available to the staff." Guidelines, Sept., 1978.

Using receipt of reports about travel as one of the criteria for future allocations will be new. It seems reasonable to begin this when allocations are made by SDC for the second quarter of fiscal 1986. The first reports, receipt of which is to a criterion, will be those for travel during the first quarter of fiscal 1986.

Gaele suggested that other staff members may be interested in this. If the Executive Committee agrees with this, will you please note it in your minutes. If the Committee doesn't agree, will you please let me know. Thanks.

*Rosemary*

*Appendix to June 7 minutes of LFA Exec.*

Notes on LFA Exec. minutes of 6/7/85:

Suggestions:

2nd page, 3rd paragraph: (I believe this is a better representation of what I said)

Mary said that the written evaluation by the supervisor should let the employee know what they need to know about their performance, and the rating label itself is only necessary for the purpose of distributing merit salary increases. Because the current system of rating labels provides only a few performance groupings, she feels that using a larger number of salary levels (not necessarily the adjectives currently used) would more realistically reflect the performance levels. For example, the current system provides for no fine distinction between an individual whose performance is at the top of the "Very Good" category, even if only marginally different from one whose performance is at the bottom of the "Exceptional" category. As to whether supervisors should assign an initial rating, some supervisors want to assign a rating. But she has learned from some that they consider themselves at a disadvantage in recommending a rating that apparently should be based on library-wide comparison for salary purposes. She said that she personally feels no need to assign a rating at the outset of the evaluation process, as long as she and other evaluators have the opportunity to check back with the peer review committee whenever they disagree with the committee, so that any disagreement can either be resolved or can go on record for the dean's consideration. She stressed the value of group discussion by the peer review committee as distinct from any one individual signing off on the rating.

<sup>3</sup>  
2nd page, 1st paragraph, last sentence:

She said that collaborative effort by the peer review committee is in a different context from supervisor efforts to rate, since the peer review committee has access to evaluations library-wide.

<sup>3</sup>  
2nd page, 4th paragraph, 1st sentence:

Mary expressed the view that a supervisor, if required to recommend a salary level within a scale that had many levels, would be hard-pressed to do so without access to comparative information on salaries and documented performance throughout the library, not just within his/her department.

Thanks for the opportunity to comment.



If the Peer Review Committee is approved as a standing committee of LFA, the LFA Executive Committee will recommend to the Library administration that the following procedures be followed. Please note that this could be only a recommendation.

1. Librarian receives annual report form.
  - a. Librarian completes annual report and appends supporting documentation.
  - b. Librarian makes copy for him/herself.
  - c. Librarian gives annual report and supporting documentation to supervisor.
2. Supervisor writes evaluation of the librarian's job performance and recommends job-performance rating.
  - a. Supervisor shares job-performance evaluation and rating with librarian evaluated, who is asked to sign and date the form, and who has the opportunity to append written comments.
  - c. Librarian photocopies evaluation for him/herself.
  - d. Supervisor forwards all documentation to personnel officer.
3. Personnel officer photocopies annual report, supporting documentation, evaluation, and rating for job performance.
  - a. Personnel officer sends copy of all material to assistant dean.
  - b. Personnel officer sends original of all material to Peer Review Committee.
4. Independently of the Peer Review Committee, the assistant dean reads material and recommends an over-all performance rating, resolving any inconsistencies within his/her area of supervision.
  - a. Assistant dean notifies each librarian and supervisor of rating recommended. Librarian and supervisor have opportunity to check back with assistant dean.
  - b. Assistant dean forwards rating and all materials to personnel officer.
5. Independently of the assistant dean, the Peer Review Committee reads material and recommends an over-all performance rating.
  - a. Peer Review Committee notifies each librarian and supervisor of rating recommended. Librarian and supervisor have opportunity to check back with Committee.
  - b. Peer Review Committee forwards rating and all materials to personnel officer.
  - c. Peer Review Committee writes annual report noting problems or inconsistencies it may have encountered. Refinements in procedures are recommended as necessary.
6. Personnel officer collates all materials, separating out copy of annual report to send to Academic Affairs.
  - a. Personnel officer forwards remaining information to Dean of Libraries.
7. Dean of Libraries reads material and assigns overall performance rating.
  - a. Dean notifies each librarian and supervisor of rating recommended. Librarian and supervisor have opportunity to check back with Dean.

Appendix to June 7 minutes of LFA Exec.

D) PRC RECOMMENDS RATINGS, SUPERVISOR RECOMMENDS RATINGS, DEAN RESOLVES APPEALS

1. Librarian completes form
2. Supervisor writes evaluation
3. Supervisor recommends rating
4. Committee recommends ratings
5. Assistant dean recommends ratings
6. Committee hears appeals
7. Dean resolves appeals and assigns ratings

COMPROMISE??

E) PRC RECOMMENDS RATINGS, SUPERVISOR RECOMMENDS RATINGS

1. Librarian completes form
2. Supervisor writes evaluation
3. Supervisor recommends rating in text only for librarian's benefit
4. Committee recommends ratings
5. Assistant dean recommends ratings
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G) PRC IS WATCHDOG, SUPERVISOR RECOMMENDS RATINGS

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2. Supervisor writes evaluation
3. Supervisor recommends rating in text only for librarian's benefit
4. Assistant dean recommends ratings
5. Committee reviews ratings; recommends alternate ratings if *no* necessary
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# PRC IS WATCHDOG

## I) PRC IS WATCHDOG

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## J) PRC IS WATCHDOG, DEAN RESOLVES APPEALS

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5. Committee reviews ratings; recommends alternate ratings if necessary
6. Dean assigns ratings
7. Committee hears appeals

## L) PRC IS WATCHDOG, SUPERVISOR RECOMMENDS RATINGS, DEAN RESOLVES APPEALS

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5. Committee reviews ratings; recommends alternate ratings if necessary
6. Committee hears appeals
7. Dean resolves appeals and assigns ratings

Would there be situations when it would be better not to have a peer review committee?

### Realities:

- 1) Whatever is done, some people will be unhappy
- 2) If more than one rating is assigned, whoever does not assign first will be open to the charge of "rubber-stamping"

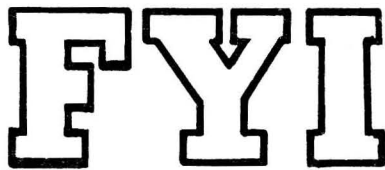
What are limitations imposed on this ballot by motion of LFA meeting of June 21st?

# LFA BALLOT

In the next few days all LFA members eligible will be receiving a ballot regarding the establishment of a peer review committee. Please watch for your ballot and exercise your right to vote.

Executive Committee





## University of Kansas Libraries

Number 819

June 27, 1985

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### UNCLASSIFIED VACANCY

MANUSCRIPT SPECIALIST (Program Assistant) a full-time appointment available September 1, 1985 for one year with possible continuation. Duties includes arranging and describing manuscript collections, assigning subject access points, and preparing finding aids; assisting in providing general departmental reference service; occasional supervision of students involved in manuscript processing projects; and assisting the Curator with the appraisal and accessioning of manuscript collections. The Kansas Collection, housed in Spencer Research Library at the University of Kansas, consists of a variety of research materials relating to Kansas and the Great Plains region and includes manuscripts, photographs, oral history, maps, books, serials, and ephemeral materials. Required Qualifications: B.A. degree; strong organizational skills; familiarity with archival principles and techniques as they apply to manuscript processing; ability to effectively plan and manage time, set and meet work goals. Preferred Qualifications: Strongly prefer advanced degree in historical administration, history, library science, or other relevant area; previous manuscript processing experience. Prefer demonstrated supervisory ability; background in Kansas or regional history; previous public service experience; experience using microcomputer in archival work. Salary: \$16,000 - \$18,000 dependent upon qualifications and available funding. Applications must be postmarked no later than August 2, 1985. To apply, submit letter of application, resume, transcripts, and names of three references to Sandy Gilliland, 502 Watson. Minorities are encouraged to apply.

S.Gilliland

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

### PERSONNEL

Cynda Benson has announced her resignation effective August 9, 1985, so that she may pursue graduate study full-time in the fall.

S.Gilliland

### DEADLINE FOR SUBMISSION OF ARTICLES FOR FYI--WEEK OF JULY 4TH

Because of the July 4th holiday, the deadline for submission of articles for FYI will be 3:00 p.m., Tuesday, July 2nd. FYIs will be distributed to departments the following day, Wednesday, July 3rd. Thank you.

S.Dewey

### SCIENCE LIBRARY OPEN ON JULY 4

The Science Library will be open on Thursday, July 4 for limited service. Limited service means that we will not have reference service or circulation computers. Checkouts can be handled as usual, but returns and renewals will not be entered into the circ. system until Friday, July 5.

B.Denton

CLASSIFIED CONFERENCE EXECUTIVE BOARD

Following is a list of regularly scheduled meetings of the Classified Conference Executive Board. Irregular meetings will be scheduled as needed. Unless board members are notified by phone or through FYI, meetings will be in Conference Room "A", of the Administrative Office, at 2:30 p.m. on:

July 16  
August 13  
September 17  
October 15  
November 19  
December 17

R.Crank

ANNUAL REPORTS

LFA committees are requested to submit annual reports of committee activities for FY85 to Lorraine Moore, Cataloging Department, by July 15.

L.Moore

LFA BALLOTS

Eligible LFA members are reminded that the deadline for peer review ballots is July 5.

L.Moore

COM CLASS

Unless we have requests for a class earlier, the next class will be held during the first week of September for any staff member who wants to learn of the fiche catalog differs from the card catalog. Please contact Annie Williams if you have questions. Thanks.

C.Getchell/A.Williams

END-OF-THE-YEAR PARTY

Don't forget to RSVP to either Sandy Gilliland or Annie Williams.

A.Williams/S.Gilliland

PLEASE NOTE

Online Biblio-Techniques Library and Information System (BLIS) demonstrations will be given in Chicago at the Inn of Chicago from Saturday, July 6 to Monday, July 9, 1985. "BLIS provides an integrated, multi-function library computer system for single and multi-library systems. BLIS is based on Washington Library Network (WLN) software and operates on IBM or IBM-compatible computer systems." No fee for attending the demonstrations is given in the flyer, but people who wish to attend are asked to call Curt Stucki or Rich Woods at (206) 786-1111 before July 5 or after July 5 at the Biblio-Techniques suite at the Inn of Chicago. See your staff bulletin board.

CONTINUED ON FOLLOWING PAGE...

Kelly Warnken and Katherine Ackerman are offering two seminars for potential information brokers during the ALA meetings in Chicago. Part I will be offered July 8 from 6:30 till 10:00 p.m. and Part II July 9 from 6:30 till 10:00 p.m. Each costs \$86; the cost of attending both is \$155. People who wish to take one or both of the seminars should write to Ackerman and Warnken Seminars, Box 1707, East Lansing, MI. 48823 or call Kelly Warnken at: 312-461-0890 or Katherine Ackerman at: 517-332-6818.

Cambridge University Library, England, is inviting applications for the Munby Fellowship in Bibliography for the academic year October 1, 1986--September 30, 1987. "The Munby Fellow will be free to pursue bibliographical research of his own choosing. It is, however, expected that the research will be, at least in part, directly or indirectly of benefit to scholars using the collections of the University and Colleges of Cambridge...The stipend will be ~~£~~\$8,000." See your staff bulletin board for details.

Staff Development Committee