

FYI

University of Kansas Libraries From the Office of the Director

Number 124

January 6, 1972

Librarians' Conference:

The next Librarians' Conference will be Wednesday, January 12, 1972, 3:30 p.m. in the Spencer Research Library Auditorium. After brief announcements, Marilyn Stokstad will discuss with us the problems of women's rights in the University community.

Deadline:

Regular student time cards are due in the Director's Office Thursday, January 13, 12:00 noon. Please circle this date on your calendars. There are too many cards coming in late resulting in students not getting on the regular payroll.

Library Hours:

The Guide for Readers 2: Schedule of Hours dated December 1, 1971 should be changed as follows: The dates January 3-16 should read January 3-23. Regular hours including evening and weekend hours will begin on Monday January 24.

New Telephone Numbers:

The Dyche Reading Room number is now 4-3121.

Reference Reclassification:

All books except those in Dewey 300-800 have been reclassified in the Reference Room. Currently the west alcove contains AE to DE; Area 1--DE to HG; Area 2--HG to 439.73; Area 3--439.73 to 808.503; Area 4--808.503 to ML; Area 5--N to TX; and Area 6, 7, and east alcove contain the Z's.

Watson Mail Delivery:

The schedule for Watson Library departmental mail delivery is as follows:

10:00 a.m.	pick-up
11:00 a.m.	pick-up and deliver
1:00 p.m.	pick-up and deliver
3:00 p.m.	pick-up
4:00 p.m.	pick-up and deliver

No change at this time in deliveries to the branch libraries.

Personnel:

Sally Atkinson is a new Clerk II in Circulation as of January 4. Lynn Cole has been promoted to Library Assistant in Special Collections as of January 1. Micheline Andrews resigns as Clerk II in Science on January 7 and Maria Vincent resigns as Clerk Typist II in Latin America on January 14.

Position Open:

Applications are now being accepted for Clerk Typist II in Latin America. Applicants must be able to read and write Spanish and/or Portuguese. Please see Nancy Shawbaker if you are interested by Wednesday, January 12.

Work Study Matching Funds:

When Irregular Payroll allocations were distributed for this fiscal year, it was stressed that the budget for this activity was derived from Irregular Payroll Funds, Work Study Matching Funds, and funds anticipated from Salary Savings (through vacancies, leaves without pay, etc.). Through December, 1971, only 30% of Work Study Matching Funds have been spent and Salary Savings have not accrued at a rate sufficient to remove the initial Irregular Payroll deficit. In view of this situation, I would urge all Library units employing student assistants to hire people qualified for Work Study so that we can receive the fullest benefit from our total Irregular Payroll budget. Please remember that present Work Study Funds are available for student wages only through May 15, 1972. Questions on this matter may be referred to Pat Mimeau or John Glinka.

There was no FYI for December 30.

FYI

University of Kansas Libraries From the Office of the Director

Number 125

January 13, 1972

Missing:

Two stenographic chairs assigned to the Public Catalog area for use of filers and patrons have strayed away. Cataloging would be grateful to anyone assisting the return of the chairs.

Resident Fees:

Salaried employees who work 40 percent of full time or more and their legal dependents are considered residents of the state of Kansas for fee purposes during the employee's period of service. New staff rate cards for employees and for their dependents are available in the Director's Office. Please note that the last day to submit cards for the spring semester is March 3, 1972.

New Telephone Number:

The new telephone number for Latin American area is 4-3351.

All Library Hours:

All libraries will begin their regular schedule, including evening hours, on Jan. 24.

Work-Study:

Because of some misinterpretation of the note on work-study support funds in the last FYI, it should be stressed again that if allocated work-study funds are not totally expended, a deficit may be created in total funds allocated for the irregular payroll. This situation could lead to a possible reduction in total funding and in a parallel reduction in the number of student hours available for the January--May period. Again, please hire students qualified for work-study whenever possible within the amount budgeted to your department. This does not mean you can increase the number of student hours that was assigned to you at the beginning of the fiscal year. JLG.

1971 Revenue Act:

The University Comptroller has circulated a memorandum advising certain taxpayers to consider filing new W-4 forms for withholding purposes. Because of delays in transmission of the information, it is too late to file a W-4 to affect the January period pay check. The forms may be filed at anytime during the year to affect the remaining pay checks for that year. Pertinent information and advice is available from the Payroll Office (4-4385). Nancy Shawbaker has a supply of W-4 forms if they are needed.

Personnel:

Jennie Dienes will be the Library Assistant in the Map Library for the remainder of the year effective January 13. Resignations include Rick Wade, Clerk III in Security and Delivery, January 31; Tolly Smith, Clerk Typist II in Documents, January 14; and Joan Oroke, Clerk II in Cataloging, January 21.

Positions Open:

The Clerk III position in Security and Delivery and the Clerk Typist II position in Documents are now open. Anyone interested in either position should make proper application in the Director's Office by Wednesday, January 19.

Earth Sciences Library Hours:

The weekend hours for the Earth Sciences Library while classes are in session have been changed to:

Saturday	9am-3pm
Sunday	CLOSED

Alien Registration:

All aliens are reminded that they must register with the Immigration and Naturalization Service during the month of January. Report forms may be picked up from any U.S. Post Office.

FYI

University of Kansas Libraries From the Office of the Director

Number 126

January 20, 1972

Council Nomination:

Any Senate member (except John Glinka and James Helyar, who are ineligible, just having been Council members) is eligible for nomination for the Faculty Council election just announced. Deadline for nomination is February 1. If you need additional signatures, Linda Vormehr, in the Director's Office, will accept your nomination form and make it available to other Senate members who wish to sign it.

Deadline:

Work-study time cards must be in the Director's Office no later than 9:00 a.m., Friday, January 28.

Daily Statistics:

The daily statistics that each Department has been submitting on the weekly forms will be discontinued on Monday, January 31. Mr. Malinowsky has enough data at this time. The regular monthly statistics should be continued.

Block Numbers:

Minor changes on the block number schedule are as follows:

TK9001--TK9899	Science
TK9900--TK9971	Engineering and Architecture
TX1105	Engineering and Architecture

Working Hours:

Staff members and supervisors are reminded that the normal work day begins at 8:00 a.m. and ends at 5:00 p.m. with one hour for lunch. Schedules in public service departments are set by the Department Heads. Variations from set schedules must be approved by the Department Heads of the areas affected.

Teaching Assignments:

David W. Heron and H. Robert Malinowsky will be teaching part time in the Department of Librarianship at Emporia during the Spring, 1972, semester. Mr. Heron will be helping teach College and University Administration and Mr. Malinowsky will be helping teach Special Libraries.

Meetings:

In the absence of the Director and Associate Director this coming week, James Helyar will be Acting Director. Also attending the ALA Midwinter Conference in Chicago for shorter periods are Alexandra Mason, Daniel Cordeiro, and George Jerkovich. Martha Kehde will be presenting a paper at the College Arts Association meeting in San Francisco next week. H. Robert Malinowsky will be away on University Business for the Parking and Traffic Board next week and then to the SLA Midwinter Meeting in Richmond the following week.

Personnel:

Carol Chittenden will be working 12 hours per week in the Reference Department until June. She will be working Thursday and Friday evenings and one afternoon a week on a rotating basis. Maura Biesemeyer has been promoted to Clerk II in Serials, Feb. 1.

Address Corrections:

Salaried employees who have had a change in home address should report this information to Linda Vormehr for transmission to the Personnel Office. Staff who received incorrectly addressed W-2 forms should be certain address records are correct.

FYI

University of Kansas Libraries From the Office of the Director

Number 127

February 3, 1972

New Directory:

The University of Kansas Information Center has just issued a directory called Help for People: Lawrence and K.U. Services. A copy is available for use at the Reference Desk in Watson Library.

SLIC:

The newly elected members to SLIC are Lynn Cole, Ruth Fauhl, Daniel Cordeiro, and Mary Green.

Business and Economics Reading Room:

Reading Room hours for Business and Economics, Spring 1972 are: Mon.-Thu., 8am-5pm; 7pm-10pm; Fri., 8am-5pm; Sat., Closed; and Sun., 2pm-6pm.

UKASE:

The UKASE computer run will be Friday, February 4. Branch libraries should have their check-in lists prepared for pick-up by Friday noon.

Buffet:

The February monthly buffet is Friday, February 4. All the people who volunteered to try a recipe, please contact Linda Serven in Cataloging for details.

Librarians' Conference:

The next Librarians' Conference will be on Thursday, February 24, 1972, at 3:30 p.m. in the Spencer Research Library Auditorium. The agenda will be announced after the meeting of the Agenda Committee.

Student Employees:

When student employees are appointed, please be sure to send both the application form and the P-1 form to the Library Office.

Annual Report:

The University of Kansas Libraries Annual Report, 1970-71, has now been published. Copies are being sent to all department heads, and copies will be available for reference at the Reference Desk and in the Library Office.

Brieflisting Desk:

Brieflisted materials may now be requested and picked up at the Circulation Desk. The volume of requests does not justify maintaining a separate desk and assistant, and it will be possible to give the same level of service at the general desk. There are no changes in retrieval or processing procedures.

Personnel:

Catherine Young and Mark Reynolds were both appointed to Clerk II positions in Cataloging on February 1.

THERE WAS NO FYI FOR JAN. 27.

FYI

University of Kansas Libraries From the Office of the Director

Number 128

February 10, 1972

Holidays:

Governor Robert Docking has designated the following days during the year 1972 to be holidays for state employees:

- Good Friday, Friday afternoon, March 31
Classes in session, Library open.
- Memorial Day, Monday, May 29
No classes, Library closed.
- Independence Day, Tuesday, July 4
Classes in session, Library open.
- Labor Day, Monday, September 4
No classes, Library closed.
- Veterans' Day, Monday, October 23
Classes in session, Library open.
- Thanksgiving, Thursday and Friday, November 23 and 24
No classes, Library closed Thursday, open Friday.
- Christmas, Monday, December 25
No classes, Library closed.
- New Year's Day, Monday, January 1
No classes, Library closed.

All employees will observe those holidays when the library is closed. On those when the library is open, employees may work at the discretion of their Department heads. However, all public service areas will have to be open. Classified staff working on a holiday should report their hours to Nancy Shawbaker. If a person works on a holiday, he may take another day off at any time with the approval of his Department head.

Deadline:

Regular student time cards are due in the Director's Office by Tuesday, February 15, 9:00 a.m. No cards will be accepted after this time. You are therefore responsible for a student not receiving his pay check if you miss this deadline.

Staff Association Meeting:

The Kansas University Library Staff Association will meet on Thursday, February 17, 2:30 p.m., West Reading Room of Watson Library. A short play will be presented.

Personnel:

Frank Aydelotte will become Associate Order Librarian on February 14. George Griffin will become Regional History Librarian in late March. Ned Kehde will be half time in Archives and half time in Regional History for the remainder of the fiscal year. New classified staff include Robert Mitchell as Clerk Typist II in Documents, February 1; Sue Pittel as Clerk Typist I in Cataloging, February 4; and Jo Ann Wright as Clerk II in Science, February 11.

Regional History:

Please direct any problems concerning Regional History to Alexandra Mason until Mr. Griffin has moved into his new position.

Vacancy:

All librarians interested in applying for the position of Circulation Librarian should contact John Glinka by Friday, February 18. The person in this position is responsible for the smooth operation of the circulation system, supervision of Microforms and Reserve, and general stack maintenance.

In Hospital:

Fred McGraw entered the KU Medical Center for major surgery on Wednesday, February 9.

Security and Delivery:

Ray Thompson is acting head of Security and Delivery. Please direct any complaints to him personally or to Mr. Malinowsky.

New Publication:

University of Kansas Publications, Library Series 37: Gilbert and Sullivan; Papers Presented at the International Conference Held at the University of Kansas in May 1970, has been published. Copies may be seen in the Director's Office. L.E. James Helyar is the editor.

Conservation of Energy and Resources:

In this day of environmental and ecological concern the problem of conservation is extremely important. As a first step in the conservation of energy, all staff should attempt to save on electrical energy by turning off any lights that are not needed. Stack lights, however, should be left on for safety until the library closes.

Orientation:

Session one of Spring Orientation will be on Monday, February 14 and will cover Administrative procedures, Systems, and Security and Delivery.

U.S. Mail Changes:

The Lawrence Post Office will become part of an Area Mail Processing Program on March 11. The main change is that all mail deposited in postal boxes designated as local delivery will be processed in Lawrence. All mail deposited in any other boxes including those that have no designation will be processed in Kansas City, Missouri. As a result, the designation of "city" on an address will mean nothing if the letter gets into a box not designated as local delivery. The Post Office urges you not to use "city", but rather to spell out the name of the city.

FYI

University of Kansas Libraries From the Office of the Director

Number 129

February 17, 1972

Librarians' Conference:

The next Librarians' Conference will be on Thursday, February 24, 1972, 3:30 p.m. in Spencer Research Library Auditorium. Included on the agenda will be reports from the Professional Development Subcommittee of SLIC by Florence Johnson; outlines of an Affirmative Action plan for women by Karen Zimmerman; and Carrie Watson Day plans by Daniel Cordeiro.

Staff Association Meeting:

The Kansas University Library Staff Association will meet today, Thursday, February 17, 2:30 p.m., West Reading Room of Watson Library.

New Publication:

University of Kansas Publications, Library Series 38: Watching the Ps & Qs: Editorial treatment of Accidentals, by James Thorpe, has now been published. Copies are available at one dollar from the Exchange and Gifts Department.

Personnel:

Philip Wildman is a temporary Security Officer I as of February 14.

Fred McGraw:

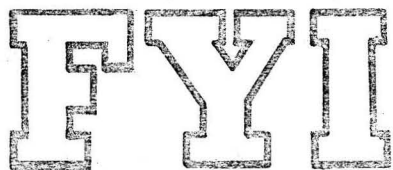
Mr. McGraw is recovering from major surgery at the KU Medical Center. He is in Room 311 D.

Food and Drink:

There have been some complaints concerning the taking of food and drink from the Staff Room to other parts of the library for break. All breaks are to be taken in the Staff Room unless specific permission has been granted otherwise. At no time should breaks with food or drink be taken in the rest rooms or in the public areas of the library.

Communication:

I know you believe you understand what you think I said, but I am not sure you realize that what you heard is not what I meant. HRM



University of Kansas Libraries

From the Office of the Director

Number 130

February 24, 1972

Deadline:

Work-study time cards are due in the Director's Office no later than 9:00 a.m., Monday, February 28.

Librarians' Conference:

The Librarians' Conference is today, Thursday, February 24, 3:30 p.m. in Spencer Research Library Auditorium.

Orientation:

Session 3 of the Orientation program will be Monday, February 28, 10:00 a.m. in B28 of Watson Library. Those giving presentations will be Eleanor Symons, Roger Anderson, Rosemary McDonough, and Florence Johnson.

Periodicals Browsing Collection:

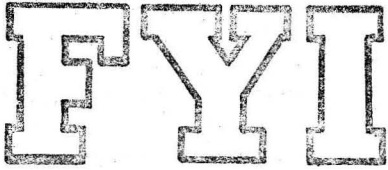
The open-shelf browsing collection of current periodical issues has a new look. The number of titles has been cut to 450 with the arrangement now alphabetical by title. The change was necessary due to the time involved in maintenance. Comments on these changes or improvements are welcome.

Personnel:

Maura Biesemeyer was promoted to Clerk Typist II in Latin American as of March 1.

Buffet:

The March Buffet will be Friday, March 3 at noon in the Watson Staff Room.



University of Kansas Libraries
From the Office of the Director

Number 131

March 2, 1972

Head of Circulation:

Nancy Bengel has been promoted to Head of Circulation. She will begin working with Mr. Griffin a few hours a week to learn the procedures and then will assume full responsibilities the end of this month or the first of next month. Miss Bengel will continue to be the bibliographic liaison with the School of Education.

Keys:

All staff members with library keys should check with Nancy Shawbaker to see if they are properly registered. Any person terminating should return his key to Mrs. Shawbaker and not to his replacement.

Orientation:

The next orientation session is Monday, March 6, 10:00 a.m. in B28 of Watson Library. Eugene Wilson, Eugene Carvalho, George Jerkovich, and Daniel Cordeiro will present information on their Departments.

Deadlines:

The attached sheet gives the various payroll deadlines for the next three months. All changes will be noted in the FYI.

Exhibits:

The Department of Special Collections has a new exhibit in the main gallery called "The Queen's General: John Churchill, Duke of Marlborough." Ann Hyde compiled the exhibit and will have a catalog of the items on display in the next issue of Books and Libraries. Marna Young has put together an exhibit in the basement gallery of Watson Library on "The Evolution of the Physical Sciences."

Position Vacancies:

Hereafter vacant positions, both unclassified and classified, will be advertised in FYI, inviting application by anyone qualified, and stipulating deadlines for application.

UKASE:

The UKASE computer run is scheduled for Friday, March 3. Branch libraries should have their check-in lists ready for pick up by 11:00 a.m.

Affirmative Action Task Force:

Karen Zimmerman is chairman of an Affirmative Action Task Force Committee. On the committee are Muriel Cook, John Glinka, Sarah Hocker, and Bertie Kotas.

Safety and Security:

Recent reports of molestation and other misbehavior on campus have caused the Campus Security Office to warn University Staff members and students working at night to be careful. They request that all incidents be reported to them immediately. For personal safety in leaving the building during the evening, staff and students are requested to use the buddy system or have someone pick them up. Park your car in a well-lighted area if possible. Proceed to your car by the most open route -- in the street if necessary. There are compressed air sirens and other personal safety devices that you can purchase and carry with you. You are permitted to take time off your job to move your car to a closer area during daylight hours. For those who have a definite need, application can be made to Mr. Malinowsky for permission to purchase an emergency permit for \$1.50 to park in the hospital lot behind the library. You must have a regular zone permit in order to purchase this emergency permit.

Personnel:

Ray Thompson has been promoted to Clerk III, March 1. Lynell Patterson is a Clerk II in Serials, March 1 and Philip Wildman is permanent half-time Security Officer I, March 1. Resignation include Sandy DeArmond, March 2 and Carol Zillner, February 27.

Openings:

Circulation has a key punch operator position open. Requirements include high school education, key punch training, and 6 months experience. Those interested in applying should contact Nancy Shawbaker by Wednesday, March 8.

Circulation has an opening for Night Supervisor (Clerk II) with a work schedule, 2-11 p.m Monday through Friday. Interested staff should notify Nancy Shawbaker by Wednesday March 8.

Reference Position Open:

A position on the reference staff is now open. Anyone interested should make application to Nancy Shawbaker by Wednesday, March 8. General qualifications include: sincere desire to work with people, some subject specialization, foreign language and availability for working some nights and weekends.

March Buffet:

The March Buffet is this Friday, March 3, noon in the Watson Staff Room. Bring a covered dish and your table service.

PAYROLL DEADLINES

Student assistants' time cards and P-1 forms are due in the Director's Office on the schedules noted below. Reminders and any changes will be listed in the FYI.

March

P-1 forms: due March 7, 12:00 noon.

Regular time cards: due March 14, 9:00 a.m.

Work-Study time cards: due March 30, 9:00 a.m.

April

P-1 forms: due April 6, 12:00 noon.

Regular time cards: due April 14, 9:00 a.m.

Work-Study time cards: due April 27, 9:00 a.m.

May

P-1 forms: Due May 8, 12:00 noon.

Regular time cards: due May 16, 9:00 a.m.

Work-Study time cards: due May 11, 9:00 a.m.

(This ends the fall-spring Work-Study period, therefore, the time must be projected through May 12.)

Regular students can work a maximum of 30 hours per week while classes are in session, if funds are available.

Work-Study students can work a maximum of 15 hours per week on Work-Study. Any hours over 15 go on a second time card that is labeled "supplementary" and is charged to the Irregular Payroll funds. Both cards must be limited to 30 hours a week.

March 19-25 is spring vacation and both regular students and Work-Study students are eligible to work up to 40 hours during that week if funds are available. Because of fund limitations, department heads should utilize Work-Study students to help expend Work-Study funds.

Pat Mimeau
Director's Office

FYI

University of Kansas Libraries From the Office of the Director

Number 132

March 9, 1972

Deadline:

Regular time cards are due in the Director's Office Tuesday, March 14, 9:00 a.m.

KALC:

The Kansas Academic Library Council will meet at the University of Kansas Libraries on Friday, March 10.

Attending Meeting:

George Jerkovich will be attending a Meeting of the American Association for the Advancement of Slavic Studies in Dallas on March 14-18.

Caution:

Everyone is reminded again to not leave their personal belongings lying unattended in public places. There have been reports of stolen purses and billfolds. If you see a library user leaving his or her purse or billfold in an area where it may be stolen, remind him or her to hang on to it.

UKASE Report:

All active titles from the Watson periodicals collection are now included in the Master Holdings List of Serials. The major gaps in currently received titles are in the Earth Sciences and Law Collections.

Typewriters:

All manual typewriters will be cleaned and repaired in the near future. Each person having a typewriter should attach a card to it bearing his name, Department, Section, and a list of any mechanical problems with the machine. Departments will be notified when the machines will be picked up.

Carrie Watson Day:

Carrie Watson Day will be celebrated Wednesday, March 29, by KU Libraries. The day will mark the 114th anniversary of the birth of Miss Watson who was in charge of the KU Library from 1887 to 1921. (She was born March 31, but since that day is Good Friday, the observance will be March 29.) At an extraordinary meeting of KULSA at 10:00 a.m. in the Staff Room, librarians who knew Miss Watson will reminisce about her life and contributions as a librarian. At 3:00 p.m. there will be a reception in the ground floor exhibit area for people outside the Libraries. For further information see Daniel Cordeiro.

FYI

University of Kansas Libraries

From the Office of the Director

Number 133

March 16, 1972

Librarians' Conference:

The next Librarians' Conference will be Friday, April 7, 3:30 p.m. in the West Reading Room of Watson Library. Included on the agenda will be a report from the Affirmative Action Task Force. The following question will also be discussed: "To what extent should the library administration require all librarians to do research or pursue some type of professional development?" or in other words "Where in the scale of the librarian's responsibilities does professional development stand?"

KLA:

The annual Kansas Library Association meeting will be in Wichita on Friday and Saturday, April 13 and 14. All persons interested in going should let Linda Vormehr know. Please indicate whether you will have any transportation.

Orientation:

There will be no orientation on Monday, March 13.

Business and Economics Reading Room:

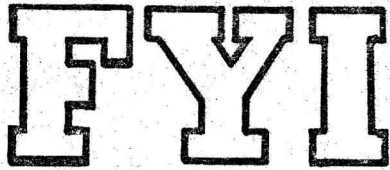
The Business and Economics Reading Room will have the following Spring Recess hours: March 18, 19 and 25, 26, Saturday and Sunday, Closed; March 20-24, Monday through Friday, 9am-5pm.

Personnel:

Elizabeth Grant is the new Clerk II in Circulation as of March 13.

Explanation:

Judy Castle would like to note that she is not the Judy Castle who wrote the letter to the editor in the UDK.



University of Kansas Libraries
From the Office of the Director

Number 134

March 23, 1972

Orientation:

Orientation for Monday, March 27, 10:00 a.m., B22 Watson, will cover Serials, Bindery Preparations, and Bindery Tour.

Deadline:

Work study time cards are due in the Director's Office no later than 9:00 a.m., Thursday, March 30.

Holiday:

Friday afternoon, March 31, is an official holiday for State employees. Classes will be in session and the library will maintain regular hours. All public service areas will be open. Employees in other areas may work at the discretion of their Department heads. Classified staff working on that Friday afternoon should report their hours to Nancy Shawbaker.

Carrie Watson Day:

Carrie Watson Day will be celebrated Wednesday, March 29. Activities include a meeting of KULSA at 10:00 a.m. and a reception at 3:00 p.m. It is hoped that as many people as possible will participate in the events of the day without interrupting normal library service.

Attending Meeting:

Eugene Carvalho and Tsun-tung Wang will be attending the annual meeting of the Association for Asian Studies in New York on March 27-29.

Reminder:

Long Distance telephone calls on University telephones must be reported to the Director's Office.

Personnel:

Katherine Clodfelter is Key Punch Operator in Circulation as of March 6.

FYI

University of Kansas Libraries

From the Office of the Director

Number 135

March 30, 1972

Orientation:

Orientation for Monday, April 3, will be in Spencer Library with Archives and the Map Library. Meet in Archives.

East Asian Library:

The East Asian Library will be closed from 12 noon to 7 p.m. on Friday, March 31, with normal hours of 7 p.m. to 9 p.m. that evening.

U.S. Mail Boxes:

The U.S. Mail box in front of the library has been removed. There are now two mail boxes in front of Watkins Hospital, one for local mail and one for out of town. All mail placed in the out of town box will be sent to Kansas City for sorting.

Received Grants:

Alexandra Mason has received a general research grant to continue work on the organization of the Hoffman-Freeman purchase of English manuscripts. Ned Kehde has received a general research grant to help with his research of "Pamphleteering and the Radical Left, 1955-1970".

Extended Interlibrary Loan Service:

Interlibrary Loan Service has been extended to undergraduates at all of the Regents' Schools. The service is reciprocal and will permit undergraduates at the University of Kansas to request materials from the other Regents' schools.

Direct Borrowing Extended:

Direct borrowing privileges have been given to students of all Junior Colleges in the State of Kansas providing they have obtained a letter indicating that their library does not have the resources. Please note that only students from Junior Colleges and non-Regents' schools are required to have a letter of reference. All students from Regents' schools may borrow directly after showing proper identification that they are enrolled in school.

Human Relations Area Files:

The Human Relations Area Files formerly housed in Fraser Hall are now in Microforms. The files contain mostly substantive descriptive data, largely on nonwestern cultures, many of which are nonliterate. The uses are of three major types: teaching and training in research; studies of specific areas and cultures; and cross-cultural and comparative research. The file is on microfiche.

Kansas Library Association:

The Kansas Library Association Annual Meeting will be in Wichita on Thursday and Friday, April 13 and 14. Linda Vormehr has a list of persons going. If you plan to go and have room in your car, please let her know.

Pocket Change:

The Photocopy Desk will make change up to one dollar for all staff providing there is adequate change available.

Thank You:

The Carrie Watson Day Committee wishes to thank everyone for making the March 29th Event such a success.

Carrie Watson On Television:

Sunflower Cablevision plans to carry an interview with Nancy Burkhart regarding Carrie Watson Day on Thursday, March 30, and Friday, March 31, on the 6 and 10 o'clock news.

FYI

University of Kansas Libraries From the Office of the Director

Number 136

April 6, 1972

Librarians Conference:

The Librarians' Conference will be tomorrow, Friday, April 7, 3:30 p.m. in the West Reading Room of Watson Library. Included on the agenda will be a report from the Affirmative Action Task Force. The following question will also be discussed: "To what extent should the library administration require all librarians to do research or pursue some type of professional development?" or in other words "Where in the scale of the librarian's responsibilities does professional development stand?"

Deadline:

Regular student time cards are due in the Director's Office no later than 9:00 a.m., Friday, April 14.

Copia Copying:

All copying on coin-operated Copia machines has been cut to 5 cents per copy. All Xerox copying in Watson, Science, and Spencer remains at 10 cents per copy.

Orientation:

Orientation for Monday, April 10 will cover Special Collections and Regional History. Meet in the Department of Special Collections at 10:00 a.m.

UKASE:

The UKASE computer run is scheduled for Friday, April 7. Branch libraries should have their check-in lists ready for pickup by 8:30 a.m. Please note earlier time this month.

Personnel:

Eugenea Wilson, Clerk II in Photocopy resigns April 7 and Michelle Stafford, Clerk Typist II in Regional History resigns April 21. Alberta Wright will succeed Eugenea Wilson as Clerk II in Photocopy.

Gamut:

Carol Chittenden is content Editor for the April Gamut. A separate request from her is being distributed with this issue of FYI.

Buffet:

The April buffet will be tomorrow, Friday, April 7, 12 noon in the Watson staff room. Bring a covered dish, your table service, and a friend. Linda Serven has two empty containers which once contained Carrie Watson Day cookies. If they are yours please come and claim them.

Opening:

Applications for promotion are being accepted for the Clerk Typist II position in Regional History. Persons interested should report to Nancy Shawbaker by April 11.

FYI

University of Kansas Libraries From the Office of the Director

Number 137

April 13, 1972

Orientation:

Orientation for Monday, April 17 will cover Science, Engineering and Architecture, Earth Sciences, Mathematics, Music, Art, and Law. Meet in Watson B28.

Personnel:

Ned Kehde will begin working half time in Regional History as of April 24. Nancy Clauer will resign in Cataloging as of May 15.

Classified Position Open:

Applications for promotion are being accepted for Clerk Typist II in Cataloging. Persons interested should report to Nancy Shawbaker by Tuesday, April 18.

Air Conditioning:

Buildings and Grounds has informed us that the air conditioning will be turned on April 15.

WATS Line Usage:

The Department of Administration has started making a study of the long distance line usage as of April 3. During the study it will be necessary for University operators to request the number being called as well as the calling station number. This study will provide much needed data to improve the availability of the long distance lines.

KLA:

Several members of the staff will be attending the Kansas Library Association meeting in Wichita, today and tomorrow, including David Heron and John Glinka.

FYI

University of Kansas Libraries From the Office of the Director

Number 138

April 20, 1972

Librarians' Conference:

The next Librarians' Conference will be on Wednesday, May 10, 3:30 p.m. in the Spencer Research Library Auditorium. Included on the agenda will be a report by Karen Zimmerman on Affirmative Action, discussion of problems concerning the Committee of East Asian Librarians by Eugene Carvalho, and some preliminary information on collective bargaining by John Glinka and Nancy Kingman.

First Class Mail:

In order to conserve on postage, all first class domestic mail will be sent at eight cents regardless of destination. If, however, you feel that a letter needs special air mail handling, mark the letter air mail.

At Meetings:

David Heron will be at an ALA meeting all of next week. In his absence John Glinka will be acting Director. John Glinka will be attending a national meeting of the AAUP in New Orleans on May 4-6.

Book Collecting Contest:

Awards for the annual Book Collecting Contest will be announced on Friday, April 21. Out of 25 entries, two graduate and two undergraduate winners will be selected. Included as judges are Thorpe Menn, Dr. Joseph Shipman, Barbara Backus, and Mrs. Don Fambrough. Nancy Kingman is the coordinator.

Personnel:

Marjorie Karlson will be leaving to accept a position at the University of Massachusetts the end of June. Hilary McCullagh will be leaving in August to return to Great Britain. On May 1 Sara Tubby will be promoted to Bindery Supervisor, Helen Smith will be promoted to Bookbinder II, and Mary Guthrie will be promoted to Clerk Typist II in Bindery Preparations.

Openings:

Persons interested in the positions of Head of Reference and Assistant Science Librarian should contact John Glinka by Thursday, April 27.

AAUP:

John Glinka has been elected president of AAUP and Ann Condit has been elected Treasurer.

Temperature:

Please report any extreme temperature changes in your departments to the Director's Office. When reporting, indicate what the temperature registers on the thermostats. A spare rotor has been ordered for the air conditioning unit.

Conference Room:

The windows in the conference room may now be opened. Please make sure they are closed when your meeting is over.

Catalog Cases:

The catalog cases will be moved after accurate measurements have been made to determine where the empty cases should be placed. In addition to the new cases for the Reference Room, cases were purchased for Documents, Music, Law, Art, and East Asian.

Missing:

One small 2-wheel hand truck is missing from Cataloging. If this truck is in your department, please return it to Cataloging.

Orientation:

Orientation for Monday, April 24, will be a tour of the branch libraries discussed in last week's orientation. Meet in the Art Library at 10:00 a.m.

Picnic:

The annual spring picnic of the Library Staff Association will be on Saturday, May 6, 3:30 p.m. in Centennial Park. Everyone should bring a non-meat covered dish, their table service, and 50¢ per person for hamburgers. If anyone knows who is in charge of the weather for that day, they should contact him or her immediately!

Friends of the Library:

The newly formed Friends of the Library, of which Philip Metzger of Prairie Village is President Pro tem, meets Saturday, May 6 for tours of the Spencer Library, a reception at the home of Mr. and Mrs. Stephen Hill, and dinner at the Union.

Although it is expected to consist largely of people not affiliated with the University, members of the Libraries staff who wish to do so may apply for membership.

Eugenea Wilson:

Eugenea's address is: Pvt. Eugenea Wilson, 511 44 2474, HQ & Rec. Co., WTB USWACC Co. F-1, Ft. McClellan, Alabama 36201

FYI

University of Kansas Libraries From the Office of the Director

Number 139

April 27, 1972

UKASE:

UKASE corrections will not be accepted beyond 5:00 p.m., Tuesday, May 2. The only exception to this policy will be corrections to holdings caused by the receipt of additional new issues of serials.

Orientation:

Orientation for Monday, May 1, will be a tour of the K.U. Medical Center Library. We will leave by bus shortly after 8:00 a.m. in front of Watson Library. There is room for persons other than those in the Orientation group to go on this tour. Please let Linda Vormehr know if you would like to go. We will return to Lawrence about 2:00 p.m.

Work-Study -- PLEASE NOTE!

The present work-study period ends May 19. All work-study students must get to the Student Financial Aid Office for a new referral slip for the summer. Therefore, each work-study student must have new P-1 forms to accompany his referral slip. The P-1 forms must be turned in the the Director's Office no later than May 26, 12:00 noon. Seven P-1 forms must be turned in -- 1 original and 3 carbons with WORK-STUDY across the top; 1 original and 2 carbons without work-study across the top. Student Financial Aid Office will be giving out referral slips starting May 15.

Personnel:

Helen White, of the Catalog Department, will be promoted to Clerk Typist II in the Political Science Department, May 1. Linda Serven was promoted to Clerk Typist II in Regional History, May 1.

Classified Staff Pay Increases:

Indications are that those persons who received an April 1 pay increase will not receive another increase until April, 1973. Those persons who did not receive an April 1 pay increase will receive a letter from John Glinka indicating why and when they should expect an increase. If you have any questions concerning the increases, feel free to call Mr. Rankin.

University Senate:

The University Senate will meet in Swarthout Recital Hall, today, Thursday, April 27, 3:30 p.m.

Friends of the Library:

The inaugural meeting of the Friends of the Library will take place on Saturday, May 6, beginning at 4:00 p.m. with special tours and exhibitions at the Kenneth Spencer Research Library, a reception at the home of Mr. and Mrs. Stephen Hill at 5:30, and dinner at the Kansas Union at 7:00. The purpose of the Friends of the Library is to bring together people who are interested in books, libraries, and the University of Kansas, and to ask their support, in various ways, of the finest research library in the central region of the United States.

Members of the Library staff are very welcome to join; annual membership dues are: Regular, \$10; Contributing, \$25; Donor, \$100; Sustaining, \$250. Reservations may be made for dinner at \$4.50. Further information may be obtained from the Director's Office.

FYI

University of Kansas Libraries From the Office of the Director

Number 140

May 4, 1972

Personnel Questions Answered:

Philip Rankin from the Personnel Office will speak to all classified employees of the University of Kansas Libraries on Monday, May 8, 4:00 p.m. in the West Reading Room of Watson Library. He will talk about the April 1 raises and answer any previously submitted questions. Mark this date on your calendar and plan to attend. This meeting is sponsored by the Affirmative Action Task Force Committee.

Orientation:

A thank you is in order for all of you who helped with the staff orientation this semester. I would like to have any suggestions from those who instructed and those who listened in order to improve future sessions. In order to determine whether there should be a fall session would all of you who have not attended but would like to attend please submit your name to Linda Vormehr. We may want to wait until the Spring Semester for the next session. H. Robert Malinowsky

Librarians' Conference:

The next Librarians' Conference is on Wednesday, May 10, 3:30 p.m. in the Spencer Research Library Auditorium. Included on the agenda will be a report by Karen Zimmerman on Affirmative Action, discussion of problems concerning the Committee of East Asian Librarians by Eugene Carvalho, and some preliminary information on collective bargaining by John Glinka and Nancy Kingman.

Deadline:

Regular student time cards are due in the Director's Office by noon, Monday, May 15.

Personnel:

New Classified Staff include Patricia Mimeau, Clerk II in Cataloging, May 1; Margaret Hyde, Clerk I in Photocopy, April 21; and Stephen Klemp, temporary Library Assistant in Slavic, May 1. Maria Hanson has assumed the student payroll duties in the Director's Office, replacing Patricia Mimeau.

Retirement and Insurance Services:

The month of May has been designated as a period of open enrollment for all state employees eligible for the state sponsored group Health Insurance Plan. Effective August 1, 1972, the University will pay from its funds (state, grant, restricted and fees, etc.) the total cost of each eligible employee enrolled in the health plan. This means that the only cost to the individual will be for his dependents coverage. Employees now insured who do not desire any change in coverage need not enroll again. Employees now covered under the Low Option Plan may want to take advantage of the University's increased contributions and transfer to the High Option Plan. Individuals who have waived the health coverage are eligible during this open

enrollment period to enroll in the plan. Those wishing to add spouse or family to his plan may do so at this time. All open enrollment changes and cost of coverage changes will have an effective date of August 1, 1972. Please go to Room 24 in Carruth O'Leary between May 1 and May 31, 1972, to properly complete changes.

Promotions:

The Kansas Board of Regents has granted the following promotions: to Librarian III, Barbara E. Clason and Michael Palij; to Librarian II, Linda Griffin, Martha Kehde, Edward Lee, Stanley Lin, Rosemary McDonough, and Jerry Stephens.

Serials Cataloger:

Ruth Miller has been transferred to Cataloging as Serials Cataloger.

Concert:

The Collegium Musicum will perform on the Reference Room Balcony at 3:30 p.m. on Friday, May 5.

Buffet:

The May buffet will be on Friday, May 12.

Picnic:

Remember the picnic Saturday, May 6. Contact Joan Soutar if you plan to attend and have not done so.

FYI

University of Kansas Libraries From the Office of the Director

Number 141

May 11, 1972

Grolier Club of New York:

Thirty - four members of the Grolier Club of New York will visit the Kenneth Spencer Research Library on Wednesday, May 17. The Grolier Club of New York, a distinguished group of book collectors, is also visiting the Nelson Gallery and the Linda Hall Library in Kansas City.

UKASE:

The UKASE computer run is scheduled for Friday, May 12. Branch check-in lists will be picked up today, Thursday, May 11, in the afternoon with the regular mail pickup.

Hours Changes:

Change in hours for Earth Sciences Library:

May 20 - May 28	Mon. - Fri. -- 8am-5pm. Sat. -Sun. -- Closed
May 29	Mon. -- Closed
May 30 - June 2	Tues. - Fri. -- 8am-12noon

Changes in hours for Mathematics Library:

May 14 - June 2	Mon. - Fri. -- 8am-12noon; 1pm-5pm. Sat. -Sun. -- Closed
May 29	Closed

To Poland:

Michael Palij will be in Poland for the next several weeks to purchase Polish materials for the University of Kansas Libraries.

New Publication:

A catalog based on an exhibit compiled by Ann Hyde is now available. It is titled -- The Queen's General, John Churchill, Duke of Marlborough, 1650-1722. An Exhibition of Books, Prints, Manuscripts & Medals From the Department of Special Collections, University of Kansas Libraries, Displayed in the Kenneth Spencer Research Library. Spring, 1972.

Librarians' Conference:

The Librarians' Conference was postponed to Thursday, May 18, 3:30 p.m. in the Spencer Research Library.

Deadlines:

Regular student time cards are due in the Director's Office by noon, Monday, May 15. Work-study time cards are due in the Director's Office by 9:00 a.m., Friday, May 19. Hours should be reported only through the 19th. Any time cards for May 20-May 31 should be submitted on Wednesday, May 31.

Personnel:

M. Elizabeth Coover is Clerk Typist I in Bindery Preparations as of May 5, 1972. Margaret Hyde, Clerk I in Photocopy resigns as of May 12.

FYI

University of Kansas Libraries From the Office of the Director

Number 142

May 18, 1972

Library Closed:

Watson Library will be closed from 8:00 a.m. to 1:00 p.m. on Wednesday, May 24 due to a shut down of electricity. All classified and unclassified staff in Watson will receive that half day off with pay. Spencer Research Library will be closed on Thursday, May 25, all day. All classified and unclassified staff in Spencer will receive that day off with pay.

Catalog Move:

The card catalogs in Watson Library will be relocated on Thursday, May 25.

Senate Libraries Committee:

Members of the Senate Libraries Committee are Robert Hoffmann as Chairman, Elizabeth Banks, David Heron, James Hillesheim, Thomas R. Smith, Paul Gilles, one representative each from the Graduate School, the School of Medicine, and the School of Law, and students: Gus Di Zerega, Eugene Dorris, Peter Kanatzar, Barbara Rademaker, and Lyn Radke.

UKASE:

A current copy of the UKASE "Central Serials List" is now located in the Catalog Department in the Bibliographic Section for use by the technical services staff.

To Institute:

H. Robert Malinowsky will be attending an Institute on How to Teach Special Librarianship. The Institute is at the University of Michigan and co-sponsored by the Library School and Special Libraries Association.

On Vacation:

Sandy Mason will be on vacation from May 22 to July 5. Sally Hocker will be in charge of Special Collections while Miss Mason is away.

Deadline:

Work study time cards are due in the Director's Office on Friday, May 19, 9:00 a.m. No hours should be reported after the 19th on this card.

Personnel:

Barbara Bryant was promoted to Clerk Typist II in Cataloging, May 1. Sue Pittel was promoted to Clerk II in Cataloging, May 1. Harvena Johnson is the new Clerk I in Photocopy, May 22.

Reminder:

All state employees are reminded of the open enrollment period during May for Group Health Insurance. See FYI no. 140, May 4.

Friends of the Library:

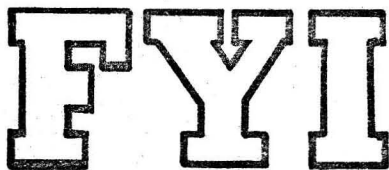
Stephen H. Hill of Lawrence was elected President of the Friends of the Library at the first meeting on May 6. Philip L. Metzger, Prairie Village, is Vice President, Richard H. Raney, Lawrence, Treasurer, and David Heron is Secretary. Membership, which is open to anyone willing to make a ten dollar contribution now totals 135.

SRRT:

The Douglas County Social Responsibilities Round Table (SRRT) will have an organizational meeting on Sunday, May 21, 1972, 7:30 p.m. at the Douglas County State Bank, 9th and Kentucky. Please use the Vermont entrance. All library employees and other concerned individuals are welcome. Membership in the American Library Association and in the Kansas Library Association are not necessary.

Report:

Please report to the Director's Office any malfunction of air conditioning in any area of the library.



University of Kansas Libraries
From the Office of the Director

Number 143

May 25, 1972

Deadline:

Work study time cards from May 20 through May 31 should be turned in by 9:00 a.m., Thursday, June 1.

Holiday:

May 29 is an official holiday for state employees. The libraries will be closed. No pink cards are necessary for this day.

Power Off:

The Mathematics Library will be closed today, Thursday, May 25, 12:00 noon to 5:00 p.m. due to the power being off in Strong Hall.

Gray Cards:

Please report that you worked your normal number of hours on the gray cards for classified staff on the days when the power was off in your particular building. Example: Yesterday, Wednesday, May 24, if you worked in Watson and you are full time, report 8 hours on the gray card.

Policy on Political Activity:

Attached for your information is the policy on political activity adopted by the Board of Regents at their meeting on May 19, 1972.

In Print:

Stanley H. Lin has an article published in the Spring, 1972 issue of the Mountain-Plains Library Quarterly, p. 33-34 -- "In-house training on data processing and the library: The University of Kansas Libraries Experience."

May Masee:

The Formal opening of the May Masee Memorial Collection, Sunday, June 18, 1972, Kansas State Teachers College, Albert Taylor Hall, has been announced. Clifton Fadiman will be the speaker. The First May Masee Workshop will also be held on June 19-23, 1972. This workshop is basically for school librarians. For more information see Nancy Shawbaker.

ILS Workshop:

The Reference Department is hosting an Inter library Loan Workshop for the Board of Regents' Schools and the State Library on Friday, May 26. An informal coffee will be held at 9:45 a.m. Those who are interested in meeting the interlibrary loan personnel at these schools are invited to attend the coffee in the West Reading Room.

Visitor:

On Thursday, June 8, Mrs. Lozano of the National Council of Science and Technology in Mexico City will be visiting the University of Kansas Libraries with Thomas Gillies of Linda Hall Library. Nancy Kingman and Marna Young will be showing both Mrs. Lozano and Mr. Gillies around the various departments and libraries.

Buffet Committee:

Sandy Wilson and Linda Copp have been appointed to the KULSA Monthly Buffet Committee.

Personnel:

Linda Carroll is a Clerk II in Cataloging as of May 22. Maura Biesemeyer resigns as Clerk Typist II in Latin American as of May 31.

Opening:

Applications for promotion are being accepted for the Clerk Typist II in Latin American. Persons interested should report to Nancy Shawbaker by Tuesday, May 30.

ALA Applications:

Nancy Shawbaker has ALA Application forms for those who would like them.

ALA Conference:

Please give your name to Nancy Shawbaker if you are intending to go to the annual ALA Conference in Chicago. A state car is available with three persons signed to use it so far.

To Conference:

H. Robert Malinowsky will be leaving May 30 for Boston to attend the Special Libraries Association Conference the first week of June. He will return to Lawrence the week of June 19 after some vacation time. L. E. James Helyar will be responsible for the FYI during this time. Any problems in public service areas should be reported to John Glink.

New Book Shelf:

The new book shelf has been discontinued due to the space squeeze.

POLICY ON POLITICAL ACTIVITY

Adopted by the Kansas Board of Regents May 19, 1972

Faculty, administrators, and other unclassified personnel are eligible to accept any public or political party position which does not involve any conflict of interest and does not require substantial time away from assigned duties or in other respects infringe upon them. Such eligibility covers membership on a city commission, school board, planning group, and county, state, and national party committees and like organizations, by either appointment or election.

The filing of a declaration of intent to become a candidate shall not affect the status or appointment of an unclassified member of a college or university staff; provided, however, such person at all times while a candidate shall properly and fully perform all of his or her assigned duties; provided further however, that should such person while he or she is a candidate for office fail to perform all of his or her assigned duties such person shall not receive any salary or benefits from the date of filing for office.

Leave without salary or other benefits will be granted to those elected or appointed to public office requiring full time or lengthy sustained periods away from assigned duties, such as Congress, the State Legislature, and state and county offices or appointments to office falling within this category, effective as to a person elected or appointed to Congress or the State Legislature from the date such person takes the Oath of Office and continuing until the adjournment of Congress or the adjournment sine die of each session of the State Legislature. As to other State and County offices, during the entire time a person serves as such officer.

In the interest of the fullest participation in public affairs, the same personnel is free to express opinions speaking or writing as an individual in signed advertisements, pamphlets and related material in support of or opposition to parties and causes. There will be the commensurate responsibility of making plain that each person so doing is acting for himself and not in behalf of an institution supported by tax funds drawn from citizens of varying political and economic views.

FYI

University of Kansas Libraries From the Office of the Director

Number 144

June 1, 1972

P-1 Forms:

Work-study P-1 forms with referral forms for the summer are due in the Director's Office by 9:00 a.m. on June 5.

Personnel:

Lynell Patterson will resign in Serials as of June 30; Catherine Young will resign in Cataloging as of June 9; Paula Fairchild will resign in Cataloging as of June 30.

Classified Positions Open:

Applications for promotion are being accepted for Clerk Typist II in the Card Production section, Cataloging Department, open July 1st; and Clerk II positions in the Direct Copy section, Cataloging Department, and in the Serials Department. Persons interested should report to Nancy Shawbaker by Tuesday, June 6.

Buffet:

The June buffet will be tomorrow, Friday, June 2.

New Publication:

The latest number in the Library Series of the University of Kansas Publications has just appeared, the first volume of A Catalogue of the Ellis Collection of Ornithological Books in the University of Kansas Libraries, compiled by Robert M. Mengel. This volume covers the letters A-B, and further volumes are in active preparation. Copies are available from the Exchange and Gift Department, price \$10.

Changes and Reorganizations:

The Microforms Section is in the process of moving into the Smoking Room; the Circulation Department is undergoing major surgery (of furniture and counters) and reorganization of space; and the Public Catalogue has now been moved to allow for the addition of new cabinets.

To Cleveland:

John M. Nugent will be leaving June 11 for Cleveland to attend the Third Annual Workshop on College and University Archives at Case Western Reserve University. He will return to Lawrence on June 19.

FYI

University of Kansas Libraries From the Office of the Director

Number 145

June 8, 1972

Orientation '72:

This year for the first time since 1969 the University will be conducting an orientation program for Fall 1972 freshmen. The Library's involvement is to take the form of Self-Guided Tours. These will be scheduled on June 13, 16, 20, 23, 27, and 30. All registrants will receive copies of a guide leaflet with their registration materials (copy herewith), and a schedule indicating the time they should visit the Library. Once here in the building the registrants will find distinctive signs guiding them over the tour route, and staff members wearing lapel badges to show their availability to give information. Please be particularly ready to assist these visitors.

East Asian Catalog Divided:

"Following the good example of the main library, we have now divided our card catalog; in our case into three parts: author, title, and subject. Because the pronunciation of oriental personal names is difficult to establish, a separate title catalog will be a useful initial tool for our bibliographic control." Eugene Carvalho

Credit References:

The Director's Office will not give out information on employees except on written request, and with the prior permission of the employee.

Survey of Slavic Resources:

George Jerkovich will leave for Washington and New York on June 12, and has been invited to carry out surveys of the Slavic collections of the Library of Congress and the New York Public Library. He will return at the beginning of July.

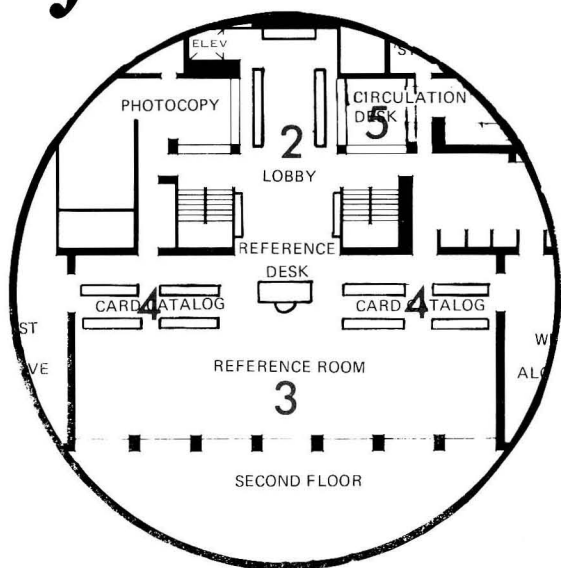
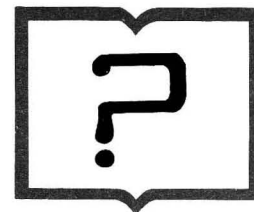
Personnel:

Regina Greenlee is Bookbinder I in Bindery as of June 12. A. Tolene Smith is Clerk II in Latin American as of June 7.

Student Time Cards:

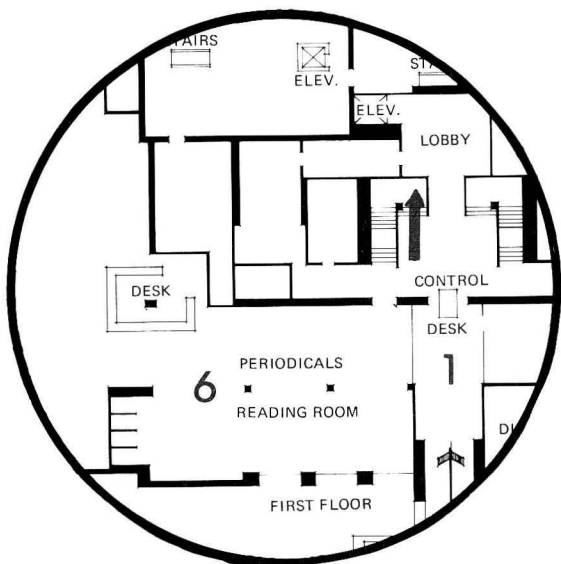
Regular student time cards are due in the Director's Office by 9:00 a.m. May 15.

Library Tours for Orientation '72



WELCOME TO WATSON LIBRARY! Because Watson is a large and complicated building, the Reference Department has prepared a walking tour which will introduce you to the major service areas of the Library in about fifteen minutes' time. A large bulletin board containing floor plans of the building and a directory of services has been posted in the lobby of the Library to help you locate specific rooms and services. There are additional libraries and reading rooms in the University of Kansas library system. Ask for information about these at the REFERENCE DESK.

- 1 Directly in front of you are two stairways: take the stairway on your left to the second floor. At the top of the stairs is the PHOTOCOPY DESK.
- 2 Turn to your right; you are now in the subject area of the CARD CATALOG. Drawers in these catalogs contain at least one subject card for most of the books in the collection. In the area to your right on either side of the INFORMATION & REFERENCE DESK is the author-title catalog. Except for a few special classes of material, all books, periodicals, and microforms owned by the University of Kansas Libraries are represented in this catalog by at least one card.
- 3 You are now standing in the REFERENCE ROOM where the reference and information desk is located. Reference librarians are at this desk to help you use library materials and to assist you in finding any information you need. The book stacks and tables in this room contain the encyclopedias, dictionaries, bibliographies, indexes and directories needed for reference use. Ordinarily these materials are used only in the Library.
- 4 Go to the CATALOG now and find a card for an author, title or subject that interests you. If you intended to locate this book in the stacks, you would jot the call number on a slip of paper. The call number is the combination of letters and numbers located in the upper left hand corner of the card. It functions as an address for the book and will enable you to find the book in the book stacks.



5 Walk out of the Reference Room now. Turn to your right and walk past the CIRCULATION DESK. Enter the first door to your left. Go through another door. Directly in front of you is a floor plan and cross-sectional map of the stack area. You are now on level 7 West of the BOOK STACKS. If you had library materials to check out, you would do it now at the Circulation Desk. Material is checked out with your KU ID.

6 Backtrack to the center stair area and go back down to the first floor. The large reading room to your right is the PERIODICALS READING ROOM. The current issues of about 14,000 journals and newspapers are available at the periodicals service desk. The bound volumes around the walls are back runs of a few of the most heavily used periodicals. Most other bound periodicals are in the stacks.

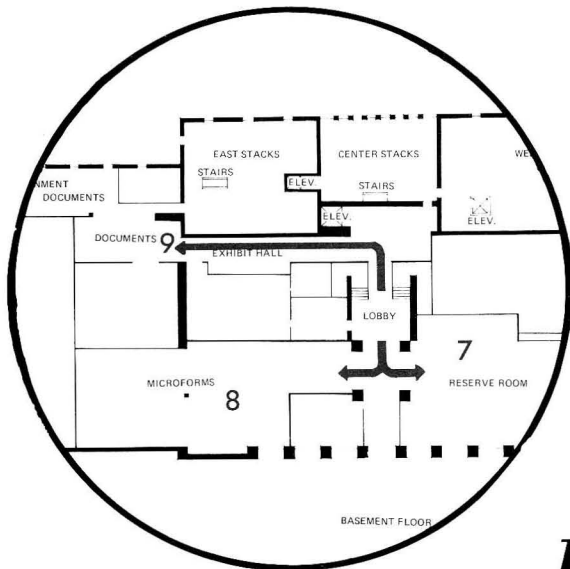
7 Go back to the center stair area and go down one more flight to the basement. The room to your left is the RESERVE READING ROOM. Library materials are placed on reserve at the request of faculty members who anticipate that the materials will be in great demand because they appear on an assigned reading list. This room also contains a collection of college catalogs.

8 Immediately across the hall is the MICROFORMS department. Cards for these materials will be found in the catalog with a special call number indicating that they are in the microforms collection. Special machines that must be used to read these microforms are located here. Ask for help when you need to use these machines.

9 Go back out the door and between the two stairways turn to your left through the exhibit hall into the DOCUMENTS DEPARTMENT. Most of the items in this collection of official publications of the United States, Great Britain, and the United Nations, are not represented by cards in the public catalog but the documents staff will help you find the materials you need.

You have now visited the major areas of Watson Library. The Reference Department hopes that this tour has been helpful to you. If you ever have any questions about using library materials or finding information, consult someone at the Information and Reference Desk, or call 864-3347. The Library offers many services to fill your library needs. Aside from immediate help, general guided tours are available throughout the semester, appointments may be made with an individual librarian, and a full semester introductory course in library use and research methods is given for credit.

We are here to help you in any way we can.



University of Kansas Libraries

FYI

University of Kansas Libraries From the Office of the Director

June 15, 1972

Number 146

Deadline:

Work-Study time cards are due in the Director's Office by 9:00 a. m., June 28. Also due at this time are regular student time cards for the partial pay period June 16-30. This is necessitated by the closing of the fiscal year. Please project all time through June 30.

Staff Association Meeting:

There will be a Library Staff Association meeting at 3:30 p. m. on Thursday, June 22 in the West Reading Room. Prof. Charles Krider of the School of Business will talk about the advantages and disadvantages of collective bargaining.

Public Catalog Expansion:

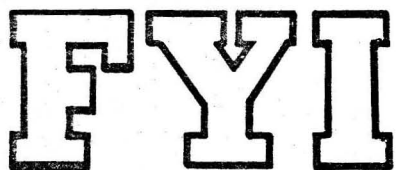
Catalog Maintenance Section, Catalog Dept., began the expansion into the new cabinets of the Author-Title Catalog on June 9. We project that the shift from A to Z will be finished the first week of July as work progresses.

Personnel:

Catherine Demeritt will resign in Special Collections as of June 23.

Classified Position Open:

Applications for Clerk Typist II are being accepted for a position in Special Collections. Persons interested should report to Nancy Shawbaker by Wednesday, June 21.



University of Kansas Libraries

From the Office of the Director

Number 147

June 22, 1972

Deadline:

Work-Study time cards covering the period June 1-30 are due in the Director's Office by 9:00 a.m., June 28. Also due at this time are regular student time cards for the partial pay period June 16-30. This is necessitated by the closing of the fiscal year. Please project all time through June 30.

New Machine in ILS:

Interlibrary Services recently received a new tape-teletype machine that is able to transmit messages at the speed of 100 words per minute. The new machine is also able to send telegraphs through a central computer system at less expense than if they were called in by phone, and to originate Mailgrams. Mailgrams are messages transmitted by computer to the postoffice nearest your addressee and delivered in the next morning's mail. Anyone interested in the new machine's uses is welcome to stop by Interlibrary Services for more information.

Independence Day:

The Library opening on July 4th will depend on whether or not classes are held on that day. An official decision is expected on June 26th, and a memorandum will be distributed.

Memorandum from the Chancellor:

"On May 11, 1965, the University Senate adopted the following principles:

'The University of Kansas, recognizing essential human dignity and the equality of all men, is dedicated to the principle that all benefits, privileges, and opportunities afforded by the University shall be accorded each person-student, faculty members, or employee-according to his individual merits, accomplishments, and needs, and that no rights or benefits shall be denied to anyone by reason of race or creed. Furthermore, the University is pledged to the establishment of procedures necessary to ensure that no violation of these principles shall ever be present in its affairs and in keeping with the proud heritage of Kansas as a free state, the University of Kansas will lead the way in promoting equality of opportunity in every form.'

Recently, a specific instance arose, wherein a unit of the University rented space from a private organization that has a policy against membership for certain minority groups. It is well within the scope and the intent of the 1965 statement and certainly within the intent of our affirmative action commitment to specify that no University organization or division shall knowingly conduct any form of business with any group, agency or organization that, in turn, practices discrimination."

Microforms:

During the period of reorganization, Judy Castle requests that essential telephone messages be directed to 4-4662 (Documents).

Thesis Catalog:

Currently the Thesis Catalog contains author, title, subject heading and department cards for all theses and dissertations that are fully cataloged. This duplicates the author, title and subject heading information available in the main card catalog.

The Thesis Catalog could effectively be limited to a dead listing of author cards for uncataloged books and an active departmental listing. As the books are cataloged, the author cards would be withdrawn and would become available as main entries in the main card catalog. The author, title and subject cards which have been added for cataloged books would be pulled. This would return the Thesis Catalog to its original state of two files: an author file (which would be gradually reduced) and the departmental file, a chrono-alphabetical listing by department, augmented by cross references (There is a chrono-alphabetical listing available in the shelf list, and complete card sets (excluding department cards) are sent to Archives and branch libraries.)

Since fewer cards would be produced for each cataloged thesis and dissertation, the processing of the 1972 theses and dissertations will be affected by this decision. Objections or alternatives to this plan should be made known by July 10 to Karen Zimmerman or L.E. James Helyar.

To ALA Conference:

Nancy Bengel, Barbara Clason, Anna Condit, John Glinka, Linda Griffin, David Heron, Marion Howey, Martha Kehde, and Karen Zimmerman will attend the ALA Annual Conference at Chicago next week.

Meanwhile, back at the ranch:

James Helyar will be Acting Director June 26-30.

Personnel:

Barbara Bryant resigns in Cataloging effective June 30.

Classified Opening:

There will be a C III opening in the Security and Delivery section approximately August 1. Qualified staff members interested in this position should contact Nancy Shawbaker by July 3. Applications for Clerk Typist II in Cataloging are being accepted. Persons interested should report to Nancy Shawbaker by Wednesday, June 28.

FYI

University of Kansas Libraries From the Office of the Director

Number 148

June 29, 1972

Holiday:

Tuesday, July 4 is an official holiday for state employees. Classes will be in session and the library will maintain regular hours. All public service areas will be open. All other areas will be closed. Classified staff working on July 4 should report their hours to Nancy Shawbaker. July 3 is not a holiday.

Librarians' Conference:

The next Librarians' Conference will be on Thursday, July 6, 3:30 p.m. in B28 of Watson Library.

University Council Committee:

Alexandra Mason is a member of the Planning and Resources Committee of the University Council.

ASIS:

H. Robert Malinowsky has been elected Chairman of the new Frontier Chapter of the American Society for Information Sciences for the remainder of 1972. Ann Condit was elected as an alternate representative. Other members of the Executive Board of this new Chapter are Mary Ann Paliani of Golden, Colorado as Chairman-Elect; Lee B. Zink of Albuquerque, New Mexico as Secretary-Treasurer; and Jacqueline Tomcak of Shawnee Mission, Kansas as Chapter Assembly Representative.

Openings:

Persons wishing to apply for the Library Assistant positions which will be open in August in Engineering and Architecture Library, Law Library, and Microforms should contact Nancy Shawbaker by Wednesday, July 12.

Reference:

Marilyn Clark will be Librarian-in-charge in the Reference Department while the Head of Reference position is open.

Business and Economics Reading Room:

Sara Wallace has resigned as Research Assistant in the Business and Economics Reading Room. She will be leaving the end of July. Applicants are now being accepted for her position which is an unclassified position. Persons interested may see the job description at Nancy Shawbaker's desk before going to see Sara Wallace.

July Buffet:

Help celebrate "the quiet after the blast" on Friday, July 7 at the buffet in Watson Library at 12:00 noon.