

## University of Kansas Libraries

Number 1303 January 5, 1995

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### PERSONNEL

Julie Slusser, Assistant Personnel Officer, has announced her resignation effective January 13. Julie began her Library employment in March, 1993 as an Office Assistant III in Cataloging. She later promoted to her current Office Assistant IV position in the Administrative Office, on December 1, 1993. Julie and her daughter, Ashley, will be relocating to Ft. Bragg Army base in North Carolina, to join her husband who is stationed there. Best wishes to Julie.

The Administrative Office will host an "open house" on January 9, at 3:30 p.m. in Watson Conference Room A, to say good-bye to Julie. Sandy Gilliland

### INTERIM STAFFING ARRANGEMENTS IN ADMINISTRATIVE OFFICE

Due to Julie Slusser's resignation, Lars Leon has agreed to provide much needed interim assistance, on an emergency basis, to the Administrative Office. Lars will work approximately two hours daily, until Julie's position is filled, which may take approximately 4-6 weeks, despite our best efforts to expedite the search. Lars will be assisting with student employment and payroll activities. W. J. Crowe

### TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Sandy Gilliland in the Library Administrative Office by 12:00 p.m., Tuesday, January 17th. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information. Julie Slusser

### I'M HAPPY TO BE HERE

I started just a few days ago and I am excited to be here. Everyone has been so friendly and helpful and has really made me feel a part of the KU Libraries family. I am looking forward to getting to know everyone better and to helping address the preservation concerns all of us have.

I am eager to address the many preservation possibilities and challenges that KU Libraries face. In the coming weeks I hope to visit all of the various libraries and departments to become better acquainted with you and with your collections. During these visits, and at any other time, I want to hear ideas, concerns, and feedback you might have for the Preservation Department. This information will help me, Joyce and Sara know how we can serve you better. In the meantime, I can be reached at 864-3568 or bbaird. Please feel free to drop by.

I hope that everyone has a happy new year.

Brian J. Baird  
Preservation Librarian

## **EXTRA SESSION OF "NEW TECHNOLOGIES: THE INTERNET" SCHEDULED**

There is still room for 2 more participants in the January 12 session of "New Technologies: the Internet." The January 10 and January 19 sessions have been filled. An extra session has been scheduled for January 24 at 10:00-11:30 a.m. To register for the January 24 session, phone or e-mail Margaret Wilson, Serials Cataloging (phone x. 3535 or e-mail MWILSON) by 5:00 p.m. Wednesday, January 18, 1995. Margaret Wilson

## **ATTACHMENTS**

Administrative Conference minutes--November 23, 1994  
Classified Conference Exec Board minutes--November 28, 1994  
Library Automation Committee minutes--December 7, 1994  
Library Space Committee minutes--December 15, 1994



**Classified Conference Executive Board**  
**Meeting of November 28, 1994**

Present: M. Baker, M. Boyer, C. Jeffries, B. Marvin, C. Rivera, A. Slater (chair), J. Slusser, C. Thompson (secretary)

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**Dean Crowe:**

1. Dean Crowe anticipates receiving the request for the libraries' budget projection from Academic Affairs in the next few days.
2. The Dean encourages staff to give the Staff Development Committee feedback on Robert Wedgeworth's presentations and/or the theme of this year's series.
3. In reviewing the Strategic Plan, most of the recommendations for the first year have been begun, if not accomplished. The Dean pledges that the Budget Request will be written in the "context of the Strategic Plan."
4. Dean Gibbs' review committee has submitted its report to Dean Crowe. Dean Crowe will prepare an executive summary and send it to all library staff.
5. Overhead money from grants (the University's "cut" of grant money) will be less than was projected. This may result in the Libraries having to return as much as \$50,000 to the University. On a brighter note, the Regents have requested that the tuition shortfall be funded and there are some signs that this may occur.
6. Attempts to recruit work-study student assistants continue to be frustrating. The split between the Office of Financial Aid and the Student Placement Center has made it difficult for Julie and Sandy to track work-study awards. Students who qualify for work study awards sometimes opt for that amount in the form of a loan instead.

**Chair's report:**

1. Alex read from a letter from Lars Leon. He said that the review committee for Dean Crowe would finish their report by December 1st and then send it to Vice Chancellor Shulenburg. The Vice Chancellor will then write a report which will be sent to all library staff.
2. Dean Crowe has sent Alex, for the Exec. Board, a memo about eligibility for the Classified Employee of the Year award. Unless the Exec. Board wishes some variant, the wording of the guidelines will be modified to read:  

**To be eligible for nomination, classified staff must be employed by the University of Kansas Libraries for at least one year prior to the deadline for nominations.**

Group Representatives will receive a copy of the memo.
3. The Budget & Planning Committee held an open meeting to discuss the future of the vacant assistant dean position. Several ideas were discussed, including possibly replacing the assistant dean positions with a council, maintaining the present system, or replacing the vacant position with an associate dean who would both represent public services and perform day-to-day administrative duties in the absence of Dean Crowe. The meeting was treated primarily as an exercise in information sharing and no consensus was reached.

**Committee Reports:**

Copies of reports from Budget & Planning and the Subcommittee to Reform Budget & Planning were distributed.

### Old Business:

1. The Personnel Committee presented a report summarizing the responses to the questionnaire sent out earlier in the year. They grouped responses by what action, if any, the Exec Board/Conference could take. Alex commented on the memorandum from the Dean to the Exec. Board. It appears that some classified staff members had commented to the Dean about supposed negativity of the survey. Alex was concerned that this indicated that either some classified staff do not realize that Classified Conference is a governance body independent of the administration or for some reason feel that they can't talk directly with either their group representative or officers of the conference. It was decided to have group representatives ask their constituents why (if they did not) they didn't respond to the survey.
2. Alex distributed ballots to the group representatives for voting on the proposed code changes. The group reps will distribute them to their constituents.

### New Business:

Alex will make copies of the 1991 Classified Staff survey and mail them to the CCEB before the break. The CCEB will consider whether to conduct a follow-up survey.

### Announcements:

1. Alex distributed the table of contents of volume 1, issues 1 and 2 of *Associates*, the electronic journal for which Kendall is an editor and publisher. The journal is written by and aimed at library support staff. Staff can subscribe by using the following command at the Ready prompt in VM:

**tell listserv subscribe assoc-l Firstname Lastname**

e.g.: **tell listserv subscribe assoc-l Marian Librarian**

(your e-mail address will be transferred automatically)

Staff who want to receive back issues should contact Alex or Kendall for instructions.

2. To mark the 30th anniversary of the death of H. Beam Piper, a noted science-fiction writer of the 1950's and 1960's, Larry Hopkins has mounted an exhibit in Special Collections.

### Next Meeting:

There will be no meeting in December. The next meeting will be Tuesday, January 31, 1995.

Administrative Conference Minutes  
November 23, 1994

Present: Carvalho, Craig, DeSart, Donaldson, Gibbs, Gillespie, Gilliland, Hitchens, Hoff, Husic, Jaeger, J. Miller, K. Miller, R. Miller, Mitchell, Neeley, Ring, A. Slater, Wilson.

- 1) Crowe told the group that he expected budget preparation information to become available the following week. He said that the Board of Regents had voted unanimously to request a supplemental appropriation to help offset the shortfall created by reduced enrollment, and that Academic Affairs was optimistic that the request would be approved.

Crowe said the University had not taken in as much on indirect cost recovery as previously expected. As a result, the University may need to recover \$500,000, which would mean that the Libraries would be expected to return approximately \$50,000 to the Libraries. Crowe speculated that the issue would be revisited soon.

- 2) Regarding the new leave reporting procedure for exempt staff, Crowe asked the group to review a draft clarification memo with sample questions and answers. Gilliland said that the memo would be distributed to all exempt unclassified staff. She said she would appreciate receiving feedback on the draft leave form within the next few days.
- 3) With regard to the inclement weather policy, the group received the same information as was distributed last year. Crowe asked them to review the material and referred any questions to either Gilliland or the appropriate area head. He reiterated that if classes are canceled, the Libraries may still be open. If offices are closed, then the Libraries will be closed.
- 4) Crowe asked Gilliland to comment on the BCR workshop schedule as distributed to the group. Gilliland said that the Libraries had six vouchers remaining, and that the Libraries received one free enrollment for each workshop hosted. She asked members to review the schedule and let her know their preferences for sessions.
- 5) Crowe announced that a letter had been received from Human Resources which said that Governor Finney had declared December 23rd an official state holiday. Crowe said that copies of the letter would be distributed to all staff later that day. He asked members of the group to provide feedback for a "to do" list in preparation for the closing. Crowe told the group to email questions to Kent Miller or to the appropriate Assistant Dean. Kent Miller said he had received an inquiry from the Computer Center regarding hours of opening for the Libraries during the holiday break, with specific reference to December 23rd, 24th, and 26th. He requested feedback from staff regarding computing needs for that period, and asked for responses to be given to him as early as possible.
- 6) Crowe said he would issue a call to all Libraries faculty about acquiring business cards. He said that Jaeger was working on information to be distributed, including guidelines requesting business cards. Crowe said he hoped that the information would be distributed before the end of the calendar year.

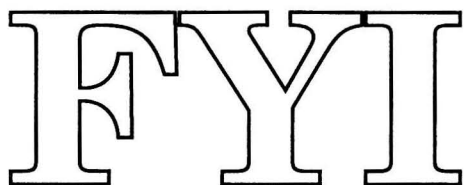
- 7) Crowe told the group that the Libraries expected to be polled in December by the State Library regarding FirstSearch subscription interest. John Miller told the group that the demo had been extended through the end of December, and that about 125 responses had been received from faculty. (The usage information within the Libraries was being tracked for LAN access only, so the number of actual requests--including network access--in excess of that number.)
- 8) Crowe asked if there were announcements.
  - a) Gillespie mentioned the good attendance at the SDC presentation by Robert Wedgeworth, University Librarian, University of Illinois. She commented that there was representation at the afternoon session from a number of other libraries in the area including Linda Hall, Wesleyan, Washburn, K-State, and non-librarians from the Regents Center. Gillespie asked that members provide any comments they might have about the program to the Staff Development Committee. She said that the next stage of the comprehensive program would be panel discussion by University administrators. Future sessions could include a panel of staff on the topics of research and career change. Gillespie said further that Wedgeworth had complimented KU's staff development efforts, its staff and the Libraries in general, including the strategic planning report.
  - b) Jaeger reminded the group about the Open Budget Forums scheduled in Watson Conference Room A, for Monday, November 28th, 10:00 - 11:30 a.m., and Tuesday, November 29th, 3:30 - 5:00 p.m. Crowe reminded the group that the forums would be a question and answer session with an informal presentation.
  - c) Crowe told the group that he would be briefing the Senate Library Committee on the Libraries budget on November 30th. He also said that a letter was being drafted to faculty about bibliographers' meeting with them at the beginning of the next semester to begin preparations for potential acquisitions cuts. In addition, he told the group that he believed the round of approved equipment orders were in process.
  - d) With regard to the status of the Assistant Dean vacancy, Crowe told the group that the Public Service Heads group was conducting advance discussions about the configuration of the position. He said that Budget & Planning had met the previous Friday to discuss the issues. He asked DeSart to brief the group on the status. DeSart said that Pub Heads had approached the task by reviewing what was perceived to have worked and not worked about the position, and that based on that information, he thought Pub Heads and B & P would be meeting further to develop and discuss a position description. Crowe said he wanted to approach the process for filling the position by the end of December.
  - e) Crowe said that the new preservation librarian, Brian Baird, was expected to visit Lawrence the following weekend to look for housing.

- f) Regarding the JRP move, Kent Miller said he expected to be finished by the following Tuesday, and that to date, there had been six requests for material to be brought back from storage.
- g) Regarding the status of the Budig Hall reconstruction, Crowe said that there had been no final decisions made by the University about whether or not to request the additional \$4 million to complete the construction, but that it seemed likely that this would not formally be requested.
- h) Crowe told the group that an official announcement would be coming shortly which would identify Rich Givens, Chair of the Chemistry Department, as the new Associate Vice Chancellor to succeed Brower Burchill. Crowe said that Burchill will remain one-quarter time until the end of the academic year to deal with space issues, among other things.

The meeting adjourned at 11:35.

Respectfully submitted,

Rhonda Boose



## University of Kansas Libraries

Number 1304 January 19, 1995

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### OFFICIAL RESULTS

The ballots to elect this year's Committee on Evaluation of Service and Research (CESR) have been counted. CESR representatives will be:

Librarian I representative -- Julie Hoff

Librarian II representative -- Brad Schaffner

Librarian III representative -- Margaret Wilson (carry-over member from last year)

David Pardue, N&B Committee

### COMMITTEE ON BUDGET AND PLANNING SURVEY

Thank you to those of you who have completed the survey. We would appreciate the return of more surveys to Judith Emde, Anschutz Library, by this Friday, January 20th. Judith Emde

### RECYCLING REMINDER

Only white paper, cardstock and green bar paper allowed. The paper must be sorted by type. No color paper allowed. All boxes used for paper for recycling must have lids. Angel

### FROM THE BRITISH LIBRARY ASSOCIATION'S *RARE BOOKS NEWSLETTER* #48 (November 1994)

I am pleased to share with you the following passage, which I discovered not too long ago.

"A strong candidate for the best exhibition catalogue to be produced by any rare book library 1994 must be *A Silver Anniversary: The First 25 Years of the Kenneth Spencer Research Library*. Nicely designed and printed, this large format catalogue of over ninety pages describes in (unusually informative) detail the principal acquisitions of all the main collections of the Kenneth Spencer, including the particularly rich Kansas Collection, and the University Archives. Copiously illustrated, the catalogue tells the story of major benefactions, as well as judicious forays into the book trade, and shows just how much has been achieved, in particular under the wise and enlightened supervision of Alexandra Mason (the Spencer Librarian), who fittingly, was responsible for much of the catalogue. This catalogue in many ways is a model of its kind, and the University of Kansas Library, and its Friends, as well as the University itself must be applauded for funding such a scholarly, informative, and entertaining record, not just of an exhibition, but of two and a half decades of a great library."

"Well done," to all who had a hand in the production of the catalogue.

--W. J. Crowe

## **PUBLICATIONS**

David Pardue has had the article "Leopoldo Lugones y el Haikú" published in the November issue (v.23:2) of *Chasqui*.

Rob Melton's review of Alan G. Fetrow's *Feature Films, 1940-1949: A U.S. Filmography* was published in the December issue of *Library Journal*.  
Rob Melton

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## **ATTACHMENTS**

KUDCRS News January 1995

Department of Human Resources Professional Development Calendar--January, February, March 1995  
Professional Development Programs

Library Automation Committee minutes--December 14, 1994

LFA Executive Committee minutes--November 14, 1994, December 5, 1994, Dec. 12, 1994

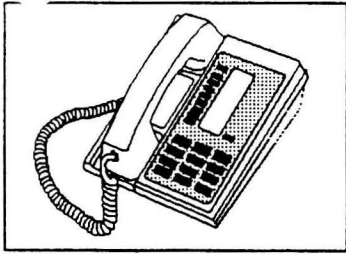
LFA General Meeting minutes--November 1, 1994

Library Space Committee minutes--December 22, 1994

Staff Development Committee minutes-- November 8, 1994, November 15, 1995, November 30, 1994, December 7, 1994, December 14, 1994



# *KUDCRS NEWS January 1995*



KU Dependent Care Referral Service offers assistance with your child care and elder care needs.

- ▣ You may call **864-4648** during afternoon office hours, or you may leave messages on our 24-hour, voice-mail service.

## *Family Caregiving Seminar*

- ✓ Preregistration is encouraged, yet not required; please call **864-4946**.
- ✓ If you are a KU employee, please get your supervisor's permission to participate in seminars conducted during your work hours.
- ✓ Approval for childcare provider inservice credit has been requested from KDHE.
- ✓ Accommodation will be provided for persons with disabilities. If you are in need of accommodation, you must advise Human Resources staff at the time of course registration.

### *"Creative Art Activities and Teaching Strategies in Pre-school or Home Settings"*

Tuesday, February 7, 7:00 - 8:30 pm

**Lawrence Public Library Auditorium**

Intended Audience: Preschool, Day Care Home, and Child Care Center Providers, Parents, and Other Interested Adults

"Adults play a vital teaching role in fostering artistic development in children's lives.

At the presentation, various media will be used to create simple art projects with a focus on art as play.

Examples can be taken home from the presentation.

It is a joy to see the art of children as you develop your own artistic ability as well."

Presenter: Betty Peterson, KUDCRS Coordinator and Faculty Member of Lawrence Arts Center

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**HUMAN RESOURCES**

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**The University of Kansas**





# ANNOUNCEMENTS

## CHILD CARE PROVIDERS

The Douglas County Child Development Association (DCCDA) will present their Mini-Conference on Saturday, February 25, from 8:30 a.m. - 12:20 p.m. Registration Fees: Members, \$6. Non-members \$9. A variety of presentations will be given in one-hour sessions, beginning at 9 a.m. **Location:** United Child Development Center. Please call DCCDA at **842-9679** for registration or more information.

There is always a need for more homes and centers willing to accept children for care paid by SRS. If you are considering contracting with SRS, please call **832-3700** for more information.

## \$ SRS CHILD CARE FUNDS AVAILABLE

SRS funds are NOW AVAILABLE for low-income families needing help paying for child care while parents or guardians work or attend school. **There is no longer a waiting list or a delay in having applications processed.** People who need help are encouraged to call SRS at **832-3700** for information.

## **The University of Kansas**

KU Dependent Care Referral Service (KUDCRS)  
Department of Human Resources  
103 Carruth-O'Leary  
Lawrence, KS 66045-1520

SANDY GILLILAND  
LIBRARIES  
095

**Thank You**, child care providers in homes and centers, for the long hours you serve children. Low, financial compensation for the service you provide has been nationally known for some time. Yet, your profession remains at the heart of human development and family life. The National Association for Family Child Care recognizes these standards of excellence to which you aspire:

- To provide a safe and healthy environment for children
- To respond to the age-appropriate development of each child
- To offer nutritious meals in a positive, relaxed social atmosphere
- To vary play and encourage exploration in both indoor and outdoor play
- To interact with children in a positive manner enhancing children's self-confidence
- To develop good business practices and share information with parents
- To experience professional growth opportunities
- To respect and follow local and state child care regulations

# DEPARTMENT OF HUMAN RESOURCES

## Professional Development Calendar

**January, February, March 1995**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>JANUARY</b>	9	10	11	12	13 Classified Orientation 9am - 12noon
	16	17	18 Understanding Diversity (Part I) 1pm - 5pm	19	20 Understanding Diversity (Part II) 1pm - 5pm
	23	24 STEP (Day 1) 8am - 12noon	25	26	27
<b>FEBRUARY</b>	30	31 STEP (Day 2) 9am - 3:30pm	1	2	3
	6	7 STEP (Day 3) 9am - 4pm	8	9	10 Classified Orientation 1pm - 4pm
	13	14 STEP (Day 4) 9am - 4pm	15 Communication 8am - 12noon	16	17 Communication 8am - 12noon
	20 Conflict Management (Part I) 1pm - 5pm	21 STEP (Day 5) 9am - 4pm	22 Conflict Management (Part II) 1pm - 5pm	23	24
<b>MARCH</b>	27	28 STEP (Day 6) 9am - 3pm	1	2	3
	6	7 STEP (Day 7) 9am - 3pm	8	9	10
	13	14 STEP (Day 8) 8am - 2pm	15	16	17 Classified Orientation 9am - 12noon
	20	21 Stress and Time Management 8am - 12noon	22 Meetings That Matter 9am - 12noon	23	24
	27	28 Stress and Time Management 1pm - 5pm	29	30	31

*Note: All sessions which include the 12 noon to 1pm time period break for lunch during that time.*

Programs offered by the Department of Human Resources are open to all employees of the University. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation, you must advise Human Resources staff at the time of course registration. All programs are held in Room 102 Carruth-J'Leary. Please get your supervisor's permission to participate in these programs. For reservations call 864-7425.

# PROFESSIONAL DEVELOPMENT PROGRAMS

## HUMAN RESOURCE DEVELOPMENT PROGRAMS

- \***AN OVERVIEW OF ADA** - (3 hours) a workshop covering ADA legislation and its implications within the University environment. This session is recommended as a prerequisite to other ADA seminars.
- \***INTERVIEWING UNDER ADA** - (7 hours) incorporates new ADA legislation into a workshop that reviews appropriate procedures in the hiring process. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- \***POSITION DESCRIPTIONS UNDER ADA** - (3 hours) incorporates new ADA legislation into a workshop which reviews processes for incorporating essential job functions and other ADA factors into position descriptions. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- NEW CLASSIFIED EMPLOYEE ORIENTATION** - (3 hours) provides information on policies and procedures, staff benefits and opportunities, and allows new employees the time to ask any initial questions about their employment.
- \***NEW UNCLASSIFIED EMPLOYEE ORIENTATION** - (3.5 hours) by invitation to new unclassified staff, this course provides information about the University's mission and organizational structure as well as staff benefits and pertinent opportunities.
- \***PERFORMANCE EVALUATION** - (3 hours) for all staff who will conduct performance appraisals, this program presents the myths and realities of evaluation and reviews both formal and informal means of performance evaluation.

## SUPERVISORY AND MANAGEMENT PROGRAMS

- \***INTRODUCTION TO SUPERVISION** - (8 hours) a basic course in supervision for people who have limited supervisory responsibility or who are considering promotion to a supervisory position. The role and functions of a supervisor are discussed; skills in communication, delegation, and motivation are practiced.
- SUPERVISORY TRAINING FOR EXCELLENCE IN PERFORMANCE (STEP)** - (42.5 hours) A comprehensive program to help supervisors develop essential skills in leadership and motivation, managing change, communication, conflict management, the hiring process, the disciplinary action process, employee performance, and stress and time management. The course is required for new classified supervisors and offered on a space-available basis to other classified supervisors, unclassified supervisors, and those anticipating a future supervisory role.
- \***COACHING AND COUNSELING** - (6 hours) provides skills and practice for supervisors desiring to improve their coaching and counseling skills. Coaching skills are used to help employees learn new tasks. Counseling skills facilitate communication on sensitive issues such as performance and conduct. Recommended for classified and unclassified supervisors and managers.

## PROFESSIONAL SKILLS PROGRAMS

- COMMUNICATION** - (8 hours) a program designed to increase participants' awareness of themselves and others, to learn specific skills in communicating with others, and to expand their choices about what, when, and how they communicate to increase accuracy.
- CONFLICT MANAGEMENT** - (8 hours) establishes "conflict" as a natural part of our relationships and provides a model for personal confrontation and conflict resolution while emphasizing consideration for yourself and other parties involved in conflict.
- MEETINGS THAT MATTER** - (3 hours) a program designed for those who manage meetings as well as those who must attend meetings. This program's emphasis will be on strategies and techniques for making the most out of meetings whether you are a participant or a meeting facilitator.
- \***SEXUAL HARASSMENT** - (4 hours) a program designed to increase participant's awareness of issues related to sexual harassment and to inform participants of law and policy related to sexual harassment in the workplace.
- \***TRAINING OF TRAINERS** - (42 hours) an extensive program designed to assure the skill development and confidence of people who will design, coordinate, and/or conduct workshops, group meetings, and other presentations.
- STRESS AND TIME MANAGEMENT** (4 hours) is a program designed to assist you in becoming more stress resistant and more efficient in managing your time.
- UNDERSTANDING DIVERSITY** - (8 hours) invites participants to know their own multicultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.
- \* Not available this quarter

HUMAN RESOURCES

The University of Kansas



## Library Automation Committee

Meeting of December 14, 1994

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Members: John Miller (chair), William Crowe, George Gibbs, Kent Miller, Jim Neeley, Mary Roach, Gary Susott, Sherry Williams

Absent: William Crowe

Guest: Larry Palmquist

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### Review Minutes of December 7:

- ▶ John will accept feedback through next Tuesday, December 20, after which time the minutes will be submitted for publication in FYI.

### Announcements/Questions:

- ▶ John distributed a copy of a memo from Ameritech Library Systems about the Horizon "vision."

### Programming (and other) Updates:

- ▶ The new programs for consolidated circulation notices should be operational around the beginning of next semester (around January 11).
- ▶ George will contact the interested parties to set a schedule for loading Law records. At the earliest, the records would be loaded the week of Dec. 27, but more likely the week of Jan. 3.
- ▶ Larry is working on splitting the Expanded Academic Index files on INQUIRE over the break.
- ▶ John sent a memo of concern about INQUIRE response time to Dave Gardner last week along with copies of patron complaints received as online catalog comments.
- ▶ In response to John's earlier memo to Jerry Niebaum about the future adequacy of the campus network infrastructure, Bill and John will meet with Jerry, Dave Nordlund, Jan Weller, Bill Klein, and Carl Locke next Wednesday the 21st for an update on campus network planning. One example of new high bandwidth uses of the network that will have an affect on network performance is KJHK's use of the "CU-See Me" software to broadcast sound over the Internet. This project, which was initiated without consulting with any campus computing or networking body, is also an example of the current lack of coordinated planning and use of the campus networks.

- ▶ Based upon a request from George, John asked Gary and Larry how long it would take to get an estimate on adding a 3-week loan period for Interlibrary loan items. They replied that this would not be very difficult, but they would like to know if ILS would have its own location code and whether the possibility of a 4-week loan period should be considered at the same time.
- ▶ Before proceeding with changing the shelflist programs to discontinue printing cards for Science, we need to determine if other branch cards can be stopped at the same time. Mary is working on this.
- ▶ The CatBurglar program is working, sort of. It operates successfully at 300 baud, but not at higher rates. John is looking for non-programming solutions first, such as a serial buffer box or a faster machine.
- ▶ John and Bill met last week with Jim Bingham and Bob Pisciotta of the Medical Center Library and will meet today with Peter Schanck of the Law Library and some of his staff. The RFP must make it clear to vendors that there are definitely two and possibly three libraries to be included in whatever system we buy. One sidelight of the visit was discovering that cataloging staff in the Medical library are doing HTML coding not only for their portions of the "PULSE," KU Med's campus-wide system, but for many other departments' portions also. Bob had remarked that HTML coding was a natural for staff used to MARC coding.
- ▶ John will send the first revised draft of the functional specifications portion of the RFP to committee members next week.

Discussion:

There was a question about hardware sizing (section 3.16). Since hardware is not a large part of the expense of any system, the stated base will be somewhat inflated, along with the percent of growth space in order to ensure adequate processing and storage capacity for present and future needs.

Future Meetings:

The next meeting will be Wednesday, January 4, at 1:30pm, in Watson A.

## LFA EXECUTIVE COMMITTEE

Minutes of November 14, 1994 Meeting

Present: B. Schaffner (chair), J. Emde, L. Moore, D. Pardue, J. Richardson

Absent: S. Craig, J. Girardo

Exec discussed the recent appointments of D. Dandridge and V. Doll as tenure-track librarians. Brad announced that the University Counsel has approved the direct hires. He does not believe that there has been a groundswell of opposition to the decision; two people contacted him for additional information, and the Dean received one anonymous e-mail message (which he shared with Exec members).

As far as action to be taken on Exec's part, the members feel that a public forum would be inappropriate as well as unproductive. The Committee does not think that there are any other steps we can take at this time. However, Exec would like to clarify LFA's involvement: members of LCPT and Exec were informed by the Dean of his intended actions, asked what we thought the response would be and how to best inform the staff; he did not ask for our approval.

The final agenda item dealt with Schaffner's draft of a letter to Dean Crowe encouraging LCPT to meet with interview candidates.

Exec read and approved the following minutes:

- \* Staff Development Committee, 10-19-94  
10-26-94  
11-2-94
- \* Budget & Planning Committee, 8-17-94  
8-24-94
- \* LFA Executive Committee, 10-10-94  
10-24-94  
10-31-94  
11-7-94

Submitted by David Pardue



## LFA EXECUTIVE COMMITTEE

Minutes of December 5, 1994 Meeting

Present: B. Schaffner (chair), J. Emde, J. Girardo, L. Moore, D. Pardue, W. Crowe (guest)

Absent: S. Craig, J. Richardson

Brad announced that Gordon Anderson has agreed to speak at a brown bag luncheon on GRF funds. Schaffner will send out the GRF form(s) to LFA members and will post an announcement of the talk in an upcoming EYI.

Exec and the Dean discussed some of the matters raised in CESR's annual report for last year. Crowe solicited advice about the timing of FASARs; in particular the problem of late FASARs is critical, and last year was a "near miss" in terms of completing the evaluations--much time was wasted. Crowe noted that "fair warning" will be issued to everyone this year: if one's FASAR is not turned in by the stated deadline, s/he may be disadvantaged in the merit salary process.

As for the question of whether CESR should see the percentages selected by an individual, the Dean noted that one perennial problem of having a bifurcated process like ours is that human instinct wants to see the whole picture, and that it is difficult to look at performance in pieces. Schaffner raised his concern that if CESR sees the weights, there is the danger that they will be equated with "time spent," which is incorrect. He used the analogy that the percentages are similar to the "grade" a student gets on her/his overall performance; in some cases professors allow their students to count one particular test for 40% of their final grade, another for 30%, and so on. Crowe pointed out that because the annual evaluation process is a "review of merit salary" (not the multi-year review for promotion and tenure), it is theoretically possible for the ratings in a given year to be skewed because CESR can consider only that year's performance--so that what may be acceptable for one year might not be acceptable for the long term.

Schaffner will try to arrange a joint meeting of Exec and CESR to further discuss and clarify these issues. Crowe did caution us, however, that without action by the faculty we probably could not bind CESR about what counts as research and what doesn't. CESR has a lot of freedom in this arena as long as they do not act arbitrarily or capriciously.

Exec apprised the Dean of other questions raised by last year's CESR, such as the issue of community-related service and professional membership(s). Exec's opinion is that it is appropriate to include community-related service provided that it

is job-related or professionally related (e.g. service on the Lawrence Public Library Board, or on Lawrence's City Planning Commission).

The Dean also discussed the letter which he sent to Vice-Chancellor Shulenburg concerning librarians' salaries, forwarding a letter he had received from Brad (as chair of LFA) and G. Husic (as chair of the Salaries & Benefits Committee). Crowe stated that the Senate Library Committee understands our low national rank in salary, but that the teaching faculty are in a similar position nationwide. We have begun to see the effects of low salaries in some of our most recent searches, in that it may be more difficult to attract quality applicants.

Crowe announced that he will be meeting with the Gibbs Review Committee on Dec. 14, and that he would like to issue an executive summary of the Committee's findings before Christmas.

Submitted by David Pardue



LFA EXECUTIVE COMMITTEE

Minutes of Dec. 12, 1994 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue

Absent: J. Richardson

Exec read and approved the following minutes:

\* Budget and Planning Committee, 10-12-94

B. Schaffner distributed copies of four letters regarding the issue of librarians' salaries: two were addressed to Vice Chancellor Shulenburg and were written by Dean Crowe and jointly by Schaffner (as chair of LFA) and G. Husic (as chair of the Salaries & Benefits Committee); the response from V-C Shulenburg to the previous letters (dated 12-6-94); and the Dean's follow-up letter to Shulenburg (dated 12-8-94). (The letters are attached to these minutes).

Exec read the draft of a survey prepared by the Subcommittee to Reform Budget and Planning, and suggested minor revisions to the document before it is distributed to library staff sometime in early January. Both J. Emde and L. Moore agreed that they would like to keep B&P as a governance committee rather than an administrative committee. Ideally B&P would also be issue-driven, instead of continuing with its currently broad charge and undefined focus.

Brad will notify the Nominating & Ballot Committee to begin preparing a slate of candidates for the Committee to Evaluate Service and Research. This year one LI and one LII must be elected to CESR; both will serve a two-year term.

Submitted by David Pardue

# LIBRARY SPACE COMMITTEE

## Minutes of December 22, 1994 (#23)

\*\*\*\*\*

Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Donna Koepp, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons

Absent: Mary Hawkins

Guest: Bill Crowe

The committee reviewed and approved the minutes of the December 15.

Dean Crowe described the current status of Budig Hall (formerly Hoch). The Regents are not likely to make a request to the Kansas Legislature this year for the additional funding to finish the library space and this may mean that we will not gain occupiable space there for at least 3-5 years. The Legislature might chose to appropriate such money but naturally we can not plan on this basis.

Without near-term availability of Budig Hall, the library must provide an interim plan to house the Documents/Map Collection. Susan moved that the committee recommend to Dean Crowe that the Map Collection move from Malott to securable space in Anschutz; that the Map Collection be staffed to provide adequate hours and level of service; and that the move also include shifting of some materials within Anschutz and the return of some documents to Malott. Rich seconded the motion. Although concerns were expressed regarding the expense of moving the maps, the need to have a staffing commitment for the Map Collection, and the complications of shifting the Anschutz collections, the motion passed without objection.

The committee discussed at some length the appropriate use of the compact (pole) stack area of the first level of Anschutz. This area has about 28,620 linear feet of shelving. If all the Anschutz Dewey classed materials, Anschutz theses and dissertations, and Anschutz T-Z LC classed materials were housed in the compact stacks along with overflow items from the Music Library and Documents Collection, there still would be space available for additional material.

Rich moved that the committee recommend to Dean Crowe that the G-GFs be shifted from Watson to Anschutz to an area adjacent to the Map Collection; that the Dewey 910's be reclassified and that material which reclassifies into G-GF also be moved to Anschutz. Susan seconded the motion. Concerns about how the reclassing of the 910's would impact Watson were expressed but the motion passed without objection. The committee recognizes that they are only one body concerned with retrocon priorities and shifting of collections and were assured by the dean that this recommendation will be reviewed with CDC, Cataloging, and appropriate faculty.

The committee deferred all other relocation discussions until data on remaining space can be obtained.

Kent asked the dean for his thoughts on a depository. Dean Crowe said that no responsible authority would expect a depository to be full on opening day; believes it would be a 20- year investment; would like it adjacent to campus; believes operating it jointly with K-State is a political question; would propose including a digitization/microfilming lab with the depository; and believes, based on the experience of other libraries, it should be possible to identify up to 400,000-500,000 volume equivalents of low-use materials appropriate for the facility. He can refer the committee to information on institutions of similar size and age which have such facilities. Dean Crowe does expect a recommendation from the Super Space committee to establish such a depository recognizing that larger portions of open stack collections are aging and are plainly "at risk".

Susan asked Dean Crowe about the involvement of this committee with the open forums for faculty to inform them of the library's space problems. These forums are being planned by Super Space to occur this spring. Dean Crowe expects the library committee to have a lot of involvement, as in the slide shows, which he believes are needed to show the problems and possible solutions.

The next committee meeting will be held in January with a date and place to be announced.

Recorded by Susan Craig

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
November 8, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland

Minutes of the November 2 meeting were corrected and approved.

Re: the Wedgeworth presentations on November 21:

- Members of the Committee will act as guides in the Kansas Union after the afternoon session to direct people from Alderson Auditorium to the reception in the Centennial Room.
- For our next meeting, the members of the committee will meet near the entrance of Watson, move to the Kansas Union to examine the layout and logistics of the presentation and reception locations, then conduct the remainder of our meeting elsewhere in the Union.
- Gaele will explore options for displays for the presentations to be located outside Alderson and the Centennial Room.
- We WILL be videotaping both sessions. Margaret is coordinating.
- Wedgeworth requested an overhead projector. Gaele has made arrangements with the Union to supply one (includes set-up, testing, and pick-up after the presentations are finished).
- Gaele will provide a list of food items to Rhonda so that she can make the appropriate catering arrangements with the Union.
- A number of registrations for the morning session and a few for the afternoon session have been received to date.
- Gaele will send out a reminder about the afternoon session to KANLIB-L, a state-wide library listserv.
- A photo of Wedgeworth has been received. Rob Melton will contact the staff of The Oread about the possibility of doing a news item covering Wedgeworth's afternoon presentation.
- Sandy will send out an e-mail reminder to library staff about the morning session.

Carole announced, and provided brochures for, a satellite teleconference called "Soaring to Excellence." It is sponsored by the College of DuPage (Illinois) under a grant from the Library Education and Human Resources Development Program of the U.S. Department of Education. Cost for the satellite site set-up is \$295.00 prior to November 15 and \$395.00 thereafter. Carole will explore local site availability plus any other possible costs involved and report back. Sandy will also bring this item up with Dean Crowe for his comments.

SDC minutes - p. 2

The Committee read and commented on draft documents from both Janet and Margaret containing suggested subjects/wording for an announcement from Dean Crowe to all staff encouraging participation in staff development programs. Janet and Margaret will work to combine their drafts into a composite document to present to the committee at our next meeting. The composite will also include comments on this year's scheduled sessions.

Minutes submitted by Mel DeSart

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
November 15, 1994

Present: Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Margaret Wilson

The Committee finalized the arrangements for the Wedgeworth presentation on November 21. Our meeting began in Alderson Auditorium so that the Committee could observe the layout and ask questions of Gene Wee, reservations coordinator for the Kansas Union. We then surveyed the Centennial Room, where the afternoon reception will be located. Next we did a mental "walk through" of the events of November 21. Sandy will make up a schedule and list of assignments for that day.

The Library will register as a satellite downsite for the "Soaring to Excellence" series of teleconferences. NEKLS members will be invited to attend. The first four sessions will be held in the Burge Union and the last one in the Computer Center. Our campus telecommunications office will provide an expert to handle the technical aspects. Videos are included in the \$295 cost. We will need to advertise the event by early January.

We turned our attention to the events following the Wedgeworth event. There will be no meeting the week of Nov. 21. We will next meet November 30 and will begin preparations for our December, January, and February presentations. We need to proceed immediately to plan the February event ("The changing role of the Library within our University") because the panel will include University administrators and Dean Crowe, whose schedules may already be quite full. Sandy will contact the Dean to determine times when he will be available. We tentatively agreed that three sessions would be needed for the January session ("New technology--CD roms, electronic journals, etc.") to be held in the Clark Lab. Mel had asked about the possibility of using a Learned lab for the February Internet sessions. The lab director needs a more specific description of what the session will cover and exact dates before a definite answer can be given. Margaret reported that she had talked to Nicholas about conducting the sessions. Nicholas would prefer that they be held in the Clark Lab rather than in Learned. He has given presentations to University faculty which might be close to what we are envisioning. Margaret will ask him if he has an outline of the presentation which the Committee can review.

Submitted by Margaret Wilson

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
November 30, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Susan Hitchens, Sandy Gilliland.

Minutes of November 8 and November 15 were approved as changed.

Postponed discussion of the Wedgeworth presentations on November 21 because of absences at that point of the meeting.

There were no travel requests to present for consideration.

Discussed upcoming programs.

-Gaele reported that Margaret had been talking with Nicholas Eshelman about the upcoming "New technology: the Internet" workshops but did not have any information to report. Discussed possible overlap with BCR's upcoming workshops. After looking at BCR's workshop descriptions, it was determined that our workshop would be a primer to the BCR workshops. It could be an introduction to how to use it and how it could be related to different jobs. To help prepare staff for BCR workshops, it was thought this would be best scheduled circa January 9. Committee wanted to wait to discuss this with Margaret to learn what arrangements have been made.

-Since we will need to invite several KU administrators and Dean Crowe to participate in the panel discussion planned for February 1995 on the topic of the changing role of the library in the university community, it is vital that efforts begin soon to invite them and hopefully reduce scheduling conflicts. Susan volunteered to coordinate this event and will contact Dean Crowe to get his ideas on how he would like the invitations and scheduling to be handled.

-Decided to postpone the "New Technology: CD ROMS" workshop as there isn't sufficient time to make arrangements for early December. Discussed ideas for content of this workshop. The consensus was that it should be an introductory overview of the LAN with presentation of simple search techniques and discussion of search engines. This would be followed by a show and tell portion of different CD-ROM products that are not on the LAN. Products discussed were GIS & Census data from Government Docs, including one or two from Art Library and Music Library, and others. The theme for this was suggested to be "Libraries aren't just for books any more" and would be best scheduled for the week of January 23.

-Sandy reported that the registration had been sent in for the Soaring to Excellence teleconference in time to receive the early registration discount.

Gaele offered to write a thank you to Robert Wedgeworth for the committee to sign.

Minutes submitted by Carole Dibben



MINUTES  
STAFF DEVELOPMENT COMMITTEE  
December 7, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaelle Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of November 30 were corrected and approved.

We discussed the "Soaring to Excellence" teleconference.

- Sandy will bring to next week's meeting a draft flyer announcing the series and highlighting the first session. The flyer will emphasize that any interested person is welcome to attend, and that the sessions will be useful for all staff.

- We are uncertain whether we should ask people to register. Whereas we do not anticipate that attendees will exceed the seating capacity of the Frontier Room (100), we may want to know for other reasons how many people will be attending. In any event, we will want to have a sign-in book at each session.

- The teleconference will qualify for continuing education credit.

- We will not charge for participation by people from outside KU.

- NEKLS members will be invited. We will put an announcement of the teleconference in the NEKLS Newsletter, and Janet will announce it on KANLIB. Kansas City area libraries will be sent our flyer.

- It is possible that K-State is also a downlink site.

- Sandy has been experiencing difficulty contacting the teleconference's sponsors. There are still some details we need to have clarified: Will we be expected to make copies of handouts, or will adequate numbers be provided? At what point does their responsibility end and ours begin? Who and what equipment do we need at our end? Is there other equipment we need to supply beside a video projector? Gaelle will contact John Miller for guidance, as he has had experience setting up an earlier teleconference.

The Committee approved three travel fund requests:

- Brad Schaffner to attend the ALA Mid-Winter Meeting in Philadelphia, Feb. 3-9

- Rick Clement to attend a conference, "Reinventing the Middle Ages and Renaissance," in Tempe, Arizona, Feb. 15-19

- Susan Craig to attend the ARLIS-NA meeting in Montreal, Mar. 11-15.

Committee members shared comments they had received about the Wedgeworth talk. Most of the comments were extremely favorable, and outside institutions were most appreciative of the opportunity to hear him speak. However, some didn't understand how the content was relevant to their situation, and some didn't like the message they heard.

SDC minutes of 12-2-94 (cont'd)

We discussed details of our next sessions.

- New Technology: the Internet. We envision an introductory session, more basic than the BCR workshops, to answer such questions as How do I get on the Internet from the various library sites? How do I get a Vax account? What is the difference between local e-mail and Bitnet and Internet? We want the participants to have actual hands-on experience using the Internet. Sandy will bring a draft of the registration flyer to our next meeting, so that we can mail it by December 16. Margaret will work with Nicholas to schedule dates for the sessions, and to make sure that the schedule is cleared with Cindy Pierard, who is in charge of the Clark Lab.

- Changing Role of the Library within the University. We heartily endorsed Dean Crowe's suggestion to add Dave Ambler, Vice Chancellor for Student Affairs, as a possible panel member. We approved Susan's draft of a memo that we hope Bill will send to the prospective panel.

- New Technology: CD ROMS, etc. This program will consist of two two-hour sessions. One session will be on the basics of CD-ROM searching. It will also include explanations of the LAN database, stand alone products, Expanded Academic Index, and how to subscribe to electronic journals. The other session will be "show-and-tell" of various CD products, approximately 15 minutes per product. Mel will contact staff who might be appropriate to conduct the sessions, and he will ask at the next Public Service Heads meeting if anyone has any products he isn't aware of. Mel will also consult with Marianne Reed about what special equipment we might need; we were uncertain if the CDs could be moved to a different site (whether the software that drives the CD was always on the CD). Mel will work with John to schedule an appropriate site for the sessions. The Computer Center and Science Conference Room were mentioned as possibilities. The advantage of the Science Conference Room is that we could conclude with a "Tour of the LAN" in John's office. We were unsure if LAN accessibility would be a problem at the Comp Center. Susan asked if, for licensing purposes, a single station agreement meant that she could use a Music CD at a demo in the Comp Center (answer: yes). We will want to create, if one does not already exist, a handout of the CD-ROMS the Library owns.

Gaele stressed the need to coordinate our activities with the newly appointed KU Libraries Cultural Diversity Advisory Committee, as there may be some overlap of our missions.

The next meeting will be Wednesday, December 14, at 9:00, location TBA.

Minutes submitted by Margaret Wilson



MINUTES  
STAFF DEVELOPMENT COMMITTEE  
December 14, 1994

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of December 7 were corrected and approved.

SOARING TO EXCELLENCE teleconference.

- Gaele has not yet been able to reach John Miller about teleconference equipment.

- Sandy passed out draft flyers announcing the series and the first session.

NEW TECHNOLOGIES: CD-ROMS, ETC. presentation. .

- Carole reported that Reference does not have any copies of the "CD-Roms in the Library" handout. The status of that handout was questioned: whether it was still being issued, and if so, how current it was.

- Mel had not yet been able to reach John Miller about a location for our CD-ROM presentation.

- Instead of asking for input at the next Public Services Heads meeting, Mel will send out a memo to the heads asking them to notify him about CD-ROMS in their area.

CHANGING ROLE OF THE LIBRARY WITHIN THE UNIVERSITY panel. Susan read Dean Crowe's letter which he sent to perspective panel participants. Rhonda will phone for their schedules when she receives confirmation that they are willing to participate on the panel.

NEW TECHNOLOGIES: THE INTERNET presentation. The dates and times have been scheduled. For next week's meeting Margaret will draft a flyer announcing the sessions.

Copies of the KLOA sessions evaluation form were passed out. It is our goal to use it to help us devise a better evaluation form for our own sessions. We discussed the best type of rating terminology (letter grades, numbers, and descriptors such as "excellent," "good," "poor," etc.) and whether the range of descriptors should be four, five, or ten. Gaele wanted to include the questions "Did this program meet your expectations? If not, what were you expecting that the program didn't give you?"

No travel fund requests had been submitted. It was clarified that travel reports which were submitted to Committee members should be sent to Rhonda for inclusion in FYI.

The next meeting will be Monday, December 19, 9-10:30 in Conference Room A.

Minutes submitted by Margaret Wilson

LFA GENERAL MEETING  
Minutes of November 1, 1994 Meeting

Present: B. Schaffner (chair), K. Neeley, N. Burich, M. DeSart, G. Gibbs, K. Graves, R. Miller, J. Hoff, L. Knox, C. Powell, R. Anderson, G. Carvalho, M. Reed, G. Husic, D. Dandridge, M. Hawkins, V. Doll, M. Alexander, J. Dienes, M. Roach, J. Richardson, J. Love, R. Melton, W. Crowe, S. Hitchens, S. Craig, R. Clement, M. Wilson, W. Mitchell, J. Emde, N. Jaeger, L. Moore, G. Gillespie, C. Pierard, N. Eshelman, S. Haines, D. Pardue, P. Donaldson, J. Neeley

Introduction of New LFA Members

Johnnieque Love was formally introduced to the LFA membership by Jim Neeley, Head of Reference.

Announcements

B. Schaffner noted that LFA Exec contacted Lars Leon, Chair of the Dean's Review Committee, concerning how the LFA membership will be notified of the results of Dean Crowe's evaluation. Lars indicated that LFA will receive an executive summary of these results. Brad also announced that the Libraries will again receive GRF money this year, and that Exec will be soliciting proposals sometime during the spring semester; both faculty and unclassified professional staff are eligible to apply for these funds. C. Powell reported that the issue of faculty evaluations is currently being discussed by the University Council, and that she will provide more information to LFA later this spring.

Dean's Announcements

- Dean Crowe announced that Brian Baird has officially accepted the position of Preservation Librarian and will start work in December.
- Crowe will distribute an executive summary of the outcome of Assistant Dean Gibbs's five-year review.
- Several other library functions were announced: the recognition reception honoring the librarians promoted in rank, Sherry Williams (Distinguished Librarian of the Year), Sara Tubby (Classified Employee of the Year), and continuing education awards (Nov. 1); the "Future of the Book" panel discussion (Nov. 3); presentations by Bob Wedgeworth (Nov. 21), and Ruth Edmonds Hill (Nov. 18).

Reports from LFA Committees

- J. Richardson gave a brief report on the activities of the

Nominating & Ballot Committee.

- G. Husic reported on the Salaries & Benefits Committee. He said that Gordon Fretwell, the compiler of annual ARL salary statistics, will be conducting a special study to look at salary compression in the KU Libraries.

- G. Gillespie summarized what the Staff Development Committee has been doing. They are working toward launching a series of programs dealing with the issue of "change," which will include programs on new technologies.

The first program will be on Nov. 21, when Robert Wedgeworth will be the speaker. The morning program, "New Directions for a University Library," will be geared to KU Libraries staff, while the afternoon session, "Higher Education, Change, and Libraries," will be more general and geared to a broad-based audience. Everyone is invited back to the reception to be held immediately following the afternoon session.

- R. Anderson noted that the Budget & Planning Committee is trying to reexamine its role in library governance. A joint subcommittee has been formed with LFA Exec to evaluate the Committee. The Committee still has a valid role, and will continue to be involved in the Dean's budget call, act as an oversight group for the review of the Assistant Dean for Public Services position, monitor the progress of the Strategic Plan, and update the B&P notebook.

- N. Burich reported on the activities of LCPT. She noted that Exec issued two special charges this year: to consider the implementation of a mid-tenure review for untenured librarians; and to work on wording changes to the statement concerning research requirements and scholarly expectations.

#### Discipline Expectations for Librarians

N. Burich opened by stating that LCPT is very interested in receiving comments on this eighth draft of the research statement; however, no vote will be held on it because it has never been codified. The statement needs to be clarified now because UCPT has specifically requested it. Dean Crowe commented on the process and evolution of the statement; in the past, he believes that we have been "whistling by the graveyard" at tenure time, and there have been questions raised at UCPT about librarians' files. He believes that the Library is not being singled out, and assured LFA that he sees this as no attempt to "turn us into ersatz professors." Burich emphasized that the statement is intended to help UCPT understand how LCPT has evaluated the files.

J. Hoff summarized for LFA what Sandy Gilliland tells candidates during the interview process regarding service and research expectations at KU. Crowe mentioned that we are discussing the possibility of candidates meeting with LCPT members during their interviews.

At this point, general discussion began. [J. Neeley served as moderator]. R. Clement observed that in the past people have

been tenured with no research at all; is this practice being continued? Does a candidate need to include one of the things listed in the final paragraph of the statement?

Crowe noted that the items in that paragraph are only "examples." G. Husic asked why the list did not include translation as an activity. J. Neeley responded that LCPT does not intend for this to be an exhaustive list: librarians are not a homogeneous group and LCPT is not able to predict every possible activity that might qualify as research; nor did the Committee consciously try to exclude any activity.

L. Moore said that she was surprised to see "artistic activities" mentioned in the statement's first paragraph. J. Neeley answered that LCPT intended to capture language used in the University form. The real problem has been defining what we in the Libraries mean by "research." Moore raised the hypothetical situation of a librarian presenting fluting as an activity in her tenure file; if LCPT disregards it, would the librarian have grounds for action against anyone? Craig commented that she could definitely see instances where "artistic contributions" would relate to a candidacy.

Crowe responded that no academic feels comfortable predicting what will happen two to five years down the road. G. Anderson mentioned his concern about the phrasing at the close of the second paragraph.

G. Gibbs asked what would come out of this meeting. Burich said that LCPT's goal was a final version of the document; that is why the Committee wanted to discuss the matter.

R. Melton suggested that somewhere in the statement the word "librarianship" be used. Some UCPT members may never have heard it before; UCPT may have had a problem understanding what librarianship is, and the statement would define what is relevant or "appropriate" to librarianship.

Moore pointed out that the problem with listing examples is that we shouldn't imply that everything listed here is being granted the status of "research" vs. contribution to knowledge or creative activity. In fact, a committee may not regard some submissions as such. She gave the example of a panel discussion which could be regarded as service rather than research, depending upon the evidence of scholarly activities they may have led to the presentation. J. Neeley answered that the final sentence in the document addresses that issue to a degree ("... assessed by peers within the KU Libraries ...").

M. Reed asked for clarification concerning the meaning of the phrase "The extent of the record" in the second paragraph. J. Neeley responded that a record can be deep as well as broad, and that "extent is more than the length of a laundry list."

Crowe noted that the Libraries' recent practice of "bifurcation" in annual evaluations (i.e., the distinction between what the supervisor evaluates and what CESR rates) may become more of a problem.

M. Wilson said that any group of people has a different idea of what research is. As a CESR member last year, she knows firsthand that Committee members had a lot of questions about what constitutes research. She asked what the purpose of research for librarians is; is there a common, binding philosophy of what research in librarianship means? CESR has almost no written guidelines to draw upon.

K. Neeley asked whether it has ever been decided if the research has to be library-related or not. R. Ring said that junior faculty members in the History Department have no doubt about what is research and what is not. Moore noted that this is not true of librarians. Melton observed that research should not just "contribute to knowledge," but also have some connection to libraries or librarianship. Ring agreed, adding that research might make us all more well-rounded, but that it is not part of the evaluation process to determine that.

Powell asked if we are saying that service can take the place of research. Crowe answered no. One is still expected to do research. Wilson noted that when she was appointed, the Library's handbook said "service or research." Schaffner observed that the University's expectations are evolving and changing.

Crowe stated that lack of evidence of research in a tenure file can be fatal. This "whistling past the graveyard" cannot always just happen; the composition of UCPT can change, as well as its interpretation of expectations. The goal of the tenure process "is not to be surprised." S. Craig added that the best advice she has heard given to tenure candidates by UCPT is that there is no formula; if you are excellent in every area, then you will be fine. Crowe said that we must not unintentionally mislead people regarding requirements.

Ring asked whether a candidate with no research would be sent to UCPT by Crowe. Crowe answered that he couldn't say yes or no; his personal interpretation is, "don't bet on it" (i.e., on there being no research requirement). He cannot absolutely say "no, never"; any academic reviewer reserves the right to evaluate cases with exceptional circumstances. However, the Dean definitively stated [asking the secretary to place the statement thus]: "DON'T BET YOUR PAYCHECK OR YOUR JOB ON IT."

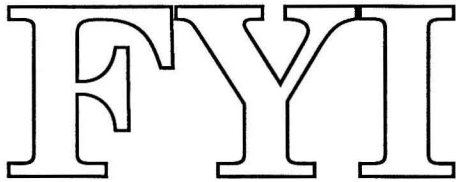
J. Neeley commented that UCPT is key, with the Chancellor and the Regents making the final decision. Crowe reiterated that we are being judged against our own expectations, our own guidelines. Burich further explained that UCPT is essentially giving the Library the opportunity to explain its own standards,

so that UCPT will have a chance to understand them. She thanked the LFA members present for their comments and said that LCPT would reevaluate the draft of the statement.

The meeting adjourned at 11:35 a.m.

Submitted by David Pardue





## University of Kansas Libraries

Number 1305 January 26, 1995

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### PERSONNEL

I am very pleased to announce the appointments of two individuals to key positions within the KU Libraries:

**Janice Krentz** will begin her appointment as Head, Department for Spain, Portugal and Latin America, effective February 18, 1995. Ms. Krentz earned the MLS degree from the University of Wisconsin-Madison in 1982. Additionally, she holds a Master's degree in Portuguese Literature and a Master's in Spanish Literature and Linguistics, both from the University of Wisconsin. She is now a candidate for the Ph.D. degree in Spanish and Portuguese Literature at Indiana University. Prior to Ms. Krentz's most recent appointment as an Instructor of Spanish, at Auburn University, she held several library positions with the University of Wisconsin-Madison and Indiana University, including Information Librarian, Assistant to the Ibero-American Bibliographer, Assistant to the Latin American Librarian, and Latin American Librarian. Ms. Krentz is well versed in the many fast-changing aspects of Ibero and Latin American library and information services.

**Kristin Welton** has accepted appointment as PhotoArchivist and will begin her assignment on March 1st. Ms. Welton earned a MLS degree from the University of Arizona. She has held two positions with the University of Arizona's Center for Creative Photography -- first, as Archives Assistant, and now as Cataloger of Fine Prints. Ms. Welton's experience at one of the nation's premier centers for photographic collections and her solid professional education have well-prepared her for KU's PhotoArchivist position.

Please join me in welcoming our new colleagues to KU and to Lawrence.

-- W. J. Crowe

### BUDGET AND PLANNING COMMITTEE REPORT

During the months of November and December, the Budget and Planning Committee met several times to formulate recommendations for filling the Assistant Dean position being vacated by Mary Hawkins. During these meetings, we reviewed the ideas expressed at the open meeting for all library staff held on November 18th, and tried to assess trends in overall staff opinion. We also formulated our own ideas and reviewed various organizational possibilities for library administrative structure.

Finally, the committee synthesized all these ideas and prepared a number of recommendations on the direction the library administration might take at this time. This report has been submitted to Dean Crowe and is herewith appended.

Roger Anderson for the  
Budget and Planning Committee

## **LFA EXEC SPONSORING BROWN-BAG TALK**

LFA Exec is sponsoring a brown-bag talk on the General Research Fund which is available to all tenure-track faculty and state-funded unclassified professionals. Gordon Anderson, who received a GRF award for FY95, will talk about his GRF application and research project. Members of LFA Exec will also be available to answer any questions that you might have regarding the GRF.

The presentation will be from 12:00 to 1:00 p.m. Wednesday February 1, 1995 in the Governors Room of the Kansas Union (Level 4). You are welcome to bring a sack lunch or purchase food in the Union.

Brad Schaffner, Chair LFA Exec.

## **WATSON STAFF LOUNGE REFRIGERATOR**

Watson Library staff who store lunches, snacks, etc. in the staff lounge refrigerator may want to take note that beginning this Friday afternoon, January 27, and each subsequent Friday afternoon, all items in the refrigerator that are not clearly marked (with a name, date, or some other notation) will be pitched. Diana Dyal has volunteered to perform this weekly service, after nearly being accosted by a healthy, fuzzy fish sandwich. **PLEASE REMEMBER TO CLEARLY MARK ALL ITEMS YOU PLACE IN THE REFRIGERATOR; OTHERWISE THEY WILL BE PITCHED ON FRIDAYS.** Questions and comments may be directed to Diana Dyal (e-mail DDYAL, or send mail to Diana in the Cataloging Department -- no phone calls, please). Please also inform your student assistants.

Sandy Gilliland

## **ATTACHMENTS**

Report from Budget and Planning

Library Automation Committee minutes--January 4, 1995

Library Emergency Disaster Plan Committee minutes--November 14, 1994

Library Space Committee minutes--January 12, 1995



December 22, 1994

TO: Dean Bill Crowe

FROM: Committee on Budget and Planning (Roger Anderson, Nancy Burich, Joyce Elliott, Jill Girardo, Julie Hoff, Nancy Jaeger, Kathy Lafferty, Connie Powell)

SUBJECT: Recommendation on Vacant Assistant Dean Position

## BACKGROUND

The thoughts given below represent the concensus of the members of the Budget and Planning Committee which have evolved as a result of our consideration of how the vacant Assistant Dean position vacated by Mary Hawkins might be filled.

To assist the Committee in its exploration of this issue, we sponsored an open meeting of all interested library staff on November 18 to discuss this position and related library administrative organizational issues in general. We also put on reserve at Watson and Anschutz a packet of information and organizational charts which all library staff were encouraged to read. This meeting was well attended by 27 staff members from all areas of the library and the discussion was both open and productive. We believe that several overall trends in opinion have emerged as the result of both the open meeting and our own committee deliberations:

- 1) There is a need to develop an administrative model which will encourage increased communication between the Assistant Dean regarding issues of common concern to the units they supervise.
- 2) There is a need to develop a more functional or project oriented approach among the library staff in addressing issues which cut across departmental or unit lines. The emergence of automation has increasingly served to blur the traditional dichotomy between technical and public services. What occurs in the former directly impacts the latter in significant ways. The Collection Development Council is an analogous example of a functional group made up of individuals from many units with common concerns. This type of orientation might well be applied to other library functions and/or projects as well with productive results.
- 3) Although our present administrative structure can be improved by increased consideration of the points given above, it is presently generally satisfactory in principle. It is not now feasible to either increase or decrease the present number of Assistant Dean positions.
- 4) Departmental reorganization now taking place will result in changes which will impact the vacant Assistant Dean position. We believe these changes will result in increased time being made available for the new Assistant Dean to focus increasingly on new

## BUDGET AND PLANNING COMMITTEE RECOMMENDATIONS ON NEW ASSISTANT DEAN POSITION, PAGE 2.

issues. Specifically, the reorganization in Access Services, the newly combined Acquisitions/ILS/Serials department, and the Preservation Librarian position are all examples of this reorganization. We believe that implementation of these changes has the potential to relieve the Assistant Deans of some of the detailed work they have heretofore performed.

5) There is need to designate within the administration a single position which will be in administrative charge of the library system overall when the Dean is absent. One of the Assistant Deans should be responsible for making the necessary decisions normally made by the Dean and be accountable to him for those decisions made in his absence.

### RECOMMENDATIONS

After deliberating on above points, the committee would like to offer the following recommendations:

1) That the present structure of two Assistant Deans be retained and the organizational reporting structure of departments be left basically as is, at least for the present. We believe that radical changes in administrative organization are not advisable at this point and that our approach should be one of evolution within the existing structure rather than one of revolution. We believe that a balance of importance needs to be maintained between the public service and technical services functions of the library and that this balance might best be maintained by retention of the present two Assistant Dean structure.

2) At the same time, we believe that there is a demonstrated need to designate one of the Assistant Deans to have overall administrative responsibility and the necessary authority to make decisions when the Dean is away or otherwise unable to make those decisions. The Assistant Dean having this authority should be fully informed on library wide issues and be able to give clear guidance when decisions are called for. We are not recommending which of the Assistant Deans should be given this responsibility, rather we believe that should be worked out between the Dean and the two Assistant Deans working together.

3) Since we believe that the dichotomy between Public Services and Technical Services has begun to disappear as a result of increasing automation of library functions and information sources, increased communication and coordination between the two Assistant Dean positions should be given priority.

4) Furthermore, we believe that there is a need for both the new Assistant Dean and existing Assistant Dean to establish and nurture functionally oriented project groups. These working groups would cut across departmental lines and would bring together representative staff members from various units performing similar functions. These groups should be brought together as necessary to work on focused issues for which the members have a common concern.

## Library Automation Committee

Meeting of January 4, 1995

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Members: John Miller (chair), Bill Crowe, George Gibbs, Kent Miller, Jim Neeley, Mary Roach, Gary Susott, Sherry Williams

Absent: Bill Crowe, George Gibbs

Guest: Larry Palmquist

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### Review Minutes of Dec. 15:

### Announcements/Questions:

- ▶ John reported on a meeting that he and Bill had on Dec. 21 with Carl Locke [Dean of the School of Engineering and, with Bill, a member of the Deans Technology Committee], Jerry Niebaum, Dave Nordlund, Jan Weller, and Bill Kline to discuss the future of the campus computer network. This meeting was called in response to a memo to Jerry from John inquiring about the status of campus network planning and expressing concerns about the ability of the current network infrastructure to handle the increased load produced by the anticipated new library system and the wiring of the Libraries. The latter concerns relate both to the bandwidth of the campus backbone network and to potential bottlenecks within buildings. John also presented to them a brief list of "Developing Library Demands on the KU Ethernet Network" as an attempt to describe the types of high-bandwidth applications we are planning.
- ▶ John, Kent, and Kathleen Neeley met with Jerry Niebaum, Wes Hubert (ITS AD for User Services), and Sue Nishikawa (head of the ASTUTE Center) to discuss a proposal to move the ASTUTE Center and the Computer Center Consulting Window to Anschutz Library. The proposal is to add to the office space on the fourth floor, adjoining the Automation room, and at the same time create a 20-seat computer lab/instruction room and two more automation staff offices.

### Enhancements/Updates:

- ▶ Approximately 5000 law records were loaded over the break and the rest will be added gradually over the next several weeks. They are going into the cataloging file, but not yet into the online catalog. Public Services Heads will meet Jan. 11 month to discuss when to have the records "turned on" for display in the catalog.
- ▶ Larry and Mary are going to try to solve the problems with CatBurglar by running it on a different machine.
- ▶ Mary reported that the Engineering Library does not wish to discontinue using shelflist cards at this time. She will report soon the total list of additional location code for which shelf list card production may cease.
- ▶ The split of EAI is successful in test. There will be approximately 655,000 records in the file for 1993 and 1994, and whatever number are added in 1995, and approximately 1 million in the backfile from 1988- 1992. Rob Melton will contact John Miller about including this information in the library ad to be submitted to the UDK by Jan. 19. John Miller will discuss screen design with Cindy Pierard and Larry and will solicit ideas and comments from the Public Service Heads at their Jan. 11 meeting.
- ▶ The group working on consolidating circulation notices decided that only recalls would follow the consolidation pattern established for long-term loan overdue notices. Dennis Budd will work on this after the Christmas break.
- ▶ The proposal to add two additional circulation loan periods, mainly for ILL purposes, has raised many complicated questions, and so has been deferred for the time being.

Discussion:

RFP:

► Length / format:

- Change the format? In general, most felt that we should not move to a smaller font or try to cram more on to a page. Better to sacrifice size for readability.
- We should continuously paginate the entire document.
- Duplex it for distribution
- Rephrasing lists of elements to ask vendors what data elements are provided for rather than specifying it would work and would save space (e.g. 4.6.4.28, 4.8.4.18, 4.8.4.20, 4.8.4.12)
- Should the finished product have an index? At this suggestion, John was heard to laugh hollowly and reply "maybe."

► Subjects/groupings:

- Where do preservation + binding go? Should they be together or should binding stay within Serials Control? For now, leave it where it is.
- ILL. Should we limit it, as in the current draft, to only online request forms, etc., or should we spec a complete ILL management system? It was decided to try to do both.

► Mandatories vs. desirables:

- Should an ILL management system be part of the mandatory "complete" system? No, it would rule out too many vendors.
- CJK? - same as ILL? It would rule out most vendors.
- ALA character support - move to "desirables"? John will research some more and maybe move it.
- Union catalog? Does it belong in mandatory section?
- We need to define "simultaneous users"? Remote users should be figured into the number of simultaneous users (3.16)
- Security - move 4.2.3.1. to mandatory and add some general statements about security.
- Add something about library control/choice over user-initiated functions.

► Staff review:

- What parts to distribute to staff?
  - mandatories and desirables (sections 3 and 4)
  - Table of Contents
  - part of Intro, Sect. 1
  - any part of section 2, "Instructions to Vendors"? Maybe if enough is completed in time.
- Distribution?
  - one copy per administrative conference member
  - extra copies for departments to route
  - copies to Law and Med
  - John will e-mail KULIB-L that individuals may request own copies
  - several copies on reserve in Watson and Anschutz
- Scheduled hearings?
  - open LAC meetings in January? Decided on Jan. 25 and either Feb. 1 or 8, depending on Pub. Heads schedule.

Future Meetings:

January 18 at 1:30pm

Library Emergency Disaster Plan Committee  
November 14, 1994

Attendance: Gordon Anderson, Janet Anderson-Story, Mary Burchill, George Gibbs (ex-officio), Sherry Hawkins, Sue Hewitt, Becky Schulte, (chair).  
Absent: Kent Miller

October 17 minutes approved with corrections. Sherry will send final copy to Janet.

-Salvage priorities were discussed. The work Gordon has done on disc will be copied to the LEDPC chair. Departmental/unit heads will receive documentation for their units. Gordon will next work with Gov Docs/Maps to establish salvage priorities.

-Hoch plans were summarized.

-Watson roof report - seems to be sound except where flashing is not in place. The roofers will complete job soon.

-Inclement weather calling tree will be revised and distributed within the next two weeks.

Review of committee work assignments:

- Regents Center emergency manual - Becky will call Nancy Burich.
- Law Library - Mary reports that it is being worked on.
- Regents Center building survey - Kent's responsibility.
- Comparison of building surveys - Janet's responsibility.
- Watson emergency manual review and update - Janet and Kent's responsibility.
- Supplies to be redistributed - including dust masks - Kent to provide information on dust masks. Redistribution - Sue and Sherry will forward requests for supplies to Denise.
- JRP fire extinguisher - Becky will check with Kent to make sure this was/is being purchased.

Transition of chairmanship to Preservation Librarian:

Since Becky will be stepping down as chair Janet suggested that she become vice-chair. We also need to consider which of us are ready to cycle off the committee in order to make room for new members.

Margaret Wilson has requested that the committee sponsor CPR/Emergency training to staff. This topic was tabled until Brian Baird comes. This issue will need to be revisited with input from Dean Crowe.

Next meetings:

December 5 10:30 - noon, place TBA  
January 9 10:30 - noon, place TBA

Janet Anderson-Story, recorder

## LIBRARY SPACE COMMITTEE

### Minutes of January 12, 1995 (#24)

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Attendees: Kent Miller (chair), Susan Craig, Mary Hawkins, Donna Koepp, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons

Absent: George Gibbs

The revised minutes of the December 22 meeting were reviewed and revisions made.

Kent asked that we consider holding a weekly meeting during the spring semester. Everyone reviewed their calendars and the following schedule of Thursday meetings at 1:30pm was agreed upon.

Jan. 19	Mar. 16 (xSC)	Apr. 27	June 1 (xKS)
Jan. 26	Mar. 30	May 4 (xRR)	June 8 (xMH)
Feb. 9	Apr. 6	May 11 (xRR)	
Feb. 23 (xDK)	Apr. 13	May 18	
Mar. 9	Apr. 20	May 25 (xKS)	

x indicates committee member unable to attend

Kendall distributed information on two options for reconfiguring the space in Anschutz assuming the Map Collection is moved from Malott. The intent is to provide an even distribution of collections so that growth- space exists throughout. Option A means less shifting of collections and would be the better configuration, but it may allow too little growth space on the fourth floor. Since it is still unclear whether the ASTUTE center will be moving to Anschutz and exactly what space will be required for the center, the consultation window, the computer lab, and the expansion of the Automation Offices, the decision about reconfiguration was tabled.

The committee turned its attention to considering the compact (pole) stacks on the first floor of Anschutz. Last meeting the committee recommended that the Anschutz Dewey classed materials, Anschutz theses and dissertations, and Anschutz T-Z LC classed materials along with overflow items from the Music Library and Documents Collection be housed in this area. Further the committee recommended that the Dewey 910-919's be reclassified and that the geography collections (current LC classed G-GF plus the newly reclassified G-GF's) be transferred from Watson.

A recent test by the Cataloging staff on the Dewey 910-919's revealed that only the Dewey 910-912's resulted in a high percentage classing in LC G-GF and thus logically moving to Anschutz. With this new information, the committee altered its recommendation to include only the Dewey 910-912's in a retrocon project.

With more than 3000 linear feet of pole stack space to fill, the committee discussed moving the archival copies of KU theses and dissertations into a caged area in Anschutz. This proposal would assist the University Archives staff and free some space in Spencer Research Library. Mary Hawkins was asked to talk to Archives and Interlibrary Services staff about the current use of archival copies of KU theses and dissertations and report back at the next meeting.

The committee also discussed the advantages of having a retrocon project for the Music Deweys (780's) which are housed in Anschutz. By reclassifying them it would create a single sequence for music materials which would make them easier to locate.

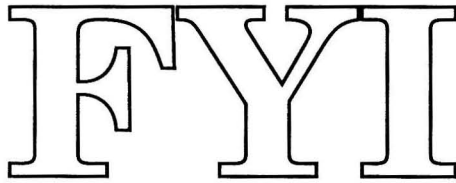
A tentative list of retrocon priorities based on space considerations was proposed:

1. Dewey 910-912: reclassified items falling into G-GF would move to Anschutz, items classified as D-F would remain in Watson stacks
2. Dewey 780-89: items are already temporarily stored in Anschutz but patrons would be able to access via the OCAT and the shelving sequence in Anschutz would be improved
3. KU Theses & Dissertations: c.1 (archival copies) would move from Spencer Research Library to Anschutz

The next committee meeting will be Thurs. January 19 at 1:30 in Conference Room A.

Recorded by Susan Craig





## University of Kansas Libraries

Number 1306 February 2, 1995

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### PERSONNEL

**Anita Rogier** has been appointed as Personnel Assistant (Office Assistant IV), in the Library Administrative Office effective Monday, February 6, 1995. Anita is presently employed as a contract typist for Allen Press and was previously employed as a personnel assistant for KU's Computer Center (1988-1993). She held one other position at KU as a Keyboard Operator for the Department of Spanish and Portuguese (1985-1988). In addition, Anita is an experienced bridal consultant. Anita replaces Julie Slusser.

**John Winfrey** has been appointed as an Editorial Assistant (Program Assistant), a grant-funded position in the Government Documents/Map Library. John earned a BA degree in History and Geography, and a Master's of Education in Curriculum, Reading, Geography, and the Earth Sciences, both from Texas A & M University. He has served in the U.S. Army, and held teaching positions at KU, Washburn University, and at community colleges in the Kansas City area. John's appointment begins February 9, 1995.

Sandy Gilliland

### TIME CARD DEADLINE ANNOUNCED

All student time cards, classified time reports and unclassified leave records are due in the Administrative Office by noon on Tuesday, February 14th. (Classified staff time reports will be distributed within the next few days.) Please refer to pages 18 and 19 of the Student Employment Procedures manual for the maximum allowable hours for student assistants.

Sandy Gilliland

### 1994 W-2's

All staff, including student assistants, should have, by now, received their W-2's for 1994. Please contact the Administrative Office and leave a message for Sandy or Lars (4-3601), or e-mail Sandy (SGILLILA) if you or your student assistants have not received a W-2. Please remind student assistants that W-2 forms are mailed to their permanent address (which is often times their parent's address). Contact Sandy if you have any questions.

Sandy Gilliland

### WILCOX COLLECTION LAUDED

From the Preface to Religion and the Racist Right, by Michael Barkun (University of North Carolina Press, 1994): "The Wilcox Collection of Contemporary Political Movements at the University of Kansas, the premier collection of right-wing literature in the United States, was of enormous value, and the working conditions provided at the Spencer Research Library could scarcely have been more conducive. I am grateful to Becky Schulte and Sheryl Williams of the Spencer Library and to the collection's donor, Laird Wilcox."

Rob Melton



## **ANNUAL DESIGN SHOW FROM AAUP**

Winning entries in the 1994 Association of American University Presses Book, Jacket, and Journal Show will be on display at the University Press of Kansas, 2501 W. 15th Street, February 13-24. Viewing hours are 9-5, Monday through Friday; the exhibit will not be open on Friday, February 17. Anyone concerned with the craft of bookmaking or the field of graphic design will find this 71-piece, "hands-on" display of interest.

L. E. James Helyar

## **ATTACHMENTS**

Announcement of Charles Johnson presentation

Cataloging Policy Advisory Committee minutes--September 26, 1994

Library Emergency Disaster Plan Committee minutes--January 9, 1995

Library Space Committee minutes--January 19, 1995

Staff Development Committee minutes--December 19, 1994, January 4, 1995, January 11, 1995

# Office of Minority Affairs

The University of Kansas

Presents a Reading & Lecture on African  
American Literary Form

in Honor of

African American History Month, 1995

by

Charles Johnson, author of  
*Middle Passage*

Wednesday, February 8,  
8:00 p.m.

Alderson Auditorium,  
Kansas Union



*Sponsored by*

Academic Affairs • Black Student Union • College of Liberal Arts and  
Sciences • University of Kansas Libraries • KU Friends of the Library •  
Hall Center for the Humanities • Black Caucus • English Department •  
Affirmative Action • American Studies • International Studies and  
Programs • Social Welfare

**Admission Free**

*A reception will be held in the Traditions Area in the Kansas Union*

CATALOGING POLICY ADVISORY COMMITTEE

1994-13

Meeting of September 26, 1994

Present: George Gibbs (chair), Sandy Mason, Lorraine Moore,  
John Richardson, Mary Roach, Becky Schulte

Absent: Margaret Bearse

It has been determined that the problem with Internet access to OCLC is a local one. Nicholas Eshelman is working to solve it.

The Art retrocon project has begun and is going smoothly so far.

A 58-page list of Dewey-classification serials earmarked for remote storage in JRP is ready to be sent out for faculty review. A much shorter list of serials with LC class numbers is still in production. Soon a cover letter explaining the JRP project will be mailed to all KU faculty, and at least one copy of the two lists combined into one document will be sent to the chairperson of each department and program so that faculty have the opportunity to identify serials that they would like to see retained in Watson. Faculty comments are due by October 31.

John Miller, Mary Roach, and Margaret Bearse have completed a six-page list of programming specifications for Law Library records and have given it to Patrick Kingsbury.

The next meeting of CPAC was scheduled for October 24.

Submitted by John Richardson

Library Emergency Disaster Plan Committee  
January 9, 1995

Attendance: Gordon Anderson, Janet Anderson-Story, Brian Baird, George Gibbs (ex-officio), Sherry Hawkins, Sue Hewitt, Becky Schulte, (chair), Kent Miller.  
Absent: Mary Burchill.

Minutes of November 14, 1994 were corrected and accepted.

**Introductions:**

-Brian Baird was introduced to the committee and briefly filled in on some of the issues facing the committee such as budgeting and first aid training.

**Updates:**

- Roofers: they've been back to complete work found deficient in the last inspection.
- Calling tree for inclement weather: a new list has been distributed to Administrative Conference. George will forward a copy to this committee.
- JRP fire extinguishers: have not been requested. Kent will pursue this issue.
- Documents/Maps roof: there are still leaks in the Maps area but this section was not reroofed in the recent work.

**Review of Building Survey Update, general comments:**

- The Fire Marshall report was not attached to the document as indicated.
- Emergency lighting for all buildings will be addressed by the University over the next several years.
- The Music Library has a notation that they need a roll of plastic. Sherry and Sue will check on this.
- Areas not surveyed:
  - JRP but known to need 6 rolls of plastic
  - Regents Center
- This update has been forwarded to Kent as Facilities Manager. The LEDPC will continue to perform yearly updates.

**Salvage Priorities:**

Gordon has found that when he works directly with a given unit the reports are much more detailed and comprehensive. He will go back to those units that submitted information some time ago and update them.

- He has seen a general movement away from paper format to computer disk for departmental records. This emphasizes the need for a routine backup and proper off site storage of computer disks.
- As he completes departmental surveys he will send the information to the Lawrence Fire Department. He will also place a copies of each report in the Disaster Box (materials collected by the committee), with the unit head, and the Administrative Office. There will be a cover letter for each survey stating any anomalies in the site, such as the fact that the Helen Spencer building has

two entries and that the Art Library is accessed from its own entrance.

-Salvage priorities for collections will be addressed next.

**Administrative Issues:**

-Emergency manuals: we will look them over to get a sense of strengths and weaknesses. Suggestions will be made on how best to bring them into a uniform format while still meeting the individual needs of the location. A specific item to look for: where are people with disabilities to be taken in the event of a fire or tornado?

-Transition of chairperson position: Becky and Brian will work together for the next several months. No firm date for the transition has been established.

-Committee structure: should appointments be made by position or interest or a combination of the two? The entire issue of committee make up and structure will be considered over the next several months and a recommendation will be forwarded to Dean Crowe.

**Next meetings:**

We will meet in the lobby of JRP at 4:30 on January 12, to survey the space.

Next committee meeting: January 23, 1995, 10:30, Watson Conference Room B.

Janet Anderson-Story, recorder

## LIBRARY SPACE COMMITTEE

### Minutes of January 19, 1995 (#25)

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Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Kathleen Neeley, Rich Ring, Mary Roach, Kendall Simmons

Kent announced that Susan Craig has asked to be relieved of the duty as recorder for the committee. Henceforth, Kent will request or assign a recorder for each meeting with the assumption that the responsibility will rotate through the membership. The minutes of the January 15 meeting were reviewed, corrected, and approved.

George asked about the committee's proposal to retrocon the Dewey 780's (Music) temporarily stored in Anschutz and mentioned in the January 15 Minutes. Did the proposal refer to both books and scores or only books? If a retrocon project on music scores is proposed, it would require expertise not currently available in the Retrocon unit. When the proposal was discussed, the Space committee was unaware that some Dewey-classed music scores have been temporarily transferred to Anschutz. Although the desire to shelve all the Music material together in Anschutz was voiced, no firm decision was made as to whether to recommend a reclass on the music scores.

Mary R. asked about the committee's proposal to retrocon the KU theses and dissertations mentioned in the January 15 Minutes. She said that the pre-1970 theses and dissertations are shelved by author, have no cutter numbers, and no shelflist cards are available to use in a retrocon project. Kendall said that she believes the Circulation Department created shelflist cards for the early theses and dissertations in a project 12 years ago. Mary will investigate further.

The proposal to move the archival copies of KU theses and dissertations from University Archives to Anschutz provoked a discussion about servicing the collection. Mary H. reported on her conversations with staff in Archives and in ILS. Archives estimates that patrons request access to the archival copies about once a week. In about 1/3 of the requests, the patron really needs the circulating copy. Because the archival copy is listed as copy 1 (and thus displays first in the catalog record) the patron goes to University Archives only to learn they need to go to another location to find the circulating copy. ILS estimates they request the archival copy about 4-5 times a year and only when the circulating copy is missing. Although no clear resolution regarding the servicing of the collection if it is moved from Archives to Anschutz was reached, the majority of the committee felt that the servicing responsibility should remain with Archives.

Rich moved that the committee recommend to the Dean that the archival copy of KU theses and dissertations (c.1) be moved from Spencer Research Library space to a secure area in Anschutz and maintained as an archival collection. George seconded the motion. The rationale for the motion includes:

1. University Archives is in dire need of space. The Archives staff suggested moving the archival copies of KU theses and dissertations to JRP last spring when the Space committee asked for such proposals.
2. The available space in Anschutz is in the compact (pole) stack area and can only be utilized by a low-use collection.
3. The size of the KU theses and dissertations collection will fit the available space in Anschutz



4. The Space committee did consider transferring some Watson materials to Anschutz but determined they were not appropriate for the compact stack area
5. The environmental conditions in Anschutz are approximately the same as those in Spencer Research Library

After some discussion, the motion passed. Kent will talk with Sherry Williams about the recommendation as well as forward it to Dean Crowe. In light of this motion, the committee decided to remove the retrocon project from its list of priorities. Although many members of the Space committee would like to see all KU theses and dissertations online in at least a brief format, we cannot justify making the recommendation as essential for "space" reasons.

Kathleen asked for reconsideration by the committee of prioritizing the retrocon of the Dewey 910-12's ahead of the Dewey 780-789's. It was explained that although we know the amount of space the 780's will require in Anschutz, we will not know the space requirements for the G-GF's until the 910-12's are done. That reason plus the fact that it will be easier for the Retrocon unit to work on a collection currently housed in Watson resulted in the higher priority for the 910-12's.

Susan voiced a concern that the committee remain sensitive to its role in proposing space arrangements (collection shifts, transferring of collections, removing services) within a department or library unit. The departmental personnel are usually more familiar with the department and its users' needs and the committee must be careful not to exceed its advisory role.

The possible transfer from Watson to Anschutz of the theses and dissertations produced by students in geography and in engineering was raised. Donna moved that the committee recommend to the Dean that the KU geography theses and dissertations be moved from Watson to the compact (pole) stack area of Anschutz. Mary R. seconded the motion. This would allow the theses and dissertations to be near the geography collections which we've recommended moving from Watson. The motion passed.

Kent will prepare a draft document for our next meeting that will summarize the recommendations which we are ready to communicate to Dean Crowe. The report will include the text of recent motions which the committee has passed as well as some background information about the deliberations which led to the motions.

The next committee meeting will be Thursday January 26 at 1:30 in Room A.

Recorded by Susan Craig

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
December 19, 1994

Present: Janet Anderson-Story, Mel DeSart, Gaele Gillespie,  
Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of December 14 were corrected and approved.

SOARING TO EXCELLENCE teleconference.

- We divided responsibility for the teleconference into two areas: technical aspects, which Mel will be in charge of, and publicity, local arrangements, etc. which Janet will coordinate. Janet will ask Bill for Automation support for each session. Mel will confirm reservations with the Computer Center.

- The Telecommunications contact person is Elizabeth Pesek-Shields. Someone from Telecommunications will need to be at each teleconference one half hour before the scheduled start time in order to capture the satellite signal.

- Sandy has located a contact person, Brett, at the College of DuPage. He said the teleconference would be broadcast via a Galaxy 7 satellite, and could be received on either a C Band or KU Band. He will send us only one copy of the handouts for participants; it will be mailed sometime before the first session, and will consist of around 30 pages all together. He said we would not be getting official confirmation that we were registered.

"CHANGE" SERIES.

- Gaele will draft an overview of the "Change" series.

- Janet will print the final version of the flyer for "New Technologies: the Internet;" Margaret will have in the mail by Wednesday.

- Susan will check with Rhonda Boose about the status of the "Changing Role of the Library within the University" panel. A possible model for the panel is that used for the "Future of the Book," in which the Dean gave a presentation and also moderated the discussion. Susan will work with the Dean about the structure and content of the panel discussion.

TRAVEL FUND REQUESTS. We approved a request from Susan Hitchens to attend the annual Music Library Association meeting and an MLA preconference workshop in Atlanta, Feb. 8-11.

CALENDAR OF EVENTS. Janet is compiling a calendar of staff development related activities. It will include SDC presentations, Human Resources workshops, OCLC training sessions, NEKLS events, etc. Compiling and distributing the calendar could be made the duties of a new committee officer position.

SDC minutes 12-19-94 - p. 2

EVALUATION FORM. The purpose of the evaluation form was discussed, e.g. was its purpose to provide information for the presenter of SDC programs or for SDC as an aid in determining future programs, or both?

The next meeting will be Wednesday, January 4, 9:00-11:00 in Conference Room B.

Minutes submitted by Margaret Wilson

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
January 4, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaelle Gillespie, Sandy Gilliland, Margaret Wilson

SOARING TO EXCELLENCE teleconference.

- The Burge Union has confirmed that the Frontier Room has been reserved for the first four sessions. There will be no charge for the room. The Union will supply a registration table, tables and chairs for participants, and a high-quality screen.

- Media Services has confirmed that the only equipment we need is a video projector, which has been reserved for the four sessions. They want someone from SDC--logically Mel--to attend the first session. They will show him how to run the projector, and how to determine if the signal from Telecommunications is working, in the event that they are unable to be there at any of the subsequent sessions. The Computer Center has its own equipment.

- Telecommunications will not officially confirm their support until they have received official notification from the Library about the dates of the teleconference. Sandy will send them a letter to that effect today.

- Janet has written the Dean requesting that Automation provide support for the teleconference. The Dean has forwarded the letter to John Miller; we have not received a response from John. Janet will check with the Dean about the status of our request.

- The draft flier announcing the entire series of teleconferences was revised to include a list of the presenters and a description of their qualifications. It should go out by January 9, hopefully after it has been confirmed in writing that Telecommunications will support this undertaking. We also revised the flier to move up the starting time of the morning session from 11:00 to 10:45. This will allow us time to pass out the handouts and make introductory remarks before the actual broadcast begins. We will need to advise people attending only the afternoon session that they should arrive 15 minutes before the stated start time. We will also advise all-day participants that they might want to bring their lunch, as there will only be 30 minutes between the morning and afternoon sessions.

- Janet will contact the College of DuPage for confirmation that we are registered to be a downlink site and asking for written specifications for capturing the satellite signal. She will also ask for information concerning the date we can expect the packet of handouts for participants, and any additions to the list of presenters.

"CHANGE" Series.

- On the Committee's behalf, Gaelle has sent a letter of thanks to Robert Wedgeworth.

- The "Changing Role of the Library within the University" panel has been postponed to March in order to allow all panelists

to participate.

- Margaret will hand out continuing education and evaluation forms at the "New Technologies: the Internet" presentations. Thirty-one people have registered, so we will need to offer a fourth session on January 24. As we did not have sufficient time to develop the new evaluation form before the January 10 session, we revised the existing form to be more useful.

#### CALENDAR OF EVENTS.

- Janet will solicit the Dean's input on our proposal to begin a pilot project for a calendar of staff development activities. She will announce the calendar on e-mail, FYI and by separate mailing.

- If the pilot project proves successful, we envision the calendar to be a filelist which can be accessed from a VM signon and "get" command. We will ask LIBAID for an e-mail account for the calendar.

- SDC will need to develop a list of criteria for events to be included in the calendar. A gatekeeper (editor) will be needed to determine whether submissions to the calendar fall within the criteria. We envision that the editor will become a permanent officer of SDC.

#### TRAVEL FUNDS. We approved two requests:

- From Connie Powell to attend a WorldWideWeb workshop at the Computer Center January 13.

- From Johnnie Love to attend the ACRL 7th National Conference and two preconference workshops March 27-April 1 in Pittsburgh.

The next meeting will be Wednesday, January 11, from 8:30-10:00 in Watson Conference Room B.

Minutes submitted by Margaret Wilson

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
January 11, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of December 19 and January 4 were corrected and approved. Mel clarified that it is Telecommunications who makes the link with the satellite signal, then routes the signal to the Burge Union. It is Media Services who confirms that the signal from Telecommunications is working.

SOARING TO EXCELLENCE.

- Telecommunications has received the letter from the Library confirming the dates of the teleconference series.

- Telecommunications wants DuPage to send out a test pattern one half hour before the actual broadcast. Mel will confirm with DuPage that this will occur.

- It was unclear whether DuPage would supply a videotape of the teleconference. If they do not, SDC will want to tape it. We will not have the SDC VCR by February 14, so we will need to reserve one from Media Services.

- Janet will inform the Burge Union that there will be a potentially large number of people needing a quick lunch on the dates of the teleconference. The suggestion was made that we might want to supply beverages.

- The teleconference overview flier has already been mailed. We revised the draft of the February 14 conference, including changing "please clear your absence with your supervisor" to "please alert your supervisor." Also, Janet will add information on parking, and send out maps to non-KU participants.

STAFF DEVELOPMENT ACTIVITIES CALENDAR. Janet has received a number of positive responses to the first posting of the calendar. Mel has talked to Nicholas about alternate ways to make the calendar available.

TRAVEL FUND. We approved two workshop requests:

- Donna Funcke to attend BCR's Searching FirstSearch Effectively, July 13, 1995.

- Julie Hoff to attend BCR's Putting CD-Roms on a LAN, February 8, 1995.

"CHANGE" SERIES.

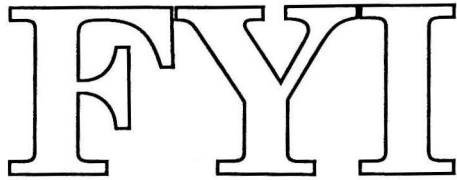
- We discussed the possibility of scheduling the "Research" panel for late March. Margaret volunteered to work with Susan on this if she needs help.

- "New Technologies: CD-Roms and electronic journals" will take place in February.

The next meeting is Thursday January 19 at 1:30 in Watson Room B.

Minutes submitted by Margaret Wilson





## University of Kansas Libraries

Number 1307 February 9, 1995

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### TELECONFERENCE REMINDER:

It's not too late to register for the Soaring to Excellence Teleconference, February 14, 1995. We are pleased to announce that **KATHLEEN WEIBEL** will present the first session: "*Professional is an Attitude*" from 10:45 - 12:15. **DEBRA WILCOX JOHNSON** will present the second session: "*Libraries Then and Now*" from 12:45 - 2:00. Please join us in what promises to be stimulating discussions at the Frontier Room in the Burge Union. Contact me at 4-4715 or via e-mail at janderso to register for one or both of the presentations.

Janet Anderson-Story

### TIME CARD DEADLINE REMINDER

All student time cards, classified time reports and unclassified leave records are due in the Administrative Office by noon on Tuesday, February 14th. Please refer to pages 18 and 19 of the Student Employment Procedures manual for the maximum allowable hours for student assistants.

Sandy Gilliland

## **Library Automation Committee**

Meeting of January 18, 1995

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**Members:** John Miller (chair), William Crowe, Margaret Bearse, George Gibbs, Kent Miller, Jim Neeley, Mary Roach, Gary Susott, Sherry Williams

**Absent:** William Crowe

**Guest:** Larry Palmquist

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### Review Minutes of Jan. 04.

### Announcements/Questions:

1. John introduced and welcomed Margaret Bearse from the Law Library. Margaret is joining LAC as part of our working with the Law Library to acquire and implement a new system.
2. John distributed copies of a document, prepared for a meeting with Information Technology Services staff, listing anticipated library demands on the KU campus ethernet network.
3. John distributed a memo of a proposal to network the entire campus, including estimated costs of \$400 one-time connection costs plus approximately \$3/month/connection for maintenance. Under this plan, the libraries would not own their own equipment. The libraries have requested approximately 500 new connections of three types (staff, public, and shared-access). John had estimated (generously, he hopes) the number of new connections needed for all the library departments. Real numbers and locations will be worked out in the next few months.
4. Jim and John reported on last week's Public Service Heads meeting. Although the FirstSearch trial officially ended last Friday, Jan. 13, access has not yet been discontinued. Requests for number of passwords were due last Friday. The subject of law records was discussed. The default status message reads "consult the circulation desk" and should be clarified if possible by being changed to say "consult the LAW LIBRARY circulation desk." There is also concern about records for multiple copies of materials also owned by other branches.

### Enhancements/Updates:

1. EAI - Work on the splitting up the database has been delayed somewhat due to other emergency demands on technical service staff at the computer center. Also, Gary, Larry, and John will be performing some tests this coming Sunday morning to attempt to isolate some of causes of the poor response time.
2. Approximately 3000 law records are being loaded per day (there are 47,000 total to be loaded), including serial bibliographic records.

3. Cat Burglar appears to be fixed.

Discussion:

John reviewed some of the changes appearing in the latest draft of the RFP, copies of which have been distributed to staff and placed on Reserve. Some of the changes include:

1. Section 3.6, in the list of mandatory requirements, now addresses issues of security instead of ALA character set displaying. Storing the ALA character set is still mandatory, but all aspects of display and printing are now in the desirable section.
2. The section on OCR check digits has been elaborated on.
3. "Simultaneous use" has been defined.
4. A section (4.10) has been written about ILL needs. It consists of general questions, general capabilities, interfaces with related systems, and integrated management.
5. Section 4-11 concerns reports and statistics, but the requirement for generating reports for ACRL will be removed.

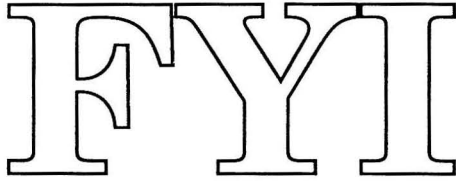
The open LAC meetings are scheduled for Jan. 25 and Feb. 08. John anticipates questions about the projected timetable, financing, and evaluating demos. He plans to explain why the list of mandatory requirements is so conservative.

The State Division of Purchasing has estimated a 1-day to 1-week turnaround between receiving the finished RFP and having it published and sent to the vendors, providing they receive draft copies beforehand. The final draft that the libraries provide will be camera-ready.

In addition to progress on the Systemwide Access Proposal, another possibility for financing the purchase of a new system is the state "master lease" program (really a type of loan).

Future Meetings:

Next Wednesday, January 25th, first of two open meetings, in Watson A.



## University of Kansas Libraries

Number 1308 February 16, 1995

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### STUDENT SURVEY

The University of Kansas Libraries, with the assistance of KU's Office of Institutional Research and Planning (OIRP), is conducting a survey of KU students about library collections, services, facilities, and equipment. The survey was developed with special efforts by Susan Craig, Mel DeSart, and Mary Hawkins, using a survey instrument developed at the University of Virginia Libraries. Many of the questions, of course, have been altered to reflect KU terminology and goals from the KU Libraries' strategic plan.

The survey is being mailed in late February to 2,000 undergraduate and graduate students who have been randomly selected to represent the student body on the Lawrence and Edwards campuses. Recipients are asked to return the questionnaire booklet and the answer sheet to OIRP by March 17. A second mailing will be distributed in April if the number of initial responses is too low to provide sufficient data for analysis.

Analysis of the responses will be done by OIRP staff during late spring and early summer and will be reported to the Library administration. The dean will share the results widely within the KU Libraries, with the Senate Library Committee, with student leaders, and University administrators. A postcard asking students to volunteer to participate in focus group discussions about the KU Libraries to be held during Fall 1995 is included in the packet.

Each member of the Library Administrative Conference will receive several copies of the full survey in order to share it with staff in their area. Copies also will be placed on reserve at Watson Library and at the Anschutz Science Library. Questions about the survey may be directed to contact Susan Craig (e-mail=sccraig or telephone 4-3020) or the dean (email=wcrowe or telephone 4-3601).

### SCHAFFNER BOOK PUBLISHED

Brad Schaffner's Bibliography of The Soviet Union, Its Predecessors and Successors has just been published by The Scarecrow Press, Inc. as the fifth in its Area Bibliographies Series. Weighing in at 583 pages and 3172 entries, it covers a broad range of topics on the social, political and cultural development of the Soviet Union and its fifteen successor states. Congratulations, Brad!

Rob Melton

### CONTACTS WITH THE KANSAS CONGRESSIONAL DELEGATION

I believe that Chancellor Shankel's memo, reproduced below, speaks for itself.

My recent e-mail statements to Library staff also address the need for each of us to take care when we do contact legislators as private citizens. That is, we must be certain not to suggest--by use of KU letterhead/postage, University e-mail, or University phones or fax equipment--that we are speaking for KU or using public funds to send a personal message.

--W. J. Crowe

## **ATTACHMENTS**

Cataloging Policy Advisory Committee minutes--January 25, 1995, February 7, 1995

LFA Executive Committee minutes--January 9, 1995, January 20, 1995, January 23, 1995

Staff Development Committee minutes--January 19, 1995, January 25, 1995

# The University of Kansas

Office of the Chancellor

February 1, 1995

## MEMORANDUM

**TO:** Deans, Directors, and Chairpersons

**FROM:** Delbert M. Shankel



**RE:** Kansas Congressional Delegation

Because the Kansas congressional delegation is well positioned in Washington and Mr. Glickman has been appointed Secretary of Agriculture, representatives of the University are receiving many contacts from professional associations and others. These contacts frequently take the form of requests that faculty, staff and members of the administration intercede in some manner with the delegation in support of an issue or to facilitate an appointment. In addition, there are also institutional agenda items that I will be bringing to the attention of the delegation. Our experience in working with members of the delegation and their staffs has been consistent over the years. When they receive a request or an advocacy statement from someone associated with the University, they follow up to determine whether the request or statement is the position or priority of the University.

It is very important that we not make excessive demands on members of the delegation and that our campus efforts be highly coordinated. It would be inappropriate to forward a large number of requests; thus, each must be considered carefully. For the past two decades, the University has coordinated institutional contacts with the congressional delegation through Office of the Vice Chancellor for Research, Graduate Studies, and Public Service. This allows us to respect the delegation's wishes that we channel and prioritize the University requests that come before them. Several years ago the University retained the services of Jerry Waters, a Washington, D.C. consultant, to assist in the coordination process. More recently, Carolyn Cross in RGSPS has been assigned to work closely with Jerry as we manage our communications with the delegation and others who are active in Washington. The university has benefitted from this investment in coordination.

I ask each of you to communicate to your faculty and staff the importance of coordination. The process to be followed involves contacting Andrew Debicki, whose office works with Jerry Waters on institutional assignments. Depending on the issue, and if necessary, Andy will involve the Executive Vice Chancellor or me. Obviously there is a wide range of issues which may arise and which one or another person may believe need to be brought to the attention of the delegation. We hope to ensure that any institutional request has been determined to be a priority and is coordinated through the system we have developed with the delegation.



CATALOGING POLICY ADVISORY COMMITTEE

1995-1

Meeting of January 25, 1995

**Present:** Margaret Bearse, George Gibbs (chair), Lorraine Moore, John Richardson, Mary Roach, Becky Schulte

**Absent:** Alexandra Mason

Law Library tape load

Law Library cataloging records are currently being loaded into the local system at the rate of 3,000 per day. The records are turned off so that they will not display. After a false start, during which the oldest records were being loaded first, the programmers began loading the most recent retrospective records as of January 12, 1995 and working backwards in time. Current cataloging records will be allowed to accumulate for a period of time before being added. A sizable number of Law Library records appear to be duplicates of records already in the local system.

As the Law Library still has no local editing terminal, Bearse and another staff member may soon begin editing Law Library records from local terminals in the Cataloging Department.

Format integration

Format integration is here at last. Beginning in late January, all MARC variable fields, indicator values, and subfield codes will be valid for all formats on OCLC. OCLC Technical Bulletin 206 describes the additions and changes to the variable fields (010-990) of bibliographic records in this phase of format integration. A second phase affecting the fixed field and control fields (00X) is scheduled for implementation in late 1995.

As OCLC documentation has not kept pace with all recent changes to the MARC format, there will probably be some confusion about some of the details until updated documentation becomes available. In addition, we won't know precisely how our system will handle the changes until some of the new records are input.

The changes that have the greatest impact on monographic cataloging involve the 246 (Varying Form of Title), 740 (Analytical/Related Title Added Entry), and 505 (Formatted Contents Note). The 246 field, which was formerly used only with serials and machine-readable files, will be valid for monographs, too. Alternative titles, parallel titles, subtitles, partial titles, etc. are entered in the 246 field and no longer in the 740 field. The 740 field is reserved for analytical titles and related titles. A new subfield ( $\dagger$ i) is available in the 246 field: it is used when none of the nine standard print

constants indicating type of title is applicable, e.g., "At head of title." Especially as this subfield is very useful for rare books cataloging, it was decided that KU should add this subfield, when appropriate, for original cataloging and when editing existing records.

There are two options for recording data in the 505 field: the basic option continues existing practice, and the enhanced option divides the 505 into indexable subfields for (1) title, (2) statement of responsibility, and (3) miscellaneous information. It was decided to defer for a while recommending a local policy on the use of the second option. In the meantime, KU will accept 505-enhanced records in the system and use the enhanced option only when cataloging added volumes attached to 505-enhanced records.

The new 856 field for recording the location and method of access of electronic items is very detailed and complex. Some of the data elements, e.g., electronic addresses, appear to be of doubtful value for long-term use, because this type of information changes frequently.

It was agreed that any item that is a serial in a mixed format, e.g., a serial map, a serial musical score, should be treated as a serial.

Roach is preparing a memo on format integration for cataloging staff with examples of new OCLC records reflecting some of these changes.

#### NACO membership

In early January Dean Crowe received from LC an application form for the Program for Cooperative Cataloging, a form for indicating preferred dates for NACO training, and other materials concerning the NACO program. The training will probably be done at KU, rather than at LC or BCR. It was decided to request that the training be scheduled for the week of September 11, September 19 or September 25. Gibbs will be talking with NACO representatives during the ALA conference. Moore agreed to obtain some figures on the number of new non-NAF authority records produced at KU each month. In the months ahead many internal decisions will have to be made, including what restrictions, if any, will be placed on supplying our authority records to LC and whether all KU cataloging agencies will participate in the program.

Submitted by John Richardson

*draft*

CATALOGING POLICY ADVISORY COMMITTEE

1995-2

Meeting of February 7, 1995

Present: Margaret Bearse, George Gibbs (chair), Lorraine Moore, John Richardson, Mary Roach, Becky Schulte

Absent: Alexandra Mason

Law Library tape load

All of the retrospective Law Library cataloging records have now been loaded into the local system. The tape of current records, i.e., records that have been accumulating since mid-January, will be loaded shortly. Soon thereafter these records, which are now "turned off," will be allowed to display in the online public catalog. Roach agreed to write an announcement for FYI before this is done. More than 30,000 new records were added to the system. Just over 10,000 records were duplicates; existing holdings records were updated with the Law holdings.

Next week Bearse and her assistant at the Law Library will start training in the Authorities Unit so that they can work on problems occurring with Law records. Reports of errors from the public and from other staff members will be routed to the Authorities Unit. Authorities Unit staff may handle "easy" corrections if they wish, but most of this work will be done by Bearse and her assistant. If questions arise about who has the authority to make certain kinds of changes to headings, these examples will be set aside and evaluated at a later time.

Format integration

Gibbs reported that most of the discussion on format integration at the ALA conference focused on training cataloging staff in the new practices. He was unable to find out what other libraries plan to do about the new option of indexing the 505 field (Formatted Contents Note). It was agreed that we should adopt a wait-and-see approach before we decide whether to use this option.

NACO membership

At the ALA conference Gibbs spoke with Ann Della Porta, director of the Program for Cooperative Cataloging. She told him that the September dates we requested for NACO training were probably okay and that our trainer will likely be the NACO coordinator at the University of Colorado, Bill Garrison. She also said that there is no quota of authority records that we have to submit to remain in the program and that all of our cataloging agencies are eligible to participate in the NACO program, with the sole proviso that a photocopy of the title page accompany the CJK headings that we submit.

Normally, 8-10 people from each library receive the training. We will request that eleven of our staff members be trained. We found that with some difficulty we could pare down our list of people who need the training to eleven, but we would be loath to eliminate any of those eleven.

Submitted by John Richardson

## LFA EXECUTIVE COMMITTEE

### Minutes of January 9, 1995 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, L. Moore, D. Pardue, W. Crowe (guest)

Absent: J. Girardo, J. Richardson

Exec did not meet on Dec. 19, Dec. 26 or Jan. 2 due to the Christmas holidays.

Brad announced that information on the GRF allocations has been printed up and is being mailed out to all eligible staff. Also, he and Gordon Anderson are finalizing the details for a brown bag luncheon on GRF which will be offered soon [Feb. 1, 1995, from 12:00-1:00 p.m. in the Governors Room of the Kansas Union].

Dean Crowe encouraged Executive committee members to begin thinking of ways to appropriately welcome KU's new chancellor, Robert Hemenway, without overwhelming him. Hemenway will probably be on campus in June 1995.

The Dean shared a copy of a letter which he wrote to Vice-Chancellor Shulenburg, inviting him to the Libraries as well as offering him the opportunity to participate as a panelist in an upcoming forum on "change" sponsored by the Staff Development Committee.

Crowe informed the committee that he had sent statistical information on average ARL salaries to G. Husic (chair of the Salaries and Benefits Committee) and to B. Schaffner (chair of LFA). In addition, he received a fax of the first cut of this year's ARL peer salary survey, which included breakdowns of salaries for the institutions' law and medical libraries.

The Gibbs Review Committee gave Crowe its last comments on the Executive Summary which he had prepared; he plans to send out this summary soon. Exec advised the Dean that his summary should preferably be mailed to all library staff. He also received notification on Jan. 3 that his five-year review has been completed, and will be meeting with V-C Shulenburg shortly to discuss the outcome.

S. Craig raised a question concerning evaluation training for supervisors. Crowe responded that the emphasis for attention to evaluation comes from the Board of Regents and that it is supposed to be ongoing; he projects that this year's training effort would take place sometime in late spring or fall. Craig noted that from her experience serving on LCPT, she is aware that there are different evaluation systems being used by supervisors

throughout the Libraries, whether they are numerically based or narratively based. Exec briefly discussed various options as to what form this year's evaluation training might take.

Exec read and approved the following minutes:

- LFA Executive Committee, 11-14-94  
11-30-94  
12-5-94  
12-12-94
- Staff Development Committee, 11-8-94  
11-15-94  
11-30-94  
12-7-94  
12-14-94
- LFA General Meeting, 11-1-94

Before the meeting adjourned, it was agreed that Brad will contact M. Wilson (and the two newly elected members) to set up a meeting with CESR sometime next week, before it begins reviewing this year's FASARs.

Submitted by David Pardue

LFA EXECUTIVE COMMITTEE

Minutes of January 20, 1995 Meeting  
(Joint Meeting with CESR)

Present: [Exec] B. Schaffner (chair), J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson  
Absent: S. Craig

Present: [CESR] J. Hoff, B. Schaffner, M. Wilson

This was a joint meeting of Exec and the Committee on Evaluation of Service and Research, prior to CESR beginning its examination of this year's files. Exec and CESR members discussed CESR's annual report for 1993 point by point.

Regarding the recommendation of last year's CESR to establish an ad hoc committee to create guidelines for evaluating service and research, Exec believed that the establishment of such a committee would be unproductive, given past experience. However, B. Schaffner mentioned that Exec has discussed the possibility of expanding CESR's composition to five members.

- Relative weights of service and research: This will likely be an ongoing dilemma, with no clear solutions. Dean Crowe has clearly stated that the weights (i.e., percentages) are NOT equal to "time spent." L. Moore noted that one problem is that the weights are negotiated with the immediate supervisor, and are seen by the supervisor at evaluation time; therefore, why is it not appropriate for CESR to also see this information? Another problem is that the weights are too abstract to understand how they influence a rating in practice, e.g., would a librarian having a temporary internship outside his/her typical assignment be downgraded from "Exceptional" to "Very Good" because s/he accomplished less in the primary assignment? M. Wilson said it was her remembrance that it was CREEP's (i.e. Committee to Reevaluate the Evaluation Process) intention that job performance be evaluated on its own merits, service and research be evaluated on their own merits, and it was the Assistant Deans and the Deans who subsequently balanced the individual's overall contribution to the library. CREEP's philosophy evolved at a time when there were no available guidelines concerning what percentage of the librarian's efforts service and research should occupy.

- Payment for professional activities: Exec felt that payment per se is not relevant to the question of whether an activity counts as service. For example, if a librarian is consulted by another institution because of her/his expertise, that activity could still be considered service--even if s/he is paid a standard honorarium. M. Wilson noted that this is a gray area; some of the teaching faculty do consulting work as a second



job, and it does not count as service for them. All agreed that we need to check more closely into what guidelines (if any) are given in the Faculty Handbook. Then we will update our procedures if necessary.

- Public service: In Exec's discussions of this category, the crucial distinction was whether the service was professionally related or not: the Faculty Handbook makes it clear that community service should be job-related. Thus, a librarian probably should not consider listing her service as chair of an elementary school Science Fair or coaching her child's soccer team. However, it would be appropriate to list activities such as service on the Lawrence Public Library Board, or the Horizon 2000 Commission. B. Schaffner feels it is a judgement call each year regarding how much a given activity should be worth; it is important not to be misleading but we also should not try to dictate what people include in their annual files. In the end, we must remember that CESR looks at one year only, and that it has a different perspective than does LCPT (or UCPT) with a multi-year promotion & tenure review.

- Faculty research criteria for librarians: Last year's CESR asked for clarification on this point; Exec referred this year's committee to LCPT's draft statement on discipline expectations for librarians, which answers some of those concerns. J. Hoff commented that LCPT obviously did not want to create a "laundry list" in this statement; rather, the intent was that if a librarian created and disseminated information that benefitted other librarians in some way, and could provide documentation and positive acknowledgment of that activity, then it should count. M. Wilson noted that this is easy to understand in theory, but that when one looks at real FASARs it becomes difficult to assess because of the large number of contributions which are not substantial, "traditional," programmatic research. L. Moore commented that LCPT may rate something higher if it dovetails nicely with one's primary job responsibilities. Also, by definition the MLS is in a different field than our undergraduate degrees, therefore both CESR and LCPT should expect a wide range of variation in research activities.

Submitted by David Pardue

LFA EXECUTIVE COMMITTEE

Minutes of January 23, 1995 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson

Exec read and approved the following minutes:

- Staff Development Committee, 12-19-94  
1-4-95  
1-11-95

Schaffner asked the other committee members whether Exec should solicit additional candidates to run for the University Faculty Council. Currently, there are three people from the Libraries serving on this body: R. Melton, K. Neeley, and C. Powell. After some discussion, it was decided that Brad will post a message on e-mail stating that Exec will assist in coordinating the process if anyone wishes to nominate a colleague of hers/his.

The Committee briefly discussed the memo from the Comptroller's Office (dated Jan. 17, 1995) regarding the shift to a biweekly pay cycle. Brad and Alex Slater (Chair of Classified Conference) will contact Sandy Gilliland and try to arrange for someone from the Human Resources Dept. to come talk to all library staff at an open forum. We hope that Human Resources can provide some budgeting advice/hints for us, especially since the amount of our actual take-home pay per month may drop under the new system.

Exec also discussed the memo written by Vice-Chancellor Shulenburg concerning Dean Crowe's five-year review. (This memo is not the executive summary which the Review Committee forwarded to Shulenburg). At this point, we are unclear whether said summary is a public document which we can ask to read.

The main agenda item concerned evaluation training. The Dean asked Exec to furnish some suggestions as to what form this training might take. As you recall, the Board of Regents mandated that evaluators must receive some sort of yearly training. Exec proposes that there be one or two meetings of evaluators who supervise librarians; the format would be a general, round table discussion and both Crowe and Asst. Dean Gibbs would attend. Participants could explore various methods of evaluation (e.g., narrative vs. numerical), how supervisors can keep themselves informed throughout the year about their staff's activities, how to provide useful feedback, how to deal with problems, etc. We envision that prior to the discussion, a focused questionnaire would be designed to solicit suggestions

from supervisees concerning how improvements could be made within our current evaluation system. (Comments such as "I think the peer review of service and research done by CESR is unfair, and therefore we must restructure evaluations ..." would not be productive). Brad will present this proposal to the Dean to see if it is acceptable before we plan further.

Schaffner mentioned that he and G. Husic had been analyzing a portion of the ARL salary statistics. Although KU librarians' salaries (in actual dollars) continue to rank near the bottom of the scale, we are virtually equal to the salary percentages of KU teaching faculty relative to faculty at our peer institutions.

Brad also summarized some of the issues which the Senate Library Committee has been considering recently. S. Craig noted that she has been helping to prepare a user satisfaction survey which will possibly be conducted by the SLC; it would be distributed to a representative sample of KU students, and has both open-ended questions and ones which are read optically by computer. The computer scoring would permit the results to be analyzed in terms of various constituencies (e.g., graduate students in the Engineering Dept. vs. undergraduates in the College of Arts & Sciences with a certain GPA or ACT score, Architecture students, etc.).

Submitted by David Pardue

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
January 19, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaelle Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of January 11 were corrected and approved.

TRAVEL REQUESTS. The Committee approved four requests for staff development funds:

- Connie Powell to attend the BCR workshop on "The Internet as a Reference Tool," July 11, 1995
- Connie Powell to attend the BCR workshop on "Microsoft Windows," Feb. 6, 1995
- Becky Schulte to attend a preliminary meeting to plan for the fall Midwest Archive Conference, Feb. 17-18 in Hays, Kansas
- Nancy Burich to attend ALA Midwinter, Feb. 3-9, in Philadelphia.

The Committee decided to add to its guidelines the following proviso: Travel requests for all committee work outside the official meetings of the full association, recognized chapters, divisions, etc., will be funded at the attendance level or actual cost, whichever is lower.

The Committee discussed at length the problem of BCR workshops being filled by the time BCR received the KU Libraries' registrations. The existing sequence of events is that twice a year BCR mails a calendar of upcoming events to the Administrative Office. Upon receipt in the Library, the calendar is mailed within two days to department heads, who presumably make this information available to department staff. Some department heads prioritize which staff will go and submit a prioritized list to Sandy. We discussed mechanisms for enabling staff to more quickly register, but no consensus was reached. Some members of the Committee questioned why BCR workshops were treated differently than other staff development activities which staff competed for on a first-come, first-served basis. Sandy will ask at the next Deans' meeting whether BCR workshops should be considered a staff development opportunity, or were instead training functions.

KU ADMINISTRATORS PANEL. The panel is now down to two members, not counting the Dean. The Committee agreed that we should reschedule the panel to a date when all four University administrators can participate.

"SOARING TO EXCELLENCE" TELECONFERENCE. We have received confirmation that the Library is registered for the teleconference. We will be receiving packets of materials for participants by the end of January.

The next meeting will be Wednesday, January 25, 9:00-10:30.

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
January 25, 1995

Present: Janet Anderson-Story, Mel DeSart, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

Gaele coerced the Committee into having a well-disciplined discussion of the minutes of January 19. As a result, the minutes were amended and approved in the record time of 9 minutes.

There were no new requests for staff development funds.

BCR WORKSHOPS. The Deans' meeting--at which Sandy was to have raised the question of whether the BCR workshops were a staff development or a staff training activity--was canceled, so Sandy had no additional information to report.

"CHANGE" SERIES.

- KU administrators panel. The Dean has agreed to postpone the panel (because only two of the four vice chancellors were available for the March 1 date) but warns that we might have great difficulty finding any time when all four administrators will be available. We will try for May or August, but may have to settle for early Fall.

- Research panel. Susan asked for suggestions for panelists. Discussion was postponed until the next meeting.

- Electronic Smorgasbord. So far 17 people have registered, most of them from Technical Services.

SOARING TO EXCELLENCE TELECONFERENCE.

- The packet of participants materials has not yet been received. Brett has a last name: Coup!

- So far only 11 people have registered, possibly because there are downlink sites at Washburn and KC Metropolitan Library and Information Network. Janet has called Bruce Flanders, Mel will publicize at Baker, and Sandy will e-mail Jean McDonald at K-State.

- We still don't know if the cost of the teleconference includes video tapes. If not, Telecommunications will do the taping at the cost of \$13 for the first two hours, \$3/hour after that. The charge includes the cost of the tape. Such a deal.

- We received a Jan. 11 invoice for \$395. The Library registered in time to qualify for the \$295 early registration fee, but DuPage's FAX machine was broken. We had earlier been assured that we would be billed for the lower rate. Mel will call Brett about the discrepancy.

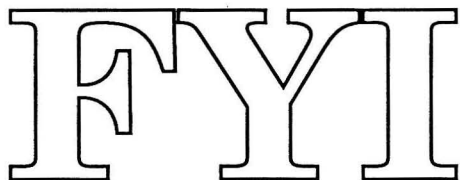
NEKLS CONTINUING EDUCATION COMMITTEE. Rachel Miller is a member of this committee, and has offered to step down if the Staff Development Committee believes it would be more appropriate for a member of our committee be the KU representative. The NEKLS Continuing Education Committee has a number of subcommittees, including one on Automation, which is very active. Many options were discussed:

- how many people should be on the committee/subcommittee
  - whether they should be a member of SDC or from the Library at large (if from the Library at large, what would be his/her/their relationship to SDC)
  - whether they should be classified and/or unclassified
  - whether they should be on the main committee or one or more of the subcommittees.
- Gaele will ask Rachel for additional information before we respond to her suggestion.

STAFF ORIENTATION COMMITTEE. This is now an Administrative committee. Gaele volunteered to serve as the representative from Staff Development.

TRAVEL FUND REQUEST FORM. We reviewed a revised draft of this form. Due to time restraints, a full discussion was postponed until the next meeting (Feb. 1, 9-10:30, Watson Conference Room B.)

Minutes submitted by Margaret Wilson



## University of Kansas Libraries

Number 1309 March 2, 1995

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### OFFICIAL RESULTS

The Nominating & Ballot Committee has completed tallying the ballots concerning FY96 merit salary distribution. A total of 37 ballots were returned. The results are as follows:

Question no. 1: Which ratio of shares should be used for the merit evaluation categories for distribution of merit salary increases?

- 3:4:5:6 (least differentiation for merit) -- 11 votes
- 1:2:3:4 (more differentiation for merit) -- 8 votes
- 1:3:5:7 (most differentiation for merit) -- 17 votes

Question no 2: Which merit salary distribution should be used for the distribution of merit salary increases across the three ranks of librarians at each merit evaluation category?

- Equal dollar (no differentiation for rank) -- 10 votes
- Equal percentage (largest differentiation for rank) -- 3 votes
- 1/2 equal dollar - 1/2 equal percentage (some differentiation for merit) -- 21 votes
- 3/4 equal dollar - 1/4 equal percentage -- 2 votes
- 1/4 equal dollar - 3/4 equal percentage -- 1 vote

-- Submitted by David Pardue for N&B

### LAW LIBRARY RECORDS IN OCAT

Monday, March 6th, Law Library records will appear in the Online Catalog. Slightly over 30,000 Law monograph and serial records were added to the file. In addition, over 10,000 Law holdings records were attached to existing KU Library bibliographic records. The Law records represent all the items cataloged by the Law Library through OCLC, including those done through a major retrospective conversion project. Law Library records for current cataloging will be added to the Online Catalog on a weekly basis.

Law Librarian Margaret Bearse and her assistant Barbara Curnes will be working with the Cataloging Department in the record cleanup of the retrospective Law records added to the file. We are aware that some Law serial records will duplicate local serial records for the same title. There may also be some duplication in monographic records if the Law Library and the KU Libraries used different OCLC record numbers to catalog the same title. If you encounter any record duplication or data errors in any monograph or serial records, please forward the problems to the Cataloging Department's Authorities Unit.

Mary Roach, Cataloging Dept.



## **AUTHORITY SECTION CHANGES**

The Libraries has received approval from Academic Affairs to close the search for a head of the Authority Section. None of the candidates in the pool possessed the desired qualifications. Following two unsuccessful national searches and with the likelihood that another search will not yield any different results, Lorraine Moore, Mary Roach, and I have talked about how we could carry out the work of this position with staff already available in the Cataloging Department.

We have decided to divide the functions of the head of the Section and assign them to different positions. Paulette DiFilippo has agreed to become the coordinator for NACO. Lorraine will work with policy issues and documentation. Miloche Kottman will oversee the day-to-day operation of the Authority Section and her position is being reviewed for classification to LAIII. George Gibbs

## **TIME CARD DEADLINE**

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Anita Rogier in the Library Administrative Office by **noon, Tuesday, March 14th**. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information. Anita Rogier

## **WOMEN'S RECOGNITION NOMINATIONS SOUGHT**

The KU Commission on the Status of Women is now accepting nominations to honor outstanding women students, faculty, and staff for its annual Women's Recognition Program. Outstanding women will be honored for accomplishments in several areas; please see the attachment to this issue of FYI for additional information and for a copy of the nomination form. Nominations are due in the Emily Taylor Women's Resource Center, 115 Strong Hall, by 5:00 p.m. Wednesday, March 15th.

S. Gilliland

## **ROUTE TO DENVER**

Nicolette Bromberg, Curator of the Visual and Sound Archive at the State Historical Society of Wisconsin, has just published the article "The Best and Fastest Route to Denver: The Development and Promotion of the East-West Across Kansas." It is heavily illustrated with maps, posters, promotional material and photographs, reproduced from Nicolette's own collection and the resources of the Kansas State Historical Society, the Smoky Hill Museum, Salina, and our own Kansas Collection. The article appears in THE EPHEMERA JOURNAL, vol. 7, 1994 (Proceedings of the 4th Annual North American Symposium on Ephemera Studies: The American Spirit of Transportation), pp. 59-73.

L. E. James Helyar

## **TELECONFERENCE REMINDER:**

It's not too late to register for the Soaring to Excellence Teleconference, March 7, 1995. Bill Erbes, automation subject specialist for the Alliance Library System in west central Illinois, will present "Technology and the Library Staff" from 10:30 - 12:15. Rob McGee, a professional in the field of library automation will present "Technology and the Library User" from 12:45 - 2:00 with discussion to follow until about 3:00.

Please join us in what promises to be a lively discussion on the uses of technology in libraries today. Both sessions will be held in the Frontier Room of the Burge Union. Contact me at 4-4715 or via e-mail at janderso to register for one or both of the presentations. Janet Anderson-Story

# NOMINATIONS WANTED

THE COMMISSION ON THE STATUS OF WOMEN  
IS NOW ACCEPTING NOMINATIONS TO HONOR  
OUTSTANDING WOMEN STUDENTS, FACULTY, AND STAFF  
FOR ITS ANNUAL

## WOMEN'S RECOGNITION PROGRAM

**Hall of Fame:** Designed to honor outstanding women graduates of the University and K.U. faculty or staff who provide models for students as they choose careers and become effective citizens.

**Outstanding Woman Teacher:** Designed to honor a female instructor, student or non-student, who has performed effectively and professionally as an educator at the University of Kansas.

**Outstanding Woman Staff Member:** Designed to honor a non-faculty woman who has contributed in a unique way to the University.

**Outstanding International Woman Student:** Designed to honor a woman student from a country other than the United States who has demonstrated academic achievement and participation in various aspects of community or college life.

**Outstanding Nontraditional Woman Student:** Designed to honor a nontraditional woman who has made a unique contribution to the University or community. (Nontraditional includes those who are continuing their education after an absence from school, those who are over 21 and just beginning their college education, those who work full-time and attend school part-time, veterans, or single parents who are students.)

**Outstanding Woman Student In Athletics:** Designed to honor a woman student for participation in athletic organizations and for contributing to the development of intercollegiate athletics.

**Outstanding Woman Student In Leadership:** Designed to honor a woman student who has exhibited leadership and active participation in concerns of contemporary women on campus, in the community, state, or at the national level.

**Outstanding Woman Student In Student Services:** Designed to honor a woman student for outstanding contributions to student or university organizations.

**Outstanding Woman Student In Community Services:** Designed to honor a woman student for active contributions in off-campus oriented work.

**Outstanding Pioneer Woman:** "...for a woman's historic contributions to humanity."

OUTSTANDING WOMEN WILL BE HONORED FOR ACCOMPLISHMENTS IN EACH OF THE ABOVE AREAS. THE WOMEN'S RECOGNITION COMMITTEE WILL REVIEW THE INFORMATION OBTAINED AND ANNOUNCE THE WOMEN SELECTED AT THE WOMEN'S RECOGNITION PROGRAM ON THURSDAY, APRIL 20TH AT 8:00 P.M. IN THE KANSAS ROOM, KANSAS UNION.

FOR NOMINATION FORMS CONTACT THE EMILY TAYLOR WOMEN'S RESOURCE CENTER  
115 STRONG HALL, 864-3552.

**DEADLINE FOR NOMINATIONS: WEDNESDAY, MARCH 15TH AT 5:00 P.M.**

Commission on the Status of Women is a student organization funded by Student Senate.

UNIVERSITY OF KANSAS  
COMMISSION ON THE STATUS OF WOMEN  
OUTSTANDING WOMAN STUDENT  
NOMINATION FORM - 1995

NAME OF NOMINEE \_\_\_\_\_

(include maiden name if married)

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CATEGORY \_\_\_\_\_

Please include as much information as possible pertinent to your nomination. If more space is needed, please write on back.

1. Specific qualifications relating to category

2. General qualifications: honors, abilities, awards, activities, etc.

Three letters of reference are required for the above category. List below persons you will contact to supply further information regarding the qualifications of your nominee. Letters of reference should be sent to the address below no later than Wednesday, March 15th, at 5:00 p.m. It is the responsibility of the nominator to ensure that all nomination materials are submitted by this deadline. Incomplete nominations will not be considered.

1.

2.

3.

Please return to: Commission on the Status of Women  
c/o The Emily Taylor Women's Resource Center  
115 Strong Hall, University of Kansas  
Lawrence, KS 66045

PLEASE PRINT:

Nominator's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

## LFA EXECUTIVE COMMITTEE

Minutes of February 20, 1995 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson

Exec read and approved the following sets of minutes:

- LFA Executive Committee, 2-13-95
- Staff Development Committee, 2-1-95  
2-8-95

S. Craig commented on the Staff Development Committee's outstanding work in organizing the "Soaring to Excellence" teleconference, as well as the committee's other events this year. All agreed that the current committee has gone above and beyond what we are accustomed to seeing from SDC.

B. Schaffner announced that Exec needs to provide the Dean with the names of three nominees for the Health & Safety Committee by March 15. Kent Miller will chair this committee; it will have 1 LFA representative, 3 classified representatives, and 1 person from Administrative Conference.

The date was set for the general LFA meeting to be held this spring: May 1 (Monday), from 2-4 p.m. in Conference Rooms A & B. In addition to an e-mail announcement, reminders will also appear in FYI.

Brad mentioned that Exec will meet with Dean Crowe on March 6, with the main topic scheduled to be the proposed administrative restructuring (as outlined in Crowe's memo of Feb. 15, 1995). We should begin considering how this proposed model will affect library governance. The Dean wishes to emphasize that, even if an Associate Dean were hired, Crowe will remain in charge of faculty personnel actions (e.g., signing off on tenure recommendations, faculty hiring decisions). Such duties would not be passed on unless approved through official University channels (in the event of Crowe becoming severely ill, etc.)

The main agenda item was discussion of the results from the survey conducted by the Subcommittee to Reform Budget & Planning. Both J. Emde and L. Moore pointed out that the intent was not to poll the staff and then try to implement those recommendations. Rather, the Subcommittee simply wanted to solicit staff input and offer the chance to participate. Exec members went over a draft of the Subcommittee's report at length, suggesting editorial changes.

Submitted by David Pardue

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
February 1, 1995

Present: Janet Anderson-Story, Mel DeSart, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson (Secretary)

The minutes of January 25 were amended and approved.

There were no new requests for staff development funds.

SOARING TO EXCELLENCE teleconference.

- Gaele passed out copies of the participant's/coordinator's packet she had received from DuPage. So far we have received material only through the first two teleconferences. Janet will photocopy the participant's material for distribution, including copies of the FAX form, and Internet instruction for accessing the Teleconference listserve. Janet thought that Sarah Couch had extra copies of the ALA position papers, so we may not need to photocopy these; she will check with Sarah.

- K-State is also a downlink site.

- Sandy will: send the technical data we received in the coordinator's packet to Telecommunications; ask the Dean if he would be willing to pick up part of the costs, e.g. Telecommunications and taping costs; have name tags available for the participants; supply coffee, tea and water; and, ensure that there is a telephone at each session (we decided we would not attempt to provide a fax machine).

- We discussed who would "host" the sessions. Gaele will do the first one; we will bring our calendars to the next meeting and map out who will do the introduction and closure for the remaining sessions. As technical coordinator, Mel will be at all the sessions.

- The coordinator's packet includes instructions for post-teleconference activities. The Committee will not actively initiate these activities. However, as part of the closure we will announce that if anyone wants to stay and discuss the teleconference, the room has been reserved for an additional hour.

KU ADMINISTRATOR'S PANEL. Susan announced that we have a confirmed date, May 4, when all four administrators are available. Spencer Auditorium has been reserved for that afternoon. Susan will ask the Dean for suggestions regarding any additional focus (beyond that stated in her initial letter) she should suggest the participants to address.

RESEARCH PANEL. We need to confirm who the panelists will be before we can arrange a date for the presentation. Possible topics are: how the panelists got interested in the topic they are researching, and what process they followed to begin their research.

The Committee's next meeting is February 8, 9-11, in Anschutz.

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
February 8, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Margaret Wilson (Secretary)

The minutes of February 1 were amended and approved.

The Committee approved the allocation of staff development funds for Connie Powell to attend a meeting of the American Chemical Society, Apr. 2-6, in Anaheim, California.

SOARING TO EXCELLENCE teleconference.

- We will have at the first session the folders of participants materials (including paper and pencils, the teleconference bibliography--which is a comprehensive bibliography for all sessions--the handout containing information on the teleconference listserve, the fax form for questions, the DuPage and Staff Development Committee evaluation forms); extra copies of the participants packet; and a box for the completed evaluation forms.

- Sandy will contact Gene Wee at the Student Union about getting a phone for the teleconference in case any of the participants wish to call in a question. We are assuming that there will be a toll-free number; Mel will investigate this.

- We have not yet received the fax from DuPage confirming the satellite downlink information.

- Janet has received 52 registrations, about half of which are not from KU. We discussed possible reasons why fewer KU Library staff registered than at K-State.

- We decided to "mail" to the participants the RMG Associates handout via the ILS courier due to the cost of sending such a large amount of material through the regular post.

- Additional information that we will want to include in the introduction: make it clear that if someone wants to ask a question, the question will be phoned in and read by someone at DuPage (i.e. the author of the question will not have to speak before a national audience). Also, remind people to turn in their evaluation forms.

- Someone from the Committee besides Mel will need to attend each session to take questions and call them in. At our next meeting we will all bring our calendars and map out who will do what for the remaining teleconferences.

- We revised the Committee's evaluation form for the Teleconference, which will be different than our regular one. It will be stapled to the DuPage evaluation form.

The next meeting of the Staff Development Committee will be Wednesday, February 15 at 1:30 in Watson Conference Room A.



LFA EXECUTIVE COMMITTEE

Minutes of February 13, 1995 Meeting

Present: B. Schaffner (chair), J. Emde, L. Moore, D. Pardue, J. Richardson

Absent: S. Craig, J. Girardo

Exec did not meet on Jan. 30 or Feb. 6.

The following minutes were read and approved:

- Staff Development Committee, 1-19-95  
1-25-95
- LFA Executive Committee, 1-9-95  
1-20-95  
1-23-95

The main agenda item concerned the date of the LFA general meeting this spring (projected for the end of April or early May). The topics will be the proposal for midterm review of untenured library faculty, as well as efforts to reform the Budget & Planning Committee. Brad announced that he spoke with Nancy Burich, chair of LCPT, and that LCPT is currently refining the wording of the statement which will accompany midterm review results. (Liability is an issue, since a favorable midterm evaluation cannot absolutely guarantee that an individual will be awarded tenure). CESR is also likely to strongly support the concept of midterm review.

Other items: Exec submitted a list of nominees for potential service on the Classified Employee of the Year Committee. The ballot on merit salary distribution has been mailed out and will be due by Friday, February 17, at 5:00 p.m.

Submitted by David Pardue



Report by Nancy Burich  
ALA Midwinter Meeting in Philadelphia, 2/3-2/7/95

Philadelphia was wet, icy cold, and thoroughly unpleasant outside, but the buses worked and the meetings were stimulating as well as informative. I also enjoyed the opportunity to see old friends and colleagues.

As Chair of the Planning Committee for the Extended Campus Library Services Section of ACRL, I conducted two meetings and attended two Executive Committee meetings. ECLSS is the fastest-growing Section of ACRL and members are enthusiastic about exchanging ideas and working together on research projects.

Among the sessions I attended, I was particularly interested in the description of "Project Muse" at Johns Hopkins University. This joint project between the library and the university press has produced three electronic versions of its journals which appear in paper form. The pricing structure is unusual in that a standing order secures electronic access (and copying privileges) for all legitimate users (controlled by domain name). Cost of the electronic form alone costs less than the paper copy.

The Classical, Medieval, and Renaissance Discussion Group presented a discussion by D.L. Claman of the preparation of L'Année Philologique in CD-ROM format. The first disc will contain 208,000 records (1978-1989) and will stay three years behind the printed version.

LAMA's Middle Managers Discussion Group focused on teambuilding, a theme for an upcoming retreat for all RCL staff. Representatives from several campuses using teams as an administrative structure provided insights into some of the advantages and disadvantages in using such a structure.

The Imagineering Interest Group is always interesting, combining engineering and science fiction interests. We listened to a presentation by Mel Seesholtz called "Confabulation." He described his close association from 1988 on with Timothy Leary, including Leary's interest in virtual reality.

As always, the exhibits were a highlight of the meetings. However, I was disappointed that Tuesday hours were eliminated, since this is the day I usually reserve to visit vendors for lengthy discussions. Therefore, I was forced to shop instead. I was especially impressed with the variety of foods at the Reading Terminal Market. I also enjoyed shopping and hearing an organ recital at Wanamaker's around noon. My suitcase was full coming home.

I wish to acknowledge partial funding for attending this meeting was provided by the Staff Development Committee. Many thanks.

Library Emergency Disaster Plan Committee  
February 13, 1995

Attendance: Janet Anderson-Story, Brian Baird, George Gibbs (ex-officio), Becky Schulte, (chair), Kent Miller. Sue Hewitt.  
Absent: Gordon Anderson, Mary Burchill, Sherry Hawkins.

Minutes of January 23, 1995 were corrected and accepted.

**-Announcements:**

Margaret Wilson requested clarification the November 14 minutes. It should read: "Margaret Wilson requested that the LEDPC discuss the feasibility of establishing a "First Response Team" made up of volunteers to handle medical emergencies in Watson Library. The committee tabled discussion until Brian Baird comes. This issue will need to be revisited with input from Dean Crowe."  
The committee reaffirmed its intention to revisit this issue.

The Libraries Ad Hoc Committee on Disabilities is working to create a document which outlines services for people with disabilities. They would like to include current emergency procedures. Kent will serve as liaison between the committees.

The interim severe weather signs are in place and will be replaced with permanent signs soon.

The state wide tornado drill will occur sometime during the month of March. It was the committee's opinion that all KU Libraries should participate in the drill.

Staff from the Anschutz Library have asked the LEDPC if we could provide first-aid kits. The committee responded that we could not but that band aids could be requested through regular supply channels. Medications can not be requested, however. Departments are reminded that the supplies in the Emergency Boxes are to be used only in the case of true emergencies.

Replacement supplies for the Emergency Supply boxes have been designated and will be ordered.

Mary Burchill has resigned from the committee. George will contact the director of the Law Library and ask if he would like to designate a replacement.

**-Manual review:**

Sue Hewitt will contact Mel Desart about updating the Engineering Emergency Manual.

The rest of the meeting was spent reviewing the "bomb threat" portion of the emergency manuals. We will continue this activity for the next several meetings.

Next Meeting: February 20, 1995, 10:30 - noon, place tba.

Janet Anderson-Story, recorder

Library Emergency Disaster Plan Committee  
January 23, 1995

Attendance: Gordon Anderson, Janet Anderson-Story, Brian Baird, George Gibbs (ex-officio), Sherry Hawkins, Becky Schulte, (chair), Kent Miller.

Absent: Mary Burchill, Sue Hewitt.

Minutes of January 9, 1995 were corrected and accepted.

**-Announcements:**

Emergency boxes and supplies:

Sherry and Sue will meet to compile a list of supplies that need to be replenished and decide how to proceed with determining what units need plastic sheeting.

Becky has given Brian a summary of tasks accomplished, tasks yet to do and the last (1993) annual report.

The information/resource box [aka Disaster Box] which has been housed in the closet of the Administrative Offices will be moved to Brian's Office.

**-Review of Manuals:**

When taken as a whole they do seem to follow a similar format. Becky will contact Mel Desart to talk to him about updating the Engineering manual.

In the near future Brian will work on a sign with emergency phone numbers for each unit.

It is not clear in the Government Documents and Map Library which stairwell has been designated as the one to take a person with disabilities to in the event of fire. Kent will contact Jack Rose, who is the Malott building manager, to learn what emergency procedures are in place for the building. The Fire Dept. also needs to be contacted to determine which of the many stairwells have been designated as fire stairs.

It was decided that we would review the manuals disaster by disaster. The goal of the review will be to edit the documents so that they are formatted more uniformly and provide consistent information, while recognizing any special needs that individual units might have. If there is information which could be added to the manual the committee will work with the unit to update the document. Brian will go through the sections on bomb threats, bomb explosions and earthquakes for the next meeting. He will identify what key information is needed for these types of disasters. The rest of the committee will continue to review the documents.

Next Meeting: February 13, 1995, 10:30, place tba.

Janet Anderson-Story, recorder

## LIBRARY SPACE COMMITTEE

Minutes of January 26, 1995 (#26)

++++  
Attendees: Kent Miller (chair), Susan Craig, George Gibbs, Mary Hawkins, Donna Koepp, Kathleen Neeley,  
Mary Roach  
Absent: Rich Ring, Kendall Simmons

The minutes of the January 19 meeting were reviewed, revised and approved.

Mary R. reported that the Cataloging Dept. does not have the shelflist card file for the pre-1970 theses and dissertations that Kendall believed the Circulation Dept. had created 12 years ago as a special project.

Kent reported that he had spoken with Sherry Williams regarding the proposal that the Archives copies (copy 1s) of theses and dissertations be moved from Spencer Research Library and housed in a secure area in the pole stacks of the Anschutz Science Library. Sherry responded positively to the proposal as did Ned Kehde and Berry Bunch. Sherry is comfortable with the idea of some paging mechanism being used by which an item would be paged and delivered to Archives for use there. Kent felt that the retrieval of items could be worked into the current system for retrieving materials similar to those retrieved from JRP. Sherry said that she could not think of another collection in Archives or the Kansas Collection that would lend itself well to being located in Anschutz.

Kent also reported that Dave Shulenberg has released a memo approving of the idea of moving the ASTUTE Center to Anschutz. This move would be considered temporary, pending the completion of Hoch space. It would also be purely a location change and would not involve any changes in administrative lines. Kent noted that funding issues had not been addressed in the memo. Kathleen Neeley, John Miller, Kent Miller, and Jerry Niebaum will be getting together soon to explore costs and other issues related to the move of the Center.

A two-day conference on remote storage will be held this February 10-11 at the University of Missouri, Columbia. Although the conference will focus specifically on the Missouri system's space needs, it should have relevance to space issues under discussion here. The KU Libraries has been invited to send participants to this conference. Kent polled the Library Space Planning Committee to see if any members were interested in participating in the conference.

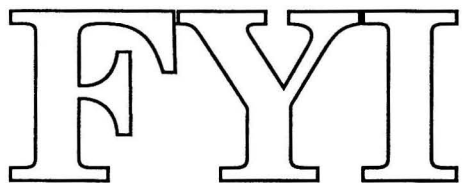
A brief discussion took place about what might be housed in the remaining 800 empty shelves in JRP. Kent asked Kendall to talk with Kathleen about Science materials that might be appropriate for JRP. Susan Craig said she might have a few things as might Susan Hitchens. Susan C. asked if her sale books could be stored there. Susan C. suggested that Kent send out an e-mail message asking staff to identify materials that might be appropriate for housing in JRP. Mary R. reminded the Committee that there were cataloging implications for any additional serials that might be moved there.

A brief discussion took place regarding the actual process of moving the Map Library collection.

The remainder of the meeting was spent revising Kent's rough draft of a memo to the Dean summarizing the Committee's proposed relocation of materials. Kent will send out a revised draft via e-mail.

The next committee meeting will be Thurs., February 23rd at 1:30.

Recorded by Mary Roach



## University of Kansas Libraries

Number 1310 March 9, 1995

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### PERSONNEL

Julie Hoff, Assistant Government Documents and Maps Librarian, has announced her resignation, having accepted the position of Map/Reference Librarian at the Arizona State Library. Julie's employment with the University of Kansas Libraries began March 1, 1991. Her resignation is effective April 3, 1995.

Sandy Gilliland

### TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Anita Rogier in the Library Administrative Office by **noon, Tuesday, March 14th**. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Anita Rogier

### ATTACHMENTS

Library Emergency Disaster Plan Committee minutes--February 20, 1995

LFA Executive Committee minutes--February 27, 1995

Staff Development Committee minutes--February 15, 1995

Travel Report--Becky Schulte

**Classified Conference Executive Board  
Meeting of January 31, 1995**

**Present:** M. Baker, M. Boyer, B. Marvin, B. Owens, C. Rivera, K. Simmons (chair elect), A. Slater (chair), C. Thompson (secretary)

**Guests:** Lars Leon, Gaby Holcomb (for Classified Senate)

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**Lars Leon's report on the Dean's Review Committee:**

Lars thanked the Classified Conference Executive Board for selecting him to serve on the Dean's Review Committee, and summarized the results, which reinforced the Executive Summary received by all staff earlier in the month. Lars reported that the response rate was over 50%.

**Gaby Holcomb's report on Legislative Information Day (formerly "Lobby Day"):**

Legislative Information Day will be next Tuesday, Feb. 07. Classified Senate has confirmed appointments to meet with Representatives Bogina and Shallenburger to discuss salaries, COLA, Step increases, KPERs, overtime compensation, and educational incentives. The Kansas Council of Classified Senates 1995 position paper is published in the most recent issue of "Classified Information".

**Chair's report:**

1. The Health and Safety Advisory Committee has not yet been formed. Dean Crowe will discuss doing so with Kent Miller. All funds earmarked for health and safety investments (chairs, lighting improvements, etc.) will be preserved for that purpose. Kendall interjected a reminder that any staff who have medically-documented disabilities may formally request "reasonable accommodation" under ADA guidelines in order to expedite the acquisition of needed equipment.
2. The state legislature will consider the issue of classified staff salaries at the end rather than the beginning of the session.
3. Dean Crowe will issue the State of the Libraries Report in mid-February. It will cover events of the last five years.
4. Alex visited with Sandy Gilliland concerning the policies on breaks and administrative leave for classes. Sandy referred him to the Classified Staff Handbook. Much policy interpretation is at the discretion of individual supervisors.

**Committee reports:**

The formation of the Staff Orientation Committee is in progress. Alex distributed copies of reports from the Personnel, Classified Senate, Senate Library, and Budget and Planning Committees.

**Old business:**

1. The proposed Classified Conference Code did not pass because the total ballots returned did not exceed 50% of the constituency. After some discussion, the CCEB decided to create a ballot that can go out via e-mail. Constituents can respond to it using the "forward" (not "reply") key and will be instructed in how to do this. Paper copies of the ballot will go to the Group reps for staff who do not wish to vote by e-mail.
2. Alex has written a letter to Mike Auchard (President, Classified Senate) to present the results of the informal survey conducted by CCEB in August '94, which closely paralleled the issues covered in the Classified Senates 1995 Position Paper.  
There was some discussion within CCEB as to how to address the concerns raised by the survey:  
Communications: It is felt that the streamlining of the process by which minutes are approved and published in the FYI, although still a lengthy procedure, has improved communications somewhat.



Child Care: The question was raised of what the status was of the University Child Care Task Force.  
Administrative Leave: Someone asked whether administrative leave could be approved at the library level for purposes other than educational.

Low Staffing levels: Given the fact that the Library is in a state of organizational transition, and anticipated time-saving technology is not yet in place, there seems to be little to be done about this issue at this time.

Position Descriptions Updates: This seems to be a problem only in a few departments, and is tied in with evaluations being done on time.

3. Alex distributed copies of the Strategic Planning Process' Action Plan, including notations of which projects have been begun and/or completed. The CCEB noticed that one item had the date of its completion next to it and expressed interest in having dates included on all the items that have been begun or completed.
4. The Group Reps will canvass their constituents for volunteers for the Classified Employee of the Year Selection Committee.

**New business:**

1. Alex distributed copies of the 1991 Classified Staff Survey. CCEB members will read it and be prepared to discuss it at February's meeting.
2. Sandy Gilliland will ask someone from KU to meet with library staff to answer questions about the impending switch from monthly to bi-weekly paychecks, but in order to determine whom to ask, she would like a list of questions and concerns staff would like addressed. Group Reps will poll their constituents for input.
3. The Personnel Committee is working on updating the Classified Constituency Groups.

**Announcements:**

1. The next Library Automation Committee open meeting for staff to discuss the draft RFP will be in the Pine Room of the Kansas Union on Wednesday, Feb. 08 at 1:30pm
2. Copies of Dean Crowe's budget proposal are on Reserve.
3. Legislative Information Day (formerly "Lobby Day") is Tuesday, Feb. 07.

**Next meeting:** February 28, 1995

Submitted by Corrie Thompson



MINUTES  
STAFF DEVELOPMENT COMMITTEE  
February 15, 1995

Present: Mel DeSart, Carole Dibben, Gaele Gillespie, Sandra K. Gilliland, Margaret Wilson (Secretary)

The minutes of February 8 were amended and approved.

There were no requests for staff development funds.

SOARING TO EXCELLENCE. Each committee member who attended the teleconference is to complete the coordinator's evaluation form and return to Gaele by Friday.

ADMINISTRATORS PANEL. Susan reported that she has e-mailed the Dean confirming the date (May 4) and place (Spencer Auditorium) of the panel and asking if he had specific topics he wanted to have addressed beyond what was in the original letters to the panelists.

RESEARCH PROGRAMS. The Committee discussed at length the three research programs we have scheduled: 1) "The Research Process" (who's doing what in the KU Libraries and why); 2) "The nature of research for librarians"; and 3) "Publishing research" (how to prepare a manuscript so it is likely to be published). We have tentatively scheduled the first program for the end of March. It is envisioned to be a panel of Library staff who are active in various areas of research/scholarly activity, e.g. traditional publications, oral histories, exhibitions. Susan Hitchens will be the moderator/coordinator. Sandy will provide committee members with a copy of the recent article by Bill Black (Iowa State) on research expectations for librarians. We are considering having him as a speaker for the second program, possibly with Marty Hale (ESU). Carole will ask her if and when she would be available. Sandy will call Jean McDonald at K-State about how they approach the research component for their tenure-track librarians.

The next meeting of the Staff Development Committee will be Wednesday, February 22 at 9:00 in the Anschutz 4th floor conference room.

## LFA EXECUTIVE COMMITTEE

### Minutes of February 27, 1995 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, L. Moore, D. Pardue, J. Richardson

Absent: J. Girardo

Exec read and approved the following minutes:

- LFA Executive Committee, 2-20-95

Brad announced that three people volunteered to serve on the Health & Safety Committee. These names will be forwarded to the Dean, and he will select one to serve as the LFA representative on the committee.

The main topic of the meeting was discussion of the proposed administrative restructuring (as outlined in Crowe's memo of Feb. 24, 1995). The Dean has scheduled two open forums on this topic: Mar. 3 and Mar. 6. Exec members discussed several issues raised by the proposal. What effect would this change have on library governance? Will there be a change to the liaisons with LFA standing committees?

Another important question is what impact these changes would have on the current evaluation process. Will personnel who report directly to the Dean go through a process similar to the other librarians? Exec agreed that it is important for faculty--especially untenured librarians--to participate fully in the evaluation process so that they will not be disadvantaged at the point of promotion and/or tenure review.

One final concern was whether the proposed model simplifies the administrative structure, or allows it to function more efficiently. Can the Associate Dean be a "floorwalker" and still carry out the multitude of duties expected of him/her?

Submitted by David Pardue

Library Emergency Disaster Plan Committee  
February 20, 1995

Attendance: Gordon Anderson, Janet Anderson-Story, Brian Baird, Sue Hewitt, Becky Schulte, (chair),  
Absent: George Gibbs, Sherry Hawkins, Kent Miller.

Minutes of February 13 were corrected and accepted, further revisions were made to the January 23, 1995 minutes.

**-Announcements:**

Gordon brought to our attention that on page 81 of the February, 1995 issue of CRL News there is an article on disaster preparedness

Becky announced that a recent issue of County Connection discusses disaster preparedness for county clerks.

**-Manual Update:**

The rest of the meeting was spent reviewing the Bomb Threat section of the emergency manuals.

Next meeting: February 27, 1995, 10:30-noon tba.

Janet Anderson-Story, recorder

To: Carole Dibben and the Staff Development Committee

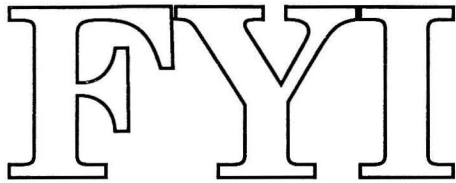
From: Becky Schulte

Date: March 2, 1995

RE: Travel report

On Feb. 22, 1995 I drove to beautiful Oakley, Kansas (luckily the weather was great) to meet for 2 days with the other chairs of the Midwest Archives Conference/Society of Rocky Mountain Archivists Fall Meeting Program Committee. We worked to evaluate more than 50 session ideas which had been submitted to the committee and were able to identify nearly 25 sessions which will be developed more fully for the conference. The meeting will take place in Topeka and Lawrence Oct. 19-21. We also completed the first draft of the conference program.

Thanks to the Staff Development Committee for their continued support.



## University of Kansas Libraries

Number 1312 March 23, 1995

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### APRIL 4 SOARING TO EXCELLENCE TELE-CONFERENCE UPDATE

Please remember to register by March 31, for the 3rd Soaring to Excellence Tele-conference. The topic will be:

**Part I:** Tools of our trade: reference sources for real-life issues. 10:30 to 12:15.

**Part II:** Individualized library service for a diverse population. 12:45 to 3:00.

Both sessions will be held in the Frontier Room of the Burge Union. Register by calling me at -4715 or via e-mail at janderso.

To everyone already registered. The presentation outlines have not yet arrived from the College of DuPage. They will be sent to you as soon as they arrive. If time runs out, they will be distributed the day of the conference with other conference materials. Watch for announcements via kulib-l. If you have questions, feel free to call me. Janet Anderson-Story

### STAFF DEVELOPMENT PROGRAM

The Staff Development Committee is sponsoring another program in its series of seminars and panel discussions on the subject of Change. The fourth in the series will take place on March 31st, in Watson Library, Rm. A, 9:30 - 11:30 a.m., and is entitled "The research process: Who's doing What in the KU libraries and Why." This program will be a panel discussion featuring KU librarians who are actively engaged in research. Panelists include Susan Hitchens, Brad Schaffner, Rick Clement, David Pardue, Deborah Dandridge and Ken Lohrentz, who will discuss their current research, how they chose their topics, and unusual or difficult aspects of their research. Please e-mail or telephone Susan Hitchens (HITCHENS, 4-3496) by March 29 to register for this program. Susan Hitchens

### PUBLICATIONS

Connie Powell, Bibliographer for Physics, has had the article "Classics in Non-Classical Physics That Everyone Can Understand: A Bibliography" published in the March 1995 issue of *The Physics Teacher*. Rob Melton

### NOTE OF THANKS

Thank you to all for the phone calls, notes, visits, flowers, and plants. They have cheered me these past few weeks. I hope to be back soon to see you all. Kathleen Neeley

### ATTACHMENTS

Summer Schedule of Hours--June 6 - August 20, 1995

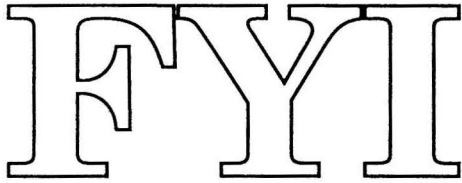
**THE UNIVERSITY OF KANSAS LIBRARY**  
**SUMMER SCHEDULE OF HOURS: JUNE 6 - AUGUST 20, 1995**

3/20/95

<b>ANSCHUTZ SCIENCE LIBRARY</b> (864-4928)	<b>FINES OFFICE</b> (864-4715) 309C Watson	<b>KANSAS COLLECTION</b> (864-4274) 224 Spencer Library	<b>SPAHR ENGINEERING LIBRARY</b> (864-3866) Spahr Hall (2005 Learned)	<b>WATSON LIBRARY</b> (864-3956) (Hours: 864-8900)
Mon-Thu 8am - 9pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm	Mon-Fri 8:30am - 4:30pm Sat & Sun Closed  <u>Closed:</u> July 4	Mon-Fri 8am - 5pm Sat & Sun Closed  <u>Closed:</u> July 4	Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm	CIRCULATION* (864-4715) RESERVE (864-3396) MICROFORMS (864-4661) PERIODICALS/MICROFORMS (864-3950)
<u>Exceptions:</u> July 4 Closed July 30 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat & Sun Closed	<b>GOVERNMENT DOCUMENTS &amp; MAPS</b> (864-4662) (864-4420) 6th Floor, Malott Hall  Mon-Thu 8am - 8pm Fri 8am - 5pm Sat 9am - 5pm Sun Closed  <u>Exceptions:</u> July 4 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat & Sun Closed	<b>LAW LIBRARY</b> (864-3025) 200 Green Hall  Mon-Thu 7:30am - 10pm Fri 7:30am - 5pm Sat 10am - 5pm Sun noon - 10pm  <u>Closed:</u> July 4 <u>Open:</u> July 24 noon - 5pm July 25-26 8am - 9pm  Following Summer Session: Mon-Fri 8am - 5pm	<u>Exceptions:</u> July 4 Closed July 30 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat & Sun Closed	Mon-Thu 8am - 9pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm  <u>Exceptions:</u> July 4 Closed July 30 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat & Sun Closed
<b>ART &amp; ARCHITECTURE LIBRARY</b> (864-3020) 1st Level, Spencer Museum of Art  Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun Closed  <u>Exceptions:</u> July 4 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat & Sun Closed	<b>HOWEY READING ROOM</b> (BUSINESS & ECONOMICS) 864-3404, 103 Summerfield  June 6 - July 28: Mon-Thu 9am - 8pm Fri 9am - 5pm Sat Closed Sun 1pm - 5pm  <u>Closed During Class Holidays</u>	<b>MUSIC LIBRARY</b> (864-3496) 448 Murphy  Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun Closed  <u>Exceptions:</u> July 4 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat & Sun Closed	<b>SPECIAL COLLECTIONS</b> (864-4334) 327 Spencer Library  Mon-Fri 8am - 6pm Sat & Sun Closed  <u>Closed:</u> July 4	*Circulation/Reserve desks close 15 min. before Library closes. Bookstacks close 1/2 hour before Library closes.
<b>EAST ASIAN LIBRARY</b> (864-4669) 5th Level Watson  <u>Staffed:</u> Mon-Fri 8am - 5pm  <u>Closed:</u> July 4  (East Asian bookstacks are open on the same schedule as Watson Library bookstacks)	<b>INTERLIBRARY SERVICES</b> (864-3960) 3rd Level Watson  Mon-Fri 8am - 5pm Sat & Sun Closed  <u>Closed:</u> July 4	<b>REGENTS CENTER LIBRARY</b> (864-8570) 12600 Quivira Rd., Overland Park, KS  Mon-Thu 8am - 10:30pm Fri 8am-6pm Sat 8am - 6pm Sun noon - 8pm  <u>Exceptions:</u> July 4 Closed July 30 Closed July 31 - Aug. 20: Mon-Fri 9am - 5pm Sat & Sun Closed	<b>UNIVERSITY ARCHIVES</b> (864-4188) 422 Spencer Library  Mon-Fri 8:00am - 5:00pm Sat & Sun Closed  <u>Closed:</u> July 4	<b>COPYING SERVICES</b> (864-4209) Self-service copiers available on same schedule as shown above. Service window hours posted in Copying Services.
				<b>REFERENCE DESK</b> (864-3347) <u>Staffed:</u> Mon-Thu 9am - 9pm Fri 9am - 5pm Sat & Sun 1pm - 5pm  <u>Exceptions:</u> July 4 Closed July 31 - Aug. 20: Staffed: Mon-Fri 9am - 5pm

**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

**PHONE THE LIBRARY (LIBRARY HOURS: 864-8900) OR THE UNIVERSITY INFORMATION CENTER: 864-3506.**



## University of Kansas Libraries

Number 1313 March 30, 1995

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### CLASSIFIED VACANCY

The Acquisitions/Serials/ILS Department announces a full-time Library Assistant III vacancy, a vacant position within ILS that was recently reclassified from Library Assistant II. The position is assigned the following responsibilities: 1) 40% Design and Management of Document Delivery/Borrowing Workflow; 2) 15% Monitoring and Providing Information on the Unit's Performance; 3) 15% Managing ILL Automation; and 4) 30% Supervision.

Minimum Qualifications: Four years of technical library experience. Three semester hours in library science from an accredited college or university may be substituted for the required technical library experience with a maximum substitution of three years.

Strongly Preferred: Successful supervisory experience. Demonstrated ability to: plan and organize the workflow, set priorities, and meet goals; balance the varied responsibilities of the assignment; develop procedures and evaluate their effectiveness; and analyze detailed and complex information. Evidence of initiative in solving problems and continually improving operations. Leadership skills. Ability to work as a part of a team as well as independently. Effective communication and interpersonal skills. Broad educational background, including reading knowledge of major European languages. Ability to maintain a regular schedule. Ability to work under pressure and handle work-related stress.

Preferred: Experience with bibliographic searching or working closely with bibliographic records. Knowledge of library technology. Experience with academic library procedures. Experience using wordprocessing, database, and spreadsheet programs. Accurate typing and keying.

The Library Assistant III classification is funded at salary range 20 on the State's pay scale, at a beginning annual salary of \$22,548. Library staff interested in applying for this position should complete an "Application for Promotion or Transfer" form, available from Anita Rogier, Administrative Office. In addition, a current "KU Internal Application Form" will be required. Applications may be returned to Anita Rogier and are due by 5:00 p.m. Friday, April 7, 1995.

#### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

### TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Anita Rogier in the Library Administrative Office by **noon, Wednesday, April 12th**. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Anita Rogier



## WORK-STUDY FUNDS

Federal Work-Study funds will be available for use from May 18 to June 17. Any wages paid to students during this pay period will be charged to their summer 95 work-study earning limit. Students working during this pay period must pick up new authorization cards, which will be available after May 10, from the Office of Student Financial Aid in room 50 Strong Hall. They need to have completed a Summer Financial Aid Application requesting summer Work-Study prior to picking up their authorization card. The authorization cards need to be turned into me immediately upon receipt for processing.

During the period June 18 through June 30, all students must be paid from regular student hourly funds. This permits the Comptroller's Office to reconcile their accounts at year's end. The use of Federal Work-Study will begin again on July 1, 1995.

Anita Rogier

## LIBRARY CLASSIFIED EMPLOYEE OF THE YEAR NOMINATION DEADLINE REMINDER

Nominations for the Library's Classified Employee of the Year will be due in the Library Administrative Office by 5:00 p.m. Monday, April 3, 1995. **Please note: classified staff nominated for this award last year must be re-nominated to again be considered.** Any member of the Library's staff (including student assistants) may nominate a Library classified employee who meets the following criteria:

Classified staff member must be employed by the University of Kansas Libraries for at least one year prior to the deadline for nominations;

Members of the selection committee any anyone who has won the award within the last three years are ineligible for nomination.

Selection Committee members are: **Corrie Thompson** (Science Library), Chair; **Alex Slater** (Cataloging), Secretary; **Kathy Graves** (Reference), LFA Rep.; **Carol Jeffries** (Acq/Ser/ILS), ex officio (Classified Conf. Personnel Committee Chair); **Brenda Owens** (Access Services); **Milissa Boyer** (Acq/Ser/ILS); and **Sandy Gilliland**, ex officio. The first recipient of the Library's Classified Employee of the Year award was **Sara Tubby**, Bindery.

Additional information regarding nomination procedures and criteria, and a copy of the nomination form, were attached to the March 16th issue of FYI, and are also available from the Library Administrative Office. Questions regarding these procedures may be addressed to any member of the selection committee.

Sandy Gilliland

## ATTACHMENTS

Building the New Department

Committee to Evaluate Service & Research minutes--

January - February 1995

Budget and Planning Committee minutes--March 8, 1995

Staff Development Committee minutes--March 1, 1995, March 8, 1995

Libraries Committee on Promotion and Tenure minutes--

September, 1994 - February 1995

## BUILDING THE NEW DEPARTMENT

We'd like to bring you up to date on the work we've been doing to "build the new department." Maureen Sullivan, Organizational Development Consultant with the Association of Research Libraries, spent last Wednesday March 22 with us helping us launch the second phase in this process.

Some background: between November and February, fourteen ILS/Acq/Serials staff members divided up into 4 task forces to prepare flowcharts of basic activities: (1) bibliographic searching, (2) ordering, (3) receiving/processing/delivery, and (4) payments/accounting. In their flowcharts the task forces described the department's basic workflows as they are currently accomplished. The flowcharts were intended to help staff learn about the range of activities carried out department-wide, as preparation for planning.

After the flowcharts were completed, in early March, a "planning group" was created. Six staff--Carole Dibben, Gaby Holcomb, Carol Jeffries, Kathy Lathrom, Lars Leon, and Suzanne Perry--volunteered to serve on this group.

During her March 22 visit, Maureen met with the full Acq/ILS/Serials department (in the Pine Room in the Kansas Union) to review a draft charge for the planning group. The discussion focused on defining mutual expectations--for the planning group, for the 3 of us, and for the rest of the group--to help each of us understand how best to contribute to the planning process.

After lunch with the entire department (a Mexican buffet in the English Room), Maureen met with the planning group to develop an action plan (with timetable) and to answer questions and concerns. The group is charged with gathering ideas, developing recommendations, and outlining at least 3 alternative scenarios for the workflow and organization of the department. The recommendations and scenarios will be distributed to the rest of the group for discussion no later than June 1st.

Throughout the day's discussions, communication emerged as a key issue. Besides working to strengthen communication within our department, we take seriously our responsibility to keep the rest of the Library informed about what we are doing. As the process moves forward, you will be hearing periodically from us and from the planning group. Also, we invite you to contact any one of us if you have questions. We would be happy to share information with you, including copies of the charge to the planning group and our working statement of goals and strategies.

Rachel Miller, Gaele Gillespie, Penny Donaldson

Minutes, Committee to Evaluate Service and Research, Jan-Feb 1995

Members: B. Schaffner, M. Wilson, J. Hoff

The committee met for the first time on January 18. Brad Schaffner was elected chair, Julie Hoff was secretary. The committee then met with LFA Exec on January 20 to go over guidelines for evaluating service and research. On February 3, the committee met to establish a timeline for reading and discussing the files. The committee then met on February 9, 10, 20, 21, 22, 23 and 24 for two hours each day to discuss files and assign ratings. A total of forty-five files were rated.

The committee also revised the Evaluation Process and Criteria document to be distributed to librarians with their CESR ratings.

Submitted by J. Hoff, Sec'y

Minutes of the Meeting

March 8, 1995

Budget and Planning Committee

ATTENDEES: Roger Anderson, Nancy Jaeger, Connie Powell, Jill Girardo, Kathy Lafferty. Absent: Julie Hoff, Joyce Elliott, Nancy Burich. Guest: Dean Crowe

Roger called the meeting to order at 10:35. The purpose of the meeting was to discuss the Dean's proposed changes to the library's administrative structure, and the Associate Dean position. The Dean explained that on the operational level procedures would generally remain as they are now. On the evaluation level there will be a few changes which will be implemented in 1996.

The Dean commented that his library organization chart was simplistic but that too many lines could be confusing. Comments on the chart may be sent to the Dean through the 16th. This reorganization emphasizes change. Such change should be implemented before hiring the new Associate Dean. The Associate Dean will need a wide perspective of both public and technical service to act as Deputy Director in the absence of the Dean.

We discussed the particulars of the organization chart including outside libraries, unaffiliated libraries (twigs), branch libraries, library committees and the Associate and Assistant Dean positions. The Dean pointed out that in the new organization the department heads will be strengthened and will be given discretionary budgets. He also pointed out that with this new organizational structure he hopes to have more open lines of communication.

Roger suggested that along with this new structure, perhaps the evaluation process should be reviewed. The Dean replied that although he is not satisfied with the evaluation process he will not propose any new evaluation procedures at this time.

The Dean emphasized that this new model is based on Academic Affairs College model, i.e. utilizing the proper person in the hierarchy for getting a particular job done, saving only the really large wide-ranging issues to come to the attention of the Dean.

Before the Dean left he passed out the notes of Budget Hearing discussion which took place on February 23rd. The last few minutes of the meeting were devoted to approval of the Open Forum minutes and the minutes of the meeting held March 1st. The next meeting will be scheduled in two weeks with the time to be arranged by Roger. The meeting adjourned at noon.

Connie Powell

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
March 1, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaelle Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of February 22 were corrected and approved.

STAFF DEVELOPMENT FUNDS.

- The Committee reviewed and approved a request for travel funds from Brian Baird to attend the Tri-Conference in Topeka, March 22-24.
- We have approximately \$7000 left in the fund.
- Janet will send out an e-mail message announcing that there are staff development funds available for attending Tri-Conference and other in-state events.
- Sandy provided updated in-state travel guidelines.

SOARING TO EXCELLENCE.

- DuPage announced that we should receive participants' handouts for the 3rd+ teleconferences by the middle of March. If we haven't received anything by then, we should inform registrants that they won't be receiving any handouts prior to the teleconference.
- Janet will ask for off-campus registrations to be turned in by March 27.
- So far, 47 people have registered for the March 7 teleconference.
- Gaelle will send out an e-mail message asking for volunteers to help facilitate small group discussion after the teleconference.
- The Law and Med Center Libraries are currently not on the Library's mailing list to receive announcements about the teleconference. Sandy will add them to the list.

KU ADMINISTRATORS PANEL. We reviewed Susan's draft letter to the panel members. Susan will prepare a revised draft for next week's meeting.

RESEARCH II: The Nature of Research. Margaret will organize this presentation, hopefully for sometime in May or June. Gaelle volunteered to help. We agreed that we would like to have Marty Hale (ESU) and Bill Black or Joan Leysen (Iowa State) as the speakers.

The next meeting of the Staff Development Committee is scheduled for March 8 at 9:00, location TBA.

Minutes submitted by Margaret Wilson

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
March 8, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaelle Gillespie, Susan Hitchens, Margaret Wilson

The Committee approved two requests for staff development funds:

- Sherry Hawkins to attend Tri-Conference in Topeka, March 22-24, 1995
- Nancy Hawkins to attend a BCR Workshop on First Search, July 13, 1995 at the Regents Center Library.

RESEARCH I: The Research Process. We revised Susan's draft flier announcing this presentation.

KU ADMINISTRATORS PANEL. We revised Susan's draft letter to the panel. Susan will show the latest version to the Dean for comments.

SOARING TO EXCELLENCE (March 2)

- Fifty-eight people registered to attend this session. Only 45 people attended, possibly due to the inclement weather.
- The session went smoothly. There was some deterioration of signal due to sun spots. The temperature in the room had been successfully adjusted to a more comfortable level than at the previous session. Although the phone had been moved to a better location at the back of the room, initially a long-distance line was not available on the new phone jack. Mel will check to see if the long distance line will be available at future sessions.
- Most attendees stayed for the post-teleconference discussion. Volunteers Alex Slater, Al Mauler, Sarah Couch, and Carol Jeffries facilitated lively small group discussions.
- A glance at the completed evaluations seemed to indicate that Bill Erbes was more favorably reviewed than Rob McGee, whose more aggressive approach some found unsettling.

RESEARCH II: The Nature of Research for Librarians.

- Mel's literature search on Bill Black and Joan Leysen revealed that neither one had previously written on the topic of research for librarians.
- Margaret will call Bill Black to determine if he or Joan would be interested in speaking on "The Nature of Research for Librarians" at a forum with Marty Hale, and what dates they would be available.

Gaelle has asked the Dean about the status of Shelley Miller's memorial publication.

The next meeting of the Staff Development Committee is scheduled for March 15 at 9, location TBA.

Minutes submitted by Margaret Wilson



Minutes, Libraries Committee on Promotion and Tenure, 9/94 - 2/95

Present: N. Burich, J. Neeley, M. Roach, S. Hitchens, L. Knox, R. Miller, J. Hoff

Sept 1

The committee met and elected Nancy Burich as chair; Julie Hoff is secretary. The committee set up its review/discussion schedule for promotion/tenure files. No word as yet on whether any sabbatical files were submitted.

Sept 15

There were no self nominations for promotion this year. Susan Hitchens reported on the general UCPT meeting for sabbaticals held on Sept 7. Instructions for applications were reviewed. Julie Hoff and Lorrie Knox reported on the UCPT meeting for Promotion and Tenure held on August 31. The committee discussed the need for an orientation meeting for new library faculty next spring. LFA Exec's charge to further discuss mid-term reviews was also taken up. The committee decided to pursue that issue in the spring, after P/T reviews are completed.

Sept 22

Nancy Burich reported on her conversation with Sandra Gautt, Academic Affairs and Sandy Gilliland on releasing faculty for sabbaticals. It is understood that if a supervisor approves a sabbatical request the department will be able to function without the sabbatical applicant, but both parties need to work this out first. There was also continued discussion on the Dean's draft on discipline expectations. The statement should reflect the range of roles and variability found in library faculty appointments. Further discussion/editing was planned for the next meeting.

Sept 26

Sandra Gautt met with the committee to discuss discipline expectations for library faculty. She explained that UCPT believed that the range of research possibilities for librarians was too varied to be covered by the present statement. The statement needs to indicate that research is expected for tenure, but also to show the wide range in research venues.

Sept 28

The committee met with Dean Crowe to discuss discipline expectations and continued to edit its statement.

October 6

Nancy Burich reported that there are no sabbatical files for review this year. The committee discussed the Dean's reaction to a draft of the discipline expectations written by LCPT.

October 13

The committee continued to revise and discuss its latest draft on discipline expectations. The finished document will be presented to LFA for comments, but not



for a vote. Nancy Burich reported that she and Dean Crowe will be attending a meeting with the University Committee on Promotion and Tenure.

October 20

The committee continued to work on drafts of the discipline expectations document.

October 25

The committee prepared for the open session to be held with LFA on November 1st which would address the discipline expectations document. The committee wants to stress to LFA that the important point is to agree on principles and point out that LCPT's charge in rewriting the document was to clarify for UCPT what the library expects in terms of research. Nancy Burich would also send a copy of the final draft to Sandra Gautt for review.

October 27

The committee continued its preparations for the LFA general meeting, and finalized, after eight drafts, the discipline expectations statement.

November 3

Nancy Burich reported on her meeting with Dean Crowe and UCPT. She also submitted the final statement on discipline expectations to UCPT. There was discussion about the broad diversity in library faculty files submitted to UCPT. Apparently, P/T files from other units on campus are as diverse as librarian files, so concern that library faculty files somehow stand out from others is unfounded.

November 14, 15

The committee met to discuss two promotion and tenure files and make writing assignments.

December 1, 9

The committee met to discuss, edit and finalize its written portion of the P/T files.

January 26, 1995

The committee met to discuss mid-term reviews. The committee agreed that developing a mid-term review is a worthy goal but would be time consuming. The library's annual evaluation process is more rigorous than that of the teaching faculty. The important role supervisors play in assisting candidates in assembling their files was also discussed. It was suggested that supervisors view all parts of the FASAR packet (not just Part I) before the FASAR is sent to Watson Administration. This would assist supervisors in guiding their candidates through the tenure process.

The committee also discussed its spring information meeting for new librarians and their supervisors. Topics to be covered in the informational meeting include: time tables, discipline expectations, tips for preparing files, and the Promotion, Tenure and Sabbatical Leave Guidebook. The committee will revise the cover letter,

schedule and time table used for a previous untenured librarians meeting for use during the planned meeting for this spring.

January 31

Nancy Burich reported on her talk with Sandy Gilliland on what information new librarians receive from the library administration. New librarians receive the LCPT Handbook and the Faculty Handbook. The committee then reviewed a list of current LIs to make certain that each receives an updated Promotion, Tenure and Sabbatical Leave Guidebook. There was further discussion on mid-term reviews. The mid-term review is not mandated by the University, though some units on campus have formal reviews, one of which requires completing the entire blue form. The committee thought that instead of completing the entire blue form, a shorter "check-list" could be developed to enable new librarians to chart out and assess their progress. A mid-term review would also be a good time to assist new librarians in getting their documentation organized in preparation for the mandatory promotion and tenure review.

February 28

The committee discussed its final draft of the outline and time tables for the untenured librarian's meeting tentatively to be held in March. Letters will be sent to each of the LIs, and a general announcement made to all interested individuals. The letter will stress that the mechanics of the process will be addressed. The committee also discussed the possibility of having Dean Crowe address the group about the perceived differences between annual reviews and the overall tenure file. It should be pointed out that annual reviews don't exactly match up, in terms of content and format, with the tenure review.

Submitted by J. Hoff, Sec'y

# PROMOTION AND TRANSFER LIST

State of Kansas - Department of Administration  
DIVISION OF PERSONNEL SERVICES  
Landon State Office Building  
900 S.W. Jackson, Topeka, Kansas 66612-1251  
913-296-5390  
TDD/TTY 913-296-4798

March 27, 1995

Current state employees who qualify for promotion or transfer are encouraged to apply for the following vacancies by contacting the appropriate agency immediately. Applications are due by 5:00 p.m. on the date of the application deadline unless noted otherwise. Persons with disabilities are encouraged to contact the employing agency or the Division of Personnel Services if any accommodation might be necessary in completing an application, interviewing, or any other aspect of the employment process.

TDD/TTY Users: For information about vacancies, please call (913) 296-4798.

Positions marked with an asterisk (\*) are not restricted to applications from state employees only.

The vacancies listed on the Promotion and Transfer List are announced on the Division of Personnel Services' Job Line (913) 296-2208, which is updated every Friday. (Recording available 7 days a week, 24 hours a day.) Vacancies on this list must have been reported to the Division of Personnel Services by 5:00 p.m. on Wednesday of the previous week.

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SR	VACANT POSITIONS	APPLICATION DEADLINE	CONTACT PERSON
<b>CENTRAL KANSAS</b>			
	*Area Coordinator, Kansas Parent Network Special Project Unclassified Temporary Position This position covers Ellis county.	3/31/95	Teresa Gull (913) 274-1391 Adjutant General's Office
<b>EASTERN KANSAS</b>			
	*Area Coordinator, Kansas Parent Network Special Project Unclassified Temporary Position This position covers Johnson county.	3/31/95	Teresa Gull (913) 274-1391 Adjutant General's Office
	*Area Coordinator, Kansas Parent Network Special Project Unclassified Temporary Position This position covers Shawnee county.	3/31/95	Teresa Gull (913) 274-1391 Adjutant General's Office

EQUAL OPPORTUNITY EMPLOYER  
(Continued on Back)

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SR	VACANT POSITIONS	APPLICATION DEADLINE	CONTACT PERSON
<b>SOUTHEAST KANSAS</b>			
	*Area Coordinator, Kansas Parent Network Special Project Unclassified - \$26,320/annually This position covers Allen and Neosho counties.	3/31/95	Teresa Gull (913) 274-1391 Adjutant General's Office
	*Area Coordinator, Kansas Parent Network Special Project Unclassified Temporary Position This position covers Allen and Neosho counties.	3/31/95	Teresa Gull (913) 274-1391 Adjutant General's Office
<b>SOUTHWEST KANSAS</b>			
	*Area Coordinator, Kansas Parent Network Special Project Unclassified - \$26,320/annually This position covers Finney and Ford counties.	3/31/95	Teresa Gull (913) 274-1391 Adjutant General's Office
<b>ATWOOD</b>			
18	Equipment Operator III	4/7/95	Sharon Lewis (913) 296-3721 Department of Transportation
<b>HAYS</b>			
18	Equipment Operator III	4/7/95	Sharon Lewis (913) 296-3721 Department of Transportation
<b>KANSAS CITY</b>			
19	Engineering Technician	4/7/95	Sharon Lewis (913) 296-3721 Department of Transportation
<b>LANSING</b>			
15/17	*Food Service Supervisor I 3 Positions	3/31/95	Denise Zink (913) 727-3235 Ext. 7022 Lansing Correctional Facility
<b>LARNED</b>			
	*Clinical Director Sexual Predator Program Special Project Unclassified Salary Negotiable (See Page 5)	Until Filled	Robert Cockrell (316) 285-4380 Dept. of Social and Rehabilitation Services

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SR	VACANT POSITIONS	APPLICATION DEADLINE	CONTACT PERSON
	OLATHE		
19	Equipment Mechanic I	4/7/95	Sharon Lewis (913) 296-3721 Department of Transportation
	TOPEKA		
23	*Accountant I	3/31/95	Kim Warren (913) 296-4770 Department of Administration Division of Architectural Services
	*Accounting Specialist Special Project Unclassified - \$11,010/annually Part-Time Position	4/3/95 4:00 p.m.	Teresa Gull (913) 274-1391 Adjutant General's Office
14	*Activity Therapy Technician DESIRED: Experience in recreational therapy.	3/31/95	Yvonne Mounkes (913) 296-3936 Youth Center at Topeka
25	*Agricultural Inspector III Must be able to lift 50 lbs.	3/31/95	Ginny McCord (913) 296-4171 Department of Agriculture
	*Applications Programmer Analyst IV Special Project Unclassified - \$38,580/annually DESIRED: Knowledge of relational database design, experience using Genexus on an AS/400 system, and project leadership skills. Position located at Mills Building	3/31/95	Jo Ann Moran (913) 296-1290 Department of Health and Environment
15	Bookkeeper 2 Positions Department of Revenue application is required.	3/31/95	Kimberly Pritchett (913) 296-3077 Department of Revenue
33	*Building Systems Engineer III	4/14/95	Dan Etzel (913) 233-9367 Department of Administration Division of Architectural Services
11/13	*Cook	3/31/95	Rena Zachary (913) 296-6646 Topeka Correctional Facility
	*Director of Accounts and Reports Unclassified Position Salary Negotiable (See Page 6)	4/1/95	Kim Warren (913) 296-4770 Department of Administration Division of Accounts and Reports
13	*General Maintenance and Repair Technician I Temporary Appointment	3/31/95	Yvonne Mounkes (913) 296-3936 Youth Center at Topeka

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SR	VACANT POSITIONS	APPLICATION DEADLINE	CONTACT PERSON
	TOPEKA (cont.)		
32	*Human Resource Professional IV (See Page 6)	Until Filled	Kim Warren (913) 296-4770 Department of Administration Division of Personnel Services
29	Health or Environmental Program Analyst DESIRED: Experience reviewing and interpreting federal statutes and regulations, writing regulations, and knowledge of the regulatory promulgation process, the Federal Clean Air Act and regulation of air emissions. Position located at Forbes Field Building 283	4/7/95	Jo Ann Moran (913) 296-1290 Department of Health and Environment
11	Office Assistant II Department of Revenue application is required.	3/31/95	Ann Garcia (913) 296-2711 Department of Revenue
13	Office Assistant III REQUIRED: Typing (See Page 7)	3/31/95	Kim Warren (913) 296-4770 Department of Administration Division of Personnel Services
13	Office Assistant III REQUIRED: Typing	3/31/95	Kim Warren (913) 296-4770 Department of Administration Division of Personnel Services
13	Office Assistant III DESIRED: Word Processing and spreadsheet software skills. Position located at Mills Building	4/7/95	Jo Ann Moran (913) 296-1290 Department of Health and Environment
27	*Program Consultant II 2 Positions DESIRED: Experience working with individuals with developmental disabilities.	4/14/95	Jane Rhys (913) 296-2608 Dept. of Social and Rehabilitation Services Kansas Developmental Disabilities Council
34	*Public Service Executive III (See Page 7)	Until Filled	Kim Warren (913) 296-4770 Department of Administration Division of Personnel Services
23	*Research Analyst II DESIRED: Knowledge of microcomputers, experience using graphics and spreadsheet packages, and skills in research methodology, health care data coding or editing and health care information system management. Position located at Mills Building	3/31/95	Jo Ann Moran (913) 296-1290 Department of Health and Environment
28	*Research Analyst IV DESIRED: Experience in the collection, analysis and presentation of statistical data, knowledge of the health care delivery system and/or the insurance industry and computer skills. Position located at Mills Building	3/31/95	Jo Ann Moran (913) 296-1290 Department of Health and Environment

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

SR	VACANT POSITIONS	APPLICATION DEADLINE	CONTACT PERSON
	TOPEKA (cont.)		
24	*State Auditor I	3/31/95	Debbie Logan (913) 296-4844 Dept. of Social and Rehabilitation Services Legal Division
	WICHITA		
27	*Building Systems Engineer I (See Page 7)	3/31/95	Karmen Allen (316) 689-3065 Wichita State University
22	*Microcomputer Systems Support Technician II	3/31/95	Kelly Cooper (316) 337-6309 Wichita Area SRS
22	*Social Worker	3/31/95	Kelly Cooper (316) 337-6309 Wichita Area SRS

**\*CLINICAL DIRECTOR, SEXUAL PREDATOR PROGRAM**  
(Special Project Unclassified)

Larned State Hospital will accept applications/transcripts for the position of Clinical Director for the SRS Sexual Predator Program, annual salary \$44,652 (negotiable), until further notice.

**Brief Description of Duties:** This program is responsible for planning and executing a treatment program for the sexual predator program. Evaluates/prepares evaluations for persons referred to the treatment program under SB 525. Provides court testimony as required. Prepares annual court evaluations for each resident.

**Minimum Qualifications:** Ph.D. in Clinical Psychology with a license to practice in Kansas. Additional training in the treatment of deviant sexual behaviors is preferred.

**Qualifying Criteria:** Candidates for this position must pass security background.

Persons interested in this position may call (316) 285-4380 for information. To apply for this position, please submit a completed state application and transcript to Robert A. Cockrell, Larned State Hospital, Route 3, Box 89, Larned, KS 67550. SRS is an Equal Opportunity Employer.

TO INQUIRE ABOUT MINIMUM QUALIFICATIONS OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED.

**\*DIRECTOR OF ACCOUNTS AND REPORTS**  
(Unclassified)

The Department of Administration, Division of Accounts and Reports, is accepting applications for a Director of Accounts and Reports (Unclassified) position. Applications must be postmarked by April 1, 1995. Salary is negotiable.

This is a highly responsible position involving the management of a major division within the Department of Administration. Over \$7.5 billion in revenues and expenditures, representing the activities of over 125 state agencies, are processed through the central accounting system each fiscal year. As Director, this position oversees the following functional operating sections within the Division of Accounts and Reports: Accounting Control and Services, Administrative Audit, Accounting Systems and Procedures, Municipal Accounting, Payroll, and Accounting Technical Support and Planning. This position approves plans, policies and procedures governing the performance of assigned activities. Such plans, policies and procedures will be in conjunction with efforts of the Kansas Quality Management (KQM) and Reinventing Kansas Government (RKQ) programs. This position also advises the Secretary of Administration on matters relating to the statewide accounting and payroll systems; directs the preparation and implementation of the division's annual budget and information technology plan; initiates or analyzes legislation related to the Department of Administration, the Division of Accounts and Reports, state agencies' financial activity, and the statewide accounting and payroll systems; and consult with and advise the Legislative Research Department and Division of the Budget where appropriate, or testify before the legislature when necessary. The subordinate staffing consists of 150 employees.

**Minimum Qualifications:** A bachelor's degree with 21 semester hours in accounting; and eight years of experience in professional accounting, auditing, or fiscal operations, including five years progressively responsible experience in a supervisory or administrative capacity. A valid CPA certificate is desirable.

Submit a completed State of Kansas application and college transcripts to Kim Warren, Department of Administration Personnel Office, 900 SW Jackson, Room 352, Topeka, Kansas, 66612. Applications must be postmarked by April 1, 1995. If you have questions, please contact Kim Warren at (913) 296-4770. The Department of Administration is an Equal Opportunity Employer.

**\*HUMAN RESOURCE PROFESSIONAL IV**

The Department of Administration, Division of Personnel Services is accepting applications for a Human Resource Professional IV position, salary range 32, (\$3,376 - \$4,748 monthly) until position is filled.

This is a highly specialized work developing employee selection processes. The position is responsible for the development and implementation of a skills based employee selection program which includes skills identification, skills coding, and user training. In addition, the position is responsible for management of examination development and validation functions as the need arises. The successful candidate should possess a comprehensive working knowledge of statistics, strong job analysis and supervisory skills, and an ability to manage and work effectively with teams using quality management principles. A broad knowledge of occupational areas is also essential. Previous experience in developing and implementing a skills based employment selection model is a plus.

**Minimum Qualifications:** A bachelor's degree; and five years of technical experience in an area of human resource management such as classification, compensation, employment, benefits, employee selection, labor relations, equal employment opportunity or training, including or supplemented by three years of administrative or managerial experience. Two additional years of technical experience in human resource management may be substituted for the required education. A master's degree in a social science or business or public administration may be substituted for one year of the required non-managerial experience.

**Preferred Qualifications:** A master's degree in Industrial or Educational Psychology; and four years of technical experience in test development, employment, or skills based employee selection, including three years of administrative or managerial experience.

Submit a completed State of Kansas application and college transcripts to Kim Warren, Department of Administration Personnel Office, 900 SW Jackson, Room 352, Topeka, Kansas 66612. Applications will be accepted until position is filled. If you have questions, please contact Kim Warren at (913) 296-4770. The Department of Administration is an Equal Opportunity Employer.

**TO INQUIRE ABOUT MINIMUM QUALIFICATIONS, OR FOR OTHER INFORMATION ABOUT THE VACANCY, CONTACT THE PERSON LISTED**

**OFFICE ASSISTANT III**

The Division of Personnel Services, Civil Service Employment Information Office is recruiting for an Office Assistant III, salary range 13, \$1,336 per month, until 5:00 p.m., March 31, 1995.

Duties include providing information and guidance to applicants for civil service employment and to state employees seeking different positions in the civil service, counseling employees on their eligibility for transfer and reinstatement, preparing applicant materials, maintaining inventory of forms and office supplies and performing various data entry functions.

**Minimum Qualifications:** One year of experience in clerical work or graduation from high school, or attainment of a GED certificate. Training in typing, general office practices, office administration, mathematics, English grammar or business at the high school level or at an accredited post high school academic/vocational institution may be substituted for the required experience at the rate of one half Carnegie (high school) unit, 90 clock hours or 2 semester hours for one month of experience.

The ability to type accurately at a reasonable rate of speed is required.

For consideration, please submit a completed State of Kansas Application for Examination including a clerical special skills form to Kim Warren, Department of Administration Personnel Office, Room 352-S, Landon State Office Building, Topeka, Kansas 66612, (913) 296-4770. The Department of Administration is an Equal Opportunity Employer.

**\*PUBLIC SERVICE EXECUTIVE III**

The Department of Administration, Division of Personnel Services, is accepting applications for a Public Service Executive III position, salary range 34 (\$3,721 - \$5,236 monthly), until the position is filled.

This position is the Director of Workers' Compensation Self Insurance Fund and is responsible for administering workers' compensation coverage to all state agencies and employees. The incumbent will direct, plan, and implement section goals and objectives so the statutory purpose of the Fund is achieved in an efficient and effective manner. This high level position serves as a member of the management staff of the Division of Personnel Services and, as such, is a vital contributor to planning and implementing division-wide goals and objectives.

**Minimum Qualifications:** A bachelor's degree and four years of experience in managing, administering, or supervising human, financial, physical, or information resources including or supplemented by one year of experience directing subordinate managers or supervisors. At least three years of the experience must include responsibility for the investigation and adjudication, including fraud and abuse, of work related injury claims, and knowledge of job safety and return to work initiatives.

Submit a completed State of Kansas application and college transcripts to Kim Warren, Department of Administration Personnel Office, 900 SW Jackson, Room 352, Topeka, Kansas, 66612. Applications will be accepted until the position is filled. If you have questions, please contact Kim Warren at (913) 296-4770. The Department of Administration is an Equal Opportunity Employer.

**\*BUILDING SYSTEMS ENGINEER I**  
(Position may be full-time or part-time)

**Job Duties:** Prepares schematic design layouts, final drawings and specifications for projects involving remodeling, refurbishing and repairs. Performs on-site observations and design and shop drawing reviews of all contracted building and remodeling projects on campus.

**Requirements:** Bachelor's degree in Mechanical Engineering (preferred), Electrical Engineering or Engineering Technology; and a minimum of three years experience required. Candidate MUST possess a Professional Engineering License.

Submit a cover letter, copy of PE license, and resume to: Wichita State University, Office of Human Resources, Wichita, Kansas 67260-0015. Deadline for application is March 31, 1995 or until position is filled. EEO/AA/ADA Employer.



# FYI

University of Kansas Libraries

Number 1314 April 6, 1995

## Dedication of the Clark Electronic Classroom

**WATSON LIBRARY,  
3rd floor, on Friday,  
April 7, 1995, at 4 pm**

Welcome and introductions .....  
by **William J. Crowe**

**Marilyn Clark: Works in Progress?**.....  
by **James N. Neeley**

A Brief Look at the Future. by Dean **Crowe**

Comments by **Sherman Reeves**.  
President of the Student Body

*The program will be followed by a reception*



## **LAWRENCE PUBLIC LIBRARY INVITES...**

The Lawrence Public Library cordially invites you to welcome Bruce Flanders as the new Director of the library. An open house will be held Sunday, April 9, 1995 in the auditorium of the library from 1-4 in the afternoon. We also invite you for the dedication of the Wayne Mayo Memorial which will be unveiled that afternoon. We look forward to seeing you.

## **CLASSIFIED VACANCY**

A reminder: The Acquisitions/Serials/ILS Department announces a full-time Library Assistant III vacancy, a vacant position within ILS that was recently reclassified from Library Assistant II. The position is assigned the following responsibilities: 1) 40% Design and Management of Document Delivery/Borrowing Workflow; 2) 15% Monitoring and Providing Information on the Unit's Performance; 3) 15% Managing ILL Automation; and 4) 30% Supervision. NOTE: The following "preferred" qualification was omitted from last week's FYI announcement: "Experience with interlibrary loan/document delivery procedures, either borrowing or lending." See FYI #1313 (March 30, 1995) for additional information regarding the qualifications for this position.

Library staff interested in applying for this position should complete an "Application for Promotion or Transfer" form, available from Anita Rogier, Administrative Office. In addition, a current "KU Internal Application Form" will be required. Applications may be returned to Anita Rogier and are due by 5:00 p.m. Friday, April 7, 1995.

### **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

## **TIME CARD DEADLINE**

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Anita Rogier in the Library Administrative Office by **noon, Wednesday, April 12th**. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Anita Rogier

## **WORK-STUDY FUNDS**

Federal Work-Study funds will be available for use from May 18 to June 17. Any wages paid to students during this pay period will be charged to their summer 95 work-study earning limit. Students working during this pay period must pick up new authorization cards, which will be available after May 10, from the Office of Student Financial Aid in room 50 Strong Hall. They need to have completed a Summer Financial Aid Application requesting summer Work-Study prior to picking up their authorization card. The authorization cards need to be turned into me immediately upon receipt for processing.

During the period June 18 through June 30, all students must be paid from regular student hourly funds. This permits the Comptroller's Office to reconcile their accounts at year's end. The use of Federal Work-Study will begin again on July 1, 1995.

Anita Rogier

## **ATTACHMENTS**

Library Space Committee minutes--February 23, 1995

Classified Conference Executive Board minutes--February 28, 1995

Catalog Department Meeting minutes--March 1, 1995

Staff Development Committee minutes--March 15, 1995

African Studies Association Report

Art Libraries Society of North America Report

Music Library Association Report

KLA Tri-Conference Report

American Association for the Advancement of Slavic Studies Report/ALA Midwinter Conference Report

LIBRARY SPACE COMMITTEE  
Minutes - February 23, 1995

Present: K. Miller (chair), S. Craig, G. Gibbs, M. Hawkins, D. Koepp, K. Neeley, R. Ring, M. Roach, K. Simmons

The committee reviewed and approved the minutes of January 26, 1995 with minor changes.

ASTUTE Center Kent reported a couple of ASTUTE Center planning sessions with Wes Hubert, Assistant Director, Academic Computing and Director of the ASTUTE Center. The layout design has been pretty much decided upon. The Computer Center has provided estimates of the cost of networking, furniture and computers which, depending upon the type of computer chosen, range between \$120,000 and \$140,000. One estimate for the walls has been received with another to come shortly. Funding will probably be broken into components, with the Library paying for the walls and furniture for the new Automation offices, the lab costs coming from a special fund for providing computer University-wide,<sup>1</sup> and the Computer Center picking up the remaining costs.

Facilities Operations has reported on the necessary electrical work. Telecommunications has accepted that the Libraries will have to be wired by March 1996, with Anschutz near the top of the list due to the ASTUTE Center. The Library wiring will require 500+ connections at \$400 apiece (\$200 up front, \$100 a year for the next two years) with a \$3 monthly fee thereafter for all active connections.

Missouri Library Space Needs Forum Rich reported on the forum held at the University of Missouri two weeks previously which he attended with George Gibbs and Bill Crowe. He also provided a copy of a report he had written for George about "what KU Libraries might learn from the Missouri experience". Rich felt it was very interesting to hear what the consultants had to say.

JRP Kent reported that there had been four possibilities suggested for filling the remaining JRP space: Kathleen's and Susan Hitchens' prior recommendations for storage materials as well as possibilities from the East Asian Library for 200 shelves of serials backruns and Susan Craig for the storage of sales books. The committee agreed to discuss these proposals at the next meeting.

Susan expressed hope that the same faculty review would be pursued as was done for previous JRP materials. Kent felt that this would happen as well as the same bibliographic and circ reviews.

Proposal The committee discussed the latest revisions of Kent's proposal for Anschutz/Malott/Watson/SRL materials. A number of revisions, mostly minor, were suggested. Kent will upload the next draft by Monday, February 27, with comments requested by the end of the week. Kathleen asked about consultation outside the library. It was felt that the Dean was waiting for the proposal so that such consultation could begin.

There was some discussion of whether the "map books" (GovDocs G-GFs) should remain in the new Map Library as planned or be incorporated into the pole stacks.

Classified Conference Executive Board  
Meeting of February 28, 1995

Present: M. Baker, M. Boyer, C. Jeffries, C. Rivera, K. Simmons (vice-chair), A. Slater (chair),  
C. Thompson (secretary)

Guests: Gaby Holcomb (for Classified Senate)

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**Committee Reports:**

Senate Libraries Committee, Feb. 15:

Kendall distributed copies of the minutes. She said that a subcommittee is studying the new lending code and will report their findings March 8.

Staff Development:

Alex attended the Soaring To Excellence Teleconference on Feb. 14. He will find out the whereabouts of the videotape that was made so that staff may check it out.

Administrative Conference, Feb. 17 and 21:

1. The Budget hearing was to be Feb. 23, so there was no news at the Administrative Conference meetings.
2. Jana Krentz was introduced as the new head of SPLAT.
3. The student survey of library usage was discussed.
4. The Commission on the Status of Women is now soliciting nominations for various recognition awards.
5. For most of the meeting discussion centered on the proposed administrative restructuring. Questions raised included:
  - Clarification of reporting lines, esp. for technical services. The plan calls for more problem-handling at the department-level. Reporting lines would depend on the type of problem.
  - Importance of department heads receiving plenty of positive support for new responsibilities, esp. initially.
  - How much more time does Dean expect to be gone? Currently, about 1 day per week, will increase to about ½ time, sometimes longer than 1 week at a time.
  - The new secretary position is ½-time - why not full-time? Would assistant to the Dean be a Librarian or Unclassified Other?
  - How much new cost (in new positions) will proposed structure add to budget and where will the extra money come from? Associate Dean not really a new position, but an enhanced one. One advantage is that an Associate Dean can become an Acting Dean in Dean's absence.
  - Who would do the evaluations of all the people that would report directly to Dean Crowe? The Dean with help from the Assistant and Associate Deans.
  - Explain "Library Management Council"? What is now Administrative Conference would include Heads of Governance Organizations as well as Department Heads but not Assistant Department Heads and others reporting through Department Heads.
  - Why should three departments that work with three different languages be combined into "International programs", and how to do so in an equitable way? This is not a firm decision and would be a fairly loose association if implemented.
  - What is the proposed timeframe for implementing these changes? Two open meetings this month (March), want to form Search Committee by end of March.

**Announcements:**

Alex said that we still need 5 nominees for the Health and Safety Committee. He has 4 names and needs nine, from which Dean Crowe will select 3. In addition to 3 classified staff, the committee will have one representative from Admn. Conf. and one from LFA, and Kent Miller will chair it. Several classified staff have expressed hesitation in volunteering for the committee because there has been no indication of what kind of time commitment might be expected.

Someone reported having heard a rumor that, contrary to what Alex reported to CCEB on Jan. 31, the Health and Safety funds that were not spent have been reallocated. Alex will ask Dean Crowe about this.

**Updates:**

Legislative Information Day, Feb. 07:

Gaby reported that approximately 20 classified employees from KU participated. Most of the legislators expressed agreement with lifting the restrictions on classified staff holding public office, and repealing the overtime policy passed last year (which affects F&O departments the most). Tuition reductions are being debated currently in the Regents System. The issue of the "75% replacement" rule was discussed: there is some concern that it might lead to age discrimination in hiring because the earlier an employee retires, the sooner a position is at risk of being eliminated. On a related issue, it has been proposed that the state continue health insurance coverage between early retirement and Medicaid eligibility if the state wishes to encourage early retirement.

It is interesting to note that Housing Dept. employees did not receive notice of Legislative Information Day until it was too late for any employees in that department to plan to attend.

The next project for the Classified Senate is to arrange an opportunity for classified staff to meet Chancellor Hemenway.

Staffing:

Alex distributed figures on staffing comparisons between classified and unclassified staff. In some ways, conditions for hiring unclassified staff are more flexible than for hiring classified staff. Additionally, some new types of work don't have classified titles. This partially explains the recent tendencies to create new unclassified rather than classified positions.

**Next meeting:**

March 28, 1:30pm, Watson A.

Minutes - Catalog Department Meeting - 1 March 1995

Present: ajm, bkg, cr, dp, ggs, jas, jcr, jef, jem, kc, klb, lm, mes, mr, mrh, mw, nr, pd, rc, rhm, rkc, tah, tlg, wdyer

Corrections to the Minutes of the February meeting from Barb Gaedert: (1) pg. 3, para 4, line 3 - George offered to pay for a legal sized file cabinet if it was decided to use legal sized forms and a cabinet could not be supplied from another source. (2) pg. 3, para 5, line 2 - replace "the whole memo will be obsolete" with "it is likely that the whole authority process would need to be reviewed" (3) pg. 3, para 8, line 1 - OCLC has asked for volunteers to catalog objects appearing on the internet as part of a trial project.

Lorraine's announcements - (1) Interview(s) for the French/Italian cataloger will take place next week. There is no schedule yet. (2) Drafts of librarian evaluations are back from George with no major changes. (3) Two administrative Conference meetings were devoted primarily to discussion of the proposed restructuring of the library connected with filling Mary Hawkins' vacated position. Everyone should by now have seen a memo about this from the Dean. There will be two open forums, one Friday, 3 March at 10:30 in the Spencer auditorium and the other Monday, 6 March at 1:30 in Watson A-B. (4) People are urged to attend the talk on diversity by Eric Jolly. (5) Brian Baird, the Preservation librarian will be in the department Friday to meet staff.

Mary's announcements - (1) Duplicate monographs are now to be returned to Acquisitions. There is a shelf near Terri's desk where they should be placed. Leave all paperwork including hold slips in the piece. Don't count pieces as Terri will do this. Some may come back to us as added copies. (2) There will be 4 copies of "NACO Participants Manual" on the desk near the schedules. Lorraine interjected that there are some restrictions on what can be done - music scores and series headings in particular. Paulette has a box of NACO related material and will make this available on a shelf in Recon. We will be required to use the LC rule interpretations published by LC, which are the same as Oberlin's but more expensive, for NACO work. (3) OCLC is in the process of changing 7xx 2nd indicators 0, 1 and 3 to blank. When this is finished only blank 2nd indicators will be accepted. 740 fields are not being changed until their conversion to 246 fields is investigated. (4) LC will not use the 246 field second indicator value 3 (Other title) for books. Instead, subfield \$i will be used to state the source explicitly. We will follow LC on DLC records and use judgement on our records. (5) Retrospective Law Library records have been loaded (about 1 1/2 months of current cataloging excluded) and should display on OCAT starting Monday. Some problems with the display are being worked on. There are some cases where Law's OCLC records match local records already in the system resulting in duplicate serial records. The Authorities unit will receive error messages.



Cataloging objects on the Internet - Lorraine announced that we will do this and called for cataloger volunteers. Geoff mentioned that Slavic is working on a similar project and would be glad to work with Cataloging. Mary mentioned that there is a listserv covering this topic. In response to a request for background Lorraine referred people to last month's minutes and gave a brief synopsis. Geoff gave a synopsis of the Slavic project which Mary thought sounded similar to something Nancy Burich wants for the Regents Center. Margaret wondered if a task force to discuss handling of electronic journals would be set up. Tech heads have been discussing this with John and Nicholas.

Memo 103 - Sadie's Chart now Al's Chart - Al commented on the revised version, now an official memo, that has been updated to take into account the change from 740s to 246s. Special attention should be paid to the 2nd and 4th bulleted introductory paragraphs.

#### Unit Reports.

Hold - Tahirih reported that 465 pieces were placed in hold and 1,450 removed during February.

Bookflow - Geri reported that there were 5 in process requests during February and that 2 of those were for pieces in Acquisitions.

Authorities - Miloché requested that people (1) Watch for and fix typos especially in DLC records. (2) Remember to add \$f to the uniform titles - \$t Works and \$t Selections. (3) If a change is made on an authority workform remember to make the corresponding change to the bib record. (4) If the parent form of a heading needs to be created but there is no NAF record and there are no 4XXs to be added then write 0 Olaf aa2 in the comments section of the workform (instructions are in the appendix of Memos 96.1a, 96.2a and 96.3a).

Serials Cataloging - Margaret and Joy reported that the Science recon project has not started since a final list of titles has not been received. The Art recon is done. Cleanup from the JRP project continues mainly due to inaccuracies in UKASE holdings records.

Recon - Bob reported that the unit is doing 910s which will be followed by Dewey music monographs. Bob is starting on a project to sample the backlog in the Spencer basement for OCLC copy. Materials will be brought to Watson for searching. Bibliographers will evaluate condition of the materials as part of the project.

The next meeting will be Wednesday, April 5th at 10AM in Watson Conference Room A.

Alex Slater  
30 March 1995



MINUTES  
STAFF DEVELOPMENT COMMITTEE  
March 15, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Susan Hitchens, Margaret Wilson (secretary)

The minutes of March 1 and March 8 were corrected and approved.

The Committee reviewed and approved 4 requests for travel funds:  
- Cindy Pierard to attend Library Orientation and Education Exchange, Denton, Texas, May 4-6, 1995

- Becky Schulte to attend Midwest Archives Conference, Chicago, May 3-6, 1995

- Penny Donaldson to attend Tri-Conference, Topeka, March 22-24, 1995

- Carole Dibben to attend Tri-Conference, Topeka, March 22-24, 1995.

"CHANGE" SERIES.

- The Dean has reviewed the letter to the panelists in the KU Administrators presentation.

- Speakers have not yet been confirmed for the "Nature of Research for Librarians" presentation, as Bill Black is out-of-town for the next two weeks.

SOARING TO EXCELLENCE (Apr. 4)

- Mel, who has been serving as the "technical specialist" for the teleconference, will be unable to attend. He did not think that would be a problem as the technical details were so simple that any member of the committee could manage to fill in for him.

- We have not yet received the participants packets from DuPage for this session.

- We still do not have a definitive answer about whether we can make the videotapes of the teleconferences available through ILS.

Margaret has been contacted by persons interested in seeing the video tape of the March 10 presentation by Dr. Eric Jolly, Assistant to the Chancellor and the Director of Affirmative Action and Diversity Programs at the University of Nebraska--Lincoln. The presentation, entitled "Diversifying the Curriculum: Ideas, Tips, and Strategies" was open to all KU faculty, students, and staff. It was sponsored by KU's Blueprint for Diversity and was videotaped by member Julius Williams. It was agreed that SDC should try to get a copy of the tape for our collection, and arrange for a library showing during a "down" month.

The next meeting of the Staff Development Committee was not scheduled due to conflicts by three members.

It was my privilege to attend the 37th annual meeting of the African Studies Association held at the Royal York Hotel, Toronto, Canada, November 3-6, 1994. I also attended the semiannual meetings of the Africana Librarians' Council Nov. 2-3 which were held in conjunction with the parent body.

The meetings of the Africana Librarians' Council (ALC) were, in many ways, the most informative part of the conference for me. The ALC is the most active and the most important professional group in the field of Africana bibliography. Previously, I had kept up with the activities of this group by reading their newsletter, as I had not attended the meetings of this group before this convention. It was, needless to say, a good experience to get to know the major personalities in the field in more than name only. There were approximately forty attendees, including bibliographers and catalogers from the various university libraries in the U.S. that are the major collectors of Africana. There were also a number of book vendors and institutional representatives, such as personnel from the African Section of the Library of Congress, in attendance. The various meetings sponsored by this group included the general ALC business meeting, the Cataloging Committee, and the Bibliography Committee. In each of these meetings, issues of current interest and concern were discussed. The Cooperative African Microform Project (CAMP) of the Center for Research Libraries also held its semiannual meeting at this venue, since the members were all together at one place (even though CAMP is officially a separate entity).

The various panels sponsored by the parent body were also quite informative and stimulating. It was especially interesting to observe how research priorities have changed over the years, with more emphasis now on such issues of health and disease, gender, women's history, and microeconomics. One of the panels, on "Teaching Africa : the challenge of stereotypes, disinterest, and misinformation," was presented exclusively by faculty members from KU as an extension of various federally-funded workshops held here during the previous year. This panel was very well attended and, judging by the positive comments heard afterward, well received. Overall, the panels were a very good opportunity to sample current Africa-related research and to keep abreast with current publications and information resources.

I wish to thank the Staff Development Committee for the support it provided for me to attend this conference. --Ken Lohrentz, Bibliographer for African Studies.

## REPORT ON ARLIS/NA IN MONTREAL, MARCH 10-15, 1995

I recently attended the Art Libraries Society of North America's (ARLIS/NA) annual conference in Montreal and want to report on some of the highlights. Conference Saturdays are traditionally tour and workshop days (although an increasing number of committee meetings seem to be encoaching). This year I took advantage of the the all-day tour to Ottawa, Canada's capital city. Although the weather was cold and windy--Ottawa is the coldest capital city in the world--the group tromped through the grounds of the Governor General's house, had a bus tour of the city which included seeing folks ice skating on the canals and a too-short stop at the Museum of Civilization, had lunch and a tour at the National Gallery of Canada, and toured Parliament. Saturday evening I attended a talk and reception at the Canadian Center for Architecture. Since the theme for the conference was "ARLIS and the Francophone World" this was the first of several conference session conducted in French with simultaneous translation available.

The conference truly began on Sunday with business meetings for committees, sections, and divisions. I am a continuing member of the Collection Development Committee which not only accomplished a number of projects last year but has ambitious plans for the coming year. I am working with Doralyn Pines of the Metropolitan Museum of Art to compile a guide to American out-of-print art and architecture book dealers (with subject indexing). Convocation was held at the Montreal Museum of Contemporary Art with a welcome from the mayor, a talk about modern painting in Quebec, and presentation of various awards to publishers and ARLIS/NA members.

The exhibits opened on Monday morning and offered not only a larger than usual number but several new exhibitors for ARLIS/NA. Some years I have spent only a brief time viewing the exhibits but the proliferation of products with digitized images (and hefty price tags) makes the previewing of new offerings important. This year I spent several hours in the exhibits area. I also attended an excellent presentation on "Collections and Collecting in Canada" with speakers from the major Canadian art museums presenting a mini-course in the history of Canadian art. Ars Libri, an art book dealer from Boston, traditionally hosts a gala event on Monday evening and this year we were wined and dined at the Montreal Museum of Art.

Although I attended fewer program sessions than usual this year, I continue to value the contacts I make and renew at the conference. The organization has always been international since it includes the U.S., Canada, and Mexico but in recent years the meeting has attracted a number of art librarians from Europe and Asia. It is instructive to be in an informal discussion that includes not only librarians from other major academic libraries but also from the Louvre, the National Arts Library in London, and the National Palace Museum in Taipei. Inevitably it is these contacts which prove the most useful and most memorable part of the conference experience.

I am grateful from the assistance provided by the Murphy Travel Fund and by the libraries' staff development funds which allowed me to attend this important professional meeting.

Submitted by Susan Craig

Music Library Association  
Feb.8-11, 1995

The Music Library Association held its 64th annual conference in Atlanta, GA, at the Crowne Plaza Ravinia Hotel. It was very pleasant to rest on laurels earned as last year's Local Arrangements Chair, and watch this year's Committee working so hard.

In addition to the regular conference, I was one of the lucky 40 who won the opportunity (via a lottery) to attend a pre-conference workshop sponsored by the Education Committee: *Leadership skills in the music library*, presented by Maureen Sullivan. Maureen prepared a very useful packet of handouts for all attenders, and presented a program combining lecture and large and small group exercises. As we went around the room in the beginning, it was very apparent that librarians in many different environments shared similar problems and concerns.

The first plenary session featured two lawyers and a librarian presenting their viewpoints on music, fair use and technology. Moderated by Bonna Boettcher of Bowling Green State University, panelists emphasized the need to balance internal and external forces--internal forces represented by our users' and the institution's need for access to information and external forces measured by a copyright holder's need for revenue. David Fenske of Indiana University suggested that copyright interpretations be pushed in favor of the user and recommended that we not leap to licensing agreements unless absolutely necessary. He also noted that the end user should bear his or her share of responsibility, and stated that more stringent rules for digital data than analog are not needed. Mr. Fenske was followed by Anthony Askew, a patent lawyer, who described three Supreme Court cases on Fair Use, including one he had argued himself--*American Geophysical Union vs. Texaco*. In this case, Texaco was found to have violated Fair Use by copying journal articles for archival rather than for research use, with the court ruling that individual articles in journals should be treated as copyrighted work. L. Ray Patterson of the University of Georgia Law School spoke very strongly on the importance of Fair Use, arguing that publishers seek to destroy the right of Fair Use and to change a limited monopoly to an absolute monopoly. He urged us to educate ourselves as to what copyright is, what Fair Use is, and to respond to the publishers campaign of disinformation. Both lawyers agreed that Section 107 of the copyright law prevails, even though Section 108 specifies more stringent restrictions.

I attended a very interesting session sponsored by the Public Libraries Committee and the Reference Performance Sub-committee, where William Noll of the Ritz-Carlton, Buckhead (corporate headquarters for Ritz-Carlton) presented a motivational talk: *Are you being served? Improving reference service*. He noted the Ritz' success in hiring and retaining highly-motivated employees who understand the needs, values, fears and goals of hotel customers. He outlined twenty points of service required of Ritz employees, starting with the "Credo: Satisfied customers are most important;" the "Motto: we are ladies and gentlemen serving

ladies and gentlemen;" and the three steps of service: give a warm, sincere greeting, using the client's name if possible; anticipate and comply with the client's need; and give a fond farewell, using the client's name if possible. Most of his suggestions were impractical for a public institution, but there was much food for thought in this presentation.

The second plenary session described the realities of music librarianship outside North American and Western Europe. Don Roberts of Northwestern University spoke of efforts by the International Association of Music Libraries (IAML) to address needs in former Soviet bloc and developing cultures. He presented case studies of music libraries outside Western cultures, where the primary musical genre is often expressed in oral traditions. Major concerns frequently relate to documentation, presenting and preserving oral performances in audio-visual format, and problems with reliable equipment abound. In Indonesia, bureaucracy suffocates communication and inadequate cataloging, classification, security, preservation and most of all funding is standard. The Czech Republic has numerous musical treasures and many important manuscripts are accessed in RISM (an international inventory of manuscripts), but now former owners are demanding return of properties confiscated during the communist regime. In Latin America, there is no one who can even be identified as a music librarian. Don concluded by outlining what IAML can do to help, and described music library outreach programs in various countries. Aurika Gergelziu, of the National Library of Estonia, was on hand to describe her survey of several music libraries and other institutions with large music collections in the Baltic countries. She noted that the largest collections resided in the national libraries of each country, but cited universal problems with current acquisitions, due to the lack of commercial availability of printed and recorded music locally; most institutions rely on donations from outside the region. Public music libraries are very rare, generally started by the initiative of librarians with cooperation with local music schools, but the lack of availability of materials and funding discourages librarians from establishing music collections. Music academies and conservatories have collections, usually available only to students and faculties, but also experience problems with funding and availability of materials, relying greatly on donations. There is no official educational requirements for music librarians, who usually have an interest in music or some formal music training along with library experience. She concluded by reported the response to her survey from the music librarian at the Public Library of Fine Arts in Vilnius: "No fax, no computer, no money, yes enthusiasm."

I attended various other meetings, including a meeting of all MLA chapter chairs (I am Chair of the Mountain-Plains chapter), and convened meetings of the MPMLA Board and Program Committee, as hosted an informal Chapter dinner.

I appreciate the assistance I received from the Staff Development Committee and from Dean Crowe to attend this fascinating conference and pre-conference workshop.

--Susan Hitchens



I would like to thank the KU Libraries, Staff Development Committee for providing the funds for me to attend the KLA Tri-Conference in Topeka. Tri-Conference sessions of particular interest to me were the Preservation and Digitization pre-conference session held on Wednesday morning at the Washburn Law Library, and the update session of the Kansas Information and Records Preservation Council (KIRPC) of the Kansas Library Network Board.

In the pre-conference digitization session a number of presenters and vendors discussed various digitization topics and issues. There was a discussion by Xerox about the digitization work they did with Cornell University Libraries' Preservation Department, as well as their work on optical character recognition programs. Local vendors discussed the state of digitizing technology and what equipment was available for what price. And Washburn Law Library staff demonstrated and discussed various internet reference resources they have developed as well as their work with the Ariel interlibrary loan system.

At the KIRPC update session various KIRPC members gave updates on KIRPC activities during the year in areas of disaster preparedness, preservation of electronic records, increasing the awareness of preservation issues among the state legislators, preserving local government records, staff education on preservation issues, and public awareness of preservation issues.

Brian Baird



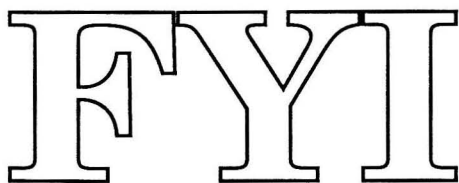
During the past few months I had the opportunity to attend two conferences. In November of last year I went to the American Association for the Advancement of Slavic Studies (AAASS) National Conference in Philadelphia, PA. Although the main focus of this conference is to provide a forum for Slavic scholars to present research, there are numerous panels devoted to the field of Slavic librarianship. The main meetings of librarians are held during the Bibliographic and Documentation Sessions. During these meetings we discuss trends in the field and issues of mutual concern. In addition, there were a number of panels that examined the topic of access to Slavic information sources. Two of the most interesting library-related panels were; 1) a session on Slavic electronic sources available on the INTERNET; 2) a panel that discussed gaining access and working in Russian archives. Although Russia is moving towards the concept of an "open society" it is amazing how difficult it continues to be to obtain permission to work in many of the newly opened public archives.

In addition to attending panels, I was able to meet with several Slavic book and serial dealers. As more Slavic vendors are established, it is important to have the opportunity to meet with them and find out what services they can provide.

In February I returned to Philadelphia for the ALA Midwinter conference. As a member of the executive board of the Slavic and East European Section (SEES) of ACRL, I spent most of my time attending SEES committee meetings. One of the main issues that we began to discuss was how to persuade more U.S. Slavic librarians to become involved in SEES. Traditionally, most Slavic librarians join AAASS rather than ALA due to the fact that in the past AAASS was much more active in the field of Slavic librarianship than ALA.

I would like to thank the Staff Development Committee for providing funds to help defray the cost of traveling to these meetings.

Brad Schaffner



## University of Kansas Libraries

Number 1315 April 13, 1995

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### Search for Associate Dean Begins . . .

On April 5, I asked the following members of the staff to serve as the search committee for an Associate Dean: Brad Schaffner, chair; Susan Craig; Mel DeSart; George Gibbs; Carol Jeffries; Sandy Mason; Cindy Pierard; Marianne Reed; Margaret Wilson; Sandy Gilliland (ex officio), and sent to them the following charge:

"Thank you for agreeing to serve on the committee to recruit an Associate Dean.

"A copy of a barebones draft vacancy announcement--without any of the necessary text about the University or the Library--is attached for your review and expansion. Sandy Gilliland will provide examples of statements we have used to describe KU and the Library; and I enclose a copy of the posting that drew me to my position. I want to work closely with you on the development of the description.

"After you have reviewed the vacancy announcement, obtained comments from other staff, and prepared recommendations on media for advertising, please forward the announcement to me for my final review, by May 1, if at all possible. I ask the LFA Salary and Benefits Committee also review the proposed salary range by that date.

"After the advertising period has ended and you have had sufficient time to review applications and nominations, I ask that we meet to discuss the pool before you prepare a report listing the names of candidates you find qualified for interviews.

"After the interviews, the structure for which will also require our working closely together, and your obtaining comments from all who meet the candidates, I will again want to meet with you before you prepare a written report to rank the candidates and provide informed comments on the potential acceptability or unacceptability of each.

"Based on this report, I will confer with other Library administrators and the Vice Chancellor for Academic Affairs, select the candidate to be recommended for appointment, and notify the committee and then the staff at large of my decision.

"I look forward to meeting with you at the earliest opportunity to discuss these procedures, with particular focus on recruitment initiatives we might take to help meet the University's and the Library's commitments to Affirmative Action."

- W. J. Crowe

## **LIBRARY STAFF TO RECEIVE UNIVERSITY SERVICE AWARDS**

Several library staff will be among other University employees honored for their years of University service during the annual Employee Recognition Ceremony, Tuesday, April 25th, 1:30 p.m. in the Kansas Union Ballroom. Also during the ceremony, the University's Classified and Unclassified employees of the year will be announced. Refreshments will be served in the Ballroom immediately following the ceremony.

Library staff to be honored and their years of University service are:

35 years: Luceil Hamlin, Acquisitions/Serials/ILS; Barbara Jones, Reference; Bill Mitchell, Special Collections.

30 years: Kent Miller, Facilities

25 years: Muriel Cook, Acquisitions/Serials/ILS; Sarah Couch, Access Services; Mary Hawkins, Kansas Collection; Nancy Jaeger, Administrative Office; Ned Kehde, Archives; Channette Kirby, Reference.

20 years: Sandy Gilliland, Administrative Office; Bob Marvin and Mary Roach, Cataloging.

15 years: Al Mauler, Cataloging; Rob Melton, Publications/Collection Development; Rachel Miller and Joanna Traxler, Acquisitions/Serials/ILS.

10 years: Dawn Murrell, Engineering; Jo Nell Proctor, Administrative Office.

5 years: Milissa Boyer, Acquisitions/Serials/ILS; Bill Crowe and George Gibbs, Administrative Office; Wanda Dyer, Tommy Hardin and Alex Slater, Cataloging; Zee Galliano, Access Services.

Sandy Gilliland

## **WORK-STUDY FUNDS**

Federal Work-Study funds will be available for use from May 18 to June 17. Any wages paid to students during this pay period will be charged to their summer 95 work-study earning limit. Students working during this pay period must pick up new authorization cards, which will be available after May 10, from the Office of Student Financial Aid in room 50 Strong Hall. They need to have completed a Summer Financial Aid Application requesting summer Work-Study prior to picking up their authorization card. The authorization cards need to be turned into me immediately upon receipt for processing.

During the period June 18 through June 30, all students must be paid from regular student hourly funds. This permits the Comptroller's Office to reconcile their accounts at year's end. The use of Federal Work-Study will begin again on July 1, 1995.

Anita Rogier

## **SPECIAL THANKS OFFERED . . .**

Prof. Steven Maynard-Moody, Department of Public Administration and past member and chair of the Senate Library Committee, is the author of the just-published book, The Dilemma of the Fetus: Fetal Research, Medical Progress, and Moral Politics (New York: St. Martin's, 1995) [R853.H8M34 1995 in the Anschutz Science Library]. He telephoned me this week to reiterate his thanks for the excellent help which he received from so many library staff at KU. I quote from the book's Acknowledgments:

"In countless ways, both large and small, many people have helped me in my journey through this book . . . . Most of the research for this book was done in the various libraries of the University of Kansas, whose reference librarians helped me find my way through the maze of government and scientific materials . . . ."

Let me add my thanks to Prof. Maynard-Moody's!

- W. J. Crowe

## PURCHASING DEADLINES FY 1995

The K.U. Purchasing Office has announced the following deadlines for purchases to be charged against FY 1995 funds:

<u>Description</u>	<u>Deadline</u>
Orders estimated at \$10,000 or above	April 28,1995
Orders estimated less than \$10,000	May 5,1995
Orders less than \$5,000	May 12, 1995

All purchase requisitions, for orders of \$1,000 or more (excluding items on state contract), which require competitive bid, **must** be received in the Purchasing Office by the deadline dates provided. To insure sufficient time within the Library's Administrative Office, for processing orders received, all requests for supplies, services, equipment, etc., must be submitted one week in advance of the above deadline date.

Orders not received in time to process before the above deadline dates will be held and submitted against FY 1996 funds. All FY 1996 orders will be processed internally by the K.U. Purchasing Office, so that the actual orders can be placed soon after July 1, 1995.

## ATTACHMENTS

Budget and Planning Committee--December 7, 1994  
Library Emergency Disaster Plan Committee--March 6, 1995  
Library Space Committee minutes--March 30, 1995  
Travel Reports--Sherry Williams

TO: Staff Development Committee

FROM: Sherry Williams

RE: Travel reports

Last fall I attended two conferences with support from the Staff Development Committee. October 6-8 I went to St. Paul, Minnesota for the fall meeting of the Midwest Archives Conference. The Conference was held in the new Minnesota History Center, home to the Minnesota Historical Society. The History Center is worth a visit and I participated in several "behind the scenes tours" including a tour of their stacks and processing areas, which I found most interesting. Many of their manuscripts and all of their state archives are stored in a stack area 28' high. Boxes are stored two deep per shelf and a fork lift is used to retrieve materials shelved at the higher levels. The stacks area is staffed by two full time employees who receive requests for material from the reference rooms via a fax machine.

The opening reception for the conference was held at the James J. Hill House, home of one of St. Paul's premier victorian businessmen and philanthropists, and founder of the Great Northern Railroad. Several of the sessions that I attended that I found interesting dealt with documenting Great Plains agriculture, documenting the Native American experience, public outreach programming, and providing reference services to visual materials.

I also attended the organization's Council meeting in order to make a progress report to Council concerning this fall's meeting (of which I am local arrangements co-chair) which will be held in Lawrence and Topeka. Those of us from Kansas also were involved throughout the conference in promoting the fall meeting in various ways. I also met with the co-chairs of the fall 1995 program committee; the co-chairs of the fall meeting I was attending to assess what worked, and what was problematic for them; and the 1995 fall program committee.

In September, 1994 I attended the annual meeting of the Society of American Archivists in Indianapolis, Indiana. Prior to the start of the conference I also attended a two-day preconference sponsored by SAA entitled "Managing Electronic Records." The preconference was taught by Anne Gilliland Swetland, Director of SourceLink at the Historical Center for the Health Sciences of the University of Michigan. This preconference was excellent and I felt that I gained a great deal from attending. I made several good contacts with people who are involved in various electronic records projects both at the individual institutional level and at a broader state level. The instructor provided an overview of electronic records data structures and their organizational applications, and then focused on such issues as information systems analysis and design, legal issues, technological standards, archival appraisal of electronic records, preservation concerns, description, and reference assistance.

## LIBRARY SPACE COMMITTEE

Minutes - March 30, 1995

Present: K. Miller (chair), S. Craig, G. Gibbs, M. Hawkins, D. Koepp, R. Ring, M. Roach, K. Simmons

The committee reviewed and approved the minutes of February 23, 1995 with minor revisions.

Maps/ASTUTE Kent said that there will be a meeting on April 4th with a representative from the Kansas Division of Architectural Services regarding our plans to enclose Anschutz areas, covering such issues as fire codes and sprinkler systems, heating and air conditioning, etc. Representatives from the Library and the Computer Center will attend. It is hoped that we will also obtain useful information to aid us in future library space planning.

Rich asked if ASTUTE will actually move into Anschutz. Kent said that everyone involved is still being supportive of the issue and are aware of the price tag.

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JRP Susan asked that we pursue the JRP storage issue as planning in various units depended on JRP decisions being made. The committee will meet April 6th to discuss the various proposals.

Space slide presentation The committee viewed a selection of slides taken by Al Mauler to illustrate a draft script prepared by the Dean as part of a planned presentation on library space issues. This presentation is being designed to be presented to various forums (Student Senate, University Council, legislators, administrators, etc.) in an effort to share information on various aspects of library space needs at KU. The committee made a number of suggestions which Kendall will compile into a list.

Next meeting The next meeting will be at 1:30 on Thursday, April 6th.

Kendall Simmons



At the SAA conference I attended a number of sessions, section and roundtable meetings that were quite informative. I am a member of the steering committee for the Manuscript Repositories Section and was involved in a planning meeting for future Section programs and SAA session proposals dealing with issues of importance to manuscript repositories. The program for the Section meeting consisted of a panel discussion of the recent controversy surrounding the Library of Congress and their decision to make available for research the papers of Thurgood Marshall. I also attended the Archives Management Roundtable meeting where I participated in a discussion on the Myers-Briggs test taken by participants prior to the session. Another meeting of interest was the Women's Collections Roundtable which I had never attended before. I learned about several surveys being conducted concerning archival sources on women, and learned about several new archives focusing on women that had been established recently.

Several sessions that I thought were particularly noteworthy included a session on archivists and intellectual property, defined to include copyright, rights of publicity, trade marks, trade secrets, and patents; appraisal of architectural records; documenting the immigrant experience (where I heard a paper by Katja Rampelmann, former KU student now connected with a German-American documentary project in Indianapolis); and a discussion of concerns over third party rights in manuscript collections.

I greatly appreciate the support provided by the Staff Development Committee to attend both of these worthwhile conferences.

## Budget and Planning Committee

### Minutes of the Meeting

December 7, 1994

ATTENDEES: Roger Anderson, Nancy Jaeger, Connie Powell, Jill Girardo, Julie Hoff, Joyce Elliott. Absent: Kathy Lafferty

The meeting was called to order at 10:30 am. It was reported that there was no interest in another Open Meeting specifically for Technical Services staff. However, one e-mail comment was received from a Technical Services staff member which suggested that the two Assistant Deans should either share in library management responsibilities or the Assistant Dean for Technical Services should take charge in the absence of the Dean.

The second item of business was Budget and Planning's discussion and synthesis of their own ideas, the ideas from the Public Service Heads, and the ideas from the Open Meeting concerning the Dean's proposals for the restructuring the library and the hiring of an administrator to take the position vacated by Mary Hawkins. Each member of the committee presented his/her plan for library reorganization in the form of an organizational chart.

After the presentations and discussion the committee agreed that they favored an organization which takes new technologies into account and eliminates the dichotomy between public and technical services. A cluster model with clusters of functional groups was suggested.

While the committee continues to favor two Assistant Deans (a single Deputy Dean would be overworked), they also favor a reduction in the layers of bureaucracy with more of an emphasis on project oriented management. It was noted, however, that any changes made in the organizational structure, would require changes in lines of supervision and evaluation.

The meeting adjourned at noon.

Connie Powell

LFA EXECUTIVE COMMITTEE

Minutes of March 13, 1995 Meeting

Present: B. Schaffner (chair), J. Emde, J. Girardo, D. Pardue,  
J. Richardson

Absent: S. Craig, L. Moore

Exec read and approved the following minutes:

- Staff Development Committee, 2-22-95
- Budget & Planning Committee, 11-18-94  
11-30-94  
3-1-95
- LFA Executive Committee, 3-6-95

Due to absences, we delayed discussion of the report prepared by the Subcommittee to Reform Budget & Planning.

Submitted by David Pardue

## LFA EXECUTIVE COMMITTEE

### Minutes of March 27, 1995 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, D. Pardue

Absent: L. Moore, J. Richardson

Exec did not meet on March 20 (Monday) due to Spring Break.

Exec read and approved the following minutes:

- Staff Development Committee, 3-1-95  
3-8-95
- Budget & Planning Committee, 3-8-95
- Committee to Evaluate Service and Research  
(CESR), Jan.-Feb. 1995
- Libraries Committee on Promotion & Tenure, 9/94-2/95

Exec delayed discussion of the Subcommittee to Reform Budget & Planning's report until all the subcommittee members could be present. A luncheon meeting was scheduled for Friday, Mar. 31, from noon until 1:30 p.m. in Alcove A of the Kansas Union. At this meeting, Exec reviewed the draft of the Subcommittee's report (dated Mar. 6, 1995), and suggested minor wording changes. Brad indicated that he plans for this document to be sent out in a couple of weeks as a general mailing to the LFA membership, as well as to Classified Conference Exec. Exec members agreed that there is still a role for Budget & Planning to play in library governance; two areas in particular were highlighted: the continued need for an independent group to monitor the progress of the Strategic Plan, and the need to assess the transition following the appointment of the new Associate Dean.

Exec also worked on establishing a tentative agenda for the upcoming general LFA meeting in May.

Submitted by David Pardue

## Discipline Expectations for Librarians

The University of Kansas, like research universities throughout the United States, evaluates librarians first and foremost on the quality of their performance as librarians in their primary professional assignments (as cataloger, bibliographer, reference librarian, etc.). Librarians are also expected to perform service and to engage in research, scholarship, or creative or artistic professional activities.

The wide range of librarians' assignments at KU and the demands of year-round professional duties lead to much variation in the kind and amount of scholarly or creative activities in which they engage. The extent of the record and arenas for dissemination may differ from those expected of faculty in other disciplines. While some librarians may develop a consistent record of published scholarship, in many cases librarians' contributions to knowledge will take other forms.

These may include, but are not limited to: making presentations or serving as a panelist at professional meetings; contributing to discussion of professional issues in printed or electronic forums; mounting of exhibitions; editing a professional publication; developing software; preparing position papers; creating poster sessions; writing newsletter columns; and, other scholarly or creative activities typically practiced within the candidate's professional specialty. These accomplishments are assessed by peers within the KU Libraries and in the profession of librarianship.

Adopted by the Library Committee on Promotion and Tenure  
November 1, 1994  
[following discussion at an LFA general meeting]

Library Emergency Disaster Plan Committee  
March 6, 1995

Attendance: Gordon Anderson, Janet Anderson-Story, Brian Baird, Sherry Hawkins, Sue Hewitt, Becky Schulte (Chair), Kent Miller.  
Absent: George Gibbs.

The February 27 minutes were corrected and approved.

**Announcements:**

-Becky reminded us about the Kansas Information and Records Preservation Council (KIRPC) meeting to be held March 7. As announced at last week's meeting.

-The annual tornado drill will be held soon. It is not known whether any other units on campus participate in the drill. The staff of the library will be participate but patron participation will be voluntary.

-Our next meeting will be March 27, 10:30 conference Room B.

**Manual Update:**

The topic of earthquakes was briefly revisited. Then a discussion of responses to fires and floods ensued.

Janet Anderson-Story, recorder



## LIBRARY SPACE COMMITTEE

Minutes - March 30, 1995

Present: K. Miller (chair), S. Craig, G. Gibbs, M. Hawkins, D. Koepp, R. Ring, M. Roach, K. Simmons

The committee reviewed and approved the minutes of February 23, 1995 with minor revisions.

Maps/ASTUTE Kent said that there will be a meeting on April 4th with a representative from the Kansas Division of Architectural Services regarding our plans to enclose Anschutz areas, covering such issues as fire codes and sprinkler systems, heating and air conditioning, etc. Representatives from the Library and the Computer Center will attend. It is hoped that we will also obtain useful information to aid us in future library space planning.

Rich asked if ASTUTE will actually move into Anschutz. Kent said that everyone involved is still being supportive of the issue and are aware of the price tag.

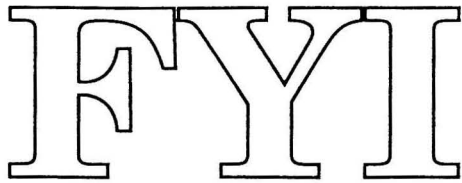
Donna asked if there will be wiring available for the new Map area by July. Kent and Mary Roach assured her that there was at least wiring available for circ system/OCAT connections and that she would be able to continue to use her modem for OCLC.

JRP Susan asked that we pursue the JRP storage issue as planning in various units depended on JRP decisions being made. The committee will meet April 6th to discuss the various proposals.

Space slide presentation The committee viewed a selection of slides taken by Al Mauler to illustrate a draft script prepared by the Dean as part of a planned presentation on library space issues. This presentation is being designed to be presented to various forums (Student Senate, University Council, legislators, administrators, etc.) in an effort to share information on various aspects of library space needs at KU. The committee made a number of suggestions which Kendall will compile into a list.

Next meeting The next meeting will be at 1:30 on Thursday, April 6th.

Kendall Simmons



## University of Kansas Libraries

Number 1316 April 120, 1995

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### NEW PERFORMANCE REVIEW SYSTEM TO BE IMPLEMENTED FOR CLASSIFIED STAFF

We have recently learned that effective with the beginning of the new fiscal year, the State of Kansas will begin phased implementation of a new performance review system for classified staff. The new process was developed by a 12-member performance review team through the State's Comprehensive Management Education and Training Strategy (CMETS) and utilizes the principles and practices of Kansas Quality Management.

Two separate performance review systems will be implemented: "employee review" for classified staff who do not supervise, and "manager review" for classified staff who do supervise. **Please note: The definition of "supervisor" will need to be clarified.**

We hope to offer performance review training within the Library during the latter half of May for classified staff and their supervisors. Anita Rogier and I will receive training from the KU Department of Human Resources within the next few weeks; we then hope to offer at least four training sessions in the Library. Dates of the performance review training sessions will be announced at the earliest opportunity. Human Resources will also offer training beginning in late May (see attached "Professional Development Calendar"). Staff are welcome, of course, to sign up for the HR sessions, especially if unable to attend the sessions that we plan to offer in-house.

As soon as we receive the performance review forms and procedures, we will send copies to all classified staff and their supervisors. Feel free to contact me or Anita, 4-3601, if you have any questions.  
Sandy Gilliland

### HR/PAY UPDATE

Attached is the first of a series of articles on the State's planned implementation of a new human resources/payroll system. Several changes will occur in personnel and payroll procedures as a result of this new system. In addition, and coinciding with the implementation of the new system, several policies will also be changed, such as the State's new performance review system for classified staff, a new hiring process, implementation of a mandatory orientation program, supervisory refresher training, and the change to bi-weekly pay.

A couple of weeks ago, the Library invited Ola Faucher and Madi Vannaman, Human Resources, and Kathe Shinman, Comptroller's Office, to explain many of these changes. The attached article includes a summary of the information presented at that meeting.

In an effort to keep staff informed of these changes, the University is holding several identical **OPEN MEETINGS** on April 26th, in Apollo Auditorium of Nichols Hall (west campus). This meeting will be similar to the meeting held recently in the Library with Ola, Madi, and Kathe. If you were unable to attend that meeting, or would like to get the latest information, you should attend one of the following meetings (no registration is required):

## HR/PAY UPDATE (continued)

Wednesday, April 26:

9:00 - 10:00

10:00 - 11:00

1:30 - 2:30

2:30 - 3:30

We will continue to provide information about the HR/Pay system and other personnel/payroll related changes on a regular basis. Please feel free to contact me or Anita, 4-3601, if you have questions.

Sandy Gilliland

### **DRAFT JOURNAL AD FOR ASSOCIATE DEAN POSITION**

Below is a draft of the ad that will be submitted to several professional journals to advertise the associate dean position. In an effort to meet the 1 May submission deadlines, we must finish this before we begin drafting the complete position description. We would appreciate any comments regarding this draft. Please send your comments, suggestions and remarks, via e-mail (address: KULADR-L@UKANVM.BITNET), to the committee BY NOON ON MONDAY, APRIL 24, 1995.

The committee will now begin to draft the complete position description. We welcome any comments and suggestions. After the committee finishes drafting the description we will make it available to all staff for further comments and suggestions.

(draft)

#### **ASSOCIATE DEAN OF LIBRARIES UNIVERSITY OF KANSAS**

Nominations and applications are invited for the newly-defined position of Associate Dean of Libraries. The successful applicant will serve as the Dean's principal deputy and the Libraries' chief operating officer. The Associate Dean will be expected to promote interdepartmental coordination of effort within the Libraries, develop partnerships with other units of the university and with other libraries in the state, region, and nation, and share in providing creative leadership consistent with the Libraries' strategic plan.

The University of Kansas, a comprehensive AAU institution, is located in the historic and diverse community of Lawrence (population 65,000) amidst the rolling hills of north-east Kansas. The University of Kansas Libraries hold membership in the Association of Research Libraries, and have a collection of 3.3 million volumes, an annual budget of \$12 million, and a staff of 160 FTE.

The successful applicant's qualifications will include a Master's degree from an ALA-accredited program, substantial administrative experience in a research library, demonstrated ability to provide creative and effective leadership in a collegial environment, ability to communicate effectively with diverse constituencies, commitment to promote approaches that improve the operations and services of the Libraries, and successful experience in library planning. The successful applicant should be eligible for tenure upon appointment. Annual salary: \$58,000 - \$65,000, dependent upon qualifications.

For application information and a full position description contact: Sandra Gilliland, University of Kansas Libraries, 502 Watson Library, Lawrence, KS 66045-2800 (email:SGILLILA@UKANVM.CC.UKANS. EDU; telephone: 913-864-3601). Review of applications will begin July 17, 1995.

The University of Kansas is committed to equal opportunity and affirmative action.

Associate Dean Search Committee

## RECEPTION TO HONOR LIBRARY STAFF AND VOLUNTEERS

All staff are invited to attend a reception that will be held on Wednesday, April 26th, 10:30 - noon, to honor Library staff who will receive University service pins during KU's annual Employee Recognition Ceremony (Tuesday, April 25th). Library volunteers will also be given special recognition during the reception. The reception will be held in Watson Conference Rooms A/B, 5th level. Refreshments will be served.

Library volunteers to be honored: Carolyn Berneking, University Archives; Elizabeth Raymond, Art and Architecture Library; and Anne Thompson, University Archives.

Library staff to be honored and their years of University service are:

35 years: Luceil Hamlin, Acquisitions/Serials/ILS; Barbara Jones, Reference; Bill Mitchell, Special Collections.

30 years: Kent Miller, Facilities

25 years: Muriel Cook, Acquisitions/Serials/ILS; Sarah Couch, Access Services; Mary Hawkins, Kansas Collection; Nancy Jaeger, Administrative Office; Ned Kehde, Archives; Channette Kirby, Reference.

20 years: Sandy Gilliland, Administrative Office; Bob Marvin and Mary Roach, Cataloging.

15 years: Al Mauler, Cataloging; Rob Melton, Publications/Collection Development; Rachel Miller and Joanna Traxler, Acquisitions/Serials/ILS.

10 years: Dawn Murrell, Engineering; Jo Nell Proctor, Administrative Office.

5 years: Milissa Boyer, Acquisitions/Serials/ILS; Bill Crowe and George Gibbs, Administrative Office; Wanda Dyer, Tommy Hardin and Alex Slater, Cataloging; Zee Galliano, Access Services.

Sandy Gilliland

## WORK-STUDY FUNDS

Federal Work-Study funds will be available for use from May 18 to June 17. Any wages paid to students during this pay period will be charged to their summer 95 work-study earning limit. Students working during this pay period must pick up new authorization cards, which will be available after May 10, from the Office of Student Financial Aid in room 50 Strong Hall. They need to have completed a Summer Financial Aid Application requesting summer Work-Study prior to picking up their authorization card. The authorization cards need to be turned into me immediately upon receipt for processing.

During the period June 18 through June 30, all students must be paid from regular student hourly funds. This permits the Comptroller's Office to reconcile their accounts at year's end. The use of Federal Work-Study will begin again on July 1, 1995.

Anita Rogier

## ATTACHMENTS

Annual Picnic Announcement

LFA Executive Committee minutes--April 7, 1995, April 10, 1995

LFA Spring 1995 Open Meeting Agenda

Library Automation Committee minutes--March 29, 1995

Library Emergency Disaster Plan Committee minutes--April 3, 1995, April 10, 1995

Staff Development Committee minutes--March 29, 1995

Relocation letter to all Lawrence campus faculty

Human Resources Professional Development Calendar

HR/PAY Update

### KU DEPENDENT CARE REFERRAL SERVICE

Family Caregiving Programs offered by the KU Dependent Care Referral Service are free and open to all interested adults. If you are a KU employee, please get your supervisor's permission to participate in programs conducted during your work hours. Reservations are encouraged, yet not required. For pre-registration and more information, please call **864-4946**. Accommodation will be provided for persons with disabilities. If you are in need of accommodation, you must advise Human Resources staff at the time of course registration.

April 28            10:00 - Noon

"Emotionally Healthy Families"

Room 102, Carruth O'Leary Hall

Presenter: Christy Edwards, DCCCA Staff member

June 22            7:00 - 8:30 p.m.

"Creative Art Activities and Teaching Strategies in Pre-school or Home Settings"

Lawrence Public Library Gallery

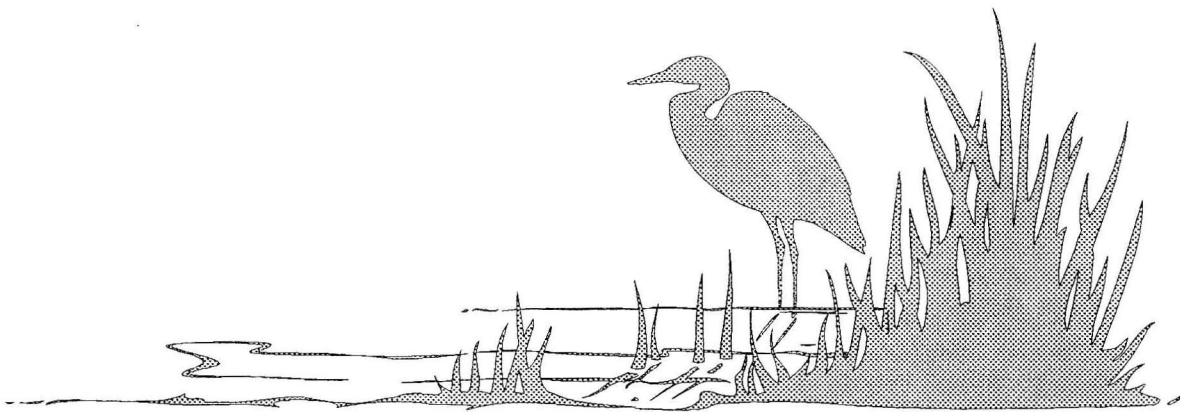
Presenter: Betty Peterson, Lawrence Arts Center Staff Member/KUDCRS Coordinator

# ANNUAL PICNIC

WHEN: May 3, 1995

TIME: 11:00a.m. to 2:00p.m.

WHERE: Potter's Pavilion



Muriel will provide her bar-b-que again, Anita will be doing the hot dogs and KULSA will provide table service and drinks.

Please feel free to bring a side dish.

Please come and help us thank the students for their hard work.



LFA Spring 1995 Open Meeting  
Agenda  
Monday May 1, 2-4 p.m. Conference Rooms A & B

1. Introduction of new members.
2. Brief reports from LFA committee chairs.
3. Budget and Planning reorganization.
4. Mid-term review for untenured librarians.

Library Emergency Disaster Plan Committee  
April 3, 1995

Attendance: Gordon Anderson, Janet Anderson-Story, Brian Baird, George Gibbs, Sherry Hawkins, Sue Hewitt, Sherry Hawkins, Kent Miller, Becky Schulte, (chair).

March 27 minutes were approved as corrected.

Brian distributed an updated version of the Disaster Preparedness and Response Manual (dated 3-28-95). Three documents generated by the previous LEDPC committees will be added:

1. the description of levels of disaster
2. the disaster response team document which outlines responsibilities of team members but does not include who will fill the positions.
3. the Local Disaster Resources Directory

Brian will use the manuals written in FY94 (or before) as the basis for a reformatted manual for each library. Committee members will work with library staff to help gather any additional information which might be needed.

Each library will receive an updated version of their manual plus its salvage and recovery priorities.

The section of "Severe Ice or Snow" will become an appendix and the University's Inclement Weather policy will be included.

Agenda for 4-10-95, 10:30, Conference Room B will be to discuss the 3-28-95 draft manual.

Janet Anderson-Story, recorder

Library Emergency Disaster Plan Committee  
April 10, 1995

Gordon Anderson, Janet Anderson-Story, Brian Baird, and Becky Schulte (chair)  
Absent, George Gibbs, Sherry Hawkins, Sue Hewitt, and Kent Miller.

Salvage and Recovery:

Gordon announced that he will be going to Poland for 5 weeks beginning April 26. The salvage priorities for the branches (including offices, equipment, and collections) and Watson offices and equipment have been collected. As updates are submitted they will replace previous versions. Brian and the Administrative Office will each hold a full set of the documents and each unit or branch head will have a unit specific set. Each of these people will also receive a Disaster Preparedness and Response Manual which is expected to be ready by late summer.

Once the Map Library moves to Anschutz it, along with the Government Documents Library, will need to be reevaluated. The Watson collection evaluation also needs to be completed.

Medical Emergencies:

The section in the manual on medical emergencies will become an appendix and the University's policy statement on workman's comp will be included.

Severe Weather:

Tornados and Severe Weather: Becky will contact Paula Phillips from the Douglas County Emergency Preparedness Office and request that she join the meeting on April 17 to discuss how the tornado and severe storm warning system works and the relationship between the county and university in the event of severe weather.

Brian will contact John Mullens of the KU Police Dept. to discuss university procedures in the event of severe weather.

Next meeting: April 17, 10:30, Conference Room B Watson Library.

Janet Anderson-Story, recorder

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
March 29, 1995

Present: Mel DeSart, Carole Dibben, Gaele Gillespie, Susan Hitchens, Margaret Wilson (secretary)

The minutes of March 15 were corrected and approved.

The Committee reviewed and approved 3 requests for travel funds:

- Brad Schaffner to attend ALA, June 22-29, 1995 in Chicago
- Judith Emde to attend the Medical Library Association convention, Washington, D.C., May 6-9, 1995
- Ken Lohrentz to attend the Africana Librarian Council, Evanston, Ill., May 4-7, 1995.

At some point in the future we need to revise the travel fund guidelines concerning new librarians. The present wording does not make it clear whether new librarians are eligible for the extra share more than once within the first 24 months of their appointment.

We have finally received from DuPage the packet of information for the April 4 teleconference. Unfortunately, there is not time to mail them to the participants before the conference. Gaele will check with Sandy about refreshments. Mel will watch for a printed room confirmation from the Union and let Gaele know when or if it arrives. Marianne Reed has been recruited as our "technical delegate" in Mel's absence.

We finalized details for the March 31 research panel.

Margaret announced that Bill Black (Iowa State University) has enthusiastically agreed to be one of the speakers at the "Nature of Research for Librarians" presentation. We need to send him and the other speaker, Marty Hale (School of Library and Information Management at ESU), some background information: an individualized list of topics we would like them to cover (making clear that the list was by no means exclusive); and a short summary of the history of research expectations for librarians at KU, including documentation concerning our current expectations. Susan volunteered to help.

We discussed a March 13 memo from Brad Schaffner, LFA Exec chair, in which LFA Exec asks LFA committees to work more closely with Exec in the future on issues of governance.

The next meeting is scheduled for April 5, 9:00-10:30 in the Skilton Seminar Room, Murphy Hall.

Minutes submitted by Margaret Wilson

## LFA EXECUTIVE COMMITTEE

Minutes of Apr. 7, 1995 and Apr. 10, 1995 Meetings

Present (Apr. 10): B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson

Exec had a luncheon meeting on Friday, Apr. 7 from noon until 1:30 p.m. in the Kansas Union to evaluate and discuss two GRF proposals which had been submitted to the Committee.

On Monday, Apr. 10 Exec read and approved the following minutes:

- Budget & Planning Committee, 12-7-94
- LFA Executive Committee, 3-13-95  
3-27-95

(Also, Exec is attaching to its minutes the discipline expectations for librarians which were adopted by LCPT in November 1994, following discussion at a general LFA meeting. Due to an oversight, these have not been published before now).

Exec reviewed drafts of two letters which S. Craig prepared for the Dean, summarizing our findings concerning the GRF applications we received.

An agenda was established for the general LFA meeting in May. Brad will prepare an outline by next week for submission to FYI.

The Committee briefly discussed an upcoming joint meeting with the Salaries & Benefits Committee and Dean Crowe, which will focus on library salary issues.

Brad also noted that the search committee for the Associate Dean (announced by Crowe last week in an e-mail message) will begin finalizing the vacancy announcement/position description. Another open meeting will likely be held, and an e-mail list will be established whereby library staff can comment and make suggestions to the committee. The position description must be completed by May 1 at the latest.

Submitted by David Pardue

**Library Automation Committee**  
**March 29, 1995**

**Present:** John Miller (chair), Margaret Bearse, George Gibbs, Kent Miller, Jim Neeley, Larry Palmquist, Mary Roach, Gary Susott, Sherry Williams

**RFP Update:**

John distributed copies of correspondence among Chancellor Shankel, the State Division of Purchases, and the State Department of Administration concerning the formation of a procurement negotiating committee for the purchase of a new online system. The resulting appointments showed someone other than Barry Swanson as the Division of Purchases representative on the negotiating committee. John has sent a letter to Gene Puckett asking that he request that Mr. Swanson be appointed to the committee. It is not official, but it appears that this request will be granted. John also distributed a copy of a letter from CODDL to the Department of Administration giving CODDL's approval of our procurement process. This approval is necessary to get DISC approval to purchase hardware and software for the system.

The RFP will be sent out in early May instead of in April at the request of the KU administration. John has sent copies of section 3 (mandatory requirements), the Table of Contents, and the Lending Code to 6 vendors and asked that they comment on it. He has also sent a copies of the entire document to Bill Potter, Director of Libraries at the University of Georgia who has agreed to offer comments on the draft, to Jerry Niebaum, Dave Gardner, Gene Puckett, and Barry Swanson.

**EAI split:**

Larry Palmquist reports no feedback yet, positive or negative, about the EAI split. He is interested in perceived response times from users.

**Circulation Notices:**

Kent Miller reports that there has been only one objection so far from the public about the new overdue notices. Someone objected to the fact that items from different locations are not printed on separate forms.

**Interim Law Records loaded:**

All retrospective Law records have been loaded into LCAT and OCAT and newly created Law records are now being loaded with the normal FTP process. Mary Roach will e-mail John a list of remaining problems and concerns about the load. She reported that call numbers in 099 field are getting call number indicator mismatches. There also are a number of records with 852 fields with an indicator value for an LC call number when the field contains no subfield \$h. This causes error messages whenever someone attempts to display holdings for such a record. Cataloging needs a printout of record numbers for all such records.

**Projects:**

For much of the rest of the meeting, the Committee reviewed and discussed the projects for the next several months. Six identifiable projects, in addition to some smaller fixes and reports, will be worked on in the order best suited to Gary and his staff:

- 1) Loading the Evans tapes
- 2) Completing the updates to LCAT, LSER, and OCAT to accommodate all MARC format records and loading retrospective and prospective type "i" sound recordings to the files
- 3) Loading Kansas Collection records into the files
- 4) Switching Marcive record loads from tape to FTP
- 5) Completing the switch of all circulation notices to the laser printer



In addition, they will work as needed and possible on the following:

- 1) Experimenting on programming needed for system migration, especially matching existing circulation records to existing bibliographic records
- 2) Dealing with changes made during the implementation of format integration beginning later this year

Several questions remain on the Evans load:

- what to use as a record number in lieu of an OCLC number
- what to do about the field 300 subfield \$c size indication
- questions about the form of the 049 field
- questions about the call number
- based on a print of sample records, are our specifications being met?

It was agreed to go ahead and order the tape as soon as Mary, George, and Larry agree that all are satisfied with the sample records.

There was a concern about the need to somehow highlight the date of publication for these items since that are old and relatively cumbersome to read on our viewers.

To prepare for loading Kansas Collection records, we need to do the following:

- define location codes
- print 4 sets of 50 sample records from various segments of the back tapes to attempt to see the variation in cataloging practice

Two smaller fixes or projects were specifically mentioned:

- update holdings and circulation records as needed for materials being shifted or moved this summer
- change programming so that over-age-temp slips for Docs titles occur less frequently

A project to create a couple of new loan periods to accommodate interlibrary loan was put on the back burner due to a number of perceived difficulties. The sense of the Committee was to simply drop the idea. George will talk to Rachel Miller about the new loan periods and notices before we make any final decision.

#### RFP, redux:

Staff were give proofreading assignments, due April 12:

JN	sect 2
KM	sect 4 pp61-80
SW	sect 4 pp1-20
GG	sect 4 pp41-60
MB	sect 1/Intro
LP	sect 3
GS	sect 4 pp81-107
MR	sect 4 pp21-40
CT	sect 5-7 and Appendix A

John will continue work on the fund account section and will attempt to proofread everything. He will replace the copies now on Reserve with the new March 17th draft and then with the final version.

#### Next Meeting:

April 12, 1:30pm, Watson A.

Also keep April 19 and 26 available for possible meetings.

# The University of Kansas

University Libraries

April 1995

Dear Colleague,

I am writing to all Lawrence campus faculty to give advance notice of **changes in the location of some collections** that will take place **during summer 1995**. These changes will be made because of serious shortfalls in building space for libraries at KU.

First, I want to express thanks to all faculty who assisted in reviewing items from the overflowing Watson Library stacks that Library staff had identified early this academic year for possible removal to closed stack storage at JRP. The move of approximately 120,000 volumes was completed in November 1994, and regular paging service from the Watson circulation service desk has been underway since. **With those volumes removed, Watson Library stacks will reach capacity in 1996/97.**

Now, it is clear that there will not be funds appropriated for construction sufficient to finish any of the space projected for library use in Budig Hall (the Hoch Auditorium reconstruction project). The space intended for library purposes will be finished at a later, as yet undetermined, time. This space was intended to provide for three needs: to house the Documents and Map Library, which has been located temporarily in Malott Hall since 1989 and long since has been over capacity; to relocate related collections now housed at Watson; and to provide space for students and faculty to use up-to-date microcomputer equipment to gain access to online information.

This unhappy outcome leaves us with limited options. Our interim space plan, which we have discussed with the Senate Library Committee, calls for the following to occur during summer 1995:

- \* **shifting all volumes from conventional shelving on the lowest level of the Anschutz Science Library to the bookstacks on the second and fourth floors of that building;**
- \* **dismantling that shelving (for removal to Malott Hall; see below);**
- \* **shifting older, lesser used science volumes to the compact stack area on the lowest level of Anschutz;**
- \* **moving the Map Library from Malott Hall to the lowest level of Anschutz;**

(over)

- \* setting-up bookstacks in the space now occupied by the Map Library in Malott to return to open shelves some of the most frequently sought items that are now in closed stacks and to accommodate 3-4 years growth in the documents collections;
- \* shifting volumes in geography (Library of Congress classifications G - GD and GF and geography theses and dissertations) from Watson to open stacks in Anschutz;
- \* consolidating U.S. Geological Survey publications in Anschutz; and
- \* transferring the archival copy of KU theses and dissertations from the near-capacity University Archives in Spencer Research Library to a closed stack area in Anschutz.

Time is now short to meet these shortfalls in space. Barring additional construction, **all Library bookstack space on the Lawrence campus, including all stack space in the Anschutz Science Library, will be full by 1998/99.** (Newly acquired materials for the Libraries consume in aggregate almost two miles of additional shelving each year.)

To deal with the longer term implications of shortfalls in library space and related equipment, we will share early in 1995/96 the findings and recommendations of a **University committee on the future of library facilities** which was appointed last year by Executive Vice Chancellor Meyen.

Sincerely,



William J. Crowe  
Dean of Libraries

copy to Executive Vice Chancellor Meyen  
Vice Chancellor Shulenburger  
Senate Library Committee  
Committee on the Future of Library Facilities

# DEPARTMENT OF HUMAN RESOURCES

## Professional Development Calendar

**April, May, June 1995**

	Monday	Tuesday	Wednesday	Thursday	Friday
<b>A P R I L</b>	10	11	12	13	14
	17	18	19	20	21 Classified Orientation 9am - 12noon
	24	25	26 STEP (Day 1) 8am - 12noon	27	28
<b>M A Y</b>	1	2	3 STEP (Day 2) 9am - 3:30pm	4	5
	8	9 Conflict Management Part 1 1pm - 5pm	10 STEP (Day 3) 9am - 4pm	11 Conflict Management Part 2 1pm - 5pm	12
	15	16	17 STEP (Day 4) 9am - 4pm	18	19
	22	23	24 STEP (Day 5) 9am - 4pm	25 Stress & Time Management 8am - 12noon	26 Classified Orientation 1pm - 4pm
<b>J U N E</b>	29	30 Utilizing the New Review System 8am - 10:30am	31 STEP (Day 6) 9am - 3pm	1	2
	5	6 Understanding Diversity Part 1 1pm - 5pm	7 STEP (Day 7) 9am - 3pm	8 Understanding Diversity Part 2 1pm - 5pm	9
	12	13 Utilizing the New Review System 1pm - 3:30pm	14 STEP (Day 8) 8am - 2pm	15	16 Classified Orientation 9am - 12noon
	19	20 Communication Part 1 8am - 12noon	21	22 Communication Part 2 8am - 12noon	23
	26	27	28	29 Position Descriptions Under ADA 9am - 12noon	30

*Note: All sessions which include the 12 noon to 1pm time period break for lunch during that time.*

Programs offered by the Department of Human Resources are open to all employees of the University. In accordance with ADA, every effort will be made to accommodate persons with disabilities. If you are in need of an accommodation, you must advise Human Resources staff at the time of course registration. All programs are held in Room 102 Carruth-O'Leary. Please get your supervisor's permission to participate in these programs. For reservations call 864-7425.

# PROFESSIONAL DEVELOPMENT PROGRAMS

## HUMAN RESOURCE DEVELOPMENT PROGRAMS

- \***AN OVERVIEW OF ADA** - (3 hours) a workshop covering ADA legislation and its implications within the University environment. This session is recommended as a prerequisite to other ADA seminars.
- \***INTERVIEWING UNDER ADA** - (7 hours) incorporates new ADA legislation into a workshop that reviews appropriate procedures in the hiring process. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- POSITION DESCRIPTIONS UNDER ADA** - (3 hours) incorporates new ADA legislation into a workshop which reviews processes for incorporating essential job functions and other ADA factors into position descriptions. This workshop will be co-presented by Human Resources and Affirmative Action staff.
- NEW CLASSIFIED EMPLOYEE ORIENTATION** - (3 hours) provides information on policies and procedures, staff benefits and opportunities, and allows new employees the time to ask any initial questions about their employment.
- \***NEW UNCLASSIFIED EMPLOYEE ORIENTATION** - (3.5 hours) by invitation to new unclassified staff, this course provides information about the University's mission and organizational structure as well as staff benefits and pertinent opportunities.
- UTILIZING THE NEW REVIEW SYSTEM** - (2.5 hours) Provides assistance to managers and supervisors in utilizing the new review system for classified staff.

## SUPERVISORY AND MANAGEMENT PROGRAMS

- \***INTRODUCTION TO SUPERVISION** - (8 hours) a basic course in supervision for people who have limited supervisory responsibility or who are considering promotion to a supervisory position. The role and functions of a supervisor are discussed; skills in communication, delegation, and motivation are practiced.
- SUPERVISORY TRAINING FOR EXCELLENCE IN PERFORMANCE (STEP)** - (42.5 hours) A comprehensive program to help supervisors develop essential skills in leadership and motivation, managing change, communication, conflict management, the hiring process, the disciplinary action process, employee performance, and stress and time management. The course is required for new classified supervisors and offered on a space-available basis to other classified supervisors, unclassified supervisors, and those anticipating a future supervisory role.
- \***COACHING AND COUNSELING** - (6 hours) provides skills and practice for supervisors desiring to improve their coaching and counseling skills. Coaching skills are used to help employees learn new tasks. Counseling skills facilitate communication on sensitive issues such as performance and conduct. Recommended for classified and unclassified supervisors and managers.

## PROFESSIONAL SKILLS PROGRAMS

- COMMUNICATION** - (8 hours) a program designed to increase participants' awareness of themselves and others, to learn specific skills in communicating with others, and to expand their choices about what, when, and how they communicate to increase accuracy.
- CONFLICT MANAGEMENT** - (8 hours) establishes "conflict" as a natural part of our relationships and provides a model for personal confrontation and conflict resolution while emphasizing consideration for yourself and other parties involved in conflict.
- \***MEETINGS THAT MATTER** - (3 hours) a program designed for those who manage meetings as well as those who must attend meetings. This program's emphasis will be on strategies and techniques for making the most out of meetings whether you are a participant or a meeting facilitator.
- \***SEXUAL HARASSMENT** - (4 hours) a program designed to increase participant's awareness of issues related to sexual harassment and to inform participants of law and policy related to sexual harassment in the workplace.
- \***TRAINING OF TRAINERS** - (42 hours) an extensive program designed to assure the skill development and confidence of people who will design, coordinate, and/or conduct workshops, group meetings, and other presentations.
- STRESS AND TIME MANAGEMENT** (4 hours) is a program designed to assist you in becoming more stress resistant and more efficient in managing your time.
- UNDERSTANDING DIVERSITY** - (8 hours) invites participants to know their own multicultural identity and explores attitudes and awareness about prejudice, discrimination and stereotyping.
- \* Not available this quarter

HUMAN RESOURCES

The University of Kansas



HR/PAY UPDATE  
April 20, 1995

History of the Development of the SHaRP System

In May, 1994 the State began planning for the development and implementation of a new Statewide Human Resource and Payroll System (SHaRP) that will help meet the State's long term strategy to improve the effectiveness, efficiency and consistency of human resource services statewide. Conversion to the new SHaRP system presents the State with an opportunity to make significant changes in underlying business processes and policies.

Policy/Procedural Changes

1. Beginning in January, 1996, paychecks will be distributed to employees through only two methods: electronic fund transfer or federal mail to the employee's home address. The only exception to this rule is student employees who may choose a third method of distribution; their checks may be delivered to the University's Payroll Office for distribution. Paychecks will be placed in federal mail one day before payday. Paycheck advices will also be mailed to employees' home addresses.
2. Please strongly consider the advantages of electronic fund transfer (EFT). Two new features will be available with the new system. Checks may be deposited in more than one asset account (e.g. checking and savings) in one bank. All checks may be deposited through electronic fund transfer which is not now the case. Contact the Payroll Office for more information or EFT enrollment forms.
3. Classified staff vacation and sick leave accrual rates will be adjusted to a biweekly cycle identical to the one now used for the Med Center campus. Classified staff accrual information has previously been provided. Unclassified faculty and staff earnings are in the process of being reviewed.
4. Nine month unclassified faculty and student monthly employees on the Lawrence campus will now receive their paycheck two weeks after the end of the pay period, whereas before they received it one day after the end of the pay period. Twelve months classified and unclassified staff on the Lawrence campus will now receive their paychecks two weeks after the end of the first pay period, whereas before they waited approximately one month. Newly hired twelve months classified and unclassified staff on the Lawrence campus will now receive their paychecks two weeks after the end of their first pay period (i.e. four weeks from the "start" of their employment), whereas before they waited approximately six weeks from the "start" of their employment.
5. Emergency and intermittent appointments will no longer exist with the new system. Temporary appointments will be used to meet such needs.
6. The State is attempting to adjust benefits deductions to a biweekly cycle. At this time, optional group life is the only one which may not be deducted on a biweekly basis.

(continued)



7. The official State work week will be from Sunday at 12:01am until Saturday at midnight. The State is currently proposing that non-exempt employees (those who are eligible to be compensated for over time worked) will report time worked in hundredths and leave taken in tenths of an hour increments. (This is a change from previous information provided to you.) Exempt employees (those who are not eligible to be compensated for over time worked) will report sick or vacation leave taken in 1/2 or full day increments. (This represents current practice for the Lawrence campus.)

### **Civil Service Changes Affecting Classified Staff**

A number of changes are proposed in civil service regulations and business practices. Some of those are noted below. **Please be advised that this information may change as further developments occur.**

1. Civil Service examinations will be administered only for a few job titles. Most candidates will be referred based on self-identified skill codes compared to skill codes required for the position. There will no longer be Civil Service scores or the "Rule of Five" for the majority of classified job titles.
2. Classified staff members are now allowed to accrue vacation leave above the maximum levels for an extended time period. With the new system, any excess amount above the maximum accrual limit must be used by the second pay period in June of each year. Any vacation hours in excess of that maximum will be lost with that paycheck. The amount of hours over the maximum limit will be printed on the employee's paycheck each month to monitor its use. No other notice will be provided to employees.
3. Longevity bonus dates will be based on an employee's adjusted state start date, the date currently used to determine rate of vacation accrual. It is possible that some employees may receive two longevity bonuses in fiscal year 1997 while others may have to wait 18 months to receive a longevity bonus. On the Lawrence campus, 70 classified staff may be affected in this way. Current implementation procedures proposed by the State may be changed to address this issue.
4. The evaluation form used for classified staff will be changing. Different forms will be used for "employees" and "managers." Additional information about the new performance review system will be forthcoming.



17. Q. The enrollment form asks for my checking or savings account number and my bank's routing and transit number. How do I find that information?
- A. Checking and savings account numbers are normally noted at the bottom of checks and deposit slips as well as the routing and transit number. See sample deposit slip for direction. In order to avoid confusion on properly recording your bank's routing and transit number, your agency Personnel Officer will help you fill in this portion of the form by using your checking or savings account deposit slip or voided check which you are required to attach to the enrollment form, or you could contact your bank for assistance. The account and routing numbers should be verified with your financial institution to determine that these are the correct numbers for ACH transactions.
18. Q. What happens when the payday is a holiday payday?
- A. The employee's pay will be credited to his/her account no later than the first banking day following payday. Some banks will credit accounts on the day preceding a holiday or weekend payday.
- \* Beginning in January, 1996 biweekly payroll will be deposited every other Friday (or the closest preceding workday if Friday is a holiday).
19. Q. What happens if the Direct Deposit employee is rehired?
- A. The agency Personnel Office will need to check data in the Human Resource/Payroll System to see if the Direct Deposit is active. The employee should complete Form DA-184 to either confirm or cancel the Direct Deposit for this term of employment. The form may need to be data entered.
20. Q. Who should I contact if I have questions?
- A. You may contact your Agency Personnel Officer. If she or he cannot answer your questions, they will contact the Department of Administration, Division of Accounts and Reports, Payroll Section.

DEPOSIT TICKET	
John A. Doe or Mary A. Doe	
DATE DEPOSIT MUST BE DEPOSITED TO THE ACCOUNT INFORMATION	19
NATIONAL BANK	
1011048501 1234 12345678910	

Bank's  
Routing &  
Transit No

John & Mary Doe's  
Checking Account No.

- \* The numbers should be verified with the financial institution to determine that they are the correct numbers for ACH transactions

# PAYROLL DIRECT DEPOSIT

(Electronic Funds Transfer)

## Questions & Answers



State of Kansas

Contacts: Agency Personnel Office or  
Department of Administration,  
Division of Accounts & Reports,  
Payroll Section

May 1991  
(Rev. April 1995)

## Questions and Answers

1. Q. **What exactly is the Direct Deposit Program?**

A. Direct Deposit is also known as Electronic Funds Transfer (EFT). It is the transfer of funds from the State of Kansas account to an individual employee's checking or savings accounts at a participating bank, savings and loan association or credit union. The term bank is used generically in this brochure to describe any bank, savings and loan association or credit union.

2. Q. **Must I participate in the Direct Payroll Deposit Program?**

A. No; your participation is optional. However, participation is strongly encouraged.

3. Q. **Are there any costs to my participating in Direct Deposit?**

A. No; the program is offered as a service to employees.

4. Q. **How long does it take to start or change the Direct Deposit of my pay?**

A. Normally you must sign up by the first of the month preceding the month in which the direct deposit is to occur. [sign up by July 1 for direct deposit on August 1 (monthly), August 5 or 20 (Printing) and August 1 or 15 (Legislators).] Sign up is accomplished by completing a Form DA-184 "Authorization for Direct Deposit of Employee Pay."

- For biweekly pay which will be effective with pay issued January 12, 1996 you must sign up by December 18, 1995. For subsequent bi-weekly pay dates you must sign up before the beginning of the pay period for direct deposit to be effective on payday for that pay period.

5. Q. **Is it possible to have a portion of my check put into my savings account and the balance in my checking account?**

A. Not at this time.

- Beginning January, 1996 you may deposit your money into multiple accounts within the same financial institution.

6. Q. **How will this affect my current payroll deductions, as for group insurance premium, U.S. Savings Bonds, KanElect, etc.?**

A. These deductions will remain the same unless you make a change.

7. Q. **How do I know my pay has been deposited and how much was deposited?**

A. You will receive a Payroll Deposit Advice. Currently, Payroll Advices are distributed on payday. Beginning January, 1996 the Payroll Advices will be mailed the day before payday. It will include all information currently contained on the check stub as well as the name of the financial institution in which the pay was deposited, the account credited and the date the pay was credited.

8. Q. **What is the earliest date I can make a cash withdrawal on the amount of the Direct Deposit?**

A. The same day as the Direct Deposit is made to your bank.

9. Q. **What if my bank did not receive my Direct Deposit or the amount does not agree with the amount indicated on my Payroll Deposit Advice?**

A. This is highly unlikely, however, if it should occur, contact your agency Personnel Officer. They will initiate the appropriate action to correct the situation.

10. Q. **What if I decide to change banks. What do I have to do?**

A. Simply contact your agency Personnel Officer to complete a new authorization form. However, do not cancel your existing account until the first Direct Deposit has been received by your new bank. A prenotification transaction will need to be processed before the new account is used.

11. Q. **Will all my checks be Direct Deposited?**

A. Normally yes. However paper payroll warrants will be processed if pay is being issued through the supplemental payroll process or if a mandatory or voluntary wage withholding order is in effect. Direct Deposit of payroll warrants will not affect travel or expense checks which may be issued to an employee or direct deposited.

- Beginning January, 1996 all checks, even supplementals, will be available for direct deposit. Employees who have a wage withholding order in effect will be able to have Direct Deposit.

12. Q. **How do I stop my pay from being Direct Deposited?**

A. Just fill out a new authorization form, sign Section B: Cancellation and take it to your agency Personnel Officer. The cancellation will be effective on the next paycheck if processed by the payroll cutoff date.

13. Q. **How will I know if my bank is a member of the Direct Deposit system?**

A. Most banks, credit unions or savings and loans are members of the Direct Deposit System. If you have a question, you should call your bank and ask if it is a member of the Automated Clearing House (ACH) who participates in Direct Deposit of Pay. If you are unable to contact your bank, then call your agency Personnel Officer for assistance.

14. Q. **What if my bank is not a member of the Direct Deposit System?**

A. You may choose to move your account to a participating bank.

15. Q. **Can I join Direct Deposit at a later date?**

A. You may participate at any time in the future.

16. Q. **How will paychecks paid at termination be handled?**

A. As a part of the normal processing of a terminated employee, the employee and the agency make arrangements for delivery of the final paycheck. It may be picked up at the agency by the terminated employee or his or her designee; it may be mailed to the terminated employee; or it may be Direct Deposited.

- Beginning January, 1996 all warrants and direct deposit advices will be mailed to employees.

## Planning Checklist for Biweekly Pay

Noted below are some ideas to consider when planning for the transition to biweekly pay.

1. Don't spend the December 29, 1995 paycheck as if it were a bonus; it's a substitute for the "normal" January 1, 1996 paycheck.
2. Consider the following when thinking about bill paying:
  - a. List your bills by due date and figure out what can be paid with your first paycheck versus what can be paid with your second paycheck.
  - b. Check with your bank to inquire about procedures for changing automatic/fixed payments (e.g. mortgage, loans, etc.).
  - c. Check with utility companies to see if billing dates can be changed.
  - d. Reconsider whether automatic payments from your checking account continue to be in your best interests.
3. Analyze past spending habits by keeping an accounting of expenses to determine if changes need to occur (e.g. consider your use of charge cards).
4. Consider whether or not it would be in your best interests to change your IRS exemptions.
5. To estimate some dollar amounts for your gross and net pay, consider the following: For 12 month employees, you may estimate your gross biweekly pay by dividing your annual salary by 26.
6. Consider whether it is appropriate to consult a financial advisor.

## Biweekly Pay Periods and Pay Dates (revised)

Pay Period	Pay Date
11-18-95 to 12-17-95	12-29-95 (Last monthly pay period/check)
12-17-95 to 12-30-95	1-12-96 (you will receive pay for 12/17 on your 12/29 paycheck)
12-31-95 to 1-13-96	1-26-96
1-14-96 to 1-27-96	2-9-96
1-28-96 to 2-10-96	2-23-96
2-11-96 to 2-24-96	3-8-96
2-25-96 to 3-9-96	3-22-96
3-10-96 to 3-23-96	4-5-96
3-24-96 to 4-6-96	4-19-96
4-7-96 to 4-20-96	5-3-96
4-21-96 to 5-4-96	5-17-96
5-5-96 to 5-18-96	5-31-96
5-19-96 to 6-1-96	6-14-96
6-2-96 to 6-15-96	6-28-96
6-16-96 to 6-29-96	7-12-96
6-30-96 to 7-13-96	7-26-96
7-14-96 to 7-27-96	8-9-96
7-28-96 to 8-10-96	8-23-96
8-11-96 to 8-24-96	9-6-96
8-25-96 to 9-7-96	9-20-96
9-8-96 to 9-21-96	10-4-96
9-22-96 to 10-5-96	10-18-96
10-6-96 to 10-19-96	11-1-96
10-20-96 to 11-2-96	11-15-96
11-3-96 to 11-16-96	11-29-96
11-17-96 to 11-30-96	12-13-96
12-1-96 to 12-14-96	12-27-96
12-15-96 to 12-28-96	1-10-97
12-29-96 to 1-11-97	1-24-97

4/20/95

# Here are the facts...

The following information is being provided to all state employees and the legislature in response to information about the Statewide Human Resource/Payroll System (SHARP) that is being widely distributed by an employee association. The Department of Administration believes that all state employees and the legislature deserve the whole story.

- ▶ Employees have the right to provide input on rules and regulations which affect them. Proposed regulations are distributed to agency personnel officers for comment. State law also provides that proposed rules and regulations be published in the Kansas Register and all employees or interested persons may provide written comment or comment at the public hearing. To ensure legislative intent is carried out, after this process, regulations are reviewed by the legislative Joint Committee on Rules and Regulations.
- ▶ Rules and regulations are established to ensure employee benefits and privileges are guaranteed.

## HIRING

SHARP **will** change the hiring process. The new hiring processes was presented in SB 175 which was supported by KAPE who stated in testimony before the Senate and House Committees: "Both KAPE and the Department of Administration share the common vision of an employment system which insures to the state the highest quality, properly compensated, and most productive work force possible..... the provisions of this bill are proposed to provide the framework necessary to make these goals attainable..... KAPE is confident that the Department of Administration intends to provide the rules and regulations necessary to make those goals attainable."

## LEAVE TIME

SHARP **will not** change the leave accrual of employees. Leave **will** be accumulated biweekly rather than monthly. Employees **will** continue to earn vacation leave over the maximum amount during the fiscal year. The date by which the employees' vacation leave balance would be reduced to the maximum accumulation allowed is being extended from the end of the May pay period to the end of the June pay period. Exempt employees **will** earn the same amount of leave as the non-exempt employees which is based on length of service. Exempt employees will take leave in half or whole day increments.

## LAYOFF, TRAINING, PROMOTIONS, JOB EVALUATION and DISCIPLINARY PROCEDURES

SHARP **will not** change the way layoffs occur. SHARP **will** provide more information to employment offices to help laid off employees find employment. SHARP **will** provide for better tracking of individuals who need training. SHARP **will not** change any training provisions or requirements. SHARP **will not** change the performance evaluation process. The Comprehensive Management and Education Training Strategy team, which included agency representatives, developed a new performance review system that **will** focus on feedback to review employee performance and encourage professional growth and development of all employees. The existing performance rating categories **will** continue.

# THE BOTTOM LINE IS-----

**THE VAST MAJORITY OF REGULATIONS IDENTIFIED FOR REVISION WILL NOT CHANGE CONDITIONS OF EMPLOYMENT. FOR EXAMPLE, THE FOLLOWING TERMS WILL BE REVISED:**

Monthly	to	Biweekly
Permanent position	to	Regular position
Pay Range	to	Pay Grade
Applicant	to	Candidate
Salary	to	Pay
Employment List	to	Employment Pool
Exam	to	Assessment

Steps will change from alpha to numeric, i.e. Step A to Step 1

## **SHARP WILL BE MORE EFFICIENT:**

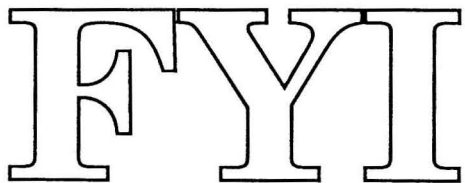
- Staff time will be saved because paychecks will be mailed or distributed.
- Work periods will coincide with pay periods
- Many manual processes such as salary increases will be automated
- Employees will get the money they earn more quickly
- SHARP's ability to record and track time and leave will enhance compliance with FLSA

## **DEPARTMENT OF ADMINISTRATION HAS COMMUNICATED TO EMPLOYEES:**

The Department of Administration has already contacted employees regarding changes necessary to implement SHARP and intends to continue to do so. (User community meetings, statewide distribution of the SHARP-SHOOTER newsletter, PROFS bulletin boards, agency personnel officers).

# THE END RESULT IS -----

Killing remaining SHARP bills will waste over \$10 million dollars already spent. The proposal by KAPE to kill bills related to SHARP or to delay system implementation will cost millions of dollars reducing potential money for employee pay and benefits.



## University of Kansas Libraries

Number 1318 May 11, 1995

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### CHANCELLOR'S AWARD FOR DISTINGUISHED LIBRARIANSHIP

Chancellor Shankel has asked me to announce that ROB MELTON, Bibliographer for Communication Studies, Comparative Literature, English & American Literature, Film Studies, Foreign Literature in Translation, and Theater, and Publications Coordinator, is the 1995 recipient of the Chancellor's Award for Distinguished Librarianship.

Information about nominees for this prestigious award was reviewed by the Distinguished Librarian Award Committee (Sandra Gautt, Assistant Vice Chancellor, Office of Academic Affairs; Sandra Gilliland, Assistant to the Dean of Libraries [for Personnel]; Judith Emde, Science Library; Stephen Goddard, Art History Department; Susan Hitchens, Music Library; Goeff Husic, Slavic Department; Mary Roach, Cataloging Department). The committee's recommendation that Rob be the 1995 recipient was endorsed by me and Vice Chancellor Shulenburger before being referred to Chancellor Shankel.

The University community will recognize Rob (with the winners of the Chancellor's Teaching Awards) formally at the opening of the 1995/1996 academic year. This is an occasion which, in former Chancellor Budig's words describing the award, which he established, *"allows us to underscore for our new students and their parents the University's emphasis upon excellence in teaching and also the central role played by the Libraries and our Library faculty and staff."*

The Library will honor Rob at a reception to be scheduled early in the Fall Semester, although I know that well before that time he will be receiving warm congratulations from his many colleagues throughout the Library system and beyond.

This prestigious award confirms what so many of us long have known about Rob's exemplary skills, abilities, and knowledge. He is without doubt a librarian of the first rank. All who are associated with the University of Kansas and its Libraries are fortunate indeed that Rob is among us.

William J. Crowe

### TIME CARD DEADLINE

Please send all student time cards, unclassified absence cards, and classified monthly time reports to Anita Rogier in the Library Administrative Office by noon, **Monday, May 15th**. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Anita Rogier



## GOVERNMENT DOCUMENTS INTERNSHIP OPPORTUNITY

The Government Documents and Map library announces an opportunity for an internship for an interested Library staff member, classified or unclassified, to perform a variety of duties with emphasis on document reference service for 10-15 hours per week. The internship will begin May 15 and continue for approximately five months.

Duties will be dependent on previous experience, training and other relevant qualifications, but will most likely include in-house and telephone reference desk time. The intern will become familiar with several paper and electronic (CD-ROM) indexes and databases and will apply this knowledge to guide patrons in using and interpreting this information. The intern will have the opportunity to learn searching techniques for government information on the Internet. The intern will give both traditional and electronic-based reference service in government documents as well as assist patrons in locating materials on-site, explain stack arrangements, and circulate documents and maps during desk hours. The intern will report to Donna Koepp.

Several factors will be considered in selecting an intern in the Government Documents and Map Library, including the feasibility of releasing the applicant from his/her current assignment, etc. If an intern arrangement can be mutually agreed upon, the intern's current salary and benefits will not be affected by the assignment. However, the employee's performance as an intern will be taken into consideration in his/her performance evaluation for the period of the internship.

**Required qualifications:** Ability to establish and maintain effective working relationships with staff and public; ability to work with detailed and complex procedures effectively and independently; genuine interest in learning about the government documents collection.

**Preferred qualifications:** Knowledge of library systems; knowledge of the online catalog.

Library staff who desire additional information about this opportunity should contact Donna Koepp at 864-4660 or e-mail [DOCSMAP@UKANVM](mailto:DOCSMAP@UKANVM). To apply for the internship, contact Sandy Gilliland 864-3601 or e-mail [SGILLILA@UKANVM](mailto:SGILLILA@UKANVM) by 5:00pm Friday, May 19, 1995.

### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.

## ATTACHMENTS

LFA Executive Committee minutes--April 3, 1995, April 17 & 24, 1995, May 1, 1995  
Staff Development Committee minutes--April 5, 1995, April 12, 1995, April 19, 1995  
TLA/ASTR Annual Conference report--Rob Melton

## LFA EXECUTIVE COMMITTEE

### Minutes of April 3, 1995 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson, W. Crowe (guest)

Monday marked Exec's regular monthly meeting with the Dean. Exec discussed two topics with him: first, a potential problem with S. Craig succeeding Brad as chair of LFA; and second, the report prepared by the Subcommittee to Reform Budget & Planning.

Craig has filled in during the time since Mary Hawkins stepped down, by temporarily acting as a coordinator for branch libraries. Craig feels there could be a conflict of interest if she were to serve as chair of LFA next year, since she will continue her duties until an Associate Dean can be hired. She is finding it difficult to balance the transition between these two roles. Dean Crowe responded that he does not see her as an administrator but as a "facilitator/coordinator," whose sole potentially awkward position could arise because she attends the Dean's Staff meetings, and therefore is involved in discussions that might affect relations with LFA. The Dean advised Exec that if the Committee believes this to be a problem, that he cannot resolve it, although he advises considering a temporary "stepping-aside." Schaffner noted that he is talking with K. Lohrentz, LFA's parliamentarian, to explore what our options are.

Crowe thanked the Subcommittee members for tackling the issue of evaluating the Budget & Planning Committee and commended their work, thanking J. Emde, in particular. He noted that this has been a long-standing problem. He suggested a name change for the committee (from the proposed "Committee on Resource Planning" to "Committee on Planning and Resources"), because he feels that "Resource Planning" might imply to some an "action" role, when in fact the committee, like other governance committees, can have only an advisory role.

His only concern with the proposals in the report is that the term lengths (two years) are still too short. The Dean observed that no one expects B&P to be an "auditing" body; rather, the committee should concern itself with the overall budgetary process. L. Moore reiterated that people have the general impression that members require an "intricate" level of detail in order to understand budget issues. Crowe responded that "All resources are money in the end," and that a general sense of the budget is therefore essential to the committee's success. He concurs in the subcommittee's observation that B&P should not concern itself with internal department issues, such as daily operations, etc. Crowe also stated that he--and eventually the Associate Dean--would welcome being "invited" more frequently to B&P meetings; his interaction with the committee is

very important, and he can provide more context to some information. He said that he would have to ask for the creation of B&P if it didn't exist, and that the committee is not "window dressing." He would speak against abolishing the committee, if that were proposed in a general LFA meeting.

The Dean announced that he received detailed comments and suggestions from the Dean's staff, via George Gibbs, concerning the draft of the Associate Dean's position. Crowe has asked B. Schaffner to chair the search committee, and also asked S. Craig to serve on it. The search committee will include several people from across the Library, including Sandy Gilliland as an ex officio member.

Crowe briefly discussed his recent participation in an ACRL meeting, and noted that the next ACRL conference will be held in Nashville in 1997; its theme will be on the general order of "Making Choices about Our Future." He would like for more KU library staff to be able to participate in this event, and plans to talk to the Staff Development Committee about ways of supporting attendance. He will route information about the conference's projected program to library staff. He said that ACRL conferences generally have about 2000 attendees, good exhibits, and a more relaxed atmosphere than ALA offers.

In response to a question from S. Craig, the Dean answered that he sees several major issues for the Libraries over the next six months: the search for the new Associate Dean; the search for a new automated system; and the question of student wages. The KU Libraries are almost twice as dependent on student workers as the average ARL library, and Vice-Chancellor Shulenburg has already agreed that this is a crucial issue. He will point out to Chancellor Hemenway that the Libraries' primary needs revolve around salaries, space, and technology, in addition to the perennial challenge of the cost of information itself.

Exec will schedule another luncheon meeting for this Friday to review the GRF proposals which have been submitted.

Exec read and approved the following minutes:

- Staff Development Committee, 3-15-95

Submitted by David Pardue

LFA EXECUTIVE COMMITTEE

Minutes of Apr. 17 & Apr. 24, 1995 Meetings

Minutes of Apr. 17, 1995 Meeting

Present: B. Schaffner (chair), J. Emde, J. Girardo, D. Pardue, J. Richardson

Absent: S. Craig, L. Moore

Exec read and approved the following minutes:

- LFA Executive Committee, 4-7-95  
4-10-95
- Staff Development Committee, 3-29-95

Due to absences, the meeting was adjourned early.

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Minutes of Apr. 24, 1995 Meeting

Present:

Members of LFA Exec: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson

Members of Salaries & Benefits: G. Husic (chair), B. Gaeddert  
Absent: S. Thomas

Guest: W. Crowe

LFA Exec, two of the three members of Salaries & Benefits, and the Dean met jointly to discuss the issue of salary compression in the Libraries. Crowe began by saying that he is aware of concern about this issue among some library faculty. In the past several years, the Dean has peeled off modest pieces of the merit salary pool (up to about 20%) to address this issue, but more especially some market and equity issues, because salary formulas simply cannot address all subtleties.

Crowe, after discussions with the Salaries & Benefits Committee, approached Exec looking for comments on the following course of action. A merit pool raise of 3.5% is before the Legislature; he believes that if this level of increase eventuates, V-Chancellor Shulenburg may give the Libraries something more than that figure. He proposes to take up to 1/3 of that money (probably 1% or 1.5%) and use it to spread out some

(likely for 30-40% of the faculty--targeted to below-the-median salaries) salaries and deal with some anomalies. Crowe would share his proposed redistribution figures with Salaries & Benefits for comment. He acknowledged that this action will make faculty both apprehensive and eager; some might be apprehensive that they might not receive as substantial merit increases as otherwise, and some eager if they believe they might receive additional money. Salary setting is the surest way to raise expectations and ire. (Crowe pointed out that if the raise turns out to be only 2%, this redistribution would not take place, and he would use our standard merit salary formula to award increases).

At this point the Dean took questions from the floor. One committee member raised the concern that this could be a case of "too much, too quickly," and that although some salaries would be raised, the overall effect would be that most library faculty salaries would lag behind average University raises. Crowe answered that he believed it would take 3 or 4 years of such redistribution to achieve some real decompression.

Is salary compression really that important an issue within the Libraries? Looking at average salaries, KU is at approximately 88% of our peer institutions' salaries. If one uses the "functional titles" developed by ARL, some of our positions are up to 30% below the average, e.g., the category of "subject specialists."

Does the compression situation justify setting aside a portion of funds that otherwise would fall into the usual merit pay system? Crowe said that this is the core issue, and that our normal merit distribution overwhelmingly results in ratings of "Exceptional" and "Very Good." We have a "digital" rather than a more subtle "analog" process about rating performance. He said that about 1/3 of the library faculty could be identified as being targeted, but that in any future round he could not necessarily predict the proportion affected. This issue would need to be reevaluated each year, i.e., a salary identified this year as being compressed might not fall into the same category next year. This is a problem elsewhere in the University, and some departments have a culture which more or less readily allows acceptance of this phenomenon.

The Dean stated that he wants to give us some parameters as to what he is trying to accomplish. He believes that it is dangerous to "just leave the throttle open and let the salary formula keep on cranking it out." The issue of compression requires extending some informed trust to him, with the Salaries & Benefits members asked to look closely at proposed results overall (not at individual salaries) and ask any hard questions on behalf of their colleagues if they detect patterns of action that do not reflect the intentions stated.

One Exec member pointed out that a 3.5% raise doesn't really



mean 3.5%; it means that our total salary pool--rather than individual salaries--would increase by 3.5%. Typically, the people at the higher salaries would be getting smaller percentage raises. Crowe said that it is typical (and expected) that, generally speaking, higher percentage increases go to lower salaried individuals.

Another concern raised was that such action would create a morale problem. Most people already think they are underpaid, and some will feel that they are being treated badly not only this year, but being prevented from making forward strides over the next 3 or 4-year period. Crowe agreed that this was possible. However, there are only two other ways of resolving this issue: either to get more money from the Legislature in Topeka--which is unlikely, or to "eat our own tail" by proposing to shrink ourselves and cannibalize positions--a prospect he does not recommend. He also noted that when he is brought into a bidding situation (of matching a salary offer), it tends to be men who are involved. This could create sex-based salary inequities over the long term, something he must avoid.

When the Dean identifies people whose salaries are compressed, does he have figures in mind as to where their salaries ought to be? Crowe responded that there is no "right number," that it often involves testing against the rest of the group; it is not a science by any means. Also, he will be trying to deal with relatively large groups of people. Currently our salaries are not "dramatically inequitable" and he hopes that this redistribution will ameliorate the situation.

One Exec member observed there is a good chance that with next year's hires, we will only have to further increase the inequities if we are to attract qualified candidates. Crowe agreed, saying that this issue "doesn't have a bow on it," that is, it is not a pleasant thing to talk about.

Crowe noted that the salary formula gives no flexibility; for example, there are some people who are getting "Exceptional" ratings, but the formula does not provide for ways to address market or compression concerns. He assured Exec that he would make no attempt to raise someone's salary if his/her merit ratings did not justify it, to avoid adding salary money to the few individuals whose performance was not also truly meritorious, without regard to "compression."

Another Exec member noted that the Libraries are now hiring some untenured people whose salaries are higher than those of tenured librarians; this is unheard of in other academic departments. The Dean replied that this results in part from our overall low salaries and tightness of ranges. This redistribution would not be a panacea, but would allow us to have some degree of modest control over our own future. He is immediately concerned about the middle and bottom of the salary ranges. A member of Salaries & Benefits noted that our merit

salary formula might have contributed to creating this compression problem.

Would the Dean settle for peeling off a smaller amount of money over a longer period of time? Crowe answered that this is a "dollar" issue, and that revisiting the problem every year would allow the use of judgment to see if we are fixing the problem or worsening it. He reiterated that if the base raise is 2% or less, he would not take any of it for this kind of redistribution.

What will be announced when the decision is made? The Dean would include in the salary notification letter a narrative description of what he did, how much money he took out of the merit salary pool, and how it was distributed, e.g., to how many faculty, at what ranks, and in what dollar range. He hopes that faculty would accept this as "reasonable if not palatable." The redistribution will not solve our problem, but will buy us some time. The Libraries are in danger, in terms of retention and recruitment, and we have "already gone down twice."

Will people who receive this extra money be informed of what part is merit increase and what part is the special adjustment? Yes, they would receive this information in the salary letter.

As a final item of business, Crowe announced that the call for sabbatical applications has come from Academic Affairs. He asked Exec to begin thinking of suggestions for encouraging library faculty to apply for them. Although he is well aware that competition for sabbaticals is getting stiffer each year, he would like to emphasize the "professional practice" aspect of the application. If we cannot pay people adequately, he believes it is important to offer them "a hand up" and to see what other sorts of benefits we can provide.

After Crowe left the meeting, members of Exec discussed his plan, and clarified that the Dean had not asked them to endorse this course of action.

Submitted by David Pardue

[In commenting on a draft version of these minutes, the Dean also observed that because the Libraries recruit in many "sub-markets" and for responsibilities that range widely, including "heads of departments," analogies to salaries of tenured vs. untenured faculty within one academic/teaching unit become tenuous].



LFA EXECUTIVE COMMITTEE

Minutes of May 1, 1995 Meeting

Present: B. Schaffner (chair), S. Craig, J. Emde, J. Girardo, L. Moore, D. Pardue, J. Richardson

Exec read and approved the following minutes:

- Staff Development Committee, 4-5-95  
4-12-95
- LFA Executive Committee, 4-3-95  
4-17-95 / 4-24-95

The committee tentatively approved the slate of candidates for the upcoming LCPT and LFA Exec election; the slate will be announced at the general meeting this afternoon. Brad also noted that we will soon be soliciting volunteers for appointive LFA committees.

Brad announced that he had spoken with Susan Hitchens, chair of SDC, and asked her to waive the preregistration requirement for the Administrators' Panel this Thursday (May 4), because the Spencer Library Auditorium can accommodate a large audience. Susan will send out a librarywide e-mail to this effect.

As a final item of business, an Exec member raised a question concerning the status of the Staff Orientation Committee. The committee expressed dismay that Staff Orientation has not yet been established as an administrative committee.

Submitted by David Pardue

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
April 5, 1995

Present: Janet Anderson-Story, Mel DeSart, Gaele Gillespie,  
Susan Hitchens, Margaret Wilson

The minutes of March 29 were corrected and approved.

The Committee reviewed and approved 2 requests for travel funds:

- Susan Hitchens to attend a meeting of the Mountain Plains Chapter of the Music Library Association, May 19-20 in Wichita
- Rich Ring to attend the International Congress on Medieval Studies, May 3-7, in Kalamazoo.

The Committee agreed that we need to revisit the issue of support beyond attendance for new librarians as currently outlined in the travel guidelines.

THE NATURE OF RESEARCH FOR LIBRARIANS. The Committee discussed details of the upcoming presentation "The Nature of Research for Librarians" with Marty Hale and Bill Black. A tentative date of June 8 has been scheduled, pending confirmation from Marty Hale. We decided that invitations should be sent to area academic libraries and to the School of Library and Information Management at ESU. This might push the attendance figure over the limit of the Pine Room (50), which was our intended location. Margaret will see if Alderson Auditorium is available on June 8. The presentation will be advertised in the UDK and the Oread, as well as FYI, the online library calendar list and individual mailings. The flyer announcing the presentation should be sent out by the first part of May. Marty Hale has declined an honorarium, but suggested that we might make a donation to one of the scholarships at SLIM. Margaret will ask Sandy how and if this could be accomplished. We thought Marty and Bill would benefit from some background information about research expectations for librarians at KU. Margaret and Susan will prepare a draft summary for next week's meeting.

KU ADMINISTRATORS PANEL. The Friends of the Library will be invited. Susan will have a draft of the flyer for us next week.

RESEARCH PANEL. Members of the Staff Development Committee had received many enthusiastic responses to the panel presentation, and ourselves agreed it had been an informative and entertaining event.

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
April 12, 1995

Present: Janet Anderson-Story, Mel DeSart, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson (secretary)

The minutes of April 5 were corrected and approved.

TRAVEL FUNDS.

- The Committee reviewed and approved requests from Sherry Williams and Deborah Dandridge for travel funds to attend the Midwest Archives Conference Spring Meeting, Chicago, May 4-6; and from Mel DeSart to attend the American Society for Engineering Education Annual Conference, Anaheim, California, June 25-28.

- Carole requested that travel reports be turned in to her first, as she keeps a record of reports which have been submitted. Carole will then send the reports to Rhonda Boose for inclusion in FYI.

CHANGE SERIES. The Committee reviewed drafts of letters to "The Nature of Research for Librarians" speakers Marty Hale and Bill Black, as well as additional information which we are sending them concerning research expectations at KU. We also revised the draft flyer announcing the KU Administrators Panel.

SOARING TO EXCELLENCE. Gaele reported that the transmission signal should be received at 10:30. If only the color bars are still displaying by 10:40 we should assume there is a problem and call Telecommunications. There was a lack of clarity as well as bad color contrast during the morning session. During the break we were able to obtain a sharp image, but the color disappeared. After talking with representatives from both Telecom and Media Service, it was surmised that the malfunction was either in the projector or the cable between the wall jack and projector. Janet recapped the April 5 teleconference. Thirty-six people attended. The evaluations indicated some dissatisfaction with the morning presentation, the content of which differed from the way it had been described in the advance blurb. There has been considerable flaming on the Soaring listserve concerning the content and mode of presentation at the afternoon presentation on diversity. Janet expressed regret that the depth of hostility revealed in the comments has sadly proven the theme of the presentation: the need for greater tolerance for and acceptance of diversity.

The Committee discussed an announcement of the 1997 ACRL meeting in Nashville which the Dean forwarded to us. The Dean suggests that SDC promote and facilitate attendance and participation at the meeting. One suggestion was to arrange for the rental of a bus or van, another was to encourage individuals to consider giving a presentation, being part of a panel, or doing a workshop.

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
April 19, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of April 12 were corrected and approved.

CALENDAR OF EVENTS. The Committee revisited its views on what types of events should be included in the calendar. We agreed that the calendar is intended for

- brief summaries of events rather than full-blown announcements;
- primarily in-state and metro-area events (major regional and national conferences are an exception);
- staff development type activities (generally, university affairs such as retirement planning seminars will not be included).

One source of material for the calendar is events that have already been announced on KULIB-L. Janet feels that, if the calendar is to become a permanent undertaking of the Committee, the format should be redone so that it is less cluttered in appearance. She suggested that we do a library poll to determine if enough people find the calendar sufficiently useful to justify its continued existence.

NATURE OF RESEARCH FOR LIBRARIANS PRESENTATION. Sandy will ask JoNell to find out about the University's policy on honorariums for state employees who speak at other Kansas institutions. She will also ask the Dean if he will pay for refreshments, which will be water, iced tea, regular coffee, fruit juice, and cookies.

SOARING TO EXCELLENCE. Mel will do the introductions at the May 2 teleconference. Janet will do June 6, which is the last session. Gaele encouraged us to think about a wrap up for the series. Our annual report should provide statistics about who attended and summarize the evaluations for "Soaring" and the Committee's other presentations. There was some confusion about who was responsible for keeping the evaluations. The Committee's record keeper (currently Carole) has been doing this, but it might more appropriately be a duty of the secretary.

Minutes submitted by Margaret Wilson.

## TLA/ASTR Annual Conference

With assistance from the Staff Development Committee, I was able to attend the joint annual meeting of the Theatre Library Association and the American Society for Theatre Research held in November in New York City. To be honest, the meeting was something less than a major success. In addition to having my wallet stolen in my hotel lobby as I was leaving for LaGuardia, I was disappointed at the virtual absence of any programming specifically related to libraries or librarianship, despite the fact that the conference was co-sponsored by a library-related organization. Probably no more than two dozen librarians attended, almost all of them from the New York City area. (One of my goals in attending was to remind the powers that be in TLA that there are members from west of Philadelphia.)

The one major program sponsored by TLA was entitled "Whose Crisis in Theatre?" Panelists represented several areas of the professional theater (but no librarians)—a playwright, a distinguished theater critic, a publisher of theater-related books and journals, and the artistic directors of three non-profit theater companies. Coming only two weeks after the election of a new Congress that promises to reduce drastically federal support for the arts, the topic of "Crisis" was very timely. While all panelists bemoaned the level of funding for professional theater in America, there were various additional crises addressed: the inability of the vast majority of theater professionals to make a decent living; demoralisation; and the failure of theater to represent (or of mainstream audiences to support theater which represents) the diverse cultures of the U.S., much less the world. The playwright, Jean-Claude Van Itallie, however, feels that all of these crises are ultimately good for the theater—a variation on the idea that suffering is necessary to produce great art. But the majority of the panel pointed out that suffering doesn't pay the costs of production—nor do ticket revenues.

The TLA business meeting was quite dull, with no more than a dozen in attendance.

Most of the more interesting aspects of the conference were various seminars and readings of scholarly papers sponsored by ASTR. Theater studies, like the rest of the humanities, is becoming highly theoretical, and although a good bit of what I heard was garbage, it was useful for me as a bibliographer to hear what theater theoreticians are up to. The most brilliant paper I heard was delivered by a crackerjack Stanford graduate student—a kind of neo-Marxist analysis of eighteenth-century British production practices. Having just attended my second production of Tony Kushner's multi-prize-winning *Angels in America*, a pair of papers on Kushner's brand of gay politics, and a lively discussion following, were interesting. I also enjoyed sitting in on a three-hour seminar at CUNY on lesbian and gay 'performativity.' (Please don't ask. But any paper reader at the conference who didn't use that term at least once was clearly not up to snuff.)

No trip back to NY is complete without a theater binge, and although tickets for most of the things I wanted to see were long since sold out, I managed to see two plays, a revival of R&H's *Carrousel* at Lincoln Center, and the premiere performance of the Met's new production of Shostakovich's *Lady Macbeth of Mtinsk*. I also saw a major retrospective at the Whitney of the San Francisco artist Jess.

Thanks to SDC for underwriting the registration fee for the conference.

Rob Melton

**THE UNIVERSITY OF KANSAS LIBRARY**  
**SUMMER SCHEDULE OF HOURS: JUNE 6 - AUGUST 20, 1995**

3/20/95

<p><b>ANSCHUTZ SCIENCE LIBRARY</b> (864-4928)</p> <p>Mon-Thu 8am - 9pm  Fri 8am - 5pm  Sat noon - 5pm  Sun 1pm - 5pm</p> <p><u>Exceptions:</u>  July 4 Closed  July 30 Closed  July 31 - Aug. 20:  Mon-Fri 8am - 5pm  Sat &amp; Sun Closed</p>	<p><b>FINES OFFICE</b> (864-4715) 309C Watson</p> <p>Mon-Fri 8:30am - 4:30pm  Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>KANSAS COLLECTION</b> (864-4274) 224 Spencer Library</p> <p>Mon-Fri 8am - 5pm  Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>SPAHR ENGINEERING LIBRARY</b> (864-3866) Spahr Hall (2005 Learned)</p> <p>Mon-Thu 8am - 8pm  Fri 8am - 5pm  Sat noon - 5pm  Sun 1pm - 5pm</p> <p><u>Exceptions:</u>  July 4 Closed  July 30 Closed  July 31 - Aug. 20:  Mon-Fri 8am - 5pm  Sat &amp; Sun Closed</p>	<p><b>WATSON LIBRARY</b> (864-3956) (Hours: 864-8900)</p> <p><b>CIRCULATION*</b> (864-4715)  <b>RESERVE</b> (864-3396)  <b>MICROFORMS</b> (864-4661)  <b>PERIODICALS/MICROFORMS</b> (864-3950)</p> <p>Mon-Thu 8am - 9pm  Fri 8am - 5pm  Sat noon - 5pm  Sun 1pm - 5pm</p> <p><u>Exceptions:</u>  July 4 Closed  July 30 Closed  July 31 - Aug. 20:  Mon-Fri 8am - 5pm  Sat &amp; Sun Closed</p>
<p><b>ART &amp; ARCHITECTURE LIBRARY</b> (864-3020) 1st Level, Spencer Museum of Art</p> <p>Mon-Thu 8am - 8pm  Fri 8am - 5pm  Sat noon - 5pm  Sun Closed</p> <p><u>Exceptions:</u>  July 4 Closed  July 31 - Aug. 20:  Mon-Fri 8am - 5pm  Sat &amp; Sun Closed</p>	<p><b>GOVERNMENT DOCUMENTS &amp; MAPS</b> (864-4662) (864-4420) 6th Floor, Malott Hall</p> <p>Mon-Thu 8am - 8pm  Fri 8am - 5pm  Sat 9am - 5pm  Sun Closed</p> <p><u>Exceptions:</u>  July 4 Closed  July 31 - Aug. 20:  Mon-Fri 8am - 5pm  Sat &amp; Sun Closed</p>	<p><b>LAW LIBRARY</b> (864-3025) 200 Green Hall</p> <p>Mon-Thu 7:30am - 10pm  Fri 7:30am - 5pm  Sat 10am - 5pm  Sun noon - 10pm</p> <p><u>Closed:</u> July 4  <u>Open:</u> July 24 noon - 5pm  July 25-26 8am - 9pm</p> <p>Following Summer Session:  Mon-Fri 8am - 5pm</p>	<p><b>SPECIAL COLLECTIONS</b> (864-4334) 327 Spencer Library</p> <p>Mon-Fri 8am - 6pm  Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p>*Circulation/Reserve desks close 15 min. before Library closes.  Bookstacks close 1/2 hour before Library closes.</p> <p><b>COPYING SERVICES</b> (864-4209) Self-service copiers available on same schedule as shown above.  Service window hours posted in Copying Services.</p>
<p><b>EAST ASIAN LIBRARY</b> (864-4669) 5th Level Watson</p> <p><u>Staffed:</u>  Mon-Fri 8am - 5pm</p> <p><u>Closed:</u> July 4</p> <p>(East Asian bookstacks are open on the same schedule as Watson Library bookstacks)</p>	<p><b>HOWEY READING ROOM</b> (BUSINESS &amp; ECONOMICS) 864-3404, 103 Summerfield</p> <p>June 6 - July 28:  Mon-Thu 9am - 8pm  Fri 9am - 5pm  Sat Closed  Sun 1pm - 5pm</p> <p><u>Closed During Class Holidays</u></p>	<p><b>MUSIC LIBRARY</b> (864-3496) 448 Murphy</p> <p>Mon-Thu 8am - 8pm  Fri 8am - 5pm  Sat noon - 5pm  Sun Closed</p> <p><u>Exceptions:</u>  July 4 Closed  July 31 - Aug. 20:  Mon-Fri 8am - 5pm  Sat &amp; Sun Closed</p>	<p><b>UNIVERSITY ARCHIVES</b> (864-4188) 422 Spencer Library</p> <p>Mon-Fri 8:00am - 5:00pm  Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>REFERENCE DESK</b> (864-3347) <u>Staffed:</u>  Mon-Thu 9am - 9pm  Fri 9am - 5pm  Sat &amp; Sun 1pm - 5pm</p> <p><u>Exceptions:</u>  July 4 Closed  July 31 - Aug. 20:  Staffed:  Mon-Fri 9am - 5pm</p>
	<p><b>INTERLIBRARY SERVICES</b> (864-3960) 3rd Level Watson</p> <p>Mon-Fri 8am - 5pm  Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>REGENTS CENTER LIBRARY</b> (864-8570) 12600 Quivira Rd., Overland Park, KS</p> <p>Mon-Thu 8am - 10:30pm  Fri 8am-6pm  Sat 8am - 6pm  Sun noon - 8pm</p> <p><u>Exceptions:</u>  July 4 Closed  July 30 Closed  July 31 - Aug. 20:  Mon-Fri 9am - 5pm  Sat &amp; Sun Closed</p>		

**HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.**

**PHONE THE LIBRARY (LIBRARY HOURS: 864-8900) OR THE UNIVERSITY INFORMATION CENTER: 864-3506.**



# FYI

University of Kansas Libraries

Number 1319 May 18, 1995

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*FRIENDS AND COLLEAGUES*

invite you to an open house  
in honor of  
**SARA TUBBY**  
upon her retirement,  
following more than 40 years of service in the KU Libraries,

at the home of Bill Crowe & Nancy Sanders  
1639 Stratford Road

Sunday, June 4, 1995  
3:00 - 7:00 p.m.

Beverages, table service, and meat will be provided.  
Salads, desserts, and lawn chairs, etc. will be welcome.

Please contact Brian Baird (4-0568, email: [bbaird@ukanvm](mailto:bbaird@ukanvm))  
to let us know if you can come and how many will be in your party  
(Spouses, significant others, and children are welcome!)



## **PERSONNEL**

Two library staff have announced their resignations (announced last week via e-mail to all Library staff):

Dawn Murrell has accepted a position with the KU Registrar's Office. Dawn is a Library Assistant II in the Engineering Library. Her last day with the Libraries was May 17th.

Janet Anderson-Story has accepted a position with ESU's School of Library and Information Management as an Assistant to the Dean. Janet is a Library Assistant II in Watson Access Services. Her last day with the Libraries will be May 31st.

Sandy Gilliland

## **LIBRARY STAFF TELEPHONE LIST**

The Library Staff Telephone Directory has been revised and is attached to this issue of FYI. Please forward any corrections or omissions to Sandy Gilliland or Anita Rogier, 4-3601.

Sandy Gilliland

## **REMINDER OF GOVERNMENT DOCUMENTS INTERNSHIP**

As a reminder, Library staff interested in working 10-15 hours per week in the Government Documents/Map Library should contact Sandy Gilliland, 4-3601, by 5:00 p.m. Friday, May 19th. See last week's FYI for a full description of the internship and application instructions.

Sandy Gilliland

## **THE WRIGHT STUFF**

The new exhibition in the Main Gallery in Spencer Library is "Frank Lloyd Wright: American Architect." Originally researched and written by Annie Williams in 1984, this version has been installed, designed, and minimally revised by Jim Helyar.

The exhibition is dedicated to Curtis Besinger, Emeritus KU Professor of Architecture, whose book "Working with Mr. Wright: What it was Like" (an account of Prof. Besinger's experiences in the Taliesin Fellowship) is due for publication by Cambridge University Press this week.

L. E. James Helyar

## **ATTACHMENTS**

Revised Staff Directory

Administrative Conference minutes--May 4, 1995

Library Automation Committee minutes--April 26, 1995

Staff Development Report--Sherry Hawkins

Administrative Conference Minutes  
Anschutz Science Library  
May 4, 1995 9:30 a.m.

Present: Roger Anderson, Brian Baird, Bill Crowe Mel DeSart, Penny Donaldson, George Gibbs, Jill Girardo, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Geoff Husic, Nancy Jaeger, Donna Koepp, Lorrie Knox, John Miller, Rachel Miller, Bill Mitchell, Lorraine Moore, Kathleen Neeley, Jim Neeley, Connie Powell, Rich Ring.

Announcements: Bill Crowe mentioned that he had been re-elected as one of the three BCR delegates (for a three-year term) to the OCLC User's Council. He also reminded staff of the Staff Development Committee's program on "Change" this afternoon in Spencer Auditorium from 1:00-3:00 p.m. Chancellor Hemenway may be in the audience

Budget: As the main topic for the meeting, Bill Crowe told the group that he had received no written FY 1996 budget instructions, as yet, but he expected the budget materials by tomorrow, or next Monday at the latest. He reviewed briefly the state of the University's funding, which is \$3,000,000 short due principally to the Legislature not appropriating funds to offset the tuition shortfall (\$1.6 million), the deficit in research overhead funds (i.e., indirect cost recovery that is a part of the University's on-going funding), and HB2211 that mandates the return of the headcount and dollars for 25% of the classified positions that fall vacant due to retirement.

Fortunately, the strategy discussed by some in the Legislature to do further across-the-board cuts did not happen. Crowe said the University received a 3.5% salary increase (for classified this represents a merit and longevity increase), with no increase applied for graduate research assistants (GTA).

To recover the funds required to meet the budget shortfall, the University is considering not awarding salary increases until mid-year (i.e., December), which would generate about \$1.6 million. Other alternatives discussed, were not appointing or reappointing many GTA's, recovering the 10% research overhead traditionally returned to departments, and other such unpalatable things as no OOE increases.

If the full salary hold-back package were not enacted, it would cost the Library roughly \$80,000 to \$90,000. With the delay in salary increases for six months, the Library's cut would be about \$8,000 to \$9,000.

Crowe indicated that Dave Shulenburg was committed to finding a way to resolve the issue raised by Kathleen Neeley at a recent SenEx meeting, where she questioned the effects of delayed salary increases on twelve-month faculty increases which would result in a six month delay of their merit raises, as compared to the faculty raises which would only be delayed by four months of their nine-month appointments. Crowe commended Kathleen Neeley and told the group that he felt this oversight was probably the result of limited time provided to prepare the budget materials for distribution.

From discussions in SenEx, Kathleen Neeley mentioned that the University will, most likely, have to deal with cuts again next year, since the proposed delay in salary increases would only provide resources to cover the shortfall in FY 1996.

In a meeting with Dave Shulenburg earlier today, Crowe was informed that the salary issue would not be final until mid-May. This could mean that the budget would have to be redone, on very short notice, should changes occur.

Potential Library Cuts: Crowe reminded the group that the Library still needs to identify \$50,000 to \$100,000 to be prepared to cover any University budget rescission (beyond "standard" projected budget deficits in FY 1996 for student assistants and OOE).

He mentioned that Nancy Jaeger had prepared a first-cut summary of the suggestions received from areas on potential budget cuts or revenue generating ideas. This report should be finalized and ready for distribution by early next week to Administrative Conference members. Two items on the list that will probably be implemented are: 1) A recommendation from Brian Baird that about \$25,000 of the commercial binding budget, not spent by units this fiscal year, be recovered to help meet the budget shortfall; and 2) To implement a revised Interlibrary Services lending policy to place a lower priority on lending of materials to non-Regents, non-academic Kansas libraries, with an emphasis on service first to non-reciprocating out-of-state libraries that pay for services. Such a change in the lending policy could generate about \$30,000 annually.

Penny Donaldson stated that in her participation on a statewide committee, to discuss interlibrary lending practices, that many Kansas libraries had agreed to use KU as a last resort.

Systemwide Access Proposal: Bill Crowe stated that the Library's FY 1996 budget includes \$318,000 for a second year of the SWAP funding. Further discussions will be conducted on the actual use of these funds for connectivity and database access next year. Continued funding for SWAP is probably a dead issue, and a different initiative needs to be considered for Regents academic libraries.

Other issues: Bill Crowe asked if there were other announcements or issues to be discussed. No comments were made.

In closing, Crowe indicated that he believes Academic Affairs has attempted to be very supportive of the Library, even in these tough budget times, and that we will probably receive a higher percent for faculty salary increases, in addition to some additional student help resources, over and above the 3.5% increase funded by the Legislature. Academic Affairs will also provide additional support to the Library through year-end funds again this year.

Respectively submitted,  
Nancy Jaeger

**UNIVERSITY OF KANSAS LIBRARIES**  
**STAFF DIRECTORY** (Revised 5/18/95)

**ACCESS SERVICES**

**K. Miller, Acting**, Level 5 Watson 3601  
**Circulation**, Level 3 Watson 4715  
 Anderson-Story, Galliano, Owens, Rector, Samuelson  
**Periodicals/Microforms**, Level 4 Watson 3950/4661  
 Couch, Revenew  
**Reserve**, Level 3 Watson 3396  
 Harsh

**ACQUISITIONS/SERIALS/ILS**

**R. Miller** 3476  
**Acquisitions**, Level 2 Watson 3476  
 R. Miller, Cundiff, Froese, Hamilton, Jeffries, Leon, Perlaky,  
 Perry, Traxler  
**Serials**, Level 2 Watson 3535  
 Gillespie, Bauer, Boyer, M. Cook, Copp, Hamlin, Holcomb,  
 Lathrom  
**Interlibrary Services**, Level 3 Watson 3960/3964  
 Donaldson, Bonham, Dibben, Lynch, Shartran, Spray

**ADMINISTRATIVE OFFICE**, Level 5 Watson 3601  
 Crowe, Boose, Gibbs, Gilliland, Jaeger, K. Miller, Proctor,  
 Rogier, Swartz

**ANSCHUTZ SCIENCE LIBRARY**

Administrative Office 5530  
 Circulation Desk 4928  
 Reference Desk 4930

**K. Neeley, Boyd, Crank, Emde, Hewitt, Hu, Knox,**  
**Lasnier, Powell, Taylor, Thompson, Waters**

**ARCHIE R. DYKES LIBRARY-KUMC** 8-1-913-588-7166

**James Bingham, Director**

**ARCHIVES**, 422 SRL 4188  
 Williams, Bunch, Kehde

**ART & ARCHITECTURE LIBRARY**, Level 1 Spencer Museum of Art 3020

**Craig, Altenbernd, Lodwick, Snow**

**AUTOMATION OFFICE**, Level 4 Anschutz 5530

**J. Miller, Durnal, Eshelman, Reed**

**CATALOGING**, Level 2 Watson 3038/3049/4165

**Moore, Borton, Cabrera, Chapman, Clodfelter**  
**K. Cook, DiFilippo, Dyal, Dyer, Gaedert, Gottstein,**  
**Hardin, Kottman, Landon, Lohrentz, Marvin, Mauler, Mullen,**  
**Pardue, Rake, Richardson, Rivera, Roach, Schmidt,**  
**A. Slater, G. Slater, Stamm, A. Williams**

**Serials Cataloging**, Level 2 Watson 3535  
 Wilson, Fry

**COLLECTION DEVELOPMENT**, Level 2 Watson 3425

**Ring, R. Anderson**

**COPYING SERVICES**, Level 4 Watson 4209

**Shaw**

**DOCUMENTS/MAPS**, 6001 Malott 4660/4662

**Koepp, R. Anderson, Dienes, Orth-Alfie, Starr, Warren, Winfrey**

**EAST ASIAN LIBRARY**, Level 5 Watson 4669

**Carvalho, Doll**

**ENGINEERING LIBRARY**, Spahr Hall 3866

**DeSart, Hermes, Miner**

**FACILITIES**, Level 5 Watson 3601

**K. Miller**

**HOWEY READING ROOM**, 102 Summerfield

**Cherrie Noble**

**INFORMATION**, Level 3 Watson 3956

**KANSAS COLLECTION**, 220 SRL 4274

**S. Williams, Dandridge, Fredericksen, M. Hawkins, Hollingsworth**

**Lafferty, Schulte, Welton**

**W LIBRARY**, 200-A Green Hall 3025

**ter Schanck, Director**

**MAIL ROOM**, Level 1 Watson 3080

**Coburn, Unfred** If no answer, call 9063

**MUSIC LIBRARY**, 448 Murphy 3496

**Hitchens, Smith**

**PRESERVATION**

**Baird**, Level 2 Watson 3568

**Bindery Unit**, Level 1 Watson 3753

**Elliott**

**Conservation Unit**, Level 1 Watson 3753

**PUBLICATIONS**, Level 3 Watson 3378

**Melton**

**REFERENCE DESK & INFORMATION** 3347

**Reference Offices**, Level 3 Watson 3366

**J. Neeley, G. Anderson, DiFilippo, Graves, S. Hawkins, Jones,**

**Kirby, Love, Pierard, Rosenbloom**

**REGENTS CENTER LIBRARY** 8570

12600 Quivira, Overland Park, KS 66206

**Burich, Kipp, Mellenbruch, N. Hawkins, Thomas**

**SLAVIC**, Level 2 Watson 3957

**Schaffner, Alexander, Husic, Walther, Winchell**

**SPLAT**, (Dept. for Spain, Portugal, and Latin America), Level 2 Watson 3351

**Krentz, Girardo**

**SPECIAL COLLECTIONS**, 327 SRL 4334

**Mason, Baker, Clement, Haines, Helyar, Hopkins, Hyde, Mitchell**

**FAXES**

Administrative Office (All Watson non-ILS) 5311

Anschutz Science Library 5380

Art and Architecture Library (ATTN: Art Library) 3112

Automation Office 5380

Interlibrary Services 3855

Government Documents 5380

Music Library (ATTN: Music Library) 5387

Regents Center Library 8490

Spencer Research Library (KS Coll, Spec Coll, Archives) 5803

**KU LIBRARY LIST SERV LISTS**

ACHOIR ACQ/SER/ILS Department

KUBIB-L Bibliographers

KULA-L Administrative Conference

KULALA-L ALA Conference Discussion List

KULCC-L Classified Conference

KULCEB-L Classified Executive Board

KULCIR-L Circulation Forum

KULD-L Dean's Staff

KULEDU-L Library Education Discussion Group

KULFA-L Library Faculty Assembly

KULHUM-L Humanities Bibliographers

KULIB-L Library Staff (all those with email)

KULIF-L Library Instructional forum

KULLAB-L Libraries PC Lab Assistants List

KULPAY-L Library Student Payroll Coordinators

KULPRS-L Preservation Liaison Listserv

KULREF-L Library Reference forum

KULSER-L Serials Advisory Group

KULSPA-L Library Space Committee

KULSS-L Super Space Committee

LAC-L Automation Committee

LIBAID Automation Requests/Problems

LIBPLN-L University Library Planning Discussion

LIBFIX Equipment/Facilities Problems

PUBHEADS Public Service Department Heads

SCILIB-L Science and Engineering Library Staff

WATCAT-L Cataloging Department (Watson)

WATLIB-L Watson Library Staff

WATREF-L Watson Reference Staff

# LIBRARY STAFF

Alexander, Maria, Prog. Asst.-Slavic	(MALEXAND)	3957	Husic, Geoff, LII-Slavic	(GHUSIC)	3957
Altenbernd, L. Jan, LAII-Art Library	(JALTENBE)	3020	Hyde, Ann, LIII-Special Coll.	(AHYDE)	4334
Anderson, Gordon, LII-Reference	(GANDERSO)	3366	Jaeger, Nancy, Asst. to the Dean-Admin. Office	(NJAEGER)	36
Anderson, Roger, LII-Collection Dev./Documents	(RANDERSO)	3476	Jeffries, Carol, LAIII-Acquisitions	(CJEFFRIE)	3476
Anderson-Story, Janet, LAII-Circulation	(JANDERSO)	4715	Jones, Barbara, LIII-Reference	(BJONES)	3366
Baird, Brian, LI-Preservation	(BBAIRD)	3568	Kehde, Edward, LIII-Archives		4188
Baker, Mary Ann, LAII-Special Coll.	(MBAKER)	4334	Kipp, Donna, LAI-RCL	(DKIPP)	8570
Bauer, Lois, Acct. Spec.-Serials	(LBAUER)	3535	Kirby, Channette, LAII-Reference	(CKIRBY)	3366
Bonham, Pamela, OAI-Regts Ctr/ILS	(PBONHAM)	8570/3960	Knox, Lorrie, LII-Science Lib.	(LKNOX)	4931
Boose, Rhonda, Sec. to Dean-Admin. Office	(RBOOSE)	3601	Koepp, Donna, LII-Documents	(DOCSMAP)	4660
Borton, Richard, LAI-Cataloging	(DBORTON)	3038	Kottman, Miloche, LAIII-Cataloging	(MKOTTMAN)	3038
Boyd, Esther, LAI-Science	(EBOYD)	4928	Krentz, Jana, LI-SPLAT	(JKRENTZ)	3351
Boyer, Milissa, LAI-Serials	(MBOYER)	3535	Lafferty, Kathy, Sec. I-Ks. Coll.	(KLAFFERT)	4274
Bunch, Barry, Archivist I-Archives		4188	Landon, Marilyn, LAI-Cataloging	(MLANDON)	3038
Burich, Nancy, LIII-RCL	(NBURICH)	8575	Lasnier, Mark-LAI, Science Lib.	(MLASNIER)	4931
Cabrera, Rosario, LI-Cataloging	(RCABRERA)	3038	Lathrom, Kathy, LAII-Serials	(KLATHROM)	3535
Carvalho, Gene, LIII-East Asian	(GCARVALH)	4669	Leon, Lars, LAII-Acquisitions	(LLEON)	3476
Chapman, Kerry, LAII-Cataloging	(KBOWER)	3038	Lodwick, Malcolm, LAI-Art Lib.	(MLODWICK)	3476
Clement, Richard, LII-Special Collections	(RCLEMENT)	4334	Lohrentz, Ken, LII-Cataloging	(KLOHRENT)	3038
Clodfelter, R. Katherine, LAII-Cataloging	(KCLODFEL)	3038	Love, Johnnie, LI-Reference	(JLOVE)	3366
Coburn, Bruce, OAI-III-Mail Room	(BCOBURN)	3080	Lynch, John, LAI-ILS	(JLYNCH)	3960
Cook, Kristi, LAI-Cataloging	(KCOOK)	3038	Marvin, Bob, LAIII-Cataloging	(BMARVIN)	3038
Cook, Muriel, LAIII-Serials	(MCOOK)	3535	Mason, Alexandra, LIII-Special Coll.	(AMASON)	4334
Copp, Linda, LAI-Serials	(LCOPP)	3535	Mauler, Al, LAIII-Cataloging	(AMAULER)	3038
Couch, Sarah, LAIII-Periodicals	(SCOUCH)	3950	Mellenbruch, Jennifer, Ext. Asst.-RCL	(JMELLENB)	8570
Craig, Susan, LIII-Art Library	(SCRAIG)	3020	Melton, Robert, LIII-Coll.Dev./Publications	(RMELTON)	3378
Crank, Richard, LAII-Science	(RCRANK)	5532	Miller, John, LIII-Automation	(SP05)	5530
Crowe, Bill, Dean, Admin. Office	(WCROWE)	3601	Miller, Kent, LII-Admin/Access Services/Facilities	(KMILLER)	3601
Cundiff, L. Hope, LAII-Acquisitions	(HCUNDIFF)	3476	Miller, Rachel, LII-Acquisitions	(RMILLER)	3476
Dandridge, Deborah, LI-KS Coll.	(DDANDRID)	4274	Miner, Carol, LAII-Engineering	(CMINER)	3866
DeSart, Mel, LI-Engineering	(DESART)	3854	Mitchell, William, LIII-Special Coll.	(BMITCHEL)	4334
Dibben, Carole, LAII-ILS	(CDIBBEN)	3960	Moore, Lorraine, LIII-Cataloging	(LMOORE)	3038
Dienes, Jennie, LI-Documents	(JDienes)	4660	Mullen, Tahirih, LAII-Cataloging	(TMULLEN)	3038
DiFilippo, Paulette, LII-Cataloging/Ref.	(PDIFILIP)	3038/3366	Neeley, James, LIII-Reference	(JNEELEY)	3366
Doll, Victoria, LI-East Asian Lib.	(VDOLL)	4669	Neeley, Kathleen, LII-Science	(KNEELEY)	5530
Donaldson, Penny, LI-ILS	(PDONALDS)	3960	Noble, Cherrie--Howey Reading Room	(CNOBLE)	3404
Durnal, Chet, Sys. Specialist-Automation	(CDURNAL)	5530	Orth-Alfie, Carmen, LAII-Documents	(CORTHALF)	4660
Dyal, Diana, LAI-Cataloging	(DDYAL)	3038	Owens, Brenda, LAII-Circulation	(BOWENS)	4715
Dyer, Wanda, LAII-Cataloging	(WDYER)	3038	Pardue, David, LI-Cataloging/Ser. Cat.	(DPARDUE)	3038/3535
Elliott, Joyce, LAI-Bindery Prep	(JELLIOTT)	3753	Perlaky, Livia, LAI-Acquisitions	(LPERLAKY)	3476
Emde, Judith, LII-Science Lib.	(JEMDE)	4931	Perry, Suzanne, LAII-Acquisitions	(SPERRY)	3476
Eshelman, Nicholas, LII-Automation	(NESHELMA)	5530	Pierard, Cynthia, LI-Reference	(CPIERARD)	3366
Fredericksen, Lin, LAII-KS Collection	(LFREDERI)	4274	Powell, Connie, LII-Science Lib.	(CPowell)	4931
Froese, Verna, LAI-Acquisitions	(VFROESE)	3476	Proctor, Jo Nell, Acct. II-Admin. Office	(JPROCTOR)	3601
Fry, Joy, LAIII-Serials Cataloging	(JFRY)	3535	Rake, Nancy, LAIII-Cataloging	(NRAKE)	3038
Gaedert, Barbara, LII-Cataloging(on leave-Fall)	(BGAEDDER)	3038	Rector, Mary, OAI-III-Circulation	(MRECTOR)	4715
Galliano, Zee, LAII-Circulation	(ZGALLIAN)	4715	Reed, Marianne, Systems Spec.-Automation	(MREED)	5530
Gibbs, George, Asst. Dean-Admin. Office	(GGIBBS)	3601	Renew, Janet, LAII-Periodicals	(JRENEW)	3950
Gillespie, E. Gaele, LII-Serials	(GGILLESPIE)	3535	Richardson, John, LI-Cataloging	(JRICHARD)	3038
Gilliland, Sandy, Asst. to Dean-Admin. Office	(SGILLILA)	3601	Ring, Richard, LII-Collection Dev.	(RICHRING)	3476
Girardo, Jill, Program Asst.-SPLAT	(JGIRARDO)	3351	Rivera, Cynthia, LAI-Cataloging	(CRIVERA)	3038
Gottstein, Terri, OAI-III-Cataloging	(TGOTTSTE)	3038	Roach, Mary, LIII-Cataloging	(MROACH)	3038
Graves, Kathryn, LII-Ref	(KGRAVES)	3366	Rogier, Anita, OAIV-Admin. Office	(AROGIER)	3601
Haines, Sally, LII-Special Coll.	(SHAINES)	4334	Rosenbloom, Mary, LII-Reference	(MROSENBL)	3366
Hamilton, Susan, LAII-Acquisitions	(SHAMILTO)	3476	Samuelson, Gary, OAIV-Circulation	(GSAMUELS)	4715
Hamlin, Luceil, LAIII-Serials	(LHAMLIN)	3535	Schaffner, Brad, LII-Slavic	(BSCHAFFN)	3957
Hardin, Tommy, LAI-Cataloging	(THARDIN)	3038	Schmidt, Krista, LAI-Cataloging	(KSCHMIDT)	3038
Harsh, Bayliss, LAII-Reserve	(BHARSH)	3396	Schulte, Becky, LII-KS Collection	(BSCHULTE)	4274
Hawkins, Mary, LIII-KS Collection	(MHAWKINS)	4274	Shartran, Stephen, LAI-ILS	(SSHARTRA)	3964
Hawkins, Nancy, LAI-RCL	(NHAWKINS)	8570	Shaw, Lisa, OAIV-Copying Svcs	(LISHAW)	4902
Hawkins, Sherry, LAII-Reference	(SHAWKINS)	3366	Simmons, Kendall, LAIII-Facilities	(KSIMMONS)	3038
Helyar, L. E. James, LIII-Special Coll.	(JHELYAR)	4334	Slater, Alex, LAII-Cataloging	(JASII)	3038
Hermes, Linda, LAI-KS Collection	(LHERMES)	4274	Slater, Geraldine, LAII-Cataloging	(GSLATER)	3038
Hewitt, Susan, LAIII-Science Lib.	(SHEWITT)	5533	Smith, James, LAII-Music Library	(JSMITH)	3496
Hitchens, Susan, LIII-Music Library	(HITCHENS)	3496	Snow, C. Ann, LAI-Art Library	(ASNOW)	302
Holcomb, Gaby, LAII-Serials	(GHOLCOMB)	3038	Spray, Tina, LAII-ILS	(TSPRAY)	3960
Hollingsworth, Nancy, LAIII-KS Collection	(NHOLLING)	4274	Stamm, Malgorzata, LAI-Cataloging	(MSTAMM)	3038
Hopkins, Larry, Sec. I-Special Coll.	(LHOPKINS)	4334	Starr, Ingeburg, LAII-Documents	(ISTARR)	4660
Hu, Marilyn, LAII-Science	(MHU)	4928	Swartz, Denise, Acct. Spec-Admin. Office	(DSWARTZ)	3601

Taylor, Toni, LAII-Science Lib.	(TTAYLOR)	5532
Thomas, Susan, LI-RCL	(STHOMAS)	8570
Thompson, Corrie, Sec. I-Science Lib.	(CTHOMPSO)	5530
Traxler, JoAnna, Acct. Spec.-Acquisitions	(JTRAXLER)	3476
Unfred, Angella, OAI-Mail Room	(AGALLOWA)	3080
Walther, Lisa, Program Asst.-Slavic	(LWALTHER)	3957
Warren, Mary Lou, LAIII-Documents	(MWARREN)	4660
Waters, Julie, LI-Science Lib.	(JWATERS)	4931
Welton, Kristin, Photo Archivist-KS Collection	(KWELTON)	4274
Williams, Annie, LII-Cataloging	(AWILLIAM)	3038
Williams, Sherry, LIII-KS Collection/Archives	(SWILLIAM)	4274
Wilson, Margaret, LIII-Serials Cat.	(MWILSON)	3535
Winchell, Margaret, LII-Slavic		3959
Winfrey, John, Prog. Asst-Documents		4662

**PROGRAMMERS (COMPUTER CENTER)**

Budd, Dennis	(SP06)	0216
Palmquist, Larry	(SP72)	0218
Susott, Gary	(SP46)	0203



## **Library Automation Committee**

April 26, 1995

Present: John Miller (chair), Jim Neeley, Larry Palmquist, Mary Roach, Gary Susott, Sherry Williams

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### Minutes:

John distributed the minutes from April 12, the draft of which had been distributed earlier by email for comment.

### Updates:

Based on reports produced earlier of Law records with call number/indicator mismatches in the 852 field, Mary indicated that it might be possible to correct a large number of them by machine rather than by hand since many records in series had the same basic call number. She asked if it would be possible to investigate the possibility of doing this and it was agreed to do so.

Mary said that Larry had produced and she had received an additional 100 records to use in the Kansas Collection sample.

### RFP:

John distributed copies of replies to a draft section 3 of the draft RFP from Ameritech and Endeavor. Endeavor had several comments about how to define and treat simultaneous users, as did Innovative earlier.

John reported that Bill Potter had mostly very positive feedback to offer upon his review of the RFP. John is meeting this week with Gene Puckett and Barry Swanson to discuss Mr. Swanson's comments on the RFP, to ask questions, and to finalize plans for release of the RFP.

Rather than rewrite the section concerning OCR numbers and check digits, and dividing it between mandatories and desirables, John added another possible response for vendors, allowing them to indicate that although their system does not provide a certain feature, they will provide custom program to accomplish it and include the costs of the programming in the bid.

John added a paragraph to section 3.16 to further define what we anticipate staff and public use to be like so that vendors can respond with how they define, handle and charge for "simultaneous use" of their systems, depending on how the system is set up and how the modules are interconnected and what gateways to other systems are available. After some discussion of John's original estimates for the average "connections," it was decided to increase the staff connections from 1.3 to 1.4 per user. This can be negotiated up or down later, but at any rate gives the vendors something to start with for the purpose of bidding a cost.



**Integrated Systems Librarian Position:**

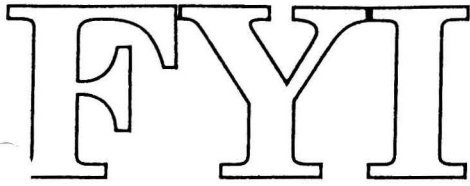
John presented a final list of Search Committee members, all of whom have agreed to serve on the committee. He also distributed copies of the proposed timeline for hiring. It was suggested that he make clear to all library staff that the funding line for this position is being transferred from the computer center and is not a new funding line.

To: Staff Development Committee  
From: Sherry Hawkins  
Re: Funding for Tri-Conference '95

I want to give special thanks to the Staff Development Committee for the monetary support made available to me. It allowed me to attend the March 22-24th Tri-Conference in Topeka. I was able to attend the KLA Council Meeting, the CULS luncheon and the Beta Phi Mu Business Meeting. The sessions that I attended were 1) concerning K-St's use of Lexis/Nexis, 2) the benefits of collaboration, and 3) an outstandingly funny General Session featuring Baxter Black, cowboy poet. Near the end of the last day's meetings I was also able to play with the graphical internet system Netscape taking a virtual trip to Hawaii while sitting at terminal in the exhibit hall in Topeka.

With appreciation,

A handwritten signature in cursive script, appearing to read "Sherry".



## University of Kansas Libraries

Number 1320 May 25, 1995

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### LIBRARY STAFF TELEPHONE LIST CORRECTIONS

Please note the following corrections to the Library Staff Directory that was attached to last week's FYI:

ANDERSON, Roger: 4-3476/4-4660  
HAWKINS, Nancy: 4-8572  
HERMES, Linda: 4-3854  
HOLCOMB, Gabby: 4-3535  
LASNIER, Mark: 4-4928  
SHAW, Lisa: 4-4209

Please contact Sandy Gilliland with any additional corrections and/or changes.

Sandy Gilliland

### OFFICIAL ELECTION RESULTS

The N&B Committee met on Monday afternoon to tally ballots in two elections. Here are the results:

#### LCPT Election

A total of 43 ballots were returned:

LI representative: Johnnie Love  
LII " : Kathy Graves  
LIII " : Gene Carvalho, Mary Hawkins

(These representative will serve a two-year term).

#### LFA Exec Election

A total of 46 ballots were returned:

Vice-Chair/Chair-Elect: Becky Schulte  
LIII representative : Margaret Wilson  
LII " : Gaele Gillespie  
LI " : Mel Desart  
Unclassified professional representative: Maria Alexander

Secretary: Gordon Anderson

Submitted by David Pardue for N&B

## **CLASSIFIED CONFERENCE ANNOUNCEMENTS:**

### Results of the vote on the proposed new Code for Classified Conference

54 ballots were returned by the deadline of May 15. There were 51 "yes" votes and 3 "no" votes. The new code passes. Classified employees received a copy of the code attached to the ballots and should use this to replace their copies of the old code.

### New Classified Conference Groups

See modified Addendum I in this issue of FYI. Classified employees should copy and attach this to their copies of the new Code.

Corrie Thompson

## **S. WILLIAMS APPOINTED**

Sherry Williams, Head of Kansas Collection/University Archives, has been appointed to the Editorial Board of: "*Archival Issues*", the quarterly publication of the Midwest Archives Conference.

Rob Melton

## **BOOK ARTS: BOOKBINDING METHODS AND UNIQUE ARTIST'S BOOKS**

The above is the title of a short course to be offered by the Department of Art, Division of Continuing Education, Kansas State University, from June 3 to 11. It is an intensive 9-day course exploring bookbinding techniques, allowing students to become familiar with the materials of the art. Topics to be discussed include basic, Asian, hardbound, and non-adhesive bookbinding. The survey of non-adhesive bookbinding. The survey of techniques will be supplemented with in-class production of hand-bound books. Sandy Gilliland has copies of the registration form.

L. E. James Helyar

## **ATTACHMENTS**

Classified Conference Exec Board Addenda

Classified Conference Exec Board minutes--April 28, 1995

## **Addenda**

### **Addendum I.**

As of April 28, 1995, the Classified Conference Executive Board has designated the following groups:

-Acquisitions/ILS/Serials, 21 classified employees, 2 representatives  
and Regents Center

-Cataloging 21 classified employees, 2 representatives

-Access Services, Reference, 15 classified employees, 1 representative  
and Art & Architecture

-Administrative Office, 9.75 classified employees, 1 representative  
Preservation/Bindery Prep.,  
and Facility/Safety

Spec. Coll/KS Coll/Archives 6 classified employees, 1 representative

-Sci/Eng/Gov Docs/Music 13.5 classified employees, 1 representative

Classified Conference Executive Board  
April 28, 1995

Present: A Slater (chair), C Thompson (secretary), M Baker, C Rivera, K Simmons, B Marvin

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Updates:

1. Alex distributed the ballots for classified staff to vote on the proposed new Code. Group representatives will take them personally to their constituents.
2. Alex asked Dean Crowe about Kent Miller's appointment as chair of the Health and Safety Committee (this was something the Exec. Board had asked Alex to find out). Dean Crowe said this is consistent with other Advisory Committee structures.
3. New classified staff evaluations will be used effective FY96. Sandy Gilliland and Anita Rogier will attend Human Resource's seminars about the new HR Pay system, and they in turn will organize in-house training for library staff. (Since the meeting, the implementation date of the new evaluation procedures has been postponed until an as-yet undetermined time).

Reports:

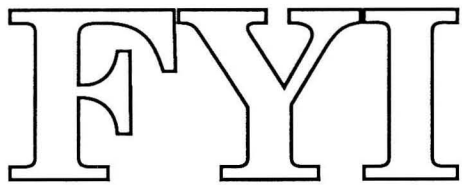
1. Kendall reported on the Senate Libraries Committee's special meeting to review and discuss the Library Fines Appeals Board's proposed guidelines and policies.
2. Kendall reported that Classified Senate learned that the motion to repeal the prohibition against classified staff running for public office was voted down. She suggested that CCEB ask Classified Senate if they would be interested in investigating how other public office-holders might have conflicts of interest. Kendall also said that incoming Chancellor Hemenway will address Classified Senate in May.

Discussion:

1. In light of recent and planned restructuring of several departments, several proposed changes in departments groupings and their representation on CCEB were discussed. The majority of the board present thought that physical proximity was the best criterion for forming groups. The Exec. Board decided on the following structure:

Acq/ILS/Ser, Regents Cntr.	21 classified employees, 2 representatives
Cataloging	21 classified employees, 2 representatives
Access Services, Reference, and Art & Architecture	15 classified employees, 1 representative
Administrative Office, and Pres/Bindery Prep., and Facility/Safety	9.75 classified employees, 1 representative
Spec. Coll/KS Coll/Archives	6 classified employees, 1 representative
Sci/Eng/Gov Docs/Music	13.5 classified employees, 1 representative

2. Elections for new group reps for FY96 will be held after the new code is voted on.
3. Alex will ask Chancellor Hemenway to address the general meeting in June. Alex will refer back to the results of the informal survey conducted last August for possible topics. Chancellor Hemenway might wish to give a comparison of Kentucky's civil service system with that of Kansas.



## University of Kansas Libraries

Number 1321 June 1, 1995

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### ACCESS SERVICES SEARCH

Following a nationwide search to recruit the Head of Access Services, Watson Library, I regret to announce that the search has been closed after deliberation with the search committee.

Kent Miller has volunteered to continue as Acting Head of Access Services until the position can be filled on a permanent basis. Kent will also continue his regular assignment as Facilities Officer.

--W. J. Crowe

### OFFICIAL ELECTION RESULTS

The Nominating & Ballot Committee met on May 30 (Monday) to tally ballots in the election on Section 3.3.6.1 of the LFA Code. (This section of the Code outlines the role and purpose of the Budget & Planning Committee).

A total of 45 ballots were returned. Response was overwhelmingly in favor of accepting the proposed changes: 41 "yes" votes and 4 "no" votes were cast.

Submitted by David Pardue for N&B

### VOLUNTEERS NEEDED

LFA Exec is seeking volunteers to serve on Library Faculty committees in FY96. Appointments will be made to the following committees:

Planning and Resources  
Nominating and Ballots  
Staff Development  
Salary and Benefits  
Committee on the Code and Bylaws

If you are interested in serving on a committee during the next fiscal year please contact Judith Emde by June 23. (Phone: 4-4931; e-mail: jemde@ukanvm). Please let Judith know on which committee(s) you would like to serve and indicate your preferences. All committee assignments will be made by the FY96 LFA Exec.

Brad Schaffner

### THE NATURE OF RESEARCH FOR LIBRARIANS

A reminder that registrations for this Staff Development Committee presentation are due by 5:00 p.m. Friday, June 2. Although the theme of this presentation is focused toward librarians, other staff might find it informative, and all staff are invited to attend. Registration form and additional information are appended to this week's FYI.

Margaret Wilson



## **PUBLICATIONS BY FORMER STAFF MEMBERS**

Two former staff members have recently appeared in print. Janet Anderson-Story, formerly of the Circulation Department, is featured in the "Supporting Cast" column of the May/June 1995 issue of *Library Mosaics*. Michael Biggins, formerly of the Slavic Department, has his translation of the Slovenian physician and political prisoner Boris Pahor's book *Nekropola* published by Harcourt Brace & Co. under the title *Pilgrim Among the Shadows*.  
Rob Melton

## **ATTACHMENTS**

The Nature of Research for Librarians registration form  
Staff Development Report--Johnnie Love

**THE UNIVERSITY OF KANSAS LIBRARY**  
**SUMMER SCHEDULE OF HOURS: JUNE 6 - AUGUST 20, 1996**

May 30, 1995

<p><b>ANSCHUTZ SCIENCE LIBRARY</b> (864-4928)</p> <p>Mon-Thu 8am - 9pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p><u>Exceptions:</u> July 4 Closed July 30 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat &amp; Sun Closed</p>	<p><b>FINES OFFICE</b> (864-4715) 309C Watson</p> <p>Mon-Fri 8:30am - 4:30pm Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>KANSAS COLLECTION</b> (864-4274) 224 Spencer Library</p> <p>Mon-Fri 8am - 5pm Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>SPAHR ENGINEERING LIBRARY</b> (864-3866) Spahr Hall (2005 Learned)</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p><u>Exceptions:</u> July 4 Closed July 30 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat &amp; Sun Closed</p>	<p><b>WATSON LIBRARY</b> (864-3956) (Hours: 864-8900)</p> <p>CIRCULATION* (864-4715) RESERVE (864-3396) MICROFORMS (864-4661) PERIODICALS/MICROFORMS (864-3950)</p> <p>Mon-Thu 8am - 9pm Fri 8am - 5pm Sat noon - 5pm Sun 1pm - 5pm</p> <p><u>Exceptions:</u> July 4 Closed July 30 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat &amp; Sun Closed</p> <p>*Circulation/Reserve desks and the Clark Micro Lab close 15 min. before Library closes. Bookstacks close 1/2 hour before Library closes.</p>
<p><b>ART &amp; ARCHITECTURE LIBRARY</b> (864-3020) 1st Level, Spencer Museum of Art</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun Closed</p> <p><u>Exceptions:</u> July 4 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat &amp; Sun Closed</p>	<p><b>GOVERNMENT DOCUMENTS</b> (864-4662) (864-4420) 6th Floor, Malott Hall</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat 9am - 5pm Sun Closed</p> <p><u>Exceptions:</u> July 4 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat &amp; Sun Closed</p>	<p><b>LAW LIBRARY</b> (864-3025) 200 Green Hall</p> <p>Mon-Thu 7:30am - 10pm Fri 7:30am - 5 pm Sat 10am - 5pm Sun noon - 10pm</p> <p><u>Closed:</u> July 4 <u>Open:</u> July 24 noon - 5pm July 25-26 8am - 9pm</p> <p>Following Summer Session: Mon-Fri 8am - 5pm</p>	<p><b>SPECIAL COLLECTIONS</b> (864-4334) 327 Spencer Library</p> <p>Mon-Fri 8am - 6pm Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>COPYING SERVICES</b> (864-4209) Self-service copiers available on same schedule as shown above. Service window hours posted in Copying Services.</p>
<p><b>EAST ASIAN LIBRARY</b> (864-4669) 5th Level Watson</p> <p><u>Staffed:</u> Mon-Fri 8am - 5pm</p> <p><u>Closed:</u> July 4</p> <p>(East Asian bookstacks are open on the same schedule as Watson Library bookstacks)</p>	<p><b>HOWEY READING ROOM (BUSINESS &amp; ECONOMICS)</b> 864-3404, 103 Summerfield</p> <p>June 6 - July 28: Mon-Thu 9am - 8pm Fri 9am - 5pm Sat Closed Sun 1pm - 5pm</p> <p><u>Closed During Class Holidays</u></p>	<p><b>MUSIC LIBRARY</b> (864-3496) 448 Murphy</p> <p>Mon-Thu 8am - 8pm Fri 8am - 5pm Sat noon - 5pm Sun Closed</p> <p><u>Exceptions:</u> July 4 Closed July 31 - Aug. 20: Mon-Fri 8am - 5pm Sat &amp; Sun Closed</p>	<p><b>THOMAS R. SMITH MAP COLLECTION</b> 864-XXXX Level 1, Anschutz Science Library</p> <p>Mon-Fri 8am-5pm Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>REFERENCE DESK</b> (864-3347) <u>Staffed:</u> Mon-Thu 9am - 9pm Fri 9am - 5pm Sat &amp; Sun 1pm - 5pm</p> <p><u>Exceptions:</u> July 4 Closed July 29 Unstaffed July 30 Closed July 31 - Aug. 20: Staffed: Mon-Fri 9am - 5pm</p>
	<p><b>INTERLIBRARY SERVICES</b> (864-3960) 3rd Level Watson</p> <p>Mon-Fri 8am - 5pm Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	<p><b>REGENTS CENTER LIBRARY</b> (864-8570) 12600 Quivira Rd., Overland Park, KS</p> <p>Mon-Thu 8am - 10:30pm Fri 8am-6pm Sat 8am - 6pm Sun noon - 8pm</p> <p><u>Exceptions:</u> July 4 Closed July 30 Closed July 31 - Aug. 20: Mon-Fri 9am - 5pm Sat &amp; Sun Closed</p>	<p><b>UNIVERSITY ARCHIVES</b> (864-4188) 422 Spencer Library</p> <p>Mon-Fri 8:00am - 5:00pm Sat &amp; Sun Closed</p> <p><u>Closed:</u> July 4</p>	

HOURS OF OPENING ARE SUBJECT TO CHANGE AS POSTED.

PHONE THE LIBRARY (LIBRARY HOURS: 864-8900) OR THE UNIVERSITY INFORMATION CENTER: 864-3506.

# THE NATURE OF RESEARCH FOR LIBRARIANS

Thursday, June 8, 1995, 1:30-3:30 p.m.  
Alderson Auditorium (Kansas Union)

Presented by:

William Black, Associate Professor  
Library Development & Project Management  
Iowa State University

Martha Hale, Professor  
School of Library and Information Management  
Emporia State University

*This is the sixth in a series of programs on Change, sponsored by the Staff Development Committee. The speakers will address such topics as the benefit of scholarly activities to the practice of librarianship; research methodologies; and library environments which enable successful research activities.*

*To register, please make arrangements with your supervisor and either return the registration form below to Margaret Wilson, Serials Cataloging, or confirm by e-mail (MWILSON) or phone (x3535). Registrations are due by 5:00 p.m., June 2.*

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## REGISTRATION FORM

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Dept.: \_\_\_\_\_

Please register me for:

The Nature of Research for Librarians, June 8, 1995, 1:30-3:30 p.m.


Return this form to Margaret Wilson, Serials Cataloging, or confirm by e-mail (MWILSON) or phone (x3535).



Sponsored by the Staff Development Committee, University of Kansas Libraries

M E M O R A N D U M

MAY 22, 1995

TO: STAFF DEVELOPMENT COMMITTEE  
FROM: Johnnie Love   
SUBJECT: Travel Report to ACRL Seventh National Conference  
Pittsburgh, Pennsylvania

This spring I attended the ACRL's Seventh National Conference, March 29-April 2. It was held in the David H. Lawrence Convention Center in the heart of Pittsburgh. This historical city is in the midst of positive rapid economic change, from its once booming steel mills to new high technology that is becoming the major industry replacement. Since I am an avid football fan, it was great to see the "place where one of my favorite teams calls home, "Three Rivers Stadium". It is located near the place where the Allegheny and Monongahela Rivers come together and flow into the Ohio River.

This ACRL Conference was said to have been the largest in its history. Over 2300 librarians and professionals in related fields came together to discuss the theme, "Continuity and Transformation: The Promise of Confluence". As you well know, ACRL is the largest division of ALA. Its mission is dedicated to enhancing the ability of academic librarians and other information professionals to serve the needs of the higher education community in research, teaching, and learning.

Highlights of the conference were its preconference workshops, the reception at the Carnegie Museum, the all-conference luncheon, with guest speaker Ronald Takaki, of the University of Calif, Berkeley, (fantastic!) and cultural anthropologist, Jennifer James at the opening session on managing a changing workforce. (excellent presentation!) John McChesney of NPR was the closing speaker for the conference. I attended two preconference workshops that were outstanding in presentation and content. The workshops were: "Transforming Culture: The Role of Leadership in Creating the Learning Organization", (7 hrs., Tuesday 3/28), and "Librarians as Campus Leaders", (3 hrs., Wed. 3/29).

The central theme in "Transforming Culture" was based upon the premise of being proactive in the face of change, and determining how we would be affected by it rather than change dictating the course of action and creating a negative work environment. When change comes we must learn to look at our organizations differently and profoundly. A "mental shift" is necessary and libraries must be viewed as learning organizations. The core of the "learning organization" is the readiness of learning, and the idea of continuous practice and openness to learning.

The "learning organization" model has five disciplines: personal mastery, team learning, shared vision, systems thinking and mental models. In the "learning organization model", challenges and leadership roles are continuously redefined because of changes. Presenters for this session were Maureen Sullivan (ARL) and Shelley Phipps, University of Arizona.

"Librarians as Campus Leaders" focused on one of the sub themes for ALA 2000: "Leadership". This session was in the form of a panel presentation. The panel was a combination of university, four year college and community college faculty.

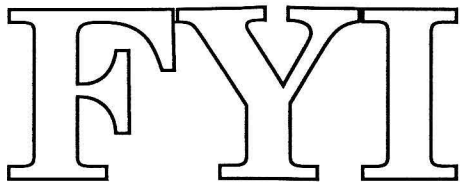
accompanied by their academic officers to share their campus collaborative efforts. Moderator for this session was Mel George, University Librarian, Oregon State University.

The question was asked, "How big is your vision for your library and your university?" Librarians must work aggressively to become visible in their campus communities. In addition to visibility, the Library should be seen clearly as an academic unit, and effort should be made to eradicate old images of the library services remaining within the four walls of the library building. Outreach efforts must be addressed from the library administrator to faculty and staff.

Suggestions given to for librarians functioning as campus "leaders":

1. Find ways to restructure the teaching/learning process. Become student centered.
2. Be a person with a vision and insight into the rate of change.
3. Form partnerships with faculty from the various schools and departments. Let them see us as educators.
4. Form partnerships within the community as well as in the institution.
5. Be well versed in the new technology so you can share information with faculty, staff and students.
6. Librarians should mentor new librarians to the profession.
7. As a leader encourage other librarians to become involved.
8. Have information literacy become an integral component of the strategic planning process.

When I heard the questions being asked and the comments being made, it made me feel very proud of my responsibilities here in the Kansas University Libraries and the aggressive work being done by KU Library administration, faculty and staff. We may be ranked #103 in salary, but our position as an academic unit, our positive relationship with the KU community, and our vision for the role of the KU Libraries is second to none!



## University of Kansas Libraries

Number 1322 June 8, 1995

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### **BAYLISS HARSH NAMED CLASSIFIED EMPLOYEE OF THE YEAR**

I am very pleased, indeed honored, to name BAYLISS HARSH as the KU Libraries' 1995 **Classified Employee of the Year**.

This designation is based on the unanimous recommendation of the selection committee, chaired by Corrie Thompson, which worked thoughtfully to review nominations and solicit information about several valued members of the staff who were nominated.

This designation carries with it a cash award of \$250 and several forms of public recognition, including a news release and honors at the Fall Recognition Reception.

I want to give all staff a sense of how greatly Bayliss's colleagues value her by quoting a portion of the report on which the committee acted:

"Bayliss is extremely service oriented . . . . She has a good touch in dealing with people, being patient, diplomatic, welcoming and approachable. She maintains her professional poise and does not get flustered. She interacts in a non-threatening way and balances the needs of individuals with the needs of the institution. Even if a patron cannot have what he or she wants immediately, Bayliss wants that person to leave in a positive frame of mind. Because she takes extra steps to 'smooth ruffled feathers,' there have never been any difficulties resulting from her interaction with the public. She is noted as an exceptional representative of the library."

Amen!

Bayliss has my warmest congratulations and great respect for all that she has meant to the people of the KU Libraries and those we serve.

-William J. Crowe

## **PERSONNEL**

Susan Thomas, Assistant Regents Center Librarian, has announced her resignation. Susan began employment with the Regents Center Library October 1, 1993. She has accepted a position with Valdosta State University, Valdosta, Georgia. Susan's resignation is effective June 22, 1995.

Sandy Gilliland

## **REGENTS CENTER LIBRARY INTERNSHIP OPPORTUNITY ANNOUNCED**

Due to the resignation of Susan Thomas (see PERSONNEL above), a summer internship opportunity in the KU Regents Center Library is available to Library staff, from mid-June through the end of August, 1995. The intern will be primarily responsible for providing patron assistance, including reference assistance and assistance in the use of the automated system. Given the intern's interests and abilities, he/she may also assist Nancy Burich, Regents Center Librarian, with collection development activities. The intern will report to Ms. Burich.

The intern will be asked to spend approximately 15-20 hours per week at the Regents Center Library, and flexibility to meet his/her work schedule on the Lawrence campus will be allowed. However, some evening- and week-end hours may be required.

The Library and Computer Labs share facilities at the Regents Center. All terminals in the facility are networked, provide access to all resources, and use a MicroSoft Windows interface. Most reference services are provided utilizing electronic resources which include CD-ROM's; databases included in OCLC's FirstSearch, Lexis/Nexis, and Dialog; and other Internet resources. The Regents Center and Regents Center Library maintain home pages utilizing Netscape software.

Several factors will be considered in selecting an intern in the Regents Center Library, including the feasibility of releasing the applicant from his/her current assignment, etc. If an intern arrangement can be mutually agree upon, the intern's current salary and benefits will not be affected by the assignment. However, the intern's performance will be taken into consideration in his/her annual performance review.

**Desired qualifications:** Ability to establish and maintain effective working relationships with colleagues and the public; demonstrated experience working with microcomputers and CD-ROM's; experience in searching bibliographic utilities such as OCLC, Dialog and Lexis/Nexis; excellent communication skills.

Library staff interested in this internship opportunity should contact Sandy Gilliland, 4-3601 (e-mail SGILLILA@UKANVM) by 5:00 p.m. Tuesday, June 13, 1995.

### **AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, COLOR, SEX, DISABILITY, AND AS COVERED BY LAW, VETERAN STATUS. IN ADDITION, UNIVERSITY POLICIES PROHIBIT DISCRIMINATION ON THE BASIS OF RELIGION, NATIONAL ORIGIN, AGE, SEXUAL ORIENTATION, MARITAL STATUS, AND PARENTAL STATUS.



## **REGENTS POLICY AND PROCEDURES MANUAL : DIVERSITY AND MULTICULTURALISM STATEMENT**

I have just received revised pages for the Board of Regents Policy and Procedures manual and wish to call particular attention to a new version of page 10G, which adds the following "Statement on Diversity and Multiculturalism," based on action taken by the Board on May 18, 1995:

Opportunities to gain experience within a diverse environment and to develop appreciation of multiculturalism are considered to be important elements of the educational experience for all students. An emphasis on multiculturalism and diversity should foster an atmosphere within the university which recognizes and celebrates both the similarities and differences among all persons to create a collegiate community which reflects the world community and which provides a wide range of role models for students. The focus of responsibility for the design of educational experiences, including multicultural experiences, resides with each Regents institution.

-- W. J. Crowe

### **TUITION ASSISTANCE PROGRAM**

Applications for the Tuition Assistance Program for the Fall 1995 semester are due in the Executive Vice Chancellor's Office, 231 Strong Hall, by 5:00 p.m. Friday, July 21st. Any permanent staff member who has the equivalent of one year of full-time experience with the University is eligible to apply. Application forms and additional information are available from Anita Rogier, Assistant Personnel Officer, 502 Watson Library, 4-3601, or from the Executive Vice Chancellor's Office, 231 Strong Hall, 4-4904.

Sandy Gilliland

### **TIME CARD DEADLINE**

Please send all student time cards, unclassified absence cards, and Classified monthly time reports to Anita Rogier in the Library Administrative Office by **noon, June 13th**. Refer to pages 18 and 19 of the Student Employment Procedures Manual for the maximum number of reportable hours for student assistants and other information.

Anita Rogier

### **ATTACHMENTS**

Invitation--Burchill reception

LFA General Meeting minutes--May 1, 1995

Staff Development Committee minutes--May 3, 1995m May 10, 1995, May 17, 1995



# Reception

honoring

Mary Burchill

on her retirement from  
the University of Kansas  
School of Law Library.

Tuesday, June 13 from 3-5p.m.

Reference Room the Law Library  
Green Hall  
University of Kansas

## LFA GENERAL MEETING

### Minutes of May 1, 1995 Meeting

Present: B. Schaffner (chair), W. Crowe, S. Craig, R. Clement, J. Love, K. Miller, C. Pierard, M. Reed, B. Baird, G. Gillespie, R. Cabrera, N. Burich, J. Dienes, M. DeSart, P. Donaldson, S. Gilliland, L. Knox, M. Roach, R. Anderson, R. Miller, M. Rosenbloom, G. Carvalho, V. Doll, S. Williams, K. Welton, J. Winfrey, D. Koepp, S. Hitchens, L. Moore, J. Emde, J. Richardson, C. Powell, J. Neeley, R. Ring, D. Pardue

### Introduction of New LFA Members

Dean Crowe formally introduced two new LFA members: Brian Baird and Jana Krentz. Baird began in December 1994 as the Libraries' first full-time preservation librarian. Krentz, who began work in January 1995, was introduced in absentia, as she is attending the SALALM XL conference in Athens, Georgia.

Donna Koepp introduced John Winfrey, an editorial assistant on the map indexing project. He was hired in February 1995 on an 18-month assignment; his post is funded by the Congressional Information Services.

Lorraine Moore introduced Rosario Cabrera, who is working on a grant-funded project through KU's Latin American Studies Center to catalog Latin American monographs. She began her employment with the Libraries in January 1995.

Sherry Williams introduced Kristin Welton, the Libraries' new photoarchivist, who began in March 1995. She will be working in both the Kansas Collection and in University Archives.

### Announcements

B. Schaffner announced the tentative slate of candidates in the upcoming election for LFA Executive Committee and the Libraries' Committee on Promotion & Tenure (LCPT). Ballots will be mailed out by the end of this week.

S. Craig made brief remarks concerning her views of the challenges facing next year's LFA Exec. Among those are: the change in library administration which will occur with the incoming Associate Dean--this will also likely affect the evaluation process; the search for a new integrated system; mid-term review; and how to implement the subcommittee's recommendations to reorganize the Budget & Planning Committee.

Dean Crowe made several announcements. He thanked the Staff Development Committee for their outstanding efforts this year. Former Chancellor Gene Budig has been officially named a "Patron of the University of Kansas Libraries" by the KU Friends of the Libraries. This honor recognizes his

contributions to the Libraries over the past 13 years, and his name was added to the plaque near the Reference Dept. in Watson Library. Also, Crowe made a preliminary announcement that this year's senior class will present the Library with \$10,000 to establish the "Jayhawks for KU Libraries" fund. This fund will be used to supplement special initiatives for service to undergraduates and will be supported by Intercollegiate Athletics.

As a final announcement, the Dean encouraged library faculty to consider applying for sabbatical leaves. He noted that although competition for them is stiff and a quota is imposed by the Board of Regents, sabbaticals do not have to be for research purposes only. They can also be used for "professional development."

### Committee Reports

- Budget & Planning Committee: R. Anderson reported that, in addition to the Committee's regular charge to review overall budget priorities, its members had also been involved in addressing other charges. These included evaluating and commenting on the restructuring of the Access Services position and the Assistant Dean position vacated by Mary Hawkins, monitoring the progress of the Strategic Plan, and studying possible changes in the role of the committee in the future. An ad hoc subcommittee composed of B&P, LFA Exec, and Classified Conference representation was formed to investigate this issue. A report with the subcommittee's recommendations was produced (which LFA members now have in hand). An additional charge was to begin consideration of updating the "Planning Notebook," an inventory of library committees involved in resource planning issues.

- Committee to Evaluate Service & Research (CESR): B. Schaffner noted that this year's committee revised an outline of guidelines which was developed by previous CESRs. He hopes that this is a step towards ensuring greater continuity in the evaluation of service and research.

- Libraries' Committee on Promotion & Tenure (LCPT): N. Burich reported that this year's LCPT worked to form a statement of "Discipline Expectations for Librarians" (which accompanies tenure/promotion files to UCPT), as well as evaluating the tenure files forwarded to the committee. (There were no applications for sabbaticals). The Committee held an informational meeting for untenured librarians and their supervisors this spring; members also updated the guidebook for promotion/tenure and for sabbaticals. Finally, LCPT has begun to examine the topic of mid-term review, which will be discussed in today's general meeting.

- Nominating & Ballot Committee: J. Richardson said that N&B had conducted several elections this year: a ballot for changing the LFA Code regarding service on LCPT; a runoff election to fill a vacant position on LCPT; a ballot this fall to elect members of CESR; and the upcoming ballot for LFA Exec and LCPT.

- Salaries & Benefits Committee: S. Gilliland stated that this year's Committee had looked at salary ranges and salary offers for several vacant

positions. Members examined the findings of this year's ARL salary statistics, which saw KU ranked 103rd out of 108 institutions. In addition, the Committee put together the annual ballot on merit salary distribution.

- **Staff Development Committee:** G. Gillespie reported that this year's overall theme was "The Change is Now," and that KU was selected as one of the teleconference sites in the "Soaring to Excellence" program. The Committee has funded 49 requests for both faculty and classified staff to attend workshops, conferences, and other events. The SDC organized the following programs, among others: a lecture by Robert Wedgeworth; a program on new technologies; Internet training sessions; and a panel discussion on research in the KU Libraries. Upcoming events include a panel on the "Changing Role of the Library within the University" (May 4, 1:00-3:00 p.m. in Spencer Library Auditorium), and a panel in June on the nature of research for librarians (with Bill Black and Marty Hale).

- **LFA Executive Committee:** B. Schaffner summarized Exec's major efforts as follows: working with LCPT to clarify discipline expectations for library faculty; consulting with CESR to ensure smoother operation of their portion of the annual review process; examining the topic of GRF funding and evaluating GRF proposals; and reestablishing the lines of communication between Exec and the other LFA governance committees. He congratulated Staff Development on their outstanding accomplishments this year, and noted that Exec had sent committee members a formal letter of thanks.

#### Reorganization of Budget & Planning Committee

B. Schaffner began by providing some background information. Because rumors were circulating that B&P would be abolished and that the committee was ineffectual, Exec decided to appoint a subcommittee to look into this issue. The subcommittee's work resulted in the report which was recently mailed to all LFA members. Schaffner sees this as a necessary first step towards revitalizing the committee. One unresolved problem is the term length: three years would be desirable, but difficult in practice. Another problem is the method of appointment; he feels that members should continue to be appointed by Exec, with the understanding that the goal should be as broad a representation as possible.

N. Burich said that the subcommittee's report is excellent, and agrees with it almost 100%. As a member of B&P, she believes that the committee is "more than a budget committee with a capital 'B'." Rather than solely looking at the budget, she thinks that B&P must look at broader issues. However, she has some concerns about Exec continuing to appoint B&P membership; volunteers will not always work best, but should be someone who feels they have a real contribution to make to the committee.

G. Carvalho said he believes the subcommittee's report to be a positive document, and that historically B&P has wrestled with the problem of appointment vs. election almost since its inception.

Dean Crowe thanked the subcommittee's members for their thorough job,

and J. Emde in particular for serving as chairperson. He stated that if B&P did not exist, he would have to advocate creation of such a committee, because its advisory role is crucial.

R. Clement asked whether the subcommittee had considered the anomaly of classified staff serving on an LFA committee. Schaffner answered that because B&P began as an LFA committee, it was preferable to maintain it as such. LFA Exec discussed the matter and felt that the general composition of B&P was acceptable. Both J. Emde and L. Moore noted that Classified Conference sometimes has difficulty finding people willing to serve a 2-year term; however, the subcommittee believed it important to have classified representation on B&P because the committee deals with very broad-based issues.

G. Carvalho observed that, historically speaking, a parallel committee line existed, i.e. classified and unclassified staff had completely separate committee structures; later this system was voted out. R. Anderson speculated that because B&P has to wrestle with such broadly based issues, perhaps over the years the committee gradually lost contact with LFA Exec.

J. Neeley asked Dean Crowe what his view was of the committee, since his interaction with it is very important. Crowe reiterated that if B&P did not exist, he would have to advocate creation of such a group; he needs its advice to decide upon a course of action. He believes this represents a "fresh start" for Budget and Planning.

M. Rosenbloom returned to the question of classified representatives on B&P, stating that this sort of joint membership is definitely unusual, but that there should be more of an attempt to have equal representation between unclassified/classified. Schaffner pointed out that joint committees often tend to become administrative committees, and in this situation B&P should remain a governance committee rather than assume an administrative function. C. Powell asked if perhaps it should be left up to the classified staff to complain if the committee isn't working--an "if it ain't broke, don't fix it" approach.

L. Moore stated that the subcommittee was not charged with looking into the composition of B&P, but only with examining the committee's role within the LFA governance structure. She noted that her experiences had shown that joint committees having classified staff could be difficult to serve on, because classified people weren't allowed the time to fulfill their committee duties--the librarians often had to take on extra duties in order to accomplish the committee's work.

J. Emde made a motion to amend section 3.3.6.1 of the LFA Code and submit the question to a mail ballot. Moore seconded the motion, and it passed on a voice vote.

#### Mid-term Review for Untenured Librarians

N. Burich began by providing some background information. Academic



Affairs has strongly encouraged the Libraries to implement some sort of mid-term review for untenured faculty. The consensus of LCPT was that an open informational meeting was no longer sufficient to prepare untenured library faculty for the tenure/promotion process. Therefore the issue of mid-term review was raised, and the committee has developed a list of options which range from the very formal to the more informal (although there are also other possibilities as to what form the review might take). LCPT hopes that the list will be "a spark to further discussion." Burich plans to make a report--or a recommendation--to LFA Exec by the end of LCPT's term this year. The purpose of today's discussion is to find out how the library faculty feel about this.

B. Schaffner pointed out that no code change will result from this proposal, since this is a matter internal to LCPT. M. Rosenbloom said we need to remember that there is a big difference between an annual review and a promotion/tenure review. Schaffner agreed with this, and noted that one of the flaws with CESR is that the committee only looks at one year's work.

L. Moore asked whether LCPT had any sense of what sort of review system would be acceptable to Academic Affairs. Dean Crowe responded that his impression is that Academic Affairs confirms that mid-term review is not formally required, i.e., that it is part of a unit's internal affairs, and that therefore a fair amount of freedom must be allowed--some departments have full-blown reviews, and others are less so. What is important is that a mid-term review take place in some way.

N. Burich said she would hate for the Libraries to do anything that would jeopardize someone's career, using a system (such as option 1) which relies on a one-on-one relationship which may or may not develop. She would like for all candidates to be evaluated in a uniform fashion.

R. Clement stated that he favored option 4, even though it involves a lot of work. J. Love asked if a mid-term review were done, whether it could take the place of the person's annual review that year. Burich and Crowe answered that no, it would not; the annual review would still be necessary, as the purposes of the two evaluations, while linked, are different.

M. Rosenbloom spoke in favor of option 4, saying that she supports the idea, but that she is not sure whether the blue tenure form would need to be completely filled out. Also, she sees no reason to include a member of CESR; that would be like mixing apples and oranges. L. Moore observed that CESR is the only committee which sees everyone's work, so including them is the only way to gain a complete picture. She expressed concern about the amount of time required of these committee members, and thought that it would be difficult to get people to serve. She suggested the idea of allowing former members of LCPT and CESR to serve on this mid-term review committee.

Burich noted that LCPT's workload varies a lot from year to year. Whatever review system we adopt, the Dean will need to be involved. She believes that the element of peer review must be included in the process.



S. Williams asked what other academic units do for their mid-term reviews. S. Craig answered that some departments require completely filling out the blue form; others do it less formally, e.g., a senior person may be assigned to review the files of junior faculty members. Still others have settled for something of a compromise between these two extremes.

M. Rosenbloom raised the question of whether mid-term review would provide "false hope," or unfairly raise a candidate's expectations. Could the Libraries or LCPT be held liable if a candidate receives a favorable mid-term review but is later denied tenure? R. Clement also expressed concern over another possible outcome: what happens if a candidate is told that s/he is not on target, is given suggestions by the review panel, then takes the recommended actions but fails?

S. Craig replied that a favorable mid-term review is not the final review, and is no guarantee of tenure. When she served on UCPT, she learned that the recommendations contained in a candidate's mid-term review did not go forward with the final tenure file. The mid-term review was intended to assist the candidate, to provide advice for him/her. J. Love observed that at the UCPT informational meeting she recently attended, audience members commented that mid-term review was very helpful to them.

S. Williams said that she prefers option 3. As a supervisor, she assumes that she plays a role in the process already. The meeting with LCPT would help bring some independent review to this procedure. M. Rosenbloom agreed that the supervisor obviously plays a big role in the tenure process. If option 3 is chosen, what would happen to people who change supervisors midstream? Perhaps it would be more beneficial for the candidate to meet independently with the committee.

S. Craig spoke in favor of option 4 because it requires some writing on the candidate's part--it is not just a checklist (as in option 3). She believes that former LCPT and CESR members would be very helpful on a mid-term review committee. She speculated whether a separate committee would need to be established.

Dean Crowe noted that the only chance he has to comment on a person's performance is during the annual salary review, so a process which brings in a peer group would be desirable. He said that he believed option 4 does not necessarily mean completely filling out the blue form. L. Moore asked whether the supervisor would be required to fill out their portion of the blue form. Crowe offered a positive opinion.

N. Burich observed that one advantage of mid-term review is that it would provide the opportunity for the committee to say things which normally would not be put on the "real" blue form.

G. Carvalho said that although none of the options are mutually exclusive, and though he likes them all, he especially supports option 1 because it has real possibilities for the development of librarians beyond promotion and tenure concerns.

L. Moore said she disliked the process of a candidate having to learn to fill out the form at mid-term, and then having to do it a second time for the formal university process. M. Rosenbloom liked the idea of candidates being forced to begin thinking about their professional philosophy statement, as well as the description of their research interests.

L. Moore stated she is concerned about this taking a lot of time from a lot of different people. What is the purpose? Is it to assure that a librarian is doing what s/he needs in order to be tenured, that they are on track? Or is it practice in filling out the form for the sake of practice? Rosenbloom suggested that perhaps the candidate could be given the choice whether to write out the philosophy and research statements.

G. Carvalho said that as a former member of LCPT, he has seen candidates' tenure files which are poorly prepared. He had always thought, "I wish I'd had the opportunity to help them with this file ...." However, at that point, he is an evaluator rather than an advocate and cannot help. To avoid this problem, he would like to see some involvement by former LCPT members as mentors to LIs.

S. Williams raised the question of whether one LCPT will agree with the decisions of another LCPT regarding the consideration of an activity as research or service. S. Craig noted that what is important is that candidates begin to think about whether something should be more appropriately classed as service or research. Also, the mid-term review should include people from a variety of departments within the Library, because that mirrors what happens at UCPT.

L. Moore said that she has no problem with the committee (or Crowe) seeing the whole file; rather, we should not say "The supervisor will take care of it," if the supervisors are not adequately informed of what the expectations are. That is simply putting off the problem on a different set of people. She does not want to be put in the position of having to decide whether an activity qualifies as research or not. S. Craig replied that she understood the point of mid-term review to be that it gets the review out the hands of the immediate supervisor and CESR. B. Schaffner added that Exec has discussed the possibility of restructuring interviews so that they include a mandatory meeting with LCPT and CESR members.

G. Carvalho asked to what extent the library faculty define what counts as "research" for UCPT. Crowe answered that his impression is that we do have freedom to define our research expectations, but that it isn't possible to detect whether a UCPT member has a "closet agenda." It is a constant challenge to educate our faculty colleagues as to who we are and what we do. In the end, our own expectations must "carry the day." S. Craig added that when one serves on UCPT, one is confronted with an incredible variety of files. Faculty have to make a real effort to understand the demands of different disciplines.

N. Burich concluded by saying that she will send out an e-mail message asking the LFA membership for further comments on how to develop this proposal. LCPT will look at the comments, reexamine the matter, and submit a

final report to LFA Exec. Our goal is to implement this review by Fall, and actually do it for the first time in Spring 1996.

The meeting adjourned at 3:50 p.m.

Submitted by D. Pardue (Secretary, LFA Exec)

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
May 3, 1995

Present: Rhonda Boose (guest), Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Sandy Gilliland, Susan Hitchens, Margaret Wilson

The minutes of April 19 were corrected and approved.

TRAVEL FUND GUIDELINES. Rhonda explained the procedure for processing travel fund requests after the Committee had forwarded them to the Administrative Office. She asked that the Committee consider changing its deadlines to give her more time to meet new University deadlines. The Committee agreed that we needed to revise the travel fund guidelines as follows:

**PREPAYMENT OF EXPENSES.** Due to state and University regulations, to receive **prepayment** for any expenses (including airfare), requests for staff development funds must reach the Committee according to the timetable given below **in order to guarantee funding.**

- Out-of-state events: at least 2 months in advance of the date of travel
- All other events: at least 1 month in advance of the date of travel (*events taking place in Kansas City Missouri are treated as in-state travel*)

**REIMBURSEMENT OF EXPENSES.** The deadline for requests to **reimburse** expenses which individuals intend to pay for themselves is one month **in order to guarantee funding.**

Rhonda said she had no problem with returning travel funds to the Committee if people submitted requests and then changed their minds, as long as a plane ticket had not already been purchased. Sandy will update the blue and green travel forms and the awards memo to reflect the above changes. Gaele will e-mail staff that they should immediately turn in travel requests if they are planning to attend ALA.

STAFF DEVELOPMENT FUND REQUESTS. The Committee approved two requests for staff development funds.

- Jim Smith to attend the annual meeting of the Mountain Plains Chapter of the Music Library Association, May 19th-20th, Wichita

- Muriel Cook to attend a Negativity in the Workplace workshop, May 26th, Kansas City, Mo.

SDC minutes May 3, 1995 - p. 2

NEGATIVITY IN THE WORKPLACE WORKSHOP. Eight people have expressed interest in attending this workshop. We discussed the possibility of bringing the workshop to the Library (cost: ca. \$2000 for 50 participants) or working with Human Resources to develop a similar one. It would be an appropriate ending to our "Change" series, as it would bring the topic of change back to the personal level.

KU ADMINISTRATORS PANEL. Susan handed out copies of the letter she had sent to Chancellor Hemmenway, inviting him to attend the presentation. She said she had been questioned why staff needed to register for Staff Development Committee events. We agreed that we wanted registrations for demographic purposes, and also to know how many refreshments we needed to order.

Gaele handed out information given her by Johnnie Love on behalf of the Libraries' Cultural Diversity Advisory Group. Johnnie has asked SDC to co-sponsor, with the Office of Minority Affairs and the Law School, a presentation by Edmund Cooke, an attorney with Winston and Strawn. Mr. Cooke will speak on the Library of Congress' affirmative action efforts.

Minutes submitted by Margaret Wilson

MINUTES  
STAFF DEVELOPMENT COMMITTEE  
May 10, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Susan Hitchens, Margaret Wilson

The minutes of May 3 were corrected. Rhonda Boose needs to review them before they can be approved.

STAFF DEVELOPMENT FUND REQUESTS. The Committee approved the following requests:

- Roger Anderson to attend the ALA Annual Meeting June 24-26, 1994, Chicago; and, the ACRL/LPSS Preconference on Legal Research (workshop), June 23, 1995
- Gaele Gillespie to attend NASIG, June 1-4, Durham, N.C.
- Sue Hewitt, Carol Jeffries, Alex Slater, Geri Slater, and Margaret Wilson to attend a Negativity in the Workplace workshop, May 26th, Kansas City, Mo.

STAFF DEVELOPMENT FUND GUIDELINES.

- The Committee will begin the practice of sending an interim memo to staff whose requests for funds have been approved. The memo will include an announcement that the request has been approved, the amount that has been funded, and a warning to notify Sandy if an official award letter from the Administrative Office has not been received within one week. Susan will provide a draft of the memo, which will be in the form of a half sheet which the Committee will fill out immediately upon approving the request.

- The guidelines need to be revised to distinguish between requests for reimbursement and requests for upfront awards.

NATURE OF RESEARCH FOR LIBRARIANS PRESENTATION.

- Mel called our attention to an article in the latest issue of C&RL entitled "The opportunity costs of faculty status for academic librarians."

- For our next meeting, Margaret will prepare drafts of letters inviting Andrew Debicki and David Shulenburg to attend the presentation.

- Future FYI and e-mail announcements should make it clear that ALL staff are welcome to attend.

KU ADMINISTRATORS PANEL.

- Almost all response to the panel was extremely positive. One staff member thought it was the best program the Committee had ever done.

- Some staff have already asked to view the video tape of the panel. Margaret will have a copy made to put on Reserve. The possibility of having a transcript made was brought up. Margaret will ask Sandy if Mary Miller, who does odd jobs for the Administrative Office, could be hired to make the transcript.

SDC minutes May 10, 1995 - p. 2

#### FUTURE PROGRAMS

- Some staff members have asked the Committee to do a program on copyright issues. We agreed that this would be an excellent subject for a future presentation.

- The Committee expressed strong interest in co-sponsoring, with the Office of Minority Affairs and the Law School, a presentation by Edmund Cooke. Mr. Cooke, an attorney with Winston and Strawn, will speak on the Library of Congress' affirmative action efforts.

COMMITTEE REASSIGNMENTS. Janet will be resigning from the Committee at the end of May as she has accepted a position as Assistant to the Dean of ESU's School of Library and Information Management. We delegated her duties to other members as follows:

- Mel will be in charge of the June 6 Soaring to Excellence teleconference. He will assemble the participants packets and be master of ceremonies.

- Carole will take over the state continuing education recognition program. Janet announced that Shannon Roy, State Library Development Officer, would like to attend the fall recognition ceremony to hand out the continuing education certificates.

- Margaret will be "editor" of the staff development e-mail calendar.

We don't know yet if Classified Conference will try to elect a replacement for Janet (not that there is such a thing) before this year's term expires. The Committee expressed its deep appreciation for all of Janet's many and exceptional contributions during the past several years.

Minutes submitted by Margaret Wilson



MINUTES  
STAFF DEVELOPMENT COMMITTEE  
May 17, 1995

Present: Janet Anderson-Story, Mel DeSart, Carole Dibben, Gaele Gillespie, Susan Hitchens, Margaret Wilson

The minutes of May 10 were corrected and approved.

There were no requests for Staff Development funds. The Committee approved Susan's draft of an interim half-sheet memo to staff whose requests for funds have been approved. Gaele will announce the revised travel guidelines in FYI and KULIB-L.

Videos for all "Soaring to Excellence" teleconferences to date have been received and are on top of Sandy's filing cabinet. Video equipment is in the process of being purchased.

Several people have expressed interest in viewing the "KU Administrators Panel" video. We will ask one of them to provide feedback on the sound quality to determine if a written transcript would be useful.

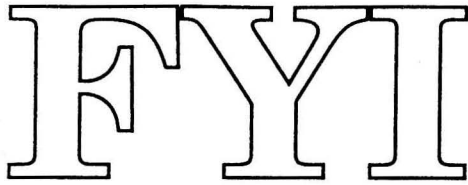
The Committee approved draft letters to Andrew Debicki and David Shulenburg inviting them to the "Nature of Research for Librarians" program.

The Committee agreed to cosponsor the Edmund Cooke presentation, tentatively scheduled for late September or early October.

A suggestion was made on one of the program evaluation forms that the Committee again sponsor field trips. We agreed that general field trips were not a good idea; they are viewed with a skeptical eye by University and State officials.

The next meeting of the Staff Development Committee will be Wednesday, May 24, 9:00-11:00, location TBA.

Minutes submitted by Margaret Wilson



## University of Kansas Libraries

Number 1323 June 15, 1995

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### PERSONNEL

Zee Galliano has announced her resignation effective July 7, 1995. Zee was appointed to her position as Watson Circulation Desk Supervisor, Library Assistant II, in July, 1994. She has accepted a position with Farmland Industries, Kansas City.

Sandy Gilliland

### BROWN BAG LUNCHEON VIEWINGS OF VIDEO OF SARA TUBBY'S RETIREMENT PARTY

On June 4, 1995, Dean Crowe hosted a retirement party at his house in honor of Sara Tubby's retirement from the Libraries after forty-one years of service. Jan Zygmunt, Ela Zygmunt's husband, made a very nice video of the party. For those who are interested, two brown bag luncheon dates have been scheduled for viewing this video, June 21, 12:00-1:00, and July 7, 12:00-1:00. Both of these viewings will be held in the Anschutz Science Library's fourth floor conference room. The video runs about 50 minutes.

Brian Baird

### ATTACHMENTS

Staff Development Committee Travel Report--Sherry Williams

TO: Staff Development Committee

FROM: Sherry Williams

RE: Travel report for attendance at the Midwest Archives Conference

DATE: June 16, 1995

I attended the spring meeting of the Midwest Archives Conference in Chicago, Illinois, May 3 - 5. The meeting was an important one for those of us from Kansas, as we were involved in promoting the fall meeting which will be held in both Topeka and Lawrence.

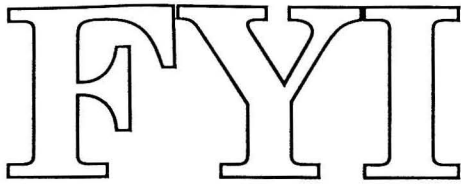
The plenary address featured Bonnie Schwid, a forensic document examiner, who described how document examiners use lab techniques and scientific testing to investigate inks, date entries, and identify handwriting to discover how a document is forged or altered. It was interesting.

Program sessions that I attended and found interesting focused on minority recruitment in the archival profession, archival advocacy and resource allocation, and alternative forms of access for reference services. The minority recruitment session was chaired by Deborah Dandridge, and included two speakers who commented on general issues of diversity, and specific actions taken by SAA and other organizations to assist minority recruitment to the profession. The alternative forms of access session included a speaker who described the change in his institution (Henry Ford Museum) from a hierarchical structure to a team oriented approach, and a change in reference philosophy to a customer driven program.

I attended the reception that was held at the Chicago Mercantile Exchange, on the Exchange's upper trading floor. It was an interesting location for a reception.

Just prior to leaving for the meeting I was asked to serve on the editorial board for Archival Issues, ( a professional journal issued by the organization). In Chicago I attended my first Board meeting, and met individually with the chair of the Board to learn about Board member responsibilities.

The business meeting was a special event for those of us from Kansas. At the end of a lengthy meeting we made a dignified presentation concerning the upcoming fall meeting in Kansas that included Deborah Dandridge in a sunflower costume, yours truly in a jayhawk hat, and a humorous video prepared by folks at the Kansas State Historical Society. Deborah's costume looked great, my hat actually stayed on my head (if you had seen it you'd understand why that was a problem), and the vcr actually worked. What a relief. Later at the traditional MAC mixer we held a drawing for Kansas promotional items, and thus I think we generated a lot of enthusiasm for the fall meeting.



## University of Kansas Libraries

Number 1323 June 15, 1995

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### STAFF APPOINTMENTS

Carol Jeffries has been appointed to the full-time Library Assistant III vacancy in the ILS section of the Acquisitions/ILS/Serials Department. A word of explanation is appropriate here, since the position is listed as one which would not be filled (barring unforeseen circumstances) in the Dean's recent memo to Dave Shulenburg in which he asked for exceptions for several library positions to the job freeze. The search committee selected Carol as the preferred candidate, but the decision was not acted upon, awaiting review of all vacant positions. Now that the review has been completed, we're ready to proceed with the recommendation of the search committee. Carol's appointment will be considered a reassignment of duties and thus will not "count" as an exception to the job freeze.

George Gibbs

### GOVERNMENT DOCUMENTS/MAP LIBRARY INTERN SELECTED

Kathy Lafferty, Kansas Collection, has been selected for a 10-hour per week internship in the Government Documents and Map Library. While in the Documents/Map Library, Kathy will assist patrons in locating materials on-site, explain stack arrangements, circulate documents and maps during desk hours, and provide reference assistance using a variety of print and electronic resources. The internship will continue through mid-October, 1995.

Sandy Gilliland

### CIVIL SERVICE SALARY SCALES FOR FY1996

Attached to this issue of FYI are copies of the salary scales for fiscal year 1996, i.e., effective June 18, 1995 through June 17, 1996. The various charts depict salaries based upon monthly, annual and hourly rates. Please contact Anita Rogier or Sandy Gilliland, 4-3601, if you have any questions.

Sandy Gilliland

### ATTACHMENTS

Kansas State Civil Service Basic Salary Plan  
Library Automation Committee minutes--May 17, 1995

**Classified Conference Executive Board**  
**Minutes, May 30, 1995**

Present: Dean Crowe, M. Baker, C. Jeffries, B. Marvin, C. Rivera, A. Slater, C. Thompson

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I. Dean's Report:

- ▶ Dean Crowe will announce the 2nd annual Classified Employee of the Year recipient tomorrow and will send congratulatory letters to all the nominees.
- ▶ Dean Crowe discussed the hiring freeze. Some of the position requests have been approved prior to the freeze taking effect (the Associate Dean and Integrated Systems Librarian) but others will have to be re-requested. New procedures will require that departments make all position requests once a month and update the list of requests each month.
- ▶ Chancellor Hemenway will videotape a comprehensive message to the State of Kansas. It will be taped in Watson Library.
- ▶ Linda Mullens, the Assistant Vice Chancellor of Student Affairs, reports that only 25% of student assistants at KU are being paid the minimum wage. Dean Crowe is optimistic about being able to fund an increase in student assistant starting wages and annual (and ongoing) longevity raises. Supervisors will be able to hire up to 10% over work-study allotments without having to pay the difference out of regular funds.
- ▶ Dean Crowe has traditionally set aside some funds for each Assistant Dean and for John Miller for discretionary supplies and equipment and he plans to begin similar funds for individual department heads.
- ▶ The hiring freeze is interfering with the launching of the Health and Safety and Staff Orientation Committees, due to the time constraints on Kent Miller and Sandy Gilliland.
- ▶ Dean Crowe recommended asking Chancellor Hemenway comparative questions about Kansas vs. Kentucky civil service systems when he meets with the classified staff July 5th.

II. Chair's report:

Alex didn't meet with the Dean because of the holiday. His report on Administrative Conference will go out via e-mail tomorrow.

III. Committee reports:

Carol said that the advertisement for Associate Dean is written and will appear in several publications including The Chronicle. A subcommittee is being formed to screen applications. The committee will meet again in July. There was some discussion about whether candidates should meet with classified and unclassified staff together or separately. Carol will report back to CCEB about what was decided.

A brief Budget and Planning report was distributed.

IV. Old Business:

- A. Alex is finding it difficult to recruit anyone from the Administrative Office, Bindery, or Mailroom to run for CCEB group representative, so he proposed combining this group with Access Services. This would form a large enough group to require two representatives. The CCEB members present agreed that Alex should try one more time to recruit someone from the Administrative Office, and if that fails, to go ahead and combine the two groups.
- B. Alex asked if the members present were in favor of inviting LFA to the General Meeting with Chancellor Hemenway, and we all responded in favor of doing so.

V. New Business:

- A. The CCEB members present decided to have a CCEB meeting in June, in addition to the General Meeting on July 5th with Chancellor Hemenway.
- B. The deadline for submitting names for the general election will be 5:00pm Monday, June 5th. Staff Development and Budget and Planning Committees will be appointed by next year's CCEB.

Libr. Assistant II: Range 10  
 Office Assistant III: Range 13  
 Secretary I: Range 13  
 Accounting Specialist: Range 19  
 Accountant II: Range 24  
 Secretary III: Range 17  
 Office Assistant II: Range 11

# KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN

## Basic Steps (Monthly Rates)

# Effective June 18, 1995

							LONGEVITY STEPS									
Range	Step	Step	Step	Step	*Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step	Step
No.	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	
3	827	847	869	891	912	936	958	982	1,007	1,031	1,056	1,083	1,109	1,138	1,166	
4	869	891	912	936	958	982	1,007	1,031	1,056	1,083	1,109	1,138	1,166	1,194	1,224	
5	912	936	958	982	1,007	1,031	1,056	1,083	1,109	1,138	1,166	1,194	1,224	1,254	1,285	
6	958	982	1,007	1,031	1,056	1,083	1,109	1,138	1,166	1,194	1,224	1,254	1,285	1,317	1,349	
7	1,007	1,031	1,056	1,083	1,109	1,138	1,166	1,194	1,224	1,254	1,285	1,317	1,349	1,383	1,419	
8	1,056	1,083	1,109	1,138	1,166	1,194	1,224	1,254	1,285	1,317	1,349	1,383	1,419	1,452	1,489	
9	1,109	1,138	1,166	1,194	1,224	1,254	1,285	1,317	1,349	1,383	1,419	1,452	1,489	1,524	1,562	
10	1,166	1,194	1,224	1,254	1,285	1,317	1,349	1,383	1,419	1,452	1,489	1,524	1,562	1,602	1,640	
11	1,224	1,254	1,285	1,317	1,349	1,383	1,419	1,452	1,489	1,524	1,562	1,602	1,640	1,682	1,721	
12	1,285	1,317	1,349	1,383	1,419	1,452	1,489	1,524	1,562	1,602	1,640	1,682	1,721	1,766	1,808	
13	1,349	1,383	1,419	1,452	1,489	1,524	1,562	1,602	1,640	1,682	1,721	1,766	1,808	1,853	1,898	
14	1,419	1,452	1,489	1,524	1,562	1,602	1,640	1,682	1,721	1,766	1,808	1,853	1,898	1,946	1,993	
15	1,489	1,524	1,562	1,602	1,640	1,682	1,721	1,766	1,808	1,853	1,898	1,946	1,993	2,043	2,094	
16	1,562	1,602	1,640	1,682	1,721	1,766	1,808	1,853	1,898	1,946	1,993	2,043	2,094	2,144	2,198	
17	1,640	1,682	1,721	1,766	1,808	1,853	1,898	1,946	1,993	2,043	2,094	2,144	2,198	2,253	2,308	
18	1,721	1,766	1,808	1,853	1,898	1,946	1,993	2,043	2,094	2,144	2,198	2,253	2,308	2,366	2,422	
19	1,808	1,853	1,898	1,946	1,993	2,043	2,094	2,144	2,198	2,253	2,308	2,366	2,422	2,483	2,542	
20	1,898	1,946	1,993	2,043	2,094	2,144	2,198	2,253	2,308	2,366	2,422	2,483	2,542	2,608	2,670	
21	1,993	2,043	2,094	2,144	2,198	2,253	2,308	2,366	2,422	2,483	2,542	2,608	2,670	2,736	2,805	
22	2,094	2,144	2,198	2,253	2,308	2,366	2,422	2,483	2,542	2,608	2,670	2,736	2,805	2,875	2,943	
23	2,198	2,253	2,308	2,366	2,422	2,483	2,542	2,608	2,670	2,736	2,805	2,875	2,943	3,018	3,092	
24	2,308	2,366	2,422	2,483	2,542	2,608	2,670	2,736	2,805	2,875	2,943	3,018	3,092	3,167	3,247	
25	2,422	2,483	2,542	2,608	2,670	2,736	2,805	2,875	2,943	3,018	3,092	3,167	3,247	3,328	3,410	
26	2,542	2,608	2,670	2,736	2,805	2,875	2,943	3,018	3,092	3,167	3,247	3,328	3,410	3,496	3,578	
27	2,670	2,736	2,805	2,875	2,943	3,018	3,092	3,167	3,247	3,328	3,410	3,496	3,578	3,669	3,758	
28	2,805	2,875	2,943	3,018	3,092	3,167	3,247	3,328	3,410	3,496	3,578	3,669	3,758	3,852	3,947	
29	2,943	3,018	3,092	3,167	3,247	3,328	3,410	3,496	3,578	3,669	3,758	3,852	3,947	4,045	4,145	
30	3,092	3,167	3,247	3,328	3,410	3,496	3,578	3,669	3,758	3,852	3,947	4,045	4,145	4,247	4,351	
31	3,247	3,328	3,410	3,496	3,578	3,669	3,758	3,852	3,947	4,045	4,145	4,247	4,351	4,460	4,567	
32	3,410	3,496	3,578	3,669	3,758	3,852	3,947	4,045	4,145	4,247	4,351	4,460	4,567	4,682	4,795	
33	3,578	3,669	3,758	3,852	3,947	4,045	4,145	4,247	4,351	4,460	4,567	4,682	4,795	4,917	5,036	
34	3,758	3,852	3,947	4,045	4,145	4,247	4,351	4,460	4,567	4,682	4,795	4,917	5,036	5,161	5,288	
35	3,947	4,045	4,145	4,247	4,351	4,460	4,567	4,682	4,795	4,917	5,036	5,161	5,288	5,420	5,551	
36	4,145	4,247	4,351	4,460	4,567	4,682	4,795	4,917	5,036	5,161	5,288	5,420	5,551	5,691	5,833	
37	4,351	4,460	4,567	4,682	4,795	4,917	5,036	5,161	5,288	5,420	5,551	5,691	5,833	5,975	6,126	
38	4,567	4,682	4,795	4,917	5,036	5,161	5,288	5,420	5,551	5,691	5,833	5,975	6,126	6,274	6,431	

\* Market Rate

# Effective June 18, 1995 for KU Medical Center



# KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN

## Basic Steps (Annual Rates)

# Effective June 18, 1995

Range No.	LONGEVITY STEPS														
	Step A	Step B	Step C	Step D	*Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
3	9,924	10,164	10,428	10,692	10,944	11,232	11,496	11,784	12,084	12,372	12,672	12,996	13,308	13,656	13,992
4	10,428	10,692	10,944	11,232	11,496	11,784	12,084	12,372	12,672	12,996	13,308	13,656	13,992	14,328	14,688
5	10,944	11,232	11,496	11,784	12,084	12,372	12,672	12,996	13,308	13,656	13,992	14,328	14,688	15,048	15,420
6	11,496	11,784	12,084	12,372	12,672	12,996	13,308	13,656	13,992	14,328	14,688	15,048	15,420	15,804	16,188
7	12,084	12,372	12,672	12,996	13,308	13,656	13,992	14,328	14,688	15,048	15,420	15,804	16,188	16,596	17,028
8	12,672	12,996	13,308	13,656	13,992	14,328	14,688	15,048	15,420	15,804	16,188	16,596	17,028	17,424	17,868
9	13,308	13,656	13,992	14,328	14,688	15,048	15,420	15,804	16,188	16,596	17,028	17,424	17,868	18,288	18,744
10	13,992	14,328	14,688	15,048	15,420	15,804	16,188	16,596	17,028	17,424	17,868	18,288	18,744	19,224	19,680
11	14,688	15,048	15,420	15,804	16,188	16,596	17,028	17,424	17,868	18,288	18,744	19,224	19,680	20,184	20,652
12	15,420	15,804	16,188	16,596	17,028	17,424	17,868	18,288	18,744	19,224	19,680	20,184	20,652	21,192	21,696
13	16,188	16,596	17,028	17,424	17,868	18,288	18,744	19,224	19,680	20,184	20,652	21,192	21,696	22,236	22,776
14	17,028	17,424	17,868	18,288	18,744	19,224	19,680	20,184	20,652	21,192	21,696	22,236	22,776	23,352	23,916
15	17,868	18,288	18,744	19,224	19,680	20,184	20,652	21,192	21,696	22,236	22,776	23,352	23,916	24,516	25,128
16	18,744	19,224	19,680	20,184	20,652	21,192	21,696	22,236	22,776	23,352	23,916	24,516	25,128	25,728	26,376
17	19,680	20,184	20,652	21,192	21,696	22,236	22,776	23,352	23,916	24,516	25,128	25,728	26,376	27,036	27,696
18	20,652	21,192	21,696	22,236	22,776	23,352	23,916	24,516	25,128	25,728	26,376	27,036	27,696	28,392	29,064
19	21,696	22,236	22,776	23,352	23,916	24,516	25,128	25,728	26,376	27,036	27,696	28,392	29,064	29,796	30,504
20	22,776	23,352	23,916	24,516	25,128	25,728	26,376	27,036	27,696	28,392	29,064	29,796	30,504	31,296	32,040
21	23,916	24,516	25,128	25,728	26,376	27,036	27,696	28,392	29,064	29,796	30,504	31,296	32,040	32,832	33,660
22	25,128	25,728	26,376	27,036	27,696	28,392	29,064	29,796	30,504	31,296	32,040	32,832	33,660	34,500	35,316
23	26,376	27,036	27,696	28,392	29,064	29,796	30,504	31,296	32,040	32,832	33,660	34,500	35,316	36,216	37,104
24	27,696	28,392	29,064	29,796	30,504	31,296	32,040	32,832	33,660	34,500	35,316	36,216	37,104	38,004	38,964
25	29,064	29,796	30,504	31,296	32,040	32,832	33,660	34,500	35,316	36,216	37,104	38,004	38,964	39,936	40,920
26	30,504	31,296	32,040	32,832	33,660	34,500	35,316	36,216	37,104	38,004	38,964	39,936	40,920	41,952	42,936
27	32,040	32,832	33,660	34,500	35,316	36,216	37,104	38,004	38,964	39,936	40,920	41,952	42,936	44,028	45,096
28	33,660	34,500	35,316	36,216	37,104	38,004	38,964	39,936	40,920	41,952	42,936	44,028	45,096	46,224	47,364
29	35,316	36,216	37,104	38,004	38,964	39,936	40,920	41,952	42,936	44,028	45,096	46,224	47,364	48,540	49,740
30	37,104	38,004	38,964	39,936	40,920	41,952	42,936	44,028	45,096	46,224	47,364	48,540	49,740	50,964	52,212
31	38,964	39,936	40,920	41,952	42,936	44,028	45,096	46,224	47,364	48,540	49,740	50,964	52,212	53,520	54,804
32	40,920	41,952	42,936	44,028	45,096	46,224	47,364	48,540	49,740	50,964	52,212	53,520	54,804	56,184	57,540
33	42,936	44,028	45,096	46,224	47,364	48,540	49,740	50,964	52,212	53,520	54,804	56,184	57,540	59,004	60,432
34	45,096	46,224	47,364	48,540	49,740	50,964	52,212	53,520	54,804	56,184	57,540	59,004	60,432	61,932	63,456
35	47,364	48,540	49,740	50,964	52,212	53,520	54,804	56,184	57,540	59,004	60,432	61,932	63,456	65,040	66,612
36	49,740	50,964	52,212	53,520	54,804	56,184	57,540	59,004	60,432	61,932	63,456	65,040	66,612	68,292	69,996
37	52,212	53,520	54,804	56,184	57,540	59,004	60,432	61,932	63,456	65,040	66,612	68,292	69,996	71,700	73,512
38	54,804	56,184	57,540	59,004	60,432	61,932	63,456	65,040	66,612	68,292	69,996	71,700	73,512	75,288	77,172

\* Market Rate

Effective June 18, 1995 for KU Medical Center

**KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN**  
**Basic Steps (Hourly Rates)**

# Effective June 18, 1995

Range No.	LONGEVITY STEPS														
	Step A	Step B	Step C	Step D	*Step E	Step F	Step G	Step H	Step I	Step J	Step K	Step L	Step M	Step N	Step O
3	4.77	4.89	5.01	5.14	5.26	5.40	5.53	5.67	5.81	5.95	6.09	6.25	6.40	6.57	6.73
4	5.01	5.14	5.26	5.40	5.53	5.67	5.81	5.95	6.09	6.25	6.40	6.57	6.73	6.89	7.06
5	5.26	5.40	5.53	5.67	5.81	5.95	6.09	6.25	6.40	6.57	6.73	6.89	7.06	7.23	7.41
6	5.53	5.67	5.81	5.95	6.09	6.25	6.40	6.57	6.73	6.89	7.06	7.23	7.41	7.60	7.78
7	5.81	5.95	6.09	6.25	6.40	6.57	6.73	6.89	7.06	7.23	7.41	7.60	7.78	7.98	8.19
8	6.09	6.25	6.40	6.57	6.73	6.89	7.06	7.23	7.41	7.60	7.78	7.98	8.19	8.38	8.59
9	6.40	6.57	6.73	6.89	7.06	7.23	7.41	7.60	7.78	7.98	8.19	8.38	8.59	8.79	9.01
10	6.73	6.89	7.06	7.23	7.41	7.60	7.78	7.98	8.19	8.38	8.59	8.79	9.01	9.24	9.46
11	7.06	7.23	7.41	7.60	7.78	7.98	8.19	8.38	8.59	8.79	9.01	9.24	9.46	9.70	9.93
12	7.41	7.60	7.78	7.98	8.19	8.38	8.59	8.79	9.01	9.24	9.46	9.70	9.93	10.19	10.43
13	7.78	7.98	8.19	8.38	8.59	8.79	9.01	9.24	9.46	9.70	9.93	10.19	10.43	10.69	10.95
14	8.19	8.38	8.59	8.79	9.01	9.24	9.46	9.70	9.93	10.19	10.43	10.69	10.95	11.23	11.50
15	8.59	8.79	9.01	9.24	9.46	9.70	9.93	10.19	10.43	10.69	10.95	11.23	11.50	11.79	12.08
16	9.01	9.24	9.46	9.70	9.93	10.19	10.43	10.69	10.95	11.23	11.50	11.79	12.08	12.37	12.68
17	9.46	9.70	9.93	10.19	10.43	10.69	10.95	11.23	11.50	11.79	12.08	12.37	12.68	13.00	13.32
18	9.93	10.19	10.43	10.69	10.95	11.23	11.50	11.79	12.08	12.37	12.68	13.00	13.32	13.65	13.97
19	10.43	10.69	10.95	11.23	11.50	11.79	12.08	12.37	12.68	13.00	13.32	13.65	13.97	14.33	14.67
20	10.95	11.23	11.50	11.79	12.08	12.37	12.68	13.00	13.32	13.65	13.97	14.33	14.67	15.05	15.40
21	11.50	11.79	12.08	12.37	12.68	13.00	13.32	13.65	13.97	14.33	14.67	15.05	15.40	15.78	16.18
22	12.08	12.37	12.68	13.00	13.32	13.65	13.97	14.33	14.67	15.05	15.40	15.78	16.18	16.59	16.98
23	12.68	13.00	13.32	13.65	13.97	14.33	14.67	15.05	15.40	15.78	16.18	16.59	16.98	17.41	17.84
24	13.32	13.65	13.97	14.33	14.67	15.05	15.40	15.78	16.18	16.59	16.98	17.41	17.84	18.27	18.73
25	13.97	14.33	14.67	15.05	15.40	15.78	16.18	16.59	16.98	17.41	17.84	18.27	18.73	19.20	19.67
26	14.67	15.05	15.40	15.78	16.18	16.59	16.98	17.41	17.84	18.27	18.73	19.20	19.67	20.17	20.64
27	15.40	15.78	16.18	16.59	16.98	17.41	17.84	18.27	18.73	19.20	19.67	20.17	20.64	21.17	21.68
28	16.18	16.59	16.98	17.41	17.84	18.27	18.73	19.20	19.67	20.17	20.64	21.17	21.68	22.22	22.77
29	16.98	17.41	17.84	18.27	18.73	19.20	19.67	20.17	20.64	21.17	21.68	22.22	22.77	23.34	23.91
30	17.84	18.27	18.73	19.20	19.67	20.17	20.64	21.17	21.68	22.22	22.77	23.34	23.91	24.50	25.10
31	18.73	19.20	19.67	20.17	20.64	21.17	21.68	22.22	22.77	23.34	23.91	24.50	25.10	25.73	26.35
32	19.67	20.17	20.64	21.17	21.68	22.22	22.77	23.34	23.91	24.50	25.10	25.73	26.35	27.01	27.66
33	20.64	21.17	21.68	22.22	22.77	23.34	23.91	24.50	25.10	25.73	26.35	27.01	27.66	28.37	29.05
34	21.68	22.22	22.77	23.34	23.91	24.50	25.10	25.73	26.35	27.01	27.66	28.37	29.05	29.78	30.51
35	22.77	23.34	23.91	24.50	25.10	25.73	26.35	27.01	27.66	28.37	29.05	29.78	30.51	31.27	32.03
36	23.91	24.50	25.10	25.73	26.35	27.01	27.66	28.37	29.05	29.78	30.51	31.27	32.03	32.83	33.65
37	25.10	25.73	26.35	27.01	27.66	28.37	29.05	29.78	30.51	31.27	32.03	32.83	33.65	34.47	35.34
38	26.35	27.01	27.66	28.37	29.05	29.78	30.51	31.27	32.03	32.83	33.65	34.47	35.34	36.20	37.10

\* Market Rate

# Effective June 18, 1995 for KU Medical Center

**Library Automation Committee**  
May 17, 1995

Present: John Miller (chair), Margaret Bearse, George Gibbs, Kent Miller, Jim Neeley, Larry Palmquist, Mary Roach, Gary Susott

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Minutes: John distributed the draft minutes from April 26.

Updates:

- ▶ Larry discussed some differences between the test and production Evans files discovered while processing the production file. Mary Roach discussed the numbering scheme for the records. All the records will be loaded within the next several weeks and will appear in the catalog once loaded.
- ▶ Production of the old, single-item circulation overdue notices has been discontinued. From now on only the new consolidated notices will be printed.
- ▶ Mary reported that some of the law records that appeared in the Law Library's Intelligent Catalog don't appear in LCAT although they supposedly came from the same file as the LCAT records. Larry will look into the possible causes of this.
- ▶ John asked about the status of the incorrect 852 fields in the law records call number sets. Mary and Larry are still working on this. [note: the 852 records the location and call number -- there currently is a mismatch in some fields between some call number type indicators and the internal call number subfields]
- ▶ John has discussed with Rachel what programming might be needed to enable a custom Uncover gateway that would allow patrons to request document delivery. Requesting titles that KU owns could be blocked based upon our supplying a list of serial titles to Uncover.
- ▶ The programming code for location changes related to the summer shift projects can be written in advance.
- ▶ We are still awaiting reindexing of the call number index to incorporate some fixes to the filing sequences. Reindexing requires the system to be down overnight. Larry would like to do this sometime during the interim, but staff will need to be notified first.
- ▶ The computer center has proposed leaving the library files open until regular hours during the interim rather than changing the schedule just for a 3-week period. The Committee saw no problem in doing this.

RFP:

The RFP is proceeding along the following schedule:

5/23	List in the Kansas Register
5/25	mail to Ameritech, DRA, Endeavor, GEAC, III, SIRSI, Tapestry, and VTLS
6/27	deadline for vendors to have written questions to Barry Swanson
7/18	proposals due by 2pm

After making the first cut from the proposals received, demos will be scheduled for late August (at the earliest).

Next Meeting:

June 14th, 1:30pm. The committee will discuss the scripted demo questions, the implementation of the demos, and how to analyze the proposals for making the first cut.