Annual Reports:
Two copies of all annual reports, narrative and statistical, are due in the Director's Office by Tuesday, August 15.

Librarians' Conference:
The Librarians' Conference is today, Thursday, July 6, 3:30 p.m. in B28 of Watson Library. Included on the agenda will be a report by Eugene Carvalho on the meeting of the Association for Asian Studies; continuation of the discussion of released time for professional development; a proposal to enlarge the agenda committee; and, time permitting, reports on professional association meetings.

Storage:
The storage area in Spencer Research Library is now serviced by the Map Library from 1:00 p.m. to 3:00 p.m. each afternoon, Monday through Friday.

Spencer Hours:
The Spencer Research Library will be closed to readers July 29 - August 22 in preparation for the fall semester. The doors will be unlocked 9:00 a.m. to 9:30 a.m. and 1:00 p.m. to 1:30 p.m., Monday through Friday, for the admission of study holders only. No service will be provided. Out of town visitors needing to use the resources of the Library may telephone 864-4334, between 9:00 a.m. and 6:00 p.m., Monday through Friday, for special appointments. If no answer, please call 864-3601. This period of concentrated effort will be spent in making more books available for use when school opens this fall.

UKASE:
There will be a UKASE computer run on Friday, July 14. Branch libraries should have their strips ready for pick up on Thursday afternoon, July 13. All corrections must be in by 5:00 p.m., Monday, July 10.

Personnel:
William W. Deacon is Assistant Science Librarian as of July 1, 1972. New classified staff include Jeannette Jones, Clerk Typist II in Cataloging, July 3 and Rosalind Perdue Clerk Typist I in Cataloging, July 5. Resignations include Theodora Hiles, Clerk II in Regional History, July 31; Nancy Wert, Library Assistant in Law, August 18; Klaudia Thompson, Library Assistant in Engineering and Architecture, July 31; Judy Castle, Library Assistant in Microforms, August 25; and Christine Morgan, Clerk Typist II in the Director's Office, July 31.

Orientation '72:
Thank you to all who helped make Orientation '72 a success. It is planned to make the guided tour part of the Guide for Readers series.
Buffet:
The Library Staff Buffet for July is Friday, noon, July 7 in the Watson Staff Room. Please bring a covered dish and your table service.

Opening:
Persons wishing to apply for the Clerk Typist II position in the Director's Office should contact Nancy Shawbaker by Wednesday, July 12.

Medical Library Association:
The 1973 Annual Convention of the Medical Library Association will be in Kansas City, May 27-31, 1973. Many people are needed to help make this convention a success. The Special Libraries Association will be helping as will other groups. If there are any people on the University of Kansas Libraries Staff who would be interested in helping please let H. Robert Malinowsky know by Wednesday, July 19. Persons are needed for registration, information, hospitality and tickets. It will mean a meeting in January and a couple of meetings the week prior to the Convention.

Deadlines:
Regular student time cards are due in the Director's Office July 14 at 4:00 p.m. Work Study time cards are not due until July 27 at 9:00 a.m. Hopefully in August the new Personnel Payroll Budget will be in process and regular and Work Study cards will be due at the same time.
Number 150

Memorial Service:
A Memorial Service for Dr. Oswald P. Backus will be held in Trinity Lutheran Church on Friday, July 14, 2:00 p.m.

Personnel:
Gloria Hood resigns in Documents as of July 24.

Classified Opening:
Persons wishing to apply for the Clerk III position in Documents should contact Nancy Shawbaker by Wednesday, July 19.

Librarian Position Open:
The position of Assistant Regional History Librarian will be open August 1. Description of responsibilities is available from John Glinka, and applications will be accepted until Monday, July 17.

Microforms:
Until the telephone can be installed in Microforms, please call Reserve, 4-3396 for emergency information.

Juvenile Collection:
The juvenile books that have been housed and serviced by the Reserve Room are now in the process of being fully cataloged and classified. One hundred volumes per week will be processed. All volumes will be sent to the general stacks except those that are needed for reserve classes.

Reference Department:
As a general policy, but particularly in light of the present staff shortages, the members of the Reference Department ask that library staff refrain, as much as possible, from talking to the librarian on duty at the reference desk. Reference questions or questions about the collection should be directed to the other reference librarians. In cases when no one else is available please wait until the librarian on duty is not helping any library users.

Reminder:
Classified employees that turn in gray time cards are reminded to turn in absence report cards (pink) when ever they do not work their full week, e.g. if for the week of July 2 through July 8 you took the 4th of July off as a holiday, a pink card should be turned in with the gray card.
Head of Reference:
Marilyn Clark has been promoted to Head of Reference effective immediately.

Personnel:
Nina Logterman is Clerk Typist II in Special Collections, July 11; and
Roger Sims is Clerk II in Serials, July 18. Nancy Kingman has resigned as of
August 13 to accept a job with the 3-M Company in Minneapolis.

Reference Position Open:
Persons interested in applying for the position of Assistant Reference Librarian
should let Nancy Shawbaker know by Wednesday, July 26.

On Vacation:
Earl Gates will be on vacation from July 19 through August 31. Julia Stuart will
be in charge of the Music Library in his absence. John Glinka will be on vacation
from July 24 through August 7.

Catalog Department:
Florence Johnson would like copies of correspondence concerning the Catalog
Department be routed to her as well as Fred McGraw. This is to insure that
there is no communication gap between the Catalog Department and other Departments
within the library.

L.S. 40:
The Library Science course will be taught by Linda Griffin, Karen Zimmerman, and
Ruth Miller for the fall 1972 semester. Only 3 sections will be offered.

Foreign Student Orientation:
There will be a reception for the foreign students who are here for orientation on
Tuesday, July 25 at 4:00 p.m. in the West Reading Room. All Librarians and Library
Assistants are invited to attend. The walking tour will be explained to them but there
may be need for additional guided tours.
Positions Open:
The position of Systems Analyst is now open. A knowledge of machine languages and programming experience is required. A position of Assistant Serials Librarian, half-time, is now open. Some familiarity with automation is required. Persons interested in either of these positions should make application to Nancy Shawbaker by Monday, July 31.

Thesis Catalog:
Further to the note in FYI no. 147, it has now been decided to limit additions to the Thesis Catalog to departmental entries only. Author, title and subject entries will appear in the main card catalog. The Thesis Catalog will hereafter be made up of author entries through 1970 and departmental entries on a continuing basis. As further cataloging of older theses and dissertations is possible, the author entries will be pulled.

Courier Service:
The courier service operating between KSU, KU, and Kansas City will not be in operation during the month of August.

Steam Shut-down:
We will have an annual steam shut-down to repair high pressure equipment in tunnels and the Power Plant on August 8, 1972, starting at 7:00 a.m. for approximately 8 hours. This shut-down should not affect any library operations.

General Research Grant Applications:
Applications for University General Research funds are available in the Director's Office. These funds are available for 1972/73.

Spencer Storage:
Stored materials from all libraries except Law have been shelved into one call number sequence in an area adjacent to the Map Library. Retrieval of stored materials and circulation policies are as follows:

All materials taken from Storage must be circulated through the Map Library. Public service areas should query library users as to whether this specific book is needed or whether only the subject matter is desired. (Storage items include old editions, multiple copies, out-dated manuals, texts, etc.) Public service areas should check the Storage Print-Out at Circulation or individual shelf lists in the Branch Libraries before sending a library user to the Map Library for a particular book. The Map Library will service the storage materials Monday-Friday, 1pm-3pm, beginning August 23.
Books circulated from Storage may be identified by a red flag (marked "Storage") in the book pocket. The date due slip will also have "Storage" stamped on it.

If books having the markings mentioned above happen to be returned to other than the Map Library, please route them to Map Library/Spencer Storage.

Art Library:
The Art Library will have Martha Kehde as full-time Art Librarian effective the first of September. She will report directly to H. Robert Malinowsky.

New Reference Librarian:
Clinton Howard will join the Reference Department the middle of August. Mr. Howard is coming to KU by way of UCLA.

Personnel:
Sandra Wilson was promoted to Library Assistant in Engineering and Architecture, August 1; Linda Vormehr was promoted to Library Assistant in the Law Library, August 19; Paula Adkins was promoted to Library Assistant in Microforms, August 26; Robert Mitchell was promoted to Clerk III in Documents, August 1; Christine Leonard was promoted to Research Assistant in the Business and Economics Reading Room, August 1. Tolene Smith, Clerk Typist II in Latin American, resigns July 27 and Stanley Lin, Systems Analyst, resigns August 28.

Openings:
Two Clerk Typist II positions are open in Serials. One of the positions is working with the teletype machine. Persons interested in either position should make application to Nancy Shadbaker by Tuesday, August 1. Persons interested in Clerk Typist II in Documents, Clerk Typist II in Latin American, Clerk II in Regional History, or Clerk II in the Director's Office should make application to Nancy Shadbaker by Wednesday, August 2.

Special Requests:
All requests for special use of Security and Delivery personnel must be cleared through H. Robert Malinowsky until further notice.

Friends of the Library:
The Executive Board of the KU Friends of the Library met on Wednesday, July 26, 5:30 p.m. in the Spencer Research Library to discuss plans for the fall meeting.

Work Study:
Work Study time cards are due today, July 27, 12:00 noon. Please note that all work study checks will be out on the 18th of each month until further notice from payroll.

Vacation:
David Heron will be on vacation from July 28 through the first three weeks in August. L. E. James Helyar will be acting Director until August 7 at which time John Glinka will be acting Director until Mr. Heron's return.
Hours Changes:
The Earth Sciences Library will be open 8am-3pm, Monday through Friday and closed on weekends from now until August 25.
The Dyche Reading Room will be closed from August 1 through 14.

UKASE:
The UKASE computer run has been shifted to Friday, August 18. Branch check-in strips will be picked up on Thursday, August 17. Effective Friday, August 4, Serials will accept only holdings (30 line) corrections for the remainder of this cycle. Deadline for corrections is Monday, August 14. The September run is very tentatively being scheduled for Friday, September 15.

Book Selection Office:
Eleanor Symons will be on vacation from August 7 through August 25. Vivian Pierce will be in the office every morning (except August 23, 24, and 25). If you have questions about the blanket orders or any other Book Selection Office function, please see her in the mornings.

Personnel:
Joanna Drzewieniecki will be a new Assistant Reference Librarian on September 1. Karen Zimmerman will transfer to the Regional History Division on August 28 and become Assistant Regional History Librarian. Classified transfers include Amy Rork, Clerk II in Regional History Division, August 14; Ann Stansbury, Clerk II in Interlibrary Services, August 14; and Sue Pittel, Clerk Typist II in Cataloging, August 1. New Classified staff include Helen Poland, Clerk Typist II in Director's Office, August 7; Cathy Crispin, Clerk Typist II in Serials, September 1; and Nita Miller, Clerk Typist II in Serials, August 7.

Williams & Wilkins:
The following letter was received from the Association of Research Libraries.
"Williams and Wilkins has recently announced the introduction of new institutional subscription rates for their journals, effective for 1973, 'which provide for an automatic license to make single-copy photocopies of articles' for regular library users, but not for interlibrary loan.
"The rationale for the price increase is stated to be the multiple use of institutional copies plus the license to photocopy. The letter also states that libraries that make no photocopies may apply for a refund of 'that portion of the institution rate which covers the license to photocopy.' The letter carries this further admonition: "You should recognize, however, that a license such as that in the institutional rate is legal requirement in order for you to make photocopies."
"Thus Williams & Wilkins assumes that the Davis report is the law, which it is not, and seeks to entice libraries into acceptance of this view through its institutional subscription rates, which include the license to photocopy."
"The ARL points out that the following alternative courses of action among others are available for its members' consideration:

1. Require Williams & Wilkins to bill the library at the institutional subscription rate, not including the photocopying license. Defer payment until an acceptable invoice is supplied.

2. Cancel library subscriptions, and place subscriptions under individual names.

"It is hoped that the library community will respond forcefully and firmly to this latest attempt of Williams & Wilkins to compel libraries and the students and researchers they serve to make unjustified additional payments in order to use information which has already been paid for."

Buffet:
The August buffet will be tomorrow, Friday, August 4, 12noon, in the Watson Staff Room. Bring a covered dish and your table service.
Student Time Cards:
Please have student time cards (regular) in the Director's Office by Monday, August 14, 9am.

Personnel:
New classified staff include Cheryl Younger, Clerk II in Cataloging, August 7 and Linda Reeves, Clerk Typist II in the Director's Office, August 21. Harvena Johnson has been promoted to Clerk II in the Director's Office, August 21. Resignations include Vivian Pierce in Book Selection, August 23 and Mark Reynolds in Cataloging, August 26. Helen Poland will not be the Clerk Typist II in the Director's Office as announced in the last FYI. The new student assistants in the Director's Office are Meri Maffet and Sally Lovett.

Openings:
Persons interested in the Clerk II in Science, one of 3 Clerk II's in Cataloging and a half time Clerk II in Book Selection should make application with Nancy Shawbaker by Thursday, August 17, 1972.
Faculty Annual Report:
All Librarians are required to fill out a Faculty Annual Report covering the period September 1, 1971 to August 31, 1972. The Director's Office requires 2 copies by October 1, 1972. One copy will be forwarded to the Vice Chancellor for Academic Affairs and one copy will be placed in your personnel folder. The other two copies are for your use.

Personnel:
Edward M. Granger has been appointed Library Systems Analyst, August 17.
Linda Griffin will transfer to the Reference Department as of September 1.

Reminder on Work Study:
All Departments are reminded to pay attention to the recent memo concerning the reappointment of all work study students by August 28. Failure to do so will result in no check for the student.

Student Assistant Openings:
All Departments are reminded that openings for student assistants must be advertised on the bulletin board on the first floor lobby of Watson Library. This is necessary in order to give as many students as possible a chance to be considered for the few jobs that are available on campus.
Library Hours:
The Library hours for Watson Library for the next two weeks are as follows:
Thursday and Friday, August 24 and 25--8am-5pm; Saturday and Sunday, August 26 and 27--Closed; Monday through Thursday, August 28 through 31--8am-11pm; Friday, September 1--8am-6pm; Saturday, September 2--9am-5pm; Sunday and Monday (Labor Day), September 3 and 4--Closed. The regular schedule for the remainder of the Fall Semester will begin on Tuesday, September 5. Please note that the Library will be closed on September 3 and 4. Branch libraries and Watson departments may have other schedules. A full schedule as Guide for Readers 2 will be out in the near future.

Personnel:
New classified staff include Sherlene Hawkins, Clerk II in Cataloging, August 24; and Kathleen Browder, Clerk II in Science, August 23. Promotions include Robert Richards to Head of Security and Delivery effective immediately; Geraldine Dangerfield to Clerk II in Cataloging, September 11; and Elizabeth Stephens to Clerk II, half time, in Book Selection, August 28.

Copying Service:
Copying Service now has a Xerox 1000, which will give better copies, to replace its Xerox 720.

Hiring Student Assistants:
The Libraries are not able to hire any students on hourly payroll who already are on a monthly salaried payroll and they cannot change a student assistant from hourly to monthly because of employment elsewhere.

Convocation:
The all-university convocation will be Monday, August 28, 9:50am in Allen Field House. All librarians are urged to participate in the faculty procession. Details will be in the Faculty Newsletter to be distributed today.

Lost:
Somewhere on the round trip between the Order Department and Bindery Preparations, the Bibliography Alcove copies of the National Union Catalog for April and May, 1972 have disappeared. The two volumes have rust colored paper covers and are bound with gray boards and orange mystic tape spines. If found, please contact Reference or the Order Department.

Student Assistant Applications:
All student assistant application forms should be submitted to the Director's Office with the appointment data sheets for any students placed on payroll.
Number 157  
August 31, 1972

UKASE:
The next UKASE computer run is scheduled for Friday, September 15. Serials will accept corrections until Monday, September 11, 5pm.

Labor Day Holiday Hours:
All libraries except Law will be closed on Sunday and Monday, September 3 and 4, for the Labor Day holiday.

Positions Open:
Two cataloging positions are now open. Persons interested in these professional positions should see John Glinka by Wednesday, September 9.

Transfer:
Frank Aydelotte has accepted a position with the Kansas University Endowment Association and will transfer to that position on Tuesday, September 8.

Reclassification:
The reference collection in Watson Library is now fully reclassified.

Staff Association Meeting:
A Staff Association Meeting is scheduled for this afternoon, Thursday, August 31, at 3:30pm in the Spencer Research Library auditorium.

Board of Regents Policy on Political Activity:
"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." Further clarification from the office of the Vice Chancellor for Academic Affairs indicates that you may make your views known in speaking or writing so long as you are speaking as an individual, not using your University title nor using any University letterhead paper. You are not to use the campus mail to deliver written views to the University community.

Personnel:
Ned Kehde is now working half time as Assistant Reference Librarian and half time as Assistant Archivist. Geraldine Dangerfield resigns as of September 6.

Student Paychecks:
Until official notice from the payroll office, all student paychecks will be delivered to the Director's Office for distribution.

Buffet:
The September buffet will be this Friday, September 1 in the Watson Library Staff Room. Please bring a covered dish and your table service.
Librarians' Conference:
The next Librarians' Conference will be Thursday, September 14, 3:30pm in the Watson Library Conference Room B28. Included on the agenda will be the election of a new agenda committee, continued discussion of released time for professional development and a report of Michael Palij's trip to Poland.

Personnel:
Ellen Holmes is Assistant Serials Librarian, half time, September 1. New classified staff include Diana McLendon, Clerk I in Order, September 1; Marceil Hicklin, Clerk I in Copying Service, September 1; Gayle Kornelis, Clerk II in Cataloging, September 8; and Ola Faucher, Clerk II in Cataloging, September 8.

K. U. Calendars:
Each Department has been sent a K. U. Calendar. If additional calendars are needed by your Department, extra copies are available from Harvena Johnson in the Director's Office.

Campus Mailing:
The Security and Delivery section has been experiencing some problems in getting the mail from the Watson Library mail room to its right destination on campus. Much of the problem is the result of cryptic notes on slips, or no notes at all. As a result, some libraries and departments are receiving the same material back that they may have sent out the day before. Please make sure that all items are properly marked with slips or are in envelopes. Do not use rubber bands, which break easily, to hold items together that all go to the same destination. Either mark each item separately or tie them together with string. All of the mail sorting is done in Watson Library. The delivery boys cannot sort the mail at each destination. Please contact Bob Richards when any problem arises. The Security and Delivery personnel are anxious to give the best service possible within the limits of staff time and money.

Friends of the Library:
The Friends of the Library will hold their second meeting on Friday, September 29, 1972. Membership, which is open to anyone willing to make a ten dollar contribution, now totals 150.

Publications:

Deadline:
Regular student time cards are due in the Director's Office, September 15 at 9am.
Guide for Readers 2

SCHEDULE OF HOURS

WATSON LIBRARY
August 28, 1972 - January 21, 1973

<table>
<thead>
<tr>
<th>Reference</th>
<th>Microforms</th>
<th>Documents</th>
<th>East Asian</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulation</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-5pm; 7pm-9pm</td>
</tr>
<tr>
<td>Periodicals</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-5pm; 7pm-9pm</td>
<td></td>
</tr>
<tr>
<td>Art</td>
<td>F 8am-6pm</td>
<td>F 8am-6pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td>Reserve Copying</td>
<td>Sa 9am-1pm</td>
<td>Sa 9am-1pm</td>
<td>Sa Closed</td>
</tr>
<tr>
<td></td>
<td>Su 2pm-11pm</td>
<td>Su 2pm-11pm</td>
<td>Su Closed</td>
</tr>
<tr>
<td></td>
<td>M Closed</td>
<td>M Closed</td>
<td>M Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aug. 28-31</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep. 1</td>
<td>F 8am-6pm</td>
<td>F 8am-6pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td>Sep. 2</td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-1pm</td>
<td>Sa Closed</td>
</tr>
<tr>
<td>Sep. 3</td>
<td>Su Closed</td>
<td>Su Closed</td>
<td>Su Closed</td>
</tr>
<tr>
<td>Sep. 4</td>
<td>M Closed</td>
<td>M Closed</td>
<td>M Closed</td>
</tr>
<tr>
<td>Labor Day</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sep. 5-Nov. 20</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-5pm; 7pm-9pm</td>
</tr>
<tr>
<td></td>
<td>F 8am-6pm</td>
<td>F 8am-6pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td></td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-1pm</td>
<td>Sa Closed</td>
</tr>
<tr>
<td></td>
<td>Su 2pm-11pm</td>
<td>Su 2pm-11pm</td>
<td>Su 7pm-9pm</td>
</tr>
<tr>
<td>Nov. 21</td>
<td>Tu 8am-6pm</td>
<td>Tu 8am-6pm</td>
<td>Tu 8am-5pm</td>
</tr>
<tr>
<td>Nov. 22</td>
<td>W 8am-5pm</td>
<td>W 8am-5pm</td>
<td>W 8am-5pm</td>
</tr>
<tr>
<td>Nov. 23</td>
<td>Th Closed</td>
<td>Th Closed</td>
<td>Th Closed</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov. 24</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td>Nov. 25-26</td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sa-Su Closed</td>
</tr>
<tr>
<td>Nov. 27-Dec. 21</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-5pm; 7pm-9pm</td>
</tr>
<tr>
<td></td>
<td>F 8am-6pm</td>
<td>F 8am-6pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td></td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-1pm</td>
<td>Sa Closed</td>
</tr>
<tr>
<td></td>
<td>Su 2pm-11pm</td>
<td>Su 2pm-11pm</td>
<td>Su 7pm-9pm</td>
</tr>
<tr>
<td>Dec. 22</td>
<td>F 8am-6pm</td>
<td>F 8am-6pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td>Dec. 23-25</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
</tr>
<tr>
<td>Christmas</td>
<td></td>
<td></td>
<td>Sa-M Closed</td>
</tr>
<tr>
<td>Dec. 26-29</td>
<td>Tu-F 8am-5pm</td>
<td>Tu-F 8am-5pm</td>
<td>Tu-F 8am-5pm</td>
</tr>
<tr>
<td>Dec. 30-Jan. 1</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
</tr>
<tr>
<td>New Year's</td>
<td></td>
<td></td>
<td>Sa-M Closed</td>
</tr>
<tr>
<td>Jan. 2-21</td>
<td>M-F 8am-5pm</td>
<td>M-F 8am-5pm</td>
<td>M-F 8am-5pm</td>
</tr>
<tr>
<td></td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
</tr>
</tbody>
</table>
| Note: HOURS ARE SUBJECT TO CHANGE. Please watch for changes posted on door and at the public service desks.
<table>
<thead>
<tr>
<th></th>
<th>Science Library</th>
<th>Earth Sciences Library</th>
<th>Engineering &amp; Architecture Library</th>
<th>Law Library</th>
<th>Music Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aug. 28-31</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-5pm; 7pm-11pm</td>
<td>M-Th 8am-5pm; 7pm-11pm</td>
<td>M-Th 8am-10:30pm</td>
<td>M-Th 8am-10pm</td>
</tr>
<tr>
<td>Sep. 1</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>F 8am-10:30pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td>Sep. 2</td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-1pm</td>
<td>Sa 8am-5pm</td>
<td>Sa 9am-12noon</td>
</tr>
<tr>
<td>Sep. 3</td>
<td>Su Closed</td>
<td>Su Closed</td>
<td>Su Closed</td>
<td>Su 2pm-10:30pm</td>
<td>Su Closed</td>
</tr>
<tr>
<td>Sep. 4 Labor Day</td>
<td>M Closed</td>
<td>M Closed</td>
<td>M Closed</td>
<td>M 8am-10:30pm</td>
<td>M Closed</td>
</tr>
<tr>
<td>Sep. 5-Nov. 20</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-5pm; 7pm-11pm</td>
<td>M-Th 8am-5pm; 7pm-11pm</td>
<td>M-F 8am-10:30pm</td>
<td>M-Th 8am-10pm</td>
</tr>
<tr>
<td></td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>Sa 8am-5pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td></td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-1pm</td>
<td>Su 2pm-10:30pm</td>
<td>Sa 9am-12noon</td>
</tr>
<tr>
<td></td>
<td>Su 2pm-11pm</td>
<td>Sa 9am-3pm</td>
<td>Su 9am-1pm</td>
<td>Su 2pm-10:30pm</td>
<td>Su 2pm-5pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Su Closed</td>
<td>Su Closed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nov. 21-22</td>
<td>Tu-W 8am-5pm</td>
<td>Tu-W 8am-5pm</td>
<td>Tu-W 8am-5pm</td>
<td>Tu-W 8am-5pm</td>
<td>Tu-W 8am-5pm</td>
</tr>
<tr>
<td>Nov. 23 Thanksgiving</td>
<td>Th Closed</td>
<td>Th Closed</td>
<td>Th Closed</td>
<td>Th Closed</td>
<td></td>
</tr>
<tr>
<td>Nov. 24</td>
<td>F Closed</td>
<td>F Closed</td>
<td>F Closed</td>
<td>F 8am-5pm</td>
<td>F Closed</td>
</tr>
<tr>
<td>Nov. 25-26</td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
<td>Sa 8am-5pm</td>
<td>Sa-Su Closed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sa-Su Closed</td>
<td>Su 2pm-10:30pm</td>
<td></td>
</tr>
<tr>
<td>Nov. 27-Dec. 21</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-5pm; 7pm-11pm</td>
<td>M-Th 8am-5pm; 7pm-11pm</td>
<td>M-F 8am-10:30pm</td>
<td>M-Th 8am-10pm</td>
</tr>
<tr>
<td></td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>Sa 8am-5pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td></td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-1pm</td>
<td>Su 2pm-10:30pm</td>
<td>Sa 9am-12noon</td>
</tr>
<tr>
<td></td>
<td>Su 2pm-11pm</td>
<td>Sa 9am-3pm</td>
<td>Su 9am-1pm</td>
<td>Su 2pm-10:30pm</td>
<td>Su 2pm-5pm</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Su Closed</td>
<td>Su Closed</td>
<td>Su 2pm-10:30pm</td>
<td>Su 7pm-10pm</td>
</tr>
<tr>
<td>Dec. 22</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td>Dec. 23-25 Christmas</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
</tr>
<tr>
<td>Dec. 26-29</td>
<td>Tu-F 8am-5pm</td>
<td>Tu-F 8am-5pm</td>
<td>Tu-F 8am-5pm</td>
<td>Tu-F 8am-12noon; 1pm-5pm</td>
<td></td>
</tr>
<tr>
<td>Dec. 30-Jan. 1 New Years</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
<td>Sa-M Closed</td>
</tr>
<tr>
<td>Jan. 2-21</td>
<td>M-F 8am-5pm</td>
<td>M-F 8am-5pm</td>
<td>M-F 8am-5pm</td>
<td>M-F 8am-12noon; 1pm-5pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
<td>Sa-Su Closed</td>
<td></td>
</tr>
</tbody>
</table>

Department of Special Collections and Regional History Division: M-F 9am-6pm; Closed weekends, Labor Day, Thanksgiving, Christmas, and New Year's.<br>University Archives: M-F 9am-5pm; Closed weekends, Labor Day, Thanksgiving, Christmas, and New Year's.<br>Mathematics Library: M-F 8am-5pm; Closed weekends, Labor Day, Thanksgiving, day after Thanksgiving, Christmas, and New Year's.<br>Map Library: M-F 9am-12noon, 1pm-6pm; Closed weekends, Labor Day, Thanksgiving, Christmas, and New Year's.<br>Entomology Reading Room: Tuesday only 10am-4pm.<br>Dyche Reading Room: M-F 1pm-4pm; Closed weekends, Labor Day, Thanksgiving, day after Thanksgiving, Christmas, and New Year's.<br>Business and Economics Reading Room: August 28 to December 21, M-Th 8am-5pm, 7pm-10pm; F 8am-5pm; Sa Closed; Su 2pm-6pm. Vacation hours, M-F 8am-4pm; Sa-Su Closed. Closed Labor Day, Thanksgiving and three days following Thanksgiving, Christmas, and New Year's.<br>Storage in Spencer: (available through Map Library) M-F 1pm-3pm; Closed weekends, Labor Day, Thanksgiving, Christmas, and New Year's.<br>Note: HOURS ARE SUBJECT TO CHANGE. Please watch for changes posted on door and at the public service desks or call before visiting the library.
## Guide for Readers 3

### LENDING RULES

This is an abridgement of the Libraries' Lending Code, 1972 Revision, as approved by the Senate Libraries Committee, together with some explanatory notes about borrowing books from Watson Library. The Librarians in charge of Branch Libraries may modify its provisions to meet their special needs with the approval of the Director of Libraries.

<table>
<thead>
<tr>
<th>Status</th>
<th>Identification</th>
<th>Privileges (general circulation materials only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>I, II--K. U. Students: Undergraduates, Graduate Students, Assistant Instructors, Part-time Instructors, Research Assistants, Teaching Assistants.</td>
<td>Signed ID card (red) punched with prefix code 1 or 2 and fee payment slip.</td>
<td>3-week loans, renewable without a hold. Renewals cannot be made by phone or by mail. Overdue materials subject to fines.</td>
</tr>
<tr>
<td>III--K. U. Faculty: Full time instructor or above, Research Associates, Administrative Staff and professional staff of the Library and governmental agencies on campus.</td>
<td>Signed ID card (blue) punched with prefix code 3 and appointment card.</td>
<td>4-month loans, renewable without a hold. All materials subject to recall after 3 weeks.</td>
</tr>
<tr>
<td>IIIb--Doctoral candidates as designated by the Graduate Office.</td>
<td>Signed ID card (red) punched with prefix code 2, fee payment slip, and letter from Graduate Office.</td>
<td>4-month loans, renewable without a hold. Overdue materials subject to fines. All materials subject to recall after 3 weeks.</td>
</tr>
<tr>
<td>IV--K. U. Staff: Classified personnel, Research Assistants (non-student), non-professional staff of governmental agencies on campus.</td>
<td>Signed ID card punched with prefix code 6 and appointment card.</td>
<td>Same as I, II.</td>
</tr>
<tr>
<td>V--Kansas Residents: Kansas adult residents and senior high school students.</td>
<td>Resident library card issued by Circulation Department. Senior high school students need a letter from their High School Librarian.</td>
<td>Same as I, II.</td>
</tr>
<tr>
<td>VI--Visitors: Temporary visitors, resident minors, others not covered in categories I through V.</td>
<td>No identification needed.</td>
<td>Building or room use only.</td>
</tr>
<tr>
<td>VII--Proxy Signatures: Faculty members not able to come to the Library may designate a proxy.</td>
<td>Proxy card.</td>
<td>Same as III.</td>
</tr>
<tr>
<td>VIII--Kansas Regents Supported Institutions: Faculty and students from KSU, WSU, KSTC, FHSC, and KSC.</td>
<td>Valid ID card of their institution plus library card issued by the K. U. Circulation Department.</td>
<td>Same as I, II.</td>
</tr>
<tr>
<td>IX--Other Kansas Colleges and Universities: Faculty and students from all other Kansas Colleges and Universities not listed in VIII.</td>
<td>Letter signed by their institutional librarian plus library card issued by K. U. Circulation Department.</td>
<td>Same as I, II.</td>
</tr>
<tr>
<td>X--Haskell: Faculty and students from Haskell Indian Junior College in Lawrence.</td>
<td>Valid ID card from Haskell plus library card issued by K. U. Circulation Department.</td>
<td>Same as I, II.</td>
</tr>
</tbody>
</table>
GENERAL CIRCULATION MATERIALS
Includes all stack books, bound periodicals, theses, dissertations, East Asian Collection, the Art Library Collection, and brieflisted materials. Brieflisted materials are those books with numbers similar to 59-1153, KU-35942, or 67L-60355. Requests for books with such numbers are processed by the Circulation Department twice a day, Monday through Friday. Request forms are available at both the Circulation and Reference Desks.

FINES AND CHARGES FOR GENERAL CIRCULATION MATERIALS
Overdue fines for general circulation materials are 25¢ per day. (Reminder notices are sent one day after a book is due.) The maximum fine for an overdue book is $10.00. Books not returned one month from the due date are considered lost and borrower will be billed for the replacement cost of the book plus a processing fee of $5.00. Fines and assessments are paid at the Circulation Office during the hours of 8:30am to 4:30pm, Monday through Friday, or remittances may be mailed to the Circulation Department. Please make checks payable to the University of Kansas. Unpaid bills are reported to the University Business Office. It is expected that borrowers will observe the date stamped in the back of each book and return the book by that date in consideration of the needs of other patrons. A student is responsible for any book charged on his ID. The loss of an ID card should be reported to the Registrar's Office and the Library immediately, to avoid its unauthorized use.

SPECIAL CIRCULATION MATERIALS
Borrowing privileges for the following special circulation materials are the same for all categories of borrowers.
Unbound periodicals and newspapers. A selection of current periodicals on open shelves may be used in the Periodicals Reading Room. Unbound periodicals and newspapers shelved behind the Desk must be signed for before being used within the building. For further information on periodicals, see Guide For Readers 6.
Reserve Materials. The Reserve Collection is located in Room 31, basement level. Items shelved in Reserve circulate for two hours, may be checked out two hours before closing for an overnight loan, and are due one hour after the Library opens the following day. Certain Reserve books may circulate for three days at the discretion of the faculty member placing them on reserve. Reserve book fines for 2-hour and overnight are 30¢ the first hour and 15¢ for each additional hour or fraction. Three-day reserve fines are 10¢ per hour—to a maximum of $1.00 per day. Fines for overnight and 3-day books overdue begin one hour after the library opens the following day. A maximum of $8.00 per book may be assessed. In the event the book is lost, the $8.00 may be added to the lost book charges. A fine of 50¢ per book will be assessed for books not properly checked out for overnight use.
Documents. Materials in the Documents Department may be used in the Documents Reading Room without charging out. For further information on Documents see Guide For Readers 5.
General Reference Collection. All materials in the Reference Reading Room on the second floor are on open shelves and do not need to be charged out for use in that room. Materials at the Reference Desk must be signed for at the Desk for use within the building. For further information on Reference materials see Guide for Readers 4.
Microforms. The Microforms Collection is located in Room B27, basement level. All materials need to be charged out for use in that room. For further information on the Microforms Collection see Guide for Readers 18.

EXIT CONTROLS
Everyone leaving Watson Library is expected to present books, briefcases, parcels, and handbags for inspection at the Exit Control desk.

BRANCH LIBRARIES
Special rules govern the circulation of many of the materials in the Branch Libraries and Departments. When using these libraries, please become familiar with their special rules.

September, 1972
Guide for Readers 5

DOCUMENTS

Located on the Basement floor of Watson Library, Room B9A. Telephone 864-4662.

HOURS OF SERVICE (varies from general schedule for Watson Library)

Regular hours while classes are in session during Fall and Spring Semesters.

- Monday through Thursday 8am-5pm; 7pm-10pm
- Friday 8am-5pm
- Saturday Closed
- Sunday 7pm-10pm

Hours vary for vacations, holidays, and summer. Please check posted hours.

LENDING POLICY
Documents are limited to room use only, except that they may be taken to the various copying facilities in Watson Library after being properly charged out.

COVERAGE
The University of Kansas Libraries have been a selective U. S. Depository since 1869 and full Depository since 1970. The Libraries have been a full United Nations Depository since October, 1971. The scope of the Documents Department is as follows:

- **United States**—those documents published by the Government Printing Office (GPO) and the various agencies of the U. S. Government.
- **Great Britain**—primarily those documents published by Her Majesty's Stationery Office (HMSO) and other separate units of the British Government.
- **International**—United Nations, Organization for Economic Cooperation and Development (OECD), International Monetary Fund (IMF), and the United Nations Educational, Scientific and Cultural Organization (UNESCO).

Documents from other foreign governments, international organizations, and individual states of the United States are not in the Documents Department. They may be found cataloged into the general collection and can be located through the card catalog. Official documents of the State of Kansas can be found in the Regional History Division in Spencer Research Library.

REFERENCE AIDS
The Documents Librarians are available to assist all users in the location of specific items and the use of the following aids within the Department:

- **Card catalog**—a catalog covering primarily publications received from 1869 to 1957.
- **Retrospective Indexes**—specialized individual indexes covering early published documents.
- **Current Indexes**—Monthly Catalog, United Nations Documents Index, British monthly catalogs, and OECD and UNESCO catalogs.
REPRESENTATIVE MATERIALS
Documents offer a wide range of subjects and are issued in many forms including:

Publications used in tracing U. S. congressional legislation including House and Senate reports and documents ("Serial Set"), bills, resolutions, hearings, slip laws, statutes, and the Congressional Record.
British sessional papers and parliamentary debates.
British Historical Manuscripts Commission Reports and Public Record Office documents including the Rolls Series.
United Nations Official Records and mimeographed material.
Annual reports, yearbooks and periodicals of various United States and British government and United Nations agencies.
Census material both current and retrospective.
Microfiche of the Educational Resources Information Center (ERIC) plus the indexes and guides to using the collection. Holdings begin with 1970.

DOCUMENTS IN BRANCH LIBRARIES
All documents housed in the various branch libraries of the University of Kansas Libraries except those in the Department of Special Collections and Law, can be located through the Documents Department. The following major groups of documents are housed in the libraries indicated:

National Bureau of Standards--Science Library.
National Aeronautical and Space Administration (NASA)--Science Library.
But National Advisory Committee for Aeronautics (NACA) reports are in the Documents Department.
U. S. Geological Survey (USGS)--Earth Sciences Library and Documents Department.
Maps--Map Library and Earth Sciences Library.
Technical Reports--Only NASA technical reports are available on campus in the Science Library. All technical reports distributed by NASA, National Technical Information Service, and the Atomic Energy Commission may be ordered through the Science Library.

September, 1972
PERIODICALS (SERIALS) SERVICE

GENERAL INFORMATION
All titles received on continuing order or subscription are considered to be serials—magazines, periodicals, newspapers, monographic series, yearbooks, and loose-leaf services. Over 18,000 titles are currently received by the Libraries. Current as well as discontinued titles are listed in the main card catalog. However, exact holdings and locations of currently received titles will be found only in the University of Kansas Libraries Master Serials Holdings List. This is a computer-generated book catalog of serials held at the University of Kansas. It is being developed over a period of time and, when the initial phase is complete, will list all currently received serial titles, with an indication of holdings and location of bound and unbound issues. Copies of the Master Serials Holdings List are in all public service areas of the library system. The List is to be consulted when a card in the public catalog states: "For locations and holdings consult central serials record."

Titles appear in all catalogs under official entry; they may also appear under title-page entry in the List. Journals of an organization are usually under the name of the organization. Example: Journal of the American Chemical Society will be found in the catalog under American Chemical Society, Journal. Staff in all libraries and reading rooms are available to assist you in locating the titles that you need.

LOCATIONS
Most reading rooms in the branch libraries and the Periodicals Reading Room in Watson Library maintain a collection of selected current serials on open shelves. Earlier unbound issues of these titles and unbound issues of all other titles are available in the respective stacks of each library or reading room. Those in Watson Library may be obtained on request at the Serials Service Desk in the Periodicals Reading Room. Unbound serials are available for room use only.

Bound volumes are in the general stacks of each library. They may be shelved either with the books or separately. The bound volumes of the last 20 years of approximately 600 selected, heavily used titles are shelved in the Periodicals Reading Room of Watson Library and are non-circulating. All bound volumes in the Watson Library general stacks may circulate for 3 weeks to students and 4 months to faculty. Bound volumes in branch libraries are generally non-circulating.

All serials are normally distributed among the various branch libraries according to the subject block numbers that have been assigned to each library. However, for specific titles, consult the Master Serials Holdings List or the main card catalog in Watson Library.

- Watson Library
- Science Library
- Earth Sciences Library
- Engineering & Architecture Library
- Mathematics Library
- Music Library
- Law Library
- Art Library
- East Asian Library
- Social sciences, humanities, some general science, zoology.
- Chemistry, astronomy, physics, medical sciences, biological sciences, some general science, history of science.
- Geology, chemical engineering, selected geography.
- Engineering, architecture.
- Mathematics, computer science.
- Music.
- Law.
- Art, design, crafts.
INDEXES TO SERIAL ARTICLES
Location of specific articles may be found by consulting one or more of the following indexes:

- Air University Library Index to Military Periodicals. Watson Library--Reference.
- Art Index. Art Library, Engineering and Architecture Library.
- Bibliography and Index of Geology. Earth Sciences Library.
- Business Periodicals Index. Watson Library--Reference.
- Biological Abstracts. Science Library, Entomology Reading Room.
- Education Index. Watson Library--Reference.
- Engineering Index. Engineering and Architecture Library.
- Geographical Abstracts. Earth Sciences Library.
- Index Medicus. Science Library.
- Index to Legal Periodicals. Law Library.
- Music Index. Music Library.
- Social Sciences and Humanities Index. Watson Library--Reference.

Numerous other specialized indexes are available. Consult the librarian at the Watson Library Reference desk or the librarians at the various branch libraries for specific titles.

INTERLIBRARY LOAN SERVICE
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. For further information on this service consult Guide for Readers 8.

NEWSPAPERS
The Libraries receive some 380 foreign, national and local newspapers. Most of these are available in Watson Library and should be requested at the Periodicals Reading Room service desk. Back issues of many titles are on microfilm.

MICROFORMS
Many back volumes of serials are available on microfilm in the Microforms Room, B27, Watson Library. For further information on Microforms see Guide for Readers 18.

COPYING FACILITIES
Coin-operated copying facilities are available in Watson Library in the Periodicals Reading Room and near the book return area at the Circulation Desk, the Science Library, the Music Library, the Engineering and Architecture Library, and the Law Library. The charge is 5¢ per sheet. Xerox service is available in Watson Library, the Science Library, and Spencer Research Library. The charge is 10¢ per sheet. Copies are made only on paper provided by the Library. Personal supplies cannot be used because of machine requirements and university regulations. Copies are not of archival quality. Text and line materials reproduce well, but most illustrations and blue tones cannot be satisfactorily copied. For further information on Copying Service see Guide for Readers 9.

Typing cubicles are available in the Periodicals Reading Room of Watson Library.

September, 1972
Guide for Readers 9

COPYING SERVICES

Copying facilities are available in Watson Library, Spencer Research Library, the Science Library, the Engineering and Architecture Library, the Law Library, and the Music Library. Copies can be made only on paper provided by the Library, because of machine requirements and university regulations. Text and line materials reproduce well, but most illustrations and blue tones cannot be satisfactorily copied.

RESTRICTIONS ON COPYING

Certain materials (such as passports, draft cards, and currency) cannot legally be copied. Only a single copy of part of a copyrighted text will be made, while a complete work bearing a copyright (a book, a map, etc.) will not be copied if the original can be readily obtained through regular trade channels. Fragile materials which might be damaged by copying will not be accepted. (Problems relating to both the availability of copyrighted material and to fragile material will be referred to the Libraries' Book Selection Officer for decision.) Some books borrowed on interlibrary loan may not be copied because of restrictions placed on them by the lending libraries.

CHARGES FOR COPYING

<table>
<thead>
<tr>
<th>Service</th>
<th>Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-service coin-operated machines</td>
<td>5¢ per sheet</td>
</tr>
<tr>
<td>Library staff serviced Xerox machines</td>
<td>10¢ per sheet</td>
</tr>
<tr>
<td>Hard copy prints from microtext</td>
<td>15¢ per exposure</td>
</tr>
<tr>
<td>Microfilming--negative film</td>
<td>5¢ per frame</td>
</tr>
<tr>
<td>Microfilming--positive film</td>
<td>10¢ per frame</td>
</tr>
</tbody>
</table>

There is no reduction in price for multiple copies. Payment may be made in cash or by check for the exact amount of the order, drawn in favor of the University of Kansas Libraries. University departments may pay for copying by service order voucher (SOV) signed by the Business Office. The SOV must be submitted to Copying Service at time of order, and may be used for further work performed during the rest of the month.

COPYING SERVICE IN WATSON LIBRARY

Xerox--Xerox copy service is located on the second floor. The charge is 10¢ per sheet. Materials brought to the desk will usually be copied while you wait, although large orders may have to be set aside for later processing.

Self-Service--Coin-operated copying machines are located in the Periodicals Reading Room and near the book return area at the Circulation Desk. The charge is 5¢ per sheet. Change for the machines may be obtained from the Copying Service Desk on the second floor.

Hard Copy Prints from Microtext--Hard copy prints can be made from transparent film (microfilm or microfiche) in the Microforms Room on the Basement floor. The charge is 15¢ per exposure. It is recommended that jobs of more than 200 pages be taken to a commercial film service.

Microfilming--The Copying Service Desk is equipped to make microfilm. At least two weeks is ordinarily required for completion of an order. Negative film will be provided, unless positive is specifically requested. The charge is 5¢ per frame for negative and 10¢ per frame for positive.

COPYING SERVICE IN BRANCH LIBRARIES

Xerox--Xerox copy service by library staff is available in the Science Library and Spencer Research Library. Spencer Research Library will copy only materials from that Library. The charge is 10¢ per sheet.

Self-Service--Coin-operated copying machines are located in the Science Library, the Music Library, the Engineering and Architecture Library, and the Law Library. The charge is 5¢ per sheet.

September, 1972
Guide for Readers 12

MAP LIBRARY

Located in Spencer Research Library, Room 112.
Telephone: 864-4420.

HOURS
Monday through Friday  9am-12noon; 1pm-6pm
Saturday and Sunday  Closed
Closed Labor Day, Thanksgiving, Christmas, New Year's,
Memorial Day, and Independence Day.
Vacation and summer schedules may vary. Please call before visiting.

SCOPE OF THE COLLECTION
Subject maps in over 40 basic subjects including geology, topography, climate,
population, soil, transportation, history and economics are represented. Maps are
available for almost every country in the world with particular strength in North
America and Europe. The Library now contains over a thousand books and atlases
and over 75,000 maps.

LENDING POLICY
Books, Atlases, Maps
Students  3 weeks
Faculty  4 months
Serials
Students  Room use only
Faculty  3 days

OVERSIZED ATLASES AND REFERENCE BOOKS
OVERSIZED ATLAS AND REFERENCE BOOKS are for use in the room
only.

FINES
Overdue fines on books, atlases and maps are 25¢ per day. The maximum fine for an
overdue item is $10.00. Items not returned one month from the due date are considered
lost and borrower will be billed for the replacement cost of the item plus a processing
fee of $5.00. FOLDING a map for any reason will be considered damage and a charge
will be assessed. Unpaid bills are reported to the University Business Office. A Student
is responsible for any item charged on his ID. The loss of an ID card should be reported
to the Registrar's Office and the Library immediately, to avoid its unauthorized use.

MAP USE POLICY
The Library staff will assist borrowers in the use of the card catalogs and in retrieving
a desired map until they become familiar with the arrangement and the technique of
removing a map or folder from a drawer. The technique is important since the quality
of paper for maps varies and some maps can easily be damaged.

1. Please handle all maps and folders carefully. Many maps in the
collection are irreplaceable.
2. Maps and folders will be re-filed only by the Map Library staff.
3. Circulating maps, atlases, and books are checked out at the
Map Library office.
4. Maps are not to be used in the field under any circumstances.
5. Maps are not to be folded for any reason.
6. Army Map Service maps do not circulate and only unlettered series
may be copied or traced. Certain restrictions may be placed on
other types of maps.

SPECIAL SERVICES
1. Publishers' catalogs are available to locate a special map not held in the
collection or to order a map for field use.
2. Xerox service is available at 10¢ per sheet. Since the copy is black and
white, colored map patterns may copy poorly.
3. An enlarging/reducing light table is available for tracing maps at a scale
larger or smaller than the original map.
4. A drafting table and a light table are available for preparing direct tracings.
CARD CATALOG
Contains cards for every map, atlas and book in the collection and is divided into 4 separate catalogs. The cards for maps are not represented in the main catalog in Watson Library.

Map Area Catalog. An alphabetical catalog according to the geographical areas shown on the maps, such as the names of continents, countries, and islands. Names of countries take precedence over names of their subdivisions.
Example: FRANCE
GERMANY
UNITED STATES
UNITED STATES--KANSAS
UNITED STATES--KANSAS--DOUGLAS COUNTY

The secondary arrangement of cards for maps with the same area designation is alphabetical by subject. If a map for a specific area cannot be found, check the next larger area. For example, subject maps showing Kansas can additionally be found under the headings, UNITED STATES, NORTH AMERICA, WESTERN HEMISPHERE, and WORLD as well as under U. S. --KANSAS.

Map Subject Catalog. Arranged alphabetically by subject and then by geographical area.
There is a card for every map in the collection except those classed GENERAL. General maps are represented by a card in the area catalog only.

Book Catalog. Author, title and subject cards for the books in the Map Library.

Atlas Catalog. Arranged alphabetically by geographical area and then by subject.

COLLECTION ARRANGEMENT
The map collection is divided into topographical and subject maps. Topographical maps are labeled and filed according to area number. The subject maps are labeled and filed according to area number with secondary arrangement by subject according to the second line of the call number and based on the following table.

<table>
<thead>
<tr>
<th>1</th>
<th>16</th>
<th>GEOLOGY</th>
<th>TRANSPORTATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>16.5</td>
<td>MINERALS</td>
<td>PIPEINES</td>
</tr>
<tr>
<td>3</td>
<td>17</td>
<td>WATER RESOURCES</td>
<td>RAILROADS</td>
</tr>
<tr>
<td>4</td>
<td>18</td>
<td>TERRAIN</td>
<td>ROADS</td>
</tr>
<tr>
<td>5</td>
<td>19</td>
<td>CLIMATE</td>
<td>WATER TRANSPORT</td>
</tr>
<tr>
<td>6</td>
<td>20</td>
<td>VEGETATION</td>
<td>AIR TRANSPORT</td>
</tr>
<tr>
<td>6.5</td>
<td>21</td>
<td>FORESTRY</td>
<td>COMMUNICATION</td>
</tr>
<tr>
<td>6.7</td>
<td>22</td>
<td>ANIMALS</td>
<td>CITIES</td>
</tr>
<tr>
<td>6.8</td>
<td>22.3-22.9</td>
<td>INSECTS</td>
<td>URBAN</td>
</tr>
<tr>
<td>7</td>
<td>23</td>
<td>SOILS</td>
<td>HOUSING</td>
</tr>
<tr>
<td>8</td>
<td>23.5</td>
<td>OCEANOGRAPHY</td>
<td>SETTLEMENT</td>
</tr>
<tr>
<td>8.5</td>
<td>24</td>
<td>MARINE LIFE</td>
<td>MARKETING</td>
</tr>
<tr>
<td>8.7</td>
<td>25.1-25.2</td>
<td>FISHERIES</td>
<td>EDUCATION</td>
</tr>
<tr>
<td>9</td>
<td>25.3-25.4</td>
<td>GENERAL</td>
<td>RELIGION</td>
</tr>
<tr>
<td>10</td>
<td>25.5-25.6</td>
<td>AGRICULTURE</td>
<td>RECREATION</td>
</tr>
<tr>
<td>11</td>
<td>25.7</td>
<td>POPULATION</td>
<td>DISEASE</td>
</tr>
<tr>
<td>12</td>
<td>25.9</td>
<td>POLITICAL</td>
<td>MEDICAL</td>
</tr>
<tr>
<td>13</td>
<td>26</td>
<td>POWER</td>
<td>MILITARY</td>
</tr>
<tr>
<td>14</td>
<td>26.5-26.9</td>
<td>MANUFACTURING</td>
<td>HISTORY</td>
</tr>
<tr>
<td>15</td>
<td>27</td>
<td>ECONOMICS</td>
<td>BASE</td>
</tr>
<tr>
<td>15.5-15.9</td>
<td>28</td>
<td>TRADE</td>
<td>MAPPING</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>OTHER SUBJECTS</td>
</tr>
</tbody>
</table>

OTHER MAP COLLECTIONS
1. Historical Maps Collection. Department of Special Collections, Spencer Research Library. Contains over 800 maps and 100 atlases including rare originals as well as facsimiles.
2. Regional History Map Collection. Regional History Division, Spencer Research Library. Contains over 5,000 maps of the U. S. Great Plains area with emphasis on Kansas.
4. Wall Map Collection. Department of Geography, Lindley Hall. Large maps used for classroom activities.
5. General Atlases. Reference Department, Watson Library.

September, 1972
KALC:
David Heron and L. E. James Helyar will be attending the Kansas Academic Library Council meeting at Kansas State Teachers College, Pittsburg, Friday, September 15.

Librarians' Conference:
Do not forget the Librarians' Conference today, Thursday, September 14, 3:30pm in the Watson Library Conference Room B28.

Round Table Meeting:
The Douglas County Social Responsibilities Round Table will meet Sunday, September 17, at the Douglas County State Bank, 9th and Kentucky, 7:30pm. Projects already under way and new projects will be discussed. For further information, see Linda Griffin.

Faculty Annual Reports:
All librarians who were employed at the University of Kansas during the period of September 1, 1971 to August 31, 1972, are reminded of the October 1 deadline for submitting copies of their faculty annual reports to the Director of Libraries. See FYI no. 155.

Personnel:
Tsun-tung Wang will be an Associate Catalog Librarian in the Catalog Department as of October 16. Nita Jo Miller is now Nita Jo Betty. Harriet Felber returned from leave August 28, Marianne Griffin returned September 1, and Lewis Armstrong returned September 11. Jennie Dienes has resigned as of September 8. Jane Sorensen has been promoted to Clerk Typist II in Documents. Maura Biesemeyer was reinstated as Clerk Typist II in Latin American as of August 28.

Openings:
A Clerk II position is open in the Bibliographical Section of the Catalog Department. Persons interested in this position should make application with Nancy Shawbaker by Wednesday, September 20.

Deadline:
Regular student time cards are due in the Director's Office by Friday, September 15, 9a.m.

Slate of Candidates for KULSA:
President - Marna Jo Young, Lynn Cole; Vice-President - Sandy Wilson, Linda Serven; Secretary - Robert Mitchell, Marion Kliewar; and Treasurer - Sharon Williams, Linda Copp. Nominations will be accepted from the floor at the October meeting. Members of the Nominating Committee: Nancy Bengel, Chairwoman, Jean English and Marianne Griffin.
Agenda Committee:
The three new members of the Librarians' Conference Agenda Committee elected at last Monday's Conference are Nancy Bengel, Martha Kehde, and Ruth Miller. Other members are the Director, Associate Director, and Assistant Directors.

Art Exhibit:
Through the generous efforts of Martha Kehde, the following students now have representative examples of their art work displayed in Watson Library: Fred Stubenrauch, Don Cowick, Laurie Stetzler, Robyn Arnold, Ernest Planck, Dennis Balk, Marianne Notley, Patti Boyer, Rick Shopfner, and Don Younger.

Welcome Back!
Fred McGraw will be back in Cataloging on Monday, September 25.

Personnel:
New Classified Staff include Joan Oroke, Clerk II in Cataloging, September 19, and Karen Karns, Clerk II in Cataloging, September 25. Jane Sorensen will begin work in Documents on September 21.

Time Cards:
Work Study time cards are due in the Director's Office on Wednesday, September 27, 12 noon.

Fall Picnic:
The annual fall library staff picnic will be on Sunday October 1, 4:30pm in Centennial Park. Please return the checklist to John Nugent, Mary Royer, Polly Trillich, Julia Stuart, or Carol Massieon by Monday September 25.

Library Exhibits Committee:
If you would like to work on exhibits--either one isolated exhibit or on a continuing basis--or if you have ideas for exhibits which you think might help to encourage use of the collections, please contact Georgann Eglinski, Chairman of the Exhibits Committee.
Librarians' Conference:
The next Librarians' Conference will be on Thursday, October 12, at 3:30 pm in the Watson Conference Room, B28. The agenda will be announced in next week's FYI.

Annual Leave:
Classified staff are asked to read the section on accumulated leave on page 21 of the Staff Handbook. Leave may not be accrued beyond the amount stated. Each library unit should have a copy of the Staff Manual for each position in the unit; if there are copies missing, Nancy Shawbaker can supply replacements.

UKASE run:
There will be a UKASE computer run on Friday, October 20. Corrections will be accepted until 5 pm, Monday, October 16, although the Serials Department would appreciate receiving them as early in the cycle as convenient. If we have agreed to do your binding update this month, we need this data immediately. (Joan Soutar)

Superseded Reference Books:
Please notify Linda Griffin in the Reference Department if your library unit is interested in receiving recently superseded issues of bibliographies, guides, etc. For example, P.A.I.S., Social Sciences and Humanities Index, or New Serial Titles could be routed to you regularly.

Buffet:
The October buffet will be on Friday, October 6, in the Watson Library Staff Room. Please bring a covered dish and your table service.

Fall Picnic:
The annual fall library staff picnic will be on Sunday, October 1, at 4:30 pm in Centennial Park. If you haven't already signed up, call John Nugent.

Book Sale:
There will be a sale of duplicate and surplus books in the West Reading Room, Watson Library, on Wednesday and Thursday, October 4-5, from 9 am to 4 pm. Rosemary McDonough will be in charge of the operation.

Friends of the Library:
The second meeting of the Friends will take place on Friday, September 29. Membership is now over 160, and three important sets of books have been purchased for the University Libraries by the group. An article on the Friends appeared in the August issue of Books and Libraries.

Catalog Department:
Florence F. Johnson has resigned as head of the Cataloging Section in the Catalog Department, but will continue her original assignment in the department as serials.
bibliographer and will assume the additional responsibility of assistant head of the Catalog Department. Mary Green has been appointed as head of the Cataloging Section. Her responsibilities will include those formerly assigned to the head cataloger and assistant head cataloger. Barbara E. Clason has been appointed Catalog Editor in addition to her responsibility as head of the Catalog Maintenance Section in the Catalog Department. Her responsibility as Catalog Editor will include the final appraisal of entries in the public catalog in Watson and the interpretation of policies, procedures, and practices for maintaining the integrity of the catalog. The Reclassification Section in the Catalog Department is now termed the Special Projects Section, with Marion W. Kliwer in charge. The section is initially working with brief-listing and cataloging of theses and dissertations.

KLA meeting:
The Fall Conference of the College and University Libraries Section, Kansas Library Association, will be held on Monday and Tuesday, October 9-10, at the Howard Johnson Motor Lodge, Topeka. Topics to be covered include: affirmative action programs, problems of middle management, interlibrary cooperation, faculty status, and women and librarianship. A copy of the program is available for consultation in the Director's Office.

Staff Periodical Borrowing:
Staff are reminded that proper check-out procedures are necessary before taking periodicals from the Periodicals Reading Room. Please check with Ethel Stewart or Kent Miller for special uses of any non-circulating materials.
Fall Enrollment and Fee Deficiency:
Vice Chancellor Saricks has announced, because Fall enrollment and average fee payments were below projected figures, that

"Effective immediately, no appointments to vacant positions funded from 01, 99, and 570 sources are to be approved until further notice. Appointments may be made only against restricted fee accounts.

Maintenance budgets funded from 02, 99, and 570 sources are decreased by 10% for the fiscal year (1972-73). Please adjust your expenditure rates to accommodate this decrease and, if possible, seek additional sources from departmental income. If efforts by the University to obtain additional resources are successful, these cuts will be restored to the maximum extent possible.

I take no more pleasure in having to write this memo than you will have in receiving it. I earnestly request your cooperation in this painful readjustment, and pledge my own cooperation in endeavors to alleviate it."

Librarians' Conference Time Changed:
The next Librarians' Conference will be on Thursday, October 12, in the Watson Conference Room, B28, 1:00-2:30pm.

The agenda will include informational reports from the Director, Associate Director, and Assistant Directors; the appointment of an Innovative Projects Committee; a progress report from the Space and Facilities Planning Committee; a review of the serials subscriptions problem; and a report on formulated budgeting.

KLA Meeting:
The deadline for dinner reservations for the Fall Conference of the College and University Libraries Section, Kansas Library Association, has been extended to today. The meetings are on Monday and Tuesday next, and Mary Green is coordinating reservations today. A copy of the program is available for consultation in the Director's Office.

KLA Membership:
Application forms for membership in the Kansas Library Association are available in the Director's Office.

Library Equipment:
Requests for permission to transfer equipment from one library unit to another, or for the use of equipment held in storage should be directed to John Glinka. This is essential in order to keep the Libraries equipment inventory up to date.
Order Department Checking Workshop:
The Order Department is running a "Mini-Workshop for PR Typists and Checkers" on October 10, 11, and 12; it is open to all academic department personnel and library staff members who have anything to do with the preparation of orders for books and other library materials. Further details from Nancy Burkhart (4-3476).

Microforms Phone:
The new number for Paula Adkins and the Microforms Collection is 4-4661.

Kansas Collection:
The name of the Regional History Division has been changed to the Kansas Collection, as being more indicative of the primary focus of the department.

Review of Serial Subscriptions:
Library Representatives from the academic departments and schools, and library staff members with selection responsibility are being asked to review serials subscription lists. The review is intended to remove from our subscription lists those titles which are no longer within our fields of interest or are peripheral to those interests, and to trim our serials expenditures sufficiently to bring them into balance with available resources. Final decisions on all recommendations will be made by a committee composed of Marilyn Clark, L. E. James Helyar (chairman), H. Robert Malinowsky, Kent E. Miller, L. Eleanor Symons, and Marna Young.

Change of Dealer for Serials:
The Serials Department is in the process of transferring 962 subscriptions from Stechert-Hafner to other agencies, chiefly to Ebsco Subscription Agency. This action resulted after a long period of review and evaluation by staff members of the department, and is intended to secure better service to the Libraries' public. A list of the titles transferred or cancelled will be available from Luceil Hamlin.

Personal Serial Subscriptions:
Library staff members may receive a discount on subscriptions to selected popular magazines under the terms of an offer by one of the subscription agencies used by the Libraries. Luceil Hamlin has the list of magazines available.

Supply Day:
Please be sure that you have a typewritten supply list signed by the department head when picking up supplies. We regret that the normal Wednesday schedule was preempted by the Book Sale this week.

Personnel:
Kerstin Camenietzki began work as Associate Catalog Librarian on October 2.

Book Sale:
Preliminary results indicate that the Book Sale will be a very successful one. On the first day there were more than 700 buyers or browsers and nearly two thousand volumes were sold.

Vacation:
L. E. James Helyar will be on vacation from October 9 through October 20.
Friends of the Library:
The Friends organization held a very pleasant dinner meeting on September 29, with just over one hundred members in attendance. Three sets of books purchased with members' contributions were on display.

United Fund:
1972 Lawrence United Fund contribution forms will be coming to library staff members during the next few days from Marion Kliwer, library representative for United Fund. Make your contribution this week while there's still more month than money.

October Buffet:
Don't forget the buffet, noon Friday, October 6. Bring a covered dish and your table service.
Library Directory:
The new Library Directory has been distributed. Due to the size of the Directory it was decided to not reduce it to one page. Instead, all Department and Branch Library numbers have been listed on a separate sheet that can be attached to your desk or near the telephone. Please report any errors to the Director's Office.

Lights:
If there are lights that are out or not functioning in your areas, please report the problems to Harvena Johnson in the Director's Office.

Book Sale:
A total of 3,051 books and 338 periodical issues were sold to 1,088 customers at the book sale. Cash receipts of $689 dollars were received to be used for buying additional books and periodicals for the Libraries. Thank you to all who helped to make the sale a success.

KULSA:
KULSA will meet at noon Monday, October 16, in the Cottonwood Room of the Union. Nan Gauthier will report for CASH. KULSA will meet again on Tuesday, October 17, 3:30pm in Spencer Auditorium. Election of officers will take place at the Tuesday meeting and dues will be collected. Please bring a dollar for dues and a pen or pencil to mark your ballot.

UKASE:
The UKASE computer run is Friday, October 20. Corrections will be accepted until Monday, October 16, 5pm.

To A Conference:
David Heron will be attending the second U.S. Japan Conference on Libraries and Information Science in Higher Education at Racine, Wisconsin, October 17 through 20. John Glinka will be acting Director in Mr. Heron's absence.

Card Catalog:
The Author-Title Catalog in Watson has been expanded from A to Z into 8 new 60 drawer cabinets. Expansion was completed September 28 by Vera Knoll of the Catalog Department's Catalog Maintenance Section. Work is now progressing on the expansion of the Subject Catalog.

Regular Student Time Cards:
Regular student time cards are due in the Director's Office by 9am, Monday, October 16. Please be on time since student pay checks will be delayed if you are late.

Library Directory Change:
Fred McGraw's telephone number should be 4-3049.
University of Kansas Libraries
From the Office of the Director

Number 164

Deadline:
Work study time cards are due in the Director's Office Friday, October 27, 9am.

Veterans' Day Holiday:
Veterans' Day, Monday, October 23, is a holiday for all state employees. Classes will be in session and all Reader Services Departments and units will be open and should be staffed to meet anticipated service demands. Employees in other departments and units may work at the discretion of their department heads as stated in FYI, February 10, 1972. There will be no delivery of U.S. Mail. Classified employees who work the holiday should report this time on the weekly work record (gray card). Classified employees who will be absent on the holiday should report this on the regular Absence Report card.

Sabbatical Leave Policy Changes:
A copy of the revised Sabbatical Leave Policies and Procedure is available for examination in the Director's Office. Librarians who may be considering sabbaticals for the 1973/74 academic year are reminded that there is a November 1 deadline for receipt of applications. John L. Glinka will provide interpretation of the new criteria adopted for the evaluation of applicants to those who may be interested.

To ALA:
David Heron will be attending the ALA Executive Board Meeting October 24 through 27. John L. Glinka will be acting Director in Mr. Heron's absence.

Staff Association Officers:
The new Library Staff Association Officers are: President--Lynn Cole, Vice-President--Sandra Wilson, Secretary--Robert Mitchell, and Treasurer--Linda Copp.

Purse Snatching:
Several cases of purse snatching within the Library have been reported in the past few weeks. All employees are reminded to not leave their purses or other personal items unattended. You are also asked to remind any patrons who are lax in leaving their purses, books, etc. unattended that they should "hang on to them". If we are all observant, we should be able to stop this petty thievery.

To Conference:
John Nugent and George Griffin will be attending the annual meeting of the Society of American Archivists on October 31 to November 3 in Columbus, Ohio. Mr. Griffin will present a paper at this meeting. Travel to the meeting will be by AMTRAK.

United Fund:
Library staff members have made fine contributions to the 1972 United Fund drive. Others are asked to return forms to Marion Kliwer in Watson Library as soon as possible.
Librarians' Conference:
The tentative date for the next Librarians' Conference is Thursday, November 9, 8:30am in the Watson Library Conference Room.

New Publications:

Library Services Survey Questionnaire Response:
John L. Glinka expresses his appreciation to the Libraries' Staff for the excellent response to the Library Services Survey Questionnaire.

B & G Service:
Please report defective lights, burned out lights, heat problems, and other routine maintenance problems to the Director's Office for transmittal to Buildings and Grounds. For their purpose, a brief description of the problem plus room number location is very useful. Also, report back to the Director's Office once the problem has been corrected or if the proper people do not show up to do the work.

Classified Staff Manual:
All classified staff should have received the new University of Kansas Classified Employee Employment Standards and Operating Procedures Manual. If you did not receive a copy, let Nancy Shawbaker know. If you need to have certain items explained in more detail, see John L. Glinka.

New Exhibit:
A new exhibit on the first floor lobby area is now in place. It is concerned with the International Book Year and was compiled by Rosemary McDonough, Daniel Cordeiro, Galina Kuzmanovich and Tsun-t'ung Wang.

Time Change:
Everyone is reminded that the nation goes off daylight savings time this Sunday, October 29. Set your clocks back an hour.

Deadline:
Work-study time cards are due in the Director's Office Friday, October 27, 9am.

United Fund:
Library staff members are urged to return United Fund forms to Marion Kliewer by October 31 if they have not already done so.
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. 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. A map on the reverse of this sheet shows their locations.

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 cards contain at least one card for each book 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 or title (at 4) or subject (at 2) 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. Be sure to note branch library or department location below or above the call number.

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 1 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 some 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 collection. 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, appointment may be made with an individual librarian, and a full semester introductory course in library use and research methods is given for credit. Also, consult other Guide for Readers sheets for more detailed information on services, libraries, and special bibliographies.

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

University of Kansas Libraries
Fred McGraw:
Fred McGraw, Catalog Librarian at KU since October, 1970, resigned at the end of October, 1972, having found that his stamina, after last winter's heart surgery, was not up to the full-time grind of supervising the Catalog Department. Mr. McGraw, who came to KU from the University of Missouri Library in Kansas City, where he was Chief of Technical Processes, brought energy, imagination, and understanding to the Head Cataloger's position. The Department's achievements during his tenure were exceptional. We shall miss seeing him regularly, although we trust that he will be back as a consultant and a visitor. In the hope that this key position can be filled in spite of the current freeze, a selection committee consisting of Ruth Miller (Chairman), Florence Johnson, Marion Kliwer, Georgann Eglinski, and Sharon Cook is prepared to receive applications and nominations. Florence Johnson is acting Head of the Department. DWH

Librarians' Conference:
The next Librarians' Conference will be on Thursday, November 9, 8:30am in the Watson Library Conference Room. Agenda will include salary distribution criteria (written questions may be delivered to a member of the agenda committee--Nancy Bengel, Martha Kehde, Ruth Miller--before noon on Wednesday); Affirmative Action report on ongoing activity within the University (a copy of the CDUD report is being sent to each member of the Conference); reports from the President of KULSA and from the Library administrative officers.

Innovative Projects Committee:
Marna Young (Chairman) will convene the Innovative Projects Committee, which includes Carol Chittenden, Clinton Howard, Ellen Holmes, Ed Granger, Sandy Wilson, and Vera Knoll before the next Librarians' Conference, at which Mrs. Young hopes to make a progress report.

Office Supplies:
Despite the ten per cent reduction in the Libraries' maintenance budget as a result of the freeze, we will try to provide office supplies in normal quantities to Departments and Units as in the past. We ask that each Department or Unit review its office supply requests on a continuing basis with the object of reducing costs, if possible, through this difficult period. Requests for new items or for appreciably larger amounts than used in the past will be forwarded to me for decision. John L. Glinka.

Classified Employee Manual:
One copy of the Classified Employee Manual (which was distributed to classified employees last week) is being sent to each Department or Unit as a consultation copy.

Thefts, Exhibitionists, or Disturbances:
If any Department has reported to them a theft, an exhibitionist, or other disturbance,
they should report the incident immediately to Campus Security, 4-3516. Describe the incident in detail as to place, person or persons involved, and what has been or is happening. Then, notify exit control so they can direct the security officer to the right area, and finally call the Director's Office if it is during regular working hours. Written reports of all such incidents are to be forwarded to the Director's Office.

Juvenile Books:
The juvenile books that were housed and serviced by the Reserve Room have been fully cataloged and classified by the Catalog Department. Formerly arranged by author, most of these books have been cataloged into PZ classification--Fiction and Juvenile Literature--and placed in the general stacks. Some titles have been placed on reserve.

National Security Seminar:
Kent Miller will be attending a National Security Seminar November 6-17. Joan Soutar will be the Acting Serials Librarian during Mr. Miller's absence.

Buffet:
The November buffet will be Friday, November 3, noon, in the Watson Staff Room. Please bring covered dish and table service.

Desk Calendars:
All Departments should contact Harvena Johnson concerning number and size of desk calendars needed.

Deadline for FYI:
All notes for FYI should be in the Director's Office by 3:00pm Wednesday afternoon.

Library Lecture:
Helen Wallis, Keeper of Maps at the British Museum, will present a lecture entitled "Maps in the British Museum" in Spencer Auditorium on Wednesday, November 8, at 3:30pm. The lecture is jointly sponsored by the Department of Geography and the University Libraries. Everyone interested is invited to attend.
Civil Service Rules and Regulations:
Attached for your information is a memo from Philip N. Rankin, Director of Personnel Services, concerning emergency revisions of civil service rules and regulations.

Thanksgiving Holiday:
Thursday and Friday, November 23 and 24 are holidays for all state employees. All libraries will be closed on Thursday. Watson, Law, and all Departments within Spencer Research Library will be open 8am to 5pm on Friday. Employees who have to work or may want to work on this holiday should report this time on the weekly work record (gray card). Classified employees who will be absent on the holiday should report this on the regular Absence Report card. All libraries, except Law, will be closed on Saturday and Sunday, November 25 and 26.

MPLA:
Ann Condit will be attending the Mountain Plains Library Association Conference in Omaha, November 8-11. Ed Granger will be in charge of the Library Systems Office in Ms. Condit's absence.

Staff Association Meeting:
There will be a meeting of the Library Staff Association on Tuesday, November 14, 3:30pm in Spencer auditorium. Items on the agenda include the annual Christmas party, committee assignments for the upcoming year, and a discussion of the possible creation of a Classified Employees Conference. Please plan to attend.

UKASE:
There will be a UKASE computer run on Friday, November 17. Corrections will be accepted until 5:00pm, Monday, November 13. Branch library check-in strips will be picked up on Thursday, November 16.

New Exhibits:
New exhibits include The World Discover'd, an exhibit in the Kenneth Spencer Research Library compiled by Barbara Backus and Eastern European Contemporary Culture as Viewed Through the Collection of KU Libraries, in the basement exhibit gallery of Watson Library compiled by Joanna Drzewieniecki, Galina Kuzmanovich and Lynn Cole.

New Publications:
Catalog to accompany the exhibit The World Discover'd. Barbara Backus compiled this exhibit and catalog in honor of the meeting of the Society for the History of Discoveries at Spencer Library, November 9-11, 1972, and it is an attempt to show how the geographical knowledge developed in several areas of the world.

Student Time Card Deadline:
Regular student time cards are due in the Director's Office, Monday, November 13, 9:00am.
Promotion:
In accordance with Section 1b of the "Procedures for Recommendations for Promotion, Award of Tenure, Notice of Non-Reappointment," the date of January 5, 1973, is set for the submission to the Office of Academic Affairs of recommendations for promotion for action by the University Committee. Recommendations initiated by individuals under Section 1c should reach the Office of Academic Affairs no later than November 30, 1972.

Missing:
Several issues of the Bulletin of Bibliography, REF Z 1007.B94 are missing: v.26:3, 27:2, 27:3 and 27:4. If anyone knows the whereabouts of any of these issues, please contact the Reference Department.

Personnel:
Barbara Ball, CIII in Fines, has resigned effective January 15, 1973.

BioSciences Information Service:
Marna Young has organized a seminar on the BioSciences Information Service. This seminar is designed for all who need to know about searching the biological and medical literature. The seminar will cover computer searching services and ways to make more effective use of the indexes to Biological Abstracts and BioResearch Index. Sessions will be held on Tuesday, November 14 with the morning session 9:30 to 11:30 in 212 Snow Hall and the afternoon session 2:30 to 4:30 in 324 Malott Hall.
MEMO TO: Deans, Directors and Chairman

FROM: Philip N. Rankin, Director of Personnel Services

RE: Emergency Revisions of Civil Service Rules and Regulations

Effective September 29, 1972, the State Finance Council authorized the State Personnel Division to implement the following emergency changes in Civil Service rules and regulations:

Rule 1-10-6 (f) Sick Leave:

(f) Sick leave with pay may be granted only for the necessary absence from duty because of the personal illness of the employee or legal quarantine. Personal illness shall be defined to include personal illness caused or contributed to by pregnancy, terminations of pregnancy, childbirth, and the recovery therefrom.

Please be reminded that the dean, director or chairman "may at any time require that an employee requesting pay for sick leave submit a medical certificate from the attending physician or from a designated physician."

Rule 1-10-7 (First paragraph) and 1-10-7 (f), a newly added section:

Leave without Pay. A permanent employee may be granted leave without pay for a reasonable period of time consistent with the effective fulfillment of the agency's duties, but not to exceed one year for illness, childbearing, or other temporary disabilities, or for other good or sufficient reason which is considered to be in the best interest of the service. Such leave, if it is to exceed 30 calendar days, shall be requested in writing by the employee on a form provided by the director and shall require written approval of the appointing authority and the director.

(g) An employee currently serving a probationary period from a promotional certification may be granted leave without pay provided he had earned permanent status in the class in which he was employed prior to his current appointment. The employee's current probationary period shall be continued effective with his return from leave until the total time actually served equals the time required under rule 1-8-2.

These rule changes are an effort by the State to bring Civil Service rules and regulations into conformity with Federal and State directives and executive orders regarding discrimination and affirmative action.

Please post this memorandum in a conspicuous place for all of your staff members to read.

If any questions arise, feel free to contact Personnel Services for assistance.
University Telephone Directory:
Copies of the new campus directory have been distributed to all Libraries departments and units. If you need copies for home use they may be purchased at the Student Union for 25¢ each.

Student Assistant Vacancies:
Any department or unit having a student assistant vacancy is asked to send a description (hours per week, schedule, skills required) to Nancy Shawbaker. The vacancy notice will be posted on the bulletin board in the Watson Library entrance and Mrs. Shawbaker will telephone the description to the Student Financial Aids office. Applicants who respond to the posted notice will be given an application form and will be referred to the department or unit concerned. When a sufficient number of applicants has been generated, the unit having the vacancy should notify Mrs. Shawbaker to withdraw the notice. This procedure will provide an equal opportunity for placement to all applicants for student assistant positions.

Librarians’ Conference:
The next Librarians’ Conference will be on Thursday, December 7, 1:30pm in the Watson Library Conference Room.

Personnel:
Carol Massieon resigns as Library Assistant in Archives effective December 12.

Judicious Review:
The November 1 issue of Library Journal contains a review by Jerry Stephens of the book "American Criminal Justice: the Defendant’s Perspective".

SRRT:
The Douglas County Social Responsibilities Round Table will meet Sunday, November 19, 7:30pm, at Joan Soutar's house, 1919 Melholland Drive. Representatives from the Kansas State Library will be there to discuss various projects. (Directions: go west on 23rd street, turn right onto the 2nd dirt road past Iowa--Joan's is the second house from the last at the end of Melholland.) Linda Griffin.

To MASUA:
David Heron will be attending a meeting of the MASUA Chief Librarians at the University of Oklahoma, Norman, on November 16 and 17.

Deadline:
Work-Study time cards are due in the Director's Office on Tuesday, November 28th at 9am.
Positions Open:
Permission has been given to fill the Library Assistant position in Archives and the Clerk III in Fines. Persons interested in being considered for promotion to either of these positions should make application with Nancy Shawbaker by Friday, December 1.

Catalog Librarian Position Open:
Permission has been granted to fill the Catalog Librarian position. Persons interested in applying for this position should contact Ruth Miller.

Staff Reference:
The Serials Department is missing materials that belong on the Staff Reference shelves. Will staff personnel please check to see if you have material of this type. Two issues of the Harvard Library Bulletin for 1971 are needed immediately.

Bibliography Alcove:
Materials in the Bibliography Alcove which are not heavily used by the Technical Processing Department will be transferred to the regular "Z" sequence in the Reference Room and East Alcove. Red flags have been placed in publications which may be transferred. Please inform Marilyn Clark by December 8 if you disagree with any of these transfers.

Deadline:
Work-Study time cards are due in the Director's Office Tuesday, November 28th at 9am.
Librarians' Conference:
The next Librarians' Conference will be on Thursday, December 7, 1:30pm in the Watson Library Conference Room. Included on the agenda will be a continuation of the discussion on salary criteria; a report from Marna Young on the Innovative Projects Committee; a report from H. Robert Malinowsky on the Facilities Planning Committee; a report from John L. Glinka on the Computation Center; a report from Alexandra Mason on the Planning and Resources Committee of the University Council; and a report from L. E. James Helyar on the Serials Cancellation Committee.

Gifts of Books to the Libraries:
All units receiving gifts of books should send a note of each gift and a copy of the acknowledgment to Rosemary McDonough, so that the gifts may be included in the Annual Report. There are certain legal obligations which should be kept in mind if evaluations are requested, or if the matter of publication rights arises; instructions on acknowledgments, compiled with the advice of the University Attorney, are available from Ms. McDonough.

UKASE:
There will be a UKASE computer run Friday, December 15. Branch check-in strips should be ready for pick-up by noon, Thursday, December 14. Corrections will be accepted until 5pm, Monday, December 11. It is essential for branches to send in corrections early in the cycle and not all on the last day.

University and Faculty Senate:
The University Senate will be reconvened at 3:30pm today, Thursday, November 30 in Swarthout Recital Hall. The Faculty Senate will be convened immediately after the University Senate has adjourned. All Librarians should try to attend these two meetings.

Christmas Party:
All library staff have been invited to the Christmas Party on Sunday, December 10. Please remember to respond to the invitation by Monday, December 4 so that plans for the purchase of the meat may be made.

Staff Association Meeting:
The next Library Staff Association Meeting will be Wednesday, December 13, 3:30pm in the Spencer Auditorium.

Buffet:
Let's celebrate the coming holiday season at the December Buffet, Friday, December 1. Bring a covered dish and your table service. Coffee and tea will be provided.
Promotions in Rank:
All Department Heads are to submit recommendations for promotion in rank of librarians to John Glinka by Wednesday, December 13. Promotion forms are available from Nancy Shawbaker.

At Meeting:
David W. Heron will be in Washington, Monday and Tuesday, December 11 and 12 to attend a meeting of the Interlibrary Loan Committee of the Association of Research Libraries. Mr. Heron is Chairman of the Committee.

Review:
Bernard D. Reams has a review of Our Cities Burn While We Play Cops and Robbers in the November 15, 1972, issue of Library Journal.

New Publication:
Attached for your information is Guide for Readers 7a; Using the Card Catalog: General.

Lear Award:
John W. Nitcher, student assistant in Watson Library, has been presented a Veta B. Lear Award for Academic Excellence. The award is presented annually to students who have the highest academic record after their first year as students in the College.

Departmental Notification Slips:
Beginning immediately, the blue Departmental Notification Slips, generated as part of the regular book ordering process, will be sent to Departmental Book Chairmen by the Order Department instead of by the Catalog Department. This means that a department will receive word of the arrival of a book that it has requested as soon as possible after the library has acquired that book; it means also that the arrival will be announced while the book is still in the Technical Services area and before the book has been given a classification number or a brieflisting number by which it can be identified.

At the same time, we are asking Departmental Book Chairmen to be responsible for notifying those members of their departments whose names appear on the original purchase recommendations in the Requested by box. We will no longer flag the books to indicate that the Circulation Department or the branch library should send word of the book's arrival. It is probable that most people will be content just to know that the books have arrived, and that by the time they need to use them the books will be fully cataloged. If, however, they need the materials urgently, they are asked to request them through the Book Selection Office. If you encounter a patron with a request for a newly-arrived book, please refer him to the Book Selection Office, urging him
to take with him or to cite accurately the Departmental Notification Slip he has received. The book will be located for him to look at, and will be rushed processed if necessary.

Please note that books will still be flagged in a number of ways--to indicate a branch library location, to identify a replacement copy, and to request a personal notification that is not covered by the new procedure. These flags will serve the same purpose as they have always done, and should be treated as they have been before.

New Telephone Numbers:
The Kansas University Medical Center has a new telephone number--831-5000. The Medical Center Library has its own number which is 831-7166. These numbers are to be used when calling privately on non-university telephones. To call the Medical Center on university telephones, continue to dial 183 and ask for the Kansas City line, giving them the correct number.

Classified Meeting:
All classified staff are invited to attend the noon meeting on Thursday, December 14 in the Cottonwood room of the Kansas Union. The classified conference will be discussed.

Staff Association:
There will be a meeting of the Kansas University Libraries Staff Association at 3:15, Wednesday, December 13, in Spencer Auditorium. Items on the agenda include a presentation of Service Awards by Vice-Chancellor Ambrose Saricks, and a panel discussion on Public Employees and Collective Bargaining. Please note the early starting time for the meeting.

Missing:
Volume 19:1, January, 1971, of Library Trends is missing from the Periodicals Reading Room.

Christmas Tree:
The library has acquired a 6 foot artificial tree to be set up on the second floor. Lights are available but donations of ornaments are now being solicited from the staff members. Please give your donations to Nancy Bengel.

Circulation Pressures:
Due to the pressures of increased library use, the Circulation Department will no longer count in building use of books through the computer. Books found off the shelves in the stacks will be counted on the spot and reshelved. During the next few weeks the Circulation staff will be devoting much time to reshelving the materials that are now being returned. As a result, the dress standards for the Department may not be what most persons would like. Comfort comes first when reshelving and stack shifting are involved.

Deadline:
Student time cards are due in the Director's Office, Thursday, December 14, 12noon.

In Print:
Stanley H. Lin, former member of the Systems office, has an article in the Fall, 1972, issue of Mountain-Plains Library Quarterly on "Library Fines and Their Effects on Users".
Guide for Readers 7a

Using the Card Catalog: General

The main card catalog on the second floor of Watson Library is a record of the books and periodicals in the general stacks, branch libraries, and the University of Kansas Medical Center Library. It excludes spoken and music records and tapes, maps, and most University manuscripts, papers and photographs. U.S., British, and United Nations government documents are represented with cards that refer the user to the Documents Department. See Guide for Readers 5 for further information on government documents. The catalog is divided into two separate sections: AUTHOR-TITLE in the Reference Room and SUBJECT in the area between Copying Service and the Circulation Desk.

AUTHOR-TITLE CATALOG
Used to find a specific item if you know the author or title. Authors may be personal names (joint authors, editors, translators, illustrators, pseudonyms, etc.), companies, educational institutions, or organizations such as American Chemical Society; Bankers Life Insurance Company; Jones, Arthur D.; or Kansas University. Titles of books are listed if they are distinctive. Do not expect to find all the titles beginning "History of", "Report on", "Introduction to", etc. Periodicals, magazines, and newspapers are listed by title. When an organization is part of the title, begin with the name of the organization such as American Chemical Society. Journal.

SUBJECT CATALOG
Used to find a book on a particular subject. The subject headings are typed in red or black capital letters at the top of the card or are underlined at the bottom of the card with a red line that continues to the upper left hand corner. If it is not clear what subject headings are used for your topic, consult Subject Headings Used in the Dictionary Catalogs of the Library of Congress, a large red book on the tables near the subject catalog. If still in doubt, ask the Reference Librarian for additional help.

CATALOG CARDS
The major parts of a catalog card are outlined below.

1. Red line, in the catalogs, indicating the word (subject, title, or name) under which the card is filed.
2. Author with birth and death dates if known.
3. Title.
4. Imprint: place, publisher, date.
5. Call number.
6. Pagination, height.
7. Location if not shelved in Watson.
8. Notes of interest.
9. Subject under which book is listed in subject catalog.
10. Additional entry under which book is listed in author/title catalog.
11. Codes and symbols used by technical processing staff.

MATERIALS NOT FULLY REPRESENTED OR CATALOGED
Brieflisted Books: Books that have been given a one-line temporary location number until complete cataloging can be done. They are usually entered only under the author:
Examples: 54-9 61-12652 KU-36948 67L-3293 JC L376.9744 064389
Requests for these books are made at the Circulation Desk by filling out an orange brieflisting card available at the Reference and Circulation Desks. You will be asked to call back at a later time to pick up the book.

Microforms: All microforms will eventually be fully cataloged but presently most have only an author entry in the catalog. Requests for microform materials should be made in B27 of Watson Library by giving the call number, author, and title. See Guide for Readers 18 for further information.
Monographic Series: Some works that are parts of series can be found under individual authors, others only under the name of the series.

University of Kansas Theses and Dissertations: Theses and dissertations from 1970 to date are fully cataloged. Older titles will be fully cataloged as time permits.

University of Kansas Medical Center Library: Represented by author entries only.

Documents: Government documents from U.S., British, and some international governments are selectively represented by cards that refer the user to the Documents Department. See Guide for Readers for complete information on government documents.

CALL NUMBER
The group of numbers, letters, symbols, and words in the upper left hand corner of the catalog card is the call number for the book described on the card. In order to find the book in the stacks, copy down all of the call number, location, author, and title.

Two types of call numbers are used more than any others. Call numbers for books classified by the Dewey classification system begin with numbers. Newly acquired books are no longer being classified by this system, but by the Library of Congress classification, which has call numbers beginning with letters. These two systems are physically separated in the main stacks of all the libraries on campus. Consult the stack directories for locations within each library. Below the classification number (occasionally above) you will, in some cases, find a word, group of words or symbol indicating a location other than the general stacks. Check with the Reference Librarian or the Circulation Desk for the proper location of that particular book. Examples: MATH in the Mathematics Library; ART in the Art Library; or KU-M in the University of Kansas Medical Center Library. For locations of branch libraries and departments consult Guide for Readers. For a complete listing of the various abbreviations, symbols, and words used in the call number consult the Reference Librarian.

OTHER CATALOGS
In addition to the AUTHOR-TITLE Catalog and the SUBJECT Catalog in Watson Library there are several other catalogs available on campus for consultation. The Science Library, Music Library, Earth Sciences Library, Engineering and Architecture Library, Mathematics Library, University Archives, Map Library, Department of Special Collections, Kansas Collection, and the Law Library each contain their own card catalogs for books and other materials housed in that library or department. The Entomology, Business and Economics, and Dyche Reading Rooms contain brief author catalogs for the books charged to each Reading Room.

Art Library: Author-title catalog and subject catalog of all books received in the Art Library from 1970 to present, plus cards for those books that have been reclassified into the Library of Congress classification. Use the main catalog to locate older Dewey classified materials. All books will eventually be reclassified.

Reference Catalog: Author catalog of all books in the general reference collection.

Theses Catalog: A catalog with entries under author and name of department for all University of Kansas theses and dissertations prior to 1970 and by name of department only after 1970. Author, title, and subject approach is available in the main card catalog for all theses and dissertations after 1970. Older titles will be fully cataloged as time permits.

Linda Hall Catalog: A main entry (usually author) catalog of all books in the Linda Hall Library for Science and Technology in Kansas City. A book catalog of their serials is also available. Ask the Reference Librarian for locations of these catalogs.

Central Serials Record: A title catalog with holdings and locations of most current serial titles at the University of Kansas. It is located on the first floor in the Periodicals Reading Room. This catalog is being superseded by a printed book catalog called Master Serials Holdings List. A working copy of this List is available at all public service desks.

Microforms Catalog: Basically an author-title catalog of materials kept in the microforms room (B27 Watson). All microforms will eventually be fully cataloged.

Documents Catalog: A catalog of authors, titles, and subjects of many of the materials kept in the Documents Department on the Basement level of Watson Library.

Number 172 

December 14, 1972

L. S. 40:
As of Spring semester, 1973, Library Science 40--Introduction to Bibliography and Library Methods, 1 hour credit has been changed to Introduction to Library Use, 2 hours credit.

Extended Hours:
Through the use of funds allocated by the Student Senate, certain areas of Watson Library and certain branch libraries are able to stay open until 1am Sunday through Friday, December 11 through 20.

Staff Association Meeting:
The Staff Association meeting is today, Thursday, December 14, 3:15pm in Spencer Research Library. The main business of the meeting will be the CASH Task Force-sponsored panel discussion on Public Employees and Collective Bargaining.

Misplaced:
Marna Young left a salad fork and spoon at the Sunday evening Christmas Party. They were brought to the Library Staff room and are now missing. If anyone knows where they are, please contact Mrs. Young.
University of Kansas Libraries
From the Office of the Director

HAVE A HAPPY HOLIDAY!

Number 173

December 21, 1972

Librarians' Conference:
The next Librarians' Conference will be Tuesday, January 16, 3:30pm in the Watson Library Conference Room. Included on the agenda will be a discussion of the structure and composition of the Librarians' Conference, and reports on affirmative action task force, Innovative Projects, and extended hours.

Delivery Irregularities:
Due to the pressures of finals and the lack of funds to hire back-up personnel, there have been some irregularities in the delivery and pick-up of mail. Please be patient. In most cases we are unable to alert you ahead of time since the delivery and pick-up have to be accomplished when personnel is available.

Courier Schedule:
The normal courier service between Kansas State University and other state schools will be discontinued from December 23 through January 2. Regular scheduling will begin on January 3.

Personnel:
Nancy Burkhart resigns as Library Assistant in the Order Department effective January 8. Diana McLendon resigns as Clerk I in the Order Department effective January 15. Linda Carroll resigns as Clerk II in Cataloging effective December 22. Sally Atkinson was promoted to Library Assistant in University Archives effective January 1. Cheryl Younger transfers to the Clerk III in Fines effective January 1.

Openings:
Permission has been given to fill the Library Assistant and Clerk I vacancies in the Order Department. Persons interested in being considered for promotion or transfer to either of these positions should make application with Nancy Shawbaker by Wednesday, December 29.

Qualifications for promotion to Library Assistant are: permanent status, graduation from an accredited 4-year college or university, some course work in library science or 6 months library-related experience. A copy of the state job description will be posted in the Watson Library Staff Room.

Work-Study Time Cards:
Work-study time cards are due in the Director's Office, Monday, December 27, 9am. Departments are reminded to keep xerox copies of their time cards for future reference.
Sabbatical Leave Awards:
Additional applications for sabbatical leave may be submitted no later than February 1, 1973. For further information, see John Glinka.

Staff Orientation:
An orientation program for new librarians, library assistants, and some clerical staff will be held during February and March. These sessions will continue in the same format as those that were held last spring but suspended for the Fall due to the changes in Department Heads. Department Heads are reminded of the outline that is due Friday, January 5.

On Vacation:
David W. Heron will be on vacation from December 27 through January 11. In his absence, John L. Glinka will be Acting Director.
HAPPY NEW YEAR

Number 174

December 28, 1972

Personnel:
Ethel Stewart, Clerk Typist II in Serials has accepted a position in the Journalism Library. She resigns her position in Serials effective January 5.

Openings:
Permission has been given to fill the Clerk II vacancies in Circulation and Cataloging, and the Clerk Typist II in Serials. Persons interested in being considered for promotion should make application with Nancy Shawbaker by Friday, January 5.

Gamut:
All contributions for the January issue of Gamut are due in the Science Library by Tuesday, January 2, 1973.