

fyi

From the Office of the Director of Libraries, University of Kansas

July 7, 1969

Number 1

Introduction to fyi:

The acronym is reported to be derived from James Bond (for your information); the purpose is to communicate promptly to all members of the Library Staff official announcements, news (including staff appointments), and statements of policy. Appearing each Thursday, fyi will undertake to be concise, leaving stylish and discursive exposition to Gamut and particularly to Books and Libraries. It is edited by H. Robert Malinowsky, and published only for internal distribution.

Librarians' Conference:

All members of the professional staff are asked (subject to the convenience of their departments) to attend the first Librarians' Conference at 4pm Thursday, July 10 in room B31 (the "Old Reserve Room"). Agenda will include examination of changes in the organization of the Libraries (see appended organizational chart) as they effect lines of responsibility and communication; brief reports on recent association meetings, and plans for regular future monthly meetings. The Librarians' Conference, together with divisional meetings called by the Assistant Directors and regularly scheduled sessions with department heads will replace the Administrative Conference.

Personnel:

Terrence Williams and H. Robert Malinowsky have been appointed Assistant Directors, effective July 1. Mr. Williams has been Acting Assistant Director since October 1967, and continues particular responsibility for central public services; Mr. Malinowsky has been head of the Science and Engineering Libraries, which responsibility he retains, and will have staff responsibility for library instruction, statistical reporting, and other duties.

Mrs. Norma Rogers was appointed Assistant Cataloging Librarian (Rank I) on June 16. Mrs. Rogers received her professional degree from East Texas State University and has had experience as a Special Services Librarian with the Army and as Cataloger at Kansas State University. Mr. Bernard Reams was appointed Associate Law Librarian (Rank II) effective June 9. Mr. Reams is a graduate of Drexel Institute and was Assistant Librarian at Rutgers, (College of South Jersey, Camden). Miss Tsun-T'ung Wang began her duties as Associate East Asian Librarian in May. Miss Wang comes to us from the Library at the University of Malaya and has had extensive Professional library experience in Hong Kong, Peiping, and Shanghai. She holds the m.a. from the University of Malaysia.

New classified staff include Sharon Robb, CT I in Cataloging; Sondra Pickel, CT I in Cataloging; Carol Zillner, C II in Circulation; Beverly Tubby, C II in Circulation; Barbara Anderson, C II in Director's Office; Gloria Hood, CT I in Documents; Corrine Heffley, C II in Regional History; and Linda Wilson, C I in Xerox services. Linda Cooper, Myrtle Robertson, Elizabeth Smith and Mary Wiegand have resigned.

Vacations:

All personnel should be thinking about the dates of their vacation. Please give the approximate dates to your Department Head by May 1 so that they can then be forwarded to the Director's Office.

Personnel:

Mrs. Maria Amalia Viana Weiner will be working as a Research Assistant on a short-term project to review holdings of Portuguese and Brazilian materials in the Library, reporting directly to Mr. Helyar. Mrs. Weiner was Spanish and Portuguese Bibliographer from June 1967 through June 1968.

From the Office of the Director of Libraries, University of Kansas

Number 2

July 17, 1969

Change to Library of Congress Classification:

At its final meeting on July 1, the Senate Libraries Committee affirmed its earlier approval of the change to Library of Congress classification, urged that the change be made promptly, and asked that the Director of Libraries inform members of the Faculty as soon as possible of the decision, reasons for it, and its immediate implications for library service. Because Mr. Mitchell has asked to be relieved of direction of the Catalog Department, the change to LC awaits appointment of a successor as Catalog Librarian.

Senate Council Committee Appointments:

James Helyar has been appointed to Senate Council Committee Organization and Administration of the University. John Glinka has been assigned to Senate Council Committee Academic Procedures and Policies.

Reserve Room Collection:

Catalog cards for books kept in the Reserve Room Collection will be indicated in the public catalog by a clear plastic cover with a red mark across the top and the word "RESERVE" on the front. For those books on "permanent" reserve, the main entry and all its tracings will have the plastic covers. For those books that are on semester reserve, only the main entry will have the plastic cover. As preliminary work to placing the plastic covers on the cards, the Reserve Room Staff will be pulling main entry cards for "permanent" reserved books in the Reserve Room and replacing each with a temporary card and plastic cover, beginning immediately.

Publications:

The Library Series of the University of Kansas Publications has been particularly active this year, with the following titles published:

30. Rilke's last year, by George C. Schoolfield.
32. Bibliographical contributions, I.
34. The Cuban revolution of Fidel Castro viewed from abroad: an annotated bibliography, by Gilberto V. Fort.
35. Growth and change in the early English press, by Richmond P. Bond.

Personnel:

The following resignations of classified staff have been accepted by the Director of Libraries: Herbert Pankratz, Watchman in Circulation 6/30/69; Linda Denio, CT I in Cataloging 7/7/69; Joyce Garlinghouse, C II in Order 7/9/69; Pat Poulos, CT II in Special Collections 7/25/69; Ingrid Goodrich, CT II in Serials 7/31/69.

KANU Broadcasts:

Barbara Backus has been appointed Editor of the Library's KANU Broadcast Series. Each 3-5 minute spot in the series will cover library related topics. Mrs. Backus would welcome suggestions for these topics. Telephone 4334 or drop a note, via campus mail, to Spencer Research Library.

fzi

From the Office of the Director of Libraries, University of Kansas

Number 3

July 24, 1969

Faculty Annual Reports:

All professional staff members should have received copies of the faculty annual report forms for the period from September 1, 1968 to August 31, 1969. The importance of filing a faculty annual report cannot be over-emphasized. The report is a record of your professional and related activities during the past year. Reports assist the University in assessing its present situation and in future planning. They may also serve as supporting evidence for promotions since the University Committee on Promotion must have detailed background information in order to act effectively. The report is a means of identifying yourself with and to the University and provides you with an opportunity of expressing your views on University activities. Finally, the privilege of filing a faculty annual report is both a recognition and a responsibility of academic status. The forms should be completed and the original and one copy sent to the Director of Libraries on or before October 1, 1969. After review, the original will be forwarded to the Chancellor's Office and a copy will be placed in your personnel folder.

Notice:

Do not leave your purse or billfold lying about unattended. There have been two reports of stolen items this past week. If you do have something stolen, report it promptly to the Director's Office.

Courier Service:

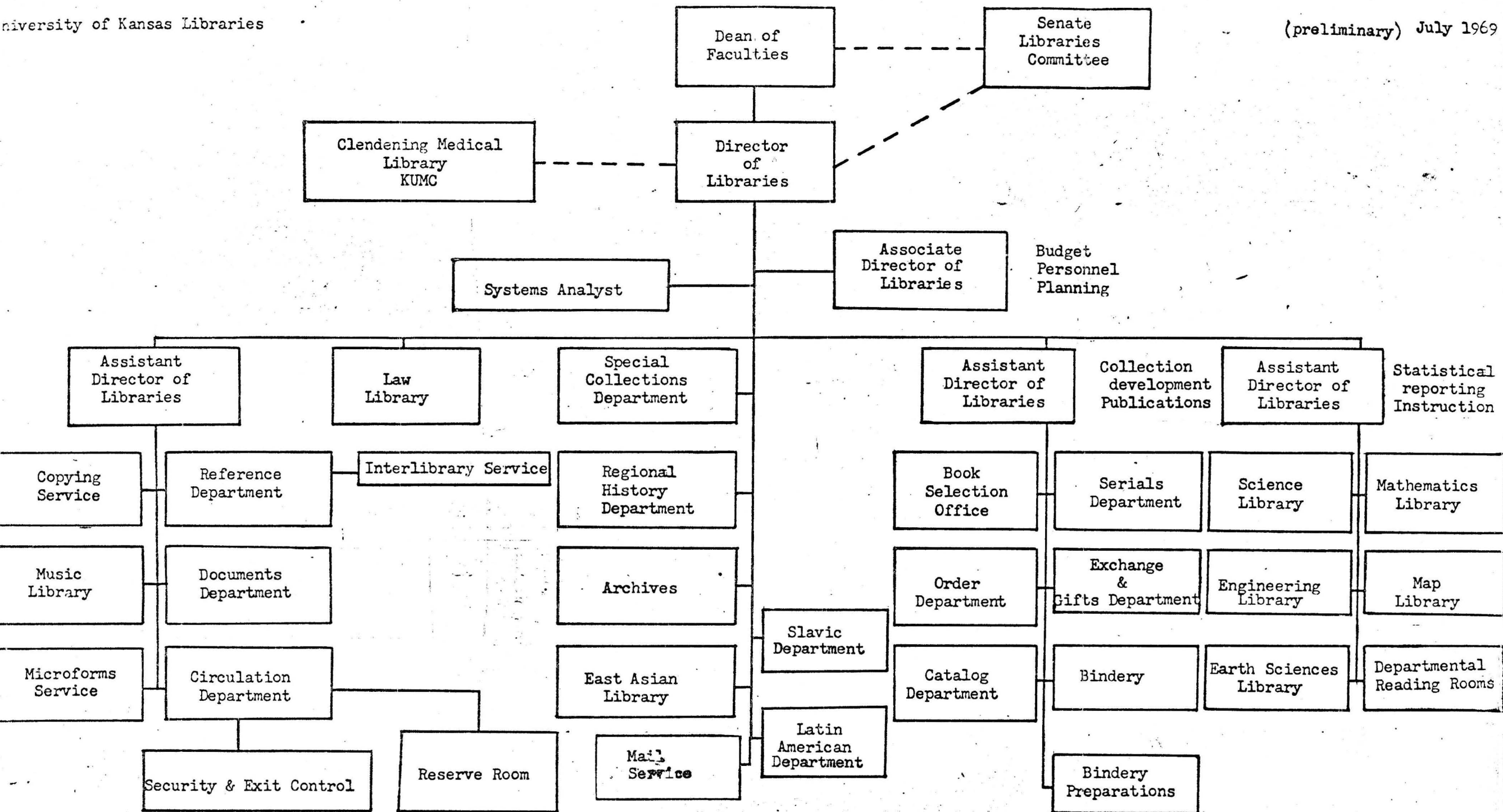
Kansas State University reports that courier service for interlibrary loans will be discontinued during the Month of August.

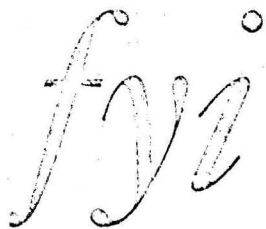
Staff Attending Meetings and Seminars:

Jane Riss--"Management and Processing of Archival Materials", summer session course at the University of Illinois, July 14-August 9. James Helyar--"Deterioration and Preservation of Library Materials", University of Chicago, August 4-6. Please consult with Mr. Helyar if you would like him to investigate any of your special needs on this subject. Frank Aydelotte--"World Conference on Records", Salt Lake City, August 5-8. Ann Condit--"Library Systems Design and Analysis Institute", at the University of Denver, July 20-August 10.

Personnel:

Mrs. Julia Johnson was appointed Assistant Documents Librarian (Rank I). Mrs. Johnson graduated from Kent State University and has been at the Lacrosse Public Library in Wisconsin. Mrs. Donna Hanna was appointed Assistant Science Librarian (Rank II). Mrs. Hanna graduated from Berkeley and has been at Michigan State University. Miss Marybeth Arbuckle was appointed Bibliographer (Rank II). Miss Arbuckle graduated from University of Denver and has been at Portland State College. All three librarians will be joining the staff on August 1.





From the Office of the Director of Libraries, University of Kansas

Number 4

July 31, 1969

Librarians' Conference:

The second Librarians' Conference will be held on Thursday, August 7, 4p.m. in the West Reading Room, first floor of Watson Library. The agenda will include implications of the change to LC classification and the forthcoming moves in the Watson Library. Additional agenda will be accepted during the coming week.

Vacation hours begin next week:

The staff is reminded that Watson Library hours beginning August 4 will be 8 a.m. to 5 p.m., Monday through Friday; 8 a.m. to 12 noon, Saturday; and closed on Sunday.

New Assistant in Regional History:

Frank Aydelotte will become the Assistant Regional History Librarian I on August 4. Mr. Aydelotte has been a Reference Librarian in the Watson Library.

Foreign Student Orientation:

About 50 foreign students are currently attending the Foreign Student Orientation. They are using the facilities of the Watson Library seminar rooms and the West Reading room.

Personnel:

Mr. Louis G. Griffin will begin on August 15 as Bibliographer (Rank I). Mr. Griffin has his professional degree from University of Missouri.

New classified staff include Virginia Benson, Clerk Typist I in Cataloging, July 28; Nancy Wert, Clerk III in Law, August 1; Sandra Freitas, Clerk II in Circulation, August 4; Judith Cooper, Clerk Typist II in Serials, August 6; and Vivian Pierce, half time Clerk II in Book Selection, August 4.

The following people have resigned or will be resigning:

Kay Woelfing, July 31; Norma Rogers, July 25; Sara Wallace, July 31; Susan Andrews, August 8; Ann Heather, August 6; and Judith Shaffer, August 15.

From the Office of the Director of Libraries, University of Kansas

Number 5

August 7, 1969

Dyche Museum Reading Room:

The departmental charges to the Dyche Museum will be consolidated into one charge-- Dyche Museum Reading Room. This Reading Room will contain all of the books in the following numbers: 566-569, 579, 596-599, plus selected books in other areas as they pertain to the activities in Dyche Museum. As soon as Buildings and Grounds can change a wall in the new wing of Dyche Museum, we will be able to transfer this material to them. There will be service for this Reading Room 8 a.m. to 5 p.m., Monday through Friday. The books will be able to be checked out as in any regular library.

Reserve Room:

The Reserve Room will be moving to its new quarters within the next week or two. Once the move has started, Reserve Room service will be discontinued until they are in their new quarters.

Government Documents:

The Government Documents Department will be the central location for all government documents. Those volumes pulled from the main stacks in Watson are now ready to have SuDoc numbers assigned to them. Next week, the Government Documents Staff will start pulling the cards from the main catalog for all government documents that were formerly cataloged into Dewey. No more government documents will be cataloged into Dewey or into LC. This also means that the branch libraries will change their government documents from Dewey numbers to SuDoc numbers.

Reference Move:

The Reference desk has been moved to the center of the Reference Room, a change that has been contemplated for some time. Telephone number 3696 is now at the new Reference desk.

Xerox Services:

Within the next day or so the Xerox representative, Terrence Williams, and the electrician from Buildings and Grounds will determine what copying equipment should be installed behind the old Reference desk area. All photocopying, including micro-filming, will be done here, under supervision of Eugenea Wilson.

Business and Economics Reading Room:

Mrs. Sara Wallace is organizing, with the assistance of faculty in the School of Business and the Economics Department, a Reading Room in what was formerly the Center for Regional Studies in Summerfield Hall. Initially, we plan to move Business reserve materials from Watson to the Reading Room. Additional material will be journals and reference works formerly part of the Center for Regional Studies' collection. Present plans are that this will be a non-circulating collection.

Vacations:

John Glinka will return from vacation on August 18. H. Robert Malinowsky will be on vacation from August 9 to August 25.

Number 6

August 20, 1969


Personnel:

Miss Nancy Middleton has been appointed Assistant Reference Librarian (Rank I) effective September 1. Miss Middleton is an August graduate of the Graduate Library School of the University of Indiana. Miss Nancy Bengel has been appointed Bibliographer (Rank I) effective September 1. Miss Bengel is an August graduate of the School of Library Service, Columbia University.

New members of the classified staff include Anna Romero, Clerk Typist I in Cataloging, August 4, Linda Crosby, Clerk Typist I in Inter-Library Loan, August 11, Susan Underwood, Clerk II in Circulation August 14, and Shirley Newcomer, Clerk Typist I in Regional History, August 20.

Resignations of the following staff members have been received: Kathleen Flechtner, Barbara Girard, Joyce Mohamoud, Jane Sorenson, Martha Hamm, Carolyn Larson, Phyllis Bixler, and Sook Hyun Kim.

Mr. Kent Miller will succeed Mrs. Marilyn Clark as Exchange and Gift Librarian effective September 1. Mrs. Clark will become a member of the Cataloging Department Staff.



From the Office of the Director of Libraries, University of Kansas

Number 7

August 28, 1969

Steam Shut-down:

The Buildings and Grounds Department has issued the following memo:

"We will have an annual steam shut-down to repair high pressure equipment in tunnels and the Power Plant on August 29, 1969, starting at 6:00 p.m. for 8 hours."

Holiday:

All libraries except the Law Library will be closed on Monday, September 1, 1969, to observe the Labor Day Holiday.

Telephone Number Changes:

Serials--3535

Main Reference Room desk--3696

Reference Room Office--3347

Reserve Room-- pending installation

Personnel:

Mrs. Sue Ann (Lindell) Terasawa has been appointed Assistant Cataloging Librarian (Rank I) effective September 8. Mrs. Terasawa is a graduate of the University of Oregon Graduate Library School, has a B.A. in Japanese language and literature from the University of Washington, and has studied in Japan. Mr. Earl W. Gates has been appointed Assistant Order Librarian (Rank I) effective September 1. Mr. Gates has a MA in Library Science and a BM and MA in Music History from the University of Wisconsin, and is currently working on a PhD in Musicology.

New classified staff include Judith Cooper, Clerk Typist II in Serials, August 6; Shelda Jay Lee, Clerk II in Reserve, August 25, and Rockne L. Grauberger, Clerk Typist I in Cataloging, September 1. Mrs. Louise Brunton has been promoted from Clerk Typist I in Exchange and Gifts to Clerk Typist II in Order effective September 1.

Sandra Freitas has resigned effective August 6.

Mrs. Nancy (Chao) Wong has been transferred from Assistant Order Librarian to Assistant Cataloging Librarian (Rank I) effective September 1.

Librarians' Conference:

The third Librarians' Conference will be held on Thursday, September 4, 4p.m. in the West Reading Room, first floor of Watson. Included in the agenda will be a definition of academic status. Additional agenda will be accepted during the coming week.

Newcomers Orientation

Librarians appointed since September, 1968, are invited to the Introduction to the University starting at 9:00 A.M. Friday, September 5, Forum Room of the Student Union.

fvi

From the Office of the Director of Libraries, University of Kansas

Number 8

September 4, 1969

Watson Library Tours:

Watson Library will conduct daily tours for new students beginning Monday, September 8, 2pm. All interested new students should be directed to the West Reading Room at that time. A tour for foreign students will be held on Tuesday, September 9, 10:45 am. All interested foreign students should be directed to the Smoking Room, East Basement, at that time.

Librarians' Conference Reminder:

The third Librarians' Conference will be held today, Thursday, September 4, 4pm in the West Reading Room, first floor of Watson.

Library Reception:

A reception for all new Faculty, including new Librarians, will be held on Monday, September 8, 3:30 pm in the Reception Room of the Spencer Research Library. Tours of Spencer Research Library and Watson Library will be given to interested persons after the reception.

New Fine Schedule:

Fines for books charged out from the Circulation Desk after September 1, are twenty five cents per day. Overdue notices will be sent out two weeks after books are due. Fines are levied not as a source of revenue but to insure maximum circulation of books for the convenience of patrons.

Lending Code:

A copy of the Lending Code Summary for the Watson Library will be distributed within the next week.

Telephone Number Changes:

Reserve Room--3396

Library Science 40:

The Library will offer Library Science 40, Introduction to Bibliography and Library Methods, this semester. The course will be limited to 100 students. It is a general introduction, primarily for lower division and transfer students, to library resources and services, with particular emphasis on indexes, catalogs, bibliographies, and other aids to effective use of the libraries. Mr. Malinowsky will teach the course.

Personnel:

New classified staff include Margaret (Middleton) Palmer, Library Assistant in Regional History, September 4; Sadie Bramble, Clerk Typist I in Cataloging, September 1; Ethel Stewart, Clerk Typist II in Serials, and Klaudia (Zacharias) Thompson, Clerk II in Science Library, September 1. Phyllis Bixler has resigned effective August 31 and Joyce Mohamoud has resigned effective August 25.

Newcomers Orientation Reminder:

Librarians appointed since September, 1968, are invited to the Introduction to the University starting at 9am, Friday, September 5, Forum Room of the Student Union.

Campus Guide:

A new Campus Guide is attached for your information.



From the Office of the Director of Libraries, University of Kansas

Number 9

September 11, 1969

Faculty Annual Reports Reminder:

All professional staff members are reminded that their annual reports for the period September 1, 1968 to August 31, 1969 are due in the Director's Office on or before October 1, 1969. Please refer to fyi number 3.

Directory Listings:

Mr. Malinowsky is now revising the listing for the University Directory. All professional staff, all library assistants, and certain key members of the clerical staff will be listed. If you are in either of the first two categories and have not been contacted by Mr. Malinowsky, please contact him so that your name and directory information are correct. The University does not list all clericals in the directory.

Regular Hours:

The University of Kansas Libraries will begin regular hours on Monday, September 15, 1969. Guide for Readers 2, Schedule of Hours: Watson Library is attached for your information.

104th Annual Opening Convocation:

The eleventh Chancellor of the University of Kansas, E. Laurence Chalmers, Jr., will be installed in office at 11am., Monday, Sept. 15, in Allen Field House at the 104th Annual Opening Convocation. All professional staff members who can be spared are urged to participate in the faculty procession. Please assemble in the south portion of the Field House, under the balcony, at 10:50 am. All other staff members who can be spared are urged to attend the convocation. The library will not be closed during convocation.

Serials relocated:

The Serials Department is now relocated on the first floor in what was the General Reading Room. The entire staff, including Helen Mitchell who was in the Systems Office, is now on the first floor. Reference service is available at the Serials Desk. The unbound serials A through F have been moved to the new quarters but the remaining unbound serials are still on 7E. All bound serials, except those most frequently used titles in the Serials Reading Room, are serviced through the Circulation Desk. The latest issues of a select number of titles are kept on open shelves in the Reading Room.

Librarians' Literature:

The periodicals covering the library literature are now available in the southwest corner of the Serials Reading Room. Comfortable chairs are available for those who wish to browse through the literature.



Number 10

September 18, 1969

Reference Desk Schedule:

The Reference Desk is now staffed with two librarians from 8 am until 5pm and with one librarian from 7pm until 11pm, Monday through Friday. Saturday afternoon and Sunday are covered by one librarian. During the evenings and weekends, the Reference staff is as follows: 8am--10:15am, Julia Johnson and Nancy Middleton; 10:15am--12:30pm, Barbara Jones and Marybeth Arbuckle; 12:30pm--2:45pm, Susan Unger and Nancy Bengel (Annette Voth replaces Mrs. Unger after September 23); 2:45pm--5pm, George Griffin and Kerstin Camenietzki; 5pm--7pm, Miss Phylis Erhard, student assistant. The evening schedule is as follows: Monday, Nancy Middleton; Tuesday, Barbara Jones; Wednesday, Kerstin Camenietzki; and Thursday, George Griffin. On Saturday mornings the Reference Desk will be attended by Robert Mitchell, student assistant. Friday evenings, Saturday afternoons, and Sundays will be staffed on a rotating schedule. Please use telephone extension 3347 to contact the reference librarians at times other than when they are scheduled at the Reference Desk. The Reference Desk number is 3696.

Acting Director:

John L. Glinka will be acting Director while David Heron is gone. Mr. Heron will be visiting in Massachusetts from September 18 until October 2.

East Asian Library:

In addition to the regular hours, 8am until 5pm, the East Asian Library will be open evenings, 7pm until 10pm, Monday through Friday. A student assistant will be on duty during the evenings hours.

Library Science 40:

Library Science 40 now has an enrollment of 22 students. This first semester will be an experimental class and will be limited to students who have enrolled. Next semester, the class will be open to interested staff members. This semester's class is taught at 9:30am, Tuesday, in 209 New Haworth.

Position Classification Questionnaires:

Ninety one questionnaires were forwarded to the Personnel Office on Monday, September 15. John L. Glinka would like to thank the participating staff members for their efforts, for their patience and perseverance, and for helping us to meet the deadline date through typing assistance. The questionnaires will be used in a state-wide study of classified positions, particularly in terms of redefining position responsibilities and in the improvement of salaries.

Personnel:

New classified staff include Nancy Burkhart, Clerk Typist I in Regional History, September 15; Margaret Tracy, Clerk II in Reserve, September 12; and Susan Hamilton, Clerk Typist I in Exchange and Gifts, September 15. The Clerk III position in Microforms for Carol Ann Sarradet has been evaluated as Library Assistant.

Correction--Verna Pauline Urbanski is a Clerk III instead of Clerk II as reported in fyi number 9.

Guide for Readers 2

SCHEDULE OF HOURS: WATSON LIBRARY

September 15, 1969 - June 7, 1970

REGULAR SCHEDULE

MONDAY - FRIDAY ----- 8am - 11pm
SATURDAY ----- 8am - 5pm
SUNDAY ----- 2pm - 11pm

HOLIDAY AND VACATION SCHEDULE

Sept. 15 ----- Monday ----- REGULAR SCHEDULE BEGINS
Nov. 25-26 ----- Tuesday - Wednesday ----- 8am - 5pm
Nov. 27 ----- Thursday ----- THANKSGIVING DAY - CLOSED
Nov. 28 ----- Friday ----- 8am - 5pm
Nov. 29 ----- Saturday ----- 8am - 12 noon
Nov. 30 ----- Sunday ----- CLOSED
Dec. 1 ----- Monday ----- REGULAR SCHEDULE RESUMES
Dec. 20 ----- Saturday ----- 8am - 12 noon
Dec. 21 ----- Sunday ----- CLOSED
Dec. 22-24 ----- Monday - Wednesday ----- 8am - 5pm
Dec. 25 ----- Thursday ----- CHRISTMAS DAY - CLOSED
Dec. 26 ----- Friday ----- 8am - 5pm
Dec. 27 ----- Saturday ----- 8am - 12 noon
Dec. 28 ----- Sunday ----- CLOSED
Dec. 29-31 ----- Monday - Wednesday ----- 8am - 5pm
Jan. 1 ----- Thursday ----- NEW YEAR'S DAY - CLOSED
Jan. 2 ----- Friday ----- 8am - 5pm
Jan. 3 ----- Saturday ----- 8am - 12 noon
Jan. 4 ----- Sunday ----- CLOSED
Jan. 5 ----- Monday ----- REGULAR SCHEDULE RESUMES

Jan. 24 ----- Saturday ----- 8am - 12 noon
Jan. 25 ----- Sunday ----- CLOSED
Jan. 26-30 ----- Monday - Friday ----- 8am - 5pm
Jan. 31 ----- Saturday ----- 8am - 12 noon
Feb. 1 ----- Sunday ----- CLOSED

Feb. 2 ----- Monday ----- REGULAR SCHEDULE RESUMES
March 28 ----- Saturday ----- 8am - 12 noon
March 29 ----- Sunday ----- CLOSED
March 30-April 3 ----- Monday - Friday ----- 8am - 5pm
April 4 ----- Saturday ----- 8am - 12 noon
April 5 ----- Sunday ----- CLOSED
April 6 ----- Monday ----- REGULAR SCHEDULE RESUMES
May 29 ----- Friday ----- 8am - 5pm
May 30 ----- Saturday ----- 8am - 12 noon
May 31 ----- Sunday ----- CLOSED
June 1-5 ----- Monday - Friday ----- 8am - 5pm
June 6 ----- Saturday ----- 8am - 12 noon
June 7 ----- Sunday ----- CLOSED

BRANCH LIBRARY HOURS ARE POSTED AT THE DOOR OF EACH LIBRARY

Gilberto Fort to leave:

Gilberto Fort, Latin American Bibliographer, has resigned effective September 25 to accept the position of Head of Acquisitions at the Miami-Dade County Junior College Library. Mr. Fort has given more than four years of excellent service to the Libraries and his efforts have strengthened our Latin American resources. Mr. Fort was also a contributor to the Library Series through his recent publication, The Cuban Revolution of Fidel Castro Viewed From Abroad. Our best wishes are extended to Gilberto in his new assignment.

Personnel:

New classified staff include Marianne Griffin, Library Assistant in Engineering and Architecture, September 4; Carol Ann Sarradet, Clerk III in Microforms, September 8; Mary Jane Waltner, Clerk II in Director's Office, September 8; Bonnie (Drescher) Campbell, Clerk Typist II in Special Collections, September 1; Kenneth Tracy, Watchman, September 8; Verna Pauline Urbanski, Clerk II in Cataloging, September 8; and Susan Hamilton, Clerk Typist I in Exchange and Gifts, September 15, Shelda Jay Lee has resigned as a Clerk II in Reserve but will continue as a student assistant. Shirley Newcomer has transferred in grade from Regional History to Cataloging.

Lending Code:

A delay at the printer has prevented the distribution of the Lending Code Summary as stated in fyi 8.



From the Office of the Director of Libraries, University of Kansas

Number //

September 25, 1969

Parents Day:

Saturday, September 27 is Parents Day with visitation scheduled for 10am to 11:30am. Spencer Research Library will be open for visitors 9am to 12:30pm. All other libraries will have regular hours as posted. Although no tours are scheduled, the Saturday Staff should be ready to give brief tours if requested by the visitors.

Librarians' Conference:

The Fourth Librarians' Conference will be held on ^{Friday} ~~Thursday~~, October 3, 4pm in the West Reading Room, first floor of Watson. Items for the agenda should be given to John L. Glinka.

Faculty Tours:

Refer all faculty requests for tours of the Library facilities to Barbara Jones. Since no regular tours are scheduled, individual tours will be given as requested.

Publications:

Guide for Readers 7: Using the Card Catalog is attached for your information.

Visually Handicapped Service:

Terrence Williams has designated 353 Watson as a readers room for the visually handicapped. All inquiries for use of the room should be directed to Mr. Williams.

Address Change:

Since H. Robert Malinowsky now has an office in Watson, all mail for him should be sent to the Director's Office, 133 Watson.

Parking:

Staff working evening hours are reminded that certain zones closer to the Library are open to all staff registered vehicles after 4:45pm. Please consult the University Parking and Traffic Regulations for 1969-70.

Personnel:

New classified staff include Stephen Klemp, Library Assistant in Slavic, September 18; Carol Massieon, Library Assistant in Archives, September 22; Kim Scroggin, Clerk Typist in Cataloging, September 16.

Glenda Keltcher is now Mrs. Glenda Cummins.

Susan Unger will be on leave from October 1 until February 1, 1970.

Faculty Annual Reports Final Reminder:

All professional staff members are reminded that their annual reports are due in the Director's Office on or before October 1, 1969. Please refer to fyi number 3.



From the Office of the Director of Libraries, University of Kansas

Number 12

October 2, 1969

Librarians' Conference:

The fourth Librarians' Conference will be held on Friday, October 3, 4pm in the West Reading Room, first floor of Watson instead of Thursday as reported in fyi for September 25, 1969. Included in the agenda will be further discussion on academic status and a report on the handling of exhibits in the Libraries.

Vacations:

Miss Alexandra Mason will be on vacation until October 19. Miss Ann Hyde is in charge of the Department of Special Collections in Miss Mason's absence. Mrs. Jane Riss will be on vacation and attending a conference during the week of October 6. Frank Aydelotte will be in charge of the Regional History Department in the absence of Mrs. Riss.

Publications:

Guide for Readers 3: Lending Rules is attached for your information. Since everyone on the staff may be asked at one time or another to interpret the rules for a library patron, please read them carefully. If you are in doubt as to the correct interpretation of the rules, please consult with Mrs. Ruth Miller or Mr. Terrence Williams.

Reference Desk Schedule:

The Reference Desk schedule as published in fyi number 10 has changed. Since the schedule is flexible, please consult the Reference Desk for this schedule.

Library Annual Report:

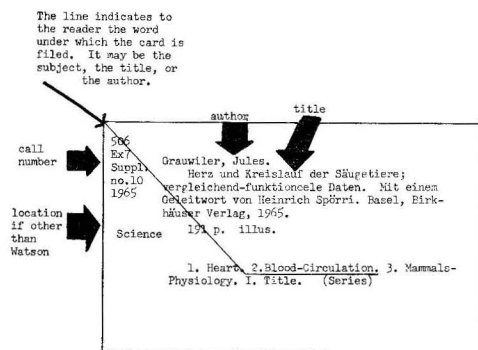
The Annual Report from the University of Kansas Libraries is in its final stages of proof reading and typing. It will be ready for distribution around the end of October. The following statistics are worthy of mention at this time: total net additions to the collection for 1968/69--89,605 volumes giving a total volume count of 1,434,344 volumes; 203,693 pieces of microforms; 17,921 current serials titles; 747,322 volumes circulated for 1968/69 as compared to 648,542 for 1967/68, 5,681 items borrowed on interlibrary loan and 11,554 items lent on interlibrary loan.

Fund Drives:

The United Fund representatives are Mrs. Sue Terasawa and Miss Nancy Middleton. The Ballard Center Fund representatives are Mr. George Griffin and Mrs. Carol Chittenden.

Personnel:

Miss Rosemary McDonough has been appointed Assistant Serials Cataloger (Rank I) effective October 15. Miss McDonough has a B.S. in Commerce and a M.A. in English and has just recently received an M.A. in economics and an M.A. in library science from the University of Minnesota.



The rows of numbers in the upper left hand corner of the catalog card are called call numbers. In order to find a book, copy down the entire call number on a slip of paper and go to the bookstacks. The call number will be inked on the spine of the book. There are charts posted near the stairs on each stack level showing which numbers are on each level. Take the book to the Circulation Desk to be charged out.

There are many books in the card catalog which are not shelved in the main bookstacks. Cards for books which are in branch libraries in other buildings have a location stamped below the number, i. e. "Math", "Engineering", "Special Collections", "KU-M" (for University of Kansas Medical Center). Ask at the Reference Desk for a listing of these locations stamps and the branch library buildings. The librarian on duty at each branch library will explain procedures for locating and charging out books. Ask the librarian at the Reference Desk about obtaining a book marked KU-M; she will arrange for it to be sent over from Kansas City.

In addition there is a storage area in the basement for uncataloged books. These books have a single card, usually under author, in the card catalog. Instead of a call number there will be a single row of numbers, called a "brief-listing" number. The following are examples of "brieflisting numbers:

54-9 61-13652 67L-293 KU36948 JC L376.9744

Since many of the newer books are "brieflisted" it is always best to check the catalog under the author's name rather than looking under subject. Also keep in mind that subject entries will not always be under the most familiar term. Of help in finding what terms are used in the catalog are the "cross reference" cards. These refer from terms not used in the catalog to terms which are used. The following are examples of cross reference:

GRAVES	INDUSTRY AND STATE	MOTION PICTURES
see	see	see
CEMETERIES	STATE AND INDUSTRY	MOVING PICTURES

Whenever you are unable to find something in the catalog, ask the librarian on duty at the Reference Desk to help you. He will be able to suggest other terms to look under, and can guide you to indexes and subject bibliographies which will identify works listed in the card catalog only under author. He will explain how to use these as well as how to find periodical articles, government documents and other material not listed in the card catalog.

Guide for Readers 7

USING THE CARD CATALOG

338.2 Blood, oil, and sand.
B78
Brock, Ray.
Blood, oil, and sand. 1st ed., Cleveland, World Pub.

Blood.
616.15 Biggs, Rosemary Peyton
B48h Human blood coagulation and its disorders,
2d

808.5
B62 Blood, Mary A comp.
The psychological development of expression, by Mary A. Blood, A. M. and Ida Morey Riley ... A compilation of selections for use in the study of expression ... 1st ed. ... Chicago, Columbia school of oratory, 1893-99.
4 v. 191^{cm} 1903-1915.
Vol. 2 pub. in 1893.

1. Readers and speakers--1870- Morey, joint comp. II. Title. 2. Expression. I. Riley, Ida

Mar. 16, 99-9 Additions

Library of Congress PN4201.B5
Copyright 1893: 46682, 46683, 47050; 1899: 10011

92 †

LC

This is an example of the arrangement of the card catalog, reading from front to back (as in the drawers). In general, the catalog is in alphabetical order by word rather than by letter:

New Amsterdam
New York
Newark
Newman

The basic arrangement, however, is by author, then subject, then title: for example, the card for a book by "Rachael Blood" would be filed following one by "Mary A. Blood"; and the cards for books by all other authors named "Blood" would be filed before cards with "blood" as a subject. The subject cards are then filed by author-- a book on blood by "Fuller" follows one by "Carson" and so on. Immediately behind the cards with "blood" as a subject are those in which "blood" is the first word in the title of a book, e. g. Blood, Oil and Sand.

fvi

From the Office of the Director of Libraries, University of Kansas

D. Heron

Number 13

October 9, 1969

New Publications:

Guide for Readers 4: Basic Reference Sources and Guide for Readers 20a: Bibliography of Black History, Basic Reference Titles are attached for your information. Any departments and libraries outside of Watson may request copies of these Guides for distribution in their areas.

Documents Room Policies:

The Documents reading room is open 8 am to 5 pm, 7 pm to 10 pm Monday through Friday; 8 am to 5 pm Saturday; and 2 pm to 10 pm Sunday. Full service is available 8 am to 5 pm Monday through Friday. Documents may be charged out only during hours of full service. Persons needing to use documents other than the reference materials in the reading room may request materials to be kept on reserve for them at one of the tables for use during evenings and weekends.

Library Education:

H. Robert Malinowsky has several copies of Financial Assistance for Library Education published by American Library Association. Interested persons may pick up a copy in his office. This booklet lists fellowships, scholarships, grants-in-aid, loan funds, and other financial assistance for library education. A list of graduate schools accredited by A. L. A. is included.

October 15 Moratorium:

The Faculty Newsletter for October 6 clarifies the University's stand on the moratorium. Chancellor Chalmers pointed out that "moratorium" means "to delay" and not "to cancel." "Both in terms of the announced intentions of the sponsors and the regulations of the University, the University anticipates that any work missed by students or faculty and staff will be made up at a later date."

Personnel:

New classified staff include Ingrid Goodrich, Library Assistant in Order, October 7 and Kenneth Adrian, Exit Control Guard in Watson, October 8. Mrs. Goodrich formerly worked in the Serials Department.

University Senate Libraries Committee:

The University Senate assignments to the Libraries Committee for 1969/70 are: Chairman - James O. Maloney, Lelon R. Capps, J. Bunker Clark, Earl Farley, Robert Hoffman, Jack B. Oruch, George W. Swift, and Arthur H. Travers. The following students are on the Committee: Vice-chairman - Dennis Embry, Carol Dorris, Sharron Harr, Kathryn Newcomer, and David Sutherland. This is an advisory committee to the University Senate and the Director of Libraries.

"Brieflisted" Books

To insure that books received by the the Libraries are promptly represented in the card catalog, a system of "brieflisting" has been adopted. Shortly after each book is received, a single card for it is filed in the Catalog, usually an "author" card, and the book is given a number, e. g. 59-1153, 1357 or 68B-1393, while it awaits full cataloging. Books with such call numbers will be fetched on demand by the Circulation Department between 8am and 4:30 pm, Monday through Friday. At other times, leave your requests for "brieflisted" books at the Circulation Desk and the books will be processed later and held for you. Please copy from the catalog the entire number and the author and title of the book when requesting "brieflisted" material.

In-Building Loans

All materials in the Reference Reading Room are on open shelves and do not need to be charged out for use in that room. Materials at the Reference Desk must be signed for at the Desk for use within the building. Many new periodicals are available on open shelves near the Periodicals Desk and do not have to be charged out for use in the building. Unbound periodicals shelved behind the Desk must be signed for, for use within the building. Materials in the Documents Reading Room and the Documents stacks can be used in the Documents Reading Room without charging out. Most reserve books must be used in the building.

Reserve

The Reserve Collection is located in Room 31 on the basement level of Watson Library. Items shelved in Reserve circulate for two hours and may be checked out two hours before closing for an overnight loan. The same lending policies apply to books in the open reserve browsing area. Certain Reserve books may circulate for three days (at the discretion of the faculty member placing them on reserve). Reserve fines are 50 cents per hour. There is no maximum fine on reserve materials.

Exit Controls

Between 8am and 5pm, Monday through Friday, readers may enter or leave Watson Library through the upper or lower doors. In the evenings and during weekends and vacation periods only the upper doors are open. Everyone leaving the building is expected to present books, briefcases, parcels and handbags to the Exit Controlmen for inspection.

Branch Libraries

The lending rules described here apply only to books and periodicals subject to general circulation in Watson Library. Special rules govern the circulation of materials in the branch libraries.

Guide for Readers 3

LENDING RULES

The following is an abridgement of the Libraries' Lending Code (1968 revision) as approved by the Senate Library Committee, together with some explanatory notes about borrowing books from Watson Library. Lending policies and procedures vary in the branch libraries. Copies of the complete Lending Code are available for consultation in the Office of the Director of Libraries.

<u>Status</u>	<u>Identification</u>	<u>Privileges</u>
<u>I--Student:</u> KU Undergraduates, KU Graduate Students, Assistant Instructors, Part-time Instructors, Research Assistants.	Signed ID card (red) and fee payment slip.	Three week loans, renewable. Overdue materials subject to fines.
<u>II-Research:</u> a. KU Faculty (Instructor or above), Research Associates. b. Doctoral candidates as designated by the Graduate Office.	Signed ID card (blue) and appointment card. Signed ID card and identification card issued by the Graduate Office	Indefinite loans. All materials subject to recall after three weeks. Four month loans, renewable. Overdue materials subject to fines. All materials subject to recall after three weeks.
<u>III-- University Employees</u>	Signed ID card and appointment card.	Same as I.
<u>IV--Resident:</u> KU Alumni and adult residents of Lawrence	Card issued by the Director of Libraries	Same as I.
<u>V--Visitor:</u> Temporary visitors, resident minors, others.	Card issued by the Director of Libraries	Building or room use only.

Fines and Charges

Fines on overdue books are 25¢ per day, including Sundays and holidays. The maximum fine is \$10.00. Overdue notices are sent out 14 days after a book is due. A fine of \$10.00 per item is levied on material withheld a month from the date of the overdue notice. If overdue books are not returned by the end of the semester a bill for the cost of the book plus a processing fee of \$5.00 will be sent to the Business Office. Fines and assessments are paid at the Circulation Office during the hours of 8:30 to 4:30 Monday through Friday, or remittances may be mailed to the Circulation Department. Please make checks payable to the University of Kansas. Unpaid bills are reported to the University Business Office. It is expected that borrowers will observe the date stamped in the back of each book and return the book by that date in consideration of the needs of other patrons.

Library Staff Directory:

The Library Staff Directory is attached for your information. With the increase in the number of staff it was decided that an alphabetical listing would be more useful than listing employees by department. Each person is listed with an abbreviation for his department or location.- Each Department is listed with its telephone number and the person in charge of that department. Persons with split assignments are listed with only one department abbreviation. Please consult the Director's Office for additional listings for the Medical Center Library.

KULSA Note:

The monthly Library Staff Association noon buffet will be on Friday, October 3 in the staff room. Please bring a covered dish and your own service.

Correction:

The issue number 11 was inadvertently left off the fyi for September 25, 1969.

fji
From the Office of the Director of Libraries, University of Kansas

Number 14

October 16, 1969

American Association of University Professors:

We are especially eager to increase the membership of our local chapter of the AAUP. Despite the recent reorganization of the Senate, our chapter, as an organization not directly involved in the University government, can serve a very useful function as a voice of the faculty. Local dues are only three dollars per year for active members. Please see Terrence Williams for information about the AAUP and for membership application forms.

KULSA Meeting:

The first meeting for 1969/70 of the Library Staff Association will be held on October 28, 4 p.m., West Reading Room of Watson Library. The program will include election of officers and recognition of staff members who have served five or more years in the library. Dues are payable before you are eligible to vote: two dollars for professionals and one dollar for non-professionals. Refreshments will be served.

Retirement:

Mr. Harold Von Gunten will retire after more than four years of service at the exit control station of the Watson Library. A tea will be held in Mr. Von Gunten's honor on Monday, October 20, 4:30 p.m. in the Staff Room.

Kansas Academic Libraries Council:

Directors of the libraries of the six Kansas institutions of higher education administered by the Board of Regents will convene tomorrow for their semi-annual meeting beginning at 10:00 a.m. in the Kenneth Spencer Research Library.

Automated Book Retrieval System:

In conjunction with the Kansas Academic Libraries Council meeting, Remington-Rand staff will show a film of their automated book retrieval system. The presentation, scheduled for 3:00 p.m. on Friday, October 17 in the Kenneth Spencer Research Library auditorium, will run approximately forty-five minutes. Interested library staff may attend subject to space limitation (80 seats) and service requirements of their departments.

Correction:

The Medical Center telephone number is 236-5252.

- 016.301 W464n Welsch, Erwin K. The Negro in the United States, A Research Guide (1965). Very useful introduction to Negro historiography. WEST ALCOVE
- 016.573 W89 Work, Monroe N., ed. Bibliography of the Negro in Africa and America (1928). The section on history, though dated, is still unsurpassed. WEST ALCOVE

BIOGRAPHY

- 325.260 B236n Bardolph, Richard. The Negro Vanguard (1959). Traces the hundreds of notable Negroes from 1770 to the present, with extensive bibliographic notes. Located in the STACKS
- 016.92 B52 Biography Index: A Cumulative Index to Biographical Material in Books and Magazines, 1964-. WEST ALCOVE
- 920 C93 Current Biography, 1940-. Very good short biographical sketches of people prominent in the news. AREA 7
- 301.451 96073 In8 v.2 Robinson, Wilhelmena S., ed. International Library of Negro Life and History. Historical Negro Biographies (1968). Includes living persons; has pictures. AREA 2
- 920 W622 Who's Who in America, 1950-. EAST ALCOVE
- 920 W629 Who's Who in Colored America, 1927-1949. Ceased publication after 1949. STACKS

ENCYCLOPEDIAS AND HANDBOOKS

- 325.26 Ap8d Aptheker, Herbert. A Documentary History of the Negro People in the United States (1959). RESERVE DESK
- 973 C735 Commager, Henry Steele, ed. Documents of American History. 8th ed. rev. (1968). This newest edition has Civil Rights material not found in the seventh edition. EAST ALCOVE
- 301.451 D294a Davis, John P., ed. The American Negro Reference Book (1966). A useful collection of a wide range of material. AREA 2
- 323.409 F854n Franklin, John Hope and I. Starr, eds. The Negro in Twentieth Century America (1967). A collection of documents. STACKS
- 973.097 F53n Fishel, Jr., Leslie H. and Benjamin Quarles, eds. The Negro American: A Documentary History (1968). STACKS
- 909.097 H769u Hoover, Dwight W., ed. Understanding Negro History (1968). Focuses on the major problems involved in studying and writing Negro history. STACKS
- 301.451 96073 In8 International Library of Negro Life and History. 10 vols. (1968). Each volume is devoted to a specific subject. AREA 2

Guide for Readers 20a

BIBLIOGRAPHY OF BLACK HISTORY: BASIC REFERENCE TITLES

ABSTRACTS

- 905 Historical Abstracts, 1775-1945: Bibliography of World Periodical Literature,
H6292 1955-. Digest of articles on historical subjects with brief summary of
 contents. AREA 6

BIBLIOGRAPHIES

- 016.9 American Historical Association. Guide to Historical Literature (1961). A
Am351g selective, annotated bibliography of monographs and primary materials.
 REFERENCE DESK
- 016.323 Brooks, Alexander D. and Virginia H., ed., Civil Rights and Liberties in the
B791c United States: An Annotated Bibliography (1962). WEST ALCOVE
- 016.9 Hale, Richard W., Jr., ed. Guide to Photocopied Historical Materials in the
United States and Canada (1961). Useful for both borrowing and buying.
 WEST ALCOVE
- 016.973 Handlin, Oscar, and others. Harvard Guide to American History (1954). A
H19 bibliography of primary and secondary materials. A point of departure for
 all research in American History. REFERENCE DESK.
- 016.301 Miller, Elizabeth W. The Negro in America: A Bibliography (1966). Cites
M613n monographs and journal articles; no annotations. WEST ALCOVE
- 016.967 National Urban League. Selected Bibliography on the Negro. 4th ed. (1958).
N213s WEST ALCOVE
- F016.301 New York. Public Library. Schomburg Collection of the Negro Literature
N42d and History. Dictionary Catalog. Boston: G. K. Hall, 1962. 9v. WEST
 ALCOVE
- 016.301 _____. The Negro in the United States: A List of Significant Books. 9th ed.
N42n rev. (1965). WEST ALCOVE
- 016.301 Salk, Erwin A., ed. A Layman's Guide to Negro History (1967). A handbook
Sa341 of facts as well as a guide to books, articles, autobiographies and phono-
 graphic material. WEST ALCOVE
- 016.301 Spangler, Earl, ed. Bibliography of Negro History: Selected and Annotated
Sp23b Entries (1963). The first section is general in content; the second pertains
 to Minnesota. WEST ALCOVE
- 016.301 The Negro Bibliographic and Research Center. The Negro in Print, 1965-
N312 Annotated survey of all literature, including fiction, for a given year. WEST
 ALCOVE

BOOK REVIEWS AND CRITIQUES:(Cont.)

Essay and General Literature Index TABLE 6
Book Review Index TABLE 6
New York Theatre Critics Reviews 792.097471 N42 AREA 5
Guide to Critical Reviews 808.204 Sa32g DESK
Times Literary Supplement (1902-23 on Microfilm; 1924 to date in bound volumes in book stacks, F015.42 T48; recent issues at Periodicals Desk)
New York Times Book Review (1924 to date bound in volumes in book stacks, F015.73 N48; recent issues at Periodicals Desk)
Subscription Books Bulletin 015.73 Su16 WEST ALCOVE

STATISTICS:

Statistical Abstract of the United States 317.3 St2 DESK
World Almanac and Book of Facts 310 W89 DESK
Information Please Almanac 031 In 31 DESK
United Nations Statistical Yearbook 310 Un47 DESK
United Nations Demographic Yearbook 312 Un31 DESK
Historical Statistics of the United States 317.3 St2sh DESK
Statistics Sources 016.31 St29 DESK
Kansas Statistical Abstract 1965 317.81 K1331 DESK

ENCYCLOPEDIAS:

Encyclopedia Americana (and Yearbooks) 031 Am31 WEST ALCOVE
Encyclopedia Britannica (and Yearbooks) 032 EN1 AREA 1 WEST ALCOVE
Foreign encyclopedias 033's-039's AREA 1 WEST ALCOVE
Subject encyclopedias by classification number

DICTIONARIES:

Foreign language dictionaries and foreign language/English dictionaries,
AREA 4
Oxford English Dictionary 423 N96.2 AREA 4
Webster's Second International Dictionary TABLE 3
Webster's Third International Dictionary 423 W39 WEST ALCOVE
The Random House Dictionary EAST ALCOVE
Fowler's Modern English Usage 423 F82 AREA 4

BIOGRAPHICAL INFORMATION:

Dictionary of National Biography (British) 920 D56 AREA 7
Other foreign national biographical dictionaries EAST ALCOVE
Dictionary of American Biography 920.073 D56.2 EAST ALCOVE
Who's Who in America 920 W622 EAST ALCOVE
American regional Who's Who and those for foreign countries EAST ALCOVE
Current Biography 920 C93 AREA 7
Biography Index TABLE 6
Directory of American Scholars 920.073 D627 EAST ALCOVE
American Men of Science 920 C29 AREA 7
Contemporary Authors 920 C767 AREA 7
International Businessmen's Who's Who 382.05 In81 AREA 3
Directory of American philosophers 191.025 D628 AREA 2
Who's Who in Science in Europe 502.54 W62 AREA 4

September 1969

Guide for Readers 4

BASIC REFERENCE SOURCES

INDEXES TO MAGAZINE AND JOURNAL ARTICLES:

Applied Science & Technology Index 620.51 Ap58 TABLE 4
Art Index 705 Ar75 AREA 5
Biological & Agricultural Index 630.51 Ag 8 AREA 5
British Humanities Index 016 B777 WEST ALCOVE
Business Periodicals Index TABLE 4
Child Development Abstracts 136.706 N21 AREA 2 (Current issues at Desk)
Education Index TABLE 4
Historical Abstracts 905 H6292 AREA 6
Index to Little Magazines 050 Sm51 AREA 2
International Bibliography of Historical Sciences 016.9 In 8 WEST ALCOVE
International Bibliographie der Zeitschriftenliteratur 050 B47 AREA 2
Mental Retardation Abstracts 132.205 M5281 AREA 2
19th Century Reader's Guide TABLE 6
Poole's Index to Periodical Literature TABLE 6
Psychological Abstracts 150.05 P957 TABLE 4 (Current issues at Desk)
Public Affairs Information Service 050 P961 AREA 2
PMLA International Bibliography 016.4 M72m WEST ALCOVE
Reader's Guide to Periodical Literature TABLE 6
Social Sciences and Humanities Index TABLE 2
Sociological Abstracts 305 So15 AREA 2 (1964 to date at Desk)

INDEXES TO NEWSPAPER ARTICLES:

New York Times Index 071 N48a (1851-58; 1860; 1863-1905 on Microfilm) MICROFORMS ROOM
The Times, London, Official Index 072 T482i (1790-1953 on Microfilm) MICROFORMS ROOM
Christian Science Monitor Subject Index 071 C462s MICROFORMS ROOM
Wall Street Journal Index 071 W154 MICROFORMS ROOM
Facts on File 905 F11 AREA 6
Keesing's Contemporary Archives 905 K258 AREA 6

DIRECTORIES:

Annuaire des Organisations Internationales 341.1 An 7 DESK
Encyclopedia of Associations 061 G131c DESK
Poor's Register of Corporations 338.8 P79 DESK
Research Centers Directory 378.73 DG 28 DESK
Thomas Register of Manufacturers 670.3 T36 DESK
The World of Learning 060 W89 DESK

THESES AND DISSERTATIONS:

Dissertation Abstracts 016 D63 WEST ALCOVE
Black. Guide to Lists of Master's Theses 016 B561g DESK

BOOK REVIEWS AND CRITIQUES:

Book Review Digest TABLE 2
Index to Book Reviews in the Humanities 016 In22 WEST ALCOVE



From the Office of the Director of Libraries, University of Kansas

Number 15

October 23, 1969

KULSA Meeting Reminder:

The Library Staff is reminded of the Staff Association Meeting on Tuesday, October 28, 4pm in the West Reading Room of Watson Library. The program will include election of officers and recognition of staff members who have served five or more years in the library.

Personnel:

Mr. Harold Von Gunten will retire from the University of Kansas Libraries on October 31 after over 4 years of service.

Reading Rooms:

There are several reading rooms now established across the campus. The reading room concept is not intended to further fragment the collection but rather to alleviate the space problems due to the lack of reader space and stack space in the main library. The reading rooms which have been established are: Entomology Reading Room, 344 Snow--Mrs. Evelyn Hastings is in charge, contains a selective collection of materials in entomology and a second set of Biological Abstracts, service 8am to 5pm, Monday-Friday, evening hours are posted at the door, telephone 4408 before going to the reading room. Biochemistry and Microbiology Reading Room, 234 New Haworth--student assistants are in charge, contains second sets of major serials in biochemistry and microbiology and some departmental copies of monographs, hours are posted at the door, no telephone but messages can be left at the Biochemistry Department, 331 New Haworth, telephone 4021. Dyche Museum Reading Room, 602 Dyche--student assistants are in charge under the supervision of Grace Cooper, contains all books and serials classified in vertebrate paleontology and vertebrate zoology (566-569 and 596-599), service 8am to 5pm, Monday-Friday, leave messages at telephone 3052. Business and Economics Reading Room, 208 Summerfield--Mrs. Sara Wallace is in charge, contains reserve and reference materials in business and economics, service 8am-5pm Monday-Friday, 7pm-10pm, Monday-Thursday, 9am-1pm Saturday, telephone 3386.



Number 16

October 30, 1969

Librarians' Conference:

The fifth Librarians' Conference will be held on Thursday, November 6, 4pm in the West Reading Room, first floor of Watson Library. Included in the agenda will be a discussion of the flow of materials in the library, both the physical transportation and problems of addressing; and comments will be made on the criteria for promotion and tenure.

Publications:

Mitchell, P.M. A Bibliography of 17th century German imprints in Denmark and the Duchies of Schleswig-Holstein. Lawrence, University of Kansas Libraries, 1969. 2 volumes. (University of Kansas Publications: Library Series, 28)
University of Kansas Libraries Staff Handbook. Lawrence, University of Kansas Libraries Staff Association, 1969.

Personnel:

Mrs. Linda Hicks is on leave until November 21. Mr. and Mrs. Hicks are the parents of a new girl born October 9.

Mrs. Sondra DeArmond returned from leave on October 13.

New Staff Briefing:

A briefing session for new staff reporting September 1 or later will be held on Monday, November 10, 8:30 a.m. in the Spencer Research Library Auditorium. Please enter by way of ground floor entrance.

Staff Association Meeting:

The following staff were recognized at the Staff Association Meeting, October 28, for service to The University of Kansas Libraries: Lois Alston, 9 yrs.; Roger Anderson, 6 yrs.; Chester Bullinger, 21 yrs.; Barbara Clason, 13 yrs.; Anna Condit, 6 yrs.; Earl Farley, 16 yrs.; Ruth Fauhl, 11 yrs.; Frances Fischer, 6 yrs.; Mable H. Frazier, 15 yrs.; John L. Glinka, 21 yrs.; Luceil Hamlin, 10 yrs.; Evelyn Hastings, 6 yrs.; L.E. James Helyar, 10 yrs.; George Jerkovich, 7 yrs.; Florence Johnson, 15 yrs.; Barbara Jones, 9 yrs.; Everett Jones, 17 yrs.; Thelma A. Jones, 5 yrs.; Emma Lue Kopp, 17 yrs.; Alexandra Mason, 12 yrs.; William L. Mitchell, 9 yrs.; John M. Nugent, 19 yrs.; Norma Osborne, 11 yrs.; Phoebe Peck, 8 yrs.; Marjorie Perry, 10 yrs.; Mary Royer, 7 yrs.; Kermit Sewell, 12 yrs.; Julia Stuart, 11 yrs.; Eleanor Symons, 12 yrs.; Fay Talley, 17 yrs.; Polly Trillich, 8 yrs.; Sarah Tubby, 16 yrs.; Wilma White, 10 yrs.; Terence Williams, 9 yrs.; and Eugenea Wilson, 7 yrs.



From the Office of the Director of Libraries, University of Kansas

Number 17

November 6, 1969

Librarians' Conference will be held today, Thursday, November 6, 4p.m. in the West Reading Room, first floor of Watson Library. Included in the agenda will be a discussion of the flow of materials in the library and criteria for promotion and tenure.

Publications:

Guide for Readers 1: Library Services at KU is attached for your information.

KULSA Officers:

The following staff were elected officers of the Staff Association:

President--Georgiana Bowers, Vice-President--George Griffin, Secretary--Donna Hanna, and Treasurer--Connie Mangum.

New SLIC Secretary:

Carole Garris is the secretary for SLIC replacing Georgiana Bowers.

Personnel:

Miss Marjorie Karlson will become Reference Librarian on December 1, 1969. Miss Karlson comes to us from Washington University where she is Assistant Director for Readers Services. She is a graduate of Agnes Scott College, received her MA in English from Yale University, and her library training at Emory University. She has served as librarian at Agnes Scott College, Yale, and Louisiana State and is a member of Phi Beta Kappa, the Bibliographical Society of America, the American Association for the Advancement of Slavic Studies, the Missouri Library Association, and the American Library Association.

Staff attending meetings:

H. Robert Malinowsky will be attending the Geoscience Information Society meeting in Atlantic City on November 10-12 and the Mountain Plains Library Association meeting in Denver on November 13 and 14. While in Denver, Mr. Malinowsky will be interviewing prospective library school graduates at the University of Denver.

Statistics:

The Library is constantly in need of certain statistics. Mr. Malinowsky is now trying to review all of the statistics that are currently being kept. He would like to have each Department and Library send to him samples of the statistics that are kept in the Department or Library on a regular basis and statistics that are forwarded to the Director's Office. Samples of any forms that are used should also be submitted.



Number 18

November 20, 1969

Holiday:

The Thanksgiving holiday includes Thursday, November 27 and Friday, November 28, as official holidays for all State employees. All Libraries will be closed on Thursday but limited service will be maintained at public desks and exits on Friday. Staff scheduled to work on Friday will earn compensating time. Classified personnel who work on Friday should report time worked to Mrs. Garris on weekly time cards in order to receive holiday credit.

Holiday hours for Libraries:

All Libraries will be closed on Thursday, November 27. Library hours for the rest of the Thanksgiving recess are as follows: Watson Library--Tuesday, Wednesday, and Friday 8 a.m. -5 p.m.; Saturday 8 a.m. -12 noon; Sunday closed. Law Library--Tuesday 8 a.m. -6:30 p.m.; Wednesday 8 a.m. -5 p.m.; Friday closed; Saturday 9 a.m. -5 p.m.; Sunday 2 p.m. -10:30 p.m. Science Library--Tuesday 8 a.m. -11 p.m.; Wednesday, Friday and Saturday 8 a.m. -5 p.m.; Sunday 2 p.m. -11 p.m. Earth Sciences Library--Tuesday, Wednesday, and Friday 8 a.m. -5 p.m.; Saturday and Sunday closed. Engineering and Architecture Library--Tuesday, Wednesday, and Friday 8 a.m. -5 p.m.; Saturday and Sunday closed. Mathematics Library--Tuesday 8 a.m. -5 p.m.; Wednesday and Friday 8 a.m. -12 noon and 1 p.m. -5 p.m.; Saturday and Sunday closed. Music Library--Tuesday, Wednesday, and Friday 8 a.m. -5 p.m.; Saturday and Sunday closed. Spencer Research Library--Tuesday, Wednesday and Friday 9 a.m. -6 p.m.; Saturday and Sunday closed. Clendenning Medical Library--Tuesday 8 a.m. -11 p.m.; Wednesday and Friday 8 a.m. -8 p.m.; Saturday 8 a.m. -5 p.m.; Sunday 2 p.m. -10 p.m.

Librarians' Conference:

The sixth Librarians' Conference will be held on Friday, December 12 instead of the first Thursday of the month.

Serials:

Service for all unbound serials is now available at the Serials desk on the first floor.

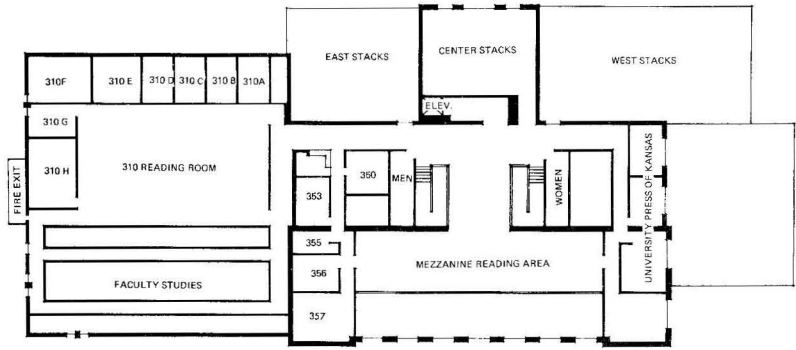
Staff Attire:

In response to inquiries on the subject, the Staff and Library Improvement Committee has formulated the following statement, which is hereby adopted as the policy of the University of Kansas Libraries: "We believe that a detailed dress code is neither necessary nor advisable. However, we feel that since we are a public service establishment the attire should be generally acceptable. (In other words, if there is any doubt about the suitability, the attire in question is probably not generally acceptable.) Suitability should always be determined by the nature of the work and the area in which it is undertaken!"

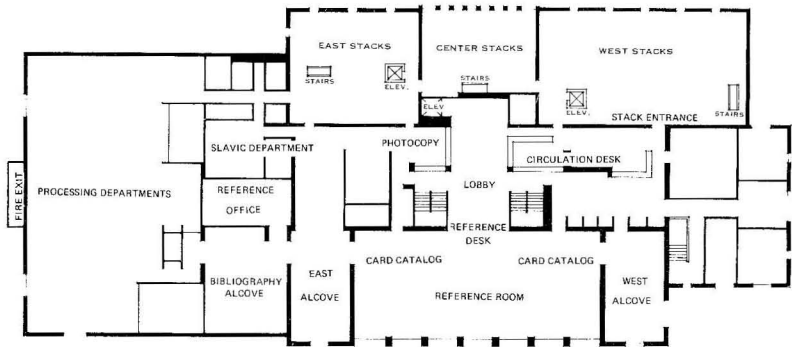
Holiday:

Governor Docking has declared Veterans' Day, Tuesday, November 11th, to be an official holiday for all State employees. Classes will be in session and normal service will be maintained only at public desks and exits. All other Departments will be closed. There will be no U.S. mail delivery. Staff scheduled to work on Tuesday will earn compensating time. Classified personnel who work on Tuesday should report time worked to Mrs. Garris on weekly time cards in order to receive holiday credit.

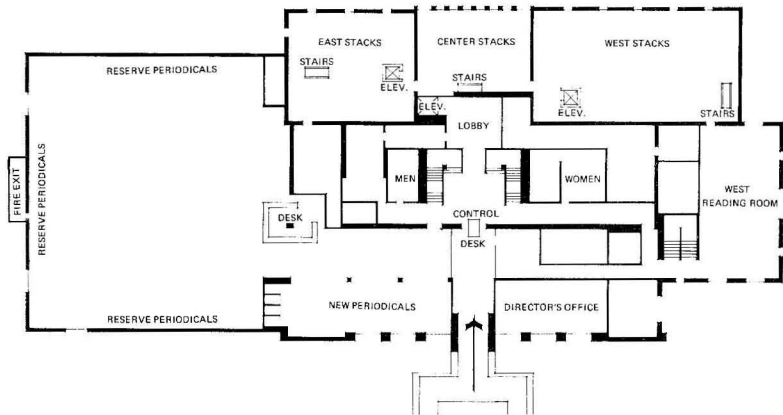
Third floor



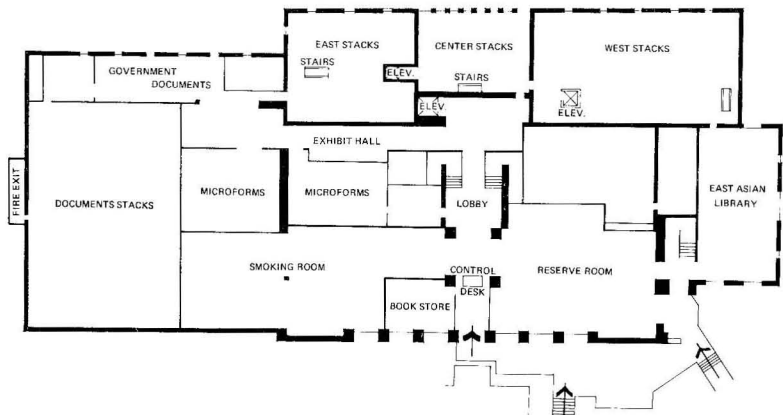
Second floor



First floor



Basement floor



Guide for Readers 1

LIBRARY SERVICES AT KU

The University of Kansas Libraries form one of the Nation's major research collections. Watson Library and the several branches contain approximately 1,500,000 volumes, with 90,000 volumes added last year. Some 18,000 serials, including 380 newspapers, are received regularly, and the microform collections now include over 203,500 items. The principal collections are housed in Watson Library.

<u>Regular Schedule</u>		<u>Vacation Schedule</u>	
<u>Hours:</u> Monday-Friday	8am - 11pm	Monday-Friday	8am - 5pm
Saturday	8am - 5pm	Saturday	8am - Noon
Sunday	2pm - 11pm	Sunday	Closed

See Guide for Readers 2 for the complete schedule of hours, 1969/70.

Information: For assistance in locating library materials and for information about our services, consult the librarian at the Reference Desk.

Card Catalog: The cards in the main card catalog describe and locate every book in the Libraries system, including those in the Clendening Medical Library. Most books have author, title and subject cards, but many have only one card, the "main entry" card, which is usually filed under the author's name. The "call number" on the upper left corner of the card is the book's location number. See Guide for Readers 7.

Circulation: The bookstacks are open to all students and faculty. The normal lending period for books and bound periodicals is three weeks. "Overdue book" fines are 25¢ per day. Notices are not sent until a book is two weeks overdue. See Guide for Readers 3.

Periodicals: Recent issues of most periodicals (magazines, journals and serials) are at the Serials Desk. Bound volumes of periodicals are in bookstacks. The branch libraries also contain periodicals. All periodicals are listed in the card catalog. For specific information about holdings and locations for titles we currently receive, consult the Central Serials Record in the Serials Department or ask at the Serials Desk. See Guide for Readers 6.

Documents Service: Extensive collections of United States and foreign government publications are housed in Watson Library. Ask at the Documents Desk between 8am and 5pm, Monday through Friday, for assistance in locating this material, most of which is not listed in the card catalog. See Guide for Readers 5.

Other campus libraries:

The Kenneth Spencer Research Library

Architecture and Engineering (119 Marvin)	Science (607 Malott)
Earth Sciences (318 Lindley)	Law (207 Green)
Mathematics (209 Strong)	Music (448 Murphy)

The University of Kansas Medical School Library, 39th & Rainbow Blvd., Kansas City, Kansas, 66103.

An outline floor plan of the public areas in Watson Library appears on the other side.

October, 1969



Number 19

December 4, 1969

Holidays:

The Christmas holiday includes Thursday, December 25 and Friday, December 26 and the New Year's Holiday includes Thursday, January 1, as official holidays for all State employees. Schedules for all Libraries will appear in the next fyi.

Graphic Minolta Copier Demonstration:

There will be a demonstration of the Graphic Minolta Copier in the West Reading Room of Watson Library on Tuesday, December 9, from 9:30 a.m. to 4:00 p.m. This unit appears to offer better copy than the Underwood-Olivetti Copia and it has the capacity to reduce by several sizes from that of the original. Library staff interested in viewing the Graphic Minolta Copier should make arrangements with their department heads or supervisors. The gentlemen in charge of the demonstration would prefer to talk to smaller groups of viewers throughout the day rather than to face the problems of fitting larger groups around the machine.

Librarians' Conference:

The sixth Librarians' Conference will be held on Friday, December 12, 4 p.m. in the West Reading Room, first floor of Watson Library. Topics for discussion at this conference should be submitted to the Director's Office no later than the afternoon of Tuesday, December 9, so that a printed agenda can be distributed prior to the Friday Conference.

Reception:

C.K. Huang has resigned to accept a position as medical librarian at the State University of New York in Buffalo. A coffee reception honoring Mr. and Mrs. Huang will be held on Friday, December 5, 4:30 p.m. to 5:00 p.m. in the staff room. Friday is Mr. Huang's last day of work at the University of Kansas Libraries.

New Offices:

A new office has been constructed for Book Selection (Eleanor Symons, George Griffin and Vivian Pierce), located between Exchange and Gifts and the Order Department. The former home of Book Selection, 218 W, is now Marjorie Karlson's office.

Telephone Change:

Until the necessary installations can be carried out, Book Selection personnel can be reached at 3476, and Miss Karlson at 3348.

Cataloging Project:

A special section in the Cataloging Department will be cataloging only those books with Library of Congress copy. This section will be supervised by Marybeth Arbuckle with a staff of four. Three of the classified positions have been filled and include Bertie Kotas, Ann Schwartz, and Sandra Bushouse. This section is a permanent continuation of the pilot project that Kent Miller supervised during the past year and that Cheryl Weedon has been continuing after Mr. Miller's transfer.

Staff Book and Periodical Borrowing:

The following quote from the University of Kansas Libraries Staff Handbook, page 29, concerns borrowing privileges for the staff: "General stack materials, and briefly listed materials may be checked out for three weeks by classified staff, while faculty charges are for four months. Members of the professional staff receive faculty borrowing privileges."

New Xerox:

The Xerox 3600-3 has arrived and will be put into operation in the near future. Other photocopy equipment will also be installed in the copying service area.

Personnel:

Marybeth Arbuckle is now devoting full time to cataloging with responsibilities similar to those that Kent Miller had before becoming Exchange and Gifts Librarian. New classified staff include George Anthony Meek, Exit Control Guard in Watson effective November 10. Henry Wilson will be in the Forbes Air Force Base Hospital, Topeka, until the middle of next week.

Staff attending meetings:

David Heron will be attending a meeting at the National Bureau of Standards in Washington, D.C., December 1-4.

Publications:

The ten page Guide for Readers 21: Bibliography of Reference Works for Business is available at the Reference Desk. Branch libraries may request copies from Nancy Middleton.



Number 20

December 11, 1969

Holiday Schedule:

The Library schedules for the period December 20 through January 4 are attached for your information. Department heads and branch libraries are asked to post these hours as soon as possible. Staff scheduled to work on Friday, December 26 will earn compensating time. Classified personnel who work on this Friday should report time worked to Mrs. Garris on weekly time cards in order to receive holiday credit. January 2 has not been declared a holiday for state employees at this time.

Librarians' Conference:

The monthly Librarians' Conference will be held on Friday, December 12, 4p. m. in the West Reading Room, first floor of Watson Library. The agenda will include reports from Mr. Helyar on the cataloging project, from Mr. Williams on the stack shifting and the creation of an art library within Watson, and from Miss Condit on the automation of serials. Mr. Glinka will explain some of the budget procedures.

Christmas trees:

Departments may have Christmas trees if they so desire. A word of caution should be made concerning live trees. The University does not have a policy on the use of live trees but would like individuals to be aware of the fire hazard involved with such trees. If you are using lights, please be certain that the wiring is not worn. It is strongly recommended that artificial trees be used when possible; however, if a live tree is used it should be sprayed with a chemical fire retardant. It might be wise to watch for artificial tree sales after Christmas since Buildings and Grounds may request that only artificial trees be used next year.

Annual Report:

A copy of the Libraries' Annual Report may be seen in the Director's Office or at the Reference Desk. Please report any discrepancies in the statistics to Mr. Malinowsky immediately.

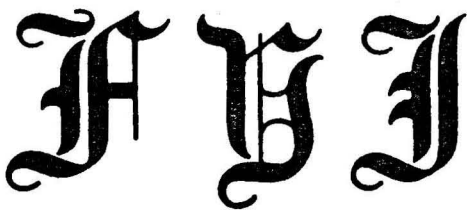
Personnel:

New professional staff include Marjorie Karlson, Reference Librarian effective December 1. (See fyi Number 17). Tsun-Tung Wang will be Acting East Asian Librarian effective December 6.

Bertie Kotas has been promoted to Library Assistant effective December 1 and Sadie Bramble has been promoted to Clerk Typist II effective December 1. New classified staff include: Tom McCall, Exit Control (half-time) in Watson effective November 24; Ann Schwartz, Clerk II (half-time) in Cataloging effective December 1; Sandra Bushouse, Clerk II in Cataloging effective December 1. Kenneth Adrian resigned effective November 18.

Friday Luncheon:

The Friday luncheon for December will be this Friday, December 5, 12:00 in the Staff Room. Everyone is invited to bring a covered dish in keeping with the holiday season and their own table service.



HOLIDAY GREETINGS to the
Library Staff from the Director's Office

Number 21

December 18, 1969

Christmas Party:

The annual Christmas Party will be held at the American Legion on Sunday, December 21, 5p.m. If you have not signed the sheet that you are coming, please see Georgiana Bowers. Your family is invited; however, there will not be a Christmas party for the very young.

Budget requests:

Budget requests are now being formulated. If you know of any equipment, supplies, or capital improvements needed by your department, please report such to your Department Head or Supervisor immediately.

Librarians' Conference:

The next Librarians' Conference will be held on Wednesday, January 7, 4p.m. in the West Reading Room, first floor of Watson Library. You are urged to submit topics for discussion at this conference to the Director's Office no later than the afternoon of Monday, January 5, so that a printed agenda can be distributed prior to the Wednesday Conference.

Cooperative Lending:

Upon the presentation of adequate identification, ID plus current certificate of registration, students and faculty from any Kansas State college or university may borrow materials from any other Kansas State college or university. The borrower is to conform to the lending policies established by the lending library. Local regulations regarding the circulation of special categories of material and the method of returning materials should be explained to patrons by the lending library. Participating are the University of Kansas (including the Clendening Medical Library), Kansas State University, Wichita State University, Kansas State Teachers' College at Emporia, Fort Hays Kansas State College, and Kansas State College at Pittsburg.

Personnel:

Stanley H. Lin will become Assistant Circulation Librarian on January 1, 1970. Mr. Lin received his M.L.S. degree from the University of Pittsburgh in December, 1969, and has previously attended Hope College, McCormick Theological Seminary, and Western Theological Seminary. While at the University of Pittsburgh, Mr. Lin has been part-time circulation and acquisitions library assistant. He is married and has two daughters ages 5 and 1.

Cheryl Weedon and Sondra Pickel have resigned effective December 19.

fyi:

The next fyi will be on Thursday, January 8, 1970. Happy New Year!

UNIVERSITY OF KANSAS LIBRARY HOURS FOR DECEMBER 20 throu

Watson Library: Dec. 20, 8a.m. -12 noon; Dec. 21, CLOSED; Dec. 22, 5p.m. -5p.m.; Dec. 25, CLOSED; Dec. 26, 8a.m. -5 p.m. 8a.m. -12 noon; Dec. 28, CLOSED; Dec. 29-31, 8 Jan. 1, CLOSED; Jan. 2, 8a.m. -5p.m.; Jan. 3, Jan. 4, CLOSED.

Earth Sciences Library, 318 Lindley Dec. 20, 8a.m. -12 n
and CLOSED; Dec. 22-24
Engineering & Architecture Library, 119 M: Dec. 25-28, CLOSED
5p.m.; Jan. 1, CLOS
5p.m.; Jan. 3-4, CL

Science Library, 607 Mal.: Dec. 20, 8a.m. -5p.m.; Dec. 21, CLOSE
5p.m.; Dec. 25, ~~28~~ CLOSED; .
Dec. 2
Jan. 1, CLOSED; Jan. 2, 8a.m. -5p.m.;
12 noon; Jan. 4, 2p.m. -11p.m.

Mathematics Library, 209 St. Dec. 20, 9a.m. -12 noon; Dec. 21, CL
8a.m. -12 noon, 1p.m. -5p.m.; Dec. 2
Dec. 29-31, 8a.m. -12 noon, 1p.m. -5
Jan. 2, 8a.m. -12noon, 1p.m. -5p.m.;

Music Library, 448 Mur: Dec. 20, 8a.m. -12 noon; Dec. 21, CLOS
8a.m. -12 noon, 1p.m. -5p.m.; Dec. 25-
29-31, 8a.m. -12 noon, 1p.m. -5p.m.; Ja

Law Library, 207 G: Dec. 20, 8a.m. -12 noon; Dec. 21, CLOS
8a.m. -5p.m.; Dec. 24-25, CLOSED, De
Dec. 27, CLOSED; Dec. 28, 2p.m. -10p.
8a.m. -5p.m.; Jan. 1, CLOSED; Jan 2-3
Jan. 4, 10a.m. -5p.m.

Spencer Research Library- Dec. 20-21, CLOSED; Dec. 22-24,
Department of Special Dec. 25-28, CLOSED; Dec. 29-31
Collections, Regional History Jan. 1, CLOSED; Jan. 2, 9a.m. -6
Department, and Archives: CLOSED.

Spencer Research Library- Dec. 20-21, CLOSED; Dec. 22-24
Map Library: 1 p.m. -5p.m.; Dec. 25-28, CLOS
9a.m. -12 noon, 1 p.m. -5p.m.; J;
Jan. 2, 9a.m. -12 noon, 1p.m. -5p