FYI

University of Kansas Libraries

From the Office of the Director

Number 201 July 5, 1973

Office Supply Day:
There will be no office supply day this week due to Independence Day. There will be regular morning hours on Wednesday, July 11. The hours for July 18 through August 22 will be changed to 1:30pm--2:30pm.

Personnel:
Resignations include Paul Hansen, Security Officer in Spencer, June 30; Julia Johnson, Associate Documents Librarian, July 20; and Cheryl Younger, Clerk III in Circulation, July 31. Rosalind Perdue will transfer to the Registrar's Office July 17.

Janet Revenew is Clerk Typist II in Serials as of July 2, and Tom Clark will be a Clerk I in Photocopy.

Openings:
Persons interested in applying for the Clerk III position in Circulation should make application with Nancy Shawbaker by Wednesday, July 11. Qualifications for Clerk III are high school education, 3 years of clerical experience, or 2 years of clerical experience and one year of college.

Persons interested in applying for the Librarian's position in Documents should make application with John Glinka by Wednesday, July 11.

Persons interested in applying for the Clerk Typist I in Cataloging should make application with Nancy Shawbaker by Wednesday, July 11.

Pink Cards:
No absence report (pink) cards are needed for the Independence Day holiday.

Freeze is Off Temporarily:
We no longer need to request permission to fill our classified position vacancies.

Fire Procedures:
Between now and the first day of Fall Semester classes, each Department in Watson Library should hold a departmental meeting to discuss and become familiar with all the Fire Procedures as outlined in the Staff Handbook. Any questions or problems should be forwarded to H. Robert Malinowsky immediately. Everyone should know what route to take, regardless of where they are in the building. They should especially know where all the exits are in the Watson stacks. Appropriate doors in the stacks will be designated as "Emergency Fire Exits" and will have their locks so adjusted that they will not be locked from the stack side. During the first week of Fall Semester classes, a full fire drill will be conducted with proper authorities watching. This drill will be announced on the front door as occurring sometime during the day the notice is posted. Library users will be asked to cooperate. Please make sure your flashlights are available and in working condition.

Spencer Library:
Reproduced below is the summer hours announcement for the Spencer Research Library.

From July 20th to August 21st (the day after summer school closes to the day before fall enrollment begins), the Spencer Library will observe the following hours:

Doors open	Monday to Friday, 9-1.30
Staff at work	Monday to Friday, 8-6

Notices will be posted on the doors to the following effect:

Summer hours (30 July - 21 August):
9-1.30 Monday through Friday

If you need to use the library and cannot come during these hours, please call one of the numbers listed below for admittance by appointment.

If you cannot wait for an appointment because you are in town only today or because your need is urgent, please pull the red bell-cord several times and wait -- someone will let you in.

The staff are here until 6 o'clock, Monday to Friday, working to improve library service when we open again for regular hours on August 22 and will be glad to help you. We are spending the period when the University is not in session in intensive work on the backlog of uncatalogued books and manuscripts so that more of them will be ready for use in the fall.

Numbers to call for appointments:

Department of Special Collections	864-4334
(evenings and weekends: Miss Mason, 842-0275)	
Kansas Collection	864-4274
(evenings and weekends: Mr. Griffin, 843-2949)	
University Archives	864-4188
(evenings and weekends: Mr. Nugent, 843-2514)	
Map Library	864-4420

Announcements to this effect (but worded appropriately for publication rather than posting) will be sent to the University Daily Kansan, the Faculty and Staff Newsletter, the Lawrence Journal-World, the KU Information Center, and those departments whose members use the Spencer Library most frequently. Special notes will be sent to all members of the faculty and student body who have studies in Spencer.

FYI

University of Kansas Libraries

From the Office of the Director

Number 202 July 12, 1973

Filing Rules Committee:
Barbara Clason is chairman of a Catalog Department Filing Rules Committee. Other members are Marilyn Clark, Georgann Eglinski, Mary Green, Marge Perry, and Polly Trillich. The Committee will consider the philosophy of service to readers and long range effects of filing rules on an interdepartmental plane. If you have any ideas on this matter, please relate them to the Committee.

SLIC:
Sara Couch will replace Robert Mitchell in the classified employee position of SLIC.

Visually Handicapped:
Persons interested in volunteering their services to aid the visually handicapped should talk with the Reference staff.

Mathematics Library:
The Mathematics Library will be closed August 1 through August 20. Please refer all questions concerning the Mathematics Library to Marna Young during this period.

Committee Member:
At the June 29 through July 4 meeting of the American Association of Law Librarians in Seattle, Washington, Bernard Reams was appointed to the Association's Committee on Automation and Scientific Development.

Personnel:
Resignations from the Cataloging Department, effective July 31, include Judy Marsh, Clerk II; Nancy Muller, Clerk III; Gwendolyn Suggs, Clerk III. Susan Hewitt transferred to Clerk II in Cataloging July 9. Gary Matassarin is Security Officer I in Security & Delivery.

Openings:
Persons interested in promotion or transfer to the following positions should make application with Nancy Shawbaker by Wednesday, July 18: Clerk II in Bibliographic Section; Clerk III in Catalog Maintenance; Clerk III in Bibliographic Section; Clerk II in Reserve.

Qualifications for the Clerk III positions are 3 years of clerical experience or 2 years of clerical experience and one year of college.

Deadline:
All student time cards are due in the Director's Office at 9 a.m. on Monday, July 16.

Student Payroll Allocations:
Hopefully in early August the student payroll allocations for 1973/74 will be distributed to the Departments.

Fuel Shortage:

The seriousness of the fuel shortage has been well publicized. The Department of Administration of Kansas has recently addressed a memorandum to all State agencies directing certain action to conserve gasoline supplies. The points in the memorandum having application to this campus are as follows and pertain to your own automobile as well:

1. "When driving a state-owned automobile, speed will be reduced 10 miles per hour below the posted speed limit on highways, in other words, 65 on turnpike and interstate routes, and 60 on other highways during daytime hours.

2. "Restrict air conditioner use on days when weather permits. This could save 10 percent of gasoline consumption.

3. "Help keep vehicles in good operating condition by reporting signs of mechanical troubles.

4. "Help keep emission control parts in good operating condition.

5. "Use best driving habits. Do not let a car idle unnecessarily, no jack starts. . . .

6. "Observe tire inflation. Help keep tires at manufacturers recommended pressure or slightly higher. Low air pressure uses gasoline.

7. "Restrict travel when possible.

8. "Encourage car pools in driving to and from work."

The University of Kansas currently has a State contract for gasoline supply. This contract which covers the period of May 1, 1973 to April 30, 1974 has set the University's allotment at 50% of last year's contract. In order to provide gasoline for campus maintenance requirements, we have asked all departments with passenger vehicles to purchase their gasoline by credit card from commercial sources. A similar request is made at this time of persons using the "pool" cars. Instead of bringing the vehicle back to campus with an empty tank, you are requested to return it (if possible) with approximately the same amount of gasoline in the tank as when you began your trip. Since the usage of the vehicle is charged on a mileage basis and since you will be furnished a gasoline credit card, no extra cost will be incurred by your department in following this procedure. Your assistance in helping us conserve the gasoline supply in this manner will be greatly appreciated.

From Keith E. Nitcher, Vice Chancellor for Business Affairs

Revised Appointment Procedures:

In an effort to provide faster and more efficient service, modifications of the placement procedure for certain clerical classifications have been announced. Beginning August 1, 1973, instead of using registers, the Office of Personnel Services will receive the names and scores of all Clerk Typist I, Clerk Typist II, and Clerk III candidates (but not Clerk I and Clerk II) as soon as they pass the respective examinations. Personnel Services will immediately contact all candidates to determine their interest in consideration for University positions; those who are interested will be added to a current list of eligible candidates in the Office of Personnel Services.

When a vacancy in one of these classes occurs, the names of all eligible candidates can be supplied to the Libraries immediately. If no candidates are available, we will be advised that non-certified candidates can be considered, and the affirmative action advertising plan will be implemented. It is hoped that the new procedure will speed up appointments significantly.

FYI

University of Kansas Libraries

From the Office of the Director

Number 203 July 19, 1973

Serials Cancellations:
In connection with the current widespread cancellations of serials occasioned by lack of funds, the Libraries were called upon to produce lists of all serials currently received, giving department, most recent cost, and locations at CRL, KSU, and Linda Hall. To produce such a list for some 12,000 titles and 60,000 "information units" was obviously a major undertaking. Under Kent Miller's direction the whole job was completed in ten working days, using the help of personnel from Catalog, Exchange, Order, Serials and Special Collections. The following people each worked for between two and 32 hours on the project: Elaine Bonebrake, Louise Brunton, Joan Carr, Lynn Cole, Gayle Kornelius, Sarah Couch, Cecile Deaton, Sheila Edwards, Jean English, Joy Fry, Susan Hamilton, Luceil Hamlin, Bertie Kotas, LaVerta LeBombarb, Norma Osborne, Rosalind Perdue, Jan Perry, Sue Pittel, Janet Revenew, and Joan Soutar. In addition, Sally Lovett, Jeanette Miller, and Marilyn Mosberg typed the basic lists. Congratulations on a big job done in record time!

On Committee:
Jerry Stephens is a member of the American Association of Law Libraries' Committee On Automation and Scientific Development for 1973-74.

To Meetings:
David Heron will be attending an ARL Commission on Access to Resources in New York on Friday, July 27 and another ARL Interlibrary Access Committee in Washington on Monday, July 30. Mr. Heron will then be on vacation until August 10. John Glinka will be acting Director in Mr. Heron's absence.

Oread Library Association:
Karen Zimmerman will review Wonderful Old Lawrence by Elfrieda Fischer Rowe for the Oread Library Association Wednesday, July 25, 12 noon, Alcove D of the Student Union. All interested persons are invited to attend. Bring a sack lunch or use the cafeteria.

On Advisory Board:
H. Robert Malinowsky is on the Advisory Board that will oversee a grant covering a "Continuing Education Study" being conducted by Dr. Elizabeth Stone of Catholic University and funded by the National Commission on Library and Information Science. Mr. Malinosky would be interested in any ideas on continuing education for librarians on a national basis.

Personnel:
Carol Lockhart is Clerk II in Reserve as of July 19. Resignations include Nita Jo Betty, Clerk Typist II in Serials, July 31; Kathleen Browder, Clerk II Science July 31;

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Personnel cont:
Jonathan Cates, Security Officer I (50%) in Security and Delivery, July 14; Robert Mitchell, Clerk II in Documents, July 31; Gretchen Naugle, Library Assistant in Kansas Collection, August 17; Dorothy Faye Simms, Clerk II in Cataloging, August 8; Janice Sorensen, Clerk Typist II in Interlibrary Services, August 17; Milton Weaver, Security Officer I (50%) in Security and Delivery, August 17.

Openings:
Persons interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Wednesday July 25: Library Assistant in Kansas Collection (responsibilities include cataloging books and serials with copy, public service and supervision of student assistants); Clerk Typist II in Serials; Clerk Typist II in Interlibrary Services; Clerk II in Cataloging, Bibliographical Section; Clerk II in Science Library; Security Officer I (50%), Security and Delivery.

Qualifications for the Library Assistant are a degree from a four year accredited college, and 6 months of library related experience or library related courses.

FYI

University of Kansas Libraries

From the Office of the Director

Number 204 July 26, 1973

Zip Code:
All university mail originating on the main campus now has the zip code of 66045. Please alter any letterheads and envelopes that do not have this zip code. We will not change printed forms until supplies run out.

L. S. 40:
The instructors for Library Science 40 for fall, 1973, are Nancy Bengel, 9:30am-10:20am T,R; Joan Soutar, 11:30am-12:20pm T,R; Linda Griffin, 2:30pm-3:20pm T,R; and Ruth Miller 2:30pm-3:20pm M,W.

UKASE:
There will be a UKASE computer run on Friday, August 10. Corrections are due Monday, August 6. Check in strips will be picked up Thursday, August 9. Serials will be doing a resequence this time so please get your corrections in as soon as possible.

Not Closed:
There will be a steam shutdown on Wednesday, August 1. This will not affect the operation of the Libraries and will not result in a one day holiday as the grapevine has reported.

Library Hours:
Vacation hours begin Monday, July 30. All Libraries will be open 8am-5pm, Monday-Friday, with the exception of Spencer which has had its hours published earlier. All Libraries will be closed on the weekends.

Fall Library Hours:
Attached for your information are the fall library hours. Student assistant payroll allocations will be distributed according to these hours.

On Vacation:
H. Robert Malinowsky will be on vacation Monday, July 30 through Friday, August 3.

ESB Shift:
The shift of the East Sub-Basement lower level was completed July 20. This now gives space for approximately 70,000 volumes for remote Watson Library storage. Certain titles are currently being shifted from the east Watson stacks to this area. These titles will appear on the print-out and will be retrieved upon individual request by the Circulation staff. Those involved in the major shift under the supervision of Jim Tomayko were: Penny Alexander, Kay Bradt, Don Raybern, Susan Hogle, Susan Woodbury, Tina Kaneen, Marcy Morgan, Rich Adams, Tim Lynott, Greg Stump,

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Debbie Brooks, Judy Natal, Tony Mendoza, Rod Runyan, Bev Davis, and Bari Tulchinsky. Also the following young people were employed through the Summer Employment Program: Wendi Coleman, Brenda English, Frankie Galloway, Cyndi Helms, and Elizabeth Ruff. THANK YOU for a job well done!

Personnel:
New classified staff include Carol Lockhart, Clerk II, Reserve, July 19; and James Teagarden, Clerk II, Cataloging, August 1. Gloria Hood has been reinstated as Clerk III in Documents and Elizabeth Grant has been promoted to Clerk III in Circulation, August 1. Cecile Deaton resigns as Library Assistant in Serials on August 24.

Openings:
Persons interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday, July 31: Library Assistant in Serials and Clerk II in Circulation. The Clerk II is to be called day-time payroll supervisor.

SCHEDULE OF HOURS

August 27, 1973 through January 13, 1974

	Reference Circulation Periodicals Reserve Microforms Copying		Documents		Art		East Asian	
Aug. 27-Sep. 2	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-5pm 8am-5pm 10am-2pm 7pm-10pm	M-Th F Sa Su	8am-5pm, 7pm-10pm 8am-5pm 10am-2pm 2pm-5pm, 7pm-10pm	M-Th F Sa Su	8am-5pm 8am-5pm Closed Closed
Sep. 3 LABOR DAY	M	Closed	M	Closed	M	Closed	M	Closed
Sep. 4-Nov. 19	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-5pm 8am-5pm 10am-2pm 7pm-10pm	M-Th F Sa Su	8am-5pm, 7pm-10pm 8am-5pm 10am-2pm 2pm-5pm, 7pm-10pm	M-Th F Sa Su	8am-5pm 8am-5pm Closed Closed
Nov. 20-21	T-W	8am-5pm	T-W	8am-5pm	T-W	8am-5pm	T-W	8am-5pm
Nov. 22 THANKSGIVING	Th	Closed	Th	Closed	Th	Closed	Th	Closed
Nov. 23	F	8am-5pm	F	8am-5pm	F	Closed	F	Closed
Nov. 24-25	Sa-Su	Closed	Sa-Su	Closed	Sa-Su	Closed	Sa-Su	Closed
Nov. 26-Dec. 22	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-5pm 8am-5pm 10am-2pm 7pm-10pm	M-Th F Sa Su	8am-5pm, 7pm-10pm 8am-5pm 10am-2pm 2pm-5pm, 7pm-10pm	M-Th F Sa Su	8am-5pm 8am-5pm Closed Closed
Dec. 23	Su	Closed	Su	Closed	Su	Closed	Su	Closed
Dec. 24	M	8am-5pm tentative	M	8am-5pm tentative	M	8am-5pm tentative	M	8am-5pm tentative
Dec. 25 CHRISTMAS	T	Closed	T	Closed	T	Closed	T	Closed
Dec. 26-28	W-F	8am-5pm	W-F	8am-5pm	W-F	8am-5pm	W-F	8am-5pm
Dec. 29-30	Sa-Su	Closed	Sa-Su	Closed	Sa-Su	Closed	Sa-Su	Closed
Dec. 31	M	8am-5pm	M	8am-5pm	M	8am-5pm	M	8am-5pm
Jan. 1 NEW YEARS DAY	T	Closed	T	Closed	T	Closed	T	Closed
Jan. 2-13	M-F Sa-Su	8am-5pm Closed	M-F Sa-Su	8am-5pm Closed	M-F Sa-Su	8am-5pm Closed	M-F Sa-Su	8am-5pm Closed

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.

	Science Library Marvin Library		Music Library		Law Library	
Aug. 27-Sep. 2	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-10pm 8am-10pm 10am-2pm 2pm-10pm
Sep. 3 LABOR DAY	M	Closed	M	Closed	M	Closed
Sep. 4-Nov. 19	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-10pm 8am-10pm 10am-2pm 2pm-10pm
Nov. 20-21	T-W	8am-5pm	T-W	8am-5pm	T-W	8am-5pm
Nov. 22 THANKSGIVING	Th	Closed	Th	Closed	Th	Closed
Nov. 23	F	Closed	F	Closed	F	8am-5pm
Nov. 24-25	Sa-Su	Closed	Sa-Su	Closed	Sa-Su	Closed
Nov. 26-Dec. 22	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-10pm 8am-5pm 10am-2pm 2pm-10pm	M-Th F Sa Su	8am-10pm 8am-10pm 10am-2pm 2pm-10pm
Dec. 23	Su	Closed	Su	Closed	Su	Closed
Dec. 24	M	8am-5pm tentative	M	8am-5pm tentative	M	8am-5pm tentative
Dec. 25 CHRISTMAS	T	Closed	T	Closed	T	Closed
Dec. 26-28	W-F	8am-5pm	W-F	8am-5pm	W-F	8am-5pm
Dec. 29-30	Sa-Su	Closed	Sa-Su	Closed	Sa-Su	Closed
Dec. 31	M	8am-5pm	M	8am-5pm	M	8am-5pm
Jan. 1 NEW YEARS DAY	T	Closed	T	Closed	T	Closed
Jan. 2-13	M-F Sa-Su	8am-5pm Closed	M-F Sa-Su	8am-5pm Closed	M-F Sa-Su	8am-5pm Closed

Department of Special Collections and Kansas Collection: M-F 9am-6pm; Closed weekends, Labor Day, Thanksgiving Day, Christmas, and New Years.

University Archives: M-F 9am-5pm: Closed weekends, Labor Day, Thanksgiving Day, Christmas, and New Years. Closed November 23.

Mathematics Library: M-F 8am-5pm; Closed weekends, Labor Day, Thanksgiving Day, Christmas, and New Years. Closed from 12 noon to 1pm during vacations and November 23.

Map Library: M-F 9am-12noon; 1pm-6pm; Closed weekends, Labor Day, Thanksgiving Day, Christmas, and New Years. Closed November 23.

Entomology Reading Room: Tuesday only 10am-4pm unless it is a holiday and then closed.

Dyche Reading Room: M-F 1pm-4pm; Closed Weekends, Labor Day, Thanksgiving Day, Christmas, and New Years. Closed November 23.

Business and Economics Reading Room: M-Th 8am-4:45pm; 7pm-10pm; F 8am-4:45pm; Sa Closed; Su 2pm-6pm. Vacation and Summer hours vary.

Storage in Spencer: (Available through Map Library) M-F 1pm-3pm. Closed when Map Library is closed.

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.

FYI

University of Kansas Libraries

From the Office of the Director

Number 205 August 2, 1973

Courier Service:
The courier trip on Friday, August 3, will be the last until Monday, August 27, when the regular schedule will be resumed.

Art Library Needs Help:
The Art Library is in constant need of replacement issues for the following titles: Better Homes & Gardens, House & Garden, House & Home, and American Home. Will you please donate your back issues from home, even if parts have been removed. We often need single pages as well as complete issues.

McGraw, Daniel Frederick, 1973-
Congratulations to Mary Ann and Fred McGraw on the birth of a son, Daniel Frederick, on Tuesday, July 31, at 11 lbs. 11 ozs.

Reinstatement Procedures:
Questions have been raised concerning the procedure followed in filling the Clerk III position in Documents. In early June, the Personnel Office advised that a reinstatement of an ex-employee to the position formerly held, if satisfactory to the employing agency, precluded consideration of any other candidates.

The related question of reinstatement by appointment to a different position of the same rank is being explored and will be reported at a later date. JLG

Binding Allocations:
The current notices of departmental binding allocations were inadvertently expressed as dollars instead of total items; please disregard the dollar sign. LEJH

Vacations:
L. E. James Helyar will be on vacation August 6-17. George Griffin will be on vacation August 1-17; in his absence Karen Zimmerman will be acting curator of the Kansas Collection. Ellen Johnson will be on vacation August 6-10; Barbara Clason will be in charge of the Catalog Department in her absence. Nancy Bengel will be on vacation August 6-17; any problems relating to the Circulation Department should be referred to H. Robert Malinowsky in her absence.

Personnel:
Patricia Miller is Clerk II in Circulation as of 8/1/73. Cecily Stephens is Clerk I in Order as of 8/1/73. Sue Pittel has been promoted to Library Assistant in Kansas Collection as of 8/24/73. Karen Karns has been promoted to Clerk III in Cataloging (Bibliographic Section) 8/1/73. Resignations include Sheila Edwards, Clerk II, Cataloging, 8/10/73; Tom Clark, Clerk I in Photocopy; Anne Stansbury will be on a leave of absence for one year starting 8/16/73.

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Openings:
Persons interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday, August 7. Clerk Typist II in Card Production; Clerk II in Special Projects; Clerk II in Direct Copy, all located in Cataloging Department.

Second Notice:
Applications will be accepted for promotion or transfer to the Clerk III position in Cataloging (Catalog Maintenance Section) until August 7.

Staff members interested in applying for promotion or transfer to the Clerk II temporary position in Interlibrary Services should make application by Tuesday, August 7.

FYI

University of Kansas Libraries

From the Office of the Director

Number 206 August 9, 1973

Law Library Hours:
The Law Library hours as reported in no. 204 of the FYI should have the Saturday times changed to 8am-12noon during those times when classes are in session.

Tsun-tung Wang:
Tsun-tung Wang fell and was injured July 16 in Taipei, Taiwan, where she stopped to visit friends on her way to Hong Kong to see her family. Her return to Kansas will be delayed by four to six weeks while she remains in the hospital in Taipei for medical care.

Serials:
Joan Soutar will be in charge of the Serials Department during Kent Miller's absence from August 13-24.

Where Did It Go?
Kintner, William R. The Impact of President Nixon's Visit to Peking on International Politics, 1972. A copy of this book was removed from a book truck in the Technical Services area. If you have it, please will you return it at once to the Book Selection Office?

Watson Stack Shift:
The stack shift of the east stacks is now into level 4.

Marvin Library:
The merging of the Earth Sciences Library into Marvin is progressing slowly but steadily with little or no interruption of service. All LC materials are now in Marvin and all monographic material in Dewey have been moved. The Reference collections have been moved and the main reading room has been rearranged and is ready for patron use. The staff of both libraries are to be commended for the outstanding job they are doing with little or no additional help, money, equipment, etc.

Teaching:
H. Robert Malinowsky will be teaching the Special Libraries Administration course at Emporia on Tuesday evenings for the Fall, 1973 semester.

Personnel:
Daniel Cordeiro resigns as Latin American Bibliographer as of September 30. Sarah Couch has been promoted to Library Assistant in Serials September 1. Peggy Scott is Security Officer I (50%) as of August 9. Janet Ward is Clerk II in Science as of August 27.

Openings:
Persons interested in applying for promotion or transfer to the Clerk Typist II position in Serials should make application with Nancy Shawbaker by Tuesday August 14.

Deadline:
Student time cards will be due in the Director's Office on August 15 at 9 a.m. Please be prompt.

Work-Study Re-appointment:
All Work-Study students and those who might qualify for the Work-Study program should apply for a fall and spring referral slip through the Office of Student Financial Aids. Referrals will be given until August 15. (See memorandum dated August 8).

Irregular Payroll Procedures:
An orientation seminar on Irregular Payroll Procedures has been scheduled for August 16 at 3:30 p.m. in the Library Conference Room, B-28. Those people in charge of Irregular payroll allocations and the employment of student assistants should make arrangements to attend this meeting.

FYI

University of Kansas Libraries

From the Office of the Director

Nunber 207 August 16, 1973

Staff and/or Dependent Fee Eligibility Certificates.
Staff members or their dependents who are planning on enrolling in classes at KU should inquire about special staff or dependent fee rates. Forms are available from your Department Head for applying for a staff fee card. Dependent fee certificates may be picked up in the Director's Office upon request. (see page 23 of the University of Kansas Libraries Staff Handbook).

Health Insurance Packets:
Packets and Identification cards for the new Blue Cross and Blue Shield health insurance are being distributed today. Employees currently enrolled for health insurance coverage should receive a packet and card. If you do not, please notify Marilyn Mosberg in the Director's Office.

Personnel:
Christine Johnson is Clerk II in Direct Copy of Cataloging as of August 15, Maxine Younes is Clerk II in Bibliographic Section of Cataloging as of August 13. Lynn Cole resigns as Library Assistant in Special Collections as of September 30.

Openings:
Persons interested in applying for the position of Latin American Bibliographer should make application with John Glinka by Friday, August 24.
Persons interested in applying for promotion or transfer to the Library Assistant position in Special Collections should make application with Nancy Shawbaker by Tuesday, August 21. Qualifications for a Library Assistant are: degree from a four year accredited college or university and six months of library related work or one course in Library Science.

Blood Needed:
Six blood donors are needed to replace blood used for Mrs. Fred McGraw when she was in the hospital. If you wish to donate, when the Bloodmobile visits the campus, give her name at that time--Mary Ann McGraw (Mrs. Fred).

Fire Drill:
There will be a fire drill for Watson Library sometime during the week of August 27. Please be sure you understand your emergency manual procedures. As an added safety precaution the following doors exiting from the Watson stacks will have their locks so adjusted that they will be open for EMERGENCY EXIT ONLY: from 1 east to receiving room, from 1 west to receiving room, from 3 west to the reserve room, from 3 center to reserve outer office, from 5 west to the west reading room and from 8 east to the door at the top of the stairs that leads into the hall outside the Art Library.

Back Door Open:

The back door of Watson Library will be open for staff to enter from 7:45am to 8:00am beginning Monday, August 20. This will be ENTRANCE ONLY and there will be no exit from that door by the staff. The door to the east stacks will be open so that you can use the east stack elevator. All staff will continue to exit by way of the front exit. Staff will not at any time allow friends or other non-library personnel to enter by way of the back door. The door will be locked after 8:00am with no entrance by staff. This will be a trial situation and will be reviewed after one month.

FYI

University of Kansas Libraries

From the Office of the Director

Number 208 August 23, 1973

Moved!:
As of 9:30am on Tuesday, August 21, the last book was moved from the Earth Sciences Library into the Marvin Library. There are still a few odds and ends of furniture that have to be moved. The "new" Marvin Library looks fine and is now open for visitors. Congratulations on a job well done.

Opening Convocation:
The 108th annual opening convocation will be Monday, August 27, 9:50am in Allen Field House. This will also be the formal installation ceromonies for Archie Reese Dykes. All Librarians are urged to participate in the academic procession (without academic regalia). They should begin assembling under the south balcony of the Field House at 9:30am. The Libraries will be open but all public service areas should try to operate with minimum staff in order to permit as many persons as possible to attend the convocation.

HEW Fellowship:
Duane H. McCord, former student assistant in Special Collections, has been awarded an HEW fellowship to attend library school at Emporia.

Music Library Hours:
The Music Library hours for Saturday and Sunday while classes are in session should be: Saturday, 10am-12noon; and Sunday, 2pm-5pm, 7pm-10pm. The Guide for Readers 2 indicating the hours for all libraries will be sent to the printer sometime next week. If any branch library has additional changes in their hours, please let Mr. Malinowsky know as soon as possible.

State Medical Library Program:
The Clendening Medical Library now offers reference and interlibrary loan services to health care personnel of Kansas under a one year program called the State Medical Library Program. It continues all of the services formerly covered by the Kansas Regional Medical Program which was discontinued when federal funding ended on June 30, 1973.

Faculty Annual Report:
All Librarians are required to fill out a Faculty Annual Report covering the period September 1, 1972 to August 31, 1973. The Director's Office requires 2 copies by October 1, 1973. 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. If you did not receive the report forms, see Nancy Shawbaker.

(OVER)

Personnel:
New employees include: Patricia Melody, Clerk III in Cataloging, August 20; Carol Williamson, Clerk II in Interlibrary Services, August 24; Elizabeth Dabeke, Clerk II in Reserve, August 20; Katherine Hughes, Clerk Typist II in Serials, August 20; Connie Morris, Clerk Typist I in Cataloging, August 20; and Peggy Waggoner, Clerk I in Copy Service, August 20. Resignations include Nina Logterman, Clerk Typist II in Special Collections, September 14 and Patricia Miller, Clerk II in Circulation, August 24.

Openings:
Staff interested in applying for promotion or transfer to the Clerk Typist II in Special Collections or the Clerk II in Circulation, should make application with Nancy Shawbaker by Tuesday, August 28.

PAYCHECKS:
The paychecks for Staff and Students arrive in the Director's Office on August 31. We will notify all departments. Please DO NOT call the office concerning arrival of these paychecks.

Fee Eligibility:
Last week in FYI (please re-read!) we mentioned the availability of staff fee and staff dependent fee eligibility cards. The regulations for both are: Staff dependent fee eligibility regulations--"Employees of universities or colleges under the state board of regents, and their dependents, classified and unclassified on regular payroll appointments for .4 time or more, shall be considered residents for fee purposes. The provisions of this regulation shall not apply to seasonal, temporary or hourly appointees. The sponsor must be employed at the beginning of a semester, for a period at least as long as a semester to establish resident fee eligibility for that semester. Excluded from eligibility for the staff rate are the following: 1. Hourly employees, of any category; 2. Individuals on "fellowship," "scholarship," or "traineeship,"; and Employees of the United States Geological Survey. The staff rate is calculated on an hourly basis, depending upon the number of hours of enrollment. The staff rate includes a prorated Campus Privilege Fee."

Calendars:
Departments needing copies of the 1973-74 School Events Wall Calendars should see Marilyn Mosberg in the Director's Office.

Governance Committee:
Copies of the draft of the governance structure as compiled by the Governance Committee are available from Marilyn Mosberg in the Director's Office.

LS 40:
Staff members interested in auditing (on released time basis) LS 40 may do so with the permission of their supervisor and the instructor. Auditors are required to complete all course work.

Kehde, Anna Honor, 1973-
Congratulations to Martha and Ned Kehde on the birth of a daughter, Anna Honor, on Wednesday, August 22, at 8 lbs. 13 ozs.

FYI

University of Kansas Libraries

From the Office of the Director

Number 209 August 30, 1973

General Staff Meeting:
Do not forget the general staff meeting on Tuesday, September 4, 3:30pm. The location has been changed to the Forum Room of the Kansas Union. A general discussion of the draft code for staff participation in the governance of the Libraries will be held at this meeting. Any changes or suggestions should be submitted to Eugene Carvalho as soon as possible.

Week-End Hours:
Please note that the hours for this week-end are: Saturday, 10am-2pm; Sunday, 2pm-10pm and Monday, Closed.

Fire Drill:
Thank you to everyone who cooperated in the fire drill on Wednesday. All suggestions, complaints, etc. should be forwarded to H. Robert Malinowsky.

On Vacation:
Alexandra Mason will be on vacation from September 4-21. William Mitchell will be in charge of Special Collections in her absence.

UKASE:
The next computer run will be Friday, September 14. Please submit corrections by Monday, September 10. Check-in strips will be picked up on Thursday, September 13.

Deadline:
The deadline for articles to be published in Gamut is Friday, September 7. Please send your articles to Lewis Armstrong in the Map Library.

Thank You:
The Marvin Library is now established due to the hard work of the following people: student assistants, Kerry Altenbernd, Vicki Henderson, Martha Fauhl, Fred Sullivan, Cathi Fuller, Mark Reynolds and Robert Cowan; STEP students, Connie Edwards, Pierre Howard, Gary Davis, and Tim Tubbs; staff, Sandy Wilson, Bill Deacon, Ruth Fauhl, Marna Young; the Security and Delivery crew from Watson; volunteers from the graduate students in Geology; and the volunteered services of Mrs. Young's husband, Donald. This move was done with a minimum of expense, maximum of energy, and no loss of service to the patron. Thank you for a job well done!

Supplies:
The hours for picking up supplies are back to the regular hours of 8:30-9:30am on Wednesday mornings.

Personnel:
New personnel include Michaelyn Burnette, Assistant Documents Librarian, August 28.

(OVER)

Annual Report Reminders:

Those Department Heads who have not submitted their annual reports, should do so as soon as possible in order that Mr. Heron can write the Libraries' annual report. It would also be helpful if the faculty annual reports could be submitted as soon as possible so that any pertinent information from them can be used in the report that Mr. Heron is writing.

FYI

University of Kansas Libraries

From the Office of the Director

Number 210 September 6, 1973

Open House:
Marna Young and her staff invite you to an open house of the Marvin Library, Tuesday, September 11, 1pm-5pm. This is an informal open house that will permit individuals to tour the library and meet the staff.

KULSA Elections:
The K.U. Library Staff Association elections will be held Wednesday, September 19, 3:30pm in the Spencer Auditorium. In order to vote you must pay your dues of $1.00 for librarians and library assistants and 50 cents for clerical staff members. Dues are payable now or at the meeting. Bring a pencil to mark your ballot. Persons who are not able to attend the meeting may pay their dues to the treasurer, Sharon Williams in the Order Department and vote absentee on September 17 or 18.

KULSA Nominations:
At this year's KULSA election, nominations from the floor will be discontinued. If you would like to nominate a person who is not already a candidate for an office, please contact Linda Serven in the Kansas Collection before September 17. Candidates for officers are: Gayle Kornelis and Ola Faucher for President; Bill Deacon and Nan Gauthier for vice president; Jean English and Linda Reeves for Secretary; and Sadie Bramble and Susan Hamilton for treasurer.

Hours:
If you are unable to satisfactorily answer questions concerning the reasons for cutting library hours, refer the library patron to H. Robert Malinowsky.

Personnel:
Patricia W. Henry is Security Officer I (half time) in Security & Delivery, and Janice M. Moore is Clerk Typist II in Interlibrary Services as of September 4, 1973.

Travel:
L. E. James Helyar will be working on a special collection associated with Brown University Library, Providence, R.I., from September 10 to 21.

FYI

University of Kansas Libraries

From the Office of the Director

Number 211 September 12, 1973

New Title:
The title for George Griffin is now Curator of the Kansas Collection. This title was last used in 1967/68.

Oread Library Association:
Oread Library Association will meet Thursday evening, September 13, 8:00pm at 1141 West Twenty-first Street. Daniel Cordeiro will talk about his visit to libraries in Central America. Interested staff members are cordially invited to attend. Please let Marilyn Clark or Rosemary McDonough know if you will be there.

Reference Catalog:
The Reference Department has discontinued the Reference Collection Catalog because of budget cuts. The Reference Collection Shelflist will be maintained in a less conspicuous area of the Reference Room. Please let Marilyn Clark know immediately if this change in any way constricts your activity.

New Exhibit:
A new exhibit, "Resources for Indian Studies: U. S. Government Documents," is now in place in the basement exhibit gallery. The exhibit was compiled by Marion Howey and the Documents Department staff.

Personnel:
Margaret Kenny has been promoted to the Library Assistant position in Special Collections as of 10/1/73. Marilyn Landon is Clerk II in Circulation as of 9/10/73. Linda Copp was reinstated as Clerk Typist II in Serials as of 9/10/73.

Fall Picnic:
The Annual Fall Library Picnic will be at 4:30pm, Saturday, September 15 at Centennial Park. We do not plan on eating until 5:30 so all the football enthusiasts can attend the game and the picnic as well.

Student Time Cards:
All student time cards are due in the Director's Office on Friday, September 14 at 9:00am.

KULSA MEETING:
There will be a meeting of the Kansas University Libraries Staff Association on Wednesday, September 19, Spencer Auditorium, 3:30pm. The agenda will include the election of officers for 1973-74 and a "Meet the Directors" program. Bring your money for dues, a pencil for your ballot, and your questions for the directors. Please invite new staff members in your department to the meeting.

Watson Air Conditioning:
The air conditioning system is out of order indefinitely pending factory repairs per Buildings & Grounds.

FYI

University of Kansas Libraries

From the Office of the Director

Number 212 September 20, 1973

Orientation:
Staff orientation will begin on Monday, October 8. All of those who have been invited should let Mr. Malinowsky know if they are going to attend. Selection for attending has been based partly on position and partly on length of time here. It is impossible to include all new staff in the Fall series. Those who have not been invited will be invited to the Spring series.

Personnel:
New classified staff include Joy Fry, Clerk Typist II in Cataloging, September 13 and Myrna Johnson, Clerk Typist II in Special Collections, September 17.

Opening:
Staff members interested in applying for promotion or transfer to the Clerk II position in Cataloging (Card Production Section) should make application with Nancy Shawbaker by Tuesday, September 25, 1973.

Exhibit:
With the document exhibit of Indian resource materials in the basement exhibit area is an outstanding exhibit of art prepared by students at Haskell Indian Junior College.

Call Number in Books:
The penciled call number that was formerly on the verso of the title page of every cataloged book now appears on the title page itself. Departments that send books to Cataloging for remarking should transfer this penciled call number to the title page before sending to Watson.

New KULSA Officers:
The new officers for the Kansas University Library Staff Association are: President, Ola Faucher; Vice President, Bill Deacon; Secretary, Marion Kliewer; Treasurer, Sadie Bramble.

FYI

University of Kansas Libraries

From the Office of the Director

Number 213 September 27, 1973

Chancellor to Visit:
Chancellor Archie Dykes will visit with the University of Kansas Libraries staff on Monday, October 8 in the staff room of Watson Library, from 3pm-5:30pm. Because of space limits, a schedule will be made so that all Departments will have a chance to meet Chancellor Dykes.

Staff Meeting Minutes:
Minutes of the Staff Meeting on September 4 are being distributed to Departments. Additional copies are available in the Director's Office.

Book Sale:
The annual sale of library duplicates will be held on Wednesday and Thursday, October 3 and 4, under the supervision of Rosemary McDonough. The sale will run from 9am to 4:30pm each day, and we need about 16 volunteers to man the cash desk for shifts of about two hours. If you would like to help, please get clearance from your supervisor, and then check with Ms. McDonough.

Staff Orientation:
Staff orientation begins Monday, October 8, 10am, in the Watson Library Conference Room. Administrative procedures, systems and security and delivery will be covered Monday with Circulation, Reference, and ILS covered on Friday, October 12.

Personnel:
Cecily Stephens resigns as Clerk I in Order as of 9/24/73. Mary Ann Baker is Clerk II in Cataloging as of 9/24/73. Connie Morris is Clerk II in Cataloging as of 10/1/73.

Openings:
Staff members interested in applying for promotion or transfer to the Clerk I in Order or the Clerk Typist II in Special Collections should make application with Nancy Shawbaker by Tuesday, October 2.

Items Left at Fall Picnic:
Several items were left at the Fall Picnic on September 15. These items can be picked up in the staff room of Watson Library.

FYI

University of Kansas Libraries

From the Office of the Director

Number 214 October 4, 1973

Librarians' Conference:
The next Librarians' Conference will be Wednesday, October 10, 8:30am in the Watson Library Conference Room. The agenda concerns tenure and related problems.

Classified Conference:
The Classified Conference will meet Friday, October 5, 3:00pm in the Spencer Auditorium. The agenda will include an address by David Heron concerning the Conference and its constitution, a discussion of the Governance Committee progress, voting on proposed amendments, and the nomination of new officers. Be sure to attend.

United Fund:
The Libraries' representative for the United Fund is Michaelyn Burnette. You will be receiving more information from Ms. Burnette in the near future.

UKASE:
There will be a UKASE computer run Friday, October 12. Send all corrections to Kathy Hughes by Monday, October 8. Check-in strips will be picked up on Thursday, October 11.

October Buffet:
The October Buffet will be on Friday, October 5 in the Watson Library Staff Room. Please bring a covered dish and your table service.

In Hospital:
Hazel "Andy" Anderson, Law Librarian Emeritus, is in the Watkins Hospital (on campus) with an injured cartilage in the lower part of her back. She welcomes visitors.

Help:
H. Robert Malinowsky is on one committee at the Kansas State Teachers College Library School in Emporia that is concerned with defining the goals and objectives of the Library School. This is all in preparation for the accrediting team that will be visiting in a couple of years. Mr. Malinowsky has been asked, as an outsider, to submit what he thinks the goals and objectives should be. Any help from Emporia graduates and other librarians would be appreciated.

Openings:
Staff members interested in applying for transfer or promotion to the Clerk Typist I position in the Card Production Section of Cataloging should make application with Nancy Shawbaker by Tuesday, October 9.

Orientation Workshop:
An Orientation Workshop for new staff members will be held on Thursday, October 11, 1973 from 1:00 to 5:00pm in the Council Room of the Kansas Union.

(OVER)

Use of Leave by Classified Staff:

Because of the variation in reporting dates as opposed to use dates, there has been some misunderstanding on when earned leave may be used. Leave is earned on the basis of the calendar month and is available for use when the month has expired. Leave (used and earned) is reported to the Director's Office on a monthly basis approximately one week (subject to some slight variation) before the end of the calendar month to be consistent with Payroll Confirmation Sheets. After the initial month of employment, an employee must be on pay status for at least 25 calendar days each month in order to earn leave for that month.

Leave cannot be used in advance of the time it is earned.

Book Review:

Bernard Reams has a book review of The Supreme Court Review, 1972, in the October 1973 issue of Perspective.

FYI

University of Kansas Libraries

From the Office of the Director

Number 213 215 October 11, 1973

Travel:
H. Robert Malinowsky will be in New York for a Special Libraries Association board meeting, October 10-12. John L. Glinka will be on vacation October 12-17.

Veterans Day:
Monday, October 22 is a holiday for all state employees, but the Libraries will be open on the normal schedule. Employees who have to work or may want to work on this holiday should report the time on the weekly work record (gray card). Classified employees who will be absent on the holiday should report this on the regular Absence Record card.

Staff Orientation:
Further sessions will be held on Friday, October 12, covering Circulation, Reference, and Interlibrary Services, and on Monday, October 15, covering Reserve, Microforms and Documents. Both sessions begin at 10am in the Watson Library Conference Room.

Beginning COBOL Course Offered:
The Computation Center will offer a short course in Beginning COBOL on Tuesday and Thursday evenings, October 16 through December 6. This is an introductory non-credit course in the programming language COBOL (Common Business Oriented Language), designed to teach the fundamentals of the language as well as provide an introduction to computer programming. Ed Granger will be the instructor. For enrollment, stop by Summerfield Annex A or call 864-4291 during office hours. The enrollment charge will be waived for Library staff members.

Retirement Credits: Out-of-State Teaching Service:
A recent issue of KPERS Papers carried the following note, perhaps of interest to some staff members. "House Bill 1969 provides that any employee of a participating employer who is a member of KPERS and who was previously employed in a teaching position with a public school system of another state may elect to purchase additional benefits for not exceeding 10 years of such out-of-state public school employment." If you wish to have more information on this subject, see Mrs. Myrtle Buller, Staff Benefits Director.

Book Sale:
A total of 2,692 books and documents, and 1,568 maps were sold on October 3 and 4. Cash receipts of $935 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, especially Rosemary McDonough, whose concern and work lasted for far more than a single week, and Bob Richards and his crew who moved all the books in (and some of them out again).

(OVER)

KULSA Committee Opportunities:
Library staff members are being given the opportunity to serve on the KULSA committee of their choice. A sign-up sheet is being circulated to each Department. If a sheet did not reach you, contact Marion Kliewer, KULSA Secretary. Return signed sheets to Ola Faucher, KULSA President.

Personnel:
Elaine Bonebrake resigns as Clerk II in Cataloging, effective 11/14/73.

Openings:
Staff members interested in applying for promotion or transfer to the Clerk II position in Direct Copy, section of Cataloging, should make application with Nancy Shawbaker by Tuesday, October 16.

Student Time Cards:
All Student time cards are due in the Director's Office on Monday, October 15 at 9am.

Desk Calendars:
All Departments should contact Marilyn Mosberg, Director's Office, concerning number and size of desk calendars needed.

FYI

University of Kansas Libraries

From the Office of the Director

Number 216 October 18, 1973

Recommendations for Promotion:
Recommendations for promotion (in 1974) from individual faculty members (see the new Faculty Handbook p. 14) either of other candidates or of themselves, must reach the Office of Academic Affairs by November 30, 1973. To permit establishment of an ad hoc committee (pending establishment in the Libraries' code of a new standing committee), such recommendations should reach the Director's Office by November 5. Instructions for departmental recommendations will be distributed shortly.

Orientation:
The orientation session for Monday, October 22, has been changed to Tuesday, October 23, 10am-12noon. On Friday, October 19 the following areas will be covered: Book Selection, Order, and Exchange and Gifts. On Tuesday Cataloging and Copying Service will be covered.

Personnel:
Patricia Hixon is Clerk Typist II in Special Collections, October 18.

UKASE:
There should be a UKASE computer run Friday, October 26. Corrections must be received by Monday, October 22 for processing in this cycle. Check-in strips will be picked up Thursday, October 25. If the Automata Receiver is not back by October 23, we will notify you by telephone to continue sending corrections and a possible date for the run.

Committee Assignment:
The following persons are members of the Committee on Revision of the Libraries' Promotions and Tenure Criteria and Procedures: John Nugent, Ruth Miller, Linda Griffin, Nancy Bengel, and John L. Glinka.

Library Hours for Monday, October 22:
The following libraries will be closed on Monday, October 22 because the buildings are locked for security purposes: Science Library, Music Library, Marvin Library, Mathematics Library, Dyche Reading Room, and Business and Economics Reading Room. Regular hours will be observed in all libraries on Saturday and Sunday, October 20 and 21. Watson Library and Spencer Library will be open on Monday.

Law Library Hours:
The Law Library has extended its hours to midnight, Monday through Friday and Sunday through the help of the Law School granting them extra student assistant funds. They will be open 8am-midnight on Monday, October 22.

Opening:
Janice Moore, Clerk Typist II in Interlibrary Services, resigns as of November 1. Staff members interested in applying for promotion or transfer to this position should make application with Nancy Shawbaker by Wednesday, October 24.

Kansas Union:
The Kansas Union will be closed Monday, October 22.

FYI

University of Kansas Libraries

From the Office of the Director

Number 217 October 25, 1973

Personnel:
Patricia Hixon resigns as Clerk Typist II in Special Collections, October 22, 1973.

Openings:
The Clerk Typist II position in Special Collections that was previously advertised in FYI is open again. Staff members interested in this position should make application with Nancy Shawbaker by Tuesday, October 30.

Orientation:
Orientation for this Friday will cover Slavic, East Asian, and Latin American areas. On Monday, October 29 it will cover Serials and the Art Library.

Volunteers Needed:
The Buffet Committee must have volunteers if the monthly buffets are to continue. At present, only one person has volunteered. If you are interested in serving on this KULSA Committee, please see Ola Faucher as soon as possible.

Sabbatical Leaves:
Applications for sabbatical leave are due in the Office of Academic Affairs on November 1. Criteria for sabbatical leave are available in the Director's Office.

FYI

University of Kansas Libraries

From the Office of the Director

Number 218 November 1, 1973

Librarians' Conference:
The next Librarians' Conference will be on Wednesday, November 21st, at 3:30pm in the Watson Library Conference Room.

Senate Meeting:
There will be a meeting of the University Senate on Thursday, November 8th, at 3:30pm, location yet to be announced.

Thanksgiving Holiday:
All libraries will be closed on Thanksgiving Day, Thursday, November 22nd, and on Saturday and Sunday, November 24th and 25th. All libraries except Watson (8am - 5pm; public service departments only) and Law (8am - 5pm) will also be closed on Friday, November 23rd.

Travel:
David W. Heron will be in Washington from October 31st to November 2nd for a meeting of the Executive Board, American Library Association. Anna R. Condit, Ellen Johnson and H. Robert Malinowsky will be in Cheyenne, November 5-7, for the annual meeting of the Mountain Plains Library Association.

Heating System:
In order to conserve fuel, Buildings and Grounds have set and locked all thermostats in campus buildings at 70°. If this appears to be causing particular problems, please notify the Director's Office.

Time Cards:
All student time cards are due in the Director's Office on Tuesday, November 13.

Opening:
Peggy Waggoner has been appointed to a Clerk Typist I position in Cataloging. Staff members interested in applying for transfer to the Clerk I in Copying Service should make application with Nancy Shawbaker by Tuesday, November 6.

Weekly Reporting:
The deadline for weekly reporting of hours worked by classified staff (gray cards) has been advanced to Friday afternoons because of problems caused by late deliveries to the Director's Office.

New Exhibit:
Now in the Basement Gallery is a travelling exhibit from the American Institute of Graphic Arts, devoted to book design, and made up of book, journal and record covers, and inside spreads from books and journals. Kerstin Camenietzki was responsible for securing it, and Gene Carvalho for putting it up, putting it up, putting it up.

FYI

University of Kansas Libraries

From the Office of the Director

Number 219 November 8, 1973

Librarians' Conference:
There will be a Librarians' Conference on Wednesday, November 21st, at 3:30pm in the Watson Library Conference Room.

Friends of the Library:
The Fall meeting of the Friends of the Library will be on Friday, November 9th, with Irvin Youngberg as the featured speaker.

Oread Library Association:
The Oread Library Association invites you to meet on Tuesday, November 13th, at 7:30pm for a lecture given by Barbara Backus on the "Non-library-system Libraries at the University of Kansas" to be held in the Staff Room on the 3rd floor of Watson Library. Please call 864-3425 between 8:00 and 5:00 by November 9th to let us know if we can expect you. Rosemary McDonough

Travel:
David W. Heron will be in Washington on Monday, November 12th, for a meeting of the ARL Committee for a System of Interlibrary Communication, to be held at Brookings Institution. John L. Glinka will be in New York on Thursday and Friday, November 8th and 9th, for a meeting on the ARL-sponsored management survey of the Columbia University Libraries.

Opening:
Christine Johnson resigns as Clerk II in Cataloging as of 11/8/73. Staff members interested in applying for promotion or transfer to this position should make application with Nancy Shawbaker by Tuesday, November 13th.

Deadline:
Student time cards are due in the Director's Office on Tuesday, November 13th at 9am.

FYI

University of Kansas Libraries

From the Office of the Director

Number 220 November 15, 1973

Librarians' Conference:
The Librarians' Conference will be on Wednesday, November 21, 3:30pm in the Watson Library Conference Room. Included on the agenda will be reports by John Glinka on the Criteria for Promotion and Tenure Committee; by L. E. James Helyar on the serials cancellation project; by Ellen Johnson on Cardset; by H. Robert Malinowsky on LS 260 and MPLA; by John Glinka on the ARL Management Study at Columbia University; and by David Heron on meetings of KALC and MASUA.

Evaluation of Classified Staff:
Philip Rankin, Director of the Personnel Office, will discuss a modified evaluation form for classified employees Tuesday, November 20 at 9:00am and 2:00pm in the West Reading Room of Watson Library. Classified staff and supervisors responsible for evaluation of classified staff are urged to attend one of the sessions.

Promotion and Tenure:
Recommendations for promotion (other than by the individual faculty member) are due in the Office of Academic Affairs by January 4, 1974. To allow time for preparation of documents and consideration by the Libraries' Promotions Committee, please submit recommendations to the Director's Office by December 3.

Grant:
George Griffin has been awarded a grant of $4,875.00 by the Kansas Committee for the Humanities for the purpose of making a movie "Junction City--Town in Transition, 1880-1919." The movie will be made from the various photograph collections in the Kansas Collection. Roy Gridley of the English Department and Bob Richards will assist in making the movie.

Exhibit:
For a bit of nostalgia of World War II, have a look at the exhibit of various rationing stamps that were used at that time. 1974????

SLIC Ballot:
Please add the names of Mary Green and Polly Trillich to your SLIC ballot for the professional staff members eligible for election to SLIC. They were inadvertently omitted. Please return ballots to Ola Faucher by Wednesday, November 21.

Personnel:
Barbara Stanley is Clerk Typist II in Special Collections as of November 12. Roger Sims resigns as Clerk II in Serials as of November 30.

Opening:
Staff members interested in applying for promotion or transfer to the Clerk II position in Serials should make application with Nancy Shawbaker by Wednesday, November 21.

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Books and Libraries:
Any staff member who would like to receive Books and Libraries should give his or her name to Linda Reeves.

Courier:
Effective immediately, the Friday courier trip will be discontinued. The courier schedule for Monday through Thursday is unchanged. The Friday route affects stops at KUMC, Linda Hall, the State Library, and Kansas State University. Changes in ILS procedures for these locations will be decided later.

University Council:
Marilyn Clark has just been appointed to the University Council to replace a member who is on sabbatical.

Orientation:
Orientation for Friday, November 16 will cover Music and Law with tours of both facilities. The make-up session on Monday, November 19 will cover Serials and Art.

Conserve:
To keep in step with the rest of the state agencies, please conserve electricity and heat wherever possible. If you are aware of electric lights that are on for no reason whatsoever in the building or of areas where some lights could be turned off, please let the Director's Office know. Also, please continue to inform the Director's Office of any extreme heating problems.

UKASE:
There will be a UKASE computer run Friday, November 30. Please have corrections in by November 26.

FYI

University of Kansas Libraries

From the Office of the Director

Number 221 November 21, 1973

(This is a skeleton pre-Holiday issue; normal service will resume next week.)

HAPPY THANKSGIVING!

Personnel:
Bonnie Postlehwaite is Clerk I in Order as of 11/26/73. Elizabeth Paustian is Clerk II in Serials as of 12/3/73. Marsha Myer is Clerk II in the Direct Copy Section of Cataloging (initial appointment date pending).

Jennifer Lucas resigns as Clerk Typist II in Interlibrary Services as of 11/30/73.

Opening:
Staff members interested in applying for the Clerk Typist II position in Interlibrary Services should make application with Nancy Shawbaker by Tuesday, November 27.

Feedback:
Staff members who attended the session on classified evaluations are reminded to send feedback to Mr. Rankin in Personnel Services regarding the new evaluation forms.

Thanksgiving Holiday:
Classified employees who have to work on the Friday after Thanksgiving should report the time on the weekly work record (gray card). Classified employees who will be absent on Friday should report this on the regular absence report card. NO absence report card (pink card) is needed for Thanksgiving Day.

FYI

University of Kansas Libraries

From the Office of the Director

Number 222 November 29, 1973

Group Health Insurance:
Now is the time for eligible employees to enroll for the first time with the state group health insurance, to change status from single to family coverage, or to change their selection of high or low option coverage. All enrollment and change forms must be submitted to the Staff Benefits Office in Room 28 Carruth O'Leary Hall by November 30.

Courier:
The tentative schedule for the courier will be Topeka, Lawrence, and Kansas City on Monday and Thursday; Emporia and Wichita on Tuesday and Friday.

Dyche Reading Room:
The Dyche Reading Room will be open on Sunday afternoons from 1 p.m. to 4:45 p.m. while classes are in session.

SLIC:
Library staff members are reminded to cast the SLIC ballot and return to Ola Faucher, KULSA president, by Thursday, December 6, and to return the Professional Development Committee questionnaire to the committee member by the time of the KULSA meeting on Friday, December 7. Anyone not receiving these copies should obtain one from Marion Kliewer, KULSA secretary.

Speed Limits:
All staff are reminded that state employees using state-owned vehicles are prohibited from driving in excess of 50 miles per hour except in an emergency. President Nixon has recommended that you also apply the same speed limit to your personal cars.

Personnel:
Joseph Hewitt is Clerk II in Direct Copy of Cataloging as of November 28.

Block Numbers:
The following LC classification numbers have been added to the Art Library block numbers: TT 273--silk screen; TT 290--leather; TT 297--plastics crafts; TT 298--stained glass; and TT 25-126--history and country divided for arts and crafts. The books currently in these block numbers in the Watson stacks will be transferred within the next two months.

Holiday:
There currently is no word on whether or not the day before Christmas and the day before New Year's are to be holidays. At present time they are not holidays.

(OVER)

Staff Room:
The Watson Library staff room will be sprayed for bugs on Friday, November 30. Staff members should make arrangements to remove all containers and food items until Monday, December 3.

Gamut:
Believers in Gamut are urged to come forth and participate. Those interested in the content are welcome to work at writing and editing. Just as vital is the need for typing skills. If you can help publish the Gamut once every two months, please call Lewis Armstrong at 4-4420.

FYI

University of Kansas Libraries

From the Office of the Director

Number 223 December 6, 1973

Committee Assignment:
Sandy Mason has been appointed to a SenEx ad hoc Committee on Financial Exigency.

KULSA Meeting:
KULSA Meets tomorrow, Friday, December 7, 3:30pm in Spencer Auditorium. Dr. Thomas R. Smith, Chairman of the Senate Libraries Committee, will speak on how that body views our work and will answer questions from the floor. Ellen Johnson, Head of the Catalog Department, will report on the Mountain Plains Library Association meeting in Cheyenne. KULSA business will be transacted.

Boxes:
Persons needing boxes for gift wrapping should see Alberta Wright in Copy Service.

Lecture:
The 18th annual public lecture on books and bibliography will be held on Tuesday, December 11, 8pm in the Kenneth Spencer Research Library Auditorium. Graham Pollard will be the lecturer speaking on "A Big Round Hand; Manuscript Newsletters of the Eighteenth Century". The lecture is sponsored by the Departments of English and History, and the University Libraries.

Staff Room Lights:
Everyone should be energy conscious at all times. The Staff Room in Watson is a room with plenty of natural south light. On clear days, there should be no reason to have the lights on. It is therefore suggested that all staff who use the room consider turning the lights out if there is enough natural light.

Personnel:
Christina Spray is Clerk Typist II in Interlibrary Services as of December 3.

Student Time Cards:
All student time cards are due in the Director's Office on Wednesday, December 12, 9am.

Affirmative Action Advisory Unit:
The first meeting of the Affirmative Action Advisory Unit for women classified office and clerical workers will be held at 12noon, Monday, December 10 in the Cottonwood Room of the Kansas Union.

W-2 Forms:
Employees receiving W-2 forms from the State of Kansas for 1973 will only have their earnings represented through November 30, 1973. Your December pay check, to be received January 1, will be added to your 1974 earnings.

New Address:
Effective Thursday, November 29, the office of Personnel Services was moved to Room 8, Carruth-O'Leary. The telephone number will continue to be 864-4942.

Blind Services:
All public service desks are reminded that any questions concerning facilities for the visually handicapped should be referred to the Reference Desk in Watson Library.

Buffet:
Don't forget the December Buffet, Friday, December 7, in the Watson Library Staff Room. Bring a covered dish and your table service. Coffee and tea will be provided.

Thank You:
I want to thank all the members of the library staff who gave so generously to the Lawrence United Fund. Your contributions helped the United Fund meet its goal this year. Thanks again. Michaelyn Burnette

Exhibit:
The third floor exhibit area is now displaying student art from the Design Department under the direction of Herbert Friedson. The exhibit will be taken down this coming week-end.

Hospitality:
If you know of anyone who should have a card sent by the Hospitality Committee of KULSA, please contact Nancy Shackelford or Elizabeth Coover at 4-3753.

GO BIG BLUE BEAT N.C. STATE

Number 224 December 13, 1973

Holidays:
The University will curtail its operations during the coming holidays because of the energy crisis. The Libraries will close at 5pm on Friday, December 21 and open at 8am Wednesday, December 26; close at 5pm on Friday, December 28 and open at 8am Wednesday, January 2. December 24-25 and 31 and January 1 will be treated as holiday time for salaried staff and should be reported by classified staff on weekly grey cards. Do not submit an absence report card (pink) for the above 4 days. (Note, schedules had the Libraries open on Saturday, December 22, Monday, December 24 and Monday, December 31--we will now be closed on these days in addition to the ones indicated on the schedule.)

To Meeting:
H. Robert Malinowsky will be in Washington, D.C. at Catholic University today through Saturday.

Recycle:
The Art Library would like to have all of the used white 8½ by 11 envelopes. Please send them to the Art Library so that they can be used for uncataloged pamphlet materials. They will need between 500 and 1,000.

Tree Trimmin':
It's tree trimmin' time!! Saturday night, December 15, 6:00pm until who knows when at Westminster Center, 1204 Oread. Bring your "holiday goodies", and if you like, an ornament for the tree. Parking facilities are available across the street in the University lot.

Plan C:
The Governance Committee has decided to present Governance Plan C as an appendix to its own recommended Plan A when Plan A is revised and finalized. The Committee has asked that supporters of Plan C consider any additions or alterations to the original document (Gamut September special issue, p. 2) and make such changes promptly so that the plans can be submitted to the Classified and Librarians' Conferences as soon as possible. Therefore there will be a meeting Sunday, December 16, 2pm at the home of Marilyn Clark, 1411 W. 21st, for the purpose of preparing Plan C for presentation. Anyone who is interested in contributing is most welcome. If you would like to attend but have schedule conflicts, contact Marilyn Clark or Carol Chittenden in Reference, and they will make sure your ideas receive consideration.

Committee on Promotions and Tenure:
The following individuals have been elected to the Committee on Promotions and Tenure: Mary Green, Marilyn Clark, William Mitchell, Marna Young, Kent Miller, and Georgann Eglinski.

(OVER)

Library Staff Handbook:
The Staff Handbook is in need of revision. Would everyone read the Handbook and report changes, additions, questions, or problems to H. Robert Malinowsky as soon as possible.

Personnel:
Roselee Nunez is Clerk I in Copying Service as of 12/10/73. Alberta Wright resigns as Clerk II in Copying Service as of 12/23/73.

Revised Employees Handbook:
Department heads and supervisors will be receiving the revised University of Kansas Employees Handbook. Because of the limited supply, please circulate these in your departments and keep for reference.

Openings:
Staff members interested in promotion or transfer to the Clerk II position in Copying Service should make application with Nancy Shawbaker by Tuesday, December 18.

FYI

University of Kansas Libraries

From the Office of the Director

HAVE A VERY VERY HAPPY HOLIDAY SEASON!

Number 225 December 20, 1973

SLIC Election:
In the run-off SLIC election, Michaelyn Burnette has been elected to fill the second professional vacancy on the committee.

KULSA Christmas Party:
A note of appreciation is extended to the KULSA Christmas Party Committee for their efforts in preparation of the annual party. Though the weather was "frightful", the party was "simply delightful", and all who attended enjoyed the food and fun. Also, a special thanks to Bob Richards and his crew for moving the Christmas tree back to Watson. Ola Faucher, KULSA President.

Energy Saving Tip:
From the Faculty and Staff Newsletter: "Turn off lights not in use at office and home. Because of power needed for turn-on, fluorescent lights must be off about half an hour to produce a savings."

Lost-and-Found Items:
In order to facilitate and coordinate getting the items to Security and Parking, please bring all lost-and-found items to the Director's Office. Each item is to have an attached note indicating place and time found, description, and finder's name. This procedure is aimed particularly at valuable personal items, but notebooks, personal papers, and books should also be handled the same way. Please note that articles unclaimed in the Security and Parking office after 6 months may be claimed by the finder.

Personnel:
Janice Sorensen has been reinstated as Clerk II in Copying Service as of December 20.

Retiring:
Norma Osborne will be retiring as Clerk II in the Order Department on December 31, after 15 years of service to the University of Kansas Libraries.

Openings:
Staff members interested in transfer or promotion to the Clerk II position in Order should make application with Nancy Shawbaker by Wednesday, December 26.

Long Distance Telephone Calls:
Staff members are reminded to turn in a record of officially approved long distance telephone use. Cards are available in the Director's Office for this purpose. Calls to Topeka, Kansas City, and Kansas State University should be placed by dialing 183.

Reception:
The Kansas University Libraries Staff Association invites you to attend a reception in honor of Norma Osborne and Alberta Wright on Friday, December 21, at 4:00 p.m. in the Staff Room.

There will be no FYI for Thursday, December 27.