

# KU ScholarWorks

**FYI: July 7, 1983 - December 29, 1983**

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# FYI

## University of Kansas Libraries

Number 716

July 7, 1983

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### UNCLASSIFIED VACANCY

AREA STUDIES BIBLIOGRAPHER FOR SPAIN, PORTUGAL, AND LATIN AMERICA, Department for Spain, Portugal, and Latin America. Full-time, tenure-track faculty appointment (12-month contract); available October 18. Duties: Responsible for all aspects of collection development (including buying trips) for the Iberian Peninsula, the Carribean, and Latin America, and for liaison with faculty, students, and other users of the collection. Required Qualifications: ALA-accredited MLS; reading and speaking knowledge of Spanish; reading knowledge of Portuguese; research library experience; ability to work effectively with library users. Preferred Qualifications: Advanced degree in Iberian or Latin American area; research library experience in selection and processing of Spanish and Portuguese language materials. Salary: \$17,000-\$21,000, dependent upon qualifications. Benefits: Vacation of 22 working days per year; 1 day per month sick leave (unlimited accumulation); TIAA/CREF retirement plan; individual group health insurance provided; sabbatical leave eligibility. Apply to Mary Hawkins, 511 Watson Library. Applications must be postmarked no later than September 1. Please supply letter of application, resume, transcripts, and names of three references.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

### PERSONNEL

Carol Chittenden, Associate Reference Librarian, has announced her resignation effective August 16. Carol first joined the Libraries in 1968 as a Librarian I in the Department of Special Collections, and was promoted to Librarian II in 1971. She assumed a split appointment between Special Collections and the Reference Department in 1972, and in 1973 began the half-time Reference assignment she has held to date.

Mary Miller promotes to the Library Associate position in Cataloging effective July 5. Mary replaces Bertie Kotas who recently retired.

Pat Nebgen, Account Clerk I in Acquisitions, has withdrawn her resignation.

M. Hawkins

### SEARCH COMMITTEES APPOINTED

Search Committee for Assistant Special Collections Librarian: Sandy Mason, chair; Mary Ann Baker; Susan Craig; Richard Eversole, Associate Professor of English; Bill Mitchell; Sherry Williams; and Mary Hawkins.

Search Committee for Bibliographer for Spain, Portugal, and Latin America: Clint Howard, chair; William R. Blue, Professor of Spanish & Portuguese; Marilyn Clark; Rich Ring; Marianne Siegmund; Charles Stansifer, Center of Latin American Studies; Sara Townsend; and Mary Hawkins.

M. Hawkins

### CORRECTION IN VACANCY ANNOUNCEMENT

The position of Photographic Archivist (Research Assistant Appointment) with the Kansas Collection was advertised in the 6/23/83 FYI as a 10-month appointment with possible 2-month extension (funding anticipated September 1, 1983). The vacancy notice has been revised, and is now listed as a 12-month appointment (funding anticipated September 1, 1983).

M. Hawkins

(CONTINUED)



STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office Wednesday, July 13 by 9:00 a.m. S. Butter

REPORTS FROM THE COMMITTEE ON BUDGET AND PLANNING

Included in this week's FYI is a revised draft of the Libraries' Mission Statement which will be presented to the Assembly for endorsement early in the Fall. The second document is a report to the Executive Committee concerning a proposed half-time position in the Acquisitions Department. L. Coan

REPORT FROM THE COMMITTEE ON SALARIES

In response to its charge from the Executive Committee, the Committee on Salaries submitted a report outlining the nature and use of Administrative Supplements. This report is attached. L. Coan

LIBRARY MAIL ROOM

If your mail is misdirected or things seem a little out of the ordinary in the Mail Room, read on. We're working around vacations and short staffing in the Mail Room and Kendall is helping out. Things will be back to normal on the 25th. Thanks for your patience and the help of everyone down there! K. Simmons

TRAVELS/LEAVES

Eleanor Symons will be away from the Library beginning Tuesday, July 12 - August 5. If you have urgent questions concerning the bibliography of the humanities, please consult Clint Howard. If your questions are not urgent, please keep them until Eleanor's return.

During Sherry William's absence from the Kansas Collection (she's at home with a brand new baby boy!) Jean Skipp will be in charge. Please contact Jean if you have any questions for the Kansas Collection. Sherry is due back the 2nd or 3rd week in August. S. Gilliland

UNIVERSITY OF KANSAS LIBRARIES  
MISSION STATEMENT AND OBJECTIVES

The mission of the University of Kansas Libraries is to support the University's own mission of discovering, disseminating, and applying knowledge through research, teaching, intellectual self-improvement, and public service. The Libraries fulfill their specific mission by the acquisition, organization, and preservation of recorded knowledge, and by making this knowledge available to those who need or desire it. Essential to the Libraries' mission is the provision of adequate physical facilities, bibliographic records, and programs for user education and assistance. The Libraries' primary responsibility is to the scholarly community of the Lawrence campus and the Regents' Center. However, a responsibility to serve the scholarly needs of the citizens of Kansas and of the other institutions of higher education in the state, the nation, and the world, is also recognized. To carry out their mission the Libraries seek to achieve consistently the following objectives in the five broad areas of Collections, Facilities, User Services, Staff Development, and Financial Support.

## COLLECTIONS

- To select and acquire materials that will support the present and anticipated instructional, research, informational and, to a much lesser extent, general reading requirements of the Libraries' users.
- To maintain through periodic review the Libraries' Collection Development Policy as an effective guide to library acquisitions.
- To maintain effective channels of communication with the various academic departments regarding library acquisitions and overall collection priorities.
- To participate, formally or informally, in programs of shared collection development responsibility with other libraries.
- To maintain the collections in a usable physical condition, and to make every effort to preserve them for the use of future generations of library users.

## FACILITIES

- To provide buildings with sufficient space for the Libraries' collections, staff, and users.
- To maintain a physical environment conducive to research, study, and work.

- To ensure that all library facilities, equipment, and policies are designed to minimize the physical deterioration of library materials.
- To consolidate the Libraries' collections in as few separate buildings as possible.
- To provide equipment, such as photocopiers, microfilm readers, and audio-visual equipment, necessary for the effective use of library collections.
- To ensure that all library facilities are accessible to users with physical disabilities.

## USER SERVICES

- To provide accurate and timely bibliographic access to newly acquired library materials.
- To organize materials on the shelves and in other storage units in ways that provide the most useful access for users and are compatible with efficient and timely processing.
- To reduce the present backlog of unprocessed or incompletely processed material, and to upgrade inadequate records.
- To provide staff who are trained to retrieve bibliographical information, from both traditional reference sources and automated information retrieval systems, and to provide other reference services.
- To provide a program of appropriate bibliographic education services for all users.
- To keep the University community informed of the policies, services, and acquisitions of the Libraries.
- To inform users of those library resources available to them beyond the University, and to provide all possible access to those resources through interlibrary borrowing.
- To sponsor functions, such as exhibits, lectures, and readings, which heighten awareness of the Libraries' integral role in the educational process.
- To continue to explore new technological advances applicable to library processes and services in order to make the most efficient use of financial and staff resources.

## STAFF DEVELOPMENT

- To recruit, train, and support a staff of sufficient size, quality, and variety to fulfill the Libraries' mission.
- To ensure the highest quality of professional staff by conducting nationwide searches when practicable for the best possible candidates to fill vacant positions.
- To utilize effectively the talents of individual staff members.
- To encourage the continued educational and professional development of the Libraries' staff, their participation in the teaching, research, and service activities of the University as a whole, and their involvement in professional organizations.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

July 6, 1983

- To provide equitable and competitive remuneration for the Libraries' staff.
- To provide an administrative structure that encourages staff participation in internal planning and decision-making.
- To support a policy of equal opportunity for all, in accordance with the University's Affirmative Action Guidelines.

FINANCIAL SUPPORT

- To secure the funding needed to provide a level of library resources and services commensurate with the high academic standing and reputation of the University.
- To maintain information on the costs of meeting the Libraries' responsibilities.
- To regularly inform the University administration and faculty of the Libraries' financial needs.
- To vigorously pursue funding from non-University sources that will improve service to library users both now and in the future.

IN ADDITION, THE LIBRARIES SUPPORT THE LIBRARY BILL OF RIGHTS AS REVISED BY THE AMERICAN LIBRARY ASSOCIATION IN 1980.

0683

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, June 27, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Jim Helyar, Marianne Siegmund, La Verne Coan

Statement on Consulting and Outside Work

Mary Hawkins asked the LFA Executive Committee to review and comment on a letter written by the Vice Chancellor for Academic Affairs which details a proposed statement for the Faculty and Unclassified Staff Handbook. The statement would clarify the guidelines concerning consulting and outside work for all staff--classified, unclassified and student employees. In view of the extreme lateness of the Committee's term of office, it was decided to pass the letter on to next year's Executive Committee for consideration.

Salary Committee Report

The Chairman received a report from the Committee on Salaries concerning the nature of Administrative Supplements in the university community and, in particular, in the Libraries. The document will be published in FYI.

Committee Minutes

The Secretary received and reported upon minutes of the Committee on Budget and Planning (6/8/83, 6/15/83, 6/16/83, 6/20/83), and minutes (6/23/83) and the annual report of the Nominating Committee.

Transmittal of Business to the New Executive Committee

The following items will be transmitted to the new LFA Chairperson for handling by the Executive Committee:

- (1) A formal proposal for revisions to the LFA Code of Governance and Bylaws
- (2) The LCPT proposal concerning the evaluation process which has been approved for mail ballot
- (3) The proposed Mission Statement formulated by the Committee on Budget and Planning which is ready for endorsement by the LFA

Conclusion of Business for FY83

The Executive Committee extended its thanks and appreciation to the Secretary for her outstanding job this year. The Committee also thanked the Chairman for his excellent leadership throughout the year.

The meeting adjourned at 12:05 p.m.

MEMO TO:     e Carvalho  
          ir, Library Executive Committee

FROM:     Barbara Jones  
          Chair, Salary Committee

RE:       Administrative Salary Supplements

One of the charges to the Salary Committee this year was to gather information pertaining to administrative salary supplements. With the help of the Assistant Dean of Personnel, the Committee has determined the following points regarding administrative salary supplements.

1. An administrative salary supplement is that portion of a salary which must be forfeited when an individual resigns from a position of administrative responsibility. For example, when a department head retires as department head but continues to serve as a faculty member in the department, he or she forfeits that part of his or her salary which is administrative supplement.
2. Administrative supplements are designated at the time of appointment by the Office of Academic Affairs. That office also establishes the amount to be so designated. Administrative supplements are not determined by the search committee nor are they identified in the advertised salary offer. They are not 'awards' in the sense of being extra amounts added to the salary.
3. Administrative salary supplements were not applied to the Library's administrative positions prior to FY1976. Most of the present administrative positions which lack administrative supplements are occupied by persons appointed prior to FY1976.
4. Since FY1976 administrative supplements have generally been applied to the positions of larger department and branch library heads and to the positions of assistant deans. They have not been applied to the positions of heads of small specialty departments.
5. The range for administrative salary supplements is presently \$1,200 to \$4,000. Two factors seem to account for the differences in amount: the time period of the appointment and the amount of administrative responsibility involved in the position. The lowest amounts are attached to positions occupied by persons appointed several years ago. Among the people appointed more recently, there is a \$1,500 to \$4,000 range. The higher amounts are attached to positions of greater administrative responsibility. The amount of a particular salary supplement does not change during an individual's tenure in a position.
6. In earlier years there was an apparent distinction between internal and external candidates in that the difference between the salary offered an internal candidate and that candidate's pre-existing salary was limited to the administrative supplement. In short, the administrative supplement was an amount added on to the salary of the internal appointee. This has not been the case recently. Internal and external appointees to the administrative positions filled in 1981/82 have been granted salaries within the advertised range, of which a share is designated as administrative supplement.

Please share this information with the Executive Committee. I hope it answers the several questions posed by the Executive Committee about administrative supplements.

cc: J. Skipp, Gaele Blosser, M. Hawkins

To: LFA Executive Committee  
From: Budget & Planning Committee  
Re: Proposed half-time position in the Acquisitions Department

The Budget & Planning Committee has met with Clint Howard, Assistant Dean for Technical Services, to review and make recommendations on a proposal to add a half-time position to the Acquisitions Department. Because of a realignment of administrative duties, Clint feels that he must relinquish some of his duties in that Department.

We understand that this proposed position would supervise the searching, ordering, receiving, and accounting functions within the present Acquisitions Department, and would report directly to the Assistant Dean for Technical Services. Other functions within the present Acquisitions Department would also report directly to the Assistant Dean for Technical Services: Approval Plans; Humanities Bibliographer; and Collection Development, including Exchange and Gifts. While this means that many small units will be reporting to the Assistant Dean for Technical Services, we understand that styles and personalities do vary and if this structure works, we see no reason to object.

We recommend that this proposed half-time position be funded as an unclassified appointment and we further recommend that it be advertised in conjunction with one of the other unclassified positions now vacant, that is as a full-time position, half in Acquisitions and half in another department. Since there will shortly be a vacant half-time unclassified position in the Reference Department, the two half-time positions might be advertised as one full-time position. (However, another combination might be felt to be more suitable.) Knowing how expensive half-time positions are in terms of fringe benefits, we feel that funding this half-time position in Acquisitions would give the Libraries an excellent opportunity to change an expensive half-time unclassified position into a full-time position.

Although the half-time position in Acquisitions, by itself, would not necessarily require a master's degree in library science, we recommend that the position be advertised as requiring such a degree for two reasons. First, we should allow for the possibility that the Acquisitions position might evolve into one which would require the professional training of a library degree. Second, since the position will, we hope, be advertised in conjunction with another professional position in the Libraries, the library degree will be needed in that other position.

We recommend that this proposed position be filled through a search committee, not by appointment. We further recommend that the search be conducted locally, rather than only internally or nationally. We feel that an internal search would yield too small a pool of applicants. While recognizing that a national search would be the ideal procedure, we feel unable to recommend a national search at this time because of the costs involved in such a search.

Since the half-time position in Acquisitions would be a supervisory one, we recommend that half of the normal administrative supplement be added to the salary.

June 29, 1983



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Joint Ad Hoc Committee minutes, June 30, 1983

Present: Gary Bjorge, Barry Bunch, Gene Carvalho, Barb Denton, Nancy Hawkins, Sue Hewitt, Annie Williams

Barry, chairman of the Classified Conference, and Gene, chairman of the LFA, opened the meeting by giving the Committee its charge. We are to study the position of Assistant Dean for Personnel as it will be after July 18, 1983, when Mary Hawkins becomes Assistant Dean for Public Services. The Committee needs to define the duties of the position as well as its place within the Libraries' administrative structure. The Committee is to make a written recommendation to the executive committees of the Classified Conference and the LFA on such topics as: should the position be funded as classified or unclassified; should some kind of advanced training be required for the position; should the position be filled by appointment or search; and if a search is recommended, should it be internal, local, or national.

Gene mentioned that the LFA Budget & Planning Committee, when asked for three volunteers for this Committee, recommended Peggy Shortridge, as well as Gary Bjorge and Annie Williams. The LFA Executive Committee, feeling that the issue of the MLS degree may play a significant role in the Committee's discussions, substituted Charles Getchell for Peggy. Barry and Gene suggested that the Committee consider adding a seventh member to represent the unclassified non-librarians on the Libraries' staff, especially since the new personnel position may well be filled with an unclassified non-librarian.

After Barry and Gene left the meeting, Nancy was elected chairman and Annie secretary. The question of having an unclassified non-librarian on the Committee was considered and it was felt that it would be good to have those staff members represented. Since Peggy has experience on the LFA Budget & Planning Committee and since she has volunteered to serve on this Committee, it was decided to ask her to join us.

Nancy will ask Mary Hawkins and Sandy Gilliland for written descriptions of their present personnel duties. It is hoped that we shall have these descriptions in time to discuss them at the next meeting on Thursday, July 7, at 2:30pm.

Respectfully submitted,

Annie Williams,  
Secretary

# FYI

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Number 717

July 14, 1983

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## CLASSIFIED VACANCIES

Applications are now being accepted from Library staff for the following full-time Library Assistant I positions in the Cataloging Department:

Library Assistant I, Catalog Maintenance Unit, vacated by Mary Miller  
Library Assistant I, OCLC Unit, vacated by Diane Warner

Library staff interested in applying for these positions should contact Sandy Gilliland no later than 5:00 p.m. Wednesday, July 20.

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

## PERSONNEL

Carol Miner will resign from her full-time Clerk III position in the Serials Department effective July 22, to accept a half-time position with the Law Library.

S. Gilliland

## IN-PROCESS REQUESTS

Effective immediately, all "in-process" requests should be forwarded to Mary Miller in the Cataloging Department.

M. Roach

## TITLE IIC GRANT AWARD

We are proud to announce that the University of Kansas Libraries have been awarded another(!) Title IIC grant from the U.S. Department of Education. This grant, totaling \$114,313, will enable us to catalog 5,000 Central American titles, including 3,400 titles in the William J. Griffith Collection. The funds will be available between January 1984 and March 1985. The principal writers of this grant proposal were Mary Hawkins and Rachel Miller. Marilyn Clark will be the Project Director and the present Title IIC staff will pursue this project. Congratulations! M. Clark

## LFA CORRESPONDENCE

Attached is a 6/7/83 memo from LFA Secretary LaVerne Coan to Mary Hawkins regarding two recommendations--one from LFA's Promotion and Tenure Committee and one from LFA's Professional Development Committee. Also attached is a response from Hawkins dated 6/13/83, and the related report of the Promotion and Tenure Committee. The Professional Development Committee's report was issued earlier, in the FYI of 6/9/83.

M. Hawkins

## COLLECTION DEVELOPMENT COUNCIL MEETING

CDC will meet at 8:15 a.m. on Wednesday, July 20 in Watson Library Conference Room A. Topic for discussion: Allocation of FY84 budget.

R. Ring





## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Classified Conference Executive Board meeting, June 21, 1983 2:00.

Members present: D. Borton, R. Crank, B. Denton, R. Embers, B. Harsh, N. Hawkins, D. Hodges, C. Jeffries, M. Miller, D. Perry.

Barry Bunch presided.

Barry opened the meeting with a report of a meeting he attended with Dean Ranz and Gene Carvalho to discuss Mary Hawkins' position change. Mary is to be the new Assistant Dean of Public Service, leaving the Assistant Dean of Personnel position open. Currently, duties have been reallocated to the extent that Assistant and Associate Deans will handle certain unclassified personnel matters, i.e. evaluations, search committees, etc., which arise in the departments they supervise. Sandy Gilliland is at present handling many classified and unclassified personnel matters. Dean Ranz has asked for input from the Library Faculty Assembly and the Classified Conference on what should be done with this vacant position. An Ad Hoc committee was established by the Executive Board to study the position and options available for filling the vacancy. The committee members are Sue Hewitt, Nancy Hawkins, Barb Denton, and Carol Jeffries as alternate.

Barry reminded the Executive Board that volunteers are still needed for the Library Grievance Board. Grievances which are to go through the K.U. Personnel Office include appeal of performance evaluation, suspension, or demotion or dismissal. Any affirmative action-related grievance should go through the Affirmative Action Office.

A general meeting of the Classified Conference has been scheduled for Wednesday, July 20, 1983 at 1:30 p.m. in the Conference Room in Watson.

Respectfully submitted,

Debbie Hodges, Secretary



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

June 13, 1983

Ms. La Verne Z. Coan, Secretary  
The Library Faculty Assembly

Dear La Verne:

Thank you for providing me with a copy of the report from the Committee on Professional Development and Recruitment regarding access to search committee files, and a copy of the report of the Promotion and Tenure Committee regarding evaluations of unclassified Library staff who do not hold librarian appointments.

Since these reports have been forwarded to me, I assume that the LFA Executive Committee endorses the recommendations of these two committees, and is therefore submitting the recommendations for administrative review and implementation. On that basis, I'm prepared to adopt the practices as recommended for the Library's personnel operations: 1) that access to complete files of candidates for professional appointments be limited to the ad hoc search committee whose membership is approved by the Dean, and 2) that the process of evaluation for unclassified Library staff not holding librarian appointments be continued as is, but be supplemented by an information sheet which clarifies the procedure.

I have Jim Ranz's approval to adopt these practices effective immediately. Thanks again for transmitting these recommendations.

Sincerely,

Mary Hawkins  
Assistant Dean

cc: Gene Carvalho  
Jim Ranz

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

June 7, 1983

TO: Mary Hawkins, Assistant Dean for Personnel

FROM: La Verne Z. Coan, Secretary, LFA *LZC*

RE: Reports from LFA Committees

At its last meeting, the Executive Committee of the LFA received two reports from LFA committees which speak to the specific charges that were given them at the beginning of the year. The Executive Committee has asked me to forward both reports to you with a short explanation.

The first report is from the Committee on Professional Development and Recruitment and addresses the question of who should see professional candidates' files during the search and selection process. This report will be published in FYI this week and the accompanying documentation (copies are attached) will be available to the LFA membership through me.

The second report is from the Library Committee on Promotion and Tenure and presents findings of a thorough review of the procedures for evaluating "other unclassified salaried staff". Because of the administrative nature of the subject, the Executive Committee suggested that you receive a copy first and then publish the report in FYI.

If you have any questions, please let me know.

Enclosures: LCPT Report  
CPDR Report

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





THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

May 23, 1983

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

Dear Gene:

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

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

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

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

Sincerely,

Mariann Cyr, Chairman  
Library Committee on Promotion and Tenure



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

(draft)

TO: evaluator/evaluatee

FROM: Mary Hawkins

SUBJECT: Performance Evaluations

In order to provide documentation and an opportunity for discussion of performance, new appointees are scheduled for written evaluations after six months, and thereafter receive written evaluations on an annual, calendar year basis.

The supervisor and the evaluatee will be notified by the Library Office when an evaluation is due. If the evaluatee wishes, he or she may at that time provide the supervisor with a statement of activities for the period of the evaluation. In any case, the supervisor should prepare a written evaluation, either by submitting a letter of evaluation, or by using a structured form. Please contact me if you are interested in examples of the latter. The written evaluation should assess all aspects of the employee's job performance as compared to reasonable expectations for performance. Where relevant, factors which could be considered might include the employee's ability to meet deadlines and to expedite the work flow, the degree of thoroughness and accuracy demonstrated in the work, the employee's effectiveness as a supervisor, etc.

Whichever form of evaluation is used, the evaluatee should be given an opportunity to review and discuss the evaluation, and should sign and date the evaluation as evidence of having seen it. If the evaluatee wishes, he/she may append comments to the evaluation. An employee who feels unfairly evaluated should discuss with the supervisor the area(s) of disagreement. If the matter remains unresolved and the employee wishes to appeal the evaluation, he/she should contact me.

The evaluation prepared by the supervisor (and any accompanying statements provided by the evaluatee) will be reviewed by the appropriate assistant/associate dean, and then by the dean.

Written evaluations provide the basis for merit salary recommendations prepared by the dean, are relevant to continuation of employment, and may later be useful to the employee as records of duties and performance when seeking other employment. Unclassified staff and their supervisors are notified of recommended salary increases in advance of their implementation.

MH:dp

Minutes of the COM Catalog Meeting

May 18, 1983

Attending: C. Howard (presiding), P. DiFilippo, L. Moore, J. Neeley, K. Neeley,  
G. Susott, A. Weaver, A. Mauler (recording secretary)

The meeting was called to order at 1:15.

Susott reported that the shelflist programming was done and brought a number of examples of shelflist cards for examination. He said that the cardstock should arrive in mid- or late August. K. Neeley asked whether the shelflist cards would have a "Holdings" note--Susott said they would.

Weaver said that the state contract for a personal computer had been bid and that the low bidder was Zenith. Susott said that the purchase contract for an IBM personal computer had also gone through, but that the cost was \$800 higher than the Zenith (\$2900 vs. \$2100). Weaver said that he would check the capabilities of the Zenith and that unless there was some reason the Zenith could not perform the functions that the library required, the Zenith would be purchased. He estimated that it would take 1-2 weeks for delivery.

Susott and Weaver asked for a clear statement from the committee concerning the priorities in developing software. Their concern was that the mandatory programs (formatting the bibliographic texts "cards", and sorting the entries) should be written and complete before going on to write the program that will enable the personal computer to transfer authority records from the OCLC database to KU's database. They estimated that it might take three months to program the personal computer (and possibly more if unanticipated problems are encountered in the programming) and that there is no slippage left in the schedule (1st issue of the COM catalog available for public use on September 1, 1984 with approximately 80,000 bibliographic records). They suggested that the personal computer project (and the resulting boost in access-point cross-referencing) be postponed until the sorting and formatting programs are written (estimate: March, 1984). Then the committee would be sure that a COM catalog could be produced by the September target date, and there would be more time (March to September) to refine the format. On the other hand, if the personal computer project uses up more time than anticipated, the September target date would definitely be in jeopardy. Weaver suggested that cross references or complete cross references might be deferred. (He suggested a target date of January, 1985 for full cross references.)

Moore said that the Cataloging Department could use the time the personal computer will save when it is operating. She said that delays in establishing the authority structure would force the Catalog Department into double checking (1st when the heading is established and then much later when the personal computer is available). The Department would have to re-institute procedures to maintain a manual authority file (until the personal computer is available next year). Howard noted that the Committee had to view staff time as money and look upon anything that used further staff time as an added expense to the COM project. He said that the personal computer project was a "gamble"--the Committee was taking a chance (that the personal computer can be made to perform its function in a reasonable amount of time) in order to save time (spent loading the cross references into KU's database). J. Neeley preferred trying for a larger catalog with full cross references even at the risk of postponing the September production date. K. Neeley thought the prospects of a "clean" catalog outweighed the

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risk of a delay. Susott said they should tell the Dean this; wished he had. Howard asked if the time savings from the personal computer could be quantified. DiFilippo said she would gather information and stressed the difficulty and slowness of working from a manual file. Howard said that the Committee would continue the discussion at the next meeting. Susott said that he and Weaver would operate under the assumption that the Committee wanted the personal computer project to be completed first.

Susott noted that the original estimates for cross references were very low, and that the corresponding cost estimates are therefore also low. Howard acknowledged this discrepancy and said that more accurate cross reference estimates would be used to establish new cost estimates.

Moore said that the Cataloging Department had done some re-scheduling so that paraprofessionals were spending 3 hours daily on COM (twice as much as before) and 1 1/2 hours daily on OCLC (half as before) and that the fifth tape was about to be loaded. There is a problem in the authority creation process that needs to be cleared up first. A correction needs to be made so that whenever a heading in one catalog (author/title or subject) authorized the creation of a new heading in the other catalog, the first heading and its cross-references are set to appear in both catalogs. Susott noted that further corrections of this sort would threaten to push back the date of the first COM catalog since there is no longer any extra time in the schedule for the solution of unforeseen difficulties.

Moore and DiFilippo reported that their experiences at the Authorities Institute convinced them even more that KU's system is good.

J. Neeley reported that he had located two additional studies of the use of automated catalogs and will make them available as soon as he receives them.

The meeting adjourned at 2:05.

The next meeting of the COM Committee will be on Wednesday, June 15, 1983, at 1:15 in the Conference Room. (This meeting has since been postponed until June 22.)

# FYI

## University of Kansas Libraries

Number 718

July 21, 1983

### CLASSIFIED VACANCIES

Due to the previously-announced resignations from Ruth Hurst and Carol Miner, the following full-time civil service positions are advertised:

Library Assistant I, Circulation Department  
Clerk III, Serials Department

Library staff interested in making application for these vacancies should contact Sandy Gilliland no later than 5:00 p.m. Wednesday, July 27, 5:00 p.m.

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

### OPEN MEETING THIS FRIDAY

The Joint Ad Hoc Committee, appointed by the Classified Conference and the LFA executive boards, is considering the charge of making a recommendation to these two organizations concerning the recently vacated personnel position. The Committee would appreciate input from all members of the Libraries' staff at an open meeting this Friday, July 22, at 10:00 in the Watson Library Conference Room, 5th Floor. If you are unable to attend, written comments should be given to any member of the committee by noon Friday (Gary Bjorge, Barb Denton, Charles Getchell, Nancy Hawkins, Sue Hewitt, Peggy Shortridge, Annie Williams). N. Hawkins

### CLASSIFIED CONFERENCE

The Personnel Committee of the Classified Conference needs new volunteers to fill three vacancies. The Personnel Committee was established to address personnel issues affecting classified staff, and new volunteers are expected to serve for one year. Contact Bayliss Harsh or Barb Denton to volunteer. B. Denton

### STUDENT EMPLOYMENT PROCEDURES MANUAL UPDATE

An update to the Procedures for the Employment of Students manual will be forthcoming. In the meanwhile, please update page 17 of the manual as follows:

<u>FY84 Pay Period</u>	<u># of Work Days</u>	<u>Max. # of Hrs. Reg. Student May Work</u>	<u>Max. # of Hrs. W/S Student May Work*</u>	<u>Max. # of Hrs. Foreign Student May Work</u>	<u>Time Cards Due in Administrative Office</u>
July 18-Aug. 17	23	184	144 (184)**	184	Tues., Aug. 16
Aug. 18-Sept. 17	22	136	92	100	Thurs., Sept. 15
Sept. 18-Oct. 17	21	126	84	84	Thurs., Oct. 13

\*Any hours exceeding the Work-Study limit will be charged against regular (as opposed to Work-Study) funds, not to exceed the hour limit for a regular student.

\*\*Maximum reportable hours for Work-Study students who are not enrolled in summer school are listed in parentheses. S. Butter

### LFA YEAR-END BUSINESS

All Committee Chairpersons (1982-83): Annual Reports of committee activities are due to Charles Getchell by August 1, 1983. Three copies of committee minutes are due to Archives by August 1, 1983.

Executive Committee members (1982-83): Typed Committee History Reports are past due. Please send these as soon as possible to LaVerne, Reference. Thank you. L. Coan

WESCOE DUPLICATING CENTER

Kathy Von Lutes, Duplicating Supervisor for Wescoe Duplicating Center has resigned and is no longer employed at the Center. Due to this personnel change, the Center will be operating on a reduced schedule until a replacement is found. The new hours will be 11:30-5:00. Mark Betow will be the person to contact during these hours. Hopefully, normal hours will resume by the second week of August. Library staff are reminded of the additional turn-around time needed for copying. Each fall semester, the Center is extremely busy for 2-3 weeks before and after the beginning of the semester. Please allow at least one week for copying jobs to be completed. Also, remember to call the Center before sending someone to pick up the job to make sure the job is completed. Your cooperation with Wescoe Duplicating Center during this time will be appreciated. If you have any questions, please call Anita, 4-3601.

A. Alvarez

VACATIONS/TRAVELS

Gene Carvalho will be on leave from July 18 through August 19. Please refer all questions pertaining to the East Asian Library to Gary Bjorge.

S. Gilliland

**THE UNIVERSITY OF KANSAS**

University of Kansas Libraries  
Lawrence, Kansas 66045

Joint Ad Hoc Committee, July 7, 1983

Present: Gary Bjorge, Barb Denton, Charles Getchell, Nancy Hawkins, Sue Hewitt, Peggy Shortridge, Annie Williams

At the last meeting, the Committee decided that before making suggestions about the future personnel position we should know what personnel duties are being done now. To prepare for this meeting Nancy had Mary Hawkins and Sandy Gilliland prepare written job descriptions of their personnel duties that we each read and were prepared to discuss.

The Committee carefully read through the present job description of the Assistant Dean for Personnel and found that most of the activities need to be done by someone with personnel experience and that some of these duties could be delegated to clerical staff. However, there are three areas where the Committee felt a library degree might be useful: liaison with LCPT; liaison with the Peer Review Committee; and liaison with the LFA Executive Committee regarding unclassified personnel matters. It was decided to ask Mary Hawkins to meet with us at our next meeting to discuss these topics.

The Committee has questions for Dean Ranz regarding the division of personnel duties, and he will also be invited to the next meeting.

Our next meeting will be Monday, July 18th, at 9:30am.

Respectfully submitted,

*Annie Williams*

Annie Williams  
Secretary



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Joint Ad Hoc Committee, July 18, 1983

Present: Gary Bjorge, Barb Denton, Charles Getchell, Nancy Hawkins, Sue Hewitt, Peggy Shortridge, Annie Williams, Mary Hawkins, Jim Ranz

The minutes of the meeting of July 7th were approved as written.

Mary Hawkins joined the Committee to answer questions about her perception of the personnel position as it has been and how it is proposed to be for the future. The Committee asked if she felt an MLS to be necessary for the liaison work done up to now and to be done by the personnel position with LCPT, with the Peer Review Committee, and with the LFA Executive Committee. Regarding the LFA Executive Committee, Mary has served as a representative of the administration, not because of her personnel duties. Regarding the Peer Review Committee, Mary has called meetings and summarized the Committee's decisions. She feels the personnel duties for this Committee have not been heavy. The Peer Review Committee reviews all summaries written of their decisions. The personnel position provides continuity and uniformity and performs a secretarial role for the Peer Review Committee. Regarding LCPT, Mary feels there may be legitimate concern regarding the involvement of the personnel person, since this role has been a heavier one. In the past the personnel person has chaired LCPT when it considered files of library staff. In the future Mary sees the appropriate associate or assistant deans as non-voting members of LCPT when library staff are discussed, hearing all discussion. The heavy documentation necessary to promotion and tenure files means that the personnel position is needed as well as the associate or assistant dean. Mary of the personnel duties on LCPT are those of an executive secretary, and it is expensive to have these duties done by an assistant dean. Would the MLS make a personnel officer more sensitive to library problems? Mary responded that there is much to be said for having a knowledge of KU and the KU library, but that other qualifications are very important. Similarly, there may be problems if the personnel person is all personnel with no library background. Mary feels we should look first for the necessary skills.

Jim Ranz then joined the Committee's discussion. He reminded the Committee that during this past Spring the Budget & Planning Committee and the public service department heads did not disagree with the proposal to transfer some of the personnel duties done by the Assistant Dean for Personnel to the Assistant/Associate Deans for Technical Service, Public Service, and Spencer Library. These duties would be the more substantive duties involving unclassified personnel: search committees, appointments, promotion, tenure, sabbatical leaves, and evaluations. The personnel officer then would perform back up and support duties for unclassified staff and main-line as well as backup and support duties for classified staff. Roughly two-thirds of the job will deal with classified personnel duties and, thus, the need for the MLS is significantly lessened.

Concern was expressed about grievances, and Jim Ranz expressed the view that many people went to Mary Hawkins when she was personnel officer because of her personal qualities, not necessarily because she has an MLS. Mary pointed out that the ability to closely monitor and to correct a poor situation often lies with the associate or assistant dean (or department head) rather than with the personnel officer, who may refer and make recommendations. Since the formation of the grievance committee, serious grievances can also be heard there.

Concern was expressed about the budgetary constraints that the Libraries face. Could the personnel position be that of Assistant Dean for Personnel? Ranz replied that the public service department heads and the Budget and Planning Committee had recommended against a position of that rank because we hope to save \$20,000 to \$30,000. Ranz envisions hiring someone at \$15,000 to \$20,000.

Concern was expressed about the position being unclassified or classified, and Ranz indicated that he was open to discussion on this question. He feels that if we require an MLS degree plus knowledge of affirmative action and other procedures we are talking about a salary of approximately \$30,000. A beginning professional, who would be hired for under \$20,000, would probably lack experience with affirmative action and personnel procedures, and would have to learn on the job. Although the position could be filled by an unclassified non-librarian, two-thirds of the library staff are classified and many of the personnel position's duties will be with classified matters, so it would not be inappropriate to have it filled by a classified person. It was decided to draw up a tentative job description first and then look at classified job descriptions to see where the personnel position might fall. More flexibility might be achieved if the position were unclassified.

Ranz pointed out that the qualities probably wanted in the personnel position, for example openness and discretion, are not guaranteed by the MLS degree or by courses in personnel work. It would be best if the Libraries were in a good recruiting position, and we might be in a better position if we were to look for someone with experience in affirmative action and other personnel procedures. There was a brief discussion about the problems of appointing from within or of searching internally only. Perhaps it might be better to search outside the library, either locally or nationally, and hope interested internal candidates apply.

Ranz then asked the librarians on the Committee (Bjorge, Getchell, Williams) about the need for the MLS for the personnel position. Whatever is done will be a major change, and requiring the MLS would be only a temporary panacea as we would very soon be judging performance. Some librarians feel the MLS would help our credibility with the University administration. Mary pointed out that Ranz represents the Libraries to the Office of Academic Affairs. Mary, in the personnel position, has dealt to a lesser extent with Academic Affairs, and has also dealt with the Affirmative Action Office and with Personnel Services. Sandy Gilliland works closely with Personnel Services and also deals with Staff Benefits. Jim Ranz added that the library administration doesn't want a personnel officer who lacks the confidence of the staff, as that situation would not be productive. The personnel person should assume compliance with procedures to keep the library from being vulnerable in personnel actions and maintains the documents we would need should the library be sued.

The title of the personnel position was discussed and either 'assistant to the dean for personnel' or 'administrative assistant for personnel' were felt to be appropriate.

Concern was expressed about communicating the anticipated duties of the new personnel position to the rest of the staff. The Committee probably should have an open meeting for all staff, classified and unclassified, and probably the question of the need for the MLS degree will arise. However, it is hard to discuss qualifications for a position if one doesn't know that position's duties. The Committee decided to draw up a tentative job description that could be photocopied and distributed at the open meeting. The job description would have to be tentative because it is the search committee that really deals with the job description and the Joint Ad Hoc Committee is not a search committee.

The Committee will meet on July 19th at 2:30pm to work on the tentative job description. It was decided to hold the open meeting on Friday, July 22nd, at 10am. Then Friday afternoon the Committee can write its final recommendations.

Respectfully submitted,

*Annie Williams*

Annie Williams  
Secretary



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Joint Ad Hoc Committee minutes, July 19, 1983

Present: Gary B. Jorge, Barb Denton, Charles Getchell, Nancy Hawkins, Sue Hewitt, Peggy Shortridge, Annie Williams

The minutes of the meeting of July 18th were read and corrections were suggested. Sincy Mary Hawkins and Jim Ranz were also at that meeting the minutes will be shown to them for corrections before being retyped for FYI.

The Committee has received written suggestions from the Circulation Department, from John Glinka, and from the Personnel Committee of the Classified Conference.

The discussion centered on how we should prepare for the open meeting on Friday, July 22nd. It was finally decided that Peggy will draft a brief, tentative job description of the personnel position for use in the open meeting. Annie will draft the Committee's recommendations, and this draft will also be distributed at Friday's open meeting. The Committee will reconvene at 1:30pm on Friday afternoon to revise the Committee's recommendations for submission to the executive committees of the Classified Conference and the LFA by 5pm on Friday, July 22nd. Peggy and Annie will have their drafts to other members of the Committee by 5pm on Wednesday, July 20th. If Committee members wish changes to be made in either of these documents, they should contact the author by 2pm on Thursday July 21st.

Respectfully submitted,

*Annie Williams*

Annie Williams, Secretary



# FYI

## University of Kansas Libraries

Number 719

July 28, 1983

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### UNCLASSIFIED VACANCY

INTERLIBRARY SERVICES LIBRARIAN. 12-month, tenure-track appointment, available October 18. Duties: Responsible for interlibrary borrowing and lending activities of the University of Kansas Libraries. Supervises a staff of 4 plus approximately 90 hours per week of student hourly help. Includes some reference desk duty. Required Qualifications: MLS from an ALA-accredited library school; at least one year of academic library experience (paraprofessional or professional level); ability to work effectively with library patrons, staff, and ILS personnel at other institutions. Preferred Qualifications: Broad knowledge of bibliographic tools and of Western European languages; interlibrary services or related experience; supervisory experience. Salary: \$16,000 - \$18,000, dependent upon qualifications. Benefits: Vacation of 22 working days per year; 1 day per month sick leave; individual health insurance coverage provided; TIAA/CREF retirement plan; sabbatical leave eligibility. To apply, submit letter of application, resume, and names of 3 references to Mary Hawkins, 502 Watson Library. Postmark deadline for applications: September 30.

### CLASSIFIED VACANCY

Dorothy Waters has announced her resignation from the full-time Clerk III position in the Documents Department, effective August 5. Library staff interested in making application for this vacant position should contact Sandy Gilliland no later than 5:00 p.m. Wednesday, August 3.

#### AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS ARE SOUGHT FROM ALL QUALIFIED PERSONS REGARDLESS OF RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

### PERSONNEL

Mary Kay, Interlibrary Services Librarian, has announced her resignation effective September 17. Mary has held her current position since joining the Libraries in July, 1979, and will leave to join Columbia University as Science Reference and Collection Development Librarian. M. Hawkins

### SEARCH COMMITTEE APPOINTED

The following have been appointed to the search committee for Interlibrary Services Librarian: Jim Neeley, chairman; Mary Borton; Barbara Jones; Jeanne Richardson; Tina Spray; and Mary Hawkins. M. Hawkins

### KANSAS STATE COURIER

The Kansas State Courier will not pick up materials nor make deliveries during the period August 1-19. Service will resume on August 22. M. Borton

### MAILROOM

Many thanks to the mailroom crew, and Circulation students, who handled the mail room responsibilities so admirably the last few weeks in spite of short staffing, vacations, and "help" from me. Good job, guys. Kendall Simmons

(CONTINUED)

IMMIGRATION REGULATIONS AFFECTING F-1 FOREIGN STUDENTS CHANGE

On August 1, 1983 new immigration regulations will go into effect for F-1 foreign students. The new regulations that will affect on-campus work of foreign students are as follows:

- 1) Conversion to duration of status (D/S) -- On August 1, 1983 all F-1 foreign students who hold an I-94 (arrival and departure record) with an expiration date of August 1 or later, will automatically be given duration of status until they complete their present degree. Their I-94's will not be replaced or changed until their next contact with immigration. This means that many students will have what seems to be an expired I-94, but is not. Again this only applies to F-1 visa holders whose I-94's expire on or after August 1, 1983.
- 2) New I-94's -- New F-1 foreign students who enter the country after August 1, 1983 will be given a D/S (duration of status) on their I-94's. The D/S is good until 30 days after they finish the degree they were admitted for.
- 3) Twenty hour per week limit -- In the past F-1 students were allowed to work more than 20 hours per week if a department felt it was necessary. After August 1, 1983 no F-1 student will be allowed to work more than 20 hours per week, under any circumstances, during the regular semester. They will be allowed to work more than 20 hours during summer and other vacation periods.

These regulations apply only to students who hold the F-1 student visa. They do not apply to the J-1 Exchange Visitor Visa or the H-1 Temporary Worker Visa. Also, this change of immigration regulations will be noted in the revisions for the student employment procedures manual.

S. Butter

HOWEY READING ROOM HOURS

During the period July 30 through August 21, the Howey Reading Room will be closed to the public. Cherrie Saile may be reached by telephone between the hours of 8am-5pm during this time however, if staff have questions for her. The Howey Reading Room telephone number is 864-3117.

C. Saile

RENEWAL EXTENDS THANKS

Janet Renewal would like to thank the library staff for all of the cards and flowers she received during her recent hospitalization. Janet is now recovering at home.

N. Shawbaker





THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Joint Ad Hoc Committee open meeting minutes, July 22, 1983

Present: Gary Bjorge, Baro Denton, Charles Getchell, Nancy Hawkins, Sue Hewitt, Peggy Shortridge, Annie Williams, and about 50 staff members

Nancy opened the meeting with a brief history of the Committee and thanked staff for the written and oral suggestions we have received.

Peggy distributed the first of two hand-outs prepared by the Committee. This hand-out described the new personnel position as the Committee understands it will be. (Copies of this hand-out are available from Committee members.) It is the Committee's understanding that the new personnel position will be responsible for all personnel matters relating to classified staff, and for support personnel matters relating to unclassified staff. Primary personnel matters relating to unclassified staff will be handled by the appropriate associate or assistant dean with assistance from the personnel person. Much discussion followed regarding the duties of the new personnel position.

Concern was expressed about the responsibilities of the new position: it would be unwise to split the position as part of the staff may be treated differently; what is needed is a unified position; there is really no difference in the position except that the position will have help from the associate and assistant deans of matters relating to unclassified staff; if primary unclassified duties are removed from the personnel position, anyone could do it provided they had a good manual; the new position was proposed by the dean to the associate and assistant deans, to the Budget & Planning Committee, and to the public service department heads this past spring; there may have been no disagreement this past spring with Dean Ranz's proposal, but there was little enthusiasm; the dean has said that the new description of the position was formulated this past spring and that while the decision has been made, he is willing to reconsider the decision if a good reason is proposed; the Committee should explore more alternatives than just the one presented by Dean Ranz; consideration was given to adding more personnel duties to the Clerk V in the administrative office and advertising for another classified position of lesser rank; in many ways the position up to now has been that of an executive secretary; the new position is not that big a change from the former position, except that the associate and assistant deans will be helping with unclassified matters; the responsibilities of the position should be reconsidered because of the possibility of a conflict of interest; what the position will do should be clearly spelled out; when the new person comes, the associate and assistant deans may be giving him/her lots of help as he/she learns the ropes.

Additional issues raised included that of our credibility with Academic Affairs since we added a 4th assistant/associate dean in 1982. Also, it was pointed out that no matter how personnel duties are dealt with, we still need an additional half-time unclassified position in the Acquisitions Department.

Concern was expressed about the need for an impartial, neutral person in the position: the counselling function of the position is important; and, an employee with a grievance has several avenues open to him, for example he can talk with

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

his supervisor, with his associate or assistant dean, or with the personnel person.

Concern was expressed about the salary of the new position: you get what you pay for; the money formerly paid to the personnel position is needed elsewhere, for shrinkage, etc.; if we hire someone in the \$20,000 range, then we can move \$10,000 somewhere else in the library budget; we must not forget our financial restrictions; there are alternate ways to spend the money -- yes, we need a responsible person in personnel, but we do not need to spend \$30,000; and, before going to a search committee we need to know how much money is available about \$15,000 to \$20,000.

About half-way through the meeting Annie distributed the draft of the Committee's recommendations, and stressed that it was only a draft and very much up for discussion.

Concern was expressed about LFA procedures: the LFA will probably have to revise its code or bylaws to cope with the new situation; the personnel person will be needed on most committees because of the need for uniform documentation, affirmative action procedures, etc.; and, the associate and assistant deans are very active already on the Peer Review Committee.

Concern was expressed about a search and a search committee: a local search, as recommended by the Committee, would include Topeka and Kansas City, but not Wichita; a national search would include advertising in journals such as the Chronicle of Higher Education; the Joint Ad Hoc Committee is not a search committee; and, the Committee knows nothing about the appointment of a search committee for this position.

Concern was expressed about the training needed for the position: the personnel person should have the MLS degree so as to have a better understanding of libraries; the personnel person needs to have the MLS to carry weight with the university faculty and administration; since these are personnel duties, what is needed is a personnel degree, not the MLS; the MLS in the personnel position provides a grasp of the library's mission, an understanding of library issues such as faculty status for librarians; if we do not require the MLS we must require library experience; if there is no MLS then we need someone with a professional personnel degree so the person has clout; this is an important position and we need a professional; and, we should look for characteristics and experience.

Concern was expressed about the title of the new position: the personnel person needs to be a dean to have clout with the university faculty and administration; an assistant dean has more independence and clout than an assistant to the dean; whoever is in the position will establish his own clout; the title sets the stage for how the person is received; we already have one assistant to the dean who is trusted and has good judgment; and, titles cost money.

Concern was expressed about whether the position should be funded as classified or unclassified: the trend of staffing the library with unclassified non-librarians has negative long-term effects; an unclassified non-librarian could serve both unclassified and classified staff; unclassified may be better since the classified job descriptions are very rigid.

The Committee hopes to submit its recommendations to the executive committees of the Classified Conference and the IFA by 5pm today.

Respectfully submitted,

(u)

Annie Williams, Secretary



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Joint Ad Hoc Committee minutes, July 22, 1983

Present: Gary Bjorge, Barb Denton, Charles Getchell, Nancy Hawkins, Sue Hewitt, Peggy Shortridge, Annie Williams

Nancy opened the meeting at 1:30pm and noted that the Committee has received written suggestions from the Classified Conference.

Discussion opened with the question of the need for the Masters in Library Science in the new personnel position. After much debate, it was decided that the degree is not necessary as the job is now described, but that if the job description were to change, the need for the degree might also change.

Attention then shifted to a revision of the first paragraph of our draft recommendations. This quickly became a discussion of the various alternatives open to the KU libraries regarding the personnel position. Roughly speaking, there are three alternatives. First, to leave the position vacant, which just is not possible since there is so much personnel work to be done for the library staff. Another alternative would be to try to fill the position with someone just like Mary Hawkins, but this alternative is not viable since it is too expensive. The third alternative would be to modify the personnel position slightly so that the necessary work is done, but at a lower cost. That is what was chosen last spring.

The Committee decided that it needed to hear again just which personnel duties would be done by the associate and assistant deans. Finding that both Jim Ranz and Mary Hawkins were out of the office, Clint Howard was invited to join the Committee to answer questions; Mary returned shortly and joined the Committee also. After much discussion about the probable roles of the associate and assistant deans on various library committees, the Committee took a brief break.

The remainder of the afternoon was spent revising the draft of the Committee's recommendations. The entire draft was revised, with the most work going into the opening paragraph. Annie will retype the document and have it for our meeting at 8am on Monday, July 25th.

Respectfully submitted,

Annie Williams  
Secretary

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Joint Ad Hoc Committee minutes, July 25, 1983

Present: Gary Bjorge, Barb Denton, Charles Getchell, Nancy Hawkins, Sue Hewitt, Peggy Shortridge, Annie Williams

Nancy called the meeting to order at 8am.

Drafts were presented of the final document, of a line-by-line copy of the first paragraph, and of a proposed revision of the first paragraph. Brief changes were made in the final two paragraphs, and the proposed revision of the first paragraph was accepted. Annie will type the final draft of the document and make copies.

The recommendations will be sent to the executive committees of the Classified Conference and of the LFA, and will then be forwarded to Dean Ranz.

Annie announced that the minutes for the meetings on July 22nd will be out as soon as possible. The meeting adjourned at 8:30am.

Respectfully submitted,

(iw)  
Annie Williams  
Secretary

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



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

July 25, 1983

To: Classified Conference Executive Committee  
LFA Executive Committee  
From: Joint Ad Hoc Committee on the Personnel Position  
Re: Filling the personnel position

According to the information examined by the Committee, the future responsibilities of the personnel position will be much the same as they have been under Mary Hawkins. This position will continue to be responsible for ensuring that all personnel matters concerning both the unclassified and classified staff are carried out fairly, in accordance with established regulations and practice. The person in this position will continue, as Mary has done, to maintain liaison with library committees and University offices regarding personnel matters, to provide the library staff with information on University and library personnel policies and procedures, and to assure that required paperwork is completed on time and that files are maintained in a confidential manner.

The only apparent change is that those responsibilities which involved Mary as a professional librarian will be assumed by the appropriate associate or assistant dean. The Committee believes that this change may in turn necessitate some changes in the LFA code or bylaws regarding the role of the personnel officer on LFA committees. Therefore, the Committee recommends that a written statement from the library administration describing the new responsibilities of the associate and assistant deans be prepared for the LFA.

The Committee recommends that the personnel position be filled by a search rather than by appointment. We further recommend that the search be conducted locally, including Topeka and the Kansas City metropolitan area. We feel that an internal search would probably yield too small a pool of applicants, while a national search would be too expensive. A local search would give internal applicants the opportunity to apply.

The Committee debated extensively the training needed to fulfill the duties of the personnel position and concluded that final decisions on academic degrees and experience should be made by the search committee. We do recommend, however, that the person chosen to fill this position have experience in personnel work and previous library employment. The Committee also concluded that no specific advanced academic degree, such as the Masters in Library Science or an advanced degree in personnel administration, should be required for the position.

The Committee recommends that the title of this position be Assistant to the Dean (for Personnel). The library administration currently includes an "assistant to the dean", and the Committee suggests modification of that title to Assistant to the Dean (for Budget).

Finally, the Committee feels there are advantages to funding the position as unclassified. We looked at several possible classified job descriptions and found them to be quite rigid. There may be more flexibility for the position if it is unclassified.

June 22, 1983

Attending: C. Howard (presiding), S. Craig, P. DiFilippo, L. Moore, J. Neeley, K. Neeley, G. Susott, A. Weaver, A. Mauler (recording secretary)

The meeting was called to order at 1:15.

Howard reported that he had attempted to place a dollar figure on the estimate of how valuable the personal computer will be to COM over the life of the project. His estimate was that it would save the equivalent of two FTE Clerk III positions or approximately \$30,000. The Committee agreed that such figures made placing a priority on completing the personal computer project worthwhile.

Roach reported on the progress in establishing the COM database (as of June 16, 1983): 13,928 bibliographic records had been entered. These generated 50,000 authority headings, of which 38,000 were "stripped" from the bibliographic records and 12,000 were entered manually (e.g., stand-alone headings after the heading had appeared with subheadings on a bibliographic record). These had required 22,500 cross references, of which 13,000 were added to authorities that had been stripped of bibliographic records and 9,000 were added to authority records that had been generated manually. In addition, 1,300 series records have been input (all new series (traced or untraced) and all traced series from the bibliographic record tapes). As of last Thursday, 10% of the 1st estimate of 125,000 records for COM had been loaded. The 10th tape was loaded June 21. The tapes are currently being loaded at a rate of one per week; the pace will have to be one tape every three days in order to meet the original goals. The personal computer will help speed the process; and as the database grows, there should be a greater repetition of headings.

Moore reported that the Cataloging Department had instituted complete procedures for authorities going into the add-on catalog. The KUACC (KU Authority Control Committee) is working on procedures for evaluating cross references. The paraprofessionals have been handling the bulk of the inputting into the database, but now catalogers were becoming involved in proofing the authority records (especially geographic headings and corporate bodies). The Cataloging Department will soon hire a Library Associate to fill the vacant position and has rewritten the job description with an emphasis on COM activities and handling COM workflow. Craig asked how the flow of books through the Cataloging Department had been affected. Moore said that because of streamlined procedures and an increase in the number of records that LC has been putting into OCLC, the flow of books had actually increased at the beginning of COM activities. The numbers have since decreased; but, although time spent on cataloging has been cut in half, the number of books being cataloged has not dropped by half. The number of books cataloged thus far this year equals the original estimate for the entire year.

Howard noted that 6,000 student hours for COM activities had been included in the Library's total request for student hours.

Weaver reported that the IBM personal computer would be purchased for the personal computer project. Although the Zenith would have been nearly \$1,000 cheaper initially, it would have required an additional 6-9 months to rewrite the master program for the computer, so the IBM was judged the greater value in the long run. Susott said they were spending almost their entire time on the personal

computer project (and doing some preliminary investigations on the bibliographic files format). He estimated that the personal computer hardware would be installed by August and be ready to run in mid-September.

Susott reported that there had been problems with the order for (shelflist) cardstock (some bids had been for the wrong cardstock and the company that could have furnished the correct cardstock never received a solicitation). There will be another two-month delay, and 50,000 cards will be on the first order.

Susott spoke with a representative of Micro Info Services of Kansas City (the firm that currently produces the state's microfiche). This firm does not produce dyed header strips--only painted strips. The Committee agreed to obtain samples of fiche with painted header strips to see if the quality would be sufficient for the needs of COM.

Susott also asked the Committee to reconsider the fiche format specification for inclusive column headers (i.e., the first entry and last entry in each column on the fiche would appear at the top of that column). Adding the last entry would create sizeable production problems since the fiche columns are most economically produced top to bottom without first determining what the last entry in that column will be. This information is practically redundant since the readers will display two columns, and the patron will always know with what entry the adjoining column begins as he searches down the first column since that entire entry will be displayed. This does not affect the header strip (the part of the fiche that is legible before being placed into the reader): the header strip will continue to be inclusive (i.e., indicate first entry and last entry on the fiche). COM entries will not be broken up between columns or between fiche. The Committee agreed that a first-entry column header would be sufficient.

J. Neeley asked that the possibility of getting the fiche pre-filed by the vendor be explored. He also hoped that the vendor might be able to suggest some form of marking that would show at a glance that a fiche had been filed out of order.

Howard reported that Mary Hawkins would be joining the COM Orientation Subcommittee (filling the vacancy created by Malinowsky's departure), but that she had suggested that J. Neeley chair that subcommittee.

Howard suggested that the Committee continue its pattern of monthly meetings and called for agenda items. Susott said that the format for cross references needs discussion.

The meeting was adjourned at 2:05.

The next meeting of the COM Catalog Committee will be on Wednesday, July 20, 1983, at 1:15 in the CATALOGING DEPARTMENT CONFERENCE ROOM.

The Libraries Committee on Promotion and Tenure met in the Conference Room of the Administrative Offices on Wednesday, 4 May 1983, at 2:00 p.m. Present were Mariann Cyr (Chairman), Gary Bjorge, Eugene Carvalho, Earl Gates, Mary Hawkins, Kathleen Seeley, Michael Palij, Eleanor Symons (Secretary).

The purpose of the meeting was to discuss the evaluation of Research Assistants in the Libraries. At present there is no uniform system of evaluation; each is evaluated by the supervisor; the evaluations are studied by the Deans, and the Dean of Libraries recommends a salary increase.

Mariann Cyr presented the results of her survey of the six Research Assistants (all paid from state funds) evaluated this year. Mary Hawkins presented the results of her survey of the five supervisors concerned. There was a wide range of opinions. All those questioned expressed satisfaction with their particular evaluation, but some were concerned at the lack of uniformity and criteria, and the potential for unfairness. One supervisor evaluates at present with a form; the others use a letter of evaluation. In some cases individual performance factors are rated; in others they are not. All those surveyed considered the forms used for the evaluation of classified staff to be unsuitable.

The survey produced an equally wide variety of suggestions for future evaluation. Some preferred a form, some a letter. Some wished for the opportunity to write a job description, others did not. Some felt that the supervisor should assign a rating. Some were concerned about an appeals procedure (which has never been described for this group).

Members of LPT discussed the various practices and possibilities, their advantages and their potential dangers, at some length. Possibilities which emerged from the discussion were:

- (1) continuation of the present variety of practices, but with a covering memorandum/instruction sheet outlining for both those being evaluated and the evaluators the various options, particularly the opportunity for the evaluatee to write a job description.
- (2) an evaluation form like the present form for librarians (The classified evaluation form was considered inappropriate) with a job description by the evaluatee, comments by the supervisor.
- (3) the same form as in (2) including a rating given by the supervisor.

The committee members agreed that the question of review before the form reaches the Dean, and of appeal, needed to be addressed.

After further discussion, the Committee agreed to recommend to the Library Faculty Assembly Executive Committee that the procedure be left as it is at present, but that Mary Hawkins be instructed to draw up a memorandum outlining the various possible methods of evaluation, including the evaluatee's right to supply a job description or account of the year's work and to make written comments on the evaluation; and that this memorandum include a description of the appeals procedure.

Mary Hawkins and Mariann Cyr agreed to draft such a memorandum and to show it to the Committee.

The meeting adjourned at 3:30 p.m.

Eleanor Symons  
Secretary

TO: Members of the Salary Committee  
DATE: July 20, 1983  
SUBJECT: Minutes of the 7/20/83 meeting

Present were: Barbara Jones, Jean Skipp, and Gaelle Blosser

Although a new member has not yet been appointed to the Salary Committee for 1983/84, the 1982/83 Salary Committee members were asked to meet in order to address an urgent matter.

The committee met briefly to discuss the proposed salary range for the position of Head of Inter Library Services.

The <sup>proposed</sup> position vacancy ad stresses one year of academic library experience, but professional-level experience in inter-library loan is not necessarily the most important component of this position. Supervisory experience and the ability to interact with a large number of diverse people and institutions are very important factors for consideration for this position. It was noted that Photocopy will not be a component of this position.

The proposed salary range is \$16,000 - \$18,000. This range begins at \$500. higher than the beginning salary level for a Librarian I, but the range itself is not very large. It was agreed that the proposed salary range is in line with the library experience and supervisory experience required by this position.

Based on all considerations, the committee agreed on the salary range as adequate and realistic as reflected in the proposed position vacancy ad.

Respectfully submitted,

*Gaelle Gillespie Blosser*  
Gaelle Gillespie Blosser/Secretary

✓ cc: LFA Executive Committee (Mariann Cyr, Secretary)





**THE UNIVERSITY OF KANSAS**

University of Kansas Libraries  
Lawrence, Kansas 66045

July 27, 1983

TO: Library Faculty Assembly Executive Committee

FROM: Mariann Cyr, Secretary

RE: Minutes of Committee Meeting, July 18, 1983, 1 p.m.

Present: Gary B Jorge, Gaele Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell,  
Mary Hawkins, Al Mauler

**Appointment of New Committee Members**

There are a total of eleven committee vacancies for which the Executive Committee needs to make appointments. In an effort to insure that committees are composed of members with overlapping terms, the Committee agreed to ask one of the present members of the Budget and Planning Committee and one of the present members of the Professional Development and Recruitment Committee to serve an additional year on their respective committee. Committees with vacancies are:

- Budget and Planning ----- 4 vacancies (one of the present members will be asked to serve an additional year)
- Nominating ----- 3 vacancies
- Professional Development and Recruitment ----- 3 vacancies (one of the present members will be asked to serve an additional year)
- Salary ----- 1 vacancy

**Proposed Additional Half-Time Position in the Acquisitions Department**

Clint Howard has consulted informally with the Budget and Planning Committee regarding a proposed additional half-time position in the Acquisitions Department. This request arises from the possible realignment of administrative duties of the Assistant Deans. The Executive Committee has received the report of these discussions (see FYI July 7, 1983). Clint Howard was unable to attend this meeting of the Committee as planned, and therefore did not make a formal request to the Committee for the half-time position. The Executive Committee agreed that discussion of this issue was premature, but will continue to monitor the situation.

**Business Referred to FY 83/84 Executive Committee by FY 82/83 Executive Committee**

**1. Statement on Consulting and Outside Work**

The Executive Committee has been asked to review and comment on a letter from the Vice Chancellor for Academic Affairs which details a proposed statement for the Faculty and Unclassified Staff Handbook. The purpose of the statement is to clarify the guidelines concerning consulting and outside work for all staff, including classified, unclassified and student employees. Discussion on this item was deferred until the next meeting to give the new members of the Committee time to review the proposed statement.

**LFA Executive Committee Minutes, July 18, 1983, Pg. 2**

**2. Mission Statement**

The Mission Statement formulated by the Budget and Planning Committee has been approved for a mail ballot to the LFA membership. This matter will be turned over to the Nominating Committee as soon as the new members are appointed.

**3. LCPT Proposal for Evaluation Process**

The Executive Committee will request that the Library Committee on Promotion and Tenure and the Peer Review Committee prepare documents outlining: 1) the differences in the proposed evaluation process as compared with the evaluation process currently in use; and 2) the pros and cons of the proposed evaluation process. These documents will be included with the mail ballot to the LFA membership. The Committee also discussed the possibility of proposing an LFA Code amendment to establish the Peer Review Committee as a standing committee. The Committee will take up this discussion at a later time.

**4. Revision of the LFA Code of Governance and Bylaws**

Discussion on this topic will be taken up again in the early fall, after the new Committee members have reviewed the work of last year's Committee.

**Grievance Committee**

Results of the ballot for nominees to the Grievance Committee have been received from the Nominating Committee. The Chairman will contact those nominated, in descending order of votes received, to ascertain their willingness to serve on the Grievance Committee and will report to the Committee at the next meeting. Mary Hawkins asked if people with temporary appointment were eligible to serve on the Grievance Committee. After some discussion the Executive Committee agreed that they were eligible to serve.

**Ad Hoc Committee on Duties of the Personnel Officer**

At an open meeting on Friday, July 22, 1983, at 10 a.m., the Ad Hoc Committee will make available a draft vacancy notice for the position of Personnel Officer. The notice will include the duties and the qualifications for the position. Comment on the vacancy notice will be invited. The Ad Hoc Committee will submit its recommendations to the Executive Committee on the same day.

**Agenda for Next Meeting: Monday, July 25, 1983, 1 p.m.**

- Discussion fo the Statement on Consulting and Outside Work
- Grievance Committee Membership

Meeting adjourned at 2:38 p.m.

Approved July 25, 1983

# FYI

University of Kansas Libraries

Number 720

August 4, 1983

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## CLASSIFIED VACANCIES

Melissa Cornell and Susan Cunningham will promote to Library Assistant I positions in the Catalog Department effective August 8. Melissa will replace Diane Warner and Sue replaces Mary Miller. Due to these promotions, two Clerk III positions are being advertised for the OCLC unit of the Catalog Department. These Clerk III positions are full-time, and have identical duties and qualifications. Therefore, only one application form per library applicant will be necessary. Interested library staff should contact Sandy Gilliland or Darla Perry by 5:00 p.m. Wednesday, August 10.

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

## STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Tuesday, August 16, at 9:00 a.m. S. Butter

## LIBRARY FACULTY ASSEMBLY

The following LFA members have been elected to serve on the Library Grievance Committee for 1983-84: Susan Craig, Sally Hocker, Marion Kliever, Shelley Miller, Kermit Sewell. Congratulations to these individuals.

The following FOUR committees need additional members. Anyone wishing to serve on these committees please contact Mariann Cyr (4-4928 or 4-3866) by August 17. The LFA Executive Committee will make committee assignments on Monday, August 22.

TWO vacancies for the Professional Development & Recruitment Committee. The current members are: Earl Gates, LIII, Music; Jeannette Shawl, LI, Cataloging.

THREE vacancies for the Budget & Planning Committee. The current members are: Rob Melton, LI, Reference; Annie Williams, LII, Cataloging/Special Collections.

ONE vacancy for the Salary Committee. The current members are: Gaelle Blosser, LI, Serials; Jean Skipp, LI, Kansas Collection.

THREE vacancies for the Nominating Committee. There are no continuing members.

Appointments for Professional Development and Recruitment, Budget and Planning, and Salary Committees are for two years. Appointments for the Nominating Committee are for one year.

The LFA Executive Committee decided to ask one member from CPDR and B&P to continue for an additional year to provide continuity for these committees and to help restore the balance in the overlapping terms of appointment. Annie Williams and Jeannette Shawl will continue on in this capacity for B&P and CPDR respectively. C. Getchell

## PDRC TRAVEL FUNDS

Applications for reimbursement of travel during October, November, and December are due August 19. Application forms are available from Paulette DiFilippo, Catalog Department, Watson Library. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. P. DiFilippo

(CONTINUED)

CALL FOR NOMINATIONS FOR LCPT VACANCY

The LFA Executive Committee is asking for names to be submitted for nomination or self-nomination for a Librarian II vacancy on the Library Committee on Promotion and Tenure. This vacancy arises from the resignation of Gary Bjorge from LCPT in order to serve on UCPT. The term of office will be one year, 1983-84; the unexpired portion of Gary Bjorge's term. At least two nominations are needed for a valid ballot. Below is a list of those LFA members who are eligible to fill this position. Before suggesting a name for nomination, please check with that person for his/her willingness to serve. Please contact Mariann Cyr, Science Library, by 5:00 p.m. on Thursday, August 11, 1983 with your suggestions.

LFA members eligible to fill Librarian II position on 83/84 LCPT: Roger Anderson, Nancy Burich, Barb Gaeddert, Sally Hocker, Marion Kliever, Rosemary McDonough, Kent Miller, Ruth Miller, Lorraine Moore, Jim Neeley, Jeanne Richardson, Mary Roach, Kermit Sewell, Annie Williams, Sheryl Williams, Margaret Wilson. M. Cyr

VACATIONS/TRAVELS

Charles Getchell will be on vacation through August 15. Matters concerning library instruction activities can be referred to Rob Melton, and LFA matters should be referred to Mariann Cyr, Secretary, LFA. C. Getchell

MISSING BOOK

Has anyone seen OCLC: Its Governance, Function, Financing and Technology, by Albert F. Maruskin? The libraries' copy is missing, and I don't like to use the scarce library science funds on a replacement, if it is sitting on someone's reading shelf. Just quietly reshelve it in the stacks, and I'll check on it at the end of August. M. Clark

LIBRARY SCHEDULE OF HOURS

Attached to this issue of FYI is a copy of the Library Schedule of Hours for the Fall 1983 Semester. Please note one major change: All libraries will be closed Thursday, Friday, and Saturday, November 24, 25, and 26, for the Thanksgiving Holiday. Please consult the schedule for those departments that will open on Sunday, November 27. M. Hawkins

STAFF FEE ELIGIBILITY

Information regarding staff fee eligibility for the Fall 1983 semester, and an application form, are attached. Please contact the Administrative Office if you have any questions. S. Gilliland

(CONTINUED)



STAFF FEE ELIGIBILITY FOR FALL 1983

Information regarding staff fee eligibility is described below. Please complete and return the application form at the bottom of this page to the Administrative Office as soon as possible. Staff dependent fee eligibility cards are also available upon request in the Administrative Office. If you have any questions regarding this information, contact Sandy Gilliland S. Gilliland

**STAFF RATE**

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

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

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

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

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

**STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS**

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

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

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

A student enrolling in the summer session is eligible for the resident rate if the sponsor:

1. has been eligible for the staff rate for the previous nine months; or
2. has been eligible for the staff rate for the preceding spring semester and will be eligible for the staff rate for the following fall semester; or
3. will be eligible for the staff rate for the nine-month school year following the Summer Session in question.

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

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

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

**APPLICATION FOR STAFF FEE ELIGIBILITY CARD**

NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

SOC. SEC. NUMBER: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

TIMES OF CLASS(ES): \_\_\_\_\_

NAME OF COURSE(S): \_\_\_\_\_

TOTAL HOURS ENROLLED: \_\_\_\_\_

CREDIT/AUDIT (Please circle one)

JUSTIFICATION: \_\_\_\_\_

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

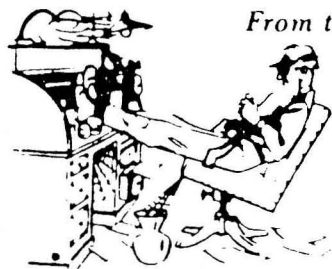
Recommended by: \_\_\_\_\_

(Department Head)

LOST BOOKS?

The library recently received the following letter from San Antonio concerning  
love found and lost books:

R. Ring



*From the Desk of . . .*

Quinton Louthan

July 28 '83

Librarian  
Kansas University  
Lawrence, Kans.

Dear Sir or Madam:

You are missing a library  
book? Since about 1900. I have it.

It is a world history, by  
Myers, 1889. And really not in too  
good condition.

The reason I have it is  
that it was the cause, indirectly, of  
my father, James Q. Louthan, meeting my  
mother in the library there.

He graduated in 1903,  
according to the 'Jayhawker' issue of  
that year, my copy of which I have sent  
to the Lew Wentz museum at Ponca City  
Oklahoma where he practiced law.

These things come to light  
in 'cleaning house' after many years of  
living.

Just thought you might be  
interested, thus this comment.

Sincerely, *E. Louthan*

Quinton E. Louthan  
234 Donaldson Ave.,  
San Antonio, Tex. 78201

UNIVERSITY OF KANSAS LIBRARIES SCHEDULE OF HOURS

August 22, 1983 -- January 10, 1984

	Schedule I	Schedule II	Schedule III	Schedule IV
M-Th	8am-12M	M-Th 8am-10pm	M-Th 8am-6pm	M-Th 8am-5pm
F	8am-10pm	F 8am-5pm	F 8am-6pm	F 8am-5pm
Sa	9am-5pm	Sa 9am-5pm	Sa 9am-5pm	Sa Closed
Su	12N-12M	Su 12N-10pm	Su Closed	Su Closed
				East Asian ILS Kansas Collection** Map** Mathematics Special Collections** University Archives
	Circulation* Microforms Periodicals Reserve Science	Art Engineering Music Reference	Documents	
Aug 22-Sept 4	I	II	III	IV
Sept 5, Labor Day	CLOSED	CLOSED	CLOSED	CLOSED
Sept 6-Nov 21	I	II	III	IV
Nov 22-23	IV	IV	IV	IV
Nov 24-26, Thanks- giving Holiday	CLOSED	CLOSED	CLOSED	CLOSED
27	I	II	CLOSED	CLOSED
Nov 28-Dec 15	I	II	III	IV
Dec 16	IV	IV	IV	IV
Dec 17-18	CLOSED	CLOSED	CLOSED	CLOSED
Dec 19-23	IV	IV	IV	IV
Dec 24-26, Christmas	CLOSED	CLOSED	CLOSED	CLOSED
Dec 27-30	IV	IV	IV	IV
Dec 31-Jan 2, New Year Holiday	CLOSED	CLOSED	CLOSED	CLOSED
Jan 3-10	IV	IV	IV	IV

HOWEY READING ROOM (Summerfield Hall) Open Mon-Thur 8am-9pm; Fri 8am-5pm, Sat 12N-5pm, Sun 12N-9pm, when classes are in session. Closed during vacations, breaks, and between semesters.

\*Circulation stacks closed one-half hour before Library closes

\*\*Open Sa, 9am-1pm when classes are in session. Special Collections open until 6pm M-F

HOURS SUBJECT TO CHANGE AT ANY TIME

# FYI

University of Kansas Libraries

Number 721

August 11, 1983

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## UNCLASSIFIED VACANCIES

REFERENCE LIBRARIAN/BIBLIOGRAPHER, Reference Department, 12-month, tenure-track appointment. Duties: Primary responsibility is general reference service to undergraduate and graduate students and faculty in the humanities, social sciences, and in related professional fields. Participates in library orientation and instruction and conducts online searches. Also responsible for cooperative collection development projects in the social sciences as well as the continuing development of a major collection supporting an active academic program in the field of women's studies. The Reference Department offers a collegial environment with independent working situations and flexibility in future assignments. Required Qualifications: MLS from an ALA-accredited library school. Strong subject background in the social sciences other than history. Ability to work effectively with library users and staff. Knowledge of a least one foreign language (Western European). Preferred Qualifications: Research Library experience in reference, collection development, and online searching. Advanced study in the social sciences or related field, particularly women's studies. Salary: \$15,000 - \$20,000, dependent upon qualifications. Benefits: Vacation of 22 working days per year; 1 day per month sick leave (unlimited accumulation); individual health insurance coverage provided; TIAA/CREF retirement plan; sabbatical leave eligibility. Application Deadline and Starting Date: Applications must be postmarked no later than September 30, with starting date as soon as possible thereafter. To apply, submit letter of application, resume, and names of 3 references to Mary Hawkins, Watson Library.

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

## PERSONNEL

Keith Abrams promoted to the Clerk II in the Mail Room effective August 4 and Sarah Nugent will promote to Clerk III in the Serials Department effective August 18.

S. Gilliland

## PERSONNEL NEWS

Susan Craig was recently elected Chairman of the Central Plains Chapter of the Art Libraries Society of North America. The chapter includes Arkansas, Kansas, Missouri, Nebraska, and Oklahoma. Also, Susan is currently serving on a 6-person Advisory Board for a project titled "Hidden Places," funded by the Kansas Commission on the Humanities. The project will explore the meaning of Hidden Places in the history of Kansas and disseminate the findings through a series of radio programs, feature articles in newspapers, and public programs in six Kansas communities. The project began in July and is expected to be completed by March.

M. Hawkins

## SEARCH COMMITTEE APPOINTED

The following have been appointed to a search committee for the Reference/Librarian Bibliographer position (Mary Finnegan vacancy) in the Reference Department: Jim Neeley, Chairman; Karlyn Campbell, Chairman of KU's Women's Studies Program; La Verne Coan; Sherry Hawkins; Rosemary McDonough; Rich Ring; and Mary Hawkins.

M. Hawkins

continued

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Tuesday, August 16, at 9:00 a.m.

S. Butter

PDRC TRAVEL FUNDS

Applications for reimbursement of travel during October, November, and December are due August 19. Application forms are available from Paulette DiFilippo Catalog Department, Watson Library. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended.

P. DiFilippo

ACQUISITIONS LOSING MARBLE(S)

Sometime during the past 2-3 weeks, the Acquisitions Department discovered it is losing its marbles. In honor of the \$\$\$\$ volume of business that we do with Yankee Book Peddler on the university press approval plan, they recently sent us a specially designed mounted marble, produced by Dudley Giberson at his Glass Works in New Hampshire. The marble formerly resided on top of the Order Files in Acquisitions, but has subsequently disappeared without a trace. Acquisitions would appreciate its return, if its whereabouts should be known to anyone out there. After all, our department does not have that many more to lose....

R. Anderson

ATTENTION BIBLIOGRAPHERS

Would bibliographers reserving books with dealers please be sure to indicate on each PR that the item has been reserved. There have been a number of instances recently in which items not shown as reserved were reported as sold when the searchers did attempt to reserve them.

C. Howard

NEW FIRE PROCEDURES FOR WATSON LIBRARY

The library fire alarm system is now hooked directly to the KU Police dispatcher's office. Consequently, any time our fire alarm sounds, the dispatcher will immediately call the fire department, regardless of whether or not the alarm can be reset. This requires a change in our fire policy, as follows:

During Library Hours: Any time the fire alarm sounds, START EVACUATION PROCEDURES IMMEDIATELY. There will be no attempt to silence the alarm.

When the Library is Closed: If you are here after hours and the fire alarm sounds, phone Police/Security at 4-4100 to be sure that they have received the alarm, and then leave the building immediately. If the yellow warning buzzer goes off in the red panel at Watson's front exit gates, follow the instructions which are posted beside the panel.

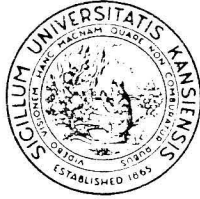
Let me know if you have any questions about fire procedures.

K. Simmons

NEW TRAVEL REGULATIONS

Attached to this issue of FYI is a memo from John Patterson regarding changes in in-state and out-of-state travel regulations, which became effective July 26, 1983. If you have questions regarding these revised regulations then please contact Sandy Gilliland or Nancy Shawbaker. Thank you.

N. Shawbaker




DEAN  
UNIVERSITY LIBRARIES  
133 WATSON

Admin. Dist.

## THE UNIVERSITY OF KANSAS

Office of the Comptroller  
142 Carruth-O'Leary Hall  
Lawrence, Kansas 66045  
(913) 864-3066

August 1, 1983

MEMO TO: Vice Chancellors, Deans, Directors and Chairpersons  
FROM: John Patterson, Comptroller   
SUBJECT: New Travel Regulations

Following is a brief summary of the changes in Travel Regulations which became effective on July 26, 1983. However, during the transition period of July 1 through August 25, payments may be processed under either the old rules or the new rules.

(a) In-State Travel and Border Cities

Subsistence rate has been increased to \$10.00 per quarter with a maximum of \$40.00 per day.

(b) Out-of-State

(1) Meals will be reimbursed at the rate of \$4.50 per quarter day.

(2) Actual lodging expenses to a maximum of \$45.00 per day. Lodging receipts must reflect the lowest single occupancy rate and be submitted with the Travel Voucher.

(3) High Cost Areas - Meals will be reimbursed at \$5.50 per quarter day. Lodging expenses will be reimbursed at the actual cost to a maximum amount of \$75.00 per night. Lodging receipts must reflect the lowest single occupancy rate and be submitted with the Travel Voucher.

(c) If the cost of meals or lodging is included within the cost of registration fees or other fees paid by the Agency, the subsistence amount shall be reduced as follows:

In-State

\$4.50 for each meal furnished  
\$26.50 for each night's lodging

Out-of-State

\$6.00 for each meal furnished  
\$7.33 for each meal furnished in high cost areas.

All other existing provisions of the travel reimbursement procedures will remain in effect.



# FYI

## University of Kansas Libraries

Number 722

August 18, 1983

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### UNCLASSIFIED VACANCY

RESEARCH AIDE, Catalog Maintenance Section, Catalog Department. Full-time appointment, available 9/18/83 through 6/17/84. Duties: Assists in the resolution of conflicts between name and subject headings, including authority and bibliographic searching, editing of authority and bibliographic records, card typing; files into the public card catalogs and manual authority files; inputs information into the Libraries' on-line authority file; and related duties. Required Qualifications: Academic library experience, typing ability (35 wpm minimum). Preferred Qualifications: Strongly prefer two or more years of college coursework, ability to work with detailed materials. Prefer knowledge of one or more foreign languages, knowledge of cataloging techniques and procedures, demonstrated initiative. Salary: \$10,000 per year. Benefits: Vacation of 22 working days per year; 1 day per month sick leave; individual health insurance provided. To apply, send letter of application, resume, and names of 3 references to Mary Hawkins, Watson Library. Application Deadline: Applications must be postmarked no later than August 23.

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

### PERSONNEL

Ruth Miller, Serials Cataloger, has requested and received a one-quarter time reduction in her appointment for the period 8/18/83 through 6/17/84. As a result, released funds from this reduction and from a vacant half-time Clerk Typist II position in Catalog Maintenance will largely provide funds for a Research Aide to assist Catalog Maintenance during this fiscal year. M. Hawkins

Sarah (Sally) Nugent promotes to the Clerk III position in Serials effective August 18. Sally, who previously held a student hourly position in Periodicals and Serials, will replace Carol Miner. S. Gilliland

### ATTENTION SUPERVISORS OF STUDENT HOURLY EMPLOYEES

Please reappoint those students who were placed on inactive pay status for summer 1983 by completing a "Request for Student Appointment" form. Please submit these forms to Sherry Butter before September 1 to avoid payroll delays. Also, please inform Sherry of any students who were placed on inactive status this summer and will not return to work in the Library this fall. Thank you. S. Butter

### ATTENTION SUPERVISORS OF WORK-STUDY STUDENT EMPLOYEES

Work-Study eligibility cards are now available in the Financial Aids Office, 26 Strong, for those students who are eligible to participate in the academic year '83-'84 Work-Study Program. Please submit the cards to me before September 1 to avoid payroll delays. It will not be necessary to submit a request for reappointment for those students who were employed by the Library during Summer 1983. Thank you. S. Butter

### CHANGE IN REPORTING STRUCTURE

The Copying Services area, which previously reported to Mary Kay in Interlibrary Services, has been reassigned to the Serials Department effective 8/22/83. Supervision of Copying Services is now under Sarah Couch in the Periodicals Reading Room. Questions usually referred to Mary Kay regarding this area should now be directed to Sarah. We wish to thank Mary Kay for her fine efforts in overseeing the Copying Services operation in Watson. J. Ranz

CLASSIFIED CONFERENCE PERSONNEL COMMITTEE

Current members of the Classified Conference's Personnel Committee include: Sherry Butter, Barb Denton, Jennie Dienes, Joy Fry, Bayliss Harsh, Channette Mastin, and Brenda Owens. Please contact any of these people with personnel-related concerns.

B. Denton

ARL SPEC KIT RECEIVED

ARL SPEC Kit No. 95 "Library Materials Cost Studies in ARL Libraries" has been received and is available for use in the Periodicals Reading Room.

K. Miller

SUMMER MAP PROJECT BENEFITS LIBRARY

Rick Embers has returned from Washington, D.C. after attending a very successful Summer Map Project at the Geography and Map Division of the Library of Congress. The benefits of the project were immense with over 15,000 high quality maps and roughly 180 atlases acquired for the KU Map Library. This is quite an addition when one considers that most of these maps would cost between three and five dollars when purchased through a map dealer. In addition to the maps and atlases much benefit was gained from the L.C. staff who held seminars on map and atlas preservation, cataloging, and acquisition of maps.

R. Embers

LOST LETERON ROLLER

Would anyone who sees the roller for the leteron letters please return it to the Reference Department at once. Thank you.

C. Mastin



# FYI

## University of Kansas Libraries

Number 723

August 25, 1983

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### UNCLASSIFIED VACANCY

ASSISTANT TO THE DEAN FOR PERSONNEL, Administrative Office. Available 10/1/83. 12-month, continuing appointment. Duties: Within University and Library personnel policies, the Assistant to the Dean for Personnel administers the personnel functions of the Library. Is responsible for the organization and operation of the Library's recruiting, interviewing, selecting, evaluating, training, and staff development programs. Is available to staff for consulting on personnel-related matters. Reports to the Dean of Libraries. Required Qualifications: At least three years of successful experience in personnel work. Thorough knowledge of general personnel policies and procedures, particularly Kansas Civil Service regulations and federal EEO/affirmative action guidelines. Ability to organize, articulate, and implement the personnel goals and programs of the Library. Ability to interact effectively with a large and diverse Library staff and with individuals and groups external to the Library. Preferred Qualifications: Specialized training in personnel and counseling work. Thorough knowledge of the personnel policies and procedures of the University of Kansas. Knowledge of academic library organization and procedures. Salary: \$15,000 to \$20,000, dependent upon qualifications. Benefits: Vacation of 22 working days per year; 1 day per month sick leave (unlimited accumulation); individual health insurance coverage provided; TIAA/CREF retirement plan. Application Deadline: Applications must be postmarked no later than September 7. To apply, submit letter of application, resume, and names of three references to Jim Ranz, Watson Library.

### CLASSIFIED VACANCY

Donna Macchietto has transferred from her Clerk III position in the Marking Section of Cataloging to the Clerk III position in Cataloging vacated by Susan Cunningham. Therefore applications are now being accepted for the full-time Clerk III position in Marking (Catalog Dept.). Library staff interested in applying for this position should contact Sandy Gilliland by 5:00 p.m. Wednesday, August 31.

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

### HOLD-UP AT THE WORK-STUDY CORRAL

It just (five minutes ago) came to my attention that the Financial Aids Office will not give out Work-Study authorization cards until next week. Students new to Work-Study must make an appointment with Pam Houston in the Financial Aids Office, 26 Strong Hall, and pick up their authorization cards at that time. I can arrange for students who have previously participated in the Work-Study Program to immediately pick up their cards (without an appointment!) at the front desk of the Financial Aids Office if supervisors will give me a list of those names. All new and reappointments must be submitted to the Payroll Office by the first of September to avoid a payroll delay. Please try to get reappointments and Work-Study authorization cards to me before then, or as soon as possible thereafter.  
Thank you. S. Butter

(Continued)

NEW REFERENCE LIBRARIANS

Beginning Monday, August 29, Eleanor Symons and Kent Miller join the staff of the Reference Department. Eleanor transfers completely to Reference, where she will divide her time equally between reference work and collection development. Her office will be relocated to the third floor, and her phone will be 4-3366. Kent also will devote half-time to reference while continuing his duties as head of the Serials Department and retaining his present office there. The LFA Executive Committee met with Jim Neeley, Clint Howard and Mary Hawkins to review the proposal to shift personnel from Acquisitions to Reference on August 23rd. The minutes of this meeting will be published in next week's FYI.  
J. Neeley

BIBLIOGRAPHER CHANGES

Susan Craig is now the bibliographer for Architecture. She took on this added assignment from Rich Ring at the beginning of the fiscal year. Jim Neeley is the new (temporary?) bibliographer for Bibliography and Reference. Rich Ring will act as the bibliographer for Women's Studies until this position is filled (hopefully very soon). Rachel Miller will be the SPLAT bibliographer until that position is filled permanently.  
R. Ring

BUDGET REQUESTS

All bibliographers are reminded that Monday, August 29 is the due date for requests for subject funds and for special projects.  
R. Ring

SEARCH COMMITTEE APPOINTED

The following have been appointed to a search committee for the position of Assistant to the Dean for Personnel: Peggy Shortridge, Chair; Baele Blosser; Sadie Bramble; Muriel Cook; Paulette DiFilippo; Barbara Denton; Mary Lou Warren; and Mary Hawkins.  
J. Ranz

SUBMITTING COUTTS APPROVAL FORMS TO ACQUISITIONS

Bibliographers are requested to leave the entire left hand side of the Coutts form selection packet intact when submitting the forms to Acquisitions for approval claiming. There are a total of 10 copies of the form, five on each side of the packet. Acquisitions requires one for the order file, two for the approval control, and two for return to Coutts. That leaves five copies on the right hand side for the use of bibliographers in their files. Unless at least 5 copies are returned to Acquisitions, there are not enough for proper processing.  
R. Anderson

FIRE ALARM REMINDER

As stated recently in the FYI, anytime the fire alarm sounds, start evacuation procedures immediately. These procedures should continue until the fire department says it's alright to re-enter the building. As a safety precaution, this holds true even if the alarm shuts off or you believe it to be a false alarm.  
K. Simmons

CLASSIFIED ELECTION FOR GRIEVANCE COMMITTEE

The following people have been nominated as classified representatives for the libraries' grievance committee. Classified employees should vote for five and return the ballot to Barry Bunch (Archives) no later than Friday, September 2.  
B. Bunch

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CLASSIFIED REPRESENTATIVES FOR GRIEVANCE COMMITTEE----VOTE FOR 5

\_\_\_\_\_ Kerry Bower

\_\_\_\_\_ Sue Hewitt

\_\_\_\_\_ Sherry Butter

\_\_\_\_\_ Bob Marvin

\_\_\_\_\_ Kathy Clodfelter

\_\_\_\_\_ Kendall Simmons

\_\_\_\_\_ Joy Fry

FACULTY/STAFF ID'S

FY84 identification cards for faculty and staff will be distributed to Library employees beginning Friday, August 28. All librarians and staff are asked to come to the Administrative Office anytime between the hours of 8:00 a.m. - 5:00 p.m. beginning Friday, to pick up their new ID card. In addition, please dispose of your current (FY83) ID card at that time. S. Gilliland

CALL FOR NOMINATIONS

The Classified Conference needs to elect representatives to three standing committees. These committees, and our present representatives, are Budget and Planning (Pat Nebgen), Professional Development (Nancy Hawkins), and Senate Libraries (Barry Bunch). If you have questions about the work of these committees, contact the current representative. If you have nominations, send them to Barry Bunch (Archives) no later than Friday, September 2. B. Bunch

CONGRATULATIONS EXTENDED

Congratulations to Charlee Glinka who this summer completed the requirements for the MLS degree at Emporia State University. S. Gilliland

PERSONNEL

Marianne Reed promoted to the Circulation LAI position effective August 24, replacing Ruth Hurst. Jessica Kao promotes to a Clerk III position in Cataloging effective August 26, replacing Melissa Cornell. S. Gilliland



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Education, Building 0090

August 22, 1983

TO: Library Faculty Assembly Executive Committee

FROM: Mariann Cyr, Secretary

RE: Minutes of Committee Meeting, July 25, 1983, 1 p.m.

Present: Gary Bjorge, Gaele Blosser, Mariann Cyr, Charles Getchell, Mary Hawkins,  
Al Mauler

Committee Minutes

The Secretary received minutes from the Salary Committee (7/20/83). The Chairman has received the Annual Report of the Library Committee on Promotion and Tenure.

Appointment of New Committee Members

Annie Williams has been contacted and has agreed to serve an additional year, in a non-chairmanship capacity, on the Budget and Planning Committee in order to restore overlapping terms for the Budget and Planning Committee membership.

One of the present members of the Professional Development and Recruitment Committee will also be asked to serve an additional year for the same reason.

The Chairman will place a call for volunteers to fill the various committee vacancies in the FYI at the beginning of August.

Travel Fund Requests

Paulette DiFilippo has agreed to handle the requests and distribution of travel funds for an additional quarter since no appointments have been made to fill the vacancies on the Professional Development and Recruitment Committee.

Library Committee on Promotion and Tenure

Gary Bjorge has been appointed to a three-year term on the University Committee on Promotion and Tenure (UCPT). He cannot serve concurrently on both the Library Committee on Promotion and Tenure (LCPT) and the UCPT, and therefore has resigned from LCPT.

The Secretary will place a call for nominations to fill this LII vacancy in the 8/4/83 FYI. Nominations will be due by 8/11/83. Nominees will be contacted to ascertain their willingness to run and then a mail ballot will be distributed.

Statement on Consulting and Outside Work

The Committee reviewed the proposed statement from the Vice Chancellor for Academic Affairs for the Faculty and Unclassified Staff Handbook. The Chairman will inform the Dean of Libraries that the Committee has reviewed the material and has no additions or comments to make in regards to it.

The Committee recommended that both the consulting policy statement and a brief description of the various groups mentioned in the statement be incorporated into the Library Staff Handbook. Mary Hawkins will ascertain into which of the classifications the Library staff fall and make that information available.

Supervision of Photocopy Services

Mary Hawkins informed the Committee that Jim Neely has requested that supervision of Photocopy Services not be the duty of the Head of Interlibrary Services. The Interlibrary Services position vacancy will be advertised without this responsibility as part of the job duties.

Mary Hawkins will present the Committee with a formal proposal for the transfer of these supervisory duties shortly. The Committee discussed the appropriate actions required and it was agreed that the request should be forwarded to the Budget and Planning Committee for review and recommendations. If necessary the supervision of Photocopy Services will be assigned on an interim basis until the vacant positions on the Budget and Planning Committee are filled.

Joint Ad Hoc Committee on the Personnel Position

The recommendations of the Ad Hoc Committee were received. The comments of the LFA Executive Committee and the Classified Conference Executive Board will be appended to the recommendations before they are forwarded to the Dean of Libraries.

After review and much discussion, the Committee agreed to attach the following comments to the Ad Hoc Committee's recommendations:

The LFA Executive Committee has reviewed the report of the Ad Hoc Committee on the Personnel Position (AHCPP) and hereby forwards it to you for your consideration.

The Committee finds the conclusions and recommendations of the AHCPP to be reasonable. However, the Committee wishes to point out that significant objections to the proposed changes in the personnel position have been expressed by a number of professional librarians. These concerns include:

That acquiescence by the public service department heads to the proposed change of duties of the Assistant/Associate Dean's should not be viewed as enthusiastic approval.

Reassigning personnel duties to a position below the level of Assistant Dean and not requiring an MLS would diminish the standing and credibility of the position within the Libraries and the University.

The proposed participation by the Assistant/Associate Deans in the Library Committee on Promotion and Tenure and the Peer Review Committee might result in potential conflicts of interest and would not provide the continuity and uniformity that these committees have relied upon in the past.

Agenda for Next Meeting: Monday, August 22, 1983, 1 p.m.  
Committee Appointments

Meeting adjourned at 3:40 p.m.

Approved August 22, 1983

# FYI

University of Kansas Libraries

Number 724

September 1, 1983

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## CLASSIFIED VACANCY

Kathy Lane resigns from her half-time Library Assistant I position in the Science Library effective September 9. Library staff interested in making application for this position should contact Sandy Gilliland in the Administrative Office by 5:00 p.m. Wednesday, September 7.

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

## STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Thursday, September 15, by 9:00 a.m. Beginning with the November 1 payroll (September 18-October 17) student hourly time reports will be due in the Payroll Office by 10:00 a.m. on the 17th. Therefore, time cards will be requested a little earlier in the future. Thank you for your cooperation.

S. Butter

## WORK-STUDY EMPLOYERS

A current listing of all Work-Study eligible students on campus is available in the Administrative Office. Please contact Sherry Butter (4-3601) if you would like a copy of this list for your department.

S. Butter

## INCOMPLETE STUDENT APPOINTMENT PACKETS

Many supervisors of students are submitting incomplete appointment packets, primarily because of the change in the personal data sheet. This form is basically the same as it used to be with these differences: 1) two-digit codes are now used for check-mailing address; 2) two-digit codes are now used for educational level; and 3) space is provided on the back of the form for both permanent (W-2) and local addresses. Please be sure that your student employees complete the address information correctly. A permanent address is vital for many reasons. It is also necessary to record the county and phone number for each address. Please be sure to verify that the student is enrolled by observing his/her student identification card or by calling Admissions and Records, 864-4422. Your assistance in these matters is good for my health!

S. Butter

## SECOND OPEN ENROLLMENT PERIOD FOR HEALTH INSURANCE

As per L. Martin Jones' August 26 memo, the Kansas Committee on Insurance and officials of Health Care Plus have agreed to have a second open enrollment period for Health Care Plus, at Chancellor Budig's request. This second enrollment period is being scheduled especially for staff members who were not on campus during the summer, and, therefore, had no opportunity to enroll in the Health Care Plus program. However, enrollment is open to any eligible University employee who did not enroll during the earlier enrollment period. The enrollment period will be from September 1 through 9. Information about the program will be provided by Health Care Plus in mailings to University employees who did not enroll earlier, and in informational meetings to be held on campus during September 1-8 (to be announced in the UDK and Oread). It has also come to our attention that during this same enrollment period (September 1-9) Blue Cross/Blue Shield will have open enrollment. Library staff interested in enrolling in either of the health insurance plans are requested to complete three enrollment cards available in the Library Administrative Office by Thursday, September 8, 5:00 p.m.

S. Gilliland

(Continued)



## CALL FOR NOMINATIONS

Due to Ruth Miller's resignation from the Peer Review Committee, the LFA Executive Committee is asking for names to be submitted for nomination or self-nomination for a librarian-at-large vacancy on the Peer Review Committee. The term of office will be one year, 1983-84; the unexpired portion of Ruth Miller's term. Below is a list of LFA members eligible to serve in this position. Before suggesting a name for nomination, please check with that person for his/her willingness to serve. Please contact Paulette DiFilippo, Cataloging, by Friday, September 9, 1983 with your nominations.

LFA members eligible to serve as librarian-at-large on Peer Review:

<u>LIBRARIAN I</u>	<u>LIBRARIAN II</u>	<u>LIBRARIAN III</u>
Paulette DiFilippo	Roger Anderson	Gene Carvalho
Charles Getchell	Gary Bjorge	Marilyn Clark
Rob Melton	Nancy Burich	Barbara Clason
Rich Ring	Susan Craig	Earl Gates
Jeannette Shawl	Mariann Cyr	John Glinka
Marianne Siegmund	Barbara Gaeddert	Mary Hawkins
Jean Skipp	Sally Hocker	Jim Helyar
	Marion Kliewer	Clint Howard
	Rosemary McDonough	Marion Howey
	Kent Miller	Ann Hyde
	Jim Neeley	George Jerkovich
	Kathleen Neeley	Ellen Johnson
	Jeanne Richardson	Barbara Jones
	Mary Roach	Ned Kehde
	Kermit Sewell	Bill Mitchell
	Annie Williams	John Nugent
	Sheryl Williams	Michael Palij
	Margaret Wilson	Jim Ranz
		Eleanor Symons

### HOWEY READING ROOM HAS IT OWN PHONE NUMBER!

Effective immediately, you may dial 864-3404 to reach staff in the Howey Reading Room.  
C. Saile

### FACULTY/LIBRARIAN COOPERATIVE RESEARCH

The Council on Library Resources will make a limited number of grants in 1983/84 to provide support for cooperative research projects proposed jointly by librarians and members of library science faculties. Applications (due October 15, 1983 for the fall or April 1, 1984 for the spring) must be submitted jointly and include a description of the project, detailed budget, and assessment of the potential utility of research results. For details contact J. Shawl, Cataloging Dept. (864-3038).

J. Shawl

### TRAVELS

Ellen Johnson attended the Sonneck Society Special Conference at Keele University, England in July (noted for its American music program), and an 18 day music tour of Scotland and London. She interviewed librarians of sound recordings and music collections at the British Broadcasting Company (London), the British Library (London), the Institute of Recorded Sound (London), the tape collection of the University of Scottish Studies (Edinburgh), and other unusual archives and museums, and has notes to share with whomever is interested. The group was entertained by the Viscount and Viscountess Garnock at a reception followed by a musical program in the Clan Room of the old Combermere Abbey, built in the 11th, 15th and 17th centuries. The Abbey has an unusually beautiful inlaid Bechstein harpsichord and a Broadwood Concert Grant piano.

(Continued)



REGENTS CENTER LIBRARY HOURS

The Regents Center Library hours for the Fall 1983 semester will be as follows:

Monday-Thursday:	9:00 a.m. - 10:00 p.m.
Friday	9:00 a.m. - 5:00 p.m.
Saturday	10:00 a.m. - 5:00 p.m.
Sunday	Closed

N. Burich

CONSULTANT TRAINING PROGRAM

Jeanne Richardson has been selected to participate in the fourth and last class of the OMS Consultant Training Program, along with 21 other participants. The participants were selected from 148 candidates on the basis of a written application, individual interviews held regionally, and participation in a two-day assessment workshop. Also among those selected to participate was Cliff Haka, our former Circulation Librarian. The training program will begin with a two-week Consultation Skills Workshop in Washington, D.C. this fall (Sept. 25-Oct. 8). During the workshop, participants will be assigned to a consulting project at a Washington, D.C. area library. Participants will subsequently be assigned to a year-long practicum in which they will work as consultants with OMS staff members conducting self-study and training programs.

J. Glinka



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

August 29, 1983

Reports Received (continued)

The Secretary received notification of the 1983/84 out-of-state travel allocation (\$3,175), and a memo on revised travel regulations which will be published in the FYI.

Reassignment of the Supervision of Photocopy Services

A reassignment of the supervision of Photocopy Services to the Periodicals Reading Room was proposed. The members of the Committee were polled by phone on August 17-18 by the Chairman for their review and comments. The Committee agreed with the reassignment.

Committee Appointment

Barbara Gaeddert, L-II, Cataloging was appointed to the Salary Committee for 1983-85. Other members of the committee are Gaelle Blosser, L-I, Serials and Jean Skipp, L-I, Kansas Collection.

Paulette DeFilippo, L-I, Cataloging; Ruth Miller, L-II, Serials Cataloging; and Kathleen Neeley, L-II, Science were appointed to the Nominating Committee.

Jeannette Shawl, L-I, Cataloging has agreed to remain a member of the Committee on Professional Development and Recruitment for an additional year, in a non-chairing capacity, in order to reestablish overlapping terms of the committee members. Rosemary McDonough, L-II, Reference and Susan Craig, L-II, Art have been appointed to the committee for 1983-85.

Executive Committee Resignation

Marilyn Clark has resigned from the LFA Executive Committee. The Vice-Chair/Chair-Elect position on the Committee will be filled by co-option in accordance with the LFA Bylaws.

Next Meeting

Next meeting will be Monday, August 29, 1983 at 11 a.m. Agenda items: committee appointments; Executive Committee agenda for 1983/84; and the general LFA meeting in October.

Meeting adjourned at 1:55 p.m.

Approved August 29, 1983

TO: Library Faculty Assembly Executive Committee

FROM: Mariann Cyr, Secretary

RE: Minutes of Committee Meeting, August 22, 1983, 11 a.m.

Present: Gary Bjorge, Gaelle Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell, Mary Hawkins, Al Mauler

Shift of Personnel

Getchell summarized a proposed plan to shift personnel from the Acquisitions Department to the Reference Department in order to supplement the desk staffing in the Reference Department. Jim Neeley, Clint Howard and Mary Hawkins were present to comment on the proposal and to answer any questions the Committee might have.

A shortage of reference desk personnel has been caused by the resignations of Carol Chittenden and Marilyn Clark from the department, and the reference/bibliographer position vacancy due to Mary Finnegan's resignation. This totals to 2.5 FTE vacancies in the Reference Department. A national search is underway to hire a full-time reference/bibliographer. Once this position is filled, there will still be 1.5 FTE vacancies in the Reference Department.

It is proposed that Eleanor Symons transfer completely to the Reference Department as a reference/bibliographer and that Kent Miller transfer half-time to the Department. In addition, it is proposed that the C-III position in Reference be upgraded to an LA-I and that a full-time C-III position be added to the department.

The transfer of Miller and Symons to Reference would result in the freeing up of components for a full-time Acquisitions position. The new Acquisitions position would be responsible for the firm Order Section, the Exchange and Gifts Section, and possibly another section within the Department.

These proposals had the support of Clint Howard, Mary Hawkins, Jim Neeley, Kent Miller and Eleanor Symons. August 29, 1983 is the target date for the shifting of department personnel and for new duties to begin.

The Committee agreed with the transfer of Eleanor Symons to the Reference Department from the Acquisitions Department. The Committee had a number of questions regarding the transfer of the head of Serials to the Reference Department half-time and the duties of the proposed Acquisitions position. Therefore, the Committee will ask that a written proposal be presented to the Committee addressing the following points: 1) to which department will the various position lines be assigned; 2) what is the justification for reducing the head of Serials to a half-time position; 3) what is the role of the proposed Acquisitions position; 4) what will the structure of the Acquisitions Department be after the addition of the new position; and 5) what will Clint Howard's role be in the Acquisitions Department.

Joint Ad Hoc Committee

A search committee has been appointed and a job description has been written for the Assistant to the Dean (for Personnel) position.

Reports Received

The Chairman received the annual reports of the Budget and Planning Committee and the Committee on Professional Development and Recruitment.

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045  
August 23, 1983

TO: LFA Executive  
FROM: Clint Howard  
RE: Proposed reassignments and position for Acquisitions

Below are some comments on the concerns mentioned in your memo of August 22nd:

1. The proposal concerning Kent's time is best understood in the context of the administrative structure of the Serials Department as a whole, and in comparison with that of the Acquisitions Department. These two departments are of roughly equal size in terms of numbers of staff, and size of operation. Acquisitions has for some years been administered by 1.5 FTE librarians (myself and .5 of Roger). The proposal for Serials will provide the same amount of administrative overhead -- that is 1.5 FTE librarians (Gaele and .5 Kent). In terms of administrative time it is, I think, a workable proposal. This is, I might add, a situation in which there are highly competent unit heads, who already exercise a high degree of independence and initiative in the operation of the units.
- 2&3. The title of the Acquisitions position will be Head of Acquisitions, and the person will be the department head. The Searching Unit, the Order and Receiving Unit, the Accountant, and Exchange and Gifts will report to this person, the only point about which I am at present uncertain, is whether or not the Approval Unit should report to this person, or continue to report to me directly. With the possible exception of the Approval Unit, the Acquisitions Department will continue to be organized as it is now. The Head of Acquisitions will be responsible for the operations of the department, but will not have responsibilities for budget or collection development. Richard will continue to report directly to me as Collection Development Librarian/Bibliographer. I will no longer be a department head.
4. There are presently two full lines vacant in Reference. One of these is being advertised for a reference librarian with essentially Mary Finnegan's job description. The other will be transferred and used for the acquisitions position. Note that under the proposed arrangement Reference will have restored a number of desk hours equivalent to the three FTE librarians lost. Kent and Eleanor are involved in the arrangement so far as salary monies or budget lines are concerned. Carol's position is, I believe, in the pool for shrinkage.

CH:mc



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Salary Committee  
Minutes of Meeting, June 24, 1983

The Salary Committee met on Friday, June 24, 1983 at 10:30 a.m.  
Present were Barbara Jones and Jean Skipp.

The purpose of the meeting was to review the proposed salary recommendations for two position vacancies; Assistant Special Collections Librarian and the Area Studies Bibliographer for Spain, Portugal, and Latin America.

Discussion of the salary for the Assistant Special Collections Librarian focused on the appropriateness of a \$15,000 - \$17,000 range for a beginning level position. It was agreed that the salary range was in line with the duties and required qualifications. Comparisons with ARL statistics and other Big Eight starting salaries also were favorable. It was pointed out that the beginning level salary is very close to salaries currently being paid to members of the library staff. It was agreed that should the position be offered to an individual with no professional experience, an offer towards the lower end of the salary range should be recommended in order to keep the position equitable with others ranked at Librarian I.

The proposed salary range for the position of Area Studies Bibliographer for Spain, Portugal, and Latin America is \$17,000 - \$21,000. Although below the present salary level budgeted for the position, it was agreed that the search committee was correct in assuming that it is unrealistic to expect to find someone of equal caliber to the person vacating the position. A comparison with ARL statistics and Big Eight salaries was favorable, however, somewhat towards the lower end of the scale for a subject bibliographer. After a brief discussion of the required and preferred qualifications, it was agreed that the salary range was appropriate for the proposed position vacancy.

The meeting adjourned at 11:27 a.m.

Respectfully submitted,

*Jean Skipp*  
Jean Skipp  
Acting Secretary

c: LFA Executive Committee  
(Laverne Coan, Secretary)



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

August 29, 1983

TO: Library Faculty Assembly Executive Committee

FROM: Mariann Cyr, Secretary

RE: Minutes of Committee Meeting, August 23, 1983, 2:30 p.m.

Present: Gary E. George, Gaele Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell,  
Mary Hawkins, Al Mauler

Staff Reassignments

After discussing proposed staff reassignments at some length on August 22, 1983 the Committee had several concerns and wished further clarification of several points. Therefore, the Committee asked Mary Hawkins and Clint Howard to respond to several questions in writing. The Committee's request for information and the response received are attached.

Mary Hawkins, Clint Howard and Jim Neeley met with the Committee to discuss further the proposed staff reassignments.

Miller will continue to report to Howard, but will have a half-time assignment in the Reference Department. This will be a permanent assignment. Howard emphasized that this assignment should not be interpreted as a plan to "down-grade" or "do away with" a separate Serials Department. He also commented on the fact that these reassignments provide significant professional opportunities for Miller and Symons.

The position to be added to Acquisitions would be titled Head of Acquisitions. Howard will retain the budget responsibilities. Howard expressed some concern over the quality of applicants we may attract with the amount of money that will be available for the position and over the need to make the position substantial enough to attract quality applicants.

Hawkins informed the Committee that generally no titles are associated with position lines, except in the case of department heads and administrative personnel.

Howard expressed the need to maintain flexibility in the assignment of positions in order to be able to use people most effectively. However he cautioned that the trade-offs must be looked at carefully when changes are made.

The Committee will ask the Budget and Planning Committee to review the effect of the half-time reassignment of the Head of Serials on the library as a whole sometime in the Spring of 1984.

Committee Appointments

Nancy Burich, L-II, Regent's Center was appointed to the Budget and Planning Committee.

Senate Libraries Committee

Gaele Blosser was appointed LFA representative to the Senate Libraries Committee.

Next Meeting

Monday, August 29, 1983 at 11 a.m.

Meeting adjourned at 4:20 p.m.

Approved August 29, 1983

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

TO: Mary Hawkins, Assistant Dean for Public Services  
Clint Howard, Assistant Dean for Technical Services

FROM: LFA Executive Committee *Mariann Cyr*

22 August 1983

RE: Proposed personal changes (Reference/Acquisitions/Serials)

The LFA Executive Committee discussed the proposed staff changes (Reference/Acquisitions/Serials) at some length this morning. The Committee agrees with the transfer of Eleanor Symons to Reference as a Reference/Bibliographer, but we have several concerns pertaining to the reassignment of Kent Miller to a one half time position in the Reference Department and with the seemingly unclear future of the Acquisitions Department's structure. There is also some confusion, on the Committee's part, as to where and how various salary monies will be utilized after these proposed personnel changes are made.

Therefore, the Executive Committee requests in writing:

- 1) Justification(s) for the one half time Head of Serials (Kent Miller). How is it perceived that this department will function with a .5 FTE Head.
- 2) Clarification of the proposed "Head of Acquisitions" position. Who will report to this person; how will the department be organized; will this person function as a department head.
- 3) A description of Clint Howard's role with the Acquisition's Department after a full time person is hired. Will his current status as a dean and a department head continue or change.
- 4) Information on the salary monies/budget lines on Marilyn Clark, Carol Chittenden, Kent Miller, and Eleanor Symons. What, if any, monies/budget lines will be transferred; what, if any, monies will go to shrinkage.

The Executive Committee is prepared to meet either at 3 p.m. Tuesday 23 August or at 3 p.m. Wednesday 24 August (or as soon as possible thereafter) to discuss the information that you can provide. Thank you very much for your time Monday morning.

# FYI

University of Kansas Libraries

Number 725

September 8, 1983

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## CLASSIFIED VACANCY

The Cataloging Department is extending the deadline for applications for the Clerk III (Marking) position. Library staff interested in making application for this position should contact Sandy Gilliland by 5:00 p.m. Wednesday, Sept. 14.

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

## STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office by 9:00 a.m. on Thursday, September 15. The maximum earnings limits for this pay period are:

Regular: 136;      Work-Study: 92;      Foreign Student: 100      S. Butter

## LFA COMMITTEE APPOINTEES

The following persons have been appointed to LFA Committees for 1983-85 (1983-84 for Nominating Committee):

Budget & Planning--Nancy Burich, Kermit Sewell, Sherry Williams

CPDR--Susan Craig, Rosemary McDonough

Nominating: Paulette DiFilippo, Ruth Miller, Kathleen Neeley

Salary--Barb Gaeddert

The LFA Executive Committee extends its congratulations to these individuals.

C. Getchell

## LFA VICE CHAIR/CHAIR ELECT

Marilyn Clark has requested that she be relieved of her duties as Vice Chair/Chair Elect of the LFA for 1983-85. Ellen Johnson has agreed to serve in this position, and she will formally join the Executive Committee at its next scheduled meeting, September 12.

C. Getchell

## SUBJECT INDEX TO ARL SPEC KITS

The Library has received a "Subject Index to SPEC Kits" for all Kits in print at this time. Coverage is from 1973 to June 1983. This index will be filed at the front of the SPEC Kit file in Periodicals.

K. Miller

## SIGN-OUT SHEET DISCONTINUED

Effective immediately use of a staff sign-out sheet at Watson's Information Desk has been suspended. Thank you for your patience and cooperation.

K. Simmons

## ATTACHMENTS

Attached to this issue of FYI is the 1982/83 Library Faculty Assembly Executive Committee Annual Report.

# LIBRARY FACULTY ASSEMBLY EXECUTIVE COMMITTEE

## ANNUAL REPORT 1982-83

MEMBERS: Gene Carvalho, Chairperson; Charles Getchell, Vice-Chairperson/  
Chairperson-elect; La Verne Coan, Secretary; Jim Helyar, LIII; Susan  
Craig, LII; Marianne Siegmund, LI; Nancy Shawbaker, Other Unclassified;  
Mary Hawkins, ex officio

From the beginning of the Executive Committee's term, the members felt pressure from a substantial lack of information. New appointments to committees were hampered by the lack of records of previous committee membership and the uncertainty of how vacancies on committees had been filled in the past. Specific charges to committees could not be made without some idea of what issues the committees had handled in the past and planned to handle in the future. It was unclear what the role of the Executive Committee (EC) should be in directing the Assembly and its parts. The Library Faculty Assembly had grown from a set of concepts in a Code of Governance adopted in 1975 to a thriving organization which had developed in ways not imagined by the drafters of the original Code. Clearly, it was time to take stock of the organization, its functions, its roles and its future direction. The EC made reappraisal of the organization its prime objective for the year.

Realizing the absence of information but needing to proceed with the year's business, the EC made inquiries into committee membership and was able to make committee appointments by September 20, 1982. Directly thereafter, the EC approached the problem of committee charges. Through the month of September, the Committee heard reports from representatives of each committee to clarify goals and past issues. Committee charges were issued on November 11, 1982 with specific charges given to four committees: the Committee on Budget and Planning (B&P), the Committee on Professional Development and Recruitment (CPDR), the Committee on Promotion and Tenure (LCPT) and the Committee on Salaries (CS). Specific charges included:

1. Examining the place and relationship of B&P within the LFA. (B&P)
2. Considering to whom files of candidates for professional appointments should be made available during the selection process. (CPDR)
3. Studying possibility of incorporating the Peer Review Committee into the formal structure of the LFA. (LCPT)
4. Recommending a process of evaluation for "other unclassified salaried staff". (LCPT)
5. Planning the establishment of an instruction program for evaluators. (CPDR)
6. Considering a method of distribution of merit salary increases for "other unclassified salaried staff". (CS)
7. Considering the desirability of setting a minimum salary level or salary range for each rank of the library faculty. (CS)
8. Gathering information on Administrative Supplements. (CS)

With those two major duties behind them, the EC proceeded to study the operation of the LFA in the following areas:



-The role of the EC--a committee on committees or a committee with a truly executive function? The members of the Committee strongly agreed that the EC should take an active part in the operation of the LFA and should be the body which speaks for the Assembly.

-The place of each committee within the Assembly structure, the interactions between and among committees, and communication of Assembly business to the membership.

-Expanding the duties of the Nominating Committee to include ballot assembly and distribution.

-Providing a background of committee operation through the research and creation of committee history files.

-Review of the LFA Code of Governance and Bylaws and amend where necessary to reflect the current operation of the Assembly, the role of Classified Conference representatives on LFA committees, and the clarification of procedures for smooth operation of the Assembly.

The EC began by laying out a schedule of committee history reports to be compiled by each member of the EC using committee archives where available, FYI, and memory of former members. From January through June of 1983, each member researched his/her assigned committee and presented a report detailing committee membership from inception to the present, describing major topics handled by the committee through its history and showing how the committee has been integrated into the Assembly structure. These reports were completed by the end of July and are now on file at the Reference Desk and in University Archives for the benefit of future committees and all staff.

Overlaid on this growing volume of information were continuing discussions of the LFA Code of Governance, the most heated deliberations taking place from March through May of 1983, summaries of which are found in the EC's minutes and several Committee Working Papers. The product of this long and varied discussion was a draft amended Code, annotated to explain the reasoning behind the changes. The proposed Code, dated June 15, 1983, also includes comments from several committees whose areas of responsibility had been altered.

Although the EC worked steadily toward a new Code, it was able to remedy some pressing needs by specific Code revisions presented to the membership. At the first LFA meeting of the year, a quorum was lacking and attendance was so low that the EC considered several alternatives to encourage attendance. A ballot dated November 29, 1982 decreased the number of LFA meetings required per year to one in October (EC minutes 12/16/82). To respond to other needs, in the ballot of February 3, 1983, the LFA ratified amendments which prohibited membership on LCPT to those LFA members scheduled for tenure review and clarified the procedure for filling vacancies on committees (EC minutes 2/28/83).

While pursuing its objective with a single-minded determination, The EC continued to deal with other matters as they arose. On September 27, 1982, the EC sent a letter to Chancellor Gene Budig in support of the Libraries' classified staff who were targets for heavy budget cuts during the State budget process (FYI, No. 676). A reply was received from Deaneil Tacha, Vice Chancellor for Academic Affairs on October 25, 1982 (FYI, No. 680).

With the Classified Conference, the EC co-sponsored a presentation by F. Hutton Barron of the School of Business concerning staff benefits (October 21, 1982). This was the first step in a continuing effort to build closer ties with the Classified Conference.

In January of 1983, the Committee considered a letter from a staff member concerning that member's evaluation rating. A reply was sent in March 1983. The EC also requested in January that one copy of all committee minutes be submitted to the LFA Secretary so that the EC would remain informed of the committees' activities. The Code of Governance had gone through several revisions since its last publication in the Staff Handbook, so the LFA Secretary published an updated Code of Governance in April of 1983 and distributed it to all LFA members.

The Dean asked the EC for input regarding the position of Associate Dean for Public Services which was left vacant by the resignation of Bob Malinowsky. The Committee referred the matter to B&P who held an open staff meeting and presented a report to the Committee. On May 4, 1983 the Committee forwarded the recommendations of B&P along with comments to the Dean. Sandy Gilliland requested the EC to review a proposed method of verifying sick leave balances for librarians. The Committee agreed with the procedure (May 10, 1983). May was also the month in which LCPT submitted a proposal to change the evaluation procedure for librarians. The EC called a meeting of the LFA at which the proposal was approved for a mail ballot (June 7, 1983).

During the Spring semester, B&P had drafted a Mission Statement for the Libraries and requested that the Assembly endorse this document before submitting it to the Senate Libraries Committee. At the June meeting of the Assembly, members agreed that such endorsements should be obtained through an informal mail ballot of the LFA. On June 20, the Committee discussed the reassignment of personnel duties in the Administrative Office and recommended to the Dean that an ad hoc joint committee be formed to consider the alternatives. B&P had some discussions with Clint Howard concerning possible reassignment of duties for the Head of Acquisitions. The EC requested that any formal proposal from Clint be sent to the Executive Committee for review.

Finally, the EC accepted a letter from Vice Chancellor Tacha requesting comments on a draft statement concerning consulting and outside work as it relates to classified, unclassified and student employees. This letter was forwarded to next year's EC for consideration.

The Executive Committee feels that it accomplished a great deal this year, particularly in areas where it had set goals--the compilation of committee history files, the reappraisal of the Assembly, and the revision of the LFA Code to reflect current and future operation. We believe that the organization will be stronger for the changes and urge our colleagues to continue the work we have begun.

Prepared by La Verne Z. Coan, LFA Secretary, 1982/83

# FYI

University of Kansas Libraries

Number 726

September 15, 1983

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## CLASSIFIED VACANCY

Jennie Dienes will promote from her half-time Clerk III position in the Science Library to a half-time Library Assistant I position, also in Science, effective September 18. Library staff interested in making application for the half-time Clerk III position should contact Sandy Gilliland in the Administrative Office by 5:00 p.m. Wednesday, September 21.

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

## ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet on Thursday, September 22 at 10:30 in Watson Library's Conference Room. Agenda items include: Engineering Library Update; COM Update; Acquisitions Funding; West Library. Additional agenda items from staff are invited; contact Sandy Gilliland prior to the meeting if you have a topic(s) for discussion.

S. Gilliland

## PERSONNEL

Barbara VanDyke joins the Library effective September 18 as the Clerk III in Documents. Barbara was previously a Clerk Typist II with K.U.'s Payroll Office.

S. Gilliland

## SPECIAL VACANCY ANNOUNCEMENT

Ms. Nancy Hupe, Employment Manager for Lawrence Memorial Hospital has asked that we include in our newsletter a vacancy notice for the Hospital. Specifically, LMH is looking for someone to work four hours on Friday mornings in the medical library. Candidates should have a knowledge of cataloging and searching techniques and should contact Ms. Hupe at 749-6160 to express interest in the position.

S. Gilliland

## MEMBERSHIP CHANGE

Due to travel plans, Rich Ring will be replaced by Lorraine Moore on the search committee for Reference Librarian/Bibliographer.

M. Hawkins

## MICROCOMPUTER TRAINING SEMINARS

The Office of Academic Affairs has announced two Zenith Microcomputer Seminars that have been planned for faculty. Among the topics to be discussed will be the Zenith Operating System, Multiplan and Wordstar software. The seminars are scheduled for September 30 and October 14 from 9:00 a.m. through 5:00 p.m. Faculty interested in attending one of these sessions should call Al Johnson at 4-4455 to reserve a place. Each seminar is limited to about twelve registrants, so call immediately if interested.

N. Shawbaker

## NEH GRANT AWARD RECEIVED

The K.U. Libraries have received a National Endowment for the Humanities Program Development Grant for a Slavic Cultural Heritage Project, for which Assistant Instructors will be appointed to prepare, publicize and deliver presentations on various aspects of the Slavic Cultural Heritage in towns in Kansas, Nebraska, Iowa, and Missouri where there are concentrations of Croatians, Czechs, Poles, Serbians, Slovaks, Slovenes, Ukrainians or Volga Russians. The presentations will be accompanied by exhibits or relevant materials and reading lists, and participants in the programs will be encouraged to donate archival types of materials to local museums, libraries or to the K.U. Libraries.

M. Clark

NEW COMMITTEE MEMBERS

Classified Conference elected Kerry Bower, Sherry Butter, Joy Fry, Bob Marvin and Kendall Simmons to serve on the Libraries' Grievance Committee. Sherry Hawkins will serve on the Senate Libraries Committee, Sherry Butter on Budget and Planning, and Carol Jeffries on Staff Development and Recruitment. B. Bunch

FRONT DOOR LOCK

We are still having difficulties with the front doors not locking properly. If you should be in the building after hours and notice that the doors won't stay locked, please call the Campus Police to report the situation and stay until they arrive. Thanks for your help. K. Simmons

UKASE NEWS

Joe Hewitt, Record Maintenance Supervisor, will be on vacation September 22-October 17. Anyone anticipating a need for special UKASE lists in October should submit those requests to Joe before September 22. Requests received after the 22nd will be processed in November. Serials staff in the branch libraries and other public service units are also asked to hold any special project coding until October 24. If there are any situations or problems that arise and need immediate attention during the time Joe will be gone, please contact Gaele Blosser/Asst. Serials Librarian. J. Hewitt

NEW LIBRARY SCIENCE BIBLIOGRAPHER

I have recently added selection of materials in Library Science to my other duties, and would like to invite YOU, members of the library staff, to help me purchase those materials which will be most useful to you. The main function of this collection is to serve the staff in its professional development as well as in its daily operations. In the next few weeks, I will be formulating a collection development policy for library science, an endeavor which can not proceed without suggestions and comments from you concerning the scope of the collection, most important subject areas, and particular weaknesses. I will be contacting people in each department for comments, but I may not be able to talk to every staff member. If you have any ideas about collecting in this area or want to request that particular items be purchased, drop me a note or call. I'll be happy to take your thoughts into consideration. Thanks. L. Coan (Reference)

KULSA NEWS

KULSA Hospitality continues to send cards to staff members in the event of birth, marriage, or death, and sends flowers to staff members who are hospitalized. Anyone aware of such staff members is asked to inform Marion Kliever in Cataloging.

It's KULSA dues time! For those of you who missed paying your dues at the last KULSA gathering, there will be one or more of the officers in YOUR department next week to collect. In spite of our efforts to achieve a classless society, dues remain 50¢ for students, \$1.50 for classifications of Clerk III and below, and \$2.00 for classifications of L.A.I and above, including Librarians. A. Mauler

Minutes of the COM Catalog Committee Meeting

July 20, 1983

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

The meeting was called to order at 1:15.

Moore reported that tape 14 was about to be loaded. The Cataloging Department has rewritten standards for personnel working on COM. Roach reported that (as of 7-6-83) 17,303 bibliographic records had been loaded. These had generated 39,000 "see from" references and 22,000 "see also from" references. Of this total of 51,000 headings, 15,000 have been input manually and 36,000 were "stripped" from the bibliographic records. Weaver said that they were loading at a rate of approximately 1 tape every 6 days. Roach said they hoped to load 2 tapes per week by fall (when everyone is back from vacation and the existing vacancies in the Cataloging Department have been filled).

Roach noted that "added volumes" were being added on-line (see minutes of the October 29, 1982 meeting) and that branches will have to pencil in the added volume information on their cards. A memo outlining added volume procedures will be sent to the branches.

Weaver is concentrating on the personal computer project. He reported that the personal computer has been delivered to the Computer Center. The modem has not arrived, and a telephone line connecting the Cataloging Department and the Computer Center needs to be established. Susott is concentrating on the catalog production module. He also reported that he was contacting fiche vendors, including Anacomp, the vendor that produces Harvard's fiche catalog. The company has a branch in Kansas City, and the experience of other libraries points out the advantage of dealing with a local vendor. Howard asked that the Committee have a chance to review the fiche specifications before a contract is put out for bids.

J. Neeley said he did not have anything further to add to his July 8, 1983 status report on the COM Orientation Subcommittee. Craig expressed concern that the survey of libraries with automated catalogs may be dropped. The decision on the survey will ultimately be made by the Committee.

Roach distributed copies of "COM CATALOG--AUTHOR/TITLE" and "COM CATALOG--SUBJECT," Proposed Format, 6th draft. Susott called the Committee's attention to the fact that the 5th draft of the format showed different indentation patterns within the bibliographic records which varied if the record is filed by main entry or by added entry. Roach said that the 6th draft adopts a standard indentation pattern for the bibliographic record, and the added entry will be added to the top of the standardized bibliographic record (analogous to typing added entries on the top of manually produced cards). Roach pointed out that the 6th draft incorporated the changes in the location of the date and OCLC number (to the right of the record) and the branch (below the call number).

COM Minutes  
July 20, 1983  
Page 2

Susott brought up the problem of records with author-main-entry (1XX) that also have author-added-entries (7XX). Since the added entries interfile by title (NOT by author-main-entry), the presence of the author-main-entry is confusing to all but the hardiest of patrons and is a waste of valuable fiche space. Weaver thought that the appearance of the record should reflect the reality of the filing order. Susott proposed that the 1XX be eliminated from the bibliographic records when they appear at the author-added-entry location in the catalog. DiFilippo asked that there be a note to indicate what the author-main-entry is. (Harvard does this in its format.) Moore pointed out that musical scores would have to be an exception because they are interfiled by main entry. DiFilippo wondered how this would affect uniform title entries; she said she would explore the possibilities. Howard said that, since changes can be made on this system, varied experimentation is possible. This point was not decided, and was scheduled for discussion at the next meeting.

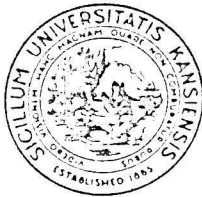
Susott asked whether it made any difference that some records would have ISBD punctuation (e.g., elements separated by dashes) and some would have non-ISBD punctuation. The Committee thought that it would not create a problem. Roach did suggest that the records have ISBD spacing.

Craig asked about the note on the brief record that directs the patron to the "Circulation Desk." She thought some patrons might think this always refers to the Circulation Desk in Watson. The exact phrasing of this note is still up for discussion. Roach asked the Committee if a space should be left between the note and the "brief no." No one thought that such a space was necessary.

The format of subject references was discussed, and it was decided that there would not be a blank line between the heading and the bibliographic record and no blank line between the heading and a scope note and none before "see also's."

The meeting was adjourned at 2:30.

The next meeting of the COM Catalog Committee will be on Wednesday, August 17, 1983, at 1:15 in the Conference Room.



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

September 14, 1983

TO: Library Faculty Assembly Executive Committee

FROM: Mariann Cyr, Secretary

RE: Minutes of Committee Meeting, August 29, 1983, 11 a.m.

Present: Gary Bjorge, Gaele Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell, Mary Hawkins, Al Mauler

### Committee Appointments and Elections

Sheryl Williams (L-I, Kansas Collection) and Kermit Sewell (L-II, Slavic) have been appointed to the Budget and Planning Committee for 1983-85.

The Secretary will place a call for nomination for the Peer Review, Librarian-at-Large vacancy in the September 1, 1983 FYI. All tenure-track librarians are eligible for nomination.

### Evaluation Procedure

At the June 7, 1983 LFA meeting a mail ballot was approved for the proposed change in the librarian's evaluation procedures. The Nominating Committee will be instructed to prepare the ballot, with the Committee supplying the proposal and supporting documents from the Peer Review and Promotion and Tenure Committees. A simple majority of ballots cast is needed for passage of the proposal.

### Ballots

Some confusion has been created when persons ineligible to vote on a particular issue or committee election were sent ballots. The Committee will inform the Nominating Committee to whom ballots should be distributed for each LFA vote.

### Priorities for Executive Committee

Priorities for the Committee in the next several weeks will be:

1. Discussion of committee charges.
  - a. Dean Ranz has contacted the Chairman and wishes to discuss the types of matters referred to the Budget and Planning Committee.
  - b. The Committee will ask the past year's committee chairpersons to meet and discuss with the Committee possible charges for their respective committee for the next year.
2. LFA Code amendment.

The Committee will continue to work on a LFA Code amendment. Target date for discussion of amendments is the annual LFA meeting in October.

### Committee Minutes

The Secretary received minutes from the Salary Committee (6/24) and reported on them.

### Agenda for Next Meeting (Monday, September 12, 1983, 11 a.m.)

Discussion of Committee Appointments

Meeting adjourned at 12:35 p.m.

Approved September 12, 1983



# FYI

University of Kansas Libraries

Number 727

September 22, 1983

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## PERSONNEL

Marilyn Clark has been granted approval to reduce her appointment from full-time to 35% for the period 9/18/83 through 9/17/84, in order to pursue coursework. During this period, her duties will include some continued assistance at the Reference Desk, project direction of the Library's newly-received NEH grant for a Slavic Cultural Heritage Project, and preparation of the Title IIC grant application for next year.

Nicolette Bromberg has been appointed Photographic Archivist (Research Assistant) effective October 1 with the Kansas Collection's NEH project to process the Pennell Collection. Nicolette has an M.F.A. and an M.A. in Photography from the University of Oregon, and has served as media specialist and photography instructor at Lower Columbia College, Longview, Washington. M. Hawkins

## ERROR IN LFA EXECUTIVE COMMITTEE ANNUAL REPORT

Charge No. 5 (Planning the establishment of an instruction program for evaluators) on page 1 of the Annual Report is noted as having been referred to the CPDR. The LFA Executive Committee in fact referred this charge to the Library Committee on Promotion and Tenure (LCPT). L. Coan

## SCIENCE LIBRARY

During Jeanne Richardson's absence (September 25 through October 9), Mariann Cyr will be in charge of the Science Libraries. J. Richardson

## CREDITS

On September 10, George Jerkovich delivered a lecture: "A History of Yugoslavian Immigration in the United States" at a seminar on Keeping Ethnic Culture Alive: Immigration, Settlement and Tradition, which took place at the Kansas City Museum. M. Alexander

## ARL LIBRARY MANAGEMENT SKILLS INSTITUTES

The 1984 schedule for the Association of Research Libraries Basic and Advanced Library Management Skills is available for consultation on the bulletin board of Watson Library's Staff Lounge. K. Miller

## BOOK SALE

The Book Sale, held September 8th and 9th, was a success. Approximately \$1,212 was taken in from the sale of duplicate books. The receipts will be used to purchase books that are needed in the collections. Many, many thanks to everyone who helped with the sale. Your hard work was really appreciated! R. Ring/S. Hamilton

## CATALOGING DEPARTMENT CHARTS ITS PROGRESS

We can now get an immediate picture of our progress toward the first edition of the COM catalog. All staff are invited to watch the COM data base grow as we fill in red squares on our new charts posted in the hall outside the Cataloging Dept. Each square represents an important step toward our goal and a lot of effort by the department staff. All squares will be red by next summer. The chart was planned by Annie Williams and Jim Helyar, and executed by Jim. We are very grateful to Jim for his work and to the several people who helped: Annie Williams, Sara Tubby, Kerry Bower, and Al Mauler. L. Moore

## COLLECTION DEVELOPMENT COUNCIL

CDC will meet on Wednesday, September 28 in the Art Library, 10:00 a.m. R. Ring





THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

A general meeting of the Classified Conference was held July 20, 1983 at 1:30 p.m. in the Conference Room, Watson Library.

Barry Bunch presided.

The meeting was opened with an announcement that the Personnel Committee has vacancies for three volunteers. The Personnel Committee is concerned with any classified staff personnel matter, including concerns brought to the committee from the staff, as well as serving as coordinator with the library Personnel person.

Boyliss Harsh, Chairperson of the Personnel Committee, gave an overview of committee activities for the past year. The P.C. helped with the revision of instructions for interviewing candidates for classified vacancies, as well as handling six to eight personal matters for classified staff.

Barry announced that an election for the Grievance Committee is pending.

Pat Nebgen, in response to a question, described the proposal presented to the Budget and Planning Committee for a change in the Acquisitions Department.

A discussion of the vacant personnel position followed announcements. After considerable discussion a committee was established to put together a position statement for the Classified Conference. The committee was to forward this statement to the Ad Hoc Committee currently studying the personnel position.

The meeting adjourned at 3:00 p.m.

Respectfully submitted,

*Deborah Hodges*

Secretary



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

The Classified Conference Executive Board met July 26, 1983 at 3:00 p.m. in the Conference Room, Watson Library.

Members present: D. Borton, S. Butter, L. Duby, B. Harsh, N. Hawkins, D. Hodges, C. Jeffries, J. Martin, C. Mastin, P. Nebgen.

Barry Bunch presided.

Barry opened the meeting with a discussion of the recommendations made by the Joint Ad Hoc Committee studying the vacant personnel position. The CCEB decided to forward specific recommendations in response to the Ad Hoc committee's recommendations to Dean Ranz. Included in those recommendations are that the qualification for the position require an undergraduate degree in personnel, personnel administration, etc. and five years experience OR 3 years experience and a masters degree in an appropriate personnel field OR 4 years experience and 20 hours of coursework; the composition of the search committee have an equal number of classified and unclassified staff as members; this person be responsible for all personnel functions.

Respectfully submitted,

*Deborah Hodges*

Secretary

# FYI

University of Kansas Libraries

Number 728 September 29, 1983

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## PERSONNEL

Cathy Randall promotes to the half-time Library Assistant I in the Science Library effective October 3, replacing Jennie Dienes. Cathy is currently a student assistant in the Science Library.

Nancy Leek will promote to the Clerk III Marking Supervisor position in the Cataloging Department effective October 18. Nancy is currently a Clerk-Typist at the Kansas School for the Deaf in Olathe, and will replace Donna Macchietto.

S. Gilliland

## LFA ELECTION RESULTS

Margaret Wilson has been elected to serve a one-year term on the Peer Review Committee as a Librarian-at-Large. Jim Neeley has been elected to serve a one-year term on the Library Committee for Promotion and Tenure as Librarian II. Margaret and Jim fill vacancies that resulted from resignations earlier this fall. Congratulations are extended to both of them.

C. Getchell

## ART BOOK SALE

There will be a book sale on Saturday, October 1, 9:30 a.m.-1:00 p.m. in the central court of the Spencer Museum of Art. This is a cooperative sale by the library, the Spencer Museum bookstore and the Art History department. Art books (both new and used), posters, cards, slides, journal issues and exhibition catalogs will all be sold at very reasonable prices. This is the first art book sale the library has had in 13 years, so don't miss it.

S. Craig

## ACQUISITIONS

Sue Hewitt is on vacation (in England) and will return October 17. During her absence Carol Jeffries will be in charge of the searching unit, and will deal with all questions, problems, rushes, and snafus. Carol does have student assistant help, so please don't hold back on turning in PRs.

C. Howard

## PERSONNEL COMMITTEE NEWS

New officers for Classified Conference Personnel Committee are Barb Denton, chair, and Channette Mastin, secretary. Other members of the committee are: Jennie Dienes, Sherry Butter, Brenda Owens, Joy Fry, and Bayliss Harsh. Any personnel-related concerns should be addressed to any of these people.

B. Denton

## CALL FOR KULSA

KULSA will operate a table at the second University of Kansas Book Fair (October 21-22). To this end, we are soliciting book and magazine donations to be sold to raise funds for the KULSA treasury. So cull those copy 2s from your personal library, dump those dupes, transfer your trash, share your surplus--send them all to Susan Hamilton in Exchange & Gifts or Al Mauler in Cataloging.

A. Mauler

## SECOND ANNUAL UNIVERSITY OF KANSAS BOOK FAIR

The Book Fair scheduled for October 21 and 22 will require the volunteer assistance of many library staff. Interested individuals should plan to attend an organizational meeting on Thursday, October 6 at 10:00 a.m. in the Watson Conference Room B. Jean Skipp will be present to explain specific volunteer needs.

J. Skipp

(Continued)

OSBORNE MEMORIAL FUND

Several members of the staff have expressed an interest in contributing to a memorial to Dan Osborne and his family (Dan's mother, Norma Osborne, worked in the Acquisitions Department for twenty years). If you wish to contribute, please bring or send your gift to Eleanor Symons, Reference, or Hope Cundiff, Acquisitions. The money will be given to the Trust Fund for Norma's surviving grand-daughter, Caroline. E. Symons

LEAVE OF ABSENCE

Kathleen Neeley will be away from the Science Library through the latter part of November due to the birth of her baby boy, Alan Dalton Neeley. Congratulations to Kathleen and Jim. S. Gilliland

CLASSIFIED SENATE NEWS

Results of a Classified Senate survey distributed earlier this summer have been sent to all Library Classified Conference group representatives. Please contact your group representative if you are interested in the results. The survey dealt with issues such as merit pay, retirement options, cost of living, etc. and was mailed to all K.U. classified staff. K. Altenbernd

STUDENT HOURLY TIME CARDS

Student hourly time cards are due Thursday, October 13 at 9:00 a.m. in the Administrative Office. S. Butter



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045  
June 13, 1983

TO: Library Faculty Assembly Executive Committee

FROM: La Verne Z. Coan, Secretary *LZC*

RE: Minutes of Committee Meeting, Monday, June 6, 1983, 11 a.m.

Present: Gene Carvalho, Susan Craig, Charles Getchell, Mary Hawkins, Jim Helyar,  
Marianne Siegmund, La Verne Coan

LCPT Report

The Chairman received the Library Committee on Promotion and Tenure's report documenting the results of a review of the evaluation procedures for "other unclassified salaried staff". LCPT recommends that the procedure be left unchanged except for the addition of an instruction sheet which would state for evaluators and evaluatees certain uniform practices and inform participants of their rights.

The Executive Committee commends LCPT for its thorough work and for its recommendation that strikes a balance among the variety of procedures and preferences in the evaluation process. The report will be forwarded to the Assistant Dean for Personnel with a request that it be published in FYI.

CPDR Report

The Chairman received a report from the Committee on Professional Development and Recruitment which answers its specific charge to consider to whom the files of candidates for professional appointment should be made available. After many hours of discussion with representatives from the Office of Affirmative Action and General Counsel and the Assistant Dean for Personnel, the committee recommends that candidates' files be made available only to members of the ad hoc search committee appointed by the Dean.

The Executive Committee will forward the report to the Assistant Dean for Personnel for her consideration. The report will be published in FYI and the accompanying documentation will be available from the Secretary of the LFA.

Terms of Office for LFA Committees

Because there is no definition of terms of office in the LFA Code of Governance, the Executive Committee asked Charles Getchell to present alternatives for terms and possible timetables for elections and appointments. After reviewing the alternatives, the Committee favored terms of office based on the fiscal year--members on all committees would serve from July 1 to June 30. This time frame will be incorporated into the draft amendments of the LFA Code now being produced, and the Code and Bylaws will be adjusted to accommodate these terms. The Committee has suggested that there be some statement in the Code that appointments to committees be made as soon as possible after the new Executive Committee takes office, ideally in July of each year.

Suggestions from the Nominating Committee

The Chairperson of the Nominating Committee contacted the Secretary this week with suggestions for the LFA Code revisions affecting this committee. These suggestions will become part of the Code discussions to take place at the next Committee meeting.

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

Minutes of LFA Executive Committee Meeting, 6/6/83, Pg. 2

Libraries' Mission Statement

The Committee on Budget and Planning recently held an open meeting to solicit comments and suggestions on a draft Mission Statement. The statement is being revised by the committee, and the committee has asked the Executive Committee to consider the best procedure for endorsement of the document by the LFA. Because there is no guidance in the Code concerning procedures and the present committees are disbanding in a few weeks' time, the Executive Committee decided to first determine the sense of the Assembly in gaining an endorsement for documents or resolutions of this nature--alternatives include a voice or hand vote at an Assembly meeting, a mail ballot without previous Assembly vote, endorsement by the Executive Committee, or a formal mail ballot. The preferences of the Assembly will be forwarded to next year's Executive Committee. Time limitations restrict the present Executive Committee to identifying preferences; it will recommend that next year's Committee pursue the actual endorsement.

End of Term

The Executive Committee decided that its term of office will expire on June 30, 1983.

Agenda for Next Meeting: Monday June 13, 1983, 11 a.m.

Discussion of committee's comments on LFA Code revisions  
Discussion of further action regarding Code revisions  
Report on the history file of the Committee on Professional Development and Recruitment--Jim Helyar

Approved June 13, 1983



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Budget & Planning Committee minutes for May 17, 1983

Present: Gary Bjorge, Rob Melton, Pat Nebgen, Rich Ring, Peggy Shortridge,  
Annie Williams

The Committee met to discuss the Libraries' long range goals and objectives. January 26th Dean Ranz asked the Committee to draft a statement of the Libraries' long range goals, and since then we have been reading the literature on this topic, including many examples of such documents from other academic libraries. At our April 22nd meeting Peggy agreed to draft a tentative statement of the KU Libraries' goals for discussion at this meeting.

Several questions arose. For example, the length of the document was discussed and it was decided to try to keep the document fairly short, perhaps two to three pages at most. Definitions of 'goals' and 'objectives' were discussed and it was decided that a series of goals needs to be reached to attain a specific objective, and that the several objectives of the KU Libraries are their mission. So we are now working on a mission statement made up of several objectives which in turn are made up of several goals. Since this is a long range document the points raised should also be long range: we should look at the big picture and avoid writing an overly specific, short range laundry list. We hope to finish the document before the end of June when five members leave the Committee.

For our meeting on May 19th, we shall each re-write part of the draft statement. Rob will work on the opening paragraphs and the sections on conservation and assistance to users; Rich will work on the sections on acquisitions and cooperation; Annie will work on the sections on organization, access, and censorship; Gary will work on staff and funding; and Peggy will work on communication and cooperation. Pat will keep the ARL spec kit, Kansas Regents' statement, and other literature at her desk for use by Committee members.

Annie circulated a letter from Dean Ranz thanking the Committee for its advice on alternatives for filling the position of associate dean for public service.

The next meeting of the Committee is Thursday, May 19 at 3pm.

Respectfully Submitted:

Annie Williams, chairman  
Pat Nebgen, secretary

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



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Budget & Planning Committee minutes for May 19 and 20, 1983

Present: Gary Bjorge, Rob Melton, Pat Nebgen, Rich Ring, Peggy Shortridge, Annie Williams

The Committee met each afternoon from 3-5pm to revise the draft statement of the KU Libraries' mission statement.

There was much discussion about the order of topics in the final document, about the length of each point, and about the usefulness of goals in defining each objective. Each sentence was discussed, analyzed, and rewritten at least fourteen times.

Annie will rewrite the document based on the Committee's revisions and the new draft will be distributed to members on Monday May 23d for comments. Additional revisions will be made, if necessary, on the 24th and that draft will be shown to Dean Ranz to let him know the direction in which we are heading. On Wednesday May 25th the draft will be given to Sandy Gilliland for inclusion in the FYI of May 26th. An open meeting of the Committee will be called for Wednesday June 1st, to solicit suggestions and comments from all library staff.

The Committee will probably meet early in June to produce a final version of the document.

Respectfully Submitted,

  
Annie Williams, chairman  
Pat Nebgen, secretary

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

Minutes of the COM Catalog Committee Meeting

August 17, 1983

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

The meeting was called to order at 1:25. It was agreed that future meetings should be held in the Cataloging Department conference room.

Howard reported that the regents schools were exploring the possibility of sharing a common system and/or common authority file for their libraries. Wichita State and Kansas State are not committed to a system yet but must soon make a decision. Representatives from Pittsburgh State will be shown the circulation system and the cataloging systems on August 19 and representatives from KSU will be here on August 25. The deans and directors of regents school libraries will be here on August 29. Craig asked if a common system might cause any delays in implementing our system; Howard said that it wouldn't. Hawkins asked what the advantages of a common regents libraries system would be. Howard said that it would create the possibility of a joint funding request for future automation projects--regents schools could pursue funding as a unified group. The chief advantages would be to the other institutions who could benefit from KU's system and experience. Ultimately there would be the possibility of a union catalog for the regents schools. Moore pointed out that the problems of creating a union catalog that will include the KU branches of Law, Special Collections, and the Kansas Collection are the same as those involved in creating a union catalog incorporating KSU, WSU, etc. and that through a joint venture, greater (state) resources could be applied to solving those problems. Howard said that he envisions a one-year feasibility study before anything else would be done. Craig thought the Committee should be on the record as encouraging cooperation between the regents institutions.

Roach reported that tape 21 would be loaded that night and that the pace is up to 2 tapes per week. She pointed out that this progress is continuing in spite of vacancies and vacations. 31,000 bibliographic records have been loaded. These have generated 110,000 authority records, of which 89,000 were "stripped" from the bibliographic records and 21,000 were entered manually. Moore said that there had been some redistribution of workloads within the Cataloging Department to even out the work. Some of the lengthier authority records have been put on hold because they will be so much easier to handle by using the personal computer.

Weaver reported that he was in the process of testing the personal computer by means of simulation. He hopes that the programming will be done by the end of September in spite of some minor slippage in the timetable. He also hopes that the modem will be available by that time. He expects the system to be operable by October. The telephone workers' strike has prevented the installation of the phone cable between the Computer Center and the Cataloging Department, but the lack of this cable could be circumvented temporarily through some minor equipment additions if the need arose. He also passed the word from Susott that in the matter of shelflist cards, he was still waiting for word from Topeka.

Neeley reported that the COM Orientation Subcommittee (J. Neeley [presiding], C. Getchell, M. Hawkins, J. Richardson, L. Moore) had met on August 1 and adopted the agenda outlined in the July 8 memo. Their first three priorities are: 1) name the catalog (J. Neeley in charge), 2) draft news release statement (L. Moore in charge), and 3) design the header strip (J. Richardson in charge).

COM Minutes  
August 17, 1983  
page 2

Howard called the attention of the Committee to the copyright issue that has arisen with the proposed contract from OCLC. The chief effects (if OCLC's proposals stand) would be to force networks to police member libraries' use of the database and to change networks' use of archive tapes (networks could only lease, and not purchase archive tapes). These developments should not, however, affect COM production.

The discussion of the fiche format continued with the issue of dropping the author-main-entry from most author-added-entry records. Moore pointed out that this would not affect music records or records with title-added-entries or series-added-entries. K. Neeley said that Science is in favor of dropping it because it is less of a problem with science materials than perhaps in other areas and in view of how difficult it is to train students to file, (i.e., by title and not by author-main-entry), it must be extremely confusing to patrons. Craig brought up the problem of the source not being included in the title paragraph (pre-1967 cataloging). Given the entry: "Picasso, Pablo, 1881-1973. / Keramik. Ceramic. [Von] Daniel Henry Kahnweiler," when a patron encounters the author-added-entry for Daniel Kahnweiler, there would be no indication that this book is about Picasso's ceramics unless the patron reads the main-entry note that would appear at the bottom of the record. She prefers the similarities between the card catalog and COM because one can teach the patron how to use both catalogs at the same time and not have to teach how to use two different catalogs. DiFilippo saw an advantage in dropping the author-main-entry in that it makes the filing rules clear. She wondered if there were a way to find out how clearly patrons understand the filing rules. J. Neeley said he'd prefer to meet with the full Reference Department before speaking for them in this matter. Craig and Howard observed that the branch libraries, with smaller numbers of patrons, have greater possibilities for in-depth patron education; and in that case, the similarities to the card catalog would be helpful. Craig asked that the prototype COM catalog be available for an extended period of time for public service personnel to offer suggestions. She also suggested that "circulation desk" be written lowercase on brief records ("Request this item by brief number from the circulation desk.") to avoid confusion with Watson's Circulation Department.

The meeting was adjourned at 2:30.

The next meeting of the COM Catalog Committee will be on Wednesday, September 21, 1983 in the Cataloging Department conference room.





THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Library Faculty Assembly  
Nominating Committee  
September 13, 1983

Minutes of Committee on Professional Development and Recruitment

September 15, 1983

Attending: J. Shaul, E. Gates, R. McDonough, S. Craig (new committee), N. Hawkins,  
E. DiFilippo

Jeanette Shaul called the meeting at the LFA Executive Board's request so that committee action would begin and a committee chairman be selected. The Classified Conference member has not yet been announced but Nancy Hawkins will serve until a new appointment is made.

Jeanette distributed the CPDR annual report for 1982-83 and a draft section of the LFA Code which suggests changes in the committee's structure and charge. The LFA Code changes will be presented to the membership later this year but even if passed, the change would not be effective until next summer.

Some of the committee's activities were discussed such as brown bag lunches, program presentations and travel fund allocation. Paulette DiFilippo reported on the travel fund procedures and presented guidelines for fund distribution. She suggested the committee consider: raising the per person maximum yearly allocation; revising the fund request form; adding a section to the form justifying multiple attendees at a meeting; adding a supervisor check-off on the form; and enforcing the rule requiring post-trip reports. The limited amount of travel funds available through CPDR was briefly discussed and the committee agreed that other sources of travel funding need to be explored.

Larl Gates was elected chairman, Susan Craig will coordinate travel fund requests, and Jeanette Shaul and Rosemary McDonough will alternate as secretary.

Present: Paulette DiFilippo, Ruth Miller and Kathleen Neeley

The committee prepared and mailed a ballot for replacement of vacated positions on the Libraries Committee on Promotion and Tenure and the Peer Review Committee to be returned by September 23, 1983.

The committee also prepared a ballot to be passed on to the LFA Executive Committee for approval of the LCPT-Peer Review Evaluation Procedure. After approval by the LFA Executive Committee the ballot will be sent out as soon as possible.

Kathleen Neeley  
September 19, 1983

# FYI

## University of Kansas Libraries

Number 729

October 6, 1983

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### CLASSIFIED VACANCY

A full-time Clerk III position is available in the Reference Department effective October 18. The primary responsibilities of this new position are: 1) maintenance of 1750 serials in the Reference collection, including UKASE records, initiating claims, searches etc., filing updates to serial services, and preparing materials for binding; 2) maintenance of the reference collection and stacks generally; 3) other duties as assigned, including limited public service. Library staff interested in making application for this position should contact Sandy Gilliland no later than 5:00 p.m. Wednesday, October 12.

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

### STUDENT HOURLY TIME CARDS

Student hourly time cards are due Thursday, October 13 at 9:00 a.m. in the  
Administrative Office. S. Butter

### STUDENT EMPLOYMENT PROCEDURES WORKSHOP

Sherry Butter is planning to hold a training session for new supervisors of student assistants, and/or for any supervisor of students who is interested in attending. The session will consist of a review of recruitment, selection, and employment procedures and will be held in the Library Conference Room, fifth level, Watson. Staff interested in attending this training session are asked to contact Sherry to state their preferred attendance date of either the afternoon of October 11 (Tuesday) or the morning of October 12 (Wednesday).  
S. Butter

### ATTENTION CLASSIFIED AND UNCLASSIFIED STAFF

As a reminder, all classified staff time cards are due in the Administrative Office on Thursday, October 13. Librarians and other unclassified staff who have used vacation and/or sick leave during this current pay period (September 18-October 17) are asked to submit pink absence cards to the Administrative Office by October 13 indicating leave hours used. In addition, librarians and other unclassified staff should submit vacation and sick leave usages during the period June 18 through September 17 on pink absence cards, as soon as possible. S. Gilliland

### FIRST CALL FOR LFA GENERAL MEETING

The annual LFA General Meeting will be held at 10:30 a.m. on Thursday, October 27 in the Conference Rooms, 5th floor Watson. The major focus of the meeting will be on the proposed revisions for the LFA Code and Bylaws. LFA members are invited to convey topics of interest and/or concern to members of the Executive Committee prior to the meeting. A more specific agenda will be published later in the month.  
C. Getchell

### ART BOOK SALE

Thanks to all the buyers and sellers at the Art Book Sale last Saturday. We sold over 850 pieces and made \$1130!  
S. Craig

### TRAVELS

Rich Ring will be gone from the Library from October 7 to October 31. He will be attending the Frankfurt Book Fair and visiting bookshops in England. S. Gilliland

(CONTINUED)

ACKNOWLEDGEMENTS

In David Dary's book on Lawrence history, entitled "Lawrence, Douglas County, Kansas--An Informal History", a section was written to thank those who assisted him in his work. John Nugent, Sherry Williams and the staffs of Archives and the Kansas Collection were among those acknowledged. J. Glinka



ANNOUNCEMENT: The Dedication of the Ramp will be conducted on Monday, October 31, 1983 at 11 a.m. Immediately following this solemn ceremony, a Halloween Costume Party--theme Roaring Twenties--will be held in the completely renovated and ultra-modern ramp. Requirements to enter: Password and one incredibly mouthwatering gastronomical dish. Stay tuned to FYI for further bulletins. Rampage Committee

# FYI

University of Kansas Libraries

Number 730

October 13, 1983

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## TRAINING SESSIONS OFFERED

Attached is a 1983/84 schedule of training sessions offered by KU's Office of Affirmative Action for staff of the University. To register, interested persons should call Georgia Rider at 4-3686. M. Hawkins

## LIBRARY STAFF TURNOVER

Attached is a table showing staff turnover for the past year (6/18/82 through 6/17/83), and a comparative table for the previous year. As the tables show, overall classified turnover last year was approximately half of what it had been in the previous year. Classified turnover in the Library for the past five years is shown below:

	<u>Resignations</u>	<u>Promotions</u>	<u>Transfers</u>	<u>Retirements</u>	<u>Overall Turnover</u>
1982/83	11%	3%	0%	2%	16%
1981/82	17%	9%	4%	1%	30%
1980/81	15%	4%	5%	0%	24%
1979/80	27%	11%	9%	2%	49%
1978/79	39%	17%	6%	1%	62%

Last year, no additional classified promotions occurred due to reallocation of positions to higher job classifications. Ten such promotions occurred in the previous year, and the Library has had a total of 102 upward reallocations of positions since 1978.

Unclassified turnover for the past five years is shown below. (Several resignations which occurred on or after 6/18/83 will appear in next year's statistics.)

	<u>Resignations</u>	<u>Reassignments</u>	<u>Overall Turnover</u>
1982/83	5%	0%	5%
1981/82	3%	5%	8%
1980/81	5%	0%	5%
1979/80	12%	2%	14%
1978/79	12%	7%	19%

M. Hawkins

## LFA BALLOT RESULTS

The results of the recent ballot that proposed a revised form and procedure for annual performance evaluations of librarians were as follows:

- 23 in favor of the proposed changes
- 19 opposed
- 2 abstentions

A simple majority of ballots cast was necessary to decide this issue. C. Getchell

## ATTACHMENTS

Attached to this issue of FYI is a thank you letter from Norma Osborne, information regarding a Merrill Lynch/KU sponsored retirement seminar, and committee minutes.

(CONTINUED)

BROWN BAG LUNCH

There will be a brown bag lunch presentation on Thursday, October 20 from 12:00-1:00 p.m. in Conference Room A, 5th level, Watson Library. A slide-tape program, "The Care and Handling of Books", prepared at Yale University Libraries with an NEA grant will be shown. This program is useful in reminding all of us of procedures for handling the physical volume from initial processing through shelving, use, and return in order to minimize damage. The program won't present solutions for all the environmental problems of the K.U. Libraries, but should provide food for thought. Please note it on your calendar and plan to come.

S. Crois



ANNOUNCEMENT: The Dedication of the Ramp will be conducted on Monday, October 31, 1983 at 11 a.m. Immediately following this solemn ceremony, a Halloween Costume Party--theme Roaring Twenties--will be held in the completely renovated and ultra-modern ramp. Requirements to enter: Password and one incredibly mouthwatering gastronomical dish. Stay tuned to FYI for further bulletins.

Rampage Committee

STAFF TURNOVER  
1982/83, UNIVERSITY OF KANSAS LIBRARIES

(For the period 6/18/82 through 6/17/83)

	Pay Range	Total No. of Employees (as of 6/17/83)	Resignations	Promotions	Transfers	Retirements	No. of Turnovers	% Turnover
CLASSIFIED STAFF								
Library Associate	20	10	1 (10%)	-	-	1 (10%)	2	20%
Library Assistant II	18	23	-	-	-	-	-	0%
Clerk V	18	1	-	-	-	-	-	0%
Library Assistant I	14	25	1 (4%)	-	-	-	1	4%
Clerk IV	14	3	2 (67%)	-	-	-	2	67%
Printer II	13	1	-	-	-	-	-	0%
Account Clerk I	10	1	-	-	-	-	-	0%
Clerk III	10	24	5 (21%)	2 (8%)	-	-	7	29%
Secretary I	10	2	-	-	-	-	-	0%
Clerk Typist II	7	5	2 (40%)	1 (20%)	-	-	3	60%
Clerk II	6	2	-	-	-	-	-	0%
Security Officer I	6	1	-	-	-	-	-	0%
Clerk I	3	0 (1 on 6/18/82)	-	-	-	1 (100%)	1	(100%)
<b>TOTAL CLASSIFIED STAFF</b>		<b>98</b>	<b>11 (11%)</b>	<b>3 (3%)</b>	<b>-</b>	<b>2 (2%)</b>	<b>16</b>	<b>16%</b>
UNCLASSIFIED STAFF								
Administrative Staff		6	-	-	-	-	-	0%
Librarian III		17	-	-	-	-	-	0%
Librarian II		19	2 (11%)	-	-	-	2	11%
Librarian I		15	1 (7%)	-	-	-	1	7%
Other Unclassified Staff		4	-	-	-	-	-	0%
<b>TOTAL UNCLASSIFIED STAFF</b>		<b>61</b>	<b>3 (5%)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>5%</b>

(Statistics include only those employees on regular payroll; grant-funded positions excluded. Date of last day on payroll, rather than last day at work, used as effective date of termination. Numbers of employees include part-time as well as full-time employees, and are not reduced to reflect full-time equivalencies.)

STAFF TURNOVER  
1981/82, UNIVERSITY OF KANSAS LIBRARIES

(For the period 6/18/81 through 6/17/82)

	Pay Range	Total No. of Employees (as of 6/17/82)	Resignations	Promotions	Transfers	Retirements	No. of Turnovers	% Turnover
CLASSIFIED STAFF								
Library Associate	20	10	2 (20%)	-	-	-	2	20%
Library Assistant II	18	23	4 (17%)	-	-	-	4	17%
Clerk V	18	1	-	-	-	-	-	0%
Library Assistant I	14	25	3 (12%)	4 (16%)	1 (4%)	-	8	32%
Clerk IV	14	3	-	-	-	-	-	0%
Printer II	13	1	-	-	-	-	-	0%
Account Clerk I	10	1	1 (100%)	-	-	1 (100%)	2	200%
Clerk III	10	26	3 (12%)	5 (19%)	3 (12%)	-	11	42%
Secretary I	10	2	1 (50%)	-	-	-	1	50%
Clerk Typist II	7	6	-	-	-	-	-	0%
Clerk II	6	3	2 (67%)	-	-	-	2	67%
Security Officer I	6	1 (2 on 6/18/81)	1 (100%; 50% of the 6/18/81 total)	-	-	-	1	100%
Clerk I	3	1	-	-	-	-	-	0%
<b>TOTAL CLASSIFIED STAFF</b>		<b>103</b>	<b>17 (16.5%)</b>	<b>9 (8.7%)</b>	<b>4 (3.8%)</b>	<b>1 (1%)</b>	<b>31</b>	<b>30%</b>
UNCLASSIFIED STAFF								
Administrative Staff		5	-	-	-	-	-	0%
Librarian III		17	-	-	1	-	1	6%
Librarian II		19	-	-	-	-	-	0%
Librarian I		18	2 (11%)	-	2 (11%)	-	4	22%
Other Unclassified Staff		4	-	-	-	-	-	0%
<b>TOTAL UNCLASSIFIED STAFF</b>		<b>63</b>	<b>2 (3%)</b>	<b>-</b>	<b>3 (5%)</b>	<b>-</b>	<b>5</b>	<b>8%</b>

(Statistics include only those employees on regular payroll; grant-funded positions excluded. In addition to the classified turnover reported above, there were 12 classified position reallocations, resulting in 10 promotions, 1 demotion, and 1 reallocation of a vacant position. Date of last day on payroll, rather than last day at work, used as effective date for resignation statistics.)



Norma L. Osborne  
1700 Massachusetts St.  
Apartment 515  
Lawrence, KS 66044

10-11-83

I am so grateful to all those at Watson Library who so kindly and compassionately expressed the depth of their feelings for our pain and grief. Every message, touch of a hand, your presence at the memorial and your generous concern for our dear Caroline's future welfare has comforted us all.

Norma Osborne

OFFICE OF AFFIRMATIVE ACTION  
1983-84 TRAINING SCHEDULE  
SYNOPSSES

Search, Screening and Selection Counseling:

These sessions are designed to advise search committees of EO/AA Compliance requirements, KU affirmative action policy regarding hiring, and AA Handbook procedures. An explanation of the search, screening and selection process will be given. OAA will share helpful hints, answer inquiries, and discuss any special concerns. This session is planned for search committee members, even when that is one person, departmental needs committee members, and appropriate departmental staff.

Dates: ~~9/6~~, \*9/14, \*9/20, \*9/28, 10/4, 10/12, 10/18, 10/26, 11/1, 11/9, 11/30, 12/6, 12/14

All sessions will be held from 10:00-11:30 a.m. in the Regionalist Room of the Kansas Union.

Training on Revised Affirmative Action Handbook:

Dates and target groups:

<del>9/12</del>	<del>9:00-12:00</del>	<del>Assistant Deans, Dept/Unit Heads Heads, Directors</del>	<del>Jayhawk Room Kansas Union</del>
10/14	1:00-4:00	Managers	Walnut Room Kansas Union
11/2	9:00-12:00	Open	Pine Room Kansas Union
12/2	1:00-4:00	Open	Jayhawk Room Kansas Union

This will be an overview of the new Affirmative Action Handbook, including changes in the reporting system for unclassified positions, the grievance procedures, and the general organization of the Handbook; new student hiring guidelines drafted by Student Affairs; and other additions to or deletions from the Handbook.

Sexual Harassment:

All sessions will include basic information on what sexual harassment is, what causes the problem, what can be done about it, relevant laws, strategies for the person being harassed, and caring strategies for friends of victims.

Dates and target groups:

*9/23	10:00-12:00	Women only. For students, faculty, staff and administrators	Regionalist Room Kansas Union
10/21	1:00-3:00	Men only. For students, faculty, staff and administrators. Will include discussion of sexual harassment of men.	Regionalist Room Kansas Union

\* Register as soon as possible

11/12	1:00-4:00	Open to everyone. American Civil Liberties Union co-sponsored	Big 8 Room Kansas Union
12/9	10:00-12:00	Open to women and men.	Walnut Room Kansas Union
3/23	2:00-4:00	For managers, supervisors, and unit/department heads	Pine Room Kansas Union

Please identify classified staff for these sessions as well as unclassified staff and faculty. Where appropriate, release time may be considered.

Supervisory Workshop:

Topics include evaluation of EO/AA efforts and results, general supervision and evaluation efforts, discussion of racism, sexism, bias against persons with disabilities, classism, effective communication skills, coping techniques and tips on being supervised. Planned for managers, supervisors and department/unit heads as per the KU Affirmative Action Plan.

Dates:

11/18	1:00-4:00	Parlor A, Kansas Union
1/27	1:00-4:00	Pine Room, Kansas Union
2/10	9:00-12:00	Pine Room, Kansas Union
4/27	1:00-4:00	Pine Room, Kansas Union

Non-Traditional Careers:

The structure of the American workplace has traditionally included job segregation. For example, women, racial minorities, and the disabled have been strikingly absent from certain workforce positions such as corporate CEO, firefighter, and medical doctor. Non-minority men have also been excluded from some positions such as registered nurse, secretary, and day care teacher. As job segregation is challenged and non-traditional careers become normative, a gradual change process occurring.

This workshop will explore emerging options in the workplace, challenges for non-traditional workers, coping strategies, and implications of the changes in the American job structure.

12/7	1:00-3:00	Walnut Room, Kansas Union
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THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

October 10, 1983

TO: Library Faculty Assembly Executive Committee

FROM: Mariann Cyr, Secretary

RE: Minutes of Committee Meeting, October 3, 1983, 11 a.m.

Present: Gary Bjorge, Gael Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell,  
Ellen Johnson, Al Mauler

Committee Reports

The Chairman reported that he had received the results of the Peer Review and Library Committee on Promotion and Tenure elections from the Nominating Committee on September 27, 1983. James Nealey was elected to a one year term on LCPT and Margaret Wilson was elected Librarian-at-Large for a one year term on Peer Review.

LEA General Meeting

The General Meeting for the Library Faculty Assembly has been set for Thursday, October 27, 1983 at 10:30 a.m. contingent upon the availability of the library conference room. The main agenda item is the presentation and discussion of a proposed LEA Code of Governance revision.

Committee Minutes

The Executive Committee discussed who was responsible for providing the University Archives with copies of LEA committee minutes and reports. It was decided that the committees should send copies of their agendas, minutes, and reports to the Secretary of the Executive Committee, who shall see that the minutes are published in the FYI and who will deposit copies of all committee documents with the University Archives at the end of the year.

Committee Charges

The Executive Committee discussed and formulated charges to the budget and Planning Committee, Salary Committee and Library Committee on Promotion and Tenure. Drafts of these charges will be prepared at the next meeting.

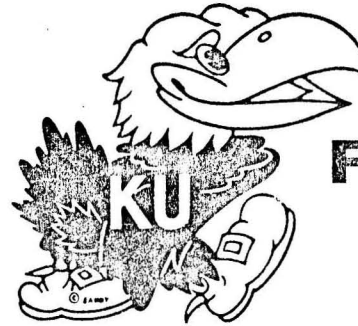
Agenda for Next Meeting (Monday, October 10th, 11 a.m.)

Committee charges

Adjourned 12:50 p.m.

Approved 10/10/83

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



**KU  
FACULTY  
AND  
STAFF**



**Merrill Lynch cordially invites  
you to attend one of the free  
seminars to explain flexible  
investment alternatives available  
through your special  
tax advantaged 403(b)  
Retirement Plan.**

**WHERE:** Main Student Union  
Alderson Auditorium

**DATE:** Tuesday  
October 18, 1983

**TIMES:** 10:00 - 11:00 a.m.  
12:30 - 1:30 p.m.  
2:00 - 3:00 p.m.  
3:15 - 4:15 p.m.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

October 4, 1983

TO: Library Faculty Assembly Executive Committee  
FROM: Mariann Cyr, Secretary  
RE: Minutes of Committee Meeting, September 19, 1983, 11 a.m.

Present: Gary Bjorge, Gaele Blosser, Gene Carvalho, Charles Getchell, Ellen Johnson, Al Mauler.

Committee Reports

Charles Getchell reported receiving a note from CPDR which informed the Committee that Earl Gates is now the CPDR chairperson and that Susan Craig is now in charge of travel funds.

There was further discussion of the need for the LFA Executive Committee to be kept informed of the activities of LFA committees, especially in cases where a committee is dealing with a specific administrative question that has far reaching consequences. It was agreed that greater staff understanding of issues facing the Libraries and more staff input into the decision making process would reduce rumors and improve morale.

Nominating Committee

The responsibilities of the Nominating and Ballot Committee in ballot preparation and dissemination were discussed. Problems which have arisen in the area of determining voter eligibility were examined. No decisions on possible changes in procedure were made. This topic will be taken up again at a later date.

Agenda for Next Meeting (Monday, September 26th, 11 a.m.)

Further discussion of committee charges

Adjourned 12:20 p.m.

Approved October 3, 1983



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

October 4, 1983

TO: Library Faculty Executive Committee  
FROM: Mariann Cyr, Secretary  
RE: Minutes of Committee Meeting, September 26, 1983, 11 a.m.

Present: Gary Bjorge, Gaele Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell, Ellen Johnson, Al Mauler

Committee Minutes

The Secretary received and reported on committee minutes of CPDR (9/15) and the Nominating Committee (9/13).

Committee Charges

The Chairman has begun to assemble a packet of material on committee charges for the members of the Committee. The packet will include the charges given to the LFA committees last year and also a copy of the annual report of each of the committees. Discussion of the charges to the various FLA committees for 1983/84 will continue at the next meeting of the Committee.

LFA Code Revision

The Committee took up the review and revision of the LFA Code of Governance. Most of the discussion focused on establishing a procedure to ensure that there are no delays in the appointment of committee members at the beginning of each year. The goal the Committee was working towards was to ensure that all committees are functional throughout the year. Other issues discussed: ensuring an appropriate roster for each mail ballot; and the responsibility of the Executive Committee in the extraordinary situation when an LFA committee is unable to address an issue by a necessary deadline. Discussion of these issues will continue.

Agenda for Next Meeting (Monday, October 3, 1983, 11 a.m.)

Discussion of committee charges and further review and discussion of LFA Code of Governance.

Adjourned 12:45 p.m.

Approved October 3, 1983



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

October 4, 1983

TO: Library Faculty Assembly Executive Committee

FROM: Mariann Cyr, Secretary

RE: Minutes of Committee Meeting, September 12, 1983, 11 a.m.

Present: Gary Bjarne, Gaele Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell,  
Mary Hawkins, Ellen Johnson, Al Mauler

### Minutes Received

The Secretary received minutes from the Salary Committee (118) and reported on them.

### Administrative Representative

Having served as the Administrative Representative to the Executive Committee since the formation of the LFA, Mary Hawkins has asked to be relieved of this duty. Dean Ranz will attend Committee meetings in the future.

### Committee Charges

Annie Williams, past chairperson of the Budget and Planning Committee, and Barbara Jones, past chairperson of the Salary Committee, discussed with the Committee issues which should be addressed by these committees in the coming year.

Dean Ranz also attended the meeting to discuss the charge to the Budget and Planning Committee.

Williams expressed concern over the possibility that a second classified person might be added to the Budget and Planning Committee membership during the middle of the year, thus causing disruption of the committee's work flow while this person was brought up-to-date on committee issues. Getchell responded that the Executive Committee has proposed a change in the committee structure in a LFA Code revision it is working on. However, this change would not take place until the LFA membership had voted on the proposed revision, and if passed, would be timed to take effect at the beginning of the LFA year. Williams also expressed concern about being able to find a second classified person willing to serve on the committee in light of problems that have been encountered filling the present classified position on the committee.

Another concern Williams expressed dealt with the practice of channelling all issues through the Executive Committee before they are turned over to an appropriate committee. She noted that a number of issues handled by the committees are confidential in nature and that the confidentiality of these issues could be compromised with more people becoming involved. She also saw the possibility for work being duplicated should the Executive Committee discuss an issue before passing it to the appropriate committee. Getchell responded that the Executive Committee is asking that all issues brought to the LFA be channelled through the Executive Committee in order to keep the Committee aware of the issues which the LFA committees are dealing with and in order to keep the staff informed of issues of consequence. Carvalho noted that " by establishing a procedure the role that personalities and rumors play would be reduced. Carvalho also noted that the Executive Committee can be made aware of an issue which needs LFA committee attention without being given the specifics, thus preserving the confidentiality of the issue. For the most part, issues have been channelled through the Committee during the past year and this procedure is included in the LFA Code revision proposal which the Committee will present to the LFA membership later in the year.

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

LFA Executive Committee Minutes, September 12, 1983, Pg. 2

Johnson pointed out that University committees do not operate in this manner. Anyone can go directly to a committee, with an issue and the committee reports on its activities to the Executive Committee. Hawkins noted however that each University committee also has an Executive Committee representative, in order to keep the Executive Committee informed of issues being dealt with.

Williams noted that the lack of full committee membership in early July, when LFA officers are changing, has presented problems in meeting deadlines. Getchell stated that the Committee is addressing this problem in the Code revision it is proposing.

Williams suggested that a Budget and Planning Committee member be included on committees dealing with long-range planning, such as discussions about the 'West' Library.

Ranz addressed some concerns he had with the charge to the Budget and Planning Committee. He noted that the charge to the Committee in the LFA Code is rather vague and leaves questions unanswered. He suggested that the Executive Committee might review the committee's charge as stated in the LFA Code, especially while there are no major problems being confronted by the Budget and Planning Committee.

Other concerns which Ranz addressed regarding the Budget and Planning Committee were: 1) that substantive matters be brought to the committee; 2) the issues of confidentiality and full committee minutes, especially in light that the minutes are published in the FYI; 3) he did not feel that it was appropriate to bring matters of intra-department staffing changes to the committee, particularly since these changes usually involved only minor changes which did not affect the library as a whole; and 4) he did not feel it was appropriate to bring personnel changes to the committee if there was agreement between the departments and personnel involved in the change.

Williams noted that discretion was used in reporting issues of confidentiality in the minutes of the Budget and Planning Committee. For clarification, she asked that if an issue dealt with the rearrangement of present resources, and did not involve any additional resources, that this issue would not be brought to the Budget and Planning Committee. Ranz responded that this was correct.

Jones noted that the size of the Salary Committee has been adequate to deal with statistic gathering and reporting, but if the charge of this committee were to be expanded additional members might be needed.

### Agenda for Next Meeting (Monday, September 19th, 11 a.m.)

Continue discussion of committee charges.

Adjourned 1:10 p.m.

Approved October 3, 1983

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#### PERSONNEL

Verna Froese has promoted to the newly-created Clerk III position in the Reference Department from her student hourly position in the Math Library, effective 10/18.

S. Gilliland

#### NEW UNIT IN CATALOGING DEPARTMENT

As the initial step in the Cataloging Department's reorganization for automated rather than manual procedures, a Subject Authority Unit is being formed within the Cataloging Department. We consider it extremely fortunate that Margaret Wilson has agreed to head this unit, which will have as its primary responsibility the maintenance of the subject authority records in the automated authority data base. This will involve establishing new headings, resolving conflicts between headings, and implementing changes as they are announced by the Library of Congress. Staff assignments will be made for the subject unit as reorganization proceeds. Effective immediately Nancy Hawkins will report to Margaret and will continue to have responsibility for the subject card catalogs as well as automated subject authority. Margaret will continue to coordinate the subject authority activities of the staff members currently inputting and proofing subject records.

L. Moore

#### LFA GENERAL MEETING

The 1983 annual LFA meeting will be held on Thursday, October 27 at 10:30 a.m. in the Library Conference Room, 5th level Watson. The agenda will be as follows: Introduction of new LFA Members; Introduction of 1983-84 LFA Committee Chairpersons; Old Business; New Business--request of membership approval for the Executive Committee to appoint an ad hoc committee to address the issue of cleanliness of library facilities; proposed revisions for the LFA Code of Governance; other new business. Please plan to attend. This will be the only regularly scheduled meeting for the 1983-84 year.

C. Getchell

#### BROWN BAG LUNCH

There will be a brown bag lunch sponsored by CPDR on Friday, October 28, in Watson's fifth level Conference Room A. Clint Howard, Charles Getchell and Barb Gaeddert will report on the recent Kansas Library Association (KLA) meeting held in Hutchinson. There were some legislative representatives at the meeting and it should be interesting to hear their thoughts on the future of Kansas libraries.

S. Craig

#### LIBRARY GRIEVANCE COMMITTEE

Classified, unclassified and student members of the Libraries' Grievance Committee have been elected/appointed for 1983-84. Members include Sally Hocker, Kerry Bower, Kermit Sewell, Kendall Simmons, Susan Craig, Marion Kliever, Bob Marvin, Shelley Miller, Joy Fry, Sherry Butter, and students appointed by Dean Ranz. In an attempt to widely publicize the Grievance Procedure, copies of the Procedure will be sent to departments for prominent posting, and will also be kept in the Staff Lounge in Watson. A summary of parts of the Procedure may be of interest: Employees of the Libraries are encouraged to seek resolution of grievances through direct discussion of issues by the parties involved, or with the involvement of a mediator, such as the Assistant Dean for Personnel. Where grievances cannot satisfactorily be resolved in this manner, employees may utilize other grievance procedures...the Grievance Committee is one such route. A grievance brought to the Committee within six months of the occurrence of the cause for the grievance will be heard by a sub-committee consisting of three to five members. The Grievance Committee serves in an advisory capacity to the Dean for resolution of the grievance. It is a "court of first resort" rather than a last resort in that the Committee recommends but does not judge.

S. Miller



THE T.R. SMITH MAP COLLECTIONS

Since it may not be generally realized, it should be noted that the Map Collections of the K.U. Libraries have been named in honor of Thomas R. Smith, who served as Professor of Geography from 1947 until his official retirement in 1981. A bronze plate was recently erected at the Map Library to acknowledge this fact. Prof. Smith virtually founded the map collection, developed the classification scheme used in its organization and has continued to contribute significantly over the years to the growth and development of the collections into a major resource. Since 1981, Prof. Smith has continued to serve actively as faculty library representative for the Geography Department.

R. Anderson

BOOK FAIR OPEN HOUSE

An Open House for book dealers participating in the Second Annual K.U. Book Fair will be held at J. Hood Booksellers, 1401 Massachusetts, from 7:00-9:00 p.m. on Friday, October 21. Librarians and staff of the K.U. Libraries are cordially invited to attend.

N. Shawbaker

NO KULSA BOOK SALE

There will be no KULSA table at the Book Fair, October 21-22. The number of donated items was simply too small to justify a book sale.

A. Mauler

NAME CHANGE

Pat Nebgen is now Pat Swayne due to her recent marriage. Pat is employed in the Acquisitions Department.

D. Perry

THANKS EXTENDED

Many thanks to KULSA for the flowers and for your thoughtfulness during my stay in the hospital.

S. Tubby

DATELINE WATSON LIBRARY....MORE NEWS FROM THE RAMPAGE COMMITTEE

Preparations are all a flurry in anticipation of the upcoming Ramp Dedication and Halloween Costume Party. The honored guests have all been invited. Are you getting excited? The party's theme is the roaring 20's, but any costume you wish to wear will be appropriate. You'll have to know the password to get into this exclusive party so watch next week's FYI for the Password Puzzle. Meanwhile, think up some wonderful gastronomical dish to bring and fill out the form below so we'll know what to expect. Sloppy Joes (and napkins!) will be provided. The Rampage Committee

I will bring the following to the October 31 Halloween Party (circle one):

Vegetables	Cheese & Crackers	Chips & Dip	Nuts
Cookies	Cake	Fruit	Other (specify)

Return this form to Joyce Elliott, Bindery Prep.



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

October 17, 1983

TO: Library Faculty Assembly Executive Committee

FROM: Mariann Cyr, Secretary

RE: Minutes of Committee Meeting, October 10, 1983, 11 a.m.

Present: Gary Bjorge, Gaele Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell,  
Ellen Johnson, Al Mauler

### Committee Reports

The Chairman received from the Nominating Committee the results of the mail ballot on the revision of the evaluation procedure for librarians. The revision passed and will be instituted for the next evaluation.

### Committee Charges

The Executive Committee reviewed and adopted the drafts of charges to the Library Committee on Promotion and Tenure, the Committee on Salaries, and the Budget and Planning Committee, with some changes in the charge to the Library Committee on Promotion and Tenure. The charges will be forwarded to the committees within the next week.

The Executive Committee discussed and formulated charges to the Nominating Committee and the Committee on Professional Development and Recruitment. Drafts of these charges will be reviewed at the next meeting for possible adoption.

### Agenda for Next Meeting (Monday, October 17th, 11 a.m.)

Executive Committee charge for 1983-1984

LFA Code of Governance review

Adjourned 12:40 p.m.

Approved 10-17-83

# FYI

University of Kansas Libraries

Number 732

October 27, 1983

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## BROWN BAG LUNCH REMINDER

There will be a brown bag lunch sponsored by CPDR on Friday, October 28 in Watson's fifth level Conference Room A. Clint Howard, Charles Getchell and Barb Gaeddert will report on the recent Kansas Library Association (KLA) meeting held in Hutchinson. There were some legislative representatives at the meeting and it should be interesting to hear their thoughts on the future of Kansas libraries. S. Craig

## NOVEMBER 1 PAYCHECKS

All paychecks issued on November 1 will have been generated by two new automated payroll systems: HRMS (KU's Human Resource Management System) and KIPPS (the State's Kansas Integrated Personnel and Payroll System). The joint implementation of these systems may cause some problems with the November 1 payroll checks. Therefore, all library staff are asked to notify the Administrative if their November 1 check does not arrive, if the amount of the check is incorrect, if the deductions listed on the check stub are incorrect, and/or if leave earnings/balances for classified staff and librarians are incorrect. Explanations for the deduction codes that may be listed on check stubs are:

GHI	Group Health Insurance
HMO	Health Maintenance Organization
KPERS	Retirement (Classified staff)
TIAA	Retirement (Librarians and unclassified staff, not tax deferred)
TSA	Tax Sheltered Annuity
VTSA	Voluntary Tax Sheltered Annuity
OASDHI	Federal Social Security
Federal and State Income Tax will also be deducted	

Again, please notify the Administrative Office (Sandy Gilliland for librarians and classified staff, Sherry Butter for students) if you have any questions regarding your November 1 paycheck. S. Gilliland

## VETERAN'S DAY HOLIDAY/WINTER RECESS

During the period beginning Saturday, December 24 through Monday, January 2, the University of Kansas will again have a Winter Recess on the Lawrence campus (December 26 and January 2 are Holidays). All library departments will remain open during that time (operating on the holiday schedule) with the following exceptions:

Math, Music and Engineering Libraries will be closed during this period.

Because the majority of the Libraries will be open during Winter Recess, there is less a need for Library classified staff to work on Veteran's Day. Therefore, although Veteran's Day is considered a normal "work day" for classified staff anyone who wishes to take the day off as a holiday may do so with supervisory approval. Staff who work on Veteran's Day will receive 1½ hours compensatory time for each hour worked (not to exceed 8 hours worked), which must be used within six months.

As a reminder, all Library departments will be open Veteran's Day for normal business. S. Gilliland

(Continued)

TRAVEL FUND REQUESTS DUE

Applications for reimbursement of travel during January, February and March are due November 16. Application forms are available from Susan Craig, Art Library.

REMINDER: Anyone receiving professional travel funds is required to submit to CPDR a brief written report summarizing the meeting attended. S. Craig

IN-HOUSE USE OF BOOKS BY LIBRARY STAFF

We are having a serious problem with library staff removing books from Watson stack locations for in-house use without first checking the books out. Because there are no circulation records for such books, Circulation staff must do a great deal of unnecessary searching, may eventually declare such items lost, and consequently may cause unnecessary cost and unnecessary work for Acquisitions and library bibliographers.

Cataloged books that are to be kept in departments or used by library staff in the building must be checked out or transferred. Reference items need to be returned promptly to Reference. For any regularly circulating book, Circulation records can show a department or an individual as the permanent location for that book. If you, as a staff person, wish to keep an item indefinitely at your desk, Circulation literally can list your desk as the item's permanent location. It is also possible for any staff member to get a library ID number so that books you are using on a shorter-term basis can be checked out to you. Library IDs have 4-month borrowing privileges, receive overdue notices for overdue materials, but have no fines assessed. Don't create a private and unrecorded stash of library materials! Come to the Circulation Desk for assistance. K. Simmons

1984 CALENDARS

Departmental orders for 1984 calendars will be accepted on Wednesday, November 2 during the office supply distribution, 8:30-9:30 a.m., and again on Wednesday, November 9, 8:30-9:30 a.m. Calendars may then be picked up by departmental representatives on Wednesday, November 16 during the office supply distribution.

A. Alvarez

SUMMERFIELD HALL DEDICATION/OPEN HOUSE

The K.U. Library staff is cordially invited to attend the Summerfield Hall dedication on Friday, November 4 at 3:30 p.m. Prior to the dedication, an Open House is scheduled from 2:00-3:30 on the first floor of Summerfield, and will include tours of the new addition as well as the "new" Howey Reading Room (I'll be happy to provide an extended tour of the Reading Room for interested persons). Hope to see you there! C. Saile

(Continued)



Here it is! The password puzzle! Find the password and you can be admitted to this posh combination Ramp Dedication and Halloween costume party. Remember the date and times, Monday, October 31, 1983:

11 a.m. - Ramp Dedication

11:05 a.m. - Party

Plan now to spend your lunch hour in the all-new, all-exclusive ramp on Halloween Day!

Take the first letter of each of the words to be determined from the clues below to find the Password for the Halloween Costume Party.

1. What is Jim Ranz's last name? \_\_\_\_\_
2. This small three-letter word links other words together, rhymes with "Band", and you just read it. \_\_\_\_\_
3. This small library is part of the Science Library Complex, is located in Strong Hall, and is something a lot of people don't like to do. Can you add these hints to get the clue? \_\_\_\_\_
4. This round orange vegetable is a member of the squash family. It's popular around Halloween and it rhymes with "bumpkin". \_\_\_\_\_
5. This library department stores a lot of University paperwork and pictures. John Nugent, Barry Bunch, and Ned Kehde work there. \_\_\_\_\_
6. This is something a lot of students do when told that the Library is closed or that they cannot bring food or drink into the building. It rhymes with "moan" (which they also sometimes do and what you're doing right now?!). \_\_\_\_\_
7. These controls are located in Music, Art, Science, Documents, and Watson. They are not entrance controls but \_\_\_\_\_ controls.

The Password is:

\_\_\_\_\_

1            2            3            4            5            6            7

Please return the slips from last week's FYI to Joyce Elliott, Bindery by Friday, Oct. 27. And plan to take your gourmet treat to Joyce before 11 a.m. Monday, Oct. 31. Please be sure to add your name before returning the slip.

This Halloween Costume Party is being sponsored by the Administrative Office. The Committee members are: Sherry Butter, Joyce Elliott, and Sally Nugent.

# FYI

University of Kansas Libraries

Number 733

November 3, 1983

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## STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Tuesday, November 15, by 9:00 a.m.

S. Butter

## LIBRARIAN ABSENCE CARDS/CLASSIFIED STAFF TIME CARDS

As a reminder, librarians and unclassified staff should report sick leave and vacation leave usage on pink absence report cards and submit them to the Administrative Office no later than November 15. All classified staff time cards for the pay period ending 11/17 should be submitted to Darla Perry by November 15. Please contact Sandy Gilliland or Darla Perry if you have questions.

S. Gilliland

## TRAVEL FUND REQUESTS DUE

Applications for reimbursement of travel during January, February, and March are due November 16. Application forms are available from Susan Craig, Art Library.

REMINDER: Anyone receiving professional travel funds is required to submit to CPDR a brief written report summarizing the meeting attended.

S. Craig

## CANDIDATES FOR TENURE

Librarians whose tenure status is scheduled for review this academic year are Susan Craig (Librarian II), and Gaelle Blosser (Librarian I). Library staff are invited to submit letters regarding the qualifications of these individuals for consideration by those involved in the review process. Letters regarding Susan Craig may be sent to Mary Hawkins, and letters regarding Gaelle Blosser may be sent to Kent Miller, for receipt before December 1.

M. Hawkins

## BROWN BAG LUNCH

Rich Ring will report on his recent trip to Europe at a brown bag lunch sponsored by CPDR on Thursday, November 17, from 12:00 noon - 1:00 p.m. in the Library Conference Room A, Watson Library. Rich attended the Frankfurt Bookfair (with over 5800 exhibitors), several smaller bookfairs as well as visiting many bookshops. His impressions of the current European book market (as well as of the food, wine and song) should be most educational. Please try to join us.

S. Craig

## ATTENTION ALL CLASSIFIED STAFF

The president of KU's Classified Senate, Tom Swearingen, has announced that Governor John Carlin will meet with all KU Classified staff on Friday, November 4 from 11:45 a.m. - 12:30 p.m. in the Murphy-Crafton Preyer Theatre. Please plan to attend, and bring your questions and comments.

S. Gilliland

## TUITION ASSISTANCE FOR THE SPRING 1984 SEMESTER

Applications for tuition assistance for the Spring 1984 semester are due in the Office of the Executive Vice Chancellor, 231 Strong Hall, no later than Friday, December 2, 5:00 p.m. All staff who have worked full-time for at least one year are eligible to apply. Tuition Assistance, if awarded, provides funding for certain educational expenses incurred by K.U. staff (tuition for one course plus course materials). Application forms are available from the Office of the Executive Vice Chancellor (4-4904) or from Darla Perry or Sandy Gilliland in the Library Administrative Office.

S. Gilliland

(CONTINUED)



CREDIT

On October 24, 1983, at the Conference of the American Association for the Advancement of Slavic Studies in Kansas City, Missouri, Michael Palij presented a paper: "The Problem of Displaced Persons in Germany, 1939-1950". In addition, he arranged a display of books authored by Central Slavic Conference members at the Conference. S. Gilliland

LIBRARY STAFF MEMBER INVOLVED IN ACCIDENT

Charlene Overfield, Cataloging, is in special care at K.U. Medical Center following an automobile accident on October 28. M. Kliewer

SEXUAL HARASSMENT CONFERENCE

Persons interested in the topic, "Sexual Harrassment in the Workplace" are invited to attend a conference on this subject, Saturday, Nov. 13 from 1-4p.m. in the Big Eight Room of the Kansas Union. This conference is being sponsored by the American Civil Liberties Union of Kansas and Western Missouri and co-sponsored by the Office of Affirmative Action at K.U., the U.S. Equal Employment Opportunity Commission, the National Association of Human Rights Workers, and Women in Law--University of Kansas. Please pre-register by calling the Office of Affirmative Action 4-3686. Program details can be obtained from the Affirmative Action Office or by contacting Anita Alvarez in the Administrative Office 4-3601. A. Alvarez

NOVEMBER 1 PAYCHECK SURPRISES

Those student employees who claimed exemption from taxes for 1983 but had taxes withheld from their November 1 paycheck have the following options:

- 1) Return the uncashed check to the Payroll Office, room 9 Carruth, and wait for a correct check to be issued on the November 18 supplement.
- 2) Cash the check and file for an income tax refund in the Spring.
- 3) Cash the check and contact Sherry Butter so she can make arrangements for a refund for you. The information she will need to obtain the refund is: a) gross pay; b) federal tax withheld; c) state tax withheld; d) social security number.

If you chose the third option, please contact Ms. Butter immediately with the information requested. In any case, A NEW W-4 FORM SHOULD BE COMPLETED AS SOON AS POSSIBLE so that this error will not occur next month (hopefully!).

All classified and unclassified staff and librarians whose November 1 paycheck contained incorrect leave balances/earnings, incorrect pay amounts, etc. are urged to contact Sandy Gilliland as soon as possible, if you have not already done so.

The Administrative Office staff will be working closely with the Payroll Office staff to hopefully correct all of these problems before the December 1 paychecks are issued. Thank you for your cooperation and understanding. S. Butter/S. Gilliland



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

November 1, 1983

TO: Library Faculty Assembly Executive Committee  
FROM: Mariann Cyr, Secretary  
RE: Minutes of Committee Meeting, October 17, 1983, 11 a.m.

Present: Gary Bjorge, Gaelle Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell,  
Ellen Johnson, Al Mauler

Committee Reports

The Chairman received from the Salary Committee minutes of the 10/3/83 and 10/11/83 meetings. The proposed salaries for the positions of Area Studies Bibliographer for Spain, Portugal, and Latin America and for Assistant Special Collections Librarian were reviewed.

Committee Charges

The Executive Committee reviewed and adopted the drafts of charges to the Nominating Committee and the Committee on Professional Development and Recruitment. The charges will be forwarded to the committees within the next week.

The LFA Code of Governance defines the general responsibilities and structure of the standing committees. In addition, the Executive Committee may give a committee specific charges for the year. Following are the specific committee charges for 1983-84:

Budget and Planning Committee

Identify and outline library-wide preservation needs and suggest a policy for a library preservation program.

Committee on Professional Development and Recruitment

Investigate ways to provide opportunities for job enhancement and career development for all library staff members (e.g. OCLC, micro-computers, automated library systems, etc.).

Committee on Promotion and Tenure

Examine alternatives to the Peer Review Committee composition (i.e. membership divided by public services, technical services, special collections, branches, etc.) with input from the Peer Review Committee.

Salary Committee

Consider the desirability of setting a minimum salary level or a salary range for each rank of the library faculty.

Libraries Cleanliness

The need for a policy in regards to the physical appearance of the libraries was discussed. Carvalho suggested an ad hoc committee to study the type of damage being done (spilt drinks, tobacco juice, etc), how serious the damage is to the libraries, and what policies could be adopted to stop this behavior. The Executive Committee will ask the LFA to establish a committee to study this problem at the general meeting October 27, 1983.

LFA Code of Governance

The Committee continued to review the LFA Code. Proposed revisions will be presented at the general meeting October 27, 1983.

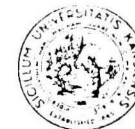
Next Meeting (Tuesday, October 18th, 10 a.m.)

Review of LFA Code of Governance

Adjourned 1 p.m.

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

Approved 11-1-83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

November 1, 1983

TO: Library Faculty Assembly Executive Committee  
FROM: Mariann Cyr, Secretary  
RE: Minutes of Committee Meeting, October 18, 1983, 10 a.m.

Present: Gary Bjorge, Gaelle Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell,  
Ellen Johnson

LFA Code of Governance Revision

The Executive Committee discussed establishing the Peer Review Committee as a standing committee of the LFA. Section 2.2.7 was formulated and added to the proposed LFA Code revision in order to establish the Peer Review Committee as a standing committee.

General Meeting

The Committee agreed upon a final agenda for the general LFA meeting of October 27, 1983. The agenda agreed upon was: Introduction of Executive Committee members; Introduction of standing committees; Introduction of new LFA members; Old business; New business, including the libraries mission statement and objectives, the establishment of an ad hoc committee on library cleanliness, and the proposed revision of the LFA Code of Governance and Bylaws.

Meeting adjourned 12:20 p.m.

Approved 11-1-83

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

UNIVERSITY OF KANSAS LIBRARIES

SALARY COMMITTEE

Minutes of Meeting 3 Oct 83

The Salary Committee met Monday, Oct. 3, 1983 at 2:30 PM in the fifth floor conference room in Watson. Present were Gaelle Bloesser, Jean Skipp, and Barb Gaeddert.

The purpose of the meeting was to review the salary offer for the finalist for the position of Assistant Special Collections Librarian.

Qualifications of the candidate were examined based on the required and preferred qualifications in the job description. A letter from the chair of the search committee to the Dean of Libraries describing the outstanding qualifications of the candidate was made available to the Salary Committee. Comparisons were made with present staff with respect to years of professional experience and advanced degrees.

The Search Committee had recommended an offer at the top of the salary range (\$17,000). This would be above the FY 84 salary for four Librarian I's already on the staff, one of whom has a second master's degree and three years professional experience.

The Salary Committee concluded that an offer at a lower salary level would be more compatible with present staffing, given the fact that a new fiscal year will begin in 8 months. Present market value, ARL statistics, etc. were also considerations.

Jean will convey to the Dean our recommendation of \$16,300 - \$16,500.

UNIVERSITY OF KANSAS LIBRARIES

SALARY COMMITTEE

Minutes of Meeting 11 Oct 83

The Salary Committee met Tuesday, Oct. 11, 1983 at 2:30 PM in the fifth floor conference room in Watson. Present were Gaelle Bloesser, Jean Skipp, and Barb Gaeddert.

Clint Howard (Chair of the Search Committee) joined the group at the beginning of the meeting to present the salary offer for the finalist for the position of Area Studies Bibliographer for Spain, Portugal, and Latin America. He indicated that the Search Committee's recommendation was based in part on the language skills and subject background of the candidate. No discussion of an administrative supplement was involved in the search committee's deliberations.

The Salary Committee compared the salary offered to the salary survey of subject specialists in Big 8 libraries and took note of the candidate's highly relevant education and experience as well as the significant level of responsibility of the position. The Salary Committee concluded that the offer proposed by the Search Committee, which fell at the mid-point of the advertised salary range, was compatible with present staffing and appropriate given the rank and years of experience.

Jean will convey our recommendation to the Dean.

# FYI

## University of Kansas Libraries

Number 734

November 10, 1983

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### PERSONNEL

Joseph A. Springer has joined the Library staff as Assistant Special Collections Librarian, effective November 7, replacing Nora Quinlan. Joe received his MLS and MA in History from Catholic University of America. He has recently been employed at the 18th Century Short Title Catalogue, North American Branch, at Louisiana State University.

A. Mason

### STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Tuesday, November 15, by 9:00 a.m.

S. Butter

### TRAVEL FUND REQUESTS DUE NOVEMBER 16

As a reminder, applications for reimbursement of travel during January, February, and March are due November 16. Application forms are available from Susan Craig, Art Library. REMINDER: Anyone receiving professional travel funds is required to submit to CPDR a brief written report summarizing the meeting attended.

S. Craig

### PROMOTION NOMINATION REMINDER

Nominations of librarians for promotion in rank should be submitted to Jim Ranz by Friday, November 11 (as noted in the call for nominations, mailed to all librarians on November 4).

J. Ranz

### REMINDER--LFA BALLOT FOR PROPOSED CODE CHANGES

If you have not yet done so, please mark and return your ballot by Monday November 14, to Ruth Miller in Serials. Two LFA Executive Committees invested many hours in this project, and many other LFA members contributed time and effort as well. Thank you very much for your concern and interest.

C. Getchell

### STAFF FEE ELIGIBILITY

Information regarding staff fee eligibility for the Spring 1984 semester, and an application for the staff fee eligibility card, are attached. Please complete the application form and send it to Darla Perry for processing. Additional information regarding staff fee eligibility and information regarding release time for classes are contained in the Library Staff Handbook, Section I.1.b.

S. Gilliland

### BROWN BAG LUNCH

Rich Ring will report on his recent trip to Europe at a brown bag lunch sponsored by CPDR on Thursday, November 17, 12:00 noon - 1:00 p.m. in Watson Library's Conference Room A. Rich attended the Frankfurt Bookfair (with over 5,800 exhibitors), several smaller bookfairs as well as visiting many bookshops. His impressions of the current European book market (as well as of the food, wine and song) should be most educational. Please try to join us.

S. Craig

### LIBRARY ATMS USERS

We are in the process of establishing a mailing list of those library employees who use ATMS. Therefore, if you are using ATMS or have an assigned access number for use of this system, please call Darla Perry (4-3601) in the Administrative Office so your name can be added to this list. Thank you.

N. Shawbaker

(CONTINUED)

SEXUAL HARASSMENT CONFERENCE

Persons interested in the topic, "Sexual Harassment in the Workplace" are invited to attend a conference on this subject, Saturday, November 12 from 1-4p.m. in the Big Eight Room of the Kansas Union. This conference is being sponsored by the American Civil Liberties Union of Kansas and Western Missouri and co-sponsored by the Office of Affirmative Action at K.U., the U.S. Equal Employment Opportunity Commission, the National Association of Human Rights Workers, and Women in Law--University of Kansas. Please pre-register by calling the Office of Affirmative Action 4-3686. Program details can be obtained from the Affirmative Action Office or by contacting Anita Alvarez in the Administrative Office 4-3601. A. Alvarez

NOVEMBER 1 PAYCHECKS

Library staff and students who noticed discrepancies in their November 1 paychecks are asked to contact the Administrative Office if you have not already done so (Sandy Gilliland--Librarians and classified staff; Sherry Butter--student monthly and hourly). Because of the number of errors in leave balances for librarians and classified staff, the Administrative Office will be conducting a thorough review of all librarians' and classified staff's leave earnings and usages since our last report from Payroll (August). Hopefully, the December 1 paychecks will not only be issued with correct pay amounts, but will also have correct leave balances. Thank you for your patience and understanding during this transition to HRMS/KIPPS.

S. Gilliland

VETERANS DAY

As a reminder, Veterans Day (November 11) is considered a regular work day for staff this year due to the upcoming Winter Recess. Because there is less a need for library staff to work on Veterans Day (the Libraries will be open during Winter Recess), those staff who wish to take Veterans Day off as a holiday may do so with supervisory approval. Contact Sandy Gilliland if you have questions.

S. Gilliland

STAFF FEE ELIGIBILITY FOR SPRING 1984

Information regarding staff fee eligibility is described below. Please complete and return the application form at the bottom of this page to the Administrative Office as soon as possible. Staff dependent fee eligibility cards are also available upon request in the Administrative Office. If you have any questions regarding this information, contact Sandy Gilliland.

S. Gilliland

**STAFF RATE**

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

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

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

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

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

**STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS**

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

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

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

A student enrolling in the summer session is eligible for the resident rate if the sponsor:

1. has been eligible for the staff rate for the previous nine months; or
2. has been eligible for the staff rate for the preceding spring semester and will be eligible for the staff rate for the following fall semester; or
3. will be eligible for the staff rate for the nine-month school year following the Summer Session in question.

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

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

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

**APPLICATION FOR STAFF FEE ELIGIBILITY CARD**

NAME: \_\_\_\_\_

STUDENT NUMBER: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

SOC. SEC. NUMBER: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

TIMES OF CLASS(ES): \_\_\_\_\_

NAME OF COURSE(S): \_\_\_\_\_

TOTAL HOURS ENROLLED: \_\_\_\_\_

CREDIT/AUDIT (Please circle one)

REASON FOR TAKING COURSE(S): \_\_\_\_\_

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

Recommended by: \_\_\_\_\_

(Department Head)



# FYI

University of Kansas Libraries

Number 735

November 17, 1983

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## PERSONNEL

Rachel Miller has been appointed as Latin American Bibliographer (Librarian I) effective October 24. Rachel earned the MLS from the University of Chicago in 1976 and has a B.A. in History (Goshen College, 1971), and an M.A. in Latin American Studies (University of Kansas, 1983). Prior to this appointment, Rachel has been employed as a Library Associate with the Libraries in the Spain, Portugal, and Latin America department. She is replacing Ellen Brow.

S. Gilliland

Mariann Cyr has announced her resignation as Engineering Librarian (Librarian II) effective January 3. Mariann will be relocating to St. Paul, Minnesota where she has accepted a position with 3M.

S. Gilliland

## THANKSGIVING HOLIDAY SCHEDULE

The Thanksgiving Holiday schedule begins Tuesday, November 22. All library departments will close at 5:00 p.m. on Tuesday, November 22 and Wednesday, November 23. Beginning Thursday, November 24 all library departments will be closed through Saturday, November 26. Departments open on Sunday, November 27 include: Circulation, Microforms, Periodicals, Reserve, and the Science Library (operating on Schedule I); and Art, Engineering, Music, and Reference (operating on Schedule II). Please contact the Administrative Office if you have any questions.

S. Gilliland

## HOLIDAY FYI DEADLINE

Next week's FYI will be issued on Wednesday, November 23. Therefore, please have articles for inclusion in the FYI to Sandy Gilliland by 5:00 p.m. Tuesday, Nov. 22.

S. Gilliland

## COMMITTEE FOR WATSON EXHIBITS

LaVerne Coan (chair), Sarah Couch, and Ring Ring have recently agreed to serve as members of a Watson Library Exhibits Committee. They have been asked to draft proposed guidelines for exhibits in Watson, to maintain a list of equipment available for Watson exhibits, and to receive and schedule Watson exhibit requests. Reports of the committee will appear in FYI. Anyone wishing to mount an exhibit in Watson should contact this committee.

M. Hawkins

## DECEMBER 1 PAYCHECKS

Unless notified otherwise, library staff can expect to receive their correct pay on December 1. However, all vacation and sick leave accrual information will not be corrected by that date. The Payroll Office has informed us that review of and correcting of the vacation and sick leave accruals will not occur until everyone's paycheck amounts are straightened out. In the meantime, the Library Administrative Office will continue to monitor vacation and sick leave earnings and usages and will prepare a statement each month for classified staff and librarians. You should normally expect this statement to reach you by the first of each month. As further information develops, we'll keep you informed. Thanks again for your patience and understanding.

S. Gilliland

(CONTINUED)

SAMPLE COM CATALOG FICHE AVAILABLE

The Library has received samples from a prospective microfiche vendor which give some indication of what the KU COM catalog will look like. The fiche are produced directly from tapes supplied by us which were generated by our inhouse COM catalog system. The samples consist of one author-title fiche and one subject fiche. While the format and content are not completely finished (for example, the header strip and indentations remain to be decided, and there are no cross references), these samples do provide an exciting preview of what is to come. The sample fiche are available for viewing at the Reference Desk, Watson Library. (See also next item.)

J. Neeley

HELP GIVE COM A BETTER NAME

The COM catalog deserves a better name, and the COM Catalog Public Services Subcommittee asks everyone's help in finding one. A designated name is needed for use in publicity, for signs and instructional materials, and to give uniformity among public service staff in talking about COM with patrons. Such a name should inform the public about the catalog in a way that the name COM Catalog utterly fails to do. The word COM means nothing to the public. Its use would pose a significant additional burden for public service staff in explaining what it means.

In contrast, a good name should emphasize the attributes of COM that are important to the user, for instance the convenience of distributed access and union listing. COM is also where most of the newest books will be listed. Probably the most important factor in the public's understanding and appreciation of our total catalog apparatus, however, is the complex functional relationship of the COM catalog to the card catalog. Can the COM catalog's name provide any clue as to what it contains, as opposed to what the card catalog contains?

A good name also should clearly distinguish the COM catalog from the card catalog and from the Central Serials Record, both of which might easily become confused with COM in the public's mind. Ideally, the name should be short and easy to say, like COM catalog, yet be readily comprehensible to the public, not like COM catalog. Finally, a good name should definitely not be cute or silly, nor in any other way detract from the significance of the product.

The COM catalog will be introduced in less than a year from now. Its development has inspired considerable effort and sacrifice, not only by those directly involved in its creation, but also by others who have had to carry on the Library's routine business in the meantime. There is now every indication that COM will be an accomplishment of the finest quality in which we all can take pride. It is only fitting that we put forth our best effort to see that it receives a worthy name.

Please give your suggestions to any member of the Subcommittee: Charles Getchell, Mary Hawkins, Lorraine Moore, Jim Neeley, or Jeanne Richardson. J. Neeley.

HOMEcomings ACTIVITIES

Executive Vice Chancellor Robert P. Cobb has invited all faculty, staff and students, who can do so, to attend the Homecoming Parade on Friday afternoon, November 18, at 2:30 p.m. The parade will begin at the Chi Omega fountain and will travel down Jayhawk Boulevard and Sunflower Drive to the X-Zone parking lot near the stadium.

S. Gilliland

LFA Committee on Budget and Planning

Meeting of 9/12/83

Present: Sherry Butter, Rob Melton, Kermit Sewell, Annie Williams, Sheryl Williams, Nancy Burich

This organizational meeting was chaired by Annie Williams. The first order of business was the election of officers. Rob Melton will chair the committee and Nancy Burich will act as secretary.

Annie reported on the LFA Executive Committee meeting she attended earlier in the day. She had advised the Executive Committee that, for the sake of continuity, she felt that a member of B&P should attend all meetings on the West Library. Later Dean Ranz addressed four concerns which he felt might be used to define the types of matters which are brought before B&P: if a proposed change does not affect resources of a unit and if the people involved agree with the change, the issue should not come before B&P; intradepartmental changes do not need to come before the committee; minutes of B&P are seen outside of the Libraries and must respect the confidentiality of individuals; and all matters brought before the committee should be substantive.

Rob and Annie proposed that the mission and goals statement prepared last year by the committee be submitted to LFA for discussion at the October membership meeting; the committee concurred.

Annie talked with representatives of the Classified Conference about participation in meetings of B&P. Due to the complexity of issues discussed, she emphasized the need for permanent representation at an early date.

There followed a discussion of the role of the committee in the administrative framework of the Libraries and its value as an advisory body.

Rob suggested that the next meeting be used to provide information about the current budgetary situation; both Dean Ranz and Nancy Shawbaker will be invited to attend and provide guidance. Members will be notified of the meeting time.

Meeting adjourned at 4:45pm.

MINUTES APPROVED 11/9/83

LFA Committee on Budget and Planning

Meeting of 9/27/83

Present: Sherry Butter, Rob Melton, Jim Ranz (guest), Kermit Sewell, Annie Williams, Nancy Burich

Dean Ranz attended the meeting to provide background information on both the budgetary process for the coming year and on developments concerning the West Library.

Reasonable steps have been taken to meet the second shrinkage payment due in January, 1984. The Libraries' plea last year to Academic Affairs concerning the unique impact of shrinkage on our budget was acknowledged, but no relief was forthcoming. As the result of shrinkage and the rescission, the Libraries lost or left unfilled a total of ten positions.

Ranz commented on our difficulty in getting the American Bindery Co. of Topeka to fulfill their part of the state contract. Their performance so far has been abysmal, and we have filed a vendor complaint, as has K State. The situation is especially critical now that we may be in a position to do some binding which has been postponed.

Ranz gave detailed information concerning planning which has been none for the West Library (now being called the Science Library). Most recently the Libraries have been asked by Academic Affairs to show how we would use 65,000sq.ft. to house roughly 700,000 volumes, seat 400 readers, and house 20 staff members. Because it is not certain whether we would have to relinquish space now occupied in academic buildings, Ranz requests that two plans be developed - one based on 65,000 sq.ft. and another based on 23,000 sq.ft. of additional space. Planning for the new facility will be in two stages - determining which collections will move as the result of the new structure, and planning the facility itself. It is likely that there will be an all-University committee appointed similar to the one used to plan the renovation of Watson. Therefore, there needs to be an internal consensus of Library needs to insure an appropriate facility.

After Ranz left, the committee discussed whether Budget and Planning is the appropriate committee to discuss the question of the West/Science Library. It was agreed that we are and there was enthusiasm at the prospect of such discussions. Rob will draft a letter to the LFA Executive Committee to determine whether they agree with our interpretation of our charge. The next meeting will be held when a response to our letter is received from the LFA Executive Committee.

MINUTES APPROVED 11/9/83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

November 15, 1983

TO: Library Faculty Assembly Executive Committee  
FROM: Mariann Cyr, Secretary  
RE: Minutes of Committee Meeting, October 24, 1983

Present: Gary Bjorge, Gene Carvalho, Charles Getchell, Al Mauler

LFA Code Revision--Submission/Structure of Ballot

Some revisions to the Code are word changes, however, these changes usually hinge on substantive changes in other sections of the Code. After discussion, it was decided that the proposed revision would be submitted to the LFA membership at the October 27th meeting section by section, with the Executive Committee members presenting alternating sections.

Bjorge raised the question on the wording of Bylaws 4.1.1, suggesting that it be moved to strike the words "mail ballot" from the Bylaws. Bjorge will introduce this motion at the general meeting.

Mauler raised the question of "other unclassified" members of the LFA voting on the Committee on Promotion and Tenure and Peer Review Committee sections of the Code revision. It was felt that the "other unclassified" members should not vote on these sections as this group does not serve on these committees. To distribute ballots to the "other unclassified" members on these sections would change (increase) the number of votes needed for passage and could potentially jeopardize passage of these sections. Mauler suggested that motions be made following the discussion on sections 2.2.3 and 2.2.7 of the Code to exclude "other unclassified" members from voting on these issues.

Agenda for General Meeting

Final tune-ups were made to the October 27th general meeting agenda. New Business to include: 1) Library Mission Statement, 2) Committee on Building Cleanliness, and 3) LFA Code of Governance and Bylaws revision.

Next Meeting (Tuesday, November 1st, 9:30 a.m.)

Discussion of 5 October letter from Budget and Planning Committee concerning the Budget and Planning Committee's possible role in studying the proposed West Library. This letter, received by the Chairman 24 October, was copied and distributed to the Executive Committee members.

Examine possible specific charges to the Executive Committee.

Approved November 15, 1983

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

November 15, 1983

TO: Library Faculty Assembly  
FROM: Mariann Cyr, Secretary  
RE: Minutes of Assembly Meeting, Thursday, October 27, 1983

The meeting was convened at 10:30 a.m. in the Watson Conference Room by Charles Getchell, Chairperson. A quorum of members was present. The Chairperson introduced the members of the Executive Committee and the chairpersons of the LFA standing committees.

New Members

The secretary read the names of members new to the LFA since January 1983. New members are: Elizabeth Barnhill, Nicolette Bromberg, Linda Evans, Cathrine Fullenwider, Rhonda Neugebauer, Jane Vovk, and Pat Wittry.

Old Business

There was no old business to be discussed.

New Business

Library Mission Statement and Objectives

At the request of the Senate Library Committee, a mission statement for the Libraries was formulated by the Budget and Planning Committee over the period of March-June 1983. A draft of the statement was published in the May 26th FYI and an open meeting was held on June 1, 1983 to discuss the draft document. Following the open meeting the document was revised and forwarded to the Executive Committee. Copies of the Libraries Mission Statement and Objectives were distributed to those present. Barbara Gaedert moved that the Libraries Mission Statement and Objectives be submitted to the LFA membership for endorsement by mail ballot. The motion was seconded. The question of whether a simple majority or a two-thirds majority was needed for endorsement was raised. The Chairperson responded that a simple majority was needed. Annie Williams suggested that the Chairperson bring the document to the attention of the Classified Conference Executive Board so that they may also endorse it if they so desire. The motion passed by voice vote. The Nominating Committee will be instructed to construct and distribute a mail ballot.

Cleanliness of Library Buildings

Charles Getchell introduced the topic of cleanliness of the library buildings; stating that a number of the staff felt that this issue has been handled inconsistent and with uncertainty as to the steps that can be taken. He moved that an ad hoc committee be appointed to study the problem and to formulate a library-wide policy concerning the issue. Mary Hawkins commented that she has begun to form a committee to address this issue and hoped that this public services committee would initiate a full-stage campaign with media coverage. The comment was made that this issue was more the responsibility of the library administration than that of the LFA. Lorraine Moore commented that both aspects of the problem should be looked at: public attitude and also staff attitude. Hawkins stated that the public service committee would be consulting with both the Classified Conference and the LFA on the issue. Getchell withdrew his motion. The public services committee will investigate the problem and results will be published.

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

LFA Code of Governance and Bylaws

Charles Getchell introduced the proposed revisions of the LFA Code of Governance and Bylaws. Copies of the proposed revision had been sent to all members prior to the meeting; additional copies were made available at the meeting.

Gene Carvalho moved that the following amendment to the LFA Code of Governance be submitted to a mail ballot:

(Article I. 1.1.1)

i) Vote in LFA elections, but only for candidates for positions on the Executive Committee.

ii) Vote on any other ballot unless specifically excluded from doing so by a simple majority vote of all members present at the LFA meeting in which that ballot is adopted.

iii) Serve on the Budget and Planning, Nominating and Ballot, Staff Development Committees, but not on the Promotion and Tenure, Salaries, ~~Peer-in-a-Peer-Review-Representative~~ or Peer Review Committees.

The motion was seconded and discussion followed. After some time was spent reviewing the eligibility of emeritus faculty to serve on various committees, it was suggested that discussion at this meeting be limited to the proposed changes due to the large number of changes being proposed. It was suggested that other concerns be expressed to the Executive Committee for consideration at a later time.

The motion passed by voice vote.

Al Mauler moved that the following amendment to the LFA Code of Governance be submitted to a mail ballot:

(Article II. Section 1.)

2.1.3 Calendar and Meetings

The Assembly year shall run from July 1 to June 30. There shall be one regular meeting each year, to be held in October. Extraordinary meetings may be called by the Dean of Libraries or the Executive Committee. The Executive Committee may call extraordinary meetings on its own initiative, or upon request of the Dean of Libraries, or upon petition of at least ten members of the Library Faculty Assembly to the Executive Committee or any of its officers delivered to any member of the Executive Committee. An extraordinary meeting must take place within ten days after receipt of the petition.

The motion was seconded. There was no discussion. The motion passed by voice vote.

Gary Bjorge moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article II. Section 2.)

2.2.1 Executive Committee

The Executive Committee shall ensure the orderly and effective operation of the Library Faculty Assembly. It shall be the first point of contact for any matters referred to the attention of the Library Faculty Assembly, save those which are specifically assigned to standing committees in the ensuing paragraphs of the Code of Governance, and, where appropriate, shall assign such matters to standing or ad hoc committees. The Executive Committee-elect shall meet following its election to organize and make committee appointments for the forthcoming year. Committee appointments shall be made early enough to ensure that the committee will be able to assume their duties on July 1. It shall schedule meetings, prepare agendas, review and revise charges to standing committees, and oversee appointment

~~and election of members to committees in accordance with the procedures stated below ensure an appropriate roster for each mail ballot, and disseminate committee reports and ballot results by publication in FYI or other appropriate manner. This committee shall take no action contrary to the desires of the Library Faculty Assembly.~~

The Chairperson of the Library Faculty Assembly shall represent the Assembly on the Administrative Conference. The Chairperson shall serve or shall designate another member of the Executive Committee to serve as representative to the Senate Libraries Committee.

The Executive Committee shall be composed of ~~eight seven~~ members: the officers of the Library Faculty Assembly, ~~an Assistant Dean or Associate Dean appointed by the Dean~~, three elected librarians, one from each of the three ranks of library faculty on regular appointment, and one elected member from the unclassified library staff on salaried appointment (i.e., category d in Article 1.1.1), who shall serve one-year terms. The Chairperson of the Library Faculty Assembly shall act as the presiding officer of the Executive Committee.

The motion was seconded and the following points were brought out in the discussion. The elimination of an Assistant or Associate Dean as a member of the committee was questioned in light of the discussion which occurred at this meeting regarding the issue of library cleanliness. It was pointed out that the Executive Committee meetings are open meetings and that the agenda is published for the meetings. It was also pointed out that the full minutes of committee meetings are published in the FYI. The suggestion was made that a statement be included in the LFA Bylaws regarding the open status of Executive Committee meetings.

There was some discussion as to the reason for the Executive Committee being the first point of contact for matters referred to the Library Faculty Assembly. The two main reasons were: 1) to give the library administration a specific point of contact and 2) to keep the Executive Committee informed of issues being addressed in order that they in turn may keep the membership updated.

The question was called and the motion passed by voice vote.

Gene Carvalho moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article II. Section 2.)

2.2.2 Nominating and Ballot Committee

The Nominating and Ballot Committee shall provide a slate of candidates for vice-chairperson (chairperson-elect) and secretary of the Library Faculty Assembly; and members of elective standing committees, in sufficient time for elections to take place no later than May. The Nominating and Ballot Committee shall also assemble all Library Faculty Assembly ballots, and tabulate and report the results to the Executive Committee.

The Nominating and Ballot Committee shall be appointed by the Executive Committee and be composed of three members. ~~one member from each of the three ranks of the library faculty;--if a reasonable effort fails to produce one volunteer from each rank, the position may be filled by a person from another rank.~~ Committee members shall serve one-year terms and select their own presiding officer.

The motion was seconded and discussion followed. The reason for striking the two sentences in the second paragraph was asked for. Getchell responded that this change was introduced to permit the "unclassified salaried staff" to serve on the committee and that this change would also increase the pool of people eligible to serve on the committee.



The motion passed by voice vote.

Al Mauler moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article II. Section 2.)

2.2.3 Committee on Promotion and Tenure

The Committee on Promotion and Tenure shall review annually, and recommend revisions of as necessary, the criteria established by the University Libraries in accordance with guidelines accepted by the University of Kansas for granting ~~salary-increases~~, promotion, tenure, and sabbatical leave for librarians. It shall consider and make recommendations to the Dean of Libraries regarding promotion, tenure, non-reappointment, and sabbatical leave requests in accordance with guidelines accepted by the University of Kansas. It shall also recommend the procedures used for ~~the annual review of librarians and for~~ the preparation of dossiers for librarians under consideration for promotion and tenure and shall present its recommendations to the Library Faculty Assembly for approval.

The Committee on Promotion and Tenure shall be composed of eight members. ~~The entire membership Members of the Library Faculty Assembly eligible to vote (see Article I. 1.1.1) shall elect four librarians from rank III, two librarians from rank II, and one librarian from rank I. No librarian who is scheduled to be reviewed for tenure within the two-year term of committee service shall stand for election for promotion or tenure review may stand for election or serve on the committee during the year in which they will be reviewed. The personnel officer shall serve ex officio without vote. The committee shall select its own presiding officer who shall preside at all meetings, except those involving the review of candidates for promotion and tenure at which the Personnel Officer shall preside.~~

The elected members of the committee shall serve two years with overlapping terms to provide continuity. Members may not succeed themselves without one year intervening. The committee shall function as a unit with all members present. Each member shall have the full privilege of voice and shall vote in all proceedings except in which the vote is specifically denied. All members shall meet and vote in cases involving a request for sabbatical leave. In cases involving recommendation for promotion and tenure at least four qualified members shall vote in the following manner: for promotion, only those members of the rank for which the candidate is being nominated and/or the rank above shall vote; for tenure, only those members of the committee with tenure shall vote.

Should the composition of the Committee on Promotion and Tenure include fewer than four library faculty members qualified to vote in an individual case, qualified librarians having secured the next highest number of votes in the last committee election shall be added to the committee as necessary to make up the vote.

The deliberations and results of individual cases involving tenure, promotion, and sabbatical leave shall be held in strict confidence ~~by the committee.~~

The motion was seconded and discussion followed. Several members felt that "by the committee" should not be deleted from the last paragraph in order to stress the fact that the LFA Code can only be applied to those serving on this committee.

Eleanor Symons submitted an amendment to the motion as follows: "The deliberations and results of individual cases involving tenure, promotion, and sabbatical leave shall be held in strict confidence by the committee." The motion was seconded. The amendment was defeated by a hand vote of 8 to 13.

The question was called and the motion passed by voice vote.

Al Mauler moved that the LFA members belonging to categories c, d, and e be excluded from voting on this amendment since they are not eligible to serve on the committee. The motion was seconded and passed by voice vote.

Gary Bjorge moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article II. Section 2.)

2.2.4 Committee on Professional Staff Development and Recruitment

The Committee on Professional Staff Development and Recruitment shall be concerned with the improvement of library faculty staff service to the University, pursuing this aim by the encouragement and support of continuing education, research, and publication for and by the library faculty staff.

~~The Committee on Professional Development and Recruitment shall also serve in an advisory role in the development of recruitment policies and procedures for unclassified appointments, as needed and request by the Dean of Libraries or the Library Faculty Assembly.~~

The Committee on Professional Staff Development and Recruitment shall be composed of four five members appointed by the Executive Committee, with ~~no more than two librarians from one rank. Four members shall be appointed by the Executive Committee, with no more than two librarians from one rank.~~ If a reasonable effort fails to produce volunteers from the ranks needed to meet this requirement, the position may be filled by a person from another rank. One member shall be appointed by the Classified Conference. The committee members shall serve two-year overlapping terms and shall select their own presiding officer.

The motion was seconded and discussion followed. It was asked if the expansion of the duties of this committee to include all library staff was an infringement on the responsibilities of the Classified Conference. Getchell responded that the Classified Conference had requested more representation on this committee and an expansion of the committee's responsibilities to include all of the library staff. The deletion of the recruitment function of the committee was questioned. It was stated that questions of unclassified recruitment would be referred to the Committee on Appointment Criteria. This then brought up the question of whether it was possible for the classified staff member to serve as chairperson for this committee. Since this is not specifically prevented, it would be possible for a classified staff member to chair this committee. At the present time the chairperson of the Committee on Professional Development and Recruitment is also a member of the Committee on Appointment Criteria. It was felt that it would be inappropriate for a classified staff member to serve on the Committee on Appointment Criteria, should they be elected the chairperson of the Staff Development Committee, since the Committee on Appointment Criteria only deals with the review and revision of criteria for the appointment of library faculty. The view was also expressed that since the Staff Development Committee would not be involved with recruitment issues there was no reason for any representation from this committee on the Committee on Appointment Criteria.

The question was called and the motion passed by voice vote.

Gene Carvalho moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:



(Article II. Section 2.)

2.2.5 Committee on Budget and Planning

The Committee on Budget and Planning, in consultation with the Administrative Council, Library administration and the Library Faculty Assembly, shall formulate recommendations on general priorities in budget distribution within the Library and on line-range planning for the Library.

The Committee on Budget and Planning shall include be composed of five members from the library faculty, appointed by the Executive Committee, and two members from the classified staff, appointed by the Classified Conference. ~~The committee shall be appointed by the Executive Committee.~~ The committee members shall serve two-year overlapping terms and shall select their own presiding officer.

The motion was seconded. Jim Neeley commented that "Administrative Council" had been struck from the Code several years ago. The motion passed by voice vote.

Gene Carvalho moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article II. Section 2.)

2.2.6

The Committee on Salaries shall be composed of three members of the library faculty appointed by the Executive Committee, and the Assistant-Dean-for-Personnel personnel officer (ex officio). The appointed members shall serve two-year overlapping terms, and shall select their own presiding officer.

The motion was seconded. There was no discussion. The motion passed by voice vote.

Al Mauler moved that the LFA members belonging to categories c, d, and e be excluded from voting on this amendment since they are not eligible to serve on the committee. The motion was seconded and passed by voice vote.

Al Mauler moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article II. Section 2.)

2.2.7 Peer Review Committee

The Peer Review Committee shall review annually, and recommend revisions of as necessary, the procedures established by the Library Faculty Assembly for the yearly performance review of librarians. The committee shall review the supervisor's annual evaluation and other documentation showing the activity of each librarian during the year. On the basis of this review the committee shall recommend to the Dean of Libraries an overall performance rating for each librarian.

The Peer Review Committee shall be composed of six members. The members of the Library Faculty Assembly eligible to vote (see Article I. 1.1.1) shall elect one librarian from each rank and two librarians-at-large. The personnel officer shall serve ex officio without vote. The elected members of the committee shall serve two-year overlapping terms. Members may not succeed themselves without one year intervening. The committee shall select its own presiding officer who shall preside at all meetings. The Peer Review Committee will convene meetings with all members present. Each member shall have the full privilege of voice and shall vote in all proceedings except those in which the vote is specifically denied.

The deliberations and recommendations of the committee shall be held in strict confidence.

The motion was seconded and discussion followed. Mary Hawkins submitted an amendment to the motion as follows: "The committee shall review the supervisor's ~~annual~~ formal evaluation and other documentation showing the activity of each librarian during the year." The deletion of "annual" would allow for the review of six-month and other formal evaluations by the committee. The motion was seconded and passed by voice vote.

It was suggested that "except those in which the vote is specifically denied" be defined. It was felt this should be reworded to eliminate the open-endedness of the statement. Bjorge stated that the intent was to leave the definition of this statement up to the committee in order that they might eliminate possible conflicts of interests which arose on the committee. It was pointed out that the potential exists for conflict of interests on every LFA committee. Mary Hawkins submitted an amendment to the motion as follows: recommend the deletion of "Each member shall have the full privilege of voice and shall vote in all proceedings except those in which the vote is specifically denied." and recommend that the LFA Executive Committee formulate a conflict of interest statement to be incorporated into the LFA Bylaws at a future time. The motion was seconded and passed by voice vote.

Al Mauler moved that the LFA members belonging to categories c, d, and e be excluded from voting on this amendment since they are not eligible to serve on the committee. The motion was seconded and passed by voice vote.

Mariann Cyr moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article II. Section 2.)

2.2.8

The Committee on Appointment Criteria shall be composed of the Chairperson of the Library Faculty Assembly; the Chairpersons of the Committee on Promotion and Tenure, the Committee on Professional Staff Development and Recruitment, and the Committee on Salaries; and the Assistant-Dean-for-Personnel personnel officer (ex officio). The Chairperson of the Library Faculty Assembly shall serve as Chairperson of the committee.

The motion was seconded. Jim Neeley submitted an amendment to the motion as follows: move that the Committee on Staff Development be eliminated from the Committee on Appointment Criteria as it would no longer have recruitment responsibilities and to eliminate the possibility of a classified staff member serving on the Committee on Appointment Criteria which is only concerned with the appointment criteria of library faculty. The motion was seconded and passed by voice vote.

Peggy Shortridge suggested that Article I. be amended to exclude LFA members belonging to categories c, d, and e from the Committee on Appointment Criteria in the future.

The question was called and the motion passed by voice vote.

Gaele Blosser moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article II. Section 3.)

2.3.J Ad Hoc Committees

Ad hoc committees may be established by the Executive Committee on-recommen-  
ation-from-the-Assembly.

The motion was seconded. There was no discussion. The motion passed by voice vote.

Gene Carvalho moved that the following amendment to the LFA Bylaws be submitted to mail ballot:

(Article II. Section 3.)

~~2.3.1 All committees whether standing committees, joint committees, or ad hoc, shall provide written annual reports to their parent body (bodies) or other appointing authority.~~ shall provide the Executive Committee with minutes of meetings, delivered within one week of each meeting, and, at the end of the year, an annual report.

The motion was seconded. Jim Neeley submitted an amendment to the motion as follows: add the sentence "These minutes and reports shall be published in FYI within two weeks of receipt." at the end of the paragraph. The motion was seconded and passed by voice vote.

Barbara Gaeddert submitted an amendment to the motion as follows: "...shall provide the Executive Committee with minutes of meetings, delivered within two weeks of each meeting, and, at the end of the year, an annual report." The motion was seconded and passed by voice vote.

The question was called and the motion passed by voice vote.

Gene Carvalho moved that the following amendment to the LFA Bylaws be submitted to mail ballot:

(Article II. Section 4.)

2.4.1 The Executive Committee secretary shall deposit three copies of all agenda, minutes, reports, and other records of the deliberative bodies and committees established in the Code shall be deposited in the University Archives.

The motion was seconded. There was no discussion. The motion passed by voice vote.

Al Mauler moved that the following amendment to the LFA Bylaws be submitted to mail ballot:

(Article III. Section 1.)

~~3.1.1 Ad-hoc election committees may be established by the Library Faculty Assembly to prepare and distribute ballots, and to tabulate and report the results of elections.~~ The Nominating and Ballot Committee shall assemble and distribute ballots, and tabulate and report to the Executive Committee the results of elections, for dissemination to the Library Faculty Assembly.

The motion was seconded. Annie Williams submitted an amendment to the motion as follows: insert the word "expeditiously" so that the sentence reads "The Nominating and Ballot Committee shall expeditiously assemble and distribute..." The motion was seconded and defeated by voice vote.

The question was called. The motion passed by voice vote.

Gary Bjorge moved that the following amendment to the LFA Bylaws be submitted to mail ballot:

(Article III. Section 1.)

3.1.1 Elections shall be completed in time to provide officers and elected committee memberships by September ~~June~~ 1 of each year.

The motion was seconded. There was no discussion. The motion passed by voice vote.

Gary Bjorge moved that the following amendment to the LFA Bylaws be submitted to mail ballot:

(Article IV. Section 1.)

4.1.1 A two-thirds vote ~~by mail ballot~~ of the membership of the body shall be required for adoption of any proposed amendments to the Code.

The motion was seconded and discussion followed. It was pointed out that it was important to have a mail ballot as many times people are not able to attend the meetings because of other work conflicts. Another advantage of the mail ballot that was pointed out was that it is a secret ballot.

Jim Neeley moved that the present motion be tabled and that the wording of the section be cleaned up first. Proposed that the sentence read "A two-thirds vote of the membership of the body by mail ballot shall be required for adoption of any proposed amendments to the Code." The motion was seconded and passed.

Gary Bjorge then moved that "by mail ballot" be struck from the sentence. The motion was seconded and defeated by voice vote.

Peggy Shortridge moved that the following amendment to the LFA Code of Governance be submitted to mail ballot:

(Article I. 1.1.1)

iii) Serve on the Budget and Planning, Nominating and Ballot, Staff Development Committees, but not on the Promotion and Tenure, Salaries, or Peer Review Committees or the Committee on Appointment Criteria.

The motion was seconded. The purpose of the amendment was to ensure that members in categories c, d, and e do not serve on the Committee on Appointment Criteria as this committee deals only with the appointment criteria of the library faculty. The motion passed by voice vote.

Barbara Gaeddert moved that the mail ballot be submitted to the membership a section at a time; as they were moved at this meeting. The motion was seconded and passed by voice vote.

The meeting was adjourned at 12:40 p.m.

# FYI

## University of Kansas Libraries

Number 736

November 23, 1983

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### PERSONNEL

Laura Tilson's name has been changed to Laura Tilson Carroll due to her recent marriage. Laura is employed in the Documents Department, Spencer Library.

S. Gilliland

### TUITION ASSISTANCE DEADLINE REMINDER

As a reminder, the application deadline for Tuition Assistance for the Spring 1984 semester is Friday, December 2, 5:00 p.m. Application forms, available from the Library Administrative Office, should be submitted by December 2 to the Office of the Executive Vice Chancellor, 231 Strong Hall.

S. Gilliland

### LIBRARY SCIENCE SURVEY

Please return the survey concerning the library science collection to La Verne in Reference as soon as possible. I have contacted all departments, but if you did not receive a survey, please let me know right away and I will get one to you. Thank you all for your comments. A summary will appear shortly in FYI.

L. Coan

### THANKSGIVING HOLIDAY SCHEDULES

The following Library departments have altered their schedule for the Thanksgiving holiday: Music Library will be closed on Sunday, November 27; Science Library will be open on Friday and Saturday, November 25 and 26, from 9:00 - 5:00 with limited service. (The Science Library will also be open Sunday, November 27, its regular hours 12:00 noon-12:00 midnight with regular service.)

S. Gilliland

### DECEMBER 1st PAYCHECKS

All Library staff and students are asked to notify the Administrative Office (Sherry Butter for student employees, Sandy Gilliland for librarians and classified staff) if your December 1st paycheck is in the incorrect dollar amount. As mentioned in an earlier issue of FYI, leave balances for librarians and classified staff will again appear incorrectly on the December 1 paychecks, primarily because the Payroll Office is concentrating on correcting pay amounts rather than leave balances at this time. If you have any questions at all, please feel free to contact either Sherry Butter or Sandy Gilliland, 4-3601.

S. Gilliland

### BALLOT FOR PROPOSED LFA CODE REVISIONS

Due to an insufficient number of returned ballots, there are no results to report. Only 39 (of 67 eligible) people participated in this ballot. Since the ballot issue requires a two-thirds majority for passage (simple majority for bylaws) or a minimum of 45 members casting ballots, those ballots cast remain sealed and uncounted. For those of you who did state your choices, thank you very much and please bear with us as we try again. To those of you who did not participate please take the few minutes necessary to mark your ballots on this essential issue. A great deal of work went into the proposed revisions and your not participating has negated these efforts. The ballot will be redistributed very shortly. ALL VOTES COUNT WHETHER YOU HOLD A TENURE TRACK, GRANT, or OTHER UNCLASSIFIED appointment. Consideration for your colleagues and an interest in your governance system are appreciated.

LFA Exec. Comm.

### CALL FOR NOMINATIONS

A call for nominations is extended for LFA Secretary. The elected person will serve the remainder of the 1983/84 term in this position with Mariann Cyr's resignation from the Libraries. Self nominations and/or those of a colleague should be made to Ruth Miller, Paulette DiFilippo, or Kathleen Neeley by Monday, December 5. C. Getchell

(CONTINUED)

LIBRARY COMMITTEE ON PROMOTION AND TENURE

Nancy Burich has agreed to serve the remainder of Mariann Cyr's 1982-84 term as Librarian II on LCPT. This position became vacant with Mariann's resignation, and Nancy assumes duties through the process of co-option as provided in the Bylaws of LFA Code of Governance 3.2.1. Congratulations and thanks to Nancy. C. Getchell

JOIN THE FUN

Plans are underway for some festive yuletide music for the upcoming KULSA Christmas Party. If you enjoy singing and/or play an instrument we hope you'll join in the holiday cheer. Call Jim Smith (4-3496) if you're interested in singing; call Marg. Little (4-3866) if you would like to plan in an instrumental ensemble. Suggestions and ideas are welcome. The Christmas Party has been scheduled for Tuesday, December 20, 1:00-4:00 in the West Reading Room of Watson Library. Further information regarding the KULSA Christmas Party will appear in future issues of FYI. M. Little

TWO REMINDERS FROM CIRCULATION

1) If you discover people leaving through a fire exit in Watson Library, please escort them to the Circulation desk rather than just sending them off on their own. Circulation staff will want to check with them regarding any library materials in their possession before they leave the building. 2) Watson Library lost and found is in the Circulation Department. Please turn in all found items promptly. K. Simmons

Minutes of the COM Catalog Committee Meeting

September 21, 1983

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

The meeting was called to order at 1:30.

Weaver distributed a proposal for adding a RAM disk addition to the IBM pc. While it would represent an additional cost of \$120 to \$300, it would be much faster than a floppy disk, would be more reliable, and would virtually eliminate the down time due to disk failure (which might amount to 2-3 times a year for perhaps 2 weeks at a time with a floppy disk). The Committee was in favor of the proposal.

Susott distributed a draft of the microfiche specifications. With regard to the header strip, J. Neeley asked how soon the Subcommittee on Orientation would need to respond. Susott thought that within 2 months would be sufficient. J. Neeley expressed concern that the header would be produced by means of dot-matrix printing and that it might not be clear. (He showed an example of a fiche from LC where the header was barely legible.) He thought that print type would read better and would present more possibilities for variation. Susott said that the extra expense of type probably dictates that dot-matrix be used. He would certainly seek out a vendor with the most modern, most sophisticated equipment (that would produce a highly-legible header). Roach had copies of fiche where the header was much more legible; after seeing those examples, Susott said he expects legibility at least that good. Susott said that the header could contain 58-60 characters in the "FROM ... TO" portion--however, using the full 60 characters would allow little room for other identification information (i.e., university, collection, etc.). Howard said that the contract should be in place in January to allow for test runs. Susott concurred, stating that a long test period would allow for changes and modifications to the original format. J. Neeley said that the Subcommittee on Orientation would have its recommendations for the next COM Committee meeting. Craig asked whether negative image should be specified for the fiche. Susott thought that current practice among vendors presupposed a negative image, but that he could include it in the specifications. He said that the general specifications for the fiche needed to be ready within the week so that they could be handed on to Nancy Shashbaker to be sent out.

Susott said that he and Weaver had been working on some modifications on-line and were ready to run some shelflist cards now that the first installment of the card stock had arrived.

Moore called everyone's attention to the charts outside the Cataloging Department. They represent graphically the progress being made toward loading tapes, accumulating bibliographic records, and establishing authority records. The department is about to hire a Research Aide to help in Catalog Maintenance (Linda Evans) and a CIII head of the Marking Section (Nancy Leek). The department is cataloging half time, and books are backing up in Acquisitions as a result. The Analytics/Series Section is especially swamped since every series record has to be entered manually and corrections to the series added entry on bibliographic records have to be made manually (and individually). At the same time, there has been little let-up in the need for establishing new series and solving old conflicts. Moore issued

COM Minutes  
September 21, 1983  
Page 2

a plea for patience and understanding from other departments when requesting transfers or solutions to cataloging problems. J. Neeley asked if there would be a quota set for transfers (i.e., out of the Reference collection). Howard suggested that large numbers of transfers be held until the end of the COM project; a few transfers per month would be all right. He suggested the Committee look at statistics at the next meeting to see exactly what the situation is like. Hawkins asked how long this would keep up. Howard pointed out that 24-month hold would have to be cleared up before the project could be considered complete. He did suggest that the Committee consider three options if the project nears an early completion (i.e., all post-1980 archive tapes are loaded and authorities for those records established): 1) stop adding old records to the database and catalog more new books, 2) add bibliographic records from 1980, or 3) move up the production date of the first issue of COM. He added that he personally favored option #3.

Roach reported that 30 tapes have been loaded, representing 42,575 bibliographic records. These have generated 126,803 authority records, of which 104,085 were "stripped" from the bibliographic records (generating 29,608 see-from cross references) and 22,718 were entered manually (generating 20,836 see-from cross references). 38,359 see also references have been created. Susott pointed out that the database already contained the equivalent of 60 microfiche.

Since the capability of producing shelflist cards now exists, Roach asked the Committee to consider how it wished to proceed with replacing existing shelflist cards with brief shelflist cards. Craig asked why this would be done. Moore said that it would indicate that the record existed on COM and would allow for easy recording of added volumes. Craig did not think the old shelflist cards should be thrown away; Moore agreed: they should be retained as a record of the entries in the main (card) catalog (at least until those entries can be pulled).

J. Neeley reported that the Subcommittee on Orientation will meet on October 12, 1983. It will prepare a first draft of a press release and discuss the format of the fiche. The Subcommittee will bring the results to the COM Catalog Committee for discussion at its October meeting. The Subcommittee will prepare a "statement of the problem" of naming the COM catalog for publication in FYI; this, too, will be presented to the Committee at its October meeting. The next issue for the Subcommittee will be the lay-out of the COM tables in the Reference Room.

Howard gave an update on the meetings with the heads of Regents Libraries. There will be a request for funding of a feasibility study of creating a Regents automated catalog.

The Committee returned to the discussion of the possible deletion of author-main-entries from author-added-entry access points. In response to an inquiry, Susott said that it would be possible to delete corporate authors but retain personal authors. Weaver asked that examples be gathered (especially in the areas of art and literature), and the programmers could work with the records to see if a possible solution could be found. Howard said that the author-main-entry would not be dropped from any records unless the Committee could agree on a solution to the problem.

It was asked if the date and OCLC number could be left off all but the shelflist and main entry records. Roach said that it wouldn't be possible because the OCLC number is the only straight forward way to get from the record on fiche to the same record on-line. Susott said he would look into the possibility of labeling the number or setting it off to make it distinct from classification information of interest to the patron. Roach brought up a suggestion from catalogers that the general see also's be moved to follow specific see also's. The Committee agreed to the move.

The meeting was adjourned at 2:45.

The next meeting of the COM Catalog Committee will be on Wednesday, October 19, 1983, at 1:15 in the Cataloging Department conference room (since postponed to Oct. 26).



# FYI

University of Kansas Libraries

Number 737

December 1, 1983

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## STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, December 14 by 9:00 a.m.

S. Butter

## TUITION ASSISTANCE REMINDER

The deadline for submitting applications for Tuition Assistance for the Spring 1984 semester is Friday, December 2, 5:00 p.m. Applications must reach the Office of the Associate Executive Vice Chancellor, 231 Strong Hall, by this date. S. Gilliland

## ARL SPEC KITS

ARL SPEC Kits #97 "Building Renovation in ARL Libraries" and #98 "Telecommunications in ARL Libraries" have been received and are available for use in the Periodicals Reading Room.

K. Miller

## ZENITH MICROCOMPUTER TRAINING SESSIONS OFFERED FOR FACULTY

The Office of Academic Affairs has scheduled an introductory seminar for the Zenith Z-100 Microcomputer for Friday, December 9, 9:00 a.m. - 12:00 noon and 1:00 p.m. - 4:00 p.m. in the Microcomputer Training Room of the Computer Center. The seminar is limited to 12 participants. Please call Al Johnson, Academic Affairs, 4-4455 to register. This seminar is available only to faculty and librarians. N. Shawbaker

## STATUS OF PERSONNEL SEARCH

No firm decision has been reached regarding the position of Assistant to the Dean for Personnel. The earliest possible date for any announcement will be the end of next week. Please have patience....

P. Shortridge

## NETHERLANDS MAIL TEMPORARILY SUSPENDED

Mail to the Netherlands has been temporarily suspended due to a postal strike. Please hold all mail for the Netherlands until further notice.

B. Coburn

## SPRING CLEANING

A portable vacuum cleaner for cleaning computer terminals and microform equipment throughout the Library is available in the Microforms Department. Staff interested in using this vacuum for cleaning their departmental equipment should contact Sherry Hawkins (4-4661).

N. Shawbaker

## BROWN BAG LUNCH PROGRAMS

CPDR is in the process of evaluating the Brown Bag Lunch Program. We would appreciate your suggestions for future programs as well as other constructive comments. Please call or send your written suggestions to any of the following: Earl Gates (Chair of CPDR), Susan Craig, Carol Jeffries, Rosemary McDonough, and Jeannette Shawl.

J. Shawl

## 1984 HOLIDAYS

Attached is a memo from David Lewin, Director of Personnel Services, announcing holidays for 1984 as designated by Governor John Carlin.

S. Gilliland

## REMINDER ABOUT DECEMBER 1 PAYCHECKS

Please notify the Administrative Office (Sherry Butter for students, Sandy Gilliland for librarians and classified staff) if there are errors on your December 1 paycheck.



THE UNIVERSITY OF KANSAS

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

November 21, 1983

MEMORANDUM

TO: Dean  
University Libraries  
133 Watson

FROM: David Lewin  
Director of Personnel Services

SUBJECT: Holidays for 1984 Calendar Year

Governor Carlin has designated the following days during 1984 as holidays for State employees.

MEMORIAL DAY	Monday, May 28, 1984
INDEPENDENCE DAY	Wednesday, July 4, 1984
LABOR DAY	Monday, September 3, 1984
VETERANS' DAY	Monday, November 12, 1984
THANKSGIVING	Thursday, November 22, 1984 and Friday, November 23, 1984
CHRISTMAS	Monday, December 24, 1984 and Tuesday, December 25, 1984
NEW YEAR'S	Monday, December 31, 1984 and Tuesday, January 1, 1985
DISCRETIONARY DAY	

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

The University and the State have established policies regarding holidays; should you have any questions concerning these policies or their implementation, please contact Personnel Services for assistance.

DL:jc

cc: Personnel-related staff members

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

An Equal Opportunity/Affirmative Action Employer  
Applications are sought from all qualified persons, regardless of race, sex, age, disability, or veteran status.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Budget & Planning Committee minutes, November 15, 1983

Present: Sherry Butter, Rob Melton, Kermit Sewell, Annie Williams  
Absent: Nancy Burich, Sherry Williams

Charles Getchell, chairman of the LFA, visited with us for a few minutes to report that the LFA Executive Committee feels that planning for the new west library is within the charge of the Budget & Planning Committee, and that we should proceed with the project. We shall receive shortly a written statement to this effect from the Executive Committee.

The remainder of the meeting was spent reviewing units within the Libraries and the University that could possibly be affected by the availability of this new facility.

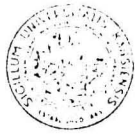
It was decided to meet with Dean Ranz on November 22nd, if possible, to discuss: 1) what progress has been made on plans for the new building since our meeting with him on September 27th? 2) what information needed for this project is available and how current is it? 3) what information needed for this project is not yet available? 4) what is the time frame for the project? and other topics.

Respectfully submitted,

Annie Williams

Annie Williams  
Acting Secretary

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



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045  
November 29, 1983

TO: Library Faculty Assembly Executive Committee  
FROM: Mariann Cyr, Secretary  
RE: Minutes of Committee Meeting, November 15, 1983, 9:30 a.m.

Present: Gary Bjorge, Gaelle Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell, Ellen Johnson, Al Mauler

Minutes

The Committee review the draft minutes for the October 24th, October 27th and the November 1st meetings. The October 24th and 27th minutes were approved. The Secretary was asked to flesh-out the November 1st minutes and the Committee will review them at the next meeting.

The Secretary received minutes of the Committee on Budget and Planning's meetings (9/12 and 9/27) and reported on them.

Correspondence

The Chairman received a letter suggesting: 1) that the Cleanliness Committee contact the Kansas State Library as they recently had success with a similar activity and may have some suggestions for our committee and 2) that a standard format be used in the minutes of the Salary Committee for reporting recommended salary figures. The Committee will refer these suggestions to the respective committees.

Ballot for LFA Code Revision

The ballots will not be counted until Thursday, November 17th, in order to allow any ballots delayed in the mail to be received.

West Library Planning

The Chairman met informally with the chairman of the Budget and Planning Committee and the chairman of the Classified Conference to obtain their input on the issue of the West Library planning committee and to gather information for the Executive Committee concerning this issue. According to the Budget and Planning Committee a lot of information gathering has already been done (i.e. size of collections, growth rates, etc.) and personnel would be available from the Dean's office if more statistical information needed to be collected. The Classified Conference is not concerned that the Budget and Planning Committee has only an classified member. The Budget and Planning Committee feels that this activity is part of their charge and is willing to assume the responsibility.

The Chairman will instruct the Budget and Planning Committee to assume the general planning for the West Library, as this activity is within the scope of the charge to the committee. The Executive Committee understands that the Budget and Planning Committee will address the issues of collection division(s) for the proposed square footages under discussion or any other plan for space allocations given by the University. It is assumed that once collection divisions have been decided, subsequent planning will include full participation of the staff from library departments directly involved.

Assistant to the Dean for Personnel

The Committee reviewed the qualifications of the four candidates for the position of Assistant to the Dean for Personnel and the Committee's recommendation will be forwarded to the search committee.

Next Meeting (Tuesday, November 22, 1983, 9:30 a.m.)

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

Approved 11-22-83

LFA Committee on Budget and Planning

Meeting of 11/9/83

Present: Sherry Butter, Rob Melton, Kermit Sewell, Annie Williams, Sheryl Williams, Nancy Burich

Rob will contact the Executive Committee to ask when a mail ballot will be sent out for a vote on the Libraries Mission Statement and Objectives.

Rob asked that Committee members set aside Tuesdays from 1-2:30 each week for regular meetings.

The remainder of the meeting was spent discussing the oral response received from the LFA-Executive Committee to our letter of October 4 about our charge for this year. Concern was expressed over our ability to adequately address the budget, to develop a library-wide preservation policy (our specific charge for 1983/84), and to plan for the proposed West/Science Library. Annie pointed out that the preservation issue was discussed and a lengthy report written in 1975 as one of a series of needs assessment papers requested by the Dean. Kermit was a member of that group and feels that, whereas we might respond to the charge in a general way, the issue requires special technical expertise and could better be addressed by an ad hoc committee. Sheryl agreed and emphasized that preservation is a continuing need and not an issue to be examined and reported on and then considered completed. For any plan to be effective requires administrative support. The Committee felt that a Dean's on-going committee with faculty participation is needed to adequately address the issue, and that the West/Science Library is a more pressing issue. The Committee reserved judgment on work to be undertaken during the year, pending response of the LFA-EC on the matter.

The Committee discussed methodology for planning the West/Science Library. It was agreed that it should involve the use of open meetings and constant liaison with those collection areas likely to be involved. But until official word is received from LFA-EC, no concrete or detailed plans can be made.

The next meeting will be on Tuesday, November 15 at 1:00pm.

MINUTES APPROVED 11/23/83



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

November 29, 1983

TO: Library Faculty Assembly Executive Committee  
FROM: Mariann Cyr, Secretary  
RE: Minutes of Committee Meeting, November 1, 1983, 9:30 a.m.

Present: Gary Bjorge, Gene Carvalho, Mariann Cyr, Charles Cutchell, Ellen Johnson, Al Mauler, James Ranz

West Library Planning

The Chairman received a letter from the Budget and Planning Committee on October 24, 1983 stating that the Budget and Planning Committee was willing to serve as the planning committee for the West Library. Executive Committee members were forwarded copies of the letter for review before this meeting.

There was lively discussion of the letter and the entire question of how best to begin the planning for the West Library. The following differing points of views were expressed:

The Budget and Planning Committee would take more time because representatives from the department directly involved in the move to the new facility are not on the committee at present.

The interview method of gathering information is inefficient as it relies on the committee asking the right question at the right time of the right people.

The scope of this project may exceed the scope of the Budget and Planning Committee charge.

The charge to the Budget and Planning Committee includes long-range planning.

The Budget and Planning Committee would be more likely to take a library-wide view because the departments directly involved in the move to the new facility are not members of the committee.

The main issue is to establish the best committee structure for gathering and analyzing the relevant information.

There is only one Classified Conference representative on the Budget and Planning Committee.

The type of planning the West Library planning committee would be involved in was questioned. Would it decide which collections would be located in the new facility? Would it be involved in planning the physical facility itself?

Dean Ranz joined the meeting. The Chairman reviewed the discussion up to this point. Dean Ranz made several comments: 1) the purpose of the West Library Planning Committee is to examine closely a number of possibilities and given certain guide-

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

lines to make the best professional recommendations possible, 2) the West Library planning committee will have to act quickly, 3) he has found that the library staff rises above department affiliations and takes a library-wide point of view, and 4) the Budget and Planning Committee is charged with long-range planning.

More discussion followed. Ranz commented that the West Library planning committee would need to quickly work out the implications of two situations; one where the Libraries retain the space presently occupied by the Science Library and the other where we do not retain this space. The best composition of the West Library planning committee to accomplish this was discussed. Ranz commented that whatever the committee composition the Assistant Deans and department heads would have input. The planning procedures for the Watson renovation were reviewed. Dean Ranz stated that one of the major responsibilities of the West Library planning committee would be to decide how the Libraries' collections are to be divided. It was estimated that the West Library planning committee would need to be active for at least three years and maybe longer. Concern was expressed that the Classified Conference has only one representative on the Budget and Planning Committee. Ranz commented that the departments would become more involved once the decision was made as to which collections would be relocated to the West Library. There are no specific deadlines at the present time to meet. However, we need to immediately look at the pros and cons of various collection configurations and have recommendations developed.

Possible configurations of the West Library planning committee that were discussed were: 1) the Budget and Planning committee would be charge with the West Library planning, 2) the Budget and Planning Committee, with additional representatives from the departments most likely to be involved in moving to the new facility, would be charged with the West Library planning, and 3) an ad hoc committee would be appointed for the purpose of planning the West Library.

The Chairman will contact the Classified Conference and the Budget and Planning Committee for their input and the issue will be taken up at the next Executive Committee meeting.

LFA Code Revision

The Nominating Committee will have the ballots for the Code revision mailed by Friday, November 4th and the results will be known by November 15, 1983.

Assistant to the Dean for Personnel

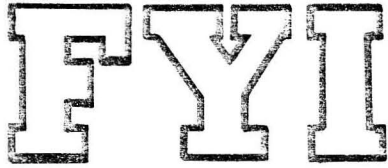
The Executive Committee will interview each of the candidates for the position of Assistant to the Dean for Personnel during the week of November 7, 1983. The Committee will make its recommendation to the Search Committee on November 15, 1983.

Next Meeting (Tuesday, November 15th, 9:30 a.m.)

Recommendation for Assistant to the Dean for Personnel  
Further discussion of West Library planning committee

Meeting adjourned at 11:55 a.m.

Approved 11-22-83



# University of Kansas Libraries

Number 738

December 8, 1983

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## CLASSIFIED VACANCY

The Cataloging Department has announced a Library Associate vacancy. This full-time position was held by Rachel Miller in the SPLAT Department prior to her promotion, and the position has been transferred to the Cataloging Department. This position will head a third OCLC unit in the department. Library staff interested in making application for this position should contact Sandy Gilliland no later than 5:00 p.m. Wednesday, December 14. A copy of the position description is on file in the Administrative Office.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.

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

## PERSONNEL

Sandra Brandt has accepted appointment with the Libraries as Interlibrary Services Librarian. Sandra has served as Head of Interlibrary Loan at the University of Missouri-St. Louis. Prior to that appointment she was employed at Stephens College Library, Columbia, Missouri. Sandra received her M.L.S. from the University of Missouri-Columbia and her B.A. from the University of Iowa. S. Gilliland

## TIME CARDS DUE

Student hourly time cards are due in the Administrative Office by 9:00 a.m. on Wednesday, December 14. S. Butter

Classified staff time cards and librarian absence cards are due in the Administrative Office on Wednesday, December 14. S. Gilliland

## EXEMPT FROM WITHHOLDING

Those students who are claiming exemption from withholding taxes are required by Federal law to file a new W-4 form by January 1, 1984. In order to affect the January 1 payroll warrant, W-4 forms extending or changing the exempt status must be in the Payroll Office by December 12, 1983. If a new W-4 form is not received in the Payroll Office by this deadline, the employee's tax status will be changed to Single and "0" per regulations. Forms may be obtained from Sherry Butter in the Administrative Office. S. Butter

## JANUARY 1 PAYCHECKS

January 1st paychecks for staff and students will be available for pick-up in the Administrative Office after 4:00 p.m. Friday, December 30. If you would like to have your paycheck mailed to you, please submit a self-addressed, stamped envelope to Sherry Butter by December 30. Thank you. S. Butter

## SPENCER LIBRARY HOURS

The Map Library, Kansas Collection and Special Collections will be CLOSED on Saturday, December 10. Government Documents and the Studies will be open from 9:00 a.m. - 5:00 p.m. Please enter through the ground-floor door. Beginning Saturday, December 17 and every Saturday until January 14, 1984, the entire Spencer Research Library building will be closed. A. Mason

(Continued)

LIBRARY MISSION STATEMENT AND OBJECTIVES

By means of a mail ballot, the LFA has endorsed the Library Mission Statement and Objectives. Thirty-seven ballots were cast with thirty-six endorsing the statement and one not endorsing the statement. The LFA Executive Committee again thanks the 1982-83 Budget & Planning Committee for all the effort that went into formulating this important document.

C. Getchell

BALLOT FOR PROPOSED LFA CODE CHANGES

A reminder to please mark and return your ballot by December 12. Code changes require the approval of 2/3's of the LFA membership. Thank you for taking time to participate, and again thanks to those who have twice submitted ballots.

C. Getchell

COPYING SERVICES CHANGE POLICY

The change machine near the Circulation Desk provides change for \$1.00's and \$5.00's. Copying Services provides change for \$1.00's and \$5.00's only when the change machine is out of order. Change cannot be given for larger bills at any time. Copying Services does sell \$2.00 rolls of nickels, and as funds permit will give change for pennies, silver dollars, fifty-cent pieces and \$2.00 bills. The self-service copying machines accept quarters, dimes and nickels and provide appropriate change.

S. Couch

CREDITS

George C. Jerkovich and Maria Alexander organized a session on "Slavic Collections in the Central State Region" for the National Convention of the American Association for the Advancement of Slavic Studies, which took place in Kansas City on October 22-25. Prof. Jerkovich and Mrs. Galina Kuzmanović gave presentations on KU's Slavic Collections at the above session. George Jerkovich also presented a paper: "Križanić and Russian Raskol" at a session dedicated to the 300th Anniversary of Križanić's death.

G. Jerkovich

BROWN BAG LUNCH PROGRAMS

CPDR is in the process of evaluating the Brown Bag Lunch Program. We would appreciate your suggestions for future programs as well as other constructive comments. Please call or send your written suggestions to any of the following: Earl Gates (Chair of CPDR), Susan Craig, Carol Jeffries, Rosemary McDonough, and Jeannette Shawl.

J. Shawl

CANDIDATES FOR PROMOTION

Anyone interested in submitting letters in support of the nominations for promotion of Meg Winchell, Paulette DiFilippo, and Gaelle Blosser should forward the letters to Jim Ranz. Please try to have your letters to Mr. Ranz by Wednesday, Dec. 14. S. Gillila

KULSA HOLIDAY PARTY

The KULSA Holiday Party is scheduled for Tuesday, December 20 from 1-4pm in the West Reading Room, Watson Library. There will be vocal and instrumental groups as well as readings from Eleanor Symons and Marion Kliewer. A visit from Santa Claus is also expected (according to highly respected unknown sources from the North). Of course, there will be lots and lots of delicious foods for everyone's enjoyment. So, please plan to be there.

The KULSA Holiday Party Committee will need your help in order to have lots and lots of delicious food for everyone. Please plan to bring your specialty in one of the following categories.

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Cookies _____	Veggies & Dip _____	Pies _____	Other _____
Cakes _____	Chips & Dip _____	Nuts _____	
Cheese & Crackers _____	Fruits _____	Meats _____	

KULSA will provide coffee, punch, plates, napkins, etc. Return to Anita Alvarez, Administrative Office, Watson Library, by December 16, 1983.

KULSA Holiday Party Committee



LFA Committee on Budget and Planning

Meeting of 11/22/83

Present: Sherry Butter, Rob Melton, Kermit Sewell, Annie Williams, Sheryl Williams, Nancy Burich

Minutes for the 11/9 and 11/15 meetings were approved as written.

Rob announced that the Dean hopes to meet with the committee soon after Thanksgiving to share statistical information needed to work on the New West Library (NWL).

Rob talked with Charles Getchell, Chairman of LFA-EC, to clarify whether we have been released from the charge to study preservation needs. He will see that LFA-EC gets a copy of the "Report of the Dean of Libraries' Committee on Conservation" issued in October 1975. Though the issue remains unclear, it was decided to begin thinking about preservation. The remainder of the meeting was spent discussing the Importance of preservation and various recommendations which could be made to LFA-EC in this regard. The committee restated the opinion that there should be an ad hoc committee with both administrative and budgetary support. Sheryl felt that various preservation strategies should be included in the planning for the NWL. Rob called to our attention the November 1983 issue of American Libraries which contains several articles on preservation.

Sheryl will write a rough draft of a cover letter to be sent to LFA-EC with the preservation report. It will contain some of our thoughts and ideas on the subject.

Next meeting will be November 29 at 1:00pm.

MINUTES APPROVED 11/22/83

LFA Committee on Budget and Planning

Meeting of 11/9/83

Present: Sherry Butter, Rob Melton, Kermit Sewell, Annie Williams, Sheryl Williams, Nancy Burich

Rob will contact the Executive Committee to ask when a mail ballot will be sent out for a vote on the Libraries Mission Statement and Objectives.

Rob asked that Committee members set aside Tuesdays from 1-2:30 each week for regular meetings.

The remainder of the meeting was spent discussing the oral response received from the LFA-Executive Committee to our letter of October 4 about our charge for this year. Concern was expressed over our ability to adequately address the budget, to develop a library-wide preservation policy (our specific charge for 1983/84), and to plan for the proposed West/Science Library. Annie pointed out that the preservation issue was discussed and a lengthy report written in 1975 as one of a series of needs assessment papers requested by the Dean. Kermit was a member of that group and feels that, whereas we might respond to the charge in a general way, the issue requires special technical expertise and could better be addressed by an ad hoc committee. Sheryl agreed and emphasized that preservation is a continuing need and not an issue to be examined and reported on and then considered completed. For any plan to be effective requires administrative support. The Committee felt that a Dean's on-going committee with faculty participation is needed to adequately address the issue, and that the West/Science Library is a more pressing issue. The Committee reserved judgment on work to be undertaken during the year, pending response of the LFA-EC on the matter.

The Committee discussed methodology for planning the West/Science Library. It was agreed that it should involve the use of open meetings and constant liaison with those collection areas likely to be involved. But until official word is received from LFA-EC, no concrete or detailed plans can be made.

The next meeting will be on Tuesday, November 15 at 1:00pm.

MINUTES APPROVED 11/23/83

LIBRARY SCIENCE STAFF PREFERENCE SURVEY  
SUMMARY OF RESULTS

- I. Purpose: to solicit from KU Libraries staff their preferences for subject coverage within the Library Science collection
- II. Method: Each library department was contacted by mail or in person, and a two-page questionnaire asked staff to mark their preferences in several categories.
- III. Results: Out of 150 staff members, 76 questionnaires were returned (about 50 ). The returned questionnaires represented every unit in the Libraries.

A. Major Categories: Part I of the questionnaire asked staff to mark 5 categories in which they would be most interested. The results showed that staff are interested in the "traditional" areas of library science with a very high interest in how technology impacts libraries. The categories were assigned to four groups according to the results. Details are given below.

GROUP I		GROUP III	
Technology in Libraries	57	Information Services	18
Collection Development	43	Historics	16
Management/Administration	36	Overview of Libraries	15
Public Services	34	Librarians	12
Technical Services	30	Research in Libraries	11
GROUP II		GROUP IV	
Libraries and Society	28	International Librarianship	10
Non-Book Materials	24	Manual Record Maintenance	9
Archival/Manuscript	20	Library Exhibits	8

B. Subdivisions: Group I results show the greatest interest in microcomputers, on-line cataloging systems, humanities and social sciences collection development, budgeting and library-wide management, reference and circulation services, and cataloging techniques and classification theory. These subdivisions will constitute the core of collection development with the other areas being collected to a lesser degree. Results from other Groups are available upon request.

C. Helpful Services: Three options for notifying staff of new materials were given-- routing of contents pages of journals, a periodic acquisitions list and announcement of special books in FYI. Results show that an acquisitions list is favored (29), but all options received support (contents pages-21; special books-15). Beginning next semester, a combination of these techniques will be tried.

D. Foreign Languages: Staff were asked if the collection should include foreign language materials. More than half of the respondents answered "Yes" (38/61), citing the need to be international in our collecting. However, the "Yes" was usually qualified with phrases such as "as money permits", "only the most important", and "concentrate on English". This strategy will be used in collecting for the area.

## IV. Conclusions

The survey highlighted those areas in which materials should concentrate. I'd like to send a big THANK YOU to everyone who answered the questionnaire. In addition to the numbers cited, innumerable ideas surfaced from written comments which will be invaluable in creating the collection development policy. Any staff member interested in how a particular area fared in the survey can contact me in the Reference Department. The collection development policy will now be quite easy to write, and I hope to have something next semester. Again, Thanks.

*R. Verne Coan*  
R. Verne Coan

## UNIVERSITY OF KANSAS LIBRARIES

## SALARY COMMITTEE

Minutes of Meeting 18 Nov 83

The Salary Committee met Friday, Nov. 18, 1983 in the fifth floor conference room in Watson. Present were Gaele Bloesser, Jean Skipp, and Barb Gaeddert.

A copy of the letter to Dean Ranz from the Search Committee for Interlibrary Services Librarian (Jim Neeley, chair) describing their hiring recommendation was made available to the Salary Committee.

The Salary Committee noted the excellent qualifications the candidate would bring to the position based on her resume, especially the necessary supervisory experience. It was mentioned that information provided by the Search Committee's letter would be most valuable in ascertaining the candidate's strengths in justifying the proposed salary.

The Committee then reviewed the proposed salary and concluded that 1) the salary was in line with salaries of present staff members with similar responsibilities and years of experience; 2) the salary compared favorably with the Big 8 salary survey, and 3) based on the candidate's qualifications, a salary in the top portion of the advertised salary range would be appropriate. The Committee unanimously concurred with the recommended salary for the position of Inter-Library Services Librarian. Jean will convey the recommendation to the Dean.

A brief discussion followed on future agendas and charges before the Committee. Mary Hawkins was then asked to join the meeting to comment, based on her past experience as Associate Dean for Personnel and as ex-officio member of the Salary Committee, as to the degree of openness and specificity appropriate to Salary Committee minutes. It was mentioned that the Salary Committee could ask for guidance and input on this matter from the LFA Executive Committee, as they may have needs that all LFA standing committee minutes must meet.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045-2800  
December 8, 1983

TO: Library Faculty Assembly Executive Committee  
FROM: Mariann Cyr, Secretary  
RE: Revised Minutes of the LFA Executive Committee Meeting, November 15, 1983,  
9:30 a.m.

PRESENT: Gary Bjorge, Gaele Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell,  
Ellen Johnson, Al Mauler

Minutes

The Committee reviewed the draft minutes for the October 24, October 27, and the November 1 meetings. The October 24 and 27 minutes were approved. The Secretary was asked to flesh-out the November 1 minutes and the Committee will review them at the next meeting.

The Secretary received minutes of the Committee on Budget and Planning's meetings (9/12 and 9/27) and reported on them.

Correspondence

The Chairman received a letter suggesting: 1) that the Cleanliness Committee contact the Kansas State Library as they recently had success with a similar activity and may have some suggestions for our committee; and 2) that a standard format be used in the minutes of the Salary Committee for reporting recommended salary figures. The Committee will refer these suggestions to the respective committees.

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West Library Planning

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The Chairman will instruct the Budget and Planning Committee to assume the general planning for the West Library, as this activity is within the scope of the charge to the committee. The Executive Committee understands that the Budget and Planning Committee will address the issues of collection division(s) for the proposed square footages under discussion or any other plan for space allocations given by the University. It is assumed that once collection divisions have been decided, subsequent planning will include full participation of the staff from library departments directly involved.

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

Assistant to the Dean for Personnel

The Committee reviewed the qualifications of the four candidates for the position of Assistant to the Dean for Personnel and the Committee's recommendation will be forwarded to the search committee.

Next Meeting

The next meeting of the LFA Executive Committee is scheduled for Tuesday, November 22, 1983, 9:30 a.m.

Approved 11-22-83  
Revised 12-8-83

# FYI

## University of Kansas Libraries

Number 739

December 15, 1983

### PERSONNEL

Dean Abel has announced his resignation effective December 30, 1983. Dean is employed in the Mailroom and has been with the Libraries since September, 1971.

S. Gilliland

### WORK-STUDY

For those departments who are seeking Work-Study applicants for vacant positions, there is a recent (12/8/83) print-out from Student Financial Aid available in the Administrative Office. Please contact Sherry Butter if you would like a copy.

S. Butter

### W-4's

Those students who wish to claim exemption from taxes for 1984 must complete a new W-4 form immediately. Taxes will be withheld at the single, 0 dependents tax rate for all those students who did not submit a new W-4 form to the Payroll Office by December 12. To get this corrected by the February 1 paycheck, please complete new W-4 forms now. Thank you.

S. Butter

### JANUARY 1 PAYCHECKS

January 1 paychecks will be available for pick-up in the Administrative Office after 4 p.m. Friday, December 30. If you would like to have your paycheck mailed to you, please bring a self-addressed, stamped envelope to Sherry Butter in the Administrative Office.

S. Butter

### NETHERLANDS MAIL SERVICE RESTORED

Mail service to the Netherlands has been restored. Envelopes and postcards previously posted will be honored.

B. Coburn

### CAT SEPS PROCEDURE

In order to improve (and speed up) bibliographic control of Cat Seps and Cat AVs received in serials, these volumes will in the future be handled in the following manner: A specially marked truck will be brought from Serials to the Acquisitions viewing area about every two weeks, and will be parked at the end of the viewing area, next to the publishers' catalogs. The truck will remain there for one week only, and will then be moved into cataloging for processing. Slips for any materials which must be placed in hold will be sent to Acquisitions and filed into the order file.

C. Howard

### CALL FOR CLASSIFIED CONFERENCE NOMINATIONS

Elections will be held early in January for chairperson, vice-chairperson, secretary, and group representatives of the Classified Conference. Please turn in your nominations by December 29 to Barry Bunch, Archives.

Group I: Administrative Office, Periodicals Reading Room, East Asian, Photocopy, Microforms.

Group II: Reference, ILS, Bindery, Mailroom

Group III: Serials Technical Staff (including Serials Cataloging)

Group IV: Circulation, Reserve, Art

Group V: Acquisitions, SPLAT, Slavic

Group VI & VI: Cataloging (two at-large representatives)

Group VIII: Math, Science, Engineering, Music

Group IX: Special Collections, Kansas Collection, Maps, Documents, Archives.



HOWEY READING ROOM

The Reading Room will be closed to the public over Christmas break from Saturday, December 17 through Tuesday, January 10. Regular hours resume on January 11. Cherrie Saile will be on vacation for two weeks during the break period, but will be available for walk-in traffic, phone calls, etc. from December 19-23, and January 9-10.

C. Saile

ZENITH MICROCOMPUTER SEMINARS ANNOUNCED FOR FACULTY

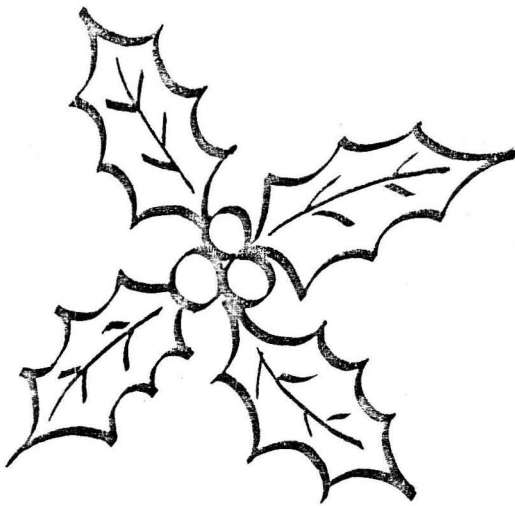
The Office of Academic Affairs has announced additional training seminars for faculty on the Zenith Z-100 Microcomputer. The seminars have been scheduled for January 9 and January 30. Each seminar will begin at 9:00 a.m. - 12:00 noon, and resume again in the afternoon from 1:00 p.m. - 4:00 p.m. Librarians interested in attending one of these seminars should notify Al Johnson, Office of Academic Affairs, in writing, as soon as possible. Registrations will be made on a first-come, first-served basis. All participants will be notified that they have been scheduled several days prior to each seminar.

N. Shawbaker

K-STATE COURIER

The last K-State Courier run for 1983 will be made on December 22. There will be no courier service from December 23 through January 4. Courier service will resume January 5.

M. Borton



*The Department of Special Collections cordially invites you to help us celebrate the holidays. Come join us for music and mirth, good food and company, on Friday, December 16, at 4p.m. Kenneth Spencer Research Library*

KULSA HOLIDAY PARTY!

Don't forget about this exciting party to be held in the West Reading Room, December 20, 1:00-4:00 p.m. If you haven't already signed up for snacks to bring, please clip and return the checklist (below) to Anita Alvarez as soon as possible. Thanks.

A. Alvarez

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Cookies _____	Veggies & Dip _____	Pies _____	Other _____
Cakes _____	Chips & Dip _____	Nuts _____	_____
Cheese & Crackers _____	Fruits _____	Meats _____	

KULSA will provide coffee, punch, plates, napkins, etc. Return this form to Anita Alvarez, Administrative Office.





## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

TO: Library Faculty Assembly Executive Committee

FROM: Marian Cyr, Secretary

RE: Minutes of Committee Meeting, November 22, 1983, 9:30 a.m.

Present: Gaele Blosser, Gene Carvalho, Mariann Cyr, Charles Getchell, Al Mauler

### Minutes

The Committee reviewed the draft minutes of the November 1st and 15th meetings and approved them.

The Secretary had received the minutes for the November 15th meeting of the Budget and Planning Committee and reported on them.

### Resignation

Two LFA committee positions have become vacant because of the resignation of Mariann Cyr. There will be a call for nominations and a ballot to fill the position of LFA Secretary since the person who would fill this position by co-option has also left the University. Nancy Burich will fill the L-II position on the Library Committee on Promotion and Tenure through co-option.

### LFA Code Revision Ballot

The Chairman reported that only 39 ballots had been returned. The Committee discussed the need to have sufficient ballots returned in order to have valid ballot counts. The problem of non-participation was discussed and possible solutions were put forward. The Chairman will instruct the Nominating Committee to reissue the ballot by November 28th.

Next Meeting (Thursday, December 8th, 10:30 a.m.)

Meeting adjourned at 11 a.m.



Minutes of the COM Catalog Committee Meeting

October 26, 1983

Attending: C. Howard (presiding), S. Craig, M. Hawkins, D. Hodges, L. Moore  
J. Neeley, M. Roach, G. Susott, A. Weaver, A. Mauler (recording secretary)

The meeting was called to order at 1:20.

Howard reported that he had had an opportunity to speak with State Senator Paul Hess at the CULS meeting. The senator appeared to be very supportive of a coordinated effort among Regents schools for automating library catalogs. Leslie Manning, of Kansas State, and Howard have met with representatives at Wichita State. It was decided to conduct a feasibility study on cooperative efforts for automating Regents school library catalogs. Manning is working on a draft proposal. The deadline for the study would be late spring 1984.

Susott reported that the personal computer was now connected to the mainframe computer. Weaver mentioned that on the previous day they had hooked three computers to the pc to simulate the system: one simulated OCLC, one simulated CICS, and one simulated a COM terminal. Susott said that the modems are due in the first or second week of November and that the system should be operating by the next meeting of the COM committee. He has also sent magnetic tapes to two COM vendors in Kansas City. The specifications for the fiche went to Topeka on October 25, 1983. Nancy Shawbaker thinks that a contract is possible by January 1, 1984. Weaver reported that the Kansas University Endowment Association had purchased the additional memory for the RAM disk at a cost of \$120.

Roach gave the statistics as of October 19, 1983. 38 tapes have been loaded, representing 51,874 bibliographic records. These have generated 148,149 authority records, of which 122,616 were "stripped" from the bibliographic records (generating 33,506 see-from cross references) and 25,533 were entered manually (generating 23,566 see-from cross references). 43,122 see-also-from cross references have been created. 3,229 series records have been manually entered. Ruth Miller and Barb Gaeddert, as well as John Martin, will be helping part time to help the series section.

Moore distributed a summary of cataloging statistics which compared output during the COM project with a comparable period in 1982. The Cataloging Department is currently processing 70% of the number of books it was processing 1982.

Moore also distributed a draft press release from the Orientation Subcommittee on COM. Craig asked for whom the press release was prepared. J. Neeley said it was for the Journal-World, Kansan, Oread, and campus media. Craig and Susott thought that it was too technical for straight publication. Craig suggested that the four-page draft be retained as a background document. Susott suggested that a simplified, one-page, "press ready" document be prepared for the media. The Subcommittee will get together with Marion Klicwer to draft this press release.

J. Neeley also distributed a draft of an announcement for FYI concerning naming COM. Weaver thought there was too much emphasis in the draft on COM as a "supplement"--patrons tend not to use supplements. Craig wondered who would make the final choice of a name. J. Neeley said that the Subcommittee would sort through the suggestions and bring them to the Committee. A solution to the question of the lay-out of the COM readers has been found. The card catalogs would be moved north (leaving a 4' aisle under the windows and a 10' aisle between catalogs) and the COM tables will be placed

in an east-west row south of the card catalogs and north of the reference desk. There will be twenty readers on ten tables (a six-and-four mixture of stand-up and sit-down stations). The Committee approved the proposed lay-out.

Roach and Susott distributed examples of COM record formats. One suggested modification what was quickly approved by the Committee was to indent to the fifth column (instead of to the third) run-on lines at the top of an entry (e.g., an extremely long title entry, a long conference or corporate body entry). Also distributed were examples comparing records where the author-main-entry has been omitted on author-added-entry cards and where it has not. Susott pointed out that experimentation would be easy: the programming for either format is complete. J. Neeley thought it looked interesting and would like to give it a try. Roach reiterated that series-added-entries would not be affected. Craig still doesn't like dropping the author-main-entry; she thought it would create confusion--especially in the case of joint authors (especially confusing in the case of a familiar work adapted or edited by a second author). She noted that patrons might attempt to cite the work by author-added-entry because they didn't find the main author's name next to the title. Susott suggested that the Committee would have to weigh the benefits: would fewer records be confusing if the author-main-entry is dropped in some circumstances than if it is retained in all cases? Moore had found it difficult to find examples that did not have an author statement in the title line of the record. Susott noted that the current format had been developed in the 19th century because of the medium: a single card was mechanically duplicated and then the added entries typed on the top line of the card. Since all the cards had been produced from a single master card, the author-main-entry remained in the same position on all cards even though the card would be subfiled by title in the case of author-added entries. Roach added that automated filing is going to force some changes in filing rules--the patron is going to have to learn some new things to use the COM catalog. Craig said that public service would still have to teach patrons in the use of the card catalog. Susott thought that changing to improve a catalog was more important than maintaining a perfect consistency between old and new catalogs. Both he and Weaver pointed out that when previous changes had been made in the way catalog cards (and hence, the catalogs themselves) were produced, the technology and equipment were not available (as they are now) to superimpose changes on the whole system. Howard said that we cannot wait until the perfect catalog is developed and called for further discussion in the Reference Department and in the branches.

Susott asked the Committee if it was necessary to include a "from" statement in the column header since the patron would have this information by reading the entries as he inserted the fiche in the reader. The Committee agreed to drop it.

Susott displayed several earlier print-offs representing hard copy of a sample of the COM catalog. J. Neeley asked if he could produce an up-to-date print-off that reflected the latest changes in format and the experiments with author-added-entry formats.

The next meeting of the COM Catalog Committee will be on Wednesday, November 16, 1983 in the Cataloging Department conference room.

# FYI

## University of Kansas Libraries

Number 740

December 22, 1983

### CLASSIFIED VACANCY

Christia Robertson has announced her resignation as Fines Supervisor (Clerk IV) from the Fines Office/Circulation Department, effective December 30. Christia will be relocating to Wichita where she will be employed at the Social Rehabilitative Services office. Library staff interested in making application for this full-time position should contact Sandy Gilliland no later than Thursday, December 29, 5:00 p.m.

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

### PERSONNEL

Al Mauler has been promoted to the Library Associate position in Cataloging effective December 18. Al was previously employed as a Research Assistant in Cataloging.

S. Gilliland

### DISCRETIONARY HOLIDAY

As a reminder, all librarians and classified staff who have not yet used their Discretionary Holiday for calendar year 1983 should do so by December 31st or it will be forfeited.

D. Perry

### REVISED PAY PLAN

Attached to this issue of FYI is the revised State Civil Service pay plan which reflects the 4.5% cost of living increase for classified staff, effective December 18, 1983.

S. Gilliland

### HOLIDAY SCHEDULE

The Regents Center (including the Regents Center Library) will be closed from December 26 through January 2.

D. Perry

### CALL FOR CLASSIFIED NOMINATIONS

Elections will be held early in January for Chairperson, Vice-Chairperson, Secretary, and Group Representatives of the Classified Conference. Please turn in your nominations by December 29 to Barry Bunch, Archives.

Group I: Administrative Office, Periodicals Reading Room, East Asian, Photocopy, Micro.

Group II: Reference, ILS, Bindery, Mailroom

Group III: Serials Technical Staff (including Serials Cataloging)

Group IV: Circulation, Reserve, Art

Group V: Acquisitions, SPLAT, Slavic

Group VI & VII: Cataloging (two at-large representatives)

Group VIII: Math, Science, Engineering, Music

Group IX: Special Collections, Kansas Collection, Maps, Documents, Archives

(Continued)

BALLOT FOR PROPOSED LFA CODE CHANGES

Results from the second ballot distributed for changes in the LFA Code of Governance are as follows:

<u>Code</u>		<u>Code</u>	
1.1.1	47-2-0 (for-against-abstain)	2.2.5	46-3-1 PASSED
2.1.3	50-0-0 PASSED	2.2.6	44-1-1 PASSED
2.2.1	47-2-0 PASSED	2.2.7	31-13-1 DEFEATED
2.2.2	46-4-0 PASSED	2.2.8	49-0-1 PASSED
2.2.3	43-2-0 PASSED	2.3.1	48-2-0 PASSED
2.2.4	46-4-0 PASSED		

Bylaws

- 2.3.1 47-2-1 PASSED
- 2.4.1 48-1-1 PASSED
- 3.1.1 49-0-1 PASSED
- 3.1.3 49-0-1 PASSED
- 4.1.1 48-1-1

50 ballots returned; 46 votes needed to pass code changes except 2.2.3, 2.2.6, 2.2.7 where 38 votes needed (other unclassified did not vote on these). Simple majority (35) needed for passage of bylaws.

Thanks to those who voted and a special thanks to those who participated in both ballots. C. Getchell

LFA SECRETARY

Mary Roach is the new LFA Secretary, replacing Mariann Cyr. C. Getchell

SEASON'S GREETINGS

The KULSA officers would like to thank those folks who helped make the Holiday Party a success, especially Marianne Reed, Nancy Rake, and Laura Carroll. Also, there are various trays and bowls in the Administrative Office waiting to be claimed. Happy Holidays! A. Mauler/M. Little/D. Perry/A. Alvarez

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LFA Committee on Budget and Planning

Meeting of 11/29/83

Present: Sherry Butter, Rob Melton, Jim Ranz (guest), Kermit Sewell, Annie Williams, Sheryl Williams, Nancy Burich

Dean Ranz met with the committee to present and discuss briefly a set of seven documents relevant to planning for the NWL. He will make available to anyone interested the complete file of correspondence with and the report of Peat, Marwick and Mitchell. Also available in his office are the complete reports of the "New Library Facility: the University of Kansas" as revised in April and June 1983.

The Dean asked the committee to prepare plans for the NWL using 130,000sq.ft.; 70,000sq.ft.; and 27,000sq.ft.; with special attention paid to the consequences of each plan system-wide, especially the critical question of relinquishing space currently occupied in academic buildings. No firm decisions have been made about the collections to be involved, but it is essential that the NWL opens up space for future growth in both Watson and Spencer.

After Dean Ranz left, the minutes of the 11/22 meeting were approved as amended.

The remainder of the meeting was spent discussing preservation activities and the committee's letter to LFA-EC on the subject which Sheryl is writing.

Next meeting will be 12/6 at 1pm.

MINUTES APPROVED 12/6/83

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LFA Committee on Budget and Planning

Meeting of 12/6/83

Present: Sherry Butter, Rob Melton, Jim Ranz (guest), Kermit Sewell, Annie Williams, Sheryl Williams, Nancy Burich

Rob indicated that the question of Classified Conference representation on the Committee has not yet been resolved.

A lengthy discussion followed concerning various movements of collections which might be possible in connection with the construction of the NWL.

A brief comment was offered by the Dean on the budget. Academic Affairs has indicated that budget materials should be available in the near future. Because various non-renewable accounts were depleted last year in an attempt to minimize the effects of the rescission, substantial cuts may be necessary if a stand-pat budget is requested.

MINUTES APPROVED 12/16/83

## LIBRARIES COMMITTEE ON PROMOTION AND TENURE

Tuesday, December 6, 1983 at 11 a. m. in the Library Conference Room, Watson Library.

Members present: Nancy Burich, Gene Carvalho, Jim Helyar, George Jerkovich, Jim Neeley, Jim Ranz, Jean Skipp, Eleanor Symons.

1. Introduction. The first meeting of the Committee was called by the Dean of Libraries, who explained his role as reflecting the reassignment of personnel duties within the Administrative Office, and offered introductory comments on the procedures customarily followed by the Committee.
2. Election. The Committee elected Gene Carvalho as Chairman and Jim Helyar as Secretary.
3. Supplementary information. A lively discussion arose on whether the Committee should request supplementary input of any kind from the supervisor. Carvalho maintained that the credibility of the Committee as an evaluative body would be damaged by such subjectivity, and Neeley and Symons were in essential agreement with his opinion. Helyar expressed concern that the Committee should not refuse outright to call for clarification of a statement where it appeared warranted; Jerkovich and Ranz expressed parallel concerns. It was agreed that the general policy should be against any change or addition, except in an extraordinary case.
4. Witnesses. On a similar matter, Ranz asked if supervisors had ever been invited to appear before the Committee. Carvalho stated that the Committee had evolved from an advocacy position to a purely evaluative one (largely because the personnel officer had taken over the advocacy role), and that the FY1983 Committee had invited no supervisors, and (with reference to 3. above) had requested no additional information.
5. Dossiers. It was agreed that the dossiers would be available in the Administrative Offices, under the control of Sandy Gilliland or the Dean.
6. Confidentiality. Symons stressed the need for confidentiality, and the customary policy of members not discussing Committee matters outside formal meetings.
7. Procedures. A question from Neeley on the form of procedure led into consideration of the function of summary statements and exactly what the Committee's responsibility might be in the evaluation of evaluation. Carvalho cited inadequately supported evaluatory statements as being a major source of divergence of opinion and hence delay in the Committee.



Clerk II: Range 6  
 Clerk III, Secretary I, Account Clerk I: Range 10  
 Printer II: Range 13  
 Clerk IV, Library Assistant I: Range 14  
 Clerk V, Library Assistant II: Range 18  
 Library Associate: Range 20

KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN  
 BASIC STEPS (MONTHLY RATES)

EFFECTIVE FIRST PAYROLL PERIOD OF FY 1984  
 WHICH ENDS AFTER JANUARY 15, 1984

Range No.	NORMAL RANGE MAX.									LONGEVITY STEPS				OUTSTANDING PERFORMANCE STEPS		
	Step A	Step 1	Step B	Step 2	Step C	Step 3	Step D	Step 4	Step E	Step L <sub>1</sub>	Step L <sub>2</sub>	Step L <sub>3</sub>	Step L <sub>4</sub>	Step F	Step G	Step H
3	\$ 663	\$ 678	\$ 696	\$ 714	\$ 730	\$ 748	\$ 767	\$ 787	\$ 807	\$ 830	\$ 854	\$ 877	\$ 901	\$ 846	\$ 889	\$ 934
4	696	714	730	748	767	787	807	826	846	870	893	918	941	889	934	980
5	730	748	767	787	807	826	846	868	889	912	936	959	982	934	980	1,029
6	767	787	807	826	846	868	889	910	934	957	980	1,004	1,027	980	1,029	1,081
7	807	826	846	868	889	910	934	957	980	1,004	1,027	1,050	1,074	1,029	1,081	1,136
8	846	868	889	910	934	957	980	1,005	1,029	1,052	1,076	1,099	1,123	1,081	1,136	1,192
9	889	910	934	957	980	1,005	1,029	1,055	1,081	1,104	1,128	1,151	1,175	1,136	1,192	1,252
10	934	957	980	1,005	1,029	1,055	1,081	1,108	1,136	1,160	1,185	1,206	1,230	1,192	1,252	1,315
11	980	1,005	1,029	1,055	1,081	1,108	1,136	1,164	1,192	1,215	1,238	1,262	1,285	1,252	1,315	1,380
12	1,024	1,049	1,075	1,101	1,129	1,159	1,186	1,215	1,246	1,275	1,304	1,333	1,363	1,308	1,374	1,443
13	1,069	1,095	1,122	1,150	1,179	1,209	1,237	1,270	1,302	1,331	1,360	1,389	1,419	1,368	1,435	1,506
14	1,117	1,145	1,174	1,204	1,233	1,263	1,296	1,328	1,361	1,391	1,420	1,449	1,478	1,429	1,501	1,575
15	1,167	1,197	1,226	1,257	1,286	1,322	1,351	1,388	1,419	1,448	1,477	1,506	1,536	1,490	1,564	1,642
16	1,220	1,252	1,282	1,315	1,347	1,381	1,415	1,450	1,485	1,513	1,542	1,572	1,602	1,559	1,636	1,718
17	1,277	1,315	1,352	1,393	1,434	1,477	1,520	1,565	1,611	1,646	1,681	1,716	1,751	1,708	1,810	1,919
18	1,334	1,374	1,415	1,457	1,500	1,545	1,589	1,638	1,683	1,719	1,754	1,790	1,825	1,785	1,892	2,005
19	1,394	1,436	1,478	1,523	1,568	1,613	1,661	1,711	1,761	1,796	1,831	1,866	1,901	1,866	1,979	2,098
20	1,457	1,502	1,545	1,592	1,638	1,686	1,735	1,788	1,839	1,874	1,910	1,945	1,980	1,950	2,067	2,192
21	1,523	1,569	1,613	1,663	1,711	1,763	1,814	1,867	1,922	1,957	1,992	2,027	2,062	2,038	2,159	2,290
22	1,592	1,643	1,696	1,750	1,805	1,864	1,922	1,986	2,047	2,087	2,128	2,169	2,210	2,179	2,322	2,471
23	1,663	1,718	1,771	1,830	1,886	1,948	2,008	2,074	2,139	2,179	2,221	2,261	2,302	2,279	2,426	2,584
24	1,739	1,795	1,852	1,912	1,972	2,037	2,101	2,170	2,238	2,279	2,319	2,361	2,401	2,383	2,538	2,704
25	1,816	1,876	1,934	1,997	2,060	2,128	2,195	2,266	2,338	2,378	2,419	2,460	2,501	2,489	2,650	2,824
26	1,898	1,958	2,020	2,087	2,153	2,223	2,293	2,368	2,443	2,483	2,524	2,565	2,606	2,601	2,771	2,958
27	1,973	2,038	2,103	2,172	2,239	2,312	2,384	2,462	2,539	2,586	2,633	2,680	2,726	2,706	2,881	3,068
28	2,053	2,120	2,187	2,258	2,328	2,404	2,480	2,561	2,641	2,688	2,735	2,781	2,828	2,811	2,995	3,188
29	2,135	2,205	2,274	2,349	2,423	2,502	2,580	2,665	2,749	2,795	2,842	2,889	2,935	2,927	3,116	3,319
30	2,221	2,293	2,364	2,443	2,518	2,601	2,684	2,771	2,856	2,903	2,949	2,996	3,053	3,043	3,241	3,452
31	2,309	2,384	2,460	2,539	2,620	2,706	2,789	2,881	2,972	3,018	3,065	3,112	3,158	3,164	3,370	3,591
32	2,401	2,485	2,570	2,660	2,750	2,846	2,942	3,045	3,148	3,200	3,252	3,304	3,358	3,367	3,602	3,854
33	2,498	2,585	2,672	2,766	2,860	2,960	3,061	3,167	3,274	3,326	3,380	3,432	3,485	3,504	3,748	4,012
34	2,598	2,689	2,779	2,876	2,974	3,079	3,182	3,294	3,406	3,458	3,510	3,562	3,616	3,644	3,899	4,171
35	2,702	2,796	2,890	2,991	3,092	3,201	3,310	3,426	3,542	3,594	3,646	3,698	3,752	3,788	4,054	4,334
36	2,809	2,908	3,008	3,113	3,219	3,333	3,443	3,564	3,685	3,737	3,789	3,841	3,896	3,943	4,219	4,514
37	2,922	3,032	3,140	3,265	3,377	3,512	3,629	3,782	3,902	3,960	4,019	4,077	4,136	4,194	4,508	4,846
38	3,040	3,154	3,268	3,390	3,512	3,644	3,777	3,919	4,060	4,118	4,177	4,234	4,294	4,365	4,692	5,044
39	3,161	3,278	3,397	3,526	3,652	3,789	3,926	4,074	4,222	4,279	4,338	4,396	4,455	4,537	4,879	5,244
40	3,289	3,411	3,533	3,668	3,801	3,943	4,085	4,236	4,390	4,449	4,509	4,566	4,624	4,720	5,072	5,454
41	3,420	3,548	3,676	3,814	3,952	4,100	4,249	4,408	4,567	4,625	4,684	4,742	4,800	4,909	5,277	5,673
42	3,557	3,691	3,824	3,968	4,110	4,264	4,418	4,585	4,750	4,809	4,867	4,926	4,984	5,107	5,490	5,902
43	3,698	3,837	3,975	4,126	4,275	4,435	4,595	4,767	4,939	4,998	5,056	5,115	5,173	5,311	5,709	6,137
44	3,848	3,991	4,134	4,291	4,445	4,612	4,778	4,959	5,137	5,195	5,254	5,312	5,371	5,523	5,938	6,383



# FYI

## University of Kansas Libraries

Number 741

December 29, 1983

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### PERSONNEL

Michael Palij retires effective January 1st after over 18 years of service with the University of Kansas Libraries. Mike began employment in September, 1965 as Slavic Cataloger and Bibliographer in the Library's Slavic Department and later in October, 1975 transferred to the Cataloging Department. Mike's last day will be Friday, December 30.

S. Gilliland

### JANUARY 1st PAYCHECKS

January 1st paychecks will be available at 4:00 p.m. Friday, December 30. Library staff who wish to pick up their check should plan to be at the Administrative Office at this time so that checks may be distributed as quickly as possible before 5:00 p.m. ALL STAFF ARE REMINDED TO REVIEW THEIR CHECK STUBS CAREFULLY for possible errors in federal/state tax withholdings, incorrect pay amounts, etc. If you notice an error (other than vacation/sick leave earnings/balances) please contact Sherry Butter (for student staff) or Sandy Gilliland (for librarians/unclassified and classified staff).

S. Gilliland

### FINES OFFICE CLOSED

The Fines Office in Watson Library will be closed the entire day, Friday, December 30.

C. Robertson

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