University of Kansas Libraries
From the Office of the Director

Number 277

January 9, 1975

Happy New Year to all of the Staff of the University of Kansas Libraries.

Librarians' Conference:
The Librarians' Conference will meet on Tuesday, January 14, 3:00 p.m. in Room B28 of Watson Library to continue the work of discussion and revision or acceptance of the Governance Report. All librarians are urged to attend with a copy of the April report, notes for discussion, and motions prepared in advance.

New Journal:
Serials has announced that they have placed a subscription to the new journal: Journal of Academic Librarianship.

Memorial to Florence Frazer Johnson:
The Business and Professional Women's Club of Lawrence is assisting in the selection of a KU student to be awarded a $340.00 scholarship in January, 1975, in memory of Florence Frazer Johnson. Mrs. Frazer, Florence's mother, wishes the award to go to a student who wants to become a Librarian and will continue his/her studies in Library Science. If you know of such a student who needs a scholarship for second semester, please contact Ellen Johnson, Catalog Department, 4-3049.

A Thank You:
The KULSA Christmas Party was held sometime ago but everyone will long remember it as a big success due to the efforts of many staff members who contributed time, food, and ideas. Special thanks must be given to Muriel Cook, invitations, Harriet Felber, decorations, Sherry Hawkins, food, D'Anne Murphy, music, and their devoted committee members who planned and worked so well together.

Block Number Change:
Block number TS 1870-1935, rubber industry, formerly in the Art Library has been changed to Marvin Library.

To Meetings:
John L. Glinka will be attending the ALA Midwinter meeting January 17-24 in Chicago. L. E. James Helyar will be Acting Director in Mr. Glinka's absence. H. Robert Malinowsky will be attending a hearing of the National Commission on Libraries and Information Science as it pertains to special libraries and also the Midwinter meeting of Special Libraries Association January 13-19 in St. Petersburg. He will also attend another hearing of the Commission in Chicago January 24-26 as it pertains to continuing education for librarians.

New Appointment:
Alexandra Mason has been appointed Courtesy Professor in the Department of English.
Heavy Use:
Due to some ambitious special researchers, the Kansas Collection reports a whopping circulation of 26,376 items for December!

General Research Fund Applications:
Pertinent last minute reminders concerning general research grant applications are:
1. Submit 7 copies of the application to ORA, 123 Strong Hall, by 12 noon, Monday, January 13.
2. Be sure one copy is signed by principal investigator and chairman.
3. Please give specific dates and percent of effort of summer salary requested for principal investigator. For further information contact Dean Henry L. Snyder in the Office of Research Administration.

Richard Abel and Company:
We have just received word that the Abel Company has gone out of business. The Serials and Order Departments will be turning to other dealers for materials that are presently on order and for future orders of similar materials. Receipts under the North American Approval Order Program have been slowed down for some time because of the trading difficulties of the company, and in order to ensure that newly published materials are made available to the Library's users the Book Selection Office and the Order Department have been supplementing the service by the use of current bibliographical sources and alternative dealers. This activity will be increased so that our overall pattern of acquisition remains unchanged.

Position Freeze:
Effective December 18, Governor-elect Bennett requested that all vacant positions funded with State funds be temporarily frozen. In order to fill any classified, administrative, or other non-teaching position, the Governor's Office wishes to review each vacancy prior to granting approval to fill the position. Justification for the filling of vacant positions must be submitted by the University to the Governor's Office and must await the latter's approval before an appointment can be processed. Recruitment for the position can be conducted simultaneously, but candidates will be informed that the opening is contingent on approval by the Governor's Office. Teaching positions and seasonal and temporary positions are exempt from the freeze.

If a classified or unclassified library position becomes vacant, the department head should submit a written statement justifying the need to fill the position to Mary Green as quickly as possible. If classified, the position justification will be forwarded to the Personnel Services Director; if unclassified, the position justification will be forwarded to the Vice Chancellor for Academic Affairs. No job offer can be extended until permission has been received from the Governor's Office. Thank you for your cooperation in this change.

Affirmative Action Goals:
The Libraries' affirmative action goals and timetables, submitted 5/31/74 by former Director David Heron, are available at the Watson reference desk. -- Mary Green

Student Time Cards:
Student time cards are due in the Director's Office on Wednesday, January 15 at 9:00 a.m.
Personnel:
Robert Marvin is Clerk II in Cataloging as of January 6.

Classified Conference:
There will be a meeting of the Classified Conference on Friday, January 17 at 3:00 p.m. in the West Reading Room. Election of officers will be held. The candidates for co-chairpersons are Muriel Cook, Sarah Couch, Sherry Hawkins and Claudia Schlegel. The candidates for secretary are Linda Harker and Mary Lou Rockers.

If you are unable to attend the meeting, absentee ballots will be available from Sarah Couch in the Serials Department on January 16 and on January 17 until 2:30 p.m.
Staff and Resident Rate Fees:
In order to establish eligibility for payment of fees at the staff or resident rate, the employee or sponsor must be employed by the University on a monthly, semester, or yearly basis for at least 40% of full time service. Hourly employees are not eligible. Employment must begin on or before the first day of the semester or not later than the first day of the following month, and must continue through the semester.

Commendation:
Mr. Glinka has just received a letter from Frank Owen, Assistant Comptroller, which reads: "I have had occasion to look at the payment documents submitted by your Library sections over the first six months of the 1974-75 fiscal year. Without exception everything is in very good order. I'd like to ask you to pass the word to Nancy Shawbaker, Laverta LeBombard, Luceil Hamlin and everyone who takes part in the order and payment process that all of us in the Voucher Audit Section appreciate their efforts."

Research Opportunities from Local Funds:
The Faculty Handbook (73-74, p. 25) contains some information on local funds available for research and other purposes; the Research Administration Newsletter also contains such information as do various issues of the Faculty and Staff Newsletter. The Office of Research Administration has just issued a memorandum providing a concise summary of these opportunities, a copy of which is available at the Reference Desk. For additional information, please contact the ORA, 123 Strong Hall (4-3126).

Librarians' Conference:
The Librarians' Conference will meet on Tuesday, January 21, 3:00 p.m. in Room B28 of Watson Library to continue work on the Governance Report, beginning with line 127, p. 10, Committee on Budget and Planning. All librarians are urged to attend with a copy of the April report.

Telephone Changes:
The following mini-directory covers the changes in the Catalog Department:
4-3049 Ellen Johnson
4-3038 Processing Sections, Barbara Clason, Earl Gates
4-4165 Catalogers, Bibliographic Section
In addition, the Latin American Department telephone (3351) has moved to a convenient point for the department.
Schedule of Hours:
Hours next week will follow last semester's regular schedule; departments and units will be notified of changes, if any, in the schedule for the spring semester as soon as information is available.

Personnel:
Marilyn White is Clerk Typist II in Serials as of 1-15-75. Christine Johnson is Clerk I in Copying Service as of 1-13-75.

Work-Study Funds:
The Libraries have exhausted all their Work-Study funds for fiscal 1974-75. All Work-Study students will be paid from the regular student funds starting with the January pay period.
Library Hours:
Attached for your information is a copy of the new schedule of hours for all Libraries until June 8. The major change is that the Libraries will stay open until 11:00 p.m. Sunday through Thursday and both Mathematics and Documents have been given extra funds to extend their hours.

Senate Libraries Committee:
At the past Librarians' Conference it was moved and passed to dispense with a second ballot to elect a representative to Senate Libraries Committee. The results of the first ballot are final with Gene Carvalho the representative and Georgann Eglinski as an alternate.

UKASE:
There will be a UKASE computer run on Friday, February 7. Please send corrections to Serials by 5:00 p.m., Thursday, January 30. Check in strips will be picked up Thursday, February 6.

Trial Coffee Service:
Nancy Shawbaker and H. Robert Malinowsky have paid for a one month trial period of a new coffee maker in the Director's Office. There is no rental on the machine. Supplies which include coffee, creamer, sugar and stirs cost $14.00 for 600 cups. If any departments or any scheduled conferences would like to use the coffee from this service, please let Nancy know. Donations would be appreciated in order to defray the rising costs of coffee. The strength of the coffee can be regulated.

Librarians' Conference:
The next Librarians' Conference will meet at 3:00 p.m., Tuesday, January 28, in B28 of Watson. The "Bylaws of the Code of Governance" will be taken up for discussion, revision and approval. A quorum of 18 will be required for approval of the Bylaws. The LCPT code will be ready with recommendations on March 1. All librarians are urged to attend.

Kansas Committee for the Humanities:
Persons interested in submitting proposals to the Kansas Committee for the Humanities should request a proposal development planning kit which provides full information for writing proposals, including guidelines, steps in proposal development, matching funds information, and an application form. The kit is available from Ms. Marion Cott, Executive Director, Kansas Committee for the Humanities, 616 Merchants National Bank, Topeka, Kansas 66612. Applications may be submitted at any time. The next review deadline is April 4.
Unclassified Position Openings:
The Governor's Office has granted approval to fill the positions of Rare Books Librarian (half-time), Humanities Cataloger, and Library Systems Specialist.

Review of Classified Library Positions:
Completed position description forms are being reviewed this week by H. R. Malinowsky, L. E. James Helyar, and A. Mason. They will then be reviewed by Mary Green, who will consult with each department head. John Glinka will review and forward all of the descriptions to the Personnel Services Office for further review and counseling.

Equipment Allocations, F1975:
With advice from the Ad Hoc Budget Advisory Committee, a list of equipment and allocations has been established. Five Selectric II typewriters are being distributed today (Documents, Exchange, ILS, Order, Serials), and orders for other equipment will be placed as quickly as possible. A full list of departments and equipment allocated (subject to final cost and availability) will be reported next week.

Classified Conference:
New officers of the Classified Conference are: Sarah Couch, Co-chairperson; Muriel Cook, Co-chairperson, and Mary Lou Rockers, Secretary. The Group Representatives are: Group I, Galina Kuzmanovich; Group II, Susan Hamilton; Group III, Nancy Shawbaker; Group IV, Bonnie Postlethwaite; Group V, Nancy Shackelford; Group VI, Sally Atkinson; Group VII, Carol Lockhart; Group VIII & IX, Joe Hewitt and Stephen Ahsmuhs.

Ola Faucher will be the Classified Conference representative to attend the Senate Library Committee meetings, and Nan Gauthier will be the alternate.

We extend our best wishes to all the newly elected officers and representatives. Lewis Armstrong and Nancy Shawbaker.
### SCHEDULE OF HOURS

**January 20, 1975 through June 8, 1975**

<table>
<thead>
<tr>
<th>Circulation</th>
<th>Documents</th>
<th>Mathematics</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microforms</td>
<td>M-F 8am-5pm</td>
<td>M-F 8am-5pm</td>
</tr>
<tr>
<td>Reserve</td>
<td>Su 7pm-10pm</td>
<td>Su 7pm-10pm</td>
</tr>
<tr>
<td>Serials</td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-5pm</td>
</tr>
<tr>
<td>Copying</td>
<td>F 8am-5pm</td>
<td>F 8am-5pm</td>
</tr>
<tr>
<td>Science</td>
<td>M-Th 8am-5pm</td>
<td>M-Th 8am-5pm</td>
</tr>
<tr>
<td>Marvin</td>
<td>Sa 9am-5pm</td>
<td>Sa 9am-5pm</td>
</tr>
<tr>
<td>Music</td>
<td>Su 2pm-11pm</td>
<td>Su 7pm-10pm</td>
</tr>
<tr>
<td>Reference</td>
<td>M-Th 8am-11pm</td>
<td>M-Th 8am-10pm</td>
</tr>
</tbody>
</table>

**Jan. 20 - 26**
- M-Th 8am-10pm
- F 8am-5pm
- Sa 9am-5pm
- Su 2pm-10pm
- M-F 8am-5pm
- Sa 9am-5pm
- Su 7pm-10pm
- M-F 8am-5pm
- Sa 9am-5pm
- Su 7pm-10pm

**Jan. 27-Mar. 8**
- M-Th 8am-11pm
- F 8am-5pm
- Sa 9am-5pm
- Su 2pm-11pm
- M-Th 8am-5pm, 7pm-10pm
- F 8am-5pm
- Sa 9am-5pm
- Su 7pm-10pm
- M-Th 8am-7pm
- F 8am-5pm
- Sa 9am-noon
- Su Closed

**Mar. 9**
- SPRING BREAK
- Su Closed
- Su Closed
- Su Closed

**Mar. 10-14**
- M-F 8am-5pm
- M-F 8am-5pm
- M-F 8am-5pm

**Mar. 15-16**
- Sa-Su Closed
- Sa-Su Closed
- Sa-Su Closed

**Mar. 17-29**
- M-Th 8am-11pm
- F 8am-5pm
- Sa 9am-5pm
- Su 2pm-11pm
- M-Th 8am-5pm, 7pm-10pm
- M-Th 8am-5pm
- F 8am-5pm
- Sa 9am-5pm
- Su 7pm-10pm
- M-Th 8am-7pm
- F 8am-5pm
- Sa 9am-noon
- Su Closed

**Mar. 30**
- EASTER
- Su Closed
- Su Closed
- Su Closed

**Mar. 31-May 16**
- M-Th 8am-11pm
- F 8am-5pm
- Sa 9am-5pm
- Su 2pm-11pm
- M-Th 8am-5pm, 7pm-10pm
- F 8am-5pm
- Sa 9am-noon
- Su Closed
- M-Th 8am-7pm
- F 8am-5pm
- Sa 9am-noon
- Su Closed

**May 17-18**
- Sa-Su Closed
- Sa-Su Closed
- Sa-Su Closed

**May 19-23**
- M-F 8am-5pm
- M-F 8am-5pm
- M-F 8am-5pm

**May 24-26**
- MEMORIAL DAY
- Sa-M Closed
- Sa-M Closed
- Sa-M Closed

**May 27-June 8**
- M-F 8am-5pm
- M-F 8am-5pm
- M-F 8am-5pm
- Sa-Su Closed
- Sa-Su Closed
- Sa-Su Closed

**East Asian Library:** M-F 8am-5pm; Closed weekends and Memorial Day.

**Department of Special Collections and Kansas Collection:** M-F 9am-6pm; Closed weekends and Memorial Day.

**University Archives:** M-F 9am-5pm; Closed weekends and Memorial Day.

**Map Library:** M-F 9am-12noon; 1pm-6pm; Closed weekends and Memorial Day.

**Entomology Reading Room:** Tuesday only 10am-4pm.

**Dyche Reading Room:** M-F 1pm-4pm; Closed weekends and Memorial Day.

**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. Closed Memorial Day and Easter Sunday.

**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.
Tentative Visit:  
Chancellor Dykes and Vice Chancellor Shankel plan to make a brief one-hour tour of Watson Library facilities Monday morning, February 3.

New Exhibit:  
A new exhibit prepared by Peggy Groner called "A Kansas Immigrant Story" is now in place in the Kansas Collection.

1975 Equipment:  
With the advice of the Ad Hoc Budget Committee the following list of equipment and allocations has been decided upon: 6 electric typewriters (Order, Exchange, Serials, Documents, ILS, one yet to be allocated); Book trucks (Latin American, Slavic, Serials, Marvin, Science, Watson general--numbers dependent on final prices); 28 secretarial chairs (replacements; distribution to be worked out); 1 chair for Exit Control; 5 card catalog cabinets (Documents 3, Marvin, Science); 6 Microfiche cabinets (Microforms 4, Documents 2); 1 shelving unit for Science (to be built by B & G); 2 embossograph charging units (Science, Mathematics); and 1 Cartridge drive for microfilm reader (Catalog). Orders are being placed currently.

SLIC:  
The new members of SLIC are Rosemary McDonough, Carol Chittenden, Nancy Shaw-baker and Kathy Hughes. The first meeting of 1975 will be held on Tuesday, February 4, 9:00 a.m. in Room B28. All present members and new members should plan to attend. Nan Gauthier, Chairman for 1974, will present a report on the activities of the past year and call for the election of a new chairman.

Have you seen?  
Volumes 1, number 1 through 21, number 3 of the Journal of the Experimental Analysis of Behavior are missing from the Periodicals Reading Room at call number 150.05 J8285. Interlibrary Loan needs it badly. If you have seen it recently, please let Georgann Eglinski or Sarah Couch know.

Classified Office and Clerical Workers:  
The next meeting of the Classified Office and Clerical Workers will be Wednesday, February 5, at noon and 2:00 p.m. in the Union. The meetings, using an identical agenda, will be in the Meadowlark Room at noon and the Council Room at 2:00 p.m. Executive Vice Chancellor Shankel will be present for the first 30 minutes to answer questions from the assembly. The last half of the meeting will be to conduct regular business.
Oread Library Association:
The Oread Library Association will meet Sunday, February 9 at 3:00 p.m. with Galina Kuzmanovic, 1638 Indiana. Irina Corten, Assistant Professor of Slavic and Soviet Area Studies, will show her collection of slides of cartoons, "Russians Laugh at Themselves." The cartoons were collected from a Soviet humor magazine. All interested staff members are cordially invited to attend. If you plan to be there, please let Bill Deacon or Mrs. Kuzmanovic know. There is parking on the east side of the street up the hill from Galina's house.
Librarians' Conference:
The Librarians' Conference will meet Tuesday, February 11, 3:00 p.m., in B28 of Watson Library to work on the last article of the "Bylaws" and the section on Professional Performance and Recruitment. The Code and Bylaws as passed so far will be distributed this week. Members should bring their copy of the "Code and Bylaws," dated February 4, 1975.

Stack Shifting:
Theses and Dissertations on level 7C of Watson are being compacted and biographies presently on 7W are being shelved in 7C. This will permit the expansion of the LC books from the 8th level to the west end of 7W.

Interlibrary Loan:
Written or telephoned requests from outside users for the loan of a book or for the photocopy or microfilm of KU library materials should be referred to the Interlibrary Loan Office, attention: Marianne Griffin. Requests made directly to a Department handling the material that the individual wants may be handled by that Department. Statistics should be kept in this case in order to be able to give a total picture of interlibrary loan use.

Oread Library Association:
Don't forget the meeting of the Oread Library Association Sunday, February 9, 3:00 p.m. at Galina Kuzmanovic's, 1638 Indiana. Particulars are in last week's FYI.

New Exhibit:
Ann Williams has placed a new exhibit on John Baskerville in the North Galley of Spencer Research Library.

Nominations:
Librarians are reminded that nominations for University Council and Athletic Board are due in the Chancellor's Office by February 15.

Valentine Buffet:
All staff are invited to attend the Valentine buffet, Friday, February 7, 12 noon, in the Watson Library Staff Room. Bring your favorite covered dish and your own table service.

University Library Facility Planning Committee:
H. Robert Malinowsky has been elected Chairman of the University Library Facility Planning Committee. Other members on the Committee selected by Executive Vice
Chancellor Shankel are: T. R. Smith (Geography), John F. Murphy (Law), Marna Young, Janet Sharistanian (English), Bob Adams (College), Scott Siebels (Student), Henry Snyder (Research Administration), Nancy Bengel, Sarah Couch, Frances Fischer, and Brad Max (Student). The Committee has met once and will meet every two weeks. Input from the entire library staff is requested and will be outlined in meetings to be set up in the next few days. We are planning for facilities that will solve our problems for the next 20 years.

In Print:
Ellen S. Johnson is the author of a new report "Catalog Card Production at the University of Kansas Libraries" published by the American Library Association's Resources and Technical Services Section in its RLMS Micro-file series.

Exit Interviews:
To facilitate direct communication with the library's personnel office, Mary Green will begin conducting exit interviews for classified and unclassified staff who terminate employment with the library. SLIC will continue for the present its program of exit interviewing which was begun earlier.

Continuing Education Seminars:
The University's Division of Continuing Education offers a number of one-day seminars relating to the work and/or personal development of managers and executives. Most of the seminars are held at the Plaza Inn, Kansas City, Mo., and the seminar fee (normally $40/sem) is reduced to $12 for university employees. No more than three $12 enrollments are allowed for any one seminar, however, and early enrollment is urged. Interested classified or unclassified library staff wishing time off to attend a seminar scheduled during work hours should submit a written request to the department head. The department head should then forward the request, together with written justification for concurrence or nonconcurrence, to Mary Green for approval. Upcoming seminars announced to date are the following:

<table>
<thead>
<tr>
<th>Seminar</th>
<th>Date</th>
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<tbody>
<tr>
<td>Improving Employee Performance through Effective Performance Appraisal</td>
<td>February 12, 1975</td>
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<tr>
<td>Making Better Presentations - Written</td>
<td>February 19, 1975</td>
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<tr>
<td>Making Better Presentations - Oral</td>
<td>February 20, 1975</td>
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<tr>
<td>Affirmative Action Plans and Programs</td>
<td>February 27, 1975</td>
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<tr>
<td>Problem-Solving and Decision-Making</td>
<td>March 13, 1975</td>
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<tr>
<td>Selecting and Training New Supervisors</td>
<td>March 19, 1975</td>
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<tr>
<td>Management of Time</td>
<td>March 26, 1975</td>
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<tr>
<td>The Newly Appointed Supervisor</td>
<td>April 3, 1975</td>
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<tr>
<td>Relating the Computer to Business Decisions and Practices</td>
<td>April 5, 1975</td>
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<tr>
<td>Three M's of Management</td>
<td>April 11, 1975</td>
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<tr>
<td>Discipline and Motivation</td>
<td>April 19, 1975</td>
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<tr>
<td>T/A for Secretaries</td>
<td>April 30, 1975</td>
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<tr>
<td>Basic T/A</td>
<td>June 1, 1975</td>
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<tr>
<td>Management of Managers</td>
<td>June 6, 1975</td>
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</tbody>
</table>

For further information, contact Mary Green.
Dean of Libraries Candidate:
David Pownall is on campus today and tomorrow as a candidate for Dean of Libraries. He is Director of Library Services at Hofstra University in New York City. Interview schedule, resume and other information about the candidate have been distributed to all departments.

Committee on Library-Oriented Civil Service Positions:
A Committee to survey civil service classifications for library-oriented positions and to recommend a class (or classes) of positions suited to needs of the University Libraries has been appointed by John Glinka, to be chaired by Mary Green. Members are: Muriel Cook, Elizabeth Coover, Sarah Couch, Marsha Myers, Nancy Shawbaker, John Nugent, and Roger Anderson. Staff input will be solicited by the Committee.

Deadline:
All student time cards are due in the Director's Office at 9:00 a.m. on Friday, February 14.

Pencils Wanted:
The Reference Department would like everyone to check their desk drawers to see if they have any pencil stubs for the pencil box at the Reference Desk. These pencils are used by the library patrons at the card catalog.

Classified Conference:
The Classified Conference will meet Friday, February 14, 1:00 p.m. in the Spencer Auditorium for a short business meeting prior to meeting with Mr. Pownall.

Library Policy for TWX Use:
TWX is available to all library departments for the purpose of transmitting messages that need to be sent faster than local mail service and need a written copy for the files. Routine messages of non-urgent nature should be sent by mail. Messages which do not need written file copies and are short with immediate response should be sent by telephone. TWX is paid for out of maintenance.

Department heads with authorization from the Director's Office will approve messages to be sent via TWX and will determine whether or not the message is urgent. Messages cleared through the Department Head should be given to the Head of Interlibrary Loan for transmission. All use of TWX will be monitored by ILS.

All non-ILS messages will require a yellow "long distance telephone use" card filled out by the person wanting the message sent and submitted with the message to ILS. This card is then sent to the Director's Office for checking when the bill is received. All messages must be typed, double spaced with name, address, and TWX number. ILS has TWX directories.
ILS will send and receive all messages. Unless they are rush-rush messages, they will be worked into the daily work schedule and sent at a time when TWX is not busy with ILS traffic. ILS should not be asked to interrupt their work to send messages unless it is an emergency.

TWX messages overseas must be approved by one of the Assistant Directors.

Equipment:
One new IBM typewriter has been assigned to the Kansas Collection.
Search Committee for Dean of Libraries:
The Search Committee for Dean of Libraries wishes to announce that Mr. James Ranz, Acting University Librarian of the University of Wyoming, will arrive in Lawrence on Sunday, February 23. Mr. Ranz will meet the Search Committee and the Senate Libraries Committee on the evening of the 23rd. On Monday, February 24, he will spend some time with the Acting Dean and Assistant Directors, tour Watson departments, take lunch with staff representatives (Gauthier and Eglinski), tour branch libraries, meet some department heads (the same group as for the last candidate) for cocktails at L.E. James Helyar’s residence at 5:30 p.m. and dine with the Acting Dean and the Assistant Directors at 7:00 p.m. the same evening. On Tuesday, February 25, he will meet various University administrators, have lunch with some faculty, meet the Classified Conference at 1:30 p.m. and the Librarians' Conference at 3:00 p.m. in Spencer Auditorium, have opportunity for a final information session with the Acting Dean, and dine with the Search Committee. On the following day he will have a final session in Strong Hall and leave Lawrence. A detailed schedule of Mr. Ranz's visits to the Libraries will be issued separately.

Immediately following Mr. Ranz's departure, Mr. Murray Martin (Associate Dean of Libraries, Pennsylvania State University) will arrive for his second visit to the campus. This being a second visit a different schedule will be followed. On Wednesday, February 26, Mr. and Mrs. Martin will dine with two librarians (with spouses, if any), two members of the classified staff (with spouses, if any), Marilyn Clark (for the Search Committee) and her spouse, at the Clarks'. On Thursday, February 27, Mr. Martin will meet the following groups: 8:30am-10:00am, three librarians, three classified staff, and Ola Faucher for the Search Committee; 10:15am-11:30am, a group of department heads (the heads of Book Selection, Cataloging, Circulation, Documents, Order, Reference, Science, Serials, and University Archives) chosen by the candidate, including Kent Miller for the Committee; 1:30pm-3:00pm, the Acting Dean and Assistant Directors, including Alexandra Mason for the Committee. At 3:30pm he will meet with members of the University administration in Strong Hall. Luncheon and dinner will be arranged by Professor Hoffmann. On the following day Mr. Martin will meet the Search Committee from 10:30am-11:30am. Memoranda on the selection of the persons attending the dinner on Wednesday, February 26 and the 8:30am meeting on Thursday, February 27 are being issued.

UKASE:
The next UKASE computer run is Friday, March 14. Please have corrections to Serials by 5:00 p.m., Wednesday, March 5 for inclusion in this run. Please send new coding by Thursday, February 27. The check in strips will be picked up on Thursday, March 13.
**Library Planning Bibliography:**
A short bibliography of materials dealing with university library planning is available in the Math Library and in the Periodicals Reading Room, Watson. The items on the bibliography have been divided into two groups and are on reserve in these locations. Additional materials for review will be suggested as the Library Facility Planning Committee continues its work.

**Correction:**
The telephone number for George Griffin in the KU Directory should be 4-4274.

**Spring Student Directories:**
A very limited number of student directories have been distributed to Circulation, Reserve, Director's Office, Special Collections, Science, Marvin, Music, Math, Reference, and Archives. There are no other copies available.

**Microforms Open-House:**
A new Reader/Printer for making paper copy from microfilm will be on display Monday, February 24, 1:30pm to 3:30pm in the Microforms room. This machine will make positive hard-copy prints from either positive or negative film and has 3 different paper sizes available. Anyone interested in seeing this new piece of library equipment is welcome.

**To be Transferred:**
The possibility of transferring the Edwards Brothers' National Union Catalog 1952-1955 out of the Bibliography Alcove is being considered. If you have strong objections to this move please contact Marilyn Clark.

**Coffee Cups:**
In order to cut down on expense, those people desiring coffee at any meetings held in the conference room of Watson Library should bring their own coffee cups instead of relying on the styrofoam cups.

**Holidays:**
The following holidays have been designated as official holidays for all state employees:
The Library will tentatively be closed on all except Veterans' Day and the Friday of Thanksgiving.

- Memorial Day, Monday, May 26
- Independence Day, Friday, July 4
- Labor Day, Monday, September 1
- Veterans' Day, Monday, October 27
- Thanksgiving, Thursday, November 27 and Friday, Nov. 28
- Christmas, Thursday, December 25
- New Year's Day, Thursday, January 1, 1976

The 1973 Session of the Legislature changed the date of the observance of Veterans' Day to November 11, however, that change is not effective until January 1, 1976.

**Review of Classified Positions:**
Attached is a report of a meeting with Mr. D. V. Kay, State Division of Personnel, Topeka.

**Reminder:**
Department Heads, remember to get your report in to the Library Facility Planning Committee by March 1.
ATTACHMENT:

REVIEW OF CLASSIFIED POSITIONS--MEETING WITH MR. D. V. KAY, STATE DIVISION OF PERSONNEL

On February 4, John Glinka, Mary Green, Nancy Shawbaker, and Philip Rankin, Director of Personnel Services, met with Mr. D. V. Kay, State Division of Personnel, Topeka, to discuss matters related to review of the Libraries' classified positions. The following represent responses of Mr. Kay to questions raised:

A. Effects of Position Reallocation

1. If a position is reallocated to a lower class, the incumbent shall receive no pay cut, but is of course restricted to the pay range of the lower class and may be frozen at his or her present salary if above the top of that range.

2. If a position is reallocated to a higher class, an incumbent who has permanent status and is qualified in both education and experience for the higher class is eligible for noncompetitive promotion to the reallocated position. (Conditions for exemption from noncompetitive examination available in Library Office). If not qualified in education, an incumbent with permanent status can make special request to Topeka for waiver of the education requirement based on experience of the incumbent. Review and decision is conducted by Topeka on an individual case rather than on a set scale.

Mr. Rankin offered additional reallocation advice as follows:

a. If it is determined that the incumbent on permanent status does not meet the requirements of the higher class, he or she may transfer to a comparable position within the Libraries or to another department on campus. If no positions in this classification were open on campus at the time, the employee in this classification with the least seniority would be laid off and the employee seeking transfer due to reallocation would be given the opportunity to transfer to the opening achieved by lay-off. Obviously, in the event of a transfer, the transferring employee's salary would not change.

b. If the incumbent on permanent status who is not qualified for the higher classification prefers to remain in employment with the Libraries but can find no opening in the Libraries in a comparable position, the employee may take a voluntary demotion to a position of a lower class. In this event, the employee would take a minimum of a 5 per cent cut in salary or would be reduced to the top of the pay range of the class to which he or she was demoted.

c. There is always the possibility that the employee not qualified for the higher class could remain in the reallocated position on an "in-lieu of" basis if a register for the higher classification should not exist at the time.

B. Reclassification Decision and Appeal

1. When a request for reclassification of a position is received by the State Division of Personnel, generally one week is required to review the position
before notifying the Office of Personnel Services as to the decision and the reasons for the decision. In any review toward reclassification an on-site review of the position is usually conducted by Topeka.

2. An appeals board has been established by Topeka to formally review appeals of decisions. The State Division of Personnel would of course prefer that appeals be satisfactorily resolved at the local level in consultation with the Division of Personnel. Appeal of a decision often requires further clarification of the position through a rewrite and/or through an on-site review if not already conducted.

C. Disagreement Between Supervisor and Employee Regarding Job Description

If the supervisor and the employee cannot reach agreement on certain aspects of the job description, time percentages, etc., the employee's description should be submitted as is, and the supervisor should add his or her view of the position, as provided by No. 19 on the form. (Job descriptions are available from Mary Green if such revision is desired)

D. Submission of Job Descriptions Not Recommended for Reclassification

The State Division of Personnel wishes to receive the most current job description for each position, whether suggested for reclassification or not.

E. Salary

Salary determination is based on the requirements of the position, not on the incumbent's particular qualifications which may surpass the requirements of the position.

The State Division of Personnel is fully aware of the University's commitment to assuring that jobs are properly classified.
Continuing Education Seminars:
Notice has been received of three seminars not included in the February 6 FYI listing:

- Read to Remember March 12, 1975
- Professional Business Women - I April 22, 1975
- Professional Business Women - II May 8, 1975

For further brochure information, contact Mary Green.

Librarians' Conference:
There will be a Librarians' Conference on Tuesday, March 4, 8:30 a.m. in Watson Library Conference room to discuss and evaluate the three past candidate visits.

Preliminary Budget:
The preliminary budget sheets were received on Monday, February 24. Salary recommendations based on this preliminary budget are due in Strong Hall on Friday, March 7. Meetings have been scheduled for tomorrow to discuss the salary recommendations.

Good Friday:
Good Friday is not an official holiday for state employees this year.

Retirement:
A representative from the Kansas Public Employees Retirement System, Topeka, and a representative from the Social Security office will be on campus to explain retirement benefits and answer your questions:

- Spencer Library Auditorium, Wednesday, March 5, 9:30 a.m. to 11:00 a.m.
- Student Union Council Room, Wednesday, March 5, 1:00 p.m. to 2:00 p.m.
- Lewis Hall Dining Room, Wednesday, March 5, 2:30 p.m. to 3:30 p.m.

If you have any question regarding the sessions, please contact the Office of Staff Benefits--4-4418.

University Archives:
In view of possible confusion regarding the Buckley Amendment and its effect on University archival materials, the attached statement has been endorsed by the Chancellor's Office. Further questions regarding these matters should be directed to John Nugent, University Archivist, Professor Davis, or the University General Counsel. This policy states in part:

The following regulations concerning the preservation of records should be observed by all administrative and instructional officers of the University:

All tangible items produced by and received in the course of activities conducted by the offices and officers of the University of Kansas
are the property of the University. These records include correspondence; memoranda; minutes; student, personnel, ... and business files; ... and all other items that officially document the work of the University and its components.

Such records are not to be destroyed without the written approval of the University Archives.
F76 Budget:
We have now received preliminary information on our F1976 Budget. It includes 15% increases in the categories of Maintenance and Equipment; approximately 30% on irregular payroll (however, this gives only a part of the picture since we rely heavily on Work Study, salary fragments and supplementary grants for student wages); 12% in unclassified salaries; and on book funds an increase of 15%, together with a one-time grant of $59,483 made at the discretion of the Executive Vice-Chancellor. We have initially been granted two new classified positions.

The University is still awaiting approval to increase spending from an accrued total of $100,000 in Research Overhead; if granted, we hope to receive an allocation for further equipment purchases. The special grant request for $150,000 for books and serials is still in the Governor's Budget, and now awaits legislative action.

Budget Deadline:
The deadline for submitting the salary distribution to the Office of Academic Affairs has been extended to Friday, March 14. Discussions on the salary recommendations will be held with each librarian during the next few days.

Spring Break:
Spring break begins Saturday, March 8. Please note that all libraries will have regular hours for all day Saturday. All will be closed on Sunday, March 9; open 8am-5pm Monday through Friday (except Spencer which is 9am-6pm); closed Saturday and Sunday, March 15-16.

Business and Economics Reading Room will be closed March 8-10; open 8am-1pm, March 11-14; closed March 15-16. Dyche Reading Room will be closed March 10-14. For emergency use of the Dyche Reading Room contact Ruth Fauhl in the Marvin Library.

Gamut:
All items for the March issue of Gamut should be submitted to any member of the Committee, Gary Matassarin, J. L. McClure, Sue Hewitt or Joe Hewitt, before March 21. The circulation of suggestion sheets has been discontinued in favor of this announcement in FYI. All staff members are encouraged to submit contributions.

Rip-Off!
There is a definite increase in the amount of material that is walking out of the library without being checked out. Winter time is always bad because of bulky coats. The Exit control people will be watching closer and will take a little more time to get patrons checked through. Be patient and cooperate. Suggestion: If the exit desk has a line of
patrons waiting and you are headed for the Director's Office, take a few extra steps and come through the back door of the Office.

Librarians' Conference:
The Librarians' Conference will meet Tuesday, March 11, 8:15 a.m., in B28 Watson to continue discussion of the governance document. Agenda: unfinished business; report on Promotion and Tenure, and Professional Performance and Recruitment.

Procedure for Classified Merit Salary Increases:
According to a memorandum dated February 17 from Philip Rankin, the Personnel Services Office will continue, as in the past, to generate the merit salary increase transactions that are required by the State Personnel Division. The Libraries will not be responsible for generating merit salary increase information as was stated in the last issue of Hilltop Happenings.

In addition, the Office of Personnel Services will be sending employees an appointment notice when their salary changes are reflected in a new salary. Therefore, the memo that has accompanied the classified employees evaluation form in the past with this information will be discontinued. Please feel free to contact Nancy Shawbaker if you have any questions regarding salary increases.

Personnel:
Margot Swovelan is the new Humanities Cataloger I in the Catalog Department as of March 10. Dolores Meyer is a temporary Clerk Typist II in the Kansas Collection as of March 10 while Linda Serven is on a leave of absence. Carol Williamson resigns as Clerk II in ILS as of April 17, 1975.

Openings:
Staff members interested in applying for the Clerk II position in Interlibrary Services should make application with Nancy Shawbaker by Tuesday March 11.

Deadline:
Student time cards are due in the Director's Office Friday, March 14, 9:00 a.m.
Librarians' Conference:
The next Librarians' Conference will be Tuesday, March 18, 8:15 a.m. in the Watson Library Conference Room. Agenda includes: old business; 3.2.4. Committee on Professional Performance and Recruitment.

New Exhibit:
Alexandra Mason has placed a new exhibit in the Spencer main exhibit gallery: "Le Grand Siècle S'Amuse: the reign of Louis XIV." This exhibit is in honour of the April 3-5 meeting on campus of the North American Committee on French Seventeenth-Century Literature. The exhibit will be up through April 11.

Magazines Needed:
Donations of magazines for the Watson Library Staff Room would be much appreciated.

Task Force on Libraries:
Librarians' Conference:
The next Librarians' Conference will be Tuesday, March 25, 8:15am, Watson Library Conference Room. On the agenda is discussion of the proposed committee structures for Cataloging, Public Service, Economic Conditions of Libraries, Collection Development, and Affirmative Action. Department Heads have copies. Please be prompt.

KULSA:
The next KULSA meeting will be held in Spencer Auditorium, Thursday, March 27, 3:15pm. There will be a short business meeting followed by the program. Guest speaker is Bonnie Ritter Patton, Director of the KU Office of Affirmative Action. The topic will be "Functions of the Affirmative Action Office and Affirmative Action Needs on Campus." Marianne L. Griffin for KULSA.

Unclassified Position Open:
Library Systems Specialist. Support staff of two; reports to Associate Director. From priorities established by Dean: 1. Conducts reviews and evaluations of existing systems; 2. Makes recommendations for changes in procedures and operations with objective of improvement, utilizing automation where appropriate; and 3. Coordinates planning and implementation of changes with units affected. REQUIREMENTS: MLS; course work in data processing, information management and systems analysis; knowledge of programming language; demonstrated ability to work effectively with all levels of staff of Libraries and external agencies; three years of related library experience, including at least one of systems work. Salary to be determined by experience and education.

Librarians interested in applying for this position should apply with Mary Green, Acting Assistant Director for Personnel. The University of Kansas Libraries is an equal opportunity employer. Qualified women and men of all races are encouraged to apply.

Special Supply Orders:
Please note well that all orders for supplies on state contract and not kept in the office supply store will take 2-4 weeks for delivery with no exceptions. All non-state contract orders of over $50 will take 1-2 months for delivery because of the bid process. Labeling anything "rush" has no effect on the order. Therefore, it is mandatory that you keep an accurate inventory of your supplies and order far enough in advance so you do not run out.

Promotion:
Lewis Armstrong was promoted to Major in the U.S. Army Reserve on March 16.
**Easter Holiday:**
The Libraries will have regular hours on Friday, March 28; Saturday, March 29; and Monday, March 31. They will be closed on Sunday, March 30 for Easter Sunday. Note: There are no classes on Monday, March 31.

**Volunteers Wanted:**
Due to the pressures of increased student use and not enough staff, the work load of catalog card filing has reached the overload point in the Marvin Library. If anyone is interested in obtaining some professional development, their services could be used on a volunteer basis in evenings or on weekends. Please contact Ruth Fauhl, Kathy Hughes or Bill Deacon in the Marvin Library if interested.

**Emergencies:**
For any emergency in the Libraries—fire, medical, etc.—use the campus emergency number 4-4100.

**Security and Delivery:**
Security and Delivery will be somewhat shorthanded in the next few weeks. Please contact Gary Matassarin on any problems that develop as a result of delivery. Most problems with delivery are the results of unforeseen circumstances rather than the fault of the individuals who happen to be delivering the materials. Therefore, Gary is in a much better position to explain the situation.

**Personnel:**
Gloria Rom resigns as Security Officer I (½ time) as of April 17.

**Openings:**
Classified staff or Student Assistants interested in applying for the Security Officer I (½ time) position in Security & Delivery should make application with Nancy Shawbaker by Tuesday, March 25.

**On Vacation:**
Eleanor Symons will be on vacation from March 24-28.

**Congratulations:**
Maxine Brouhard, Bindery Department, gave birth to a baby girl. (Note: this policy of reporting births and other personal information will be a regular part of FYI. Please give information to H. Robert Malinowsky)

**Weekly Gray Cards:**
Classified staff that submit weekly gray cards are covered under the Fair Labor Standards Act. These cards reflect the actual hours worked and cannot be adjusted. No Classified staff covered under this Fair Labor Standards Act may work more than 40 hours per week. Time off for any hours worked beyond 40 (required because of library schedules) must be taken during the same week the hours were worked. We cannot pay overtime.

All classified staff must submit an absence report card (pink) if their full work week is not completed, indicating in the appropriate section the reason for the absence.
UKASE Deadline:
New titles should be turned in to Joan Soutar by Monday, March 31 for inclusion in the next computer cycle. Corrections cut-off date is Wednesday, April 2 and should be turned in to Claudia Schlegel. Check-in strips are due in the Serials Department Thursday, April 10 and the computer run will be made on Friday, April 11.

Classified Conference:
There will be a meeting of the Classified Conference on Monday, April 7, 3:00 p.m. in Spencer Auditorium. An agenda will be announced next week.

Task Force on Library Resources and Planning:
The Office of Academic Affairs has requested that a task force drawn from the membership of the Senate Libraries Committee and working closely with the Libraries administration prepare a report on the needs of the University Libraries for the next five to ten years for submission to the Legislature as part of the University's "New Programs and Improvements in Programs" request. It was under this rubric that the three-year special grants for library acquisitions have been handled. The university computer is the number one project for such support for FY1976; the Libraries may be in a similar situation for FY1977. The deadline for the report is April 15, so a great deal has to be done--the Task Force will be calling upon many of you for assistance in gathering information.

CDC:
The Collection Development Committee (CDC) minutes, etc., have been distributed to all Department and Unit heads for circulation to all members of their staff.

Commencement 1975:
All librarians are urged to attend the 1975 commencement ceremonies May 19. Be sure to return your cap and gown order form by May 2.

Librarians' Conference:
The Librarians' Conference will meet on Tuesday, April 1, 3:30 p.m. in the Watson Library Conference Room. The agenda will consist of the same items scheduled for the last meeting which was not held for lack of a quorum.

Good Friday:
Governor Bennett's office has advised that state employees who wish to attend Good Friday Church services on March 28, may do so without charge to annual leave. Staff members who plan to attend church services should inform the appropriate supervisor in advance of the absence.
Employees of the Year Award:
The University will be recognizing two "employees of the year," one from the classified staff and one from the unclassified non-teaching staff, at the ceremony on May 12, 1:30 p.m. in the Kansas Union Ballroom. A $100 award will be given to each winner. Nominations for these awards will be accepted from any University employee, and need not be lengthy or minutely detailed, but should indicate the nominee's contributions to the University. Nominations should be sent to James Feldstein, Chairman, Employee Recognition Committee, 6 Carruth-O'Leary, by April 10, 1975. Any member of the Classified Conference Executive Board is willing to help other classified staff members prepare a nomination. If you are interested in nominating someone and want help in writing, contact a member of the Executive Board.

Attending Meetings:
Eugene Carvalho and Tsun-T'ung Wang are attending the 29th annual meeting of the Association for Asian Studies in San Francisco this week. Sandy Mason will be attending the Rare Books Librarians Conference in Austin March 27-29 with appraisals and access to manuscripts on the agenda. Bill Mitchell will be in charge in Ms. Mason's absence.

Congratulations:
Linda Serven gave birth to a little girl, Jessica, on Friday, March 21.

Tornado Season:
It is that time of the year which all Kansans love--tornado season. All staff are reminded that they should check the emergency tornado procedures in the Staff Handbook. Also, check to see that your flashlights are working properly.

Snyder Book Collecting Contest:
The 19th annual competition for student book collections sponsored by Mrs. Elizabeth M. Snyder and Oread Book Shop is now being advertised through flyers available in the library. For more information see Michaelyn Burnette or Eugene Carvalho. The closing date for entries is April 21.

Examination:
The Clerk III Civil Service examination will be given sometime in April 1975. Staff or Student Assistants interested in applying to take this examination should contact Mr. Ralph Tusten in Personnel Services.

Student Time Cards:
All student time cards are due in the Director's Office at 9:00 a.m. on April 15.
University Council:
Linda Griffin has been elected to the University Council. George Griffin continues as a member.

Buffet:
The April Spring (?) buffet will be Friday, April 4. Please bring a covered dish and your own table service.

Clocks:
There will be more and more times, now that summer is approaching with its electrical storms, when the clocks will have to be reset due to electricity being off. All staff should try to reset those clocks that are within reach without standing on anything. All other clocks should be reported to the Director's Office so that B & G can be notified to reset them.

Classified Conference:
Classified Conference will meet on Monday, April 7, 3:00 p.m. in the Spencer Auditorium.

Review of Job Descriptions:
Most departments have completed final revisions of job descriptions following department head meetings with Mary Green. Many are being retyped in the Director's Office before photocopying (1 copy for library office files, 2 copies for Personnel Services). With extended time being required for study and recommendation by the Committee on Library-Oriented Classified Positions, justifiable reclassification within the existing civil service job classifications is being carefully considered for each position.

Job descriptions for the following departments have been delivered to John Glinka for review and forwarding to Personnel Services: Music, Math, Microforms, Map Library, Interlibrary Services, Order, Security & Delivery, Dept. of Special Collections, Book Selection, Latin American, Art. Final descriptions from several other library departments are being retyped and copied; job descriptions for remaining departments should be completed this week and next. Rewrites having prolonged the process, the efforts and patience of those concerned have been greatly appreciated. Further progress will be reported in the next FYI. --M. Green
Librarians' Conference:
The next Librarians' Conference will be Thursday, April 17, 8:15 a.m. to 10:00 a.m. in the Watson Library Conference room. Included on the agenda will be a "State of the Library" report, introduction of new staff, and reports from various Committees including Task Force, Senate Libraries, Space, and Retirement. There also will be a short report on the proposed Art Library facility in the new Helen Spencer Museum.

Kansas Library Association:
The Kansas Library Association annual conference will be held at the Broadview Hotel, Wichita, April 27-29. Registration fee per day is 3 dollars for members and 5 dollars for non-members or 5 dollars for members for the two full days and 10 dollars for non-members. A full conference schedule is available from Mary Green. Included in the special functions are Sydney J. Harris who will be the guest speaker for the Monday evening banquet and Dr. Karl Menninger who will be the speaker at the Booksman's Luncheon on Tuesday. A state car may be available. Individuals may form their own car pools. Anybody on the Library Staff may attend with the approval of the respective Department Head.

Personnel:
Ingrid O'Brien, Reference Librarian I, resigns as of June 20.

Linda Lang is Clerk II in Interlibrary Services as of April 14. Rod Runyan is Security Officer I half-time in Security & Delivery as of April 18.

Unclassified Position Open:
Reference Librarian, Reference Department. Position open 6-23-75. Responsible for providing reference service, including bibliographic assistance and guidance regarding the university library system; assists faculty and students in library use, gives term paper clinics and bibliographic tours, suggests methods for improvement of library services, advises as to reference book selection in pertinent subject areas. Requires MLS from accredited library school, broad background in humanities and social sciences, and knowledge of Western European and/or Slavic languages. Emphasis on business or anthropology desired but not required. Salary 8,500 up, dependent on education and experience. Please send letter of application and resume to Mary Green. Deadline for applications: June 1, 1975. An equal opportunity employer. Qualified women and men of all races are encouraged to apply.

Review of Classified Job Descriptions:
Final revisions of job descriptions have now been received from most library departments. In addition to those listed last week, job descriptions for Science, Bindery, Entomology, Exchange & Gifts, Archives, Copying Service, Reserve, Circulation,
and East Asian have been delivered to John Glinka for review and forwarding to Personnel Services. Job descriptions for the remaining units (Cataloging, Dyche, Marvin, Slavic, Documents, Kansas Collection, Bindery Preparations, and the Director's Office) are in stages of completion and will be delivered to him by the end of the week. Mary Green.

Meetings:
L. E. James Helyar will be in Chicago attending a meeting on the proposed MIDLNET (Midwest Regional Library Network) on Friday April 11, and the annual Council meeting of the Center for Research Libraries on Monday, April 14.

Copying Service:
With the end of the semester, there is always an increase in the amount of copying that patrons want done. Many do not like the coin operated machines and prefer having someone else do their copying. As a result, the Xerox machines are being used heavily. Staff are reminded that the patron comes first regardless of the time of day. Normally staff should be able to get their copying done between 9:00 a.m. and 12 noon and 1:00 p.m. and 4:00 p.m. Do not be impatient if you have to wait. Do not expect to have copying done at the last minute at the end of the day.

DEADLINE:
All student time cards are due in the Director's Office at 9:00 a.m. on April 15.
Open House:
The University is having Open House this weekend. All staff and students who are working this weekend should be alert and help any visitors who may wander into their particular library or area. Watson will be having tours on Saturday and Spencer will be open Saturday 9-12:30 and Sunday 1pm-5pm. The "Junction City Film" will be shown in Spencer when it is open.

UKASE Deadlines:
Please circle the following dates on your calendar:
- New Titles due by April 25 to Joan Soutar.
- Corrections due by 5pm April 30 to Claudia Schlegel.
- Check-in-Strip will be picked up on May 8.
- Computer run will be on May 9.

Exhibits:
New exhibits in Spencer are "The Docking Years" in the Main Gallery by Mary Hanfelt and "The Work of Frank Lloyd Wright" in the Archives by Ann E. Williams. Opening on Friday, April 18, in the main floor exhibit area of Watson Library will be an exhibit "From Anyang to Te King, Evolution of Chinese Writing" arranged by Gene Carvalho and Martha Kehde. Calligraphy was done by Kwan-Shut Wang of East Asian.

Watch the Card Catalog Rods:
those who work with the card catalog should be sure that the catalog drawer rods are securely locked. Library users sometimes drop the drawer. This could cause a mess if the rod is not locked and the cards fall out of the drawer. Also, chairs should be returned to their proper places after being used at the catalog.

Thank You:
The Marvin Library Staff want to thank Sadie Bramble, Bill Mitchell, Bernice Smysor and Eleanor Symons who volunteered above and beyond the call of duty to help file catalog cards.
Task Force Report:
A copy of the Task Force on New Programs and Improvement of Programs in the University Libraries Report is available in the Director's Office.

Overtime:
A memo from Philip Rankin concerning "Wage hour regulations, definition of wage hour month and new salary levels required for exemption from coverage (overtime) under the act" has been distributed to all Department and Section heads for circulation to all staff members. Be sure you see this memo.

Promotion:
Louis George Griffin, III, Marna Young, and Mary Trillich have been promoted to Librarian III and Georgann Eglinski was promoted to Librarian II.

Special Equipment Request:
The following items have been requested from special funds expected before the end of fiscal 1975: replacement and additional shelving for Mathematics, Music, Science, Documents, Marvin, Art, and Serials; 3,000 bookends; 15 large wooden booktrucks; 20 manual typewriters; 19 map cases; 30 carrels; 21 card catalog cabinets; 13 4-drawer file cabinets; blade for power trimmer in bindery; humidifier; and photometer. This list has been compiled from the outstanding budget request.

Phi Beta Kappa:
John Nitcher has made Phi Beta Kappa this year.

Library Hours:
Attached for your information is a schedule of library hours for April 21-August 24.
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<th>Marvin</th>
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<td>Apr. 21-May 16</td>
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**Department of Special Collections and Kanas Collection:** M-F 9am-6pm; Closed weekends, Memorial Day, and Independence Day.

**East Asian Library:** M-F 8am-5pm; Closed weekends, Memorial Day and Independence Day.

**Map Library:** M-F 9am-12noon, 1pm-6pm; Closed weekends, Memorial Day and Independence Day.

**University Archives:** M-F 9am-5pm; Closed weekends, Memorial Day, and Independence Day.

**Business and Economics Reading Room:** See hours posted on reading room door.

**Dyche Reading Room:** M-F 1pm-4pm; Closed weekends, Memorial Day, and Independence Day.

**Entomology Reading Room:** Tuesday only 10am-4pm.

**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.
Mathematics Hours:
The Mathematics Library will be open only 8am-12noon, 1pm-5pm on the following
dates: May 19-25; May 27-June 8; August 4-24. Please correct last weeks schedule.

Continuing Education Seminars:
The following is a list of upcoming Continuing Education Seminars:
- Management of Managers, May 6, KC
- Maximizing Your Performance...Powerful Speech, May 8, KC
- Task and Organizational Factors as they Affect Supervision, May 7, KC
- Operations Research: The Numbers Game, May 15, KC
- Time Management, May 13, KC
- Advanced Management Training for Women, May 15, KC
- Applying Value Analysis in the Shortage Crises, May 20, KC
- Train the Trainer, May 23, KC
- Characteristics of Supervisory Behavior, May 22, KC
- Labor Relations Laws, May 29, KC
- Dealing with Change Constructively, June 3, KC
- The Newly Appointed Supervisor, June 10, KC
- Communication and Motivation for Secretaries, June 11, KC

See Mary Green for further information about attending.

Buffet:
The May buffet will be this Friday, 12 noon, Watson Library Staff Room. Bring a
covered dish and your own table service.

On Vacation:
H. Robert Malinowsky will be on vacation May 1-11.

Energy Crunch:
The following is from Delbert M. Shankel's Office: "In order to conserve energy,
Buildings and Grounds has been authorized to shut down all possible air conditioning
units during the evening hours and after 12:00 p.m. on Saturdays. As further meas-
ures, I ask your cooperation in seeing to it that all windows are closed while air
conditioners are operating and that all air conditioners and lights are turned off before
you leave your offices. It would also be helpful if you would use outside air as long
as possible during the day before resorting to air conditioning." Most of the Libraries
do not have control over the air conditioners as to turning them on or off. However,
if the air conditioner is on, please do not open the windows. Please turn off any
lights that are not necessary for the proper functioning of library services.

Staff Room Duties:
A new schedule for Staff Room Duties has been distributed. A copy will be posted on
the bulletin board in the staff room. Please check for the arrangement of your depart-
ment on the new list. KULSA.
Friends of the Library:
The Spring meeting of the Friends of the Library will be on Friday, May 2, with Philip L. Metzger as the featured speaker.

Library Staff Directory:
A copy of the Library Staff Directory is attached for your information.

Snyder Book Collecting Contest:
Four winners of the 1975 Snyder Book Collecting Contest were announced at the April 25 luncheon. Jackqueline Veith with her C. S. Lewis Collection and Brad Mayhew with his Kansas Collection were awarded first and second prizes respectively for the undergraduate division. For the graduate division Susan L. Pentlin's collection on Hitler's Germany received the first prize. The second prize went to Leonard L. Wall for his Egyptology collection. First prize was $100 and second prize was $50 given in the form of gift certificates at the Oread Book Shop. Honorable mention was given to John Douglas Chorn for his collection on fossil vertebrates. This year's contest was its 19th year and it was sponsored as usual by Elizabeth Snyder of Shawnee Mission, Kansas and the Oread Book Shop. The two first place winners are represented in an exhibit on the second floor subject catalog area. Michaelyn Burnette and Eugene Carvalho were in charge of the contest this year.

Student Time Cards:
Student time cards are due Wednesday, May 14, 9:00 a.m.
Employee Recognition Ceremony:
An employee recognition ceremony will be held May 12 from 1:30-3:30 p.m. in the Union Ballroom. Winners of the classified and unclassified non-teaching Employee of the Year awards will be announced by Chancellor Dykes. Five finalists have been selected for each of the two awards. Library staff members John Nugent and Alexandra Mason are among the finalists for the unclassified employee award. Twenty-five year and forty-five year service pins will also be presented. John Glinka and John Nugent are among those to be recognized for service. All staff members and their families are encouraged to attend the ceremony and the reception following.

Visitors to the Serials Department:
Charles Boles and his class on Serial Publications from EKSC School of Librarianship will visit the Serials Department on the morning of May 15. Sally Voth, Serials Librarian at Kansas State University will be in the Department on Friday, May 16.

Spare Books:
Do you have any paperbacks, textbooks, magazines, comics or other reading materials which you no longer want? We are setting up a reading room for students at the KU Intensive English Center and will be happy to receive reading material of any kind on any subject from first grade to university level. You can drop them by our office (302 Carruth O'Leary) or call Sarah at 864-4606 and we will pick up anything you'd like to contribute. Thanks. -- Edward T. Erazmus, Director, Intensive English Center

Mail Room:
Everett Jones is on vacation until May 19. While he is away there will be no one in the Mail Room before 7:30 a.m.

Personnel:
C. Ruth Miller will be on a temporary half-time appointment for the period May 18, 1975 through August 17, 1975, and will return to full-time service on August 18.

Margot Swovelan, Assistant Catalog Librarian, has resigned effective May 1, 1975.

Ellen Brow is the new Latin American bibliographer with appointment effective May 1, 1975.

Linda Harber, Clerk II in Reserve has accepted a Clerk III position in the Staff Benefits Office effective 5-18-75.

Openings:
Staff members interested in applying for transfer or promotion to the Clerk II position in Reserve should make application with Nancy Shawbaker by Tuesday, May 13, 1975. "An equal opportunity employer." All qualified women and men of all races are encouraged to apply.
Unclassified Position Openings:

Humanities Cataloger. Position open immediately. Responsible for original cataloging and classification in the humanities, particularly in literature and language. Requires MLS from an accredited library school, with subject background in the humanities. Prefer academic cataloging experience with LC classification. Reading proficiency in French and German desired. Salary $8500 up, depending on education and experience. Contact Mary Green, 133B Watson. The University of Kansas Libraries is an equal opportunity employer. Qualified women and men of all races are encouraged to apply.

Cataloger. Temporary half-time position for the period May 18, 1975 to August 17, 1975. Responsibilities: To catalog added editions of library monographs, assigning Library of Congress classification. Includes bibliographic searching and processing for analytic entries within monographic sets. Requirements: MLS from an accredited library school, familiarity with LC classification, working knowledge of one or more foreign languages (Spanish preferred), and typing ability. Salary: $354 per month. Contact Mary Green, 133E Watson. The University of Kansas Libraries is an equal opportunity employer. Qualified women and men of all races are encouraged to apply.

Student Time Cards:
All student assistant time cards are due in the Director's Office on Wednesday, May 14, at 9:00 a.m.

Work-Study Funds:
The Libraries have been assigned an additional $960 in Work-Study funds for the pay period May 18 through June 17. To utilize this money we must ask that all student assistants presently employed who might qualify for the Work-Study Program apply for a summer referral. Department heads should notify their student assistants to contact Joan Sherwood in the Student Financial Aid Office, 26 Strong Hall to see if they qualify. Summer referrals plus an Appointment Request for Student Assistants form must be submitted to the Director's Office by May 23.
Science Library Gift:
The Alpha Chi Sigma, honorary chemistry fraternity, purchased two Texas Instrument SR-50 calculators for the Science Library. Needless to say they are being heavily used.

Appointed:
Marna Young has been appointed to the Teachers Seminar Policy and Evaluation Committee, Council of Sections of the American Association of Colleges of Pharmacy. She will be attending the annual meeting in New York, July 6-10.

On Vacation:
Marna Young is on vacation May 13-June 13. Frances Fischer is in charge of the Science Library in Marna's absence. Barbara Jones and Marilyn Clark will be on vacation May 20-June 12. Linda Parker Griffin will be Acting Head of Reference during this period. Marion Howey is on vacation until June 13. Michaelyn Burnett is acting Head of Documents. Rosemary McDonough will be on vacation May 19-30. Susan Hamilton will be in charge of Exchange & Gifts.

Staff Directory Changes:
In the recently issued Staff Directory the following persons of the Catalog Department should have their telephone numbers changed to 4-4165: Lynn Bretz, Barbara Gaedert, Patricia Henry, Jacqueline Howlett, Marion Kliewer, Jessie Libel, Patricia Thomopoulos, Mary Trillich, and Tsun-t'ung Wang.

Orientation Reminder:
Don't forget to let Mary Rockers know if you are or are not going to attend the 3-day orientation next week.

Mail Room Request:
Please ask the mail room for permission to use any of the mail carts and then return them promptly when finished. They will be locked up if they continue to disappear.

Tenure Granted:
The University of Kansas has granted tenure to Ellen Johnson and Nancy Bengel. In addition, through promotion to Librarian III, L. George Griffin III and Marna Young have been granted tenure.

Lost:
a 3/4 carat diamond has been lost from a ring sometime Tuesday morning. If found please contact Marianne Griffin. There is a reward.

Equipment Orders:
A special allocation of funds has allowed us to place orders for a quantity of shelving (together with needed bookends) for use in Serials, Art, Documents, Music, Marvin,
Science, and Mathematics; 15 book trucks; 21 card catalog cabinets; 19 map cases; and 30 study tables. Before the end of the fiscal year we also hope to place orders for a number of manual typewriters and secretarial chairs.

**Personnel:**
Ann Hagedorn has been appointed half-time Rare Books Librarian with the Department of Special Collections, effective July 14.

**Commencement:**
1975 Commencement ceremonies will be held in Memorial Stadium on Monday, May 19, 8pm, the procession starting at 7:40 pm. Faculty will assemble at 7:30pm in the east corridor of the first floor of Strong Hall. In case of unsettled weather two long blasts of the University whistle after 5:30pm will indicate that the exercises are to be held in Allen Field House. In that event, faculty will assemble at the south end of Allen Field House in the first floor corridor. The All-University Supper will be held at 6:30pm on Sunday, May 18, in the Kansas Union Ballroom. Chancellor Dykes will present the State of the University Address. All Professional Librarians are encouraged to participate in these Commencement ceremonies.

**Committee on Library-Oriented Civil Service Positions:**
From examination of completed questionnaires and updated job descriptions the Committee on Library-Oriented Civil Service Positions has developed a list of library-oriented tasks and qualifications currently required of the Libraries' civil service staff. The list includes the number of individuals involved in each task by job classification. Classified job descriptions have been obtained from about fifteen universities and are now being compared with needs of the KU Libraries as reflected in the tasks and qualifications identified. It is hoped that a resulting proposal can be distributed to the entire library staff within the next month for comment and suggestions.
UKASE Computer Run Deadlines:
Corrections for UKASE close at 2pm on Wednesday, June 4. Send to Claudia Schlegel in the Serials Department. Branch check in strips are due Thursday, June 12 in the Serials Department. The Computer run will be made on Friday, June 13.

Staff Directory Changes:
George Griffin, Mary Trillich, and Marna Young should all be LIII. Ann E. Williams should be Assoc. SC LII and Ann Hagedorn should be Asst. SC LI. Bill Mitchell should be W. L. Mitchell and Postlethwite should be changed to Postlethwaite. Room number for Special Collections should be 319SRL. Ellen Brow is L.A. Bib. LII.

Map Library:
The Map Library hours for June 2 through August 22 will be 1pm-5pm, Mon-Fri. Andrew MacCornack will be in charge of the library during this period.

Giving Paper:
Lewis Armstrong will be giving a paper at the Special Libraries Association annual conference in Chicago, June 7-13.

Elected:
H. Robert Malinowsky was elected to the national Board of Directors of Special Libraries Association for a three year term. This is the official governing Board of the Association which is international in scope.

Three Day Weekend:
The University of Kansas Libraries will be closed Saturday through Monday, May 24-26 to honor Memorial Day.

Latin American Trip:
Ellen Brow leaves on May 24 for an acquisition and library meeting trip which will take her to Guatemala City, Guatemala, San Jose, Costa Rica, Bogota, Colombia (where the annual Seminar on the Acquisition of Latin American Library Materials will be held), Caracas, Venezuela, and finally San Francisco for the American Library Association Conference. She will return on July 7. Ola Faucher will be in charge of the Latin American Department in Ellen's absence.

Personnel:
Mary Roach is a temporary half-time cataloger. She will be with us from May 16 through August 17.

New Type Ball:
A large type ball for the new IBM selectrics called "Orator" is available in the Director's Office. It is useful for making labels or anything that requires large type.
On Vacation:
Gary Matassarin will be on vacation from May 28 through June 3. John Nitcher and J. L. McClure will be in charge of Security and Delivery while Gary is gone.

Ellen Johnson will be on vacation May 27-30; Barbara Clason will be in charge of the Catalog Department in Ellen's absence.

Annual KPERS Statements:
The KPERS office in Topeka has indicated that the annual statements of Retirement contributions for 1974 will be released in early June.

Personnel:
Resignations include: Lynn Bretz, Clerk II in Bibliographic Section of Cataloging, effective May 30th and Norma Davis, Clerk I Order, effective June 2.

E. Richard Linker will be transferred to the Clerk II position in Reserve effective May 27.

Sally Atkinson will be on leave of absence from June 2 through August 17, 1975.

Openings:
Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Wednesday May 28.

- Clerk II Bibliographic Section, Cataloging
- Clerk I, Order
- Security Officer I (50%), Security & Delivery

Library staff interested in applying for the temporary Library Assistant position in Archives should contact Nancy Shawbaker by Wednesday, May 28. Requirements: Any staff member applying for this opening must be willing to resign his/her current position if offered the temporary post. Qualifications: Graduation from a 4 year accredited college and 6 months library experience. College level Library courses may be substituted for library experience. Library experience may be substituted for the college degree. See Nancy Shawbaker for details. An equal opportunity employer, all men and women of all races are encouraged to apply.
Correction:
Barbara Gaeddert should be listed as Librarian II in the staff directory.

Research:
The Office of Research Administration is developing a faculty interest data bank as part of the continuing effort to improve information services on external funding opportunities for the support of research and training. By identifying the specific research interests and capabilities of each faculty member and having those interests on file, funding information can be directed more efficiently and quickly to appropriate individuals. Mary Rockers has faculty interest cards which anyone with research interests can pick up and fill out. They are to be returned to the Office of Research Administration by June 10, 1975.

Procedures Manual:
Library department and unit heads will be asked in June and July to submit their procedures manuals to appropriate division directors for review. All written instructions used for on-the-job training will be reviewed for current effectiveness in training staff.

Blue Cross-Blue Shield:
Kyle Ward, Blue Cross-Blue Shield representative, will speak to all interested library staff on Tuesday, June 10, 3:30 p.m. in the West Reading Room of Watson Library. Mr. Ward will discuss open enrollment, changes in coverage, etc.

Exhibit:
Opening on Monday, June 2 in the main exhibit hall of Spencer Library will be a new exhibit "Peter Rabbit and Friends" prepared by Linda Hill and Ann Williams.
Publications:

Salary Notices:
Official salary notices for 1975/76 will not be sent out until late June, 1975.

Tours:
Those people who did not get to finish the tour as part of orientation will have a chance to finish it on Tuesday, June 17, 1pm. Meet in the Watson Library lobby. The tour will go to Science, Music, Marvin, Math, Spencer, Watson in that order.

At Conference:
H. Robert Malinowsky, Lewis Armstrong, and Bill Deacon will be attending the Special Libraries Association conference in Chicago next week. Mr. Malinowsky will attend Board meetings beginning on Saturday, June 7.

Personnel:
Jacqueline Howlett, temporary Science Cataloger, has been appointed Assistant Cataloger I for Humanities effective July 1. Harriet Felber resigns as Circulation Library Assistant June 15 and becomes temporary Archives Library Assistant June 16 through August 17.

Summer Hours:
Summer Library hours begin Monday, June 9. Please check the published schedule of hours for each library.

Time Cards:
All student time cards will be due in the Director's Office at 12 noon, Monday, June 16. Hours should be projected through Tuesday, June 17 for any student scheduled to work. PLEASE BE PROMPT WITH THESE CARDS OR YOUR STUDENT WILL NOT GET PAID!

Opening:
Staff members interested in applying for promotion or transfer to the Library Assistant position in Circulation should make application with Nancy Shawbaker by Tuesday, June 10. This position involves supervising student assistants assigned to the desk and stacks. This person works afternoons and evenings. Library experience may be substituted for the college degree if, according to Civil Service, a staff member is qualified for a non-competitive promotion.
Health Insurance:
Attached for your information are the facts concerning Health Insurance that will be discussed by Kyle Ward, Blue Cross-Blue Shield representative on Tuesday, June 10, 3:30pm in the West Reading Room of Watson Library. It is important that you be there if you plan to change any of your health insurance options.

New State Pay Plan for Civil Service Employees:
Attached for your information is the new state pay plan for civil service employees.

Personnel Vacancies:
Personnel Services announces the following vacancies: Storekeeper II (484-611 Purchasing); Secretary I (533-667 Computer Science); Duplicating Machine Operator (467-582 Printing Service). An equal opportunity employer--women, minorities and handicapped are encouraged to apply. KU employees should indicate an interest by contacting Personnel Services, 864-4942.

Fee Eligibility Certificates:
Nancy Shawbaker has Staff Dependent Fee Eligibility Certificates and Staff Fee Eligibility Certificates for those persons wanting to take courses this summer.
MEMO TO: Vice Chancellors, Deans, Chairpersons and Directors

FROM: Philip N. Rankin, Director, Personnel Services

RE: New State Pay Plan for Civil Service Employees

DATE: May 23, 1975

The University has been advised that the State Finance Council has adopted a new pay plan for all State Civil Service employees. Effective June 18, 1975, each classified employee will receive a 5% plus $25 per month salary increase.

In addition to the new pay plan, 22 classes at KU have been assigned to the next higher salary range: Accountant I, II, III, IV & V; Auditor I; Practical Nurse; Graduate Nurse I, II & III; Civil Engineer II; Pharmacist I & II; Architect I; Landscape Architect II; Patrolman; Patrolman Sergeant; Patrolman Lieutenant; Patrolman Captain; Dietitian I & II; Messenger. Example: Accountant I, present range 18, current Step B, is $743. Effective June 18, 1975, salary will be new Step B on range 19, or $844.

Special authorization was also granted which adjusts the starting salary to Step C in the salary range for the following trade and labor classes: Automotive Mechanic I & II; Automotive Mechanic's Helper; Bookbinder I & II; Bookbinder Apprentice; Construction Frm; Custodial Worker; Equipment Operator I, II, & III; Food Service Worker I & II; Laborer I & II; Laborer Frm I & II; Linotype Mechanic; Lithographer; Lock System Specialist; Machinist; M/Carpenter; M/Carpenter Frm; M/Electrician; M/Electrician Frm; M/Engineer I, II & III; M/Mason; M/Painter, M/Painter Frm; M/Plumber, M/Plumber Frm; M/Repairman; Phototypesetter; Pressman; Pressman Assistant; Printer; Print Shop Apprentice; Print Shop Supervisor I & II; Refrigeration & Air Conditioning Mechanic; Refrigeration & Air Conditioning Frm; Sheet Metal Worker; Sheet Metal Frm; Stationary Fireman; Steam Fitter; Steam Fitter Frm; Welder.

Employees in these classes who are currently on Step A or B, move to Step C effective June 18, 1975 (new employees will start on Step C on or after date). Provision has been made for a salary increase to step D effective December 18, 1975. Employees in these classes, who are currently on Step C, are eligible for a salary increase to Step D on June 18, 1975 (if six months has elapsed since their salary increase to Step C) or on the 18th day of that month after June 18, in which six months has elapsed (that is, Step C on 3/18/75, then Step D on 9/18/75).

The conversion to the new pay plan does not affect regular eligibility for merit salary increases.

In all cases, the increased salary will be reflected on the pay checks issued August 1, 1975.

Personnel Service, 864-4942, will be glad to answer any questions,
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TO: University Faculty and Staff
FROM: Ronald D. Hamilton, Comptroller
SUBJECT: Health Insurance "Open Enrollment", May 15 Through June 12, 1975

A new contract for the State Group Health Plan has been awarded to Blue Cross-Blue Shield of Kansas for the 12-month period commencing August 1, 1975. Pertinent information about the health insurance program follows:

A) The 1975 session of the legislature enacted legislation to allow the state to contribute to the cost of employee coverage for twelve (12) months with respect to its employees who work under employment customs within the colleges and universities requiring less than a full calendar year of service.

B) Only the "high option" plan will be available, with the same benefits as at present.

C) It will not be necessary for employees in the "high option" plan to re-enroll during the enrollment period.

D) Employees currently enrolled in the low option plan will be automatically changed to the "high option" plan effective August 1, 1975, unless the employee initiates a change card to eliminate dependent coverage, discontinue the plan or some other change.

E) IMPORTANT NOTICE -- Effective August 1, 1975, we will have continuous open enrollment. If an employee is eligible now and does not enroll during this open enrollment period for an August 1, 1975 effective date, but elects to enroll at a later date, he may do so, but he will be subject to a 240-day waiting period for any condition for which he had incurred medical expenses in the 90 days preceding the effective date of his coverage. Similarly, if any employee is presently eligible for family coverage, but does not elect such coverage during the open enrollment period, dependents coverage may be secured at a later date, but the pre-existing conditions exclusion would apply to such dependents for 240 days.

Eligibility requirements are as follows:

1) Job or position must not be seasonal or temporary.

2) Job or position must be for at least 1,000 hours of service per year, for which compensation is paid.

3) The enrollment cards must be completed and submitted to the Office of Staff Benefits (Room 4, Carruth-O'Leary) by June 12, 1975, with effective date of coverage August 1, 1975 (July pay received August 1). Departments should secure cards and pamphlets from the Office.
Supply Store, Strong Hall. (Pamphlets and enrollment cards are "pink". Change cards are "blue").

The following information is provided to assist in submitting enrollment or change cards. Questions may be directed to the Office of Staff Benefits, Room 4, Carruth-O'Leary, phone 4-4418.

1) The state is permitted by law to make a contribution for husband and a contribution for wife toward family membership when both are actively employed state employees (duo team) in an eligible position (both employees must complete 3 health enrollment cards if participating for the first time, but the employee deduction will be taken from only one check).

2) Persons on leave-without-pay will need to make arrangements to pay their portion of the premiums to the Office of Staff Benefits, Room 4, Carruth-O'Leary.

3) Employees must complete 3 change cards if:
   a) They wish to change from single to family plan.
   b) They wish to change from low option plan to no plan by checking the box "I wish to discontinue coverage as of _________."
   c) They wish to change from family to single plan.

4) Employees must complete 3 new enrollment forms if:
   a) Enrolling for the first time.
   b) Waived coverage and now desire to enroll.

5) New rates as of August 1, 1975 for the various combinations possible are shown below.

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INDEXES TO PERIODICAL ARTICLES by Carol Chittenden 21 April 1975

The Reader's Guide is just one of many indexes to periodical articles. In this library's main reference room (2nd floor of Watson Library) and in branch libraries there are dozens of indexes specializing in different subjects. Below are some subjects covered, followed by numbers. The numbers refer to the numbered list of indexes below and on the next page. THERE ARE MORE: for more subjects and help with using the indexes, ask at the Reference Desk.

Advertising -- 55
American Studies -- 5,6,29,44,47,59
Anthropology -- 2,32
Architecture -- 61,69
Art -- 61
Biography -- 62
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Demography -- 49,51,68
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Watson Library Reference Room Indexes

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<td>GN 1 .A2x</td>
<td>Abstracts in Anthropology</td>
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| Science Library 62. | Biological Abstracts | 1927–to present |
| Science Library 63. | Chemical Abstracts | 1907–to present |
| Science Library 64. | Index Medicus | 1960–to present |
| Music Library 65. | Music Index | 1949–to present |
| Marvin Library 66. | Engineering Index | 1906–to present |
| Marvin Library 67. | Geological Society of America. Bibliography & Index | 1933–to present |
| Marvin Library 68. | Geo Abstracts | 1966–to present |
| Marvin Library 69. | Architectural Index | 1950–to present |
| Marvin Library 70. | Energy Abstracts | 1974–to present |
| Law Library 71. | Index to Legal Periodicals | 1908–to present |
BOOK REVIEW INDEXES by Barbara Jones 21 April 1975

GENERAL INDEXES

CONTEMPORARY

Book Review Digest, 1906- (Alcove 6 & Table 2: Z 1219 .C96)
Book Review Index, 1966- (Reference Room Table 2: Z 1035 .A1 B6)
An Index to Book Reviews in the Humanities, 1960- (Reference Room: Z 1035 .A1 I63)
Internationale Bibliographie der Rezensionen Wissenschaftlicher Literatur, 1971- (Reference Room: Z 5051 .I64)
Social Sciences Index, 1974- (Reference Room Table 2: AI 3 .S63x)
Humanities Index, 1974- (Reference Room Table 2: AI 3 .H86x)
Bulletin Signaletique. Sciences Humaines, 1947- (Reference Room: Z 7127 .F72)
Index to Little Magazines, 1920- (Reference Room: AI 3 .I54)

OLDER

Houghton, Walter E. The Wellesley Index to Victorian Periodicals, 1824-1900... (Reference Room: Z 2005 .H6)
Early American Periodicals Index to 1850. (Microforms Room)
Poole's Index to Periodical Literature, 1802-1881. (Reference Room Table 6: AI 3 .P7)
19th Century Readers' Guide to Periodical Literature, 1890-1899. (Reference Room Table 6: AI 3 .R47)
The American Review of Reviews. Index to the Periodicals of 1890-1902. (Stacks: 050 R32)
Cumulated Magazine Subject Index, 1907-1949. (Reference Room: fAI 3 .C76)
Bibliographie der Rezensionen, 1900-1943. (Reference Room: AI 9 .B6)

SPECIALIZED INDEXES

ANTHROPOLOGY

International Bibliography of Social and Cultural Anthropology, 1955- (Reference Room: Z 7161 .1593)

ARCHAEOLOGY

Archaeologische Bibliographie, 1950- (Reference Room: Z 5132 .A67)

CLASSICS

L'Annee Philologique; Bibliographie Critique Analytique de l'Antiquite Greco-latine, 1924/26- (Reference Room: Z 7016 .M35 A55z)

ECONOMICS

International Bibliography of Economics, 1952- (Reference Room: Z 7164 .E2 I58)

EDUCATION

The Education Index, 1929/32- (Reference Room Table 4: Z 5813 .E23)

FOLKLORE

Bibliographie Internationale des Arts et Traditions Populaires, 1939/41- with coverage from 1917. (Reference Room: Z 5982 .I523)

HISTORY

International Bibliography of Historical Sciences, 1926- (Reference Room: Z6205 .I61)
Dahlmann, Frederich C. Dahlmann-Waitz Quellenkunde der deutschen Geschichte. 10 aufl. 1965- (Reference Room: Z 2236 .D14)
Jahresberichte für deutsche Geschichte, 1925- (Reference Room: Z 2236 .J26)
Bibliografia Storica Nazionale, 1939- (Reference Room: Z 6201 .B54)
Indice Historico Español, 1953- (Reference Room: Z 2696 .I6)
Shapiro, David. A Select Bibliography of Works in English on Russian History. London, 1962. (Slavic Alcove: 016.94707 Sh22s)
LITERATURE

ENGLISH AND AMERICAN


FRENCH


French XX Bibliography; Critical and Bibliographical References for Literature Since 1885, 1940/48- (Reference Room: Z 2173 .M6)

SPANISH


GERMAN


LINGUISTICS

Bibliographie Linguistic de l'Annee, 1939/47- (Reference Room: Z 7001 .P4)


PHILOSOPHY

Repertoire Bibliographique de la Philosophie, 1949- (Reference Room: Z 7127 .R42)

POLITICAL SCIENCE

International Bibliography of Political Science, 1952- (Reference Room: Z 7833 .I53)

PSYCHOLOGY

Mental Health Book Review Index, 1956-1972. (Reference Room: Z 6664 .N5 M49)

Grinstein, Alexander. The Index of Psychoanalytical Writings, 1956- (Reference Room: Z 7204 .P8 G7)

RELIGION

Index to Religious Periodical Literature, 1949- (Reference Room: Z 7753 .A5)

SOCIOLOGY

International Bibliography of Sociology, 1951- (Reference Room: Z 7161 .I594)

For more detailed information on the above sources as well as information on review indexes published as features of journals consult the following source:

On Vacation:
Bill Deacon will be on vacation June 16-30. Kathy Hughes will be in charge of the Marvin Library in his absence. Mary Green will be on vacation June 16-20.

Personnel:
Marguerite Gaston is Clerk II in the Bibliographic Section of Cataloging as of 6-2-75. Susan Jo Wachs is Clerk I in the Order department as of 6-3-75. J. L. McClure has been appointed to the Security Officer I (50%) position in addition to his current 50% position.

Irene Busse underwent surgery on Wednesday, June 3. At last report her condition has improved from fair to good.

Personnel Vacancies:
An Equal Opportunity Employer—Women, Minorities and Handicapped are encouraged to apply. KU employees should indicate an interest by contacting Personnel Services, 864-4942. Personnel Services announces the following vacancies:

- Tabulating Equipment Operator *507-641 Computation Center
- Clerk III **484-611 Microbiology
- Laboratory Technician II ***441-555 Microbiology

*557-698 after 6-18-75
**533-667 after 6-18-75
***488-608 after 6-18-75

Approval to Fill Vacancies:
A June 5 memorandum from Chancellor Dykes announced immediate reinstatement of the requirement to obtain the Governor's approval prior to filling any permanent classified or unclassified non-teaching positions. When library vacancies occur, library supervisors are therefore requested to send prompt written justification for filling the positions to Mary Green.
New Dean to Arrive:
Dean James Ranz will assume his duties at the University of Kansas Libraries on July 1, 1975.

UKASE Deadlines:
Corrections for UKASE are due in the Serials Department on Tuesday, July 1, 2pm. Check in strips are due in the Serials Department on Thursday, July 10. The computer run will be on Friday, July 11.

Correction:
The telephone number for Mary Tefft in the Library Staff Directory should be 4215.

Attending ALA:
The following persons will be attending the American Library Association Conference and various pre and post conference seminars and institutes beginning June 26: Alexandra Mason, John Glinka, H. Robert Malinowsky, Ned Kehde, Marion Howey, George Jerkovich, Nancy Bengel, Mike Lynott, Ellen Johnson, Ann E. Williams, Ann Hyde, Rosemary McDonough, and Jacqueline Howlett. Several staff will be giving papers, serving on panels and chairing meeting.

Reappointments for Student Assistants:
All student assistant reappointments will be automatically taken care of in the Director's Office. Please get termination cards in to the Director's Office for any student who will no longer be with the Libraries.

Star is Born:
Frances Fischer is singing in the chorus of Oklahoma. Congratulations!
TO THE LIBRARY STAFF:
I want to express my thanks to all of you for the support given me during the past year. It was a difficult time for the Libraries because of the number of unusual activities which were generated and the uncertainty brought about by the search for a Dean. Nevertheless, it has been a period of progress and at least modest accomplishment, and your assistance and dedication are very much appreciated. - John L. Glinka, Acting Dean.

Collective Bargaining:
A hearing to determine an appropriate collective bargaining unit for University of Kansas faculty is scheduled for June 30 and July 1 by the Public Employer--Employee Relations Board. The hearing is scheduled for 1:30 p.m. on June 30 in the Council Room of the Student Union, with the July 1 hearing tentatively scheduled for 1:30 also.

Annual report on gifts received:
If any Libraries units have received gifts of books or other materials during the year 1 July 1974 to 30 June 1975, please send notification (name of donor, city, state, approximate value) to Rosemary McDonough for inclusion in the annual report to the Kansas University Endowment Association.

Holiday weekend:
All Libraries will be closed on July 4, 5 and 6.

Collection Development Committee:
In order to build up as complete a picture as possible of the use made of the Libraries collections, we need certain specific statistical reporting. Any help you can give to Marna Young or other members of the Committee who may approach you will be appreciated.

Elected:
George Jerkovich has been elected Vice-Chairman/Chairman-Elect of the Slavic and East European Section of the Association of College and Research Libraries.

Personnel:
Resignations include: Sally Salb, Clerk Typist I in Cataloging effective 7/3/75; and Elisabeth Paustian, Clerk II in Serials effective July 28.

Openings:
Staff members interested in applying for promotion or transfer to the Clerk Typist I position in Cataloging (Card Production Section) or the Clerk II position in Serials should make application with Nancy Shawbaker by Tuesday July 2.

"An equal opportunity employer." All qualified women and men of all races are encouraged to apply.