Staff Attending Meetings:
David W. Heron and John L. Glinka will be attending the ALA midwinter meeting in Chicago on January 19 through January 23. Alexandra Mason will be attending the same meeting on January 19 through January 21. H. Robert Malinowsky will be attending the SLA midwinter meeting in Atlanta on January 28 through January 30.

Librarians' Conference:
The next Librarians' Conference will be held on Thursday, February 5, 4 pm 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 by Tuesday, February 3. The tentative agenda will include a preliminary report on budget hearings, lending rules for classified staff, and a discussion on the training of the student assistants.

Kansas Library Association Grants:
The Kansas Library Association is awarding two grants of $1,000 each for 1970 to attend any ALA accredited library school. For more information, please consult the bulletin board in the staff room.

New Appointments:
John L. Glinka has been appointed to a four year term as ALA Councilor representing the Kansas Library Association. H. Robert Malinowsky and Alexandra Mason have been appointed to the University Council for the spring semester.

Library Science 40:
Library staff may enroll in Library Science 40 providing they have the permission of their supervisors. The class will meet one day per week as outlined in fyI no. 22. Weekly exercises on the use of the library and its materials, tests, and a term research project are required of all those who are enrolled. The one hour per week will be allowed on library time. Nancy Middleton will be in charge of enrollment at the Student Union on January 28-30.

Geoscience Serials Project:
The research project supervised by H. Robert Malinowsky has now moved to B20A in Watson from Spencer Research Library. Mr. Malinowsky's staff will be using current issues of serials that are housed in Watson and the branch libraries in order to obtain descriptive information needed for a statistical analysis. The following students will be working on this project: Kathy King, Ray Anderson, Becky Sapp, Phil Lacey, and John Becker.
Librarians' Conference:
The next Librarians' Conference has been changed from Thursday, February 5, to Friday, February 6, 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 by Tuesday, February 3. The tentative agenda will include a preliminary report on budget hearings, lending rules for classified staff, discussion on the training of student assistants, and orientation of new staff members.

KSTC Seminars:
Kansas State Teachers College, Graduate Library School will hold its fifth graduate seminar on Tuesday, February 17, 3p.m. in the White Library. The topic of the seminar will be "Conflict Management" and will be presented by Dr. Nancy Feldman of the Department of Sociology at the University of Tulsa. Librarians whose schedules will permit them to go are invited to attend.

Car Registration:
All staff are reminded that they must report their new car registration numbers to the Traffic and Security Office in Hoch Auditorium. A limited supply of reporting cards is available from Carole Garris in the Director's Office.

Stack Shifting:
The following Dewey Classification numbers are now in their permanent locations on the designated stack levels: Biographies (B), and 000-049 on level 1E; 050-099 on level 2E; 300-331 on level 4E; and 341.21-378.81 on level 7E. Theses and dissertations are also on level 1E.

Personnel:
Iris Nicholas replaces Barbara Leonard as Clerk II in Bindery Preparations. New classified staff include Elizabeth Ross, Clerk Typist I in Cataloging, January 28; Phyllis Wetmore, Clerk II in Reserve, January 26; and Nancy Shawbaker, Clerk Typist I in Interlibrary Services, January 26. Susan Prather, Library Assistant in Slavic is now working full time. Resignations include Gayle Hassler, January 22.

Publications:
The first in a series of booklists, Black History, compiled by Frank Aydelotte, is available from the Reference Desk. Eleanor Symons is the compiler of Books for University Living Groups, a basic list for residence halls, fraternities and sororities, produced at the request of the Interfraternity Council.

W-2 forms:
W-2 forms are now being mailed by the Payroll Office directly to home addresses.

Friday Luncheon:
A February Valentine-"love-in"-Buffet-"eat-in" will be held Friday, February 6, 12:00 noon in the Staff Room. Everyone is invited to bring a covered dish and their own table service.
Personnel:
New classified staff include Kathy Flechtner, Clerk III half time in Cataloging, January 1 and Carolyn Grover, Clerk II in Director's Office, January 14. Hope Williams has been promoted to Clerk Typist II in Order and Iris Nicholas has been promoted to Clerk II in Bindery Preparations. Resignations include Barbara Anderson, January 16; Barbara Leonard, January 31; Beverly Tubby, January 31; and Louise Brunton, December 31.

No fyi January 22.
From the Office of the Director of Libraries, University of Kansas

Number 25

Voter Registration Deadline:
Tuesday, February 10 is the final date for voter registration at the Lawrence City Hall, 11th and Massachusetts, for the library bond election March 3. Anyone who has moved within Lawrence or did not vote in the last general election must register, regardless of previous registration. Anyone who is registered but has moved may make his registration current by calling the City Clerk's Office, 843-4600.

Office Changes on Watson Third Floor:
The Editorial Office of Modern Drama has moved from Room 369W to Sudler House. The University Press will now occupy Room 369W and vacate Room 358W.

ALA Executive Board:
David Heron has been elected to the Executive Board of ALA.

Librarians' Conference:
The Librarians' Conference will be on Friday, February 6, 4p.m. in the West Reading Room, first floor of Watson Library. The tentative agenda will include a preliminary report on budget hearings, lending rules for classified staff, discussion on the training of student assistants, and orientation of new staff members.

Hands Off:
Please do not remove the Mail Room flat-bed, 4 wheel truck from the Mail Room area without permission from the Director's Office. Since this truck is used for mail delivery, do not plan to use it between 7:30a.m. and 8:30a.m. 12:30p.m. and 1:30p.m.

Block Numbers not in Watson Stacks:
The following blocks of Dewey Classified books including folio volumes have been moved in toto from the Watson stacks to the indicated branch library or reading room: 509-509.99--Science; 511-518--Mathematics; 530-549--Science; 566-569--Dyche; 570-570.99, 574-574.99, 575.1-579, and 580-589--Science; 596-599--Dyche; and 780-789--Music. In addition, most currently received monographs in the following numbers are in the indicated branch library; 500-507--Science; 519-519.99--Mathematics; 520-529--Science and Earth Science; 550-559 and 560-565--Earth Sciences; 600-609--Science and Engineering; 610-619--Science; 620-621--Engineering; 622-639 and 660-669--Earth Sciences and Engineering; and 690-699--Engineering.
Committee on Orientation:
A Committee to study suggested methods of implementing an orientation program for new staff has been appointed by Mr. Heron. Earl Gates is Chairman with Rosemary McDonough, Nancy Bengel, Bernard Reams, Stanley Lin, and Kent Miller as Committee members. H. Robert Malinowsky will act as consultant.

New SLIC Members:
The newly elected SLIC members are Donna Hanna, Eleanor Symons, Ruth Fauhl, and Bertie Kotas. They will serve with President Georgiana Bowers, Past President Kent Miller and the four continuing elected members, Polly Trillich, Ruth Miller, Carole Garris, and Jean Schiltz. The Committee meets the third Friday each month. Suggestions may be accepted by any member of the Committee, preferably in writing.

Correction:
In the block number assignments itemized last week, the books in 549-549.9 should have been designated as being in the Earth Sciences Library rather than the Science Library.

Soft Drink Request:
Connie Mangum has requested that anyone desiring diet soft drinks in the staff room vending machines should let her know. If there are enough requests, an order will be placed with the vending service.

Personnel:
New classified staff include Jeanette Magouirk, Clerk Typist I in Cataloging, February 2 and Chen Chiang Wu, Clerk III in East Asian, February 1.

Block Numbers:
Additional explanations seem to be appropriate for a statement in the last fyi that states "In addition, most currently received monographs..." The books within the numbers indicated in this portion of the paragraph are now being reviewed. Until all books have been reviewed, volumes for storage have been pulled from the shelves, and additional space found in the branches for the back volumes of serials, no block number statement can be made on this series of numbers. We will have to live with a split collection, as we have done in the past. The current research material will be available in the branches, back volumes of some serial titles will be available in Watson, and older out of date volumes will be in storage and available only by request.
Circulation Book Truck:
When borrowing book trucks from Circulation, please do not keep them in your Department. Empty and return the trucks to Circulation as quickly as possible.

Notification of New Book:
The purpose of brieflisting is to make books available as soon as possible instead of waiting until they are fully cataloged. It can work only if we know at any given time where any book is; it cannot work if books are removed irregularly from trucks in process. If you see a new book that has not been brieflisted (i.e., if it is still in Order, Exchange and Gifts, or Book Selection) flag it with a long blue "Notify" slip with your full name and department. If it has already been brieflisted (i.e., if it is in Cataloging and has a brieflisting slip in it) insert a long blue "Notify" slip with your full name and department and place the book on Mrs. Weston's desk in Cataloging. If the book is in process at someone's desk, ask the person concerned, or insert a long blue "Notify" slip with your full name and department. All "Notify" books, brieflisted or cataloged, will be sent to Circulation and may leave the library only after being checked out. Urgently needed books can be speeded up.

Staff Room Committee:
A Staff Room Committee has been appointed for the purpose of planning new Staff Room facilities in 358W. Implementation of the plan will not be before this Summer. Members of the Committee are: Nancy Middleton--Chairman, Nancy Bengel, Connie Mangum, Ingrid Goodrich, and Verna Urbanski. Georgiana Bowers and George Griffin are on the Steering Committee.

Time Card and P-1 Form Deadlines:
The deadlines for the time cards and P-1 forms will vary from month to month. For February, they are due in the Director's Office as follows: time cards--February 16 and P-1 forms--February 12.

Personnel:
Ann Schwartz is now full-time in Cataloging. Kathy Fletchner has resigned as of January 30. Susan Unger returned to work February 2 in Reference.

Library Science 40:
There are currently 44 students enrolled in L.S. 40 with 9 freshmen, 8 sophomores, 7 juniors, 16 seniors, 1 graduate, and 3 others.
Number 27  
February 19, 1970

Watson Front Steps:
Vice Chancellor Keith Lawton has been informed of the deteriorated condition of the Watson Library front steps. A set of photographs of the steps has been sent to his office. Repairs will be made when University Repair and Improvement money becomes available for this purpose. Repairs cannot be made until all sub-freezing weather has past.

Music Library Hours:
The new Music Library hours are: Monday--Thursday, 8a.m.--10p.m.; Friday--Saturday, 8a.m.--5 p.m.; Sunday 2 p.m.--10p.m.

Personnel:
New classified staff include Nan H. Gauthier, Clerk II in Cataloging, February 16 and Marilyn Kastens, Clerk Typist I in Bindery Preparations, February 12. Annette Voth has resigned effective March 12 in order to continue graduate work at Berkeley. Kerstin Camenietzki has resigned effective March 31. The Camenietzkis will be moving to Israel this summer. Minnie King has resigned effective February 28. Miss King will return to Liberia where she will be working in the Cuttington College Library.

Reading Room Hours:
Business and Economics, 208 Summerfield: Monday--Friday, 8a.m.--5p.m., 7p.m.-10p.m.; Saturday, 9a.m.-1p.m. Telephone 3386.
Biochemistry and Microbiology, 234 New Haworth: Monday and Wednesday, 1p.m.-5p.m.; Tuesday and Thursday, 10:30a.m.-5:30p.m.; Friday, 10:30a.m.-12:30p.m. No telephone but messages may be left at 4021.
Dyche, 602 Dyche: Monday and Friday, 2p.m.-5p.m.; Tuesday and Thursday, 10:30a.m.-5p.m. No telephone but messages may be left at 3052.
Entomology, 344 Snow: Tuesday, 9a.m.-5p.m.; Monday--Thursday, 7p.m.-10p.m.; Saturday, 2p.m.-5p.m. Telephone 4408
Please do not ask the secretaries in Dyche and Biochemistry to look for materials in the reading rooms.

Personnel Cards:
All civil service personnel cards are due in the Director's Office by 5p.m., Thursday February 19 (today). A memo pertaining to personnel cards of professional librarians will be forthcoming from the Director's office.
Librarians' Conference:
The next Librarians' Conference will be held on Thursday, March 5, 4p.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 by Tuesday, March 3. A report from the Committee on Orientation will be given.

University Senate:
The University Senate will meet today, February 26, 3:30 p.m. in the University Theatre. Librarians who possess tenure and those without tenure but with rank of Librarian II or III are members of the University Senate and should attend this meeting.

Emergency Treatment at Watkins Hospital:
University payment of emergency treatment at Watkins Hospital is limited to the initial treatment and not to any follow-up appointments that the hospital may require.

West Front Steps Closed:
The west front steps of the Watson Library have been closed due to their deteriorated condition. Please do not by-pass the barricades that have been placed at the top and bottom of the steps.

Library Bond Election:
All registered voters are reminded of the library bond election on Tuesday, March 3 for a new public library.

Holidays:
Governor Robert B. Docking has designated the following days during 1970 to be holidays for state employees:

- Good Friday, Friday afternoon, March 27
- Memorial Day, Friday and Saturday, May 20 & 30
- Independence Day, Friday and Saturday, July 3 & 4
- Labor Day, Monday, September 7
- Veterans' Day, Wednesday, November 11
- Thanksgiving Day, Thursday and Friday, November 26 & 27
- Christmas Day, Friday, December 25
- New Year's Day, Friday, January 1, 1971

Personnel:
Ken Bowers has been appointed Assistant Systems Analyst effective February 1. Mr. Bowers will be programming and working with Miss Condit on systems studies in the library.
Librarians' Conference:
The Librarians' Conference will be held on Friday, March 6, 4pm in the West Reading Room, first floor of Watson Library. Included in the agenda is a progress report from the Committee on Orientation.

Holiday Correction:
The Memorial Day holiday will be on Friday and Saturday, May 29 and 30.

Locked Stacks Moved:
The locked stacks in Watson have been moved to the east end of the caged area on seven center.

KSTC Seminar:
Kansas State Teachers College, Graduate Library School will hold its sixth graduate seminar on Tuesday, March 17, 3pm in the White Library. Dr. Lester Asheim, Director of the Office for Library Education, American Library Association will speak on "Education and manpower for librarianship--a progress report." Librarians whose schedules will permit them to go are invited to attend.

Recruitment:
The Graduate Library School at Kansas State College will be participating in recruitment days on March 10-11. John Glinka and Nancy Middleton will attend March 10 and David Heron and George Griffin will attend March 11.

New Publications:
Guide for Readers 2: Schedule of Hours, Watson Library is attached for your information.

Spring Recess Hours for Libraries:
Spring recess begins 12 noon, Saturday, March 21 and ends 7:30a.m., Monday, March 30. Friday afternoon, March 27 is an official holiday for state employees. Classified personnel who work on this afternoon should report time worked to Mrs. Garris on weekly time cards in order to receive holiday credit. The hours for the libraries are as follows:

Science-- March 21, 8a.m. -5p.m.; March 22, closed; March 23-27, 8a.m. -5p.m.; March 28, 8a.m. -12 noon; March 29, closed.

Earth Sciences, Music, Engineering and Architecture--March 21, 8a.m. -12 noon; March 22, closed; March 23-26, 8a.m. -5p.m.; March 27, 8a.m. -12 noon; March 28-29, closed.

Mathematics--March 21, 8a.m. -12 noon; March 22, closed; March 23-26, 8a.m. -12 noon, 1p.m. -5p.m.; March 27, 8a.m. -12 noon; March 28-29, closed.

Law ----- March 21, 8a.m. -12 noon; March 22, closed; March 23-27, 8a.m. -5p.m.; March 28, 10a.m. -5p.m.; March 29, 2p.m. -10p.m.
**IBM Seminar on Library Automation:**
IBM will present two video-taped seminars on the application of automation to various areas of the library. These seminars will be presented on Wednesday and Thursday, March 4 and 5, 7:30 p.m. -- 9:30 p.m. in 124 Malott Hall. The seminar on March 4 will cover circulation and serials and the one on March 5 will cover acquisitions and cataloging. If you are interested in attending either or both of these seminars, please give your name to Carole Garris in the Director's Office.

**High Noise Level:**
Watson Library is a noisy place at best with the charging machines in Circulation, the photocopying machines, elevators, bells, and buzzers. When we add the noise of conversation by librarians, staff, and patrons, we have a building that sounds like a large department store during rush hour. The machinery cannot be quieted, but the din of conversation can be diminished. Please encourage patrons to keep their voices down by setting an example and doing so yourself.

**Coffee Reception:**
A reception honoring Minnie King will be held Friday, February 27, 4:30 p.m. in the Staff Room.

**Dyche Reading Room:**
The hours of the Dyche Reading Room are as published in the last fyi except Tuesday and Thursday the opening time is 11 a.m. instead of 10:30 a.m. Please observe these hours when directing someone to this Reading Room.
From the Office of the Director of Libraries, University of Kansas

Number 30

Special Librarians' Conference:
A special librarians' conference for all professional librarians and library assistants will be held on Friday, March 13, 3:30 p.m. in the West Reading Room, first floor of Watson. This meeting will discuss the change to the Library of Congress Classification.

LC Orientation:
Two instructional meetings on the change to the Library of Congress Classification will be held on Monday, March 16 for all classified library staff and student assistants. The first meeting will be at 3:30 p.m. in the West Reading Room, first floor of Watson and the second will be at 7:00 p.m. in the same room. Everyone is required to attend one of these meetings.

1970 Commencement:
All professional librarians are urged to participate in the 1970 commencement program on May 31 and June 1. If you plan to participate, please note that you should order and make payment for cap and gown and/or hood by March 31 at the information counter on the first floor of the Kansas Union, 10 a.m. to 4 p.m., Monday through Friday.

University Senate:
The University Senate will meet again today, March 12 to complete the business on the agenda of the recessed meeting of March 5. Your attendance is needed to give the quorum required for action on the agenda.

Library of Congress Classification:
Library of Congress classification numbers are now being assigned to books in Miss Arbuckle's Section of the Cataloging Department. Very shortly, as soon as everyone has attended the orientation classes and faculty and students have been alerted, these books will be appearing in the stacks. It will be necessary for everyone to be alert in helping patrons locate the books with LC numbers.

Personnel:
New classified staff include Sharon Robbins, Clerk Typist I in Book Selection, March 9.

Desk for Branch Library Staff:
A small desk has been reserved in the Reference staff office, 214 W, for the use of branch library personnel while they are using Watson Library.
# Guide for Readers 2

## SCHEDULE OF HOURS: WATSON LIBRARY

February 2, 1970 - August 31, 1970

### Regular Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday - Friday</td>
<td>8am - 11pm</td>
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<tr>
<td>Saturday</td>
<td>8am - 5pm</td>
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<td>Sunday</td>
<td>2pm - 11pm</td>
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### Summer Schedule

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<th>Day</th>
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<td>Monday - Friday</td>
<td>8am - 11pm</td>
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<tr>
<td>Saturday</td>
<td>8am - 5pm</td>
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<tr>
<td>Sunday</td>
<td>Closed</td>
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</tbody>
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Feb. 2  Monday REGULAR SCHEDULE RESUMES

March 21  Monday - Friday  8am - 11pm
March 22  Saturday  8am - 5pm
March 23-27  Monday - Friday  8am - 5pm
March 28  Saturday  8am - 12 noon
March 29  Sunday  2pm - 11pm
March 30  Monday  2pm - 12pm

May 10  Sunday  2pm - 12pm
May 11-15-  Monday - Friday  8am - 12pm
May 16  Saturday  8am - 5pm
May 17  Sunday  2pm - 12pm
May 18-22  Monday - Friday  8am - 12pm
May 23  Saturday  8am - 5pm
May 24  Sunday  2pm - 12pm
May 25-28  Monday - Thursday  8am - 12pm
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

June 8  Monday  SUMMER SCHEDULE RESUMES
July 4  Saturday  CLOSED
Aug 1  Saturday  8am - 5pm
Aug 2  Sunday  CLOSED
Aug 3-7  Monday - Friday  8am - 5pm
Aug 8  Saturday  8am - 12 noon
Aug 9  Sunday  CLOSED
Aug 10-14  Monday - Friday  8am - 5pm
Aug 15  Saturday  8am - 12 noon
Aug 16  Sunday  CLOSED
Aug 17-21  Monday - Friday  8am - 5pm
Aug 22  Saturday  8am - 12 noon
Aug 23  Sunday  CLOSED
Aug 24-28  Monday - Friday  8am - 5pm
Aug 29  Saturday  8am - 12 noon
Aug 30  Sunday  CLOSED
Aug 31  Monday  REGULAR SCHEDULE RESUMES

Branch library hours are posted at the door of each library. This schedule supersedes earlier issues.
Spencer Research Library (all Departments except as noted below)—March 21-22, closed; March 23-27, 9a.m.-6p.m.; March 28-29, closed.

Exceptions--Archives closes at 5p.m. daily and will be closed the afternoon of March 27; Map Library is closed from 12 noon to 1p.m. daily.

Watson -- March 21, 8a.m.-12 noon; March 22, closed; March 23-27, 8a.m.-5p.m.; March 28, 8a.m.-12 noon; March 29, closed.

Regular schedules resume at 8a.m., March 30.

Buffet:
The March Buffet will be held Friday, March 6, 12 noon in the Watson Staff Room. Please bring a covered dish and your table service.

Personnel:
Marina Utechin is a temporary half-time acting Associate Slavic Librarian in the Slavic Department effective March 9.
Charlotte Andrew has resigned effective March 6.

University Senate:
The University Senate will meet again today, March 5, 3:30 p.m. in the University Theatre. Librarians who possess tenure and those without tenure but with rank of Librarian II or III are members of the University Senate and should attend this meeting. A quorum is needed in order to convene the meeting.
Power Shutdown:
Mr. Holly D. Miley, Supervisor of Utilities, has issued a memo indicating the times for electrical shutdowns to allow the Westinghouse people to clean and adjust the switchgear. The following buildings will have their power off during the indicated time periods. This time could vary one hour either way.

<table>
<thead>
<tr>
<th>Building</th>
<th>Date</th>
<th>Time Period</th>
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<tbody>
<tr>
<td>Watson Library</td>
<td>March 23</td>
<td>2p.m. - 2:30p.m.</td>
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<tr>
<td>Spencer Research Libr</td>
<td>March 24</td>
<td>2:30 p.m. - 3p.m.</td>
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<tr>
<td>Malott</td>
<td>March 23</td>
<td>10:30 a.m. - 11a.m.</td>
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<td>March 25</td>
<td>10:30 a.m. - 11a.m.</td>
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<td>March 26</td>
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<td>11a.m. - 11:30a.m.</td>
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<td>Strong</td>
<td>March 23</td>
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<td>Green and Lindley</td>
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<td>March 25</td>
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<tr>
<td>Murphy</td>
<td>March 26</td>
<td>8:30a.m. - 9a.m.</td>
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<tr>
<td>Snow</td>
<td>March 23</td>
<td>11a.m. - 11:30a.m.</td>
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<td></td>
<td>March 25</td>
<td>10:30 a.m. - 11a.m.</td>
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Amy Loveman Award:
There will be no Amy Loveman National Book award for 1970. The local contest will be held as advertised and winners will be eligible to enter the next national award, whenever it takes place.

Social Security Numbers:
When filling out new P-1 forms, please check the employee's social security card with the number on the P-1 form. There have been too many errors in the past.

Map Library Hours:
The Map Library hours for spring break have been changed to 9a.m. - 12 noon, 1p.m. - 5p.m., Monday through Friday, March 23-27.

Cataloging Seminar:
Mr. John P. Immroth will conduct a two day seminar, April 3 and 4, on the Library of Congress classification. A video tape pre-session will be held on April 1 in the Spencer Research Library Auditorium beginning at 9:30a.m. Staff whose schedules will permit them to attend are invited to these video tape pre-sessions.
Library of Congress Classified Book Locations:
The LC classified books in the Watson stacks will be shelved on level 8C. In the
East Asian Library and Reserve they will be shelved ahead of the Dewey classified
books. In the Reference Department they will be shelved following the Dewey classi-
fied books in all locations including the desk collection and the Bibliography Alcove.
Eventually, all reference books will be classed into LC. The branch libraries will
have locations at their stack entrances.

Recent Changes in Bibliography Alcove:
The Reference Department is in the process of reorganizing the Bibliography Alcove
collection. Among the changes in locations of certain bibliographies are the following:
Library of Congress subject catalog of books has been transferred from West Alcove
into Bibliography Alcove and shelved in call number order. British National Bibliography,
bound volumes of American Book Publishing Record, World List of Scientific Periodicals,
British Union Catalog of Periodicals plus its supplements, Union List of Microfilms,
and American Newspapers are shelved in call number order in Bibliography Alcove.
Books in Print, Subject Guide to Books in Print, PTLA, British Books in Print, Paper-
back Books in Print, Paperbound Books in Print, Forthcoming Books and unbound issues
of American Book Publishing Record are now shelved on the CBI table, south wall of
Bibliography Alcove. The Gale cumulation of Library of Congress Catalog and National
Union Catalog Author Lists 1942-1962 will be moved from call number order in
Bibliography Alcove to the south wall of the Bibliography Alcove where they will replace
the corresponding superseded volumes of the Library of Congress Catalog and National
Union Catalog. The superseded volumes will then be shelved in call number order in
the Bibliography Alcove.

KSTC Seminar:
There are two persons interested, at this time, in attending the Graduate Library School
seminar on Tuesday, March 17, 3p.m. at Kansas State Teachers College. Dr. Asheim
will be speaking. There are no state vehicles available for that day. Please let the
Director's Office know if you plan to attend and are driving your own car. We will pay
mileage.

Weeding of Reference Collection:
The reference collection is being weeded. Volumes being considered for transfer are
marked with a red flag. Staff members who use any part of the collection in their
daily work are asked to register any objections to proposed transfers with Marjorie
Karlson. The 000's are now under consideration. Suggestions for additions to the
collection will also be welcome.
Librarians' Conference:
The next Librarians' Conference will be on Thursday, April 9, 3:30 p.m. in the West Reading Room, first floor of Watson Library. Included in the agenda will be a report from the Committee on Orientation, a discussion of the University of Kansas Libraries' various publications, and a progress report on the LC classification.

Good Friday Holiday:
Friday afternoon, March 27, is an official holiday for state employees. Earth Sciences, Music, Engineering and Architecture, and Mathematics will close at noon. Normal service will be maintained at public desks and exits at all other libraries. Technical service departments will be closed. Staff scheduled to work on Friday afternoon will earn compensating time. Classified personnel who work on Friday afternoon should report time worked to Mrs. Garris on weekly time cards in order to receive holiday credit.

Mail Embargo:
The mail embargo for materials going to post offices that were on strike has been lifted except New York Zip numbers 100-199, 2nd, 3rd, and 4th class mail, overseas surface mail, and all non-zip coded mail.

Spring Semester Student Directory:
A very limited supply of the Spring Semester edition of the Student Directory has been delivered to the Libraries. Copies have been issued to most public service departments and other major units. In Watson, copies may be consulted at Cataloging, Circulation, Documents, Interlibrary Services, Reference, Reserve, Serials, and the Director's Office.

Promotions:
Anna Condit has been promoted from Library Systems Analyst II to Library Systems Analyst III. Earl Gates has been promoted from Assistant Order Librarian I to Associate Order Librarian II.

New Appointment:
H. Robert Malinowsky has been appointed to a two year membership on the Chapter Relations Committee of the Special Libraries Association.

Sabbatical:
L. E. James Helyar has been granted a six-month sabbatical leave to begin January 1971.

Correction:
On the Table of Organization under the block for Special Collections Department, the name Hyde should be changed to HYDE and placed after HOCKER. On alphabetical list change Hocker, Mrs. Sarah to HOCKER, Mrs. Sarah.
Recruitment:
John Glinka and George Griffin attended recruitment days at the Graduate Library School, Kansas State College. Ten students were interviewed.

Personnel:
Kim Scroggin has been promoted to Clerk III in Cataloging, April 1.

Xerox 7000:
Copying service is now using the new Xerox 7000. In addition to making the normal copies that the other Xerox machines have been able to do, this machine has the capabilities of making reduced copies. A single sheet up to the size of 14 by 18 inches or, 2 sheets 8\(\frac{1}{2}\) by 14 inches can be reduced to one sheet, 8\(\frac{1}{2}\) by 11 inches. Four different reduction ratios are available.

Library Directory:
Attached for your information is a copy of the latest Library Directory. This directory is in two parts: Table of Organization and an alphabetical list of all classified and unclassified staff. Department and library telephone numbers are listed on the Table of Organization. If Departments or Libraries would like a copy of the alphabetical list in a larger format, please let H. Robert Malinowsky know.

Watson Library Exhibits:
The Beethoven's Birthday exhibit was put together by Sue Terasawa and Marilyn Clark. The Expo 70 at Osaka was created by Sue Terasawa. Dan Kingman did the art work for both exhibits.

Mail Embargo:
The local post office will not accept any mail destined for the Greater New York City area. Please hold all such mail until the strike has ended in that area.
From the Office of the Director of Libraries, University of Kansas

Number 33

April 2, 1970

Librarians' Conference:
The next Librarians' Conference has been changed to Friday, April 10, 3:30 p.m., in the West Reading Room, first floor of Watson Library. The change was prompted by the postponement of the Faculty Senate to Thursday, April 9. Included in the agenda will be a report from the Committee on Orientation, a discussion of the University of Kansas Libraries' various publications, and a progress report on the LC classification.

Committee on Orientation:
A copy of the Report of the Committee on Orientation is attached for your information. All Librarians should be prepared to discuss this report at the Librarians' Conference. All other staff should read the report and submit comments to their Department Heads if they so desire.

Slavic Storage Area:
All uncataloged Slavic materials have been moved to the East Ramp Area. This area was formerly occupied by the University Press.

East Asian Library:
The East Asian Collections, part of which had been boxed for lack of available space, are now being expanded through level 3W, immediately adjacent to the East Asian reading room.

Personnel:
Shirley Newcomer resigned March 20.

Buffet:
The April Buffet will be held Friday, April 3, 12 noon, in the Watson Library Staff room. Please bring a covered dish and your table service.

Documents Progress:
All of the Dewey classified Documents, except one range of miscellaneous publications, have now been reclassified into the Superintendent of Documents classification and shelved with the other documents. Approximately one third of the cards for these reclassified titles have been pulled from the Watson card catalog.

Circulation Gains Another Level:
Circulation is now using level 3E for the general stack shift. This level was formerly occupied by Dewey classified documents.
Report of the Committee on Orientation

The Committee on Orientation was appointed by the Director of Libraries in response to a request that some type of formal orientation program for the professional staff be initiated in the University of Kansas Libraries. This report contains the ideas and recommendations of that committee. The committee was asked to consider two questions: one, what does a new librarian, or any librarian, need to know in order to function effectively, not only at his individual assignment but in the system at large; two, how could this information best be presented. We feel that the creation of a good orientation program will benefit both the library and the university community we serve. Therefore, it is our hope that after reading this report, the Librarians' Conference will have further recommendations.

The following is a suggested list of some of the areas for which we think orientation would be helpful.

1. The organization of the library and who is responsible for certain functions within that organization
2. The functions of the different departments in the library system
3. The unique features of the University of Kansas Libraries
4. The services, both for staff and users, which the library provides
5. The flow of materials within the library
6. The resources in another department which will help the librarian in his work
7. The physical facilities of the library system
8. The library jargon, especially those terms which cross departmental lines

We recommend that this information be presented in a series of weekly orientation sessions. Designed primarily for new librarians, these sessions will, however, be open to all librarians. We suggest these sessions should not last longer than an hour, but that when desirable two sessions be combined into a two-hour period with a break between presentations. Our program provides for twenty-three logically arranged sessions (see last page of report). The committee does not feel it will take twenty-three weeks to complete orientation but it does recommend that the program be carried on over a longer period than several days of concentrated presentations. The committee hopes that the sessions will combine both written and oral materials and that tours will be conducted when possible. We see these meetings as an opportunity to meet people and ask questions as well as be instructed in the operation of the library.

This committee does not believe it should suggest detailed contents of the presentations but it does recommend that a person be appointed to direct and coordinate the orientation program in order that it might operate smoothly. We suggest this program begin in September, 1970, and it be reviewed and repeated as necessary. Finally, we recommend that this program, or one similar to it, be made available to the nonprofessional in the library system.

The Committee on Orientation recommends the adoption of the proposal outlined above. It together with Staff, Faculty and Employees' Handbooks, FYI, Garut and the Faculty Newsletter will provide an effective educational program, for the staff of the library system. It is one of the strongest convictions of this committee that continuing education for all is a positive force and we support any program which has this as a goal.

Committee on Orientation

Nancy Pengel
Hurl Colte, Chairman
Stanley Lin
Rosamary Meconem
H. Robert Molinowski
Kent Miller
Bernard Neams
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<td>The Science Libraries</td>
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<td>Science(Salott)</td>
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<td>Other Libraries</td>
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<td>Law</td>
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<td>Music</td>
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<td>Clendening Medical Library (half day session)</td>
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From the Office of the Director of Libraries, University of Kansas

Number 34

April 9, 1970

Librarians' Conference:
The Librarians' Conference will be on Friday, April 10, 3:30 p.m. in the West Reading Room, first floor of Watson Library. Included in the agenda will be a report from the Committee on Orientation, a discussion of the University of Kansas Libraries' various publications, and a progress report on the LC classification.

Address Changes:
All classified and unclassified staff should inform Carole Garris of any address changes that they may have during the year. These changes will be sent to the Director of Personnel Services so that your W-2 forms can be updated.

Office Changes:
The University Press of Kansas is currently moving into Room 369 W formerly occupied by the Modern Drama editorial office. The Press will continue to use Room 358 W until it can be remodeled as the Staff Room.

LC Books:
The first books with LC call numbers are now being shelved in Watson on level 8C. The first cards with LC call numbers have been reproduced and will be filed into the public catalog within a few days.

Publications Statement:
A statement concerning the various publications produced by the University of Kansas Libraries is attached for your information. This statement will be discussed at the Librarians' Conference.

Exhibits:
The Science Library currently has an exhibit called "Pros and Cons of Fluoridation". Special Collections Department has a new exhibit called "Richmond P. Bond Collection".

Computer Searching of Tapes:
The University of Kansas Libraries in conjunction with the Computation Center is offering, on a trial basis, the searching of Chemical Titles tapes. Donna Hanna and the Science Library staff will be in charge of user profiles and the print-outs of the various searches that are made for the users.
B & G Calls:
All telephone calls to Buildings and Grounds should originate from the Director's office, 8a.m. to 5p.m., Monday through Friday. During all other hours, only emergency calls should be made from Departments with a written note given to Carole Garris explaining the circumstances of the emergency call.

Extended Watson Library Hours:
Watson Library is planning to extend its closing hours Monday, April 13 through Friday, May 29, as follows: Sunday through Thursday--close at midnight; Friday--close at 11p.m. and Saturday--close at 6p.m. These extended hours pertain to the basement and first floors. Only the Reserve Desk will be open after 11p.m. with all other service areas closed, including the 2nd and 3rd floors and the stacks. No branch libraries are affected by the change in hours in the Watson Library. Salaries covering the extended hours are being paid for through the Student Activities Fund as requested by the Student Senate.
Publication has a long and important tradition in the KU Libraries. It ranges from the weekly xerox format of fyi to the substantial Küchler and Mitchell bibliographies, important contributions to the University's program of scholarly publishing for international consumption.

Although it includes office memoranda, annual reports, and a number of ad hoc publications such as the Guide to Special Collections, Staff Handbook, and special bibliographies, it consists primarily of six series described below.

At the next Librarians' Conference their editors will answer questions about them and consider suggestions for their improvement as means of communication within the Libraries and between the Libraries and students, faculty, and friends.

(DWH)

FYI

The fyi statement of purpose from Number 1, July 7, 1969 reads: "...the purpose is to communicate promptly to all members of the Library Staff official announcements, news (including staff appointments), and statements of policy."

It can also be considered as a "for the record" publication.

(H. Robert Malinowsky, Editor)

GAMUT: The Bulletin of the University of Kansas Libraries Staff Association.

The Gamut is an occasional newsletter issued under the auspices of the Staff Association. The two major purposes are education (i.e. information) and entertainment, with primary emphasis upon the former. The educational and informational function includes expanded statements describing departmental and Library activities, coverage of staff and Staff Association activities, significant articles of interest to the staff, and news of individual staff members. Another important educational tool is the editorial comment which seeks to stimulate thought and elicit response on questions of importance. It is also an occasional outlet for
short articles and amusing incidents contributed by members of the staff. Staff contributions are the basis of Gamut, and control of the subject matter in each issue is chiefly dependent upon voluntary effort. Gamut is not, therefore, a house organ of the University Libraries, and its statements do not represent official policy. Distribution is limited to Library staff on this campus, to the staff of the Clendening Medical Library, to interested former staff, and to a few other Library Staff Associations on an exchange basis.

(Nancy Bengel and Kent Miller, Editors)

GUIDES FOR READERS

The Guides series provides patrons with information about library collections and services, replacing An ABC of the Libraries, which served as an introduction to the Libraries from 1962 to 1967. A principal advantage of the new series, with each issue devoted to a separate library function, is that it permits easy revision as patterns of library service change.

A complementary series, the Booklists, is made up of general subject bibliographies (there are also reference material lists included in the Guides series itself).

(Nancy Middleton, Editor)

BOOKS AND LIBRARIES

Books and Libraries is a newsletter issued irregularly (recently, most irregularly) from the Office of the Director of Libraries. Volume 1, Number 1, issued in December of 1952, opened with "A Special Word of Greeting to the Faculty" from Robert Vosper, who was then Director. Early issues contained short scholarly articles by bookmen and also some material of the sort now published in Gamut. Addressed primarily to the University of Kansas faculty, Books and Libraries is now devoted more directly to the publication of articles and notes about books and manuscripts, particularly the holdings of the University Libraries. Articles are solicited from faculty, from students, and particularly from members of the Libraries staff.

(Terrence Williams, Editor)
BIBLIOGRAPHICAL CONTRIBUTIONS

Bibliographical Contributions is an occasional collection of longer articles on bibliographical subjects, a sub-series of the Library Series. Articles accepted for publication will be of apparent lasting interest, of rather greater length than is convenient to Books and Libraries, and largely based on the collections of the University Libraries.

(L. E. James Helyar, Editor)

UNIVERSITY OF KANSAS PUBLICATIONS: Library Series

The Library Series is one of the University of Kansas Publications, recognized by the Senate and placed under the advisory supervision of the Faculty Senate Committee on Scholarly Publications. Its direct management is in the hands of an editorial committee of which Prof. Edward Grier is currently chairman.

The Series exists to publish in the field of bibliography, both analytical and enumerative, and in related fields, largely based on the collections and collecting interests of the University Libraries. The Annual Library Public Lectures on Books and Bibliography constitute a sub-series within the series, as does Bibliographical Contributions. Most authors have been connected with the University, and there have been several titles by Library staff. Distribution is by way of exchange or sale.

(L. E. James Helyar, Editor)

9th April 1970
Number 35

April 16, 1970

Librarians' Conference:
The next Librarians' Conference will be on Wednesday, May 6, 3:30 p.m. in the West Reading Room, first floor of Watson Library.

Extended Watson Library Hours:
The extended hours for Watson Library began Monday, April 13 and will end on Friday, May 29. The Library will close at midnight on Sunday through Thursday, 11p.m. on Friday, and 6p.m. on Saturday.

Personnel:
Donna Hanna will be spending more of her time in the Science Library in order to give the needed service that will be created by the use of the Chemical Titles search tapes. Barbara Backus is now Assistant Editor of Books and Libraries and will be working with Terrence Williams on future issues.

Book Collecting Awards:
The winners of the 1970 Snyder Book Collecting Awards will be announced on Friday, April 17, at a luncheon in the Student Union. This is the 14th annual competition for student book collections and is sponsored by Mrs. Elizabeth M. Snyder and the Oread Book Shop.

Publications:
Issue 7:1, February, 1970, of Books and Libraries has been published. This issue features the "Collection of Richmond P. Bond and Marjorie N. Bond." Guide for Readers 10, Kenneth Spencer Research Library and Guide for Readers 11, Department of Special Collections are attached for your information.

Fines:
The University of Kansas Libraries have been lenient about collecting fines from their student assistants. There has been an increase in the number of student assistants and with this increase there have been more cases of students abusing their privileges. It therefore has become necessary to stop being lenient and start charging fines as of April 20. Please inform all of your student assistants of the change.
The Kenneth Spencer Research Library was opened in November 1968, the gift to the University of Kansas of Mrs. Helen F. Spencer. The building contains the bulk of the University's books and manuscripts for research in many areas of history, literature, and cartography. These research resources are housed in the Department of Special Collections (on the main entrance level) which specializes in English and European history and literature, history of science, and historical cartography, in the Regional History Department (on the ground floor) which is concerned with the history of Kansas and its neighbor states, and in the University Archives (on the second floor) which is just being established as the repository for the history of the University. The building also contains the Spencer Memorial rooms, faculty studies, seminar rooms, a small auditorium, and (on the basement level) the Map Library which houses the University's modern maps.

Visitors are welcome to view the Exhibit Hall, the Spencer Room, the Department of Special Collections Catalogue Room, the Gallery (opening off the Catalogue Room), and the Regional History Reception Room at any time during library hours (9 to 6, Monday through Friday). Exhibits of books and manuscripts are to be seen in the Exhibit Hall, the Gallery, and the Regional History Reception Room and occasionally in the hall outside the University Archives. A Visitors' Book is kept at the guard's table in the Exhibit Hall for visitors to sign.

All readers who have need of the books housed in the Spencer Library are welcome to use the reading rooms. Limited seating does not allow the use of this building by persons who are not using Spencer Library books.
A guided tour of the Department of Special Collections is given daily (Monday through Friday) from 4 to about 4:40. Visitors who cannot be in the Library at this time may apply at the Special Collections reception desk in the Catalogue Room for an informal tour or call UN 4-4334 for an appointment.

A cloak room containing coin-refundable lockers is directly east of the guard's table. Readers are requested to leave their coats, briefcases, umbrellas, etc., in a locker before applying for their books since these items cannot be taken into the reading rooms. The guard will be glad to assist anyone having difficulty with a locker.

Food and drink may not be brought into the Library. Smoking is permitted only where ashtrays have been provided by the Library.

For general information about the Library, ask the guard sitting inside the front door. For general information about a department, or for an appointment with a staff member, ask the receptionist in the appropriate department. For reference, research, or bibliographical information please consult the librarian-on-duty in the appropriate department.

A description of the more notable collections in the Library will be found in A Guide to the Collections, available at the reception desk in the Department of Special Collections and in the Regional History Department. An information leaflet for users of the Department of Special Collections, explaining the rules of the department and describing some of the special amenities available to readers, is available at the reception desk in that department. Readers are asked to familiarize themselves with the rules early in their stay at the Library.

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**GROUND FLOOR ["G"]**

- Regional History Division
- Reception and Information 220
- Reading Room 221
- Faculty Studies 243-287

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**SECOND FLOOR ["2"]**

- Auditorium 408
- University Archives 412

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**REGIONAL HISTORY READING ROOM**

- Men
- Women

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**SUB-BASEMENT ["A"]**

- Map Library 110-112, 121
The Department of Special Collections was established in 1953 to acquire and make available to scholars, both present and future, books and manuscripts for research in certain areas of the humanities and the social and biological sciences. In 1968 the opening of the Kenneth Spencer Research Library made it possible to provide these materials and the necessary attendant services in surroundings which provide for the safety of the books and the comfort of the reader. This pamphlet is intended to explain the procedures by which the Library's resources may be most efficiently used and to describe some of the special ways used in this Library to overcome the problems connected with the use of old, fragile and rare books. A description of the most notable of the Library's collections may be found in A Guide to the Collections which is available from the receptionist in the Department of Special Collections as well as at other points throughout the Library.

The staff are here to help you make the best use of our books and your time. The receptionist can answer your questions about hours and rules. There is a librarian on duty near the catalogue who will be glad to assist you in using the Library and to answer your reference questions. The department head, who is to be found in room 327, is always ready to help with any difficulties you may have in your researches, to discuss and explain the policies of the department, and to receive your suggestions for the improvement of the collections and services.

The books are here for your use, now and in the future. The ways of using them which are described herein have been designed to insure that you get your book with a minimum of delay and that the same book in the same state of preservation will still be available to you or to others in the future. We earnestly request your cooperation.

The RULES FOR THE USE OF MATERIALS in the Spencer Library have been adapted from those in practice for the use of similar materials in the Library of Congress. The Reader is requested to:

1. Deposit his coat, hat, briefcase or other personal property not essential to his work, in the checkroom provided at the entrance to the building.
2. Register with the Receptionist on his first use of the Department and identify himself to the Receptionist on each subsequent visit.
3. Use the books or manuscripts in the reading rooms provided.
4. Use no ink, even in ballpoint pens. Pencils may be borrowed from the Receptionist.
5. Limit the number of items called for at one time to those essential to immediate research needs.
6. Make no marks on the materials, write no notes on top of materials, rest no books or other objects on the face or surface of items used, and make use of the reading stands provided.
7. Exercise greatest possible care to prevent damage to materials, particularly in handling fragile items.
8. Preserve the existing order and arrangement of unbound materials, and report any disarrangement to the Librarian-on-Duty.
9. Return all materials to the issue desk before leaving the Department for the day or for an extended period (longer than a quarter of an hour) and make sure that the desk attendant clears your charges.
10. Submit for inspection any container, book or notebook before removing it from the room.

The reasons for a number of these rules are explained in the following pages which also contain helpful information on how to get the best use from the resources of the Department.
The procedure for obtaining a book for use is described on page 2, the physical problems involved in the use of the books and how to overcome these difficulties on page 2, a description of the reference collection with a map of the layout of the reading room on page 5, a description of some of the catalogues and special indexes available to you on page 5, the use of the research studies on page 7, the use of the Library's classrooms on page 7, available special equipment on page 8, notes on typing, tape recorders and consultation on page 8.

HOW TO OBTAIN A BOOK

The stacks in which the books are kept are not open for browsing; in order to use a book you must consult the card catalogue and fill out a call slip. The book will be brought to you in the Reading Room. No books are lent for home use.

Each reader is asked to register at the Reception Desk upon his first visit to the Department. Please fill out the card fully, including your research topic, so that we can help you as efficiently as possible. On subsequent visits it is only necessary to identify yourself to the receptionist so that she can find your card. We will attempt to keep your special interests in mind, refreshing our memories by looking at your card, so that we can inform you of new material in your field as it comes in.

The receptionist will direct you to the appropriate section of the card catalogue (several collections have separate catalogues) where you may look up your book. If you have difficulty finding it ask the receptionist or the librarian on duty near the catalogue for assistance.

Once you have found the card for your book please fill out a call slip, making sure to include all parts of the call mark (including the collection name), the author, the first few words of the title, the volume number, and your name, and take the call slip to the receptionist. She will give you a block with a letter of the alphabet on it. Please write the letter in the due-date space on the call slip.

When you have turned in your call slip please go down the west corridor to the Reading Room (room 315), pick the spot where you would like to sit and put your block on the table with the letter turned toward the door. This will indicate to other readers that the seat is occupied and will show the page where to bring your books. Delivery time is usually under 10 minutes. If your book is identified by a Dewey Decimal number or a brief-listing number (e.g., 61-66999), fetching may take 15 or 20 minutes since these books are shelved in a distant part of the Library. We will inform you if a longer delay is likely. A page will bring your books to your place and show you how to adjust the reading stand if you have never used one before.

If you wish to request more books after you finish with the ones you have, please return the first lot to the receptionist and make out new call slips (remembering to write down your seat letter so the page can find you). If you are finished for the day bring your letter block back to the desk along with your books. If you wish to leave the Reading Room for a short time (10 or 15 minutes) leave the block beside your books and they won't be disturbed; if you will be gone longer than that please turn books and block in to the Receptionist and make sure she clears your charge so that you are freed of responsibility for the books.

The procedures described above refer to the use of printed matter only. There are separate procedures involved in the use of manuscripts: a separate request form, a different Reading Room--ask the receptionist for assistance.

THE PHYSICAL BOOK AND HOW TO HELP IT SURVIVE

A book is an assemblage of folded paper stuck together with thread and a little bit of paste and wrapped up in wood or cardboard covered with paper, cloth or leather. The paper is made of rotted cloth or ground wood soaked in acid. All the substances of which a book is made, except certain kinds of ink, are organic and subject to all the ills of the flesh.

Insects, such as cockroaches, silverfish and the larvae known as bookworms, eat books if they can find them, leaving an unsightly and illegible heap of scraps. Once a library has become infested with insects it is almost impossible to prevent extensive damage or to kill the insects since they lay their eggs within the books themselves. The means by which libraries become infested are the introduction of insects in shipments of books (therefore we
inspect all newly acquired books very carefully before adding them to the collections and fumigate them if necessary) and their attraction by the obvious lure of food scraps and crumbs.

For this reason the first rule of the library is: No food or drink is to be brought into the library.

The substances of which books are made are hygroscopic, that is, they soak up moisture from the air if it is very humid or give off moisture to the air if it is very dry. As the fibres of wood, leather, and paper take up or give off moisture they swell or shrink perceptibly (a shelf of books may be only loosely packed one day and full to bursting the next in an uncontrolled environment) and the resultant strain causes the fibres to break down rapidly.

For this reason the temperature and humidity of the Spencer Library are kept at a uniform 70° and 50%. At this temperature and humidity another arch-enemy of books, mildew, is kept dormant. Should the humidity rise to 65% and the temperature be high (as it often is in Kansas in the summer) the mold would sporulate and spread through the stacks, destroying paper and leather alike. Present to some extent in old books and to a great extent in books of the last 150 years are various acids which turn paper yellow and brittle (newsprint is the most obvious example of this). These acids work more rapidly at higher temperatures and are reinforced in their operations by industrial air pollution. The air filters and temperature and humidity control of the Spencer air conditioning system help to keep this decay to a minimum. The use of special neutral paper to wrap manuscripts and other particularly fragile items is part of the same fight against decay.

Ink is a very harmful substance to a book—not printer's ink, which is more a kind of varnish than an ink, but ordinary ink such as is found in bottles, fountain pens, ballpoint pens and fibretip pens. The first and most obvious danger is that of the text of a book being blotted out by ink accidentally spilled or expelled from even so safe an appearing instrument as a ballpoint pen. The second and not so obvious danger is that once spilled the ink may very well not merely blot out some words on one page but, being acid, may eat its way inexorably through several leaves over a period of time. This gives rise to the second rule of the library: The lead pencil is the only writing instrument permitted in the Reading Room or near a book anywhere in the Library—No ink of any description.

The more or less brittle materials of which a book is made—which grow more brittle with the passage of time—and the method of its construction make the problem of strain on the binding a particularly difficult one. A book is of course at its safest and strongest when it is lying flat on its side, closed, useless. To use a fragile book without causing its threads to come loose, its leaves to fall out and its covers to come off it is necessary to support it carefully and avoid placing strain on its sewing and hinges. The reading stands on the Reading Room tables are designed to do just this and the library's third rule is Use the reading stands. You will find that the use of the reading stand and its book weights will relieve the strain not only on the book but on your eyes, neck and hands. You will be looking at the book at an angle more nearly approaching the natural poise of your head and you will have a hand free to hold down your note paper. You will no longer have to lean across the table to read the top lines of a large book and you won't be forced to write leaning on the book (which is fearfully bad for it). The book weights (known to librarians as "snakes") will keep the book open for you. You may find it convenient to use two or three reading stands at a time if you are comparing texts.

Sometimes a book which you have requested will come to you just as it was issued by the printer without having had its folds opened. Please do not try to open it yourself but ask the Receptionist to have it opened for you.

If you wish to trace an illustration or a plan please ask for permission. Special arrangements are necessary to avoid harming the book.

DIRECTIONS FOR THE USE OF THE READING ROOM

Around the walls of the Reading Room is the bulk of our Reference Collection. A typical call-number for this collection is "SC Ref 20.A.2." This means that the book is the second book on shelf A (the bottom shelf) in section 20 in the Reading Room. (See attached plan for location of sections.) Earlier editions, little used books, and many fragile items are in the Special Collections stacks with the call number "SC Ref Reserve," and must be called for with a call-slip. Books concerning palaeography and medieval literature, manuscript
catalogues and manuscript facsimiles are in the Manuscript Reading Room with the call number "MS Ref." Many books useful as reference books are in other collections of ours, and can be discovered by consulting the card catalogue.

We cannot hope to equal Watson Library as a general reference source, but we do try to supply works which will help those using and cataloguing our materials, as well as works concerning the history of the book (both manuscript and printed), rare books, and analytical bibliography. Many of these works are old, fragile, or rare in their own right; therefore please treat the Reference Collection with care.

The same rules for the physical preservation of books apply to the Reference Collection except that you need not use a reading stand if you are using a lectern shelf or if you are standing at the shelves. Sturdy modern books may be laid flat on the table for consultation; however, please do not hold them in your lap. You need not call for these books; you are welcome to browse. If you are not certain where the book was shelved when you finish with it, please lay it on an unoccupied table. Please do not remove the forked location markers from the books. A layout by rough subject to the Room as it stands is attached. Ask a librarian for the location of a particular book in which you are interested, or for the location of any book with the call number "SC Ref". Again we urge you: do not reshelve a book in the Room unless you are absolutely certain where it came from.

LAYOUT OF READING ROOM

(Numbers refer to Sections of shelving; see plan on following page).

1. Ready reference dictionaries.
2. Encyclopedias. Gazetteer.
14. Supplementary dictionaries.
15. Bibliographies of bibliographies. On the science and history of bibliographies; on research; on the cataloguing of rare books. Universal bibliographies.
16. General catalogues of rare books (e.g., Graesse).
17. Incunabula.
18. Incunabula and 16th cent. printing.
21. Type. Title-page borders. Printers' devices.
29. Scholars. Michaud.
30. Catholic and Protestant biography.
31. Miscellaneous.
32. British. (32. E. Septentrional antiquaries.)
33. British, including peerage; universities.
34. Heraldry.
36. Bibliographies of national literature.
37. Bibliographies of British and American literature.
40. Separate subjects (including Law, Children's literature).
41. Separate subjects (including History, histories of societies).
42. Bibliographies of pamphlets (16th-18th centuries)
43. (unused)
46-47. Religion; the Church; canon law.
48. Oversize books lying flat.
50. Science, including medicine.
51. Natural history. Gastronomy.
52. Botany. Voyages and travels.
53. Topography; geography. Americana.
54. Americana.
55-57. Periodicals concerning antiquarian books.
58. Atlases.
THE CARD CATALOGUES AND SPECIAL INDICES

Most of our books are represented by cards in our General Catalogue as well as in the main catalogue in Watson Library. Exceptions to this general rule will be noted below. If you have found your book listed in the main catalogue in Watson Library please write down the call number, author and title on a slip of paper and bring it with you to Spencer.

I. The General Catalogue.

The General Catalogue is in drawers 1-160 in the cabinets in the Catalogue Room (319). It is alphabetically arranged and contains cards for authors, titles, and subjects. Many books have only one card in the catalogue, either an author card or a title card, so be sure to look under both author and title. Ignore the legend "Wait 48 hours for processing" which you will find printed at the head of some cards. Barring an unforeseen difficulty all books listed in the General Catalogue should be available for your use in no more than 10 minutes.

II. Supplementary Catalogues.

1. Cards for certain collections have not yet been integrated into the General Catalogue. Author cards for the books in these collections are filed alphabetically (within each collection) in drawers to the right of the General Catalogue. These collections are: Children's literature in drawers 181 to 187; Curll (18th century English publications) in drawer 189; Ellis (natural history, travel) in drawers 191-195; Brieflisting transfer
(general interest) in drawers 196 to 199; and Josephson (socialist literature) in drawers 201 to 209.

2. The first part of the Melvin French Revolution Collection has a printed catalogue but no cards. The receptionist will show you where to find the printed catalogue. Part 2 of this collection and its supplement on the Belgian Revolution have cards in the General Catalogue.

3. Cards which are waiting to be filed are in drawers 241 to 244. Cards for books catalogued in the past week or two are in drawer 245.

4. A card with a typed heading and the statement "For additional or manuscript material consult catalog in Department of Special Collections" usually refers to the Manuscripts Catalogue, drawers 461 to 474. Look up the typed heading in this catalogue. If you wish to consult the manuscript which you then find listed ask the receptionist for a Manuscripts Reservation form. After you have filled out the form the receptionist will hand it to the department head for approval. Some manuscripts are restricted by the donor; some are especially fragile; some are under reservation. Determination of the status of the manuscript usually takes about five minutes.

III. Special files.

1. The Chronological File contains cards for almost all of our books printed in 1830 or earlier, arranged by date of publication of the book. This file is very useful if you are, for example, trying to find out which books might have been available to a 16th century French political theorist or an 18th century English poet and which happen to be in our collections. If you are considering working in a certain time period and wish to know what resources are available to you here in Spencer the Chronological File will be the quickest and most accurate way for you to find out. Finally, if you are working from a vague or confusing citation the Chronological File is often the quickest and most reliable way to find out if the book is here. A Chronological File for our manuscripts is found in drawers 471 to 473.

2. The Summerfield Subject File contains one card filed under a subject heading for each of the books in the Summerfield Collection (Continental renaissance and early modern books, up to 1700). This is an informal file with subject headings rather different from the standard type occurring in the General Catalogue but it does afford a subject approach to our renaissance books in languages other than English. These cards are filed in drawers 301 to 310.

3. An index of Printers and Presses represented in the collections is to be found in drawers 441 to 446 (by geographical location of press). The alphabetical key to this index (by name of printer or press) is in drawers 447 to 450. This file, like the files listed below in paragraphs 4 to 9 is by no means complete but may still be of assistance to you.

4. The Illustration File in drawer 437 lists some of the more interesting illustrated books in the department by century, country of origin and illustrator (if known).

5. The Provenance File lists alphabetically the former owners of many of our books; it is found in drawers 431 to 435. Scholarly work involving the reconstruction of a person's library in order to discover, for instance, those books which may have influenced his thought can be greatly assisted by such a file.

6. The Signed Copy File lists alphabetically authors, editors, and illustrators who have signed copies of their books now housed in this library. This file, in drawer 438, is largely concerned with modern books.

7. The Binding File in drawer 436 lists notable bindings in the collections by date of binding and by name of binder if known.

8. The Type Face File in drawer 439 lists interesting type faces represented in our books.
9. The Miscellaneous Points File in drawer 440 lists such features as books printed on curious materials (wood, silk, etc.), interesting decorated initials, and other less easily classified curiosities occurring in the physical make-up of the books.

IV. Books not represented in the catalogues in the Spencer Library.

Books in the collections listed below are housed in the Spencer Library but have not yet had cards made for our catalogues. These books have cards in the Watson Library main catalogue only. You must bring the call number with you to Spencer or we cannot possibly find the book for you.

1. The O'Hegarty Collection: callmarks beginning 0- (for example, 0-3368).

2. Part of the John Crerar collection (cards in the Watson catalogue stamped SPECIAL COLLECTIONS indicate books housed in Spencer; all other Crerar books are housed in Watson and called for at the Circulation Desk.): callmarks beginning with the letters "jc" and otherwise resembling Dewey Decimal Numbers.

RESEARCH STUDIES

There are eight research studies in the Department of Special Collections. These are small rooms with desk, chair, two sections of shelving, and a reading stand. The studies are assigned to readers who are working intensively on departmental books or manuscripts. Assignment to a study is for the duration of the project. The study holder can bring a typewriter or dictaphone if he wishes, can retain in the study the departmental materials upon which he is working, can leave his notes and any secondary material which he wishes in the study until the completion of his project.

Perhaps the best explanation of the sort of reader who can expect to be granted his request for a study is a description of the sort of projects which have recently been carried on in the studies. A professor on full research assignment using manuscripts from the Neurology collections to write a biography of the founder of the American school of neurology. Another professor editing a standard text of one of our books. A graduate student using books from our History of Mathematics collection for his doctoral dissertation. A graduate student from History using manuscripts and manuscript facsimiles for a seminar paper on the Visigothic script. An undergraduate in Architecture sorting a large collection of architectural source papers for a seminar paper. A History honours program undergraduate using 16th century pamphlets for his honours papers.

Study holders enjoy a degree of uninterrupted privacy difficult to obtain elsewhere in this crowded world. The department does not reveal any study numbers or interrupt the study holder for telephone messages except in cases of dire emergency. In return for this peace we ask the study holder to refrain from making appointments at his study, from importing food, from making noises which might distract his neighbors from their work (especially if he is using a dictaphone), and from using any writing instrument other than a pencil when he is using departmental materials.

CLASSROOMS AND ASSIGNED USE OF MATERIALS

Since the books in the Department of Special Collections are non-circulating and cannot be taken out to be used in classes, we have provided rooms in which small classes and seminars can meet. The rooms will seat 10 or 12 comfortably and up to 16 with a bit of crowding. Professors who wish to use our books during actual class meetings fairly regularly during the semester may request that the class be held in one of our classrooms throughout the semester. Professors wishing to use departmental materials for one or two lectures only during a semester may apply for temporary use of a room. Arrangements for either regular or temporary use of these seminar rooms should be made directly with the head of the Department of Special Collections before reporting to the room assignment assistant in the Registrar's Office.

We would appreciate at least two days notice of any assigned use of books and manuscripts so that we may be prepared for the onrush. It would be wise to consult the Department
head before basing any course of lectures or important assigned papers on books or manuscripts from the Department. We have a regular binding program and a regular leather treatment program; some books will therefore not be available at all times. If we have sufficient notice of your intended use we can either make sure that the books are not sent out or warn you of their absence in time for you to change your plans.

Professors using our books in their classes are requested to caution their students to handle the books very carefully, to make sure that the students do not use ink in the presence of these books, and to be certain that all of the books are returned to the Reception Desk at the end of each class.

If there is a syllabus available for a course using departmental books we would appreciate having a copy of it. This can be of considerable assistance to us in assisting both professor and students.

TYPING, TAPE RECORDERS, AND CONSULTATION

Readers who find it necessary to type, to take notes by means of dictaphone or tape recorder, or to consult another reader about a book, should apply to the Receptionist for a room in which to do this. Short consultations or social conversation can be carried on in the pleasant surroundings of the ambulatory around the stacks. Usually one of the seminar rooms or a vacant study will be available for typing or for readers who need to work together on a particular problem and the Receptionist will be glad to direct them to one of these. We have no typewriters available for public use but readers are welcome to bring their own. Readers who are working together, as well as readers using dictaphones, are requested to keep their voices as low as possible to avoid disturbing the researchers in the other studies.

AVAILABLE SPECIAL EQUIPMENT

Readers who have need of the following items of special equipment in their work should apply to the Receptionist:

- Light-table for viewing maps and watermarks (in Room 230).
- Ultra-violet lamp.
- Microfilm reader.
- Incandescent lamp, adjustable (useful for watermarks and chainlines).
- Magnifying glass.
Kansas Library Association 1970 Conference:
The 1970 KLA Conference will be held at the Ramada Inn, Topeka, Kansas, April 30, May 1 and 2. A preliminary program is posted on the Staff Room bulletin board. Interested staff (professional and nonprofessional) may attend any of the sessions with approval of their department heads. There are no state cars available for us to use on these three days.

Staff borrowing serials:
The Serials Department requests that the library staff use current serials in the Periodicals Reading Room. If it is necessary to take a serial to another area of the library, please fill out a call slip. Staff members wanting library literature for an extended time should make arrangements with the Serials Staff and fill out the proper forms.

Librarians' Conference:
The next Librarians' Conference will be on Wednesday, May 6, 3:30 p.m. in the West Reading Room, first floor of Watson Library.

University Senate:
The University Senate will meet today, April 23, 3:30 p.m. in Swarthout Recital Hall. Librarians who possess tenure and those without tenure but with rank of Librarian II or III are members of the University Senate and should attend this meeting. Among items on the agenda are code amendments, preliminary report of Senate ROTC Committee, and remarks of the Chancellor.

Air Conditioning:
The air conditioning system in Watson Library is now in operation. In order for this system to operate efficiently, it is necessary to keep all windows closed.

Window Locks:
Please check all window locks to make sure the windows are secure. Report any defective locks to the Director’s Office immediately. People on duty at night should double-check all windows prior to locking the building for the evening.

Library Assistant Position Open:
The position of Library Assistant for the Earth Sciences Library will be open at the end of the summer. We are interested in filling this position as soon as possible. This position is responsible for the geology, geography, and chemical and petroleum engineering collections housed in Lindley. The work includes supervision of student assistants, reference, reserve, and technical service. A college degree or equivalent in experience is required. Interested individuals should contact John L. Glinka by May 8.
John Cotton Dana Lecture:
Mr. Eugene B. Jackson, Director of Information Retrieval and Library Services for the International Business Machines Corporation, Armonk, New York, will speak at Kansas State Teachers College, Department of Librarianship on Wednesday, May 6, 1970, 7 p.m., Memorial Union Building, Emporia, Kansas. Mr. Jackson will be speaking as the Special Libraries Association John Cotton Dana Lecturer. His topic will be "Toward an Information Center."

KSTC Seminar:
Kansas State Teachers College, Graduate Library School will hold its last graduate seminar on Tuesday, May 12, 3 p.m. in the White Library. Dr. Ralph H. Parker, Dean of the University of Missouri School of Library and Information Science will speak on "Library Automation." Librarians whose schedules will permit them to go are invited to attend.

Student Hours:
Department Heads and Supervisors are reminded that students are limited to working 30 hours per week when classes are in session. All classified personnel are limited to 40 hours per week.

Supplies:
Purchase of any supplies charged to the University of Kansas Libraries has to be cleared through Carole Garris. We have to be sure your needed supplies are not available through the Office Supply Store, covered by contract or that it is not something that needs to go through the bid process.

Classified Monthly Personnel Cards:
Classified monthly personnel cards are to be turned in to Carole Garris no later than 5 p.m. on the 19th of the month. If the 19th is on a weekend, they are to be in by 9 a.m. on the following Monday.

Personnel:
Carolyn Grover resigned April 16. Nancy Shawbaker has been promoted from Clerk Typist I in Interlibrary Service to Clerk II in the Director's Office, April 27.
Librarians' Conference:
The next Librarians' Conference will be on Wednesday, May 6, 3:30 p.m. in the West Reading Room, first floor of Watson Library. Included in the agenda will be a discussion of Librarians' status.

Stealing Library Materials:
In dealing with persons suspected of stealing library materials, all Library Staff members should be most cautious. If you are certain that someone is making off with material that is not checked out, identify yourself to him, ask him to stop, and then request that he check out the material. If he refuses, ask him to surrender his KU identification card. Report the incident in writing to Terrence Williams, Assistant Director for Readers Services, for further action. Be absolutely sure that the individual is violating library policy before confronting him. No attempt should be made at physical restraint.

Building Security:
With the addition of a new Watchman and the use of Buildings and Grounds personnel, we now have someone in Watson Library 24 hours a day.

Personnel:
Martha Kehde will become Assistant Reference Librarian on May 1, 1970. Mrs. Kehde received her Master's in Library Science from the University of Missouri in 1969. She has been Librarian in Anthropology at the University of Missouri and has had student experience at Central Missouri State College and the Medical Library at the University of Missouri. New classified staff include Claudia Crawford, Clerk Typist I in Interlibrary Service, April 27; Philip Wildman, Watchman in Watson, April 20; Edward G. Kehde, Library Assistant in Regional History, May 1. Mr. Kehde is the husband of Martha Kehde.

Exhibit:
An exhibit has been made in the Mathematics Library honoring Dr. G. Baley Price, Chairman of the Department of Mathematics. The exhibit recognizes the achievements that Dr. Baley has made in mathematics.
Notice of Appointments:
The appointments of unclassified staff for 1970-71 will be distributed on May 25.

Staff Attending Meetings:
Terrence Williams will be attending a meeting of the Midwest Academic Librarians Conference on May 8 and 9 in Des Moines, Iowa. Donna Hanna will be attending a workshop on the use of chemical search-tapes on May 12-14 in Athens, Georgia. Frances Fischer will attend part of the workshop on Basic Medical Librarianship on May 14 in Kansas City.

Orientation Letters:
Individuals who have received the Orientation Memo are reminded that a response should be submitted to H. Robert Malinowsky by May 15.

Holiday:
Friday and Saturday, May 29 and 30, are holidays for all state employees. Watson Library hours will be 8a.m. to 5p.m. on Friday, 8a.m. to 12 noon on Saturday and closed on Sunday, May 31. Branch Library hours are posted at their entrances. Limited service will be maintained at public desks and exits. Classified personnel who work on either day should report time worked to Mrs. Garris on weekly time cards in order to receive holiday credit.

Commencement:
Librarians are reminded that Commencement exercises are on Sunday and Monday evening, May 31 and June 1. If you plan to participate in the exercises, please give your name to Carole Garris.

New Publications:
Guide for Readers 8: Interlibrary Loan Service is attached for your information.

Gilbert and Sullivan Conference:
As part of the program of the International Conference on Gilbert and Sullivan, there will be a reception in the Basement Lobby, adjoining the Exhibit Gallery, at 9:15 p.m. this evening, Thursday, May 7. Any interested members of the staff are invited to come and meet some of the people attending the Conference. A large exhibit of printed books and ephemera on Gilbert and Sullivan will be formally opened at that time.

New Exhibits:
New exhibits in Watson Library are "Population, Pollution and Survival," first floor, by Nancy Middleton, and "Gilbert and Sullivan", basement floor, compiled by L. E. James Helyar. Dan Kingman did the art work for both exhibits. Drawings by Peter Wyman are on display in the Reserve Room.
Picnic:
The Library Staff Association annual May picnic will be Saturday, May 9, beginning at 4 p.m. with hamburgers served at 5:30 p.m. The picnic will be in Broken Arrow Park south of the Broken Arrow Junior High School on south Louisiana.

Personnel:
Bonnie Campbell has been promoted to Library Assistant in Department of Special Collections, May 1 replacing Melissa Rosson. Resignations include Melissa Rosson, Library Assistant in Department of Special Collections, April 30; Sue Groves, Key Punch Operator II in Circulation, May 15; Jeanette Magouirk, Clerk Typist I in Cataloging, May 8; and Phyllis Wetmore, Clerk II in Reserve, May 8.

First Ph. D in Slavic Languages and Literatures:
George Jerkovich will be the first person to receive the Degree of Doctor of Philosophy in Slavic Languages and Literatures from the University of Kansas at the 1970 Commencement exercises.

Checklist for Guide for Readers:
The following Guide for Readers are in print:
1--Library Service at KU (General Information)
2--Schedule of Hours Watson Library
3--Lending Rules
4--Basic Reference Sources
7--Using the Card Catalog
8--Interlibrary Loan
10--Kenneth Spencer Research Library
11--Department of Special Collections
20a--Bibliography of Black History: Basic Reference
21--Bibliography of Reference Works for Business

Deadlines:
The following deadlines are to be observed for May:

P-1 Forms--In Director's Office by Monday a.m., May 11.
Time cards--In Director's Office by Wednesday, 5 p.m., May 13.
Personnel cards--In Director's Office by Tuesday, 5 p.m., May 19.
Materials needed for research purposes which are not available in the University of Kansas Libraries may be obtained from other libraries, subject to the provisions of the National Interlibrary Loan Code, 1968. This service is offered through the Interlibrary Service Section of the Reference Department in Watson Library.

Additional limited loan service is offered on the basis of special arrangements with certain libraries in this region.

**Eligible Borrowers**

Full interlibrary loan privileges are available to faculty members engaged in research and to graduate students working on theses and dissertations.

**Types of Materials Available**

Any type of material needed for the purpose of research may be requested from another library; the owning library, however, has the privilege of deciding whether a particular item will be provided. The following types of materials should not ordinarily be requested:

1. U.S. books in print of moderate cost
2. Serials, when the article needed can be copied at a moderate cost
3. Rare materials, including manuscripts
4. Basic reference materials
5. Genealogical, heraldic, and similar materials
6. Bulky or fragile materials
7. Typescript doctoral dissertations, when available in microfilm.

**Substitutes for Loans**

Books obtainable from American publishers will be automatically purchased by the library when needed for research.

Articles in serials will be purchased by the library in photocopy when the cost is not more than $5.00. If the cost is higher, the borrower is expected to order and pay for the item himself.

Dissertations in microfilm must be ordered and paid for by the individual who needs them. Advice on procedure will be given by the librarian on duty at the reference desk.
Application for Loans

Application for loans should be made in person at the Reference Desk in Watson Library. Request forms must be completed giving full bibliographical information and a citation to the source of reference. Assistance in filling out the forms will be given by the reference librarian on duty at the desk.

A graduate student applying for the first time must also fill out an application form for loan privileges to be signed by his adviser.

Requests should be made several weeks before the material is needed in order to allow time for locating and obtaining it.

Notification of Receipt

Borrowers will be notified when the material requested has arrived. Loans may be picked up at the Interlibrary Service Section office (or at the Reference Desk when that office is closed). Photocopies will be mailed to the borrower.

Conditions of Use

The borrower is bound by any limitations on use imposed by the lending library. Occasionally use is restricted to the library building; in this case the item must be returned to the Interlibrary Service Section office after each use. Some libraries require the signature of the borrower on manuscript theses and dissertations. No photocopying may be done if it is forbidden by the lending library.

Duration of Loans

The period of loan is specified by the lending library. Unless otherwise noted, one renewal may be requested; requests for renewal must be made four days before the due date. A fine of fifty cents a day is imposed for overdue books.

Supplementary Services

Materials available in the University of Kansas Medical Library, the Center for Research Libraries in Chicago (of which the University is a member), and in libraries belonging to the Kansas Information Circuit may be requested by any member of the University community, including undergraduates. The librarian on duty at the reference desk will give advice on what is available through these sources.

April 1970
Spencer Exhibit:
You are invited to attend the opening of an Exhibition of "Old Master Prints" recently presented to the Museum of Art by the Max Kade Foundation and to meet Dr. Erich Markel, President of the Foundation, on Sunday, May 17, 2:30-4:30p.m., Exhibition Gallery, Spencer Research Library.

New Publications:

Librarians' Conference:
The next Librarians' Conference will be on Thursday, June 4, 3:30p.m. in the West Reading Room, first floor of Watson Library.
Guide for Readers 6

PERIODICALS (SERIALS) SERVICE

Location
The Periodicals Reading Room is located on the first floor of Watson Library to the east of the main entrance.

Lending Policy
All bound and unbound journals and newspapers in the Periodicals Reading Room are limited to room use only. Bound journals in the main book stacks may be checked out.

General Information
The University of Kansas Libraries currently receives about 18,000 serials and journals. Approximately 12,000 of these remain in Watson. The others are sent to branch libraries. The Periodicals Department, however, has the only complete record of current serials received on this campus.

The main card catalog in the Reference Room lists all periodicals, current and discontinued, by title, but exact holdings and locations of current serials will be found only in the Central Serials Record by the Periodicals Service Desk.

A list of the bound journals that are located in the Periodicals Reading Room may be found, not only at the Periodicals Service Desk, but also at the Circulation and Reference Desks.

A coin-operated photocopying machine is available in the Periodicals Reading Room for reproduction of material needed for use outside of the library. If a journal must be taken to another part of the library for photocopying, arrangements should be made at the Periodicals Service Desk. Coin-operated typing cubicles are in the partition north of the Service Desk.

Central Serials Record (CSR)
The Central Serials Record is a card catalog located in the Periodicals Reading Room in front of the Periodicals Service Desk. It lists all currently received serials and their locations. The CSR also indicates the location of bound serials by notation under the call number:

620.9
T37
Science

meaning that this journal is located in the Science Branch Library in Malott Hall.

Periodicals Service Desk
The Periodicals Service Desk is located in the center of the Periodicals Reading Room. Patrons should inquire at the Periodicals Service Desk for current unbound issues of journals not found on the display shelves, or to ask for information about the location of bound journals or for an interpretation of the records in the Central Serials Record.
Newspapers

The Libraries subscribe to some 380 foreign, national and local newspapers. The United States metropolitan and the foreign editions are located on stands in the browsing area of the Periodicals Reading Room; Kansas weekly newspapers and other ephemera are in pigeonholes along the north wall of the browsing area. Sunday papers are under the rack of popular journals. A number of US and foreign newspapers are available on microfilm in the Microforms Room (See Guide for Readers 8).

Locations of Unbound Periodicals

Unbound periodicals may be found in two different areas. Many are in the browsing area, with the latest issues of 1,400 selected journals arranged by broad subject heading.

Rack (South Wall)-popular journals, and heavily used Psychology and Education journals

0 - General
1 - Philosophy, Sociology
2 - Education, Psychology
3 - Economics
4 - Language, Linguistics
5 - Political Science
6 - Applied Science
7 - Fine Arts
8 - Literature
9 - History
10 - Slavic
11 - General and Biological Sciences

All other unbound periodicals may be obtained by request at the Service Desk.

Locations of Bound Periodicals

Bound periodical volumes usually contain one year's subscription to a journal, sometimes with an index to the issues, all in the same hard cover. This bound volume has a call number and is assigned to a branch library or to one of two places in Watson Library. The bound volumes of a select group of periodical titles are shelved in the Periodicals Reading Room, by call number. These are the most heavily used periodicals, and they do not circulate. Lists of them are located at all public service desks. All periodical volumes not on this select list are located in the main book stacks and may be checked out.

April 1970
Guide for Readers 20b

BIBLIOGRAPHY OF BLACK AMERICAN LITERATURE: BASIC REFERENCE GUIDE

ABSTRACTS.

820.5 Abstracts of English Studies. 1958—. Digest of articles on primarily English and American literature from 300 journals. STACKS

BIBLIOGRAPHIES.

016.01 Bibliographic Index; A Cumulative Bibliography of Bibliographies. 1938—. WEST ALCOVE


016.30145196 Negro Bibliographic and Research Center. The Negro in Print. 1965—. WEST ALCOVE


811.002 Porter, Dorothy B. North American Negro Poets; A Bibliographical Checklist of their Writings, 1760-1944. (1945) STACKS

810.002 Rubin, Louis D., Jr. A Bibliographical Guide to the Study of Southern Literature. (1969) Two parts: (1) bibliographical essays on selected topics, including "The Negro in Southern Literature", and (2) individual writers. AREA 6

BIOGRAPHY.

016.92 Biography Index; A Cumulative Index to Biographical Material in Books and Magazines. 1964—. WEST ALCOVE

920 Contemporary Authors; A Bio-Bibliographical Guide to Current Authors and Their Works. 1962—. AREA 7

810.002 Scally, Mary Anthony. Negro Catholic Writers, 1900-1943; A Bio-Bibliography. (1945) AREA 7


ENCYCOLOPEDIAS.


# Guide for Readers 22

## BIBLIOGRAPHY OF PSYCHOLOGY: BASIC REFERENCE TITLES

### BIBLIOGRAPHIC GUIDES

<table>
<thead>
<tr>
<th>Call Number</th>
<th>Title</th>
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<tbody>
<tr>
<td>016.01</td>
<td>Bibliographic Index. 1938-annual. Lists books and periodical articles which have bibliographies.</td>
</tr>
<tr>
<td>150</td>
<td>Harvard University. Harvard List of Books in Psychology; compiled and annotated by the psychologists in Harvard University. 3rd. ed., 1965.</td>
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### BIBLIOGRAPHIES

<table>
<thead>
<tr>
<th>Call Number</th>
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<tr>
<td>150.05</td>
<td>L'Année Psychologique. Paris, 1895- &quot;Analyses bibliographiques&quot; at end of each vol. reviews year's work in each field.</td>
</tr>
<tr>
<td>An7</td>
<td>Annual Survey of Psychoanalysis. 1950 - Discusses year's work in each field at some length.</td>
</tr>
<tr>
<td>131.05</td>
<td>Annual Review of Psychology. 1950 - Bibliographic review articles on various fields with long lists of periodical articles.</td>
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<tr>
<td>B455b</td>
<td>National Society for Crippled Children and Adults. Rehabilitation Literature; selected abstracts . . . Library has 1946-. Supplements Graham.</td>
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<tr>
<td>614.5805</td>
<td>Mental Health Book Review Index. 1956-.</td>
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<tr>
<td>M528</td>
<td>Physiological Reviews. American Physiological Society, 1921- quarterly. Contains excellent critical review articles with bibliographies.</td>
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### DICTIONARIES AND HANDBOOKS

<table>
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<th>Title</th>
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<tr>
<td>016.37015</td>
<td>Buros, O.K. Mental Measurements Yearbook. 6th ed. 1965. Lists tests and gives references to reviews.</td>
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</tbody>
</table>
PERIODICAL INDEXES

5'0.5  Biological Abstracts From the World's Biological Research Literature. 1926-
B522  semimonthly. Covers over 5,000 periodicals. ENTOMOLOGY READING ROOM AND
SCIENCE LIBRARY

370.5  Education Index. 1929--; a cumulative subject index to a selected list of
Ed88a  educational periodicals . . . 1932-Monthly, annual cumulations. TABLE 4

610.5  Excerpta Medica; a complete monthly abstracting service of the world medical
Ex2  literature. Sec. 8: Neurology and psychiatry, 1948-. AREA 5

F016.61  Index Medicus. 1879-1899; 1903-Title and classification no. varies. A Number
In2  of psychology journals were added in 1956. SCIENCE LIBRARY

150.05  Psychological Abstracts. American Psychological Association, 1927-bimonthly
P957  with annual indexes. TABLE 4

F150.05  Columbia Univ. Psychological Library. Author Index to Psychological Index,

F150.05  Psychological Abstracts. (Indexes). Cumulated subject index to Psychological

N21

132.205  Mental Retardation Abstracts. 1964-. AREA 2
M5281

016.61689  Schermerhorn, Richard Alonzo. Psychiatric Index for Interdisciplinary Research:

050  Social Sciences and Humanities Index. 1907/15. Title varies: 1920-1964,
C91sc  International Index to Periodicals. TABLE 2

ALSO SEE  Annual Survey of Psychoanalysis, Annual review of psychology, Grinstein, and
Annual Survey of Psychoanalysis, Annual review of psychology, Grinstein, and
the U. S. President's Panel on Mental Retardation. Bibliography, (page 1-2)
From the Office of the Director of Libraries, University of Kansas

Number 40

May 21, 1970

Earth Sciences Library Assistant:
Klaudia Thompson, Clerk II in the Science Library, has been selected from seven candidates for promotion to the position of Library Assistant in the Earth Sciences Library. Jean Schiltz will resign in August since her husband has completed his academic work at KU. Appreciation is extended to the staff members who expressed interest in this position and who were willing to be considered as candidates.

Summer Hours for Libraries:
The attached sheet gives the summer hours for The University of Kansas Libraries. All libraries will be closed on Saturday, July 4. Branch library hours may vary after the summer session has started depending on the use of the facilities. Please check with the appropriate library before sending a patron to that area.

Kansas Library Association:
The College and University Libraries Section of the Kansas Library Association has requested that we distribute a questionnaire and membership form to all librarians and library assistants. Your assistance is essential if the activities of the College and University Libraries Section are to be based on membership interest. The forms may be returned directly to the addresses listed or may be sent to the Director's Office for return.

Personnel:
J. Robert Willingham is on a temporary appointment in the Map Library. Mr. Willingham will be working at the Library of Congress for part of the summer in order to obtain duplicate maps and atlases for our Map Library. Jill Kleinberg is on a temporary appointment in Exchange and Gifts.

Termination Cards:
Termination cards for student employees should be completed and returned to Carole Garris after an employee terminates. Please fill out the card completely including the evaluation.
University of Kansas Libraries

Summer Hours
May 29 through August 30
1970

All libraries will be closed on Saturday, July 4.

Branch library hours may vary after the summer session has started depending on the use of the facilities. Please check with the appropriate library before sending a patron to that area.

Regular Fall Semester hours will start on August 31 and will be announced later this summer.

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<tr>
<th>Watson Library</th>
<th>Engineering and Architecture Library</th>
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<th>Earth Sciences Library</th>
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<td>Hours for these three reading rooms</td>
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Entomology Reading Room

Hours have not been set for the rest of the summer.
Librarians' Conference:
The next Librarians' Conference has been changed from Thursday, June 4, to Friday, June 5, 3:30 p.m. in the West Reading Room, first floor of Watson Library.

Work Study:
Departments are reminded that all work study forms are to be in the Director's Office by Tuesday, June 9.

Holiday Clarification:
All salaried (not hourly) staff who work on any state holiday may take compensating time off. Classified staff who work on the holiday should report time worked to Mrs. Garris on weekly time cards in order to receive holiday credit. Compensating time off is to be cleared with your Department Head.

Annual Reports:
All Department Heads and other reporting units are reminded that the statistical portion of the annual report for 1969/70 is due July 15 and the full narrative report, which includes the July 15 statistics, additional supporting statistics and a summary, is due July 30. A letter of instructions will be sent to all individuals who are required to submit annual reports.

New Publications:
Issue 7:2, May 1970, of Books and Libraries has been published. This issue features a selected bibliography on suicide contributed by Charles Neuringer of the Psychology Department, an article on the Documents Department by Marion Howey, and notes on the Gilbert and Sullivan exhibit by L. E. James Helyar.

Personnel:
Resignations include Rockne Grauberger, May 31.

Spencer Research Library:
The Department of Special Collections, Regional History Department, and Archives will be open to the public on Sunday, May 31, 2:30 p.m. to 5 p.m., as part of commencement activities.
Librarians' Conference:
The next Librarians' Conference will be on Friday, June 5, 3:30 pm in the West Reading Room, first floor of Watson Library. Included in the agenda will be discussions of the 1969/70 annual reports and the 1970/71 budget.

Read and Comment:
All Librarians should consider for reading an article by John H. Moriarty in College and Research Libraries, v. 31, no. 1, Jan., 1970 entitled "Academic in Deed."

Staff Attending Meetings:
John Nugent is attending a 2-week Institute for Archivists, June 1-12 given by American University at the National Archives in Washington, D.C. David W. Heron will attend a meeting of the ARL Committee on Availability of Resources in Chicago on June 10. H. Robert Malinowsky will attend the Special Libraries Association annual conference in Detroit, June 7-11. He will return to Lawrence June 17.

Buffet:
The staff is reminded of the final buffet of 1969/70 on Friday, June 5, in the Staff Room, Watson, 12 noon. Bring a covered dish and your own table service.

Personnel:
New classified staff included Thomas Franz, Clerk Typist I (summer only) in Cataloging, June 1; Margene Weiss, Clerk Typist II in Special Collections, June 1; Janet Bass, Clerk II (summer only) in Reserve, June 1; Barbara Petersen, Clerk Typist I in Regional History, June 8; Judy Bornkessel, Keypunch Operator II (summer only) in Circulation; and Gene Müller, Library Assistant representing the Library and Latin American Studies program in an acquisitions trip through Latin America, June 1--July 31. Resignations include Carolyn Mathis, May 31 and Jane Riss, July 2. Mrs. Riss will be leaving mid-June. Frank Aydelotte will be acting Regional History Librarian. Nancy Burkhart, Clerk Typist I in Regional History, will be on leave of absence from June 8 through August 27. In August, she will succeed Ingrid Goodrich as Library Assistant in the Order Department.

Committee Appointments:
The following committee appointments of Library Staff have been made by the University: John L. Glinka--Committee on Academic Procedures and Policies, University Council; L. E. James Helyar--Committee on Organization and Administration of the University, University Council and Committee on Scholarly Publications, Faculty Senate; David W. Heron--Committee on Libraries, University Senate; and H. Robert Malinowsky--Parking and Traffic Board, University Judiciary.

Committee on Libraries, University Senate:
William D. Paden is the new Chairman of the Senate Libraries Committee. Other members are Elizabeth Banks, LeLon R. Capps, David W. Heron, Robert Hoffman, Edward C.
Mattila, one representative each from Graduate School, School of Law, and School of Medicine. Student members are Jack Casey, Tom Chester, Les Lampe, Marnie Shramek, and John Whalen.

In Hospital: 
Pat Stonequist, formerly of the Director's Office, is in 314B of the K.U. Medical Center recovering from major surgery.

Classified Positions Open: 
Classified positions which may be open this summer are listed below with approximate dates of vacancy. Staff members who wish to be considered as candidates for any of these positions and who possess the necessary qualifications are encouraged to discuss their interests with John L. Glinka.

In response to a request from the Staff Association made after this list was prepared, all future vacancies in the Library Assistant, Clerk III, and CAT grades will be announced in similar fashion, with opportunity for written applications (using a form which is in process of design).

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<thead>
<tr>
<th>Position No.</th>
<th>Classification</th>
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<th>Date Vacant</th>
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<td>2800C28</td>
<td>Clerk II (75%)</td>
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<td>Clerk II</td>
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<tr>
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<td>Slavic</td>
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<td>Judy Bornkessel</td>
<td>9/1/70</td>
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<td>L.A. Maps</td>
<td>Jennie Dienes</td>
<td>8/1/70</td>
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**Student Assistants:**

All student assistants, work study and regular, employed for this summer may work a maximum of 40 hrs per week regardless of whether they are enrolled or not. Work study P-1 forms have to be in the Director's Office no later than Monday, June 8.
Telephone Use:
The Staff and Library Improvement Committee has suggested a restatement of policy on the use of University telephones for personal calls. The following is based upon the statement made in 1956 with modifications suggested by the SLIC proposal:

The use of Library telephones should in general be only for library business, and lines kept as free as possible for incoming calls.

Their use for personal calls should be only in cases of urgency, and with consideration not only for their official function but for effective use of working time.

Public pay phones should be used for personal long distance calls, which the University does not permit on office phones.

Staff Attending Meetings:
Mr. Glinka and Mr. Heron will be attending the American Library Association meeting in Detroit from June 27 until July 3 and 4 respectively. Mr. Helyar will attend the annual Seminar on the Acquisition of Latin American Library Materials in Toronto, June 23-26, and thereafter will be on vacation through July 5.

Appointment Notices:
Appointment notices for classified staff will be distributed on or possibly before June 17. Circumstances beyond the control of the Payroll Office have impeded preparation of these notices.

Student Time Cards:
Student time cards will be due in the Director's Office no later than noon on Thursday, June 25. The reporting period will run from May 15 through June 30 (estimate time worked from the 25th through 30th).

Classified Staff Promotion Form:
A draft of the new promotion form, mentioned on the second page of FYI for June 4, is attached herewith. Copies will be available from the Director's Office.

Personnel:
Tsun-tung Wang has been officially appointed Acting East Asian Librarian.
New classified staff are Cheryl Weedon, Clerk II in Cataloging, June 10; and Kathleen Copenhagen, Clerk Typist I in Cataloging, June 10. Carolyn Mathis, formerly Clerk Typist II in Serials, is working as a student assistant in the Director's Office this summer. Anthony Meek, Watchman, resigned June 6.
All supervisors are reminded to attach the applications of new student employees to the PI forms.
REQUEST FOR PROMOTION

NAME

POSITION TITLE ___________________________ TIME IN GRADE __________________

DEPARTMENT or SECTION ________________________________

POSITION REQUESTED ________________________________

Comments of Applicant:
Student Time Cards:
Student time cards for the period May 15 through June 30 are due in the Director's Office no later than noon, Thursday, June 25. The time for this period is to be reported on two cards. One card will show the May time and one card will show the June time, estimated through June 30. Staple both cards together. Paychecks for this time period are expected to arrive around July 10.

Personnel:
Elizabeth Ross, Clerk Typist I in Cataloging resigned June 19. Fay Talley is on leave of absence without pay as a result of injuries in a recent automobile accident. Florence Johnson has undergone minor surgery at the Lawrence Memorial Hospital.

New Publications:
University of Kansas Libraries, Booklist 2: English and American Literature is now available at the Reference Desk. This Booklist was compiled by Myra Hinman and Barbara Jones.

New Telephones:
The following two new telephone numbers are now in operation: Book Selection--3479 and Microforms--3349.

Reception:
A reception in honor of Mr. and Mrs. L. George Griffin III will be held at the Kent Miller residence, 2425 Ohio, on Friday, June 19, 8pm--10pm. All staff are invited.

New Exhibits:
An exhibit which attempts to display the wide variety of government documents is to be found in the first floor lobby.
From the Office of the Director of Libraries, University of Kansas

Number 45

June 25, 1970

East Asian Library Hours:
The regular summer hours for the East Asian Library will be 7pm - 9pm, Monday - Friday until July 31.

New Publications:
An impressive list entitled Central American Serials in The University of Kansas Libraries has been compiled by Kent E. Miller and Jill Kleinberg. The list is arranged by country and indicates the Library's holdings.

Staff Attending Meeting:
Ann Condit, Tsun-Tung Wang, and Alexandra Mason will be attending all or part of the ALA Conference in Detroit during the week of July 29.

Librarians' Conference:
The next Librarians' Conference will be on Thursday, July 9, 3:30pm in the West Reading Room of Watson Library.

Long Distance Telephone Calls:
Long distance calls are to be made for library business only on library telephones. Before making a call, acquire approval from your Department Head. Make your calls brief. Calls to Kansas City, Topeka, and Kansas State University Campus should be made on the direct lines through the University Operator and not through the long distance operator. All long distance calls, except those on the direct line, must have a yellow "Record of Long Distance Telephone Use" card filled out and sent to the Director's Office immediately. Please use the pay telephones for personal long distance calls.

Music, Art, and Science Camp:
Students in the summer music, art, and science camps have the same borrowing privileges as undergraduates. They will be issued special borrowing badges at circulation if they desire to check materials out of the library. For help in using the library, refer all students to Barbara Jones. These students are new to the University environment and may not understand the many rules and regulations. Please be patient. If problems do arise, report them to H. Robert Malinowsky.

Personnel:
Jerry Stephens will be Assistant Law Librarian, Rank I beginning in July. Mr. Stephens received a B.A. in Political Science and a M.L.S. in Library Science-Political Science from the University of Oklahoma. He has been at North Texas State University since September of 1968 as Assistant Documents Librarian. Linda Parker Griffin will be Assistant Cataloging Librarian, Rank I beginning July 1. Mrs. Griffin has a B.A. in English from Texas Tech University and an M.A. in Library Science from the University of Missouri. Edward Kehde has been promoted from Library Assistant in Regional History to Acting Assistant Regional History Librarian, Rank I, effective July 1. Martha Kehde has been assigned the responsibility of being Art Librarian. This will be a
half time assignment and will report to H. Robert Malinowsky on matters p
assignment. Mrs. Kehde's remaining half time will be spent in Reference.
has recently become Mrs. Hope Cundiff.

State Health Insurance:
Persons who do not return their health insurance cards by June 30 will auto
enrolled in the full benefit plan for single or family coverage and will be bi
Appeals for change can be made after June 30 for those individuals who wer

Large Manila Envelopes:
The Library Supply Office requests departments to be conservative on the
manila envelopes. These envelopes can be reused for campus mail by man
addresses.

Librarians' Personnel Cards:
Librarians are to report their 1969/70 accumulated and used leave on the
been done in the past. The new forms will not be used until July 1 and the
explained at the July Librarians' Conference.

From Gamut:
Error of the year--Page 4, Col 1, question 2b--we did mean Sartre, hone

Responsibilities of the Book Selection Officer:
In addition to general responsibility for selection prior to ordering the Bo
Officer makes certain decisions on books already in the Libraries.
1. Newly received materials. All library materials coming into Watson I
Order or Exchange, and new titles and volumes in monographic series
are to be examined by the Book Selection Officer, who will have respor
acceptance or rejection. Materials specifically ordered by the Depart
Collections, Regional History Department, Map Library or Law Libra
rejected or diverted to other locations. These and other departmen
call on certain categories of materials, as detailed in the specific mer
subject. Beyond this it will be for the Book Selection Officer to decid

2. Routing and Location. The location of large classes of books is covere
number system, and the Book Selection Officer will not normally chan
However, where convenience of use would be diminished by exact folk
or where dispute arises between two location units, the Book Selectio
decision.

3. Transfers. Transfers to and from Watson will also follow the block s
mentioned memoranda, but all should be referred to the Book Selec
decision or information.

4. Withdrawals. All materials considered for withdrawal from the Libr
missing books) should be brought to the attention of the Book Selectio
decision. If it is indeed decided to withdraw the book, disposal beco
of the Exchange Librarian. (No books may be sold without the writte
Chancellor which is to be obtained by Mr. Helyar).