

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 353

July 1, 1976

Faculty Annual Report:

All professional librarians are reminded to begin work on their personal faculty annual report which is due August 31, 1976 covering the period September 1, 1975-August 31, 1976. Forward two copies to Sally Lovett in the Dean's Office as soon after August 31 as possible. If you did not receive the forms, please check in the Dean's Office. These reports are important parts of your personal files and are also used in evaluations, tenure recommendations and promotion recommendations.

Found:

A pair of glasses, a set of keys and two cups were left at the picnic. The cups are in the staff room. Contact Maxine Younes for the glasses and keys.

Payment Needed:

All beer drinkers at the picnic need to pay their dollar to Maxine Younes, please!!

Student Time Cards:

All student time cards will be due in the Dean's Office Wednesday, July 14, 9 a.m.

Personnel:

Geneva Swartzel resigns as Clerk Typist II (50%) in Serials effective 7/16/76.

Lola Burge returns to the Library system as a Clerk II in the Cataloging Department effective 7/1/76.

David Passmore is Assistant Catalog Librarian I as of 7/1/76.

Openings:

Staff members interested in applying for promotion or transfer to the Clerk Typist II position ( $\frac{1}{2}$ -time) should make application with Nancy Shawbaker by Wednesday July 7.

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

Mathematics Library:

Because of non-use of the Math Library during evenings and weekends the schedule has been changed. Starting Monday June 28 the schedule for the Mathematics Library will be:

Monday-Friday	8:00-5:00
Saturday and Sunday	Closed.

Libraries Staff Committee for Facilities Planning:

The next meeting of the Libraries Staff Committee for Facilities Planning will be held on Wednesday, July 7 in B-28, 3 p.m. Professor David Campbell from the Psychology Department will be present to tell us about his studies regarding libraries.

Gerritsen Collection:

The entire Gerritsen Collection of women's history is being published in microfiche by Microfilming Corporation of America. All readers needing to use any of the Gerritsen materials should be referred to Microforms where a portion of the collection is already available in microfiche. None of the materials are available in original form: those which have not yet been filmed are still in New Jersey with MCA, those which have been filmed are in unusable condition except in the microfiche form. Please do not send readers to Special Collections for Gerritsen books since they will have to go back to Watson to use the books. The catalogue cards for the originals will be withdrawn as soon as catalogue cards are available for the microfiche.

Courier:

The courier will not come on Monday, July 5. There will be courier service on Tuesday, July 6. Regular schedule resumes on Thursday, July 8.

New Developments in Services to Blind Students:

As an aid to informing blind students concerning library services, staff members are asked to provide the following information in appropriate situations. (1) The Language Lab in Wescoe and Audio Reader in Sudler will provide free recording and duplicating facilities for readers for the blind. (2) The Language Lab will make arrangements for temporary loan of cassette recorders to blind students. (3) Linda Parker, Reference, is setting up a file of recorded books, lecture notes, and tests available on campus. (4) The Library of Congress has a toll free number (800-424-8567) which may be used to find out which materials are available or are in progress for blind readers. This information will be available in the vertical file in the Reference Department.

Minutes of the Administrative Conference, June 24, 1976:

The Conference met at 10:30 a.m. in B28 Watson with Ranz presiding. Present were: Nancy Bengel, Marilyn Clark, Barbara Clason, Ola Faucher, Earl Gates, John Glinka, Mary Green, Sherry Hawkins, George Jerkovich, Ellen Johnson, Barbara Jones, Martha Kehde, Rosemary McDonough, Bob Malinowsky, Sandy Mason, Kent Miller, John Nugent, Bonnie Postlethwaite, Elizabeth Stephens, and Marna Young.

Mary Green announced that, after the negative reaction of the Regents' school libraries to Topeka's proposal for new library-oriented position classification, the matter was brought as an agenda item to the Kansas Academic Librarians

Council (KALC). Jasper Schad, Wichita State Library Director, asked that representatives from the libraries meet and develop a proposal for presenting to Topeka. At Jim Ranz's request, Green attended the first meeting in Emporia on June 22. The representatives discussed mutual objectives in recommending a proposal and developed a rough first draft of a Library Assistant I classification. All representatives from the schools agreed that a classification level between the Clerk III and Library Assistant specifications is needed. The representative from Kansas State strongly favored a classification level above the current Library Assistant class. Green urged the group to propose more than one classification level below the current LA class but received no support from the other schools. It appears that three levels will probably be proposed--one below the current Library Assistant, one at the current LA level, and one above the present LA level. A draft of the representatives' work will be made available to the library staff soon for comment. The next meeting of the representatives is scheduled for July 14 in Emporia.

Marna Young reported on her attendance at the Medical Library Association in Minneapolis last week. She commented on several of the workshops--library management in a tight budget, and the librarian as a change agent. Young also toured library buildings in the area, including the University of Minnesota and the University of Northern Iowa, to obtain ideas for facilities planning.

Bob Malinowsky commented briefly on his attendance at the Special Libraries Association meeting. His involvement was primarily in working sessions of the Board of Directors and other groups, pertaining to such matters as budget and copyright.

Regarding progress of OCLC implementation, Ellen Johnson announced that the terminals arrived May 15. Training sessions were held two weeks afterward, with two  $1\frac{1}{2}$  day sessions. All Catalog Department and a few other interested staff were included. The guest mode of access can be used free by any library staff. Full, rather than partial, access is being utilized. The terminal in the Order Department provides full use, including card production. The anticipated schedule of terminal use by the Catalog Department will be 7:30 a.m. - 9 p.m. M-Th, 7:30 a.m. - 5 p.m. Fri., and 9-5 p.m. on Saturday. The first books for card production are being input this week, and one thousand titles are ready to input once the profile is checked. A meeting may be scheduled later regarding filing rules once the cards are received, since OCLC rules are slightly different from KU's filing rules. The Order Department's use schedule is from 7:30 a.m. - 5 p.m. The terminals should be turned on and off only by staff of the departments in which they are housed. Bob Malinowsky announced that the Reference Department terminal has arrived and will be housed in the Library Systems Office. Training for data base searching will be conducted July 12-13. The BALLOTS manual has been received, and specific manuals for the various data bases will be coming soon.

George Jerkovich announced that the Slavic and Soviet Area Studies Center has been funded for three years at \$255,000, or \$85,000 per year. The library allocations for the three years are \$18,018 for 1976/77, tentatively \$19,000 for 1977/78, and tentatively \$20,000 for 1978/79. Acquisitions trips will be conducted in 1976/77 and in 1978/79.

John Glinka reported that, in response to a request, he has submitted requests for books and serials orders totalling \$30,000 for use of year-end money. He and Marilyn Clark met with Continuing Education staff regarding the Linwood Center Library, and presented a proposed schedule of hours and staff responsibilities. Clark added that, although the librarian will start full-time on July 1, the library will not open until August 23. The Linwood Office is handling reserve book problems until that time. Any local faculty problems regarding Linwood reserve materials should be brought to Clark's attention.

Jim Ranz announced that Ralph Ellsworth will visit the Libraries July 13-15 regarding the proposed renovation of Watson Library. The University-wide committee has been working on space needs, while the internal committee is largely concerning itself with service aspects of remodeling and of the new building. Guiding principles regarding remodeling include improved accessibility, a simplified and more logical sequence of collections; services to be more spread out; east sub-basement remodeling for library staff rather than patrons; reservation of the third floor for low traffic areas; utilization of the basement, first, and second floors for service areas; and use of the east wing for both people and books, possibly contralizing the LC collection. Nancy Bengel commented that the work on service principles involved recognition of vertical access as well as horizontal access. Materials continue to be placed in the staff room for informational purposes, and staff suggestions are welcomed.

Ranz announced that Glinka and Malinowsky will shortly issue a statement of student wages allocations. In general, departments will continue services on the same level as in 1975/76. Current funding for 1975/76 is \$181,064. An amount of \$165,745 has been received for 1976/77. Approximately \$200,000 will be required to maintain services on the 1975/76 level. Funding will therefore have to be drawn from other sources, most notably and probably from the \$20,000 supplement to the book fund.

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The Libraries' four new classified positions for 1976/77 are being allocated to Documents, the Art Library, the Order Department, and Cataloging.

Marilyn Clark described the meeting of the Collection Development Committee with the representative from Blackwell North-American, Mr. Kevin Coyle, on June 11. Minutes of that meeting are available from Sandy Mason. Clark has attempted to define in a narrative form the KU profile which exists as a computer print-out from Blackwell. Coyle gave CDC a subject listing of the

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Number 354

July 8, 1976

To Meeting:

John Glinka will be attending ALA meeting July 12-25 and Alexandra Mason will be attending Rare Books Conference and ALA July 14-22. Other Librarians attending include Ellen Brow, Kent Miller, Joan Soutar, Linda Parker, George Jerkovich, Anna Liang, Marianne Griffin, Jacqueline Howlett, and Ellen Johnson. Since these people will be attending specialized as well as general meeting, you should contact them on any interests you may want them to check into at the conference.

Bindery Committee:

Jim Ranz has appointed Sara Tubby, Joan Soutar, H. Robert Malinowsky and John Glinka to a committee that will study the Library Bindery and make recommendations on its future. Mr. Glinka is Chairman. Anyone wishing to give input to this committee should contact any of the Committee members. The Committee will prepare a report that will be forwarded to Mr. Ranz and then presented to the Administrative Conference.

Facilities Planning:

The Libraries Staff Committee for Facilities Planning will meet Tuesday, July 13, 3 p.m. in B28 Watson.

Linwood Librarian:

If you have material (non-book) to be sent to Nancy Burich it should be addressed: Nancy Burich, Linwood Library, Continuing Education.

Deadline:

All student time cards are due in the Dean's Office on Wednesday, July 14, at 9 a.m.

Nancy Bengel  
&  
Michael Lynott  
invite you  
to attend their  
wedding  
on Friday the sixth of August  
Nineteen hundred seventy six  
at seven thirty in the evening  
First United Methodist Church  
Lawrence, Kansas

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 355

July 15, 1976

Latin American Department:

Peggy Morrison will be in charge of the Latin American Department July 19-23.

Equal Opportunity:

Attached for your information is a policy statement on Equal Opportunity.

Facilities Planning:

Attached for your information are the minutes of the July 13 Libraries Staff Committee for Facilities Planning meeting. If you have questions on any item in the minutes, contact one of the Committee members.

Book Selection Office:

Jenell Williams will be in charge of the Book Selection office July 14-23.

MPLA:

H. Robert Malinowsky has membership application blanks to join Mountain Plains Library Association.

LFA Election:

The results of the LFA election for 1976/77 academic year are:

Vice-chairperson	Linda Parker
Secretary	Marion Kliever

Executive Committee:

Librarian I	Mary Roach
Librarian II	Roger Anderson
Librarian III	Earl Gates

Library Committee on Promotion and Tenure:

Librarian I	Jackie Howlett
Librarian III	George Jerkovich, Barbara Clason

Runners up for Librarian III are Ann Hyde, George Griffin and Ellen Johnson

Administrative Conference Agenda:

The Administrative Conference will meet Thursday, July 22, at 10:30 a.m. in B28 Watson. No formal agenda items have yet been submitted.

To Meetings:

Ann Hagedorn and Ann E. Williams will be attending the Rare Books Conference of the American Libraries Association Meeting in Ann Arbor, from July 13-18.

KANS-A-N:

It appears that the departments are being charged for busy signals, no answer calls and operator-assisted calls placed on the KANS-A-N system. All calls dialed on the KANS-A-N system must be reported to the Dean's Office whether completed calls or not. Goldenrod colored cards for reporting long distance calls are available in the Dean's Office.

Employment of High School Students:

Departments must have prior approval from Academic Affairs before hiring a high school student for a Student Assistant position. The University now requires that we recruit students enrolled at K.U. for Student assistant vacancies, and that we exhaust the student job market before interviewing high school students. If a department wishes to hire a high school student they must submit, to the Dean's Office, justification in writing prior to such action.

Personnel:

Mary Kelly Johnson has been transferred to the Clerk II position in the Order Department effective 7/18/76. Katharine Hill is Clerk III, 50% in Documents effective 8/18/76.

Openings:

Staff members interested in applying for transfer to the Clerk I position in the Order Department should make application with Nancy Shawbaker by Tuesday July 20.

An Equal Opportunity Employer. All qualified women and men are encouraged to apply.

Exhibit:

Michael Palij has arranged a Bicentennial Ethnic Exhibit which is on display on the main floor at the Student Union for most of July, 1976.

Classified Conference:

There will be a Classified Conference Executive Board Meeting in room B-28 Watson, on July 19 at 3:00 p.m.

AGENDA

Library oriented positions

Bindery status

LSCFP-Ellsworth

Announcements & Reports

Minutes of the Administrative Conference, July 8, 1976:

The Conference met at 10:30 a. m. in B28 Watson with Ranz presiding. Present were Roger Anderson, Nancy Bengel, Ellen Brow, Barbara Clason, Marilyn Clark, John Glinka, Mary Green, George Griffin, Sherry Hawkins, George Markovich, Ellen Johnson, Martha Kehde, Rosemary McDonough, Bob Malinkowsky, Sandy Mason, Kent Miller, Linda Parker, Bonnie Postlethwaite, Elizabeth Stephens, and Marna Young.

Ranz reported that he had requested Glinka some weeks ago to review the library's binding operation. Glinka had prepared a report (attached). Glinka, Malinowsky, Ranz, and Joan Soutar (LFA Budget and Planning Committee) had then met with the Bindery staff to discuss the matter. Following that meeting, Ranz appointed Glinka, Malinowsky, Soutar, and Sara Tubby to review the binding situation and make a recommendation to him. The recommendation will then be brought to the Conference for discussion. Glinka reported on the committee's activities to date. Tubby will visit the Hertzberg Bindery. The vacant Bookbinder I position in Bindery Preparations will not be filled while these matters are still under discussion. The committee will solicit information from departments involved in binding.

Malinowsky announced that cost estimates have been received from Buildings and Grounds regarding relocation of walls in 202 Watson and additional power outlets. Walls currently surrounding the Book Selection Office will be removed to create more flexibility in space utilization. Malinowsky asked that, barring objections, the Reference Department office be vacated for use by Latin American and portions of the Catalog Department. The Reference staff will relocate in the West Alcove of the second floor.

Malinowsky explained certain changes desired in the cataloging of ephemeral and technical report material, primarily in science and engineering. He and Young expressed favor for short rather than full cataloging of the items, which include technical briefs and reports, reprints, preprints, leaflets, technical translations, etc. Many of these are currently brieflisted. The proposed short cataloging would exclude subject cataloging and provide an accession number arrangement. There was considerable discussion of the advantages and disadvantages of handling such materials in this manner. In conclusion, Ranz requested Malinowsky and Young to continue work on the problem.

Clark reported that she had explained her activities in collection development to the Senate Library Committee. A representative from Stevens and Brown will meet with the Collection Development Committee next Tuesday at 2 p. m. Clark will welcome any input for him. Clark is soliciting information from teaching faculty regarding collection development interests. A subcommittee of CDC will be recommending some largely minor changes in blanket and approval order procedures.

Bengel reported that the library facilities committee had met yesterday to hear results of a survey of student library use, conducted by psychology professor Campbell and one of his students. The survey had determined considerable user dissatisfaction with the arrangement of services. Results will be analyzed by the committee and the survey will be made available in the Watson staff room. Ralph Ellsworth will visit Watson Library on Tuesday, Wednesday, and Thursday of next week. Minutes of the last committee meeting--giving tentative ideas for Watson reorganization--will be included in FYI.

Glinka announced that a memo regarding student payroll allocations will be issued tomorrow. Work-Study has been designated for 25% of the funding and total funding will generally provide for the same number of student working hours as in F1976.

Green commented on progress of the Regents' school libraries in developing new library-oriented job classifications for civil service positions. A draft of the committee's work was issued the previous day for staff reaction. The committee will meet again on July 14 for continued work.

The meeting adjourned at 12 noon.

Mary Green, Secretary



## THE UNIVERSITY OF KANSAS

Office of the Chancellor  
223 Strong Hall, Lawrence, Kansas 66045  
(913) 864-3131

July 9, 1976

### Memorandum

To: Members of the Faculty and Staff

From: Richard von Ende *RvE*  
Executive Secretary of the University

I am writing to bring to your attention, as required by law, the University Policy Statement on Equal Opportunity. The statement follows:

It is the policy of the University of Kansas not to discriminate on the basis of race, color, religion, national origin, sex, age, disability or political affiliation in its educational programs, activities, or employment policies, as required by the Civil Rights Act of 1964 and subsequent amendments (including Title IX of the Education Amendments of 1972), federal executive orders, federal regulations and guidelines, and Governor Robert F. Bennett's Executive Order No. 75-9. The University is further committed to take affirmative action to assure that equality of opportunity shall exist.

Inquiries regarding compliance with these laws, orders, and regulations may be directed to the Office of Affirmative Action, University of Kansas, Lawrence, Kansas 66045 (913/864-3686), or the Office of Affirmative Action, University of Kansas College of Health Sciences and Hospital, 39th and Rainbow Boulevard, Kansas City, Kansas 66103 (913/831-5206). Inquiries concerning civil rights matters may be directed to the Director, Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C..

WATSON LIBRARY BINDERY  
BINDING OUTPUT AND COSTS

Background

The State Printer has responsibility for binding required by State agencies. The Watson Library Bindery was established in the late twenties by Legislative action. Its purpose was to provide in-house binding of books and periodicals requiring special handling (hand-sewing, case binding, and rush items) or which could not be released for the length of time required for binding by the State Printer. In addition, repair and temporary binding of materials became functions of the Library Bindery.

From the twenties through the late fifties, binding service offered by the State Printer was slow, often requiring six months' turnaround. Quality of the product was poor and restrictive binding quotas prevented establishment of an effective library binding program. To provide more binding capacity, an over-sewing machine was purchased for the Library Bindery in the late fifties. The ability to use machine-sewing as well as hand-sewing generated an increase in production. In addition, we were able to purchase stamped covers for in-house binding, thus reducing the cost of hand-stamping. In the early sixties, delivery schedules from the State Printer improved but continued erratic during legislative sessions when library binding yielded to legislative printing and binding needs. In the mid-sixties, the Legislature authorized the State Printer at his discretion to contract with outside vendors for binding of books and periodicals for state agencies.

The first vendor was the American Bindery, Topeka and this firm held the contract consistently until November 1975. During this period delivery schedules and quality of binding improved. Chief complaints were inability of the firm to meet consistently the generous turnaround time of 35 days, problems with stamping of title and call number information on the spines of bound volumes, and increasing instances of careless workmanship.

In January 1976, the State Printer awarded the contract for binding of books and periodicals to Hertzberg-New Method, Jacksonville, Illinois.

Current Situation

Our present contract provides an inexpensive binding of paperback books for \$1.85, monographs in cloth binding for \$2.35, and periodicals for \$3.85. Special services such as hand-sewing, stubbing, and binding of periodicals thicker than 2½" are also available. Beyond these, Hertzberg (as do other commercial binders) offers stamped cloth covers for in-house binding at \$1.75 each. In contrast, the cost per volume produced in the Library Bindery in F1975 based on supplies, stamped covers, and salaries plus fringe benefits was \$15.09 and the average cost per volume from 1971-75 was \$13.71.

The arguments for an in-house operation were based on:

1. Rush treatment for volumes required ahead of vendor delivery schedules.
2. Hand-sewing (or other special treatment) not available in commercial shops.
3. Quality of binding.
4. Better control of the binding process and schedules.
5. Comparable prices for in-house and commercial binding.

These concepts are no longer valid for the following reasons:

1. Vendors can return rush items in two weeks and regular shipments in four weeks offering service equal to or better than in-house operations.
2. Handsewing and other specialized services are readily available from commercial binders.
3. Commercial binders are required to meet standards (Class A) established by the Library Binding Institute.
4. The current vendor offers direct pick-up and delivery service on a weekly basis. Regular shipments are returned in four weeks. The vendor is constrained to at least 30 day delivery through a penalty clause. The Library Bindery sews by machine once a week or less and shows no advantage in turnaround time except

WATSON LIBRARY BINDERY  
 VOLUMES BOUND AND COSTS  
 F1971-75

for availability of a book for patron consultation while it is in the binding process.

5. Escalating costs of bindery supplies and increases in salaries of bindery employees combine to produce an excessively high per volume binding cost. As one measurement, the average cost of binding a volume in cloth at the Library Bindery was \$15.09 in 1975; of this, \$1.75 represented the cost of a purchased stamped cover. The commercial binder can provide a book for \$2.35 (including stamped cover and labor of applying) and a periodical for \$3.85.

The future of the Library Bindery poses a number of critical and sensitive questions. We must find answers to these.

<u>Fiscal Year</u>	<u>Binding Supplies</u>	<u>Covers</u>	<u>Salaries *</u> (10% added to base for fringe benefits)	<u>Total Costs</u>	<u>Volumes Bound**</u>	<u>Cost per Volume</u>
1971	\$ 336	4735	30,749	35,820	2,799	\$12.80
1972	611	3606	33,000	37,217	2,656	14.01
1973	951	4731	30,387	36,070	3,007	12.00
1974	1234	4540	33,701	39,475	2,697	14.64
1975	1616	5301	37,336	44,253	2,933	15.09
TOTAL (1971-75)	4748	22914	165,173	192,834	14,092	68.54
AVERAGE (1971-75)	950	4583	33,034	38,566	2,818	13.71

\* Salary of Bookbinder assigned to repairs and temporary binding excluded.  
 \*\* Volumes bound includes case bindings and portfolios.

OFFICE OF THE DIRECTOR  
University of Kansas Libraries  
1976

Libraries Staff Committee for Facilities Planning  
Proposal for the Organization of Watson  
July 13, 1976

**Present:** Bengel, Parker, Young, Soutar, Couch, Postlethwaite, Royer, Perry, Anderson, Hughes, Hagedorn, Armstrong. Ellen Johnson, Susan Lynn

1. The minutes of the previous meeting were approved.
2. The meeting with Dr. Campbell and Mr. Shlechter was discussed. It was agreed that we should send them a thank you and encourage them to continue their studies. Their findings confirmed what we already know about the difficulties of using Watson and the resulting dissatisfaction. Their initial presentation will not change our course of action, but additional studies could help in the placement of services. Also, a before and after study would be interesting. It would be useful if the terminology could be standardized and the study continued over a longer period of time. It was suggested that faculty opinions should be reviewed too.
3. The June 30 sub-committee proposal for the organization of Watson was reviewed.
  - a. The East Asian Reading Room and technical services area were discussed at length. There are arguments for maintaining it as a separate operation because of the difficulty of handling the language and for integrating it into the collection as a whole to facilitate the flow of materials and services. Marna Young moved and Linda Parker seconded a motion that we plan for a totally integrated collection. The motion passed.
  - b. There has been concern that Gene Carvalho is not available for consultation. Ann Hagedorn suggested that we write him a letter stating our position and asking his opinion. In fact, the committee should consider such an approach in other matters--state the committee's position in writing and consult the people involved. The committee generally agreed. Nancy Bengel will handle the letter to Carvalho.
  - c. It was again suggested that standing order serials should be reclassified.
  - d. It was pointed out that we cannot hinge renovation plans on process which might not occur, such as reclass and changes in the format of the card catalog.
  - e. The west stacks cannot initially hold all Dewey's so part of the east wing will need to be used at least temporarily.
  - f. Future storage space will probably have to be in the West Library.
  - g. The inclusion of documents with reference was discussed at length.
  - h. The future organization of the periodicals reading room needs to be discussed since it directly determines the amount of space required.
  - i. The 6/30 proposal was revised to that outlined on the attached page. Mr. Ranz had suggested that the proposal be attached to this week's FYI, but the committee felt that it would like to discuss it with Mr. Ellsworth first.
4. The meeting was adjourned at 5:00 P. M.

Sarah Couch,  
Secretary

<u>LEVEL</u>	<u>EAST WING</u>	<u>CENTER &amp; WEST WINGS</u>
3	L. C. stacks	student lounge (present staff room) administration conference room
2	L. C. stacks	periodicals reading room microforms photocopy
1	reference, ILL, documents reference and tech services	circulation reserve
B	L. C. stacks	processing (all aspects) staff room
SB	L. C. stacks end of Dewey sequence (temporary)	receiving repairs (?)

East stacks--documents and storage (temporary)

Center stacks--every other level removed, remaining areas for study and access

West stacks--Dewey books (eventually entire sequence)

**Other recommendations:**

1. East Asian books should be integrated into L. C., Dewey sequences, reference services into reference, periodicals into periodicals reading room, etc.
2. Subject bibliographers should be placed in the first floor reference area as space allows.
3. Reclass whenever possible to eliminate undue growth of Dewey collection (biographies, serials).

**Unresolved problems:**

1. The nature of the periodicals reading room since space on the second floor appears to limit the size of the collection.
2. The location of the brief listed backlog (ramp area suggested).
3. The location of systems.

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 356

July 22, 1976

## Personnel:

Resignation include: Linda Studer-Rice, Clerk Typist II, Serials Department effective 8/17/76; and Loretta Gerhardt, Security Officer I (50%), Security and Delivery effective 8/10/76.

Marianne Griffin has been appointed Interlibrary Loan/Reference Librarian (Assistant Reference Librarian I) effective 8/18/76. Ms. Griffin has occupied the position in an acting appointment since 9/1/75. Ingrid Kitterman is Assistant Catalog Librarian I in Cataloging effective 8/1/76.

## New Positions:

Two of our new classified positions have been assigned to the Clerk Typist II classification, one in the Art Library and the other in Order.

## Openings:

Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday July 27.

Clerk Typist II, Art Library (new)  
Clerk Typist II, Order Department (new)  
Clerk Typist II, Serials Department  
Security Officer I (50%), Security & Delivery

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

## Catalog Telephones:

The following is the latest update for telephone numbers in the Catalog Department:

E. Johnson: 4-3049; S. Ahsmuhs, S. Bramble, L. Burge, B. Clason, M. Colson, M. Deddens, J. Fry, E. Gates, D. Hodges, J. Jones, B. Kotas, C. Overfield, M. Perry, H. Reusch, P. Scanlan, R. Schulte, P. Trillich, P. Waggoner, M. Younes: 4-3038; B. Gaeddert, J. Hewitt, J. Howlett, M. Kliever, D. Passmore, N. Rake, M. Roach, J. Smith, P. Thomopoulos: 4-4165.

## Olympia Typewriters:

Some of the Klear-Kopy ribbons for the Olympia Typewriters are not up to standard and should be replaced. Such bad ribbons should be returned to the Dean's Office so that the manufacturer can replace them.

## Magazines:

Malinowsky still has some magazines in his office just for the taking. They will be discarded the end of next week. Come in and take what you want.

### Consultant's Letter:

Attached for your information is Mr. Ellsworth's report to Dean Ranz. Please keep in mind that these are his 3-day observations and that many factors will figure into how much of what he suggests will be incorporated into final reports.

### Time off for job interviews:

In the February 5, 1976 issue of FYI the policy for time off for job interviews was stated. According to the May issue of Hilltop Happenings this has been explained differently by Lowell Long, State Director of Personnel, as follows: Job interviews for state jobs by current State employees should be considered State business. Employees should not be asked to make up the time which they spend away from their job interviewing for other State jobs. However, Mr. Long added the stipulation that time off from work for such interviews would still need to be arranged at the discretion of the applicant's immediate supervisor.

### Fee Cards:

Nancy Shawbaker has a supply of Staff Fee Eligibility Certificates (pink) and Dependent Fee Eligibility Certificates (blue). Attached are the criteria for each certificate.

#### **STAFF RATE**

"88-3-8. **Institutional personnel.** Employees of universities or colleges under the state board of regents and their dependents, classified and unclassified on regular payroll appointments for .4 time or more shall be considered residents for fee purposes, except in cases to which 88-3-6 applies. The provisions of this regulation shall not apply to seasonal, temporary or hourly appointees. . . ." (taken from residence regulations of Kansas State Board of Regents).

A person employed on a monthly, semester, or yearly basis by the University\* for at least .4 (40%) time but less than full time service, if enrolled in course work, may pay fees at the staff rate, when properly certified to the Registrar by his employing department.

A person employed at the **beginning** of a semester, for a period at least as long as a semester, is considered eligible for the staff rate for that semester. Also, a person whose yearly employment averages .4 (40%) time or more (e.g., .5 (50%) time one semester and .3 (30%) time the other semester), is eligible for the staff rate.

A student enrolling in the Summer Session is eligible for the staff rate if:

1. He has been on the staff for the previous nine months.
2. He has been on the staff for the preceding Spring Semester, and will be on the staff for the following Fall Semester.
3. He will be on the staff for the nine-month school year following the Summer Session in question.

**Excluded from eligibility** for the staff rate are the following:

1. Hourly employees, of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."
3. Employees of the United States Geological Survey.

The staff rate is calculated on an hourly basis, depending upon the number of hours of enrollment. The staff rate includes a prorated Campus Privilege Fee.

Although the staff rate is similar to the rate charged Kansas residents, eligibility for the staff rate does not confer eligibility to pay the resident fee upon the individual or his dependents, except as hereinbefore stated.

#### **FULL STAFF RATE**

A member of the staff employed full time, if enrolled in course work, may pay fees at the full staff rate. This full staff rate does not include a Campus Privilege Fee.

#### **STAFF FEE ELIGIBILITY CERTIFICATE**

To take advantage of the staff rate or the full staff rate, the individual concerned should secure from his employing department a "Staff Fee Eligibility Certificate." This certificate must be turned in with registration materials at Station 9 at the close of enrollment.

\* Employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the State Geological Survey, the School of Religion, the ROTC and similar University-related agencies, are eligible for the staff rate.

#### **STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS**

This card is to be submitted by a student who normally would be assessed non-resident fees, but as the dependent spouse or child of a University employee desires to pay fees at the resident rate. The residence regulations of the Kansas State Board of Regents, quoted in part below, and all other qualifying criteria must be met by the sponsor.

"88-3-9. **Institutional Personnel.** Employees of universities or colleges under the State Board of Regents, classified and unclassified, on regular payroll appointments for four tenths (.4) time or more, and their dependent spouses and children shall be accorded the resident fee privilege. The provisions of this regulation shall not apply to seasonal, temporary or hourly employees."

To be eligible, the sponsor's employment must begin on the first day of classes, or not later than the first day of the month immediately following, and must continue through the last day of classes. A person whose sponsor's yearly employment averages .4 (40%) time or more with a minimum of .3 (30%) in one semester is eligible for the resident rate.

A student enrolling in the summer session is eligible for the resident rate if the sponsor:

1. has been eligible for the staff rate for the previous nine months; or
2. has been eligible for the staff rate for the preceding spring semester and will be eligible for the staff rate for the following fall semester; or
3. will be eligible for the staff rate for the nine-month school year following the Summer Session in question.

Excluded from eligibility for the resident rate are students whose sponsors are:

1. Hourly employees of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."
3. Employees of the United States Geological Survey.

Dependent spouses and children of employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the State Geological Survey, the School of Religion, the ROTC, and similar University-related agencies are eligible to pay fees at the resident rate if all aforementioned eligibility requirements are met.

July 15, 1976

Dr. Jim Ranz  
Dean of Libraries  
University of Kansas

Dear Jim:

I have now analyzed the Watson Library building carefully and I am prepared to say that if the building can be physically renovated in terms of ventilation, lighting and other physical matters, properly, and at an acceptable cost level, the building can be reorganized so as to be an attractive and satisfactory home for a library for the foreseeable future.

Everyone with whom I have talked here seems to understand the critical nature of the Watson Library problem. The North Central accrediting team report, the Kaser, Jackson, Kuhn report both stated the problem emphatically. I have been reminded by many people here that the piecemeal manner in which the building has been remodeled in past years has had disastrous results and that this kind of mistake must not be repeated. I agree.

If the current renovation and remodeling job is not done properly and thoroughly not only will much money be wasted, but the building will turn out to be less satisfactory than will the new West library to be constructed in the future, and this will create an imbalance between the two that will be resented by the humanities and social science students and faculty who will be using Watson. This would not be good for the University.

#### Objectives of the reorganization plan for Watson

I. To bring together at the street level those library services and tools that students and faculty need for the following purposes:

- A. To identify the publications they want
- B. To find out where the publications are located and if they are available
- C. To get information found in Reference collections and bibliographic help from Reference librarians
- D. To borrow assigned reading materials
- E. To charge out materials for out-of-building use
- F. To borrow from other libraries, materials not owned by the University of Kansas libraries

II. To place other library services and departments that may not be used so frequently on other levels of the building in proper relationship to each other, and in places where they may be found readily.

Dr. Jim Ranz

Page two

- III. To distribute reader stations in each area of the building where library materials are shelved.
- IV. To provide for the housing, use and servicing of non-book media.
- V. To arrange the book classification shelving--Dewey and LC--in sequences that readers can follow easily.
- VI. To give the library staff the facilities and locations they need to do their work efficiently and economically.
- VII. To provide for growth of the library collections and for staff additions, as well as for the adoption of new communication technologies as they are needed.
- VIII. To remove the walls and other physical barriers that frustrate the users of the library today.
- IX. To bring the physical facilities of the building up to decent and safe quality levels--specifically for ventilation, lighting, transportation, acoustics and aesthetics. The single most serious deficiency in the building today is its ventilation. It is also a very dangerous building to work in. In some states it would be condemned for human use.

#### Space requirements and reorganization relationships

These are presented separately in terms of statistical charts and of diagrammatic floor plans.

#### Pre-conditions that should be taken care of immediately

I. The library must have additional, temporary, staff in several categories to do the following things before the reorganization can begin:

- A. The storage areas (the ramp level in Watson and some of the basement rooms in Spencer) now contain many thousands of books and journals--some books jammed on the shelves and some stored in cartons in seven or eight sequences. These are sometimes impossible to locate. These publications should be evaluated and then either added to the classified collections or discarded.

But, before this work can be done wooden shelves (already owned) in Watson should be erected and steel shelves should be purchased and erected in Spencer. This work can be done with student help.

The evaluation of these books can be done only by experienced librarians with the help of the faculty. These librarians would be temporary employees.

There is also an accumulation of old furniture and hardware that should be cleared out.

- B. In order to minimize the difficulty students and faculty now have in trying to use the journal files in the library, many of the files classified in Dewey should be reclassified into LC. This does not

require highly skilled workers once the necessary decisions are made.

- C. To balance the size of the collections between Dewey and LC, and for other reasons, it would be wise to select some 100,000 of the most heavily used books in Dewey and reclassify them into LC.
- D. The library should now begin to select some 100,000 of the least used books in Dewey for permanent storage in the basements of Watson and Spencer.

II. The Office of Facilities Planning should be given the clearance immediately to make the analysis of the feasibility and cost of developing a complete and comprehensive ventilation system for Watson, and for correcting the other physical deficiencies that now make Watson so unacceptable and even dangerous for its users. This involves, among other things:

- A. Removing the original central book stacks and reflooring the area at the first, second and third reading room levels. These stacks are now a fire trap and the areas can be better used for reading room or other non-book storage purposes.
- B. Installing an auxiliary lighting system so that people could be able to see their way out of the book stacks when the regular lighting fails.
- C. Installing an off/on sprinkling system in parts of the building after a study of the need has been made by an expert.
- D. The main elevator should be replaced to save staff time and safety.

III. The Library Planning Committee is prepared to provide the information the administration needs to make the proper decisions and to secure the necessary funds.

IV. I cannot state too strongly my belief, in view of the long delays that have characterized the process and the critical need of upgrading the library facilities, that the Administration should move with speed and decisiveness on getting the reorganization and remodeling process started.

Very sincerely,

  
Ralph E. Ellsworth

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 357

July 29, 1976

### Dyche Reading Room:

Because of remodeling, Dyche Reading Room will be closed during August except for limited service. If you require materials or assistance, please call the Marvin Library (4-3866) for handling of your request.

### On Vacation:

H. Robert Malinowsky will be on vacation July 30 through August 8. John Nugent will be on vacation July 26 through August 6. Ned Kehde will be in charge while Mr. Nugent is away. George Jerkovich will be on vacation from July 28 through August 18; Kermit Sewell will be in charge during his absence.

### Courier Service:

Courier Service between the Regents' Schools and Kansas City will be suspended after July 29 and will resume on Tuesday, August 24.

### Steam Shut Down:

The steam will be shut down on Tuesday, August 3 beginning at 7 a.m. and lasting for 15 hours. The only problem will be no hot water. All operations will continue as usual.

### Postal Rates:

New postal rates went into effect July 18 concerning 3rd class, special 4th class and library rates. We will have to conserve as much as possible since this will mean about a 5% increase.

### Donuts:

Due to a consistent deficit in donut receipts, Maxine Younes will sell the donuts in the Watson Library Staff Room between 9:30 a.m. and 9:45 a.m., Monday through Friday. She is doing this on her own time during August in order to determine how much we should realize out of the sales if everyone were honest in placing the money in the box on a daily basis. Only one dollar was cleared last month! If the time for purchase presents a problem, contact Maxine at 4-3038.

### Business and Economics Reading Room:

The August hours for the Business and Economics Reading Room are:

August 1 - August 22	
Monday-Friday	8am - 12noon
Saturday-Sunday	Closed

These are the public hours. There may be some staff working in the afternoons if questions arise concerning library operations.

Business and Economics Reading Room (cont'd)

Regular hours resume on August 23 and are:

Monday-Thursday	8am-5pm, 7pm-10pm
Friday	8am-5pm
Saturday	9am-12noon
Sunday	7pm-10pm

Minutes of the Administrative Conference, July 22, 1976:

The Conference met at 10:30 a. m. in B28 Watson with Jim Ranz presiding. Present were Nancy Bengel, Marilyn Clark, Mary Green, Martha Kehde, and Bonnie Postlethwaite.

Nancy Bengel commented on the visit of building consultant Ralph Ellsworth to Watson Library on July 13-15. Ellsworth's report to Ranz will be issued in the 7/22/76 FYI.

Jim Ranz expressed his interest in inviting Ron Wells of the School of Business to the Administrative Conference to talk about administrative feedback systems. Wells had earlier participated in a study of the Order Department, and Ranz suggested that the concepts employed there might be of broader interest to the library staff, particularly as they relate to improved communication.

Ranz added that next week's FYI will carry a revised charge and membership structure for the Collection Development Committee. He has asked Marilyn Clark to chair the committee.

Nancy Bengel announced that the library has been asked by the Kansas Union to allow placement of certain heavily-used textbooks on Reserve in Watson. When unexpected heavy enrollment occurs in certain areas, the few remaining texts would be transferred to Watson Reserve to assure student access.

Mary Green commented that work continues on a series of library-oriented civil service classifications. Representatives from the Regent's libraries are, in general, meeting once a week in Emporia for an all-day working session. There has been some action on allocation of the library's new classified positions. The positions for Order and the Art Library have been allocated to Clerk Typist II, and the Documents Department's new position has been endorsed as a Library Assistant by Central Personnel and sent forward to Topeka.

Revised Charge for the Collection Development Committee:

The Collection Development Committee has been delegated broader responsibilities for collection development, and its membership has been expanded. A special subcommittee of Clark, M. Kehde, Mason, and Young drafted the revised charge which, with certain minor additions, appears in this issue of FYI. Marilyn Clark has accepted an invitation to serve as Chairperson.

Jim Ranz

Personnel:

Mary Harrell resigns as Clerk Typist II in the Kansas Collection effective 8/17/76. Holly Reusch resigns as Clerk II in the Cataloging Department effective 8/6/76.

Openings:

Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday August 3.

Clerk Typist II, Kansas Collection

- \*(2) Data Entry Equipment Operator, Cataloging Department
- Library Assistant, Interlibrary Services, open as a continuing position effective 9/1/76

\*The Clerk II Cataloging position open 8/7/76 and the vacant Clerk Typist I Cataloging position have been reallocated to the Data Entry Equipment Operator I classification. Qualifications for this classification are: 3 months experience in the operation of Data Entry Equipment.

Student Time Cards:

All student time cards will be due in the Dean's Office on Monday August 16 at 9am.

Work-Study Referrals:

All students who qualify for the Work-Study program, or who think they might, should apply for a fall and spring Work-Study referral from Joan Sherwood, Student Financial Aids Office after August 9. These referrals should be submitted to the Dean's Office by August 27 to insure that the student will be paid from Work-Study funds during the period 8/18/76-9/17/76.

Affirmative Action Sessions Scheduled:

Affirmative Action guidelines in recruitment and selection will be presented by Clarence Dillingham (Affirmative Action Office) and Philip Rankin (Employment Services) at Watson Library on Tuesday, August 10. The meeting times and room location will be announced in next week's FYI.

Administrative Conference Agenda:

The agenda for the Administrative Conference meeting to be held Thursday, August 5, at 10:30 a.m. in B28 Watson is as follows:

- a. Library Facilities Planning Committee - Nancy Bengel
- b. METRO Training

UNIVERSITY OF KANSAS LIBRARIES

Collection Development Committee  
Revised Charge  
21 July 1976

I. The Collection Development Committee shall advise the Dean of Libraries on the development and maintenance of the University Libraries' collections of books, serials, and other resources, with particular reference to

- A. the collection development goals, policies and programs priorities in the implementation of collection development programs
- B. the improvement of overall coordination and communication upon matters of collection development within the Libraries, within the University community, and in other appropriate connections

II. Particular responsibilities of the Committee shall be to

- A. advise the Dean of Libraries upon the general allocation of book and serial funds
- B. encourage and advise individual members of the library staff in collection development activities
- C. review conflicting priorities in the implementation of collection development programs between units of the Libraries or between units of the Libraries and academic departments or between academic departments, and to recommend solutions to the Dean of Libraries for his judgment
- D. insure that library staff, academic and administrative personnel are adequately informed of the collection development activities of the Libraries by the promulgation of the annual book and serials allocation statement and of minutes of the Committee's meetings, and by other measures
- E. insure that goals, policies, and programs are kept current

III. Individual members of the Committee shall be responsible for the full exercise of their respective subject expertise in regard to collection development; recommending purchase, replacement or non-replacement, and other collection maintenance activities to the appropriate general officer (see chart below) as well as recommending new areas for development to the Committee for its consideration; reporting on the success of the blanket and approval order plans in their particular fields and offering suggestions for improvement; assisting the book chairmen of appropriate academic departments in their collection development efforts.

IV. The members of the Committee, together with their areas of selection

Collection Development Committee (Cont'd)

responsibility, follow:

Anderson, R.	Social Sciences, Portions of History
Brow, E.	Latin American Area
Carvalho, G.	East Asian Languages
Clark, M.	Reference
Gates, E.	Music
Howey, M.	Government Documents
Jerkovich, G.	Slavic Languages
Kehde, M.	Art, Design, History of Art
McDonough, R.	Gifts, Exchanges, Duplicates
Mason, A.	Special Collections, including Kansas Materials and University Archives
Miller, K.	Serials, Continuations
Symons, E.	General, Humanities, Portions of History
Young, M.	Sciences, Technology, History of Science

Other bibliographers from the staff who have subject interests and specialties will work through the members of this Committee and with the faculty in recommending materials for the collections.

Changes in the membership of the Committee may be made by the Dean of Libraries, following consultation with the Committee.

The Dean of Libraries will request a member of the Committee to serve as Chairperson.

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 358

August 5, 1976

## LFA Committees:

Librarians are needed to serve on Library Faculty Assembly committees. These are appointive positions by the LFA Executive Board: Budget and Planning Committee; Professional Development Committee; and Nominating Committee. Please send your name to Polly Trillich, Cataloging Department, or to Joan Soutar, Serials Department if you are interested in serving. If you wish to nominate another person, please obtain her or his consent before entering the nomination.

Joan Soutar

## Library Science Course:

Emporia Kansas State College has announced an off-campus course at the University of Kansas, Malott Hall, Room 155, for fall 1976. This course is LS 843, Information Services in the Sciences, a three hour graduate, resident credit course. Advanced registration is not required. Enrollment will be conducted at the first class session on August 30 at 7:00 p.m. Fee: \$66.00. For further information contact Dr. David Cropp, Assoc. Dean, Graduate & Continuing Education, Emporia.

## Seminars:

A folder has been placed in the Staff Room with information regarding upcoming continuing education seminars and institutes through the University of Kansas Linwood Center and other organizations. This material will be updated as new announcements are received.

## REMINDER:

Work-Study students should apply for a fall and spring referral from Joan Sherwood, Student Financial Aids Office, after August 9. These referrals should be submitted to the Dean's Office by August 27 to insure that the student will be paid from Work-Study funds. (see FYI #357).

## Degree Earned: Congratulations!

Sally Atkinson has earned a MLS from Emporia State College this summer.

## UKASE Deadlines:

Corrections are due in the Serials Department Office by 5:00 p.m. on August 5. Check-in Strips are due in Serials by August 12 at 5:00 p.m. Due to a large influx of corrections caused by numerous special projects it is necessary to close corrections earlier than normal to handle this volume of work. When the flow of corrections decreases we hope to move our deadline back to the usual "Monday-of-the-run-week" time.

## Affirmative Action Sessions Scheduled:

Affirmative Action guidelines in recruitment and selection will be presented by

Affirmative Action (cont'd)

Clarence Dillingham (Affirmative Action Office) and Philip Rankin (Employment Services) in two duplicate sessions on Tuesday, August 10, at 10:00 a.m. and at 1:30 p.m. in B28 Watson. All classified and unclassified library staff should plan to attend one or the other of these meetings. Questions will be welcomed by the speakers.

Staff Room:

Members of the Staff Association have voted to keep the Staff Room door locked at all times, but apparently some staff members have taken it upon themselves to make certain the door is unlocked at all times.

In recent days several lunches have been taken from the refrigerator by persons other than the owners. Other personal items are also missing.

Without staff cooperation, the lunch thief will not be stopped. If everyone will make an effort to keep the Staff Room door locked prior to 1:00 p.m., perhaps staff members who store their lunches there will be able to eat their own lunch. Keys are available from Maxine Younes in the Cataloging Department.

Locking the door may not save any lunches but it will certainly go a long way toward keeping unauthorized persons out of the break room.

Joe Hewitt

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 359

August 12, 1976

Personnel:

Resignations include Ola Faucher, Library Assistant in the Latin American Department, effective 8/31/76; Vicki Allen, Clerk II in the Science Library, effective 8/27/76; and Janice Boone, Clerk I in Copying Services, effective 8/31/76.

Openings:

Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker or Mary Green by Tuesday, August 17:

Library Assistant, Latin American Department  
Library Assistant, Documents Collection (new position)  
Clerk II, Science Library  
Clerk II (20% time), Entomology Reading Room  
Clerk I, Copying Services

"An equal Opportunity/Affirmative Action Employer." Qualified women and men of all races are encouraged to apply.

A Note of Thanks to CETA Workers:

Appreciation is extended to all of the CETA Summer Work Program employees who have worked for the Libraries this summer. Employees in the program will be terminating employment this month.

Student Time Cards:

All student time cards will be due in the Dean's Office on Monday August 16 at 9 a. m.

Administrative Conference:

Next meeting of Administrative Conference will be Thursday, August 26, in B28 and at two week intervals thereafter.

On Vacation:

Roger Anderson will be on vacation August 17-25. Sue Hewitt will be in charge while Roger is gone.

Minutes of the Administrative Conference, August 5, 1976:

The Conference met at 10:30 a. m. in B28 Watson with Ranz presiding. Present were: Bill Deacon, Earl Gates, Mary Green, Sherry Hawkins, Rosemary McDonough, Sandy Mason, Kent Miller, Linda Parker, and Elizabeth Stephens.

Minutes of the Administrative Conference (Cont'd)

Linda Parker reported on METRO training received by Jeanne Richardson and herself on July 28 and 29, in accessing the Lockheed and SDC systems. Parker has established a minimum price of \$20 per search in August, which includes communication time, printing, and staff time. Parker will explore funding sources to subsidize searches and will attempt to acquaint potential users with the service. She requires advance notice if demonstrations of the systems are wanted. There will eventually be access to numerous other data bases through the Bibliographic Center for Research, and future workshops will be planned for these various data bases. The two terminals are located in the Watson Library Systems Office and in the Science Library.

Jim Ranz commented on activities of the library's internal facilities planning committee. The committee has been studying organization of periodical services, and Nancy Bengel, Marilyn Clark, and Kent Miller will be asked to review periodical access and make any recommendations for changes. Ranz commented that Ralph Ellsworth had recommended simplification of the serials system for improved user access. Kent Miller advocated consistency of services and policies for periodicals housed in Watson and in any new facility. In exploring possibilities, Miller, Clark, and Bengel will seek information from interested staff.

Ranz reported that he had recently received some expressions of staff concern for the amount of staff time spent in committee work. There was considerable discussion, with a variety of opinion expressed.

Due to a scheduling conflict, Ranz asked that the next Administrative Conference be held in three weeks rather than in two, specifically on August 26. The meeting adjourned at 11:35 a. m.

(Mary Green, Secretary)

## Fee Cards:

Nancy Shawbaker has a supply of Staff Fee Eligibility Certificates (pink) and Dependent Fee Eligibility Certificates (blue). Attached are the criteria are each certificate.

### STAFF RATE

"88-3-9. Institutional Personnel. Employees of universities or colleges under the State Board of Regents, classified and unclassified, on regular payroll appointments for four tenths (.4) time or more, and their dependent spouses and children shall be accorded the resident fee privilege. The provisions of this regulation shall not apply to seasonal, temporary or hourly employees" (taken from residence regulations of Kansas State Board of Regents).

A person employed on a monthly semester, or yearly basis by the University,\* for at least .4 (40%) time but less than full time service, if enrolled in course work, may pay fees at the staff rate, when properly certified to the Office of Admissions and Records by the employing department.

To be eligible, employment must begin on the first day of classes, or not later than the first day of the month immediately following, and must continue through the last day of classes. A person whose yearly employment averages .4 (40%) time or more, with a minimum of .3 (30%) in one semester, is eligible for the staff rate.

Persons enrolling in the Summer Session are eligible for the staff rate if they:

1. have been eligible for the staff rate for the previous nine months; or
2. have been eligible for the staff rate for the preceding Spring Semester, and will be eligible for the staff rate for the following Fall Semester; or
3. will be eligible for the staff rate for the nine-month school year following the Summer Session in question.

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Excluded from eligibility for the staff rate are the following:

1. Hourly employees, of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."
3. Employees of the United States Geological Survey.

The staff rate is calculated on an hourly basis, depending upon the number of hours of enrollment. The staff rate includes a pro-rated Campus Privilege Fee.

Although the staff rate is similar to the rate charged Kansas residents, eligibility for the staff rate does not confer eligibility to pay the resident fee upon the individual or the dependents, except as hereinbefore stated.

### FULL STAFF RATE

A member of the staff employed full time, if enrolled in course work, may pay fees at the full staff rate. This full staff rate does not include a Campus Privilege Fee.

### STAFF FEE ELIGIBILITY CERTIFICATE

To take advantage of the staff rate or the full staff rate, the individual concerned should secure from the employing department a "Staff Fee Eligibility Certificate." This certificate must be turned in with registration materials at Station 9 at enrollment.

\* Employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the School of Religion, the ROTC and similar University-related agencies, are eligible for the staff rate.

### STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS

This card is to be submitted by a student who normally would be assessed non-resident fees, but as the legal dependent of a university employee desires to pay fees at the resident rate. The residence regulations of the Kansas State Board of Regents, quoted in part below, and all other qualifying criteria must be met by the sponsor.

"88-3-8. Institutional personnel. Employees of universities or colleges under the state board of regents, and their dependents, classified and unclassified on regular payroll appointments for .4 time or more, shall be considered residents for fee purposes, except in cases to which 88-3-6 applies. The provisions of this regulation shall not apply to seasonal, temporary or hourly appointees. . . ."

The sponsor must be employed at the beginning of a semester, for a period at least as long as a semester to establish resident fee eligibility for that semester. Also a person whose yearly employment averages .4 (40%) time or more (e.g., .5 (50%) time one semester and .3 (30%) time the other semester) is eligible for the resident rate:

A student enrolling in the Summer Session is eligible for the resident rate if the sponsor:

1. Has been on the staff for the previous nine months.
2. Has been on the staff for the preceding Spring Semester, and will be on the staff for the following Fall Semester.
3. Will be on the staff for the nine-month school year following the Summer Session in question.

Excluded from eligibility for the resident rate are students whose sponsors are:

1. Hourly employees of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."
3. Employees of the United States Geological Survey.

Legal dependents of employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the State Geological Survey, the School of Religion, the ROTC, and similar University-related agencies, are eligible to pay fees at the resident rate if all aforementioned eligibility requirements are met.

## Meetings, Meetings, Meetings!

*C. Craig Wright, manager of medical and health services for the Xerox Corporation, writing in the "Newsletter for Xerox Managers" on the stress on executives caused by the amount of time they lose in meetings:*

And as the conclaves multiplied and lapped one upon another, they were delayed in starting and delayed in ending, and were postponed to be called again when those whose presence was required could be made free. For the message was clear, but the ways were hidden.

Then from all sides came voices crying out—

"Though I labour from my coming in to my going out, I cannot attend the meetings for which I am summoned."

"It concerned me not, yet was I called unto meeting."

"My need for decision is great, yet am I denied, for all are in meetings."

"Can the meeting not start by the mark on the glass?"

"To the meeting for which I made ready, no person came."

"Is thy servant a fool, that thou summonest him to a meeting to schedule meetings?"

And then at last the chief, hearing of these things, decreed that the axe be laid to the root of those meetings which brought forth bad fruits. And he sent forth a scroll, saying:

I. Thou shalt not meet if the matter can be resolved by other means.

II. Thou shalt make the purpose of each meeting known to those thou summonest.

III. Thou shalt summon only those whose presence is needful.

IV. Thou shalt start at the time announced.

V. Thou shalt stop when it is meet and right so to do.

VI. Thou shalt not run beyond.

VII. Thou shouldst combine into one those which need not be separate.

VIII. Prepare thy thoughts, that the minutes not be wasted.

IX. Schedule not in haste, for the day is short in which to do that which thou hast to do.

X. Fear not to cancel if need disappears.

And in time the people learned and obeyed these writings, and followed them, putting to and taking away as suited their needs. For as they forsook their old ways, new hours were given unto them, and they were free to do their things, and they saw that it was good.

From the Newsletter  
for Xerox Managers

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 360

August 19, 1976

### Personnel:

New staff members appointed August 18 include: Margaret Williams, Clerk Typist II in Serials; Laura Yokochi, Clerk Typist II (50%), in Serials; Mary McFadden, Clerk I, Order; Nancy Ursery, Clerk Typist II; Kansas Collection; Sally Roach, Clerk Typist II, Order; Cynthia Lathrop and Mary (Kate) Duffy, Security Officer I's, (50%) Security & Delivery. Bayliss Harsh has been appointed to the Library Assistant position in Interlibrary Services on a continuing basis effective 8/18/76. Margaret (Peggy) Morrison has been promoted to the Library Assistant position in the Latin American Department effective 8/23/76.

### Fire Emergency Training:

There will be instructions on fire emergency and how to use fire extinguishers on September 2, 20, and 23 at 10:00 a.m. in B28 Watson. Each session is the same. If interested in attending the 1-hour session, please give your name to H. Robert Malinowsky by Wednesday, August 25 so you can be scheduled for one of the sessions.

### Dyche Reading Room:

Until further notice the Dyche Reading Room telephone will be unusable. Leave messages for Ruth Fauhl in Marvin Library.

### Accreditation:

The school of Library Science at Emporia Kansas State College has received accreditation from the Committee on Accreditation of the American Library Association. It is one of 60 accredited schools in the United States and the only one in Kansas, Nebraska, North Dakota, South Dakota, Arkansas and Wyoming.

### Chemical Titles:

The Chemical Titles computerized retrieval service has been discontinued. The manual Chemical Title index is still available in the science library.

### Academic Affairs:

The Office of Academic Affairs has scheduled a meeting with all unclassified staff on September 10, 3-5 p.m. in B28 of Watson. Vice Chancellor Calgaard, Dr. Hutchison, and Dr. Christoffersen will present to discuss items of concern to the library faculty.

### Convocation:

All university convocation will be in Hoch Auditorium Monday, August 23, 9am-10am. Library Faculty who desire to be in the faculty procession should assemble in the east wing, first floor of Strong Hall for the 8:50 procession.

Thefts:

There is an increase of thefts across campus. Please do not leave money or valuables such as hand calculators, radios, etc. unattended. If possible take them home with you at night or lock them in a filing cabinet.

Schedule of Hours:

Attached for your information are the schedules of hours for Watson and the branches.

Gamut:

WANTED: Volunteers to help type the next GAMUT issue. This issue will be printed by off-set rather than stencils which will make the typing much easier. Even one page of typing will be a big help so please volunteer if you have a few extra minutes. We will need typists probably around the first week of September.

Also, we welcome any articles or suggestions from any staff member for this next issue.

If you can help type or have material for GAMUT, please contact Susan Hamilton, Exchange and Gifts Dept., or Joe Hewitt, Cataloging.

Collection Development Committee:

The Collection Development Committee will meet Monday, August 23rd at 3:30 in B28. Agenda includes: Discussion of identification and implementation of bibliographers from the library staff and discussion of serials fund allocations.

Linwood Library Telephone:

Nancy Burich, Linwood Librarian can be reached at 841-2147 for the time being. That is the main switchboard at Linwood Center. Later she will have her own library phone number.

Administrative Conference:

The Administrative Conference will meet Thursday, August 26, 10:30 a.m. in B28 Watson. Agenda is as follows:

- a. Staff Handbook--M. Green, H. R. Malinowsky
- b. Affirmative Action: Library Goals and Utilization--M. Green
- c. Library Staff Turnover, 1975/76--M. Green
- d. OCLC Progress--E. Johnson, M. Deddens

SCHEDULE OF BRANCH LIBRARY HOURS

Marvin, Music, Science	<p>Aug 13-22: M-F, 8am-5pm; Sa-Su, Closed</p> <p>Aug 23-Sep 5: M-Th, 8am-11pm; F, 8am-5pm; Sa, 9am-5pm; Su, 2pm-11pm</p> <p>Sep 6: M, Closed</p> <p style="padding-left: 20px;">LABOR DAY</p> <p>Sep 7-Nov 22: Same as Aug 23-Sep 5</p> <p>Nov 23-24: T-W, 8am-5pm</p> <p>Nov 25-28: Th-Su, Closed</p> <p style="padding-left: 20px;">THANKSGIVING</p> <p>Nov 29-Dec 18: Same as Aug 23-Sep 5</p> <p>Dec 19-Jan 24: M-F, 8am-5pm, Sa-Su, Closed</p> <p style="padding-left: 20px;">Closed CHRISTMAS day and NEW YEAR'S day.</p>
Mathematics	<p>Aug 13-Jan 24: M-F, 8am-5pm; Sa-Su, Closed</p> <p style="padding-left: 20px;">Closed THANKSGIVING day and the day after Thanksgiving, CHRISTMAS day, and NEW YEAR'S day.</p>
Map	<p>Aug 13-22: M-F, 9am-5pm; Sa-Su, Closed</p> <p>Aug 23-Sep 5: M-F, 9am-5pm; Sa, 9am-1pm; Su, Closed</p> <p>Sep 6: M, Closed</p> <p>Sep 7-Nov 24: Same as Aug 23-Sep 5</p> <p>Nov 25-28: Th-Su, Closed</p> <p>Nov 29-Dec 5: Same as Aug 23-Sep 5</p> <p>Dec 6-Jan 24: M-F, 9am-5pm; Sa-Su, Closed</p> <p style="padding-left: 20px;">Closed CHRISTMAS day and NEW YEAR'S day.</p>
Special Collections	<p>Aug 13-22: M-F, 9am-6pm; Sa-Su, Closed</p> <p>Aug 23-Sep 5: M-F, 9am-6pm; Sa, 9am-1pm; Su, Closed</p> <p>Sep 6: M, Closed</p> <p>Sep 7-Nov 24: Same as Aug 23-Sep 5</p> <p>Nov 25-28: Th-Su, Closed</p> <p>Nov 29-Dec 5: Same as Aug 23-Sep 5</p> <p>Dec 6-Jan 24: M-F, 9am-6pm; Sa-Su, Closed</p> <p style="padding-left: 20px;">Closed CHRISTMAS day and NEW YEAR'S day.</p>
Kansas Collection	<p>Aug 13-22: M-F, 9am-6pm; Sa-Su, Closed</p> <p>Aug 23-Sep 5: M-F, 9am-5pm; Sa, 9am-1pm; Su, Closed</p> <p>Sep 6: M, Closed</p> <p>Sep 7-Nov 24: Same as Aug 23-Sep 5</p> <p>Nov 25-28: Th-Su, Closed</p> <p>Nov 29-Dec 5: Same as Aug 23-Sep 5</p> <p>Dec 6-Jan 24: M-F, 9am-5pm; Sa-Su, Closed</p> <p style="padding-left: 20px;">Closed CHRISTMAS day and NEW YEAR'S day.</p>
University Archives	<p>Aug 13-Jan 24: M-F, 9am-5pm; Closed weekends, LABOR DAY, THANKSGIVING, day after Thanksgiving, CHRISTMAS, NEW YEAR'S.</p>
Entomology	<p>Aug 13-Jan 24: Open Tuesday only 10am-4pm</p>
Dyche	<p>Aug 13-Jan 24: M-F, 1pm-5pm; Closed weekends, LABOR DAY, THANKSGIVING, day after Thanksgiving, CHRISTMAS, NEW YEAR'S.</p>
Business and Economics	<p>Aug 13-Jan 24: While classes are in session--M-Th, 8am-5pm, 7pm-10pm; F, 8am-5pm; Sa, 9am-noon; Su, 7pm-10pm. Vacation hours vary. Closed LABOR DAY, THANKSGIVING, day after Thanksgiving, CHRISTMAS, NEW YEAR'S.</p>

See SCHEDULE OF WATSON LIBRARY HOURS for those Libraries and Departments within Watson Library.

NOTE: Hours are subject to change.

SCHEDULE OF WATSON LIBRARY HOURS

	Art Circulation Copying Microforms Reference Reserve Serials	Documents	East Asian
Aug 23-Sep 5	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-5pm F 8am-5pm Sa Closed Su Closed
Sep 6 LABOR DAY	M Closed	M Closed	M Closed
Sep 7-Nov 22	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-5pm F 8am-5pm Sa Closed Su Closed
Nov 23-24	T-W 8am-5pm	T-W 8am-5pm	T-W 8am-5pm
Nov. 25 THANKSGIVING	Th Closed	Th Closed	Th Closed
Nov 26-28	F 8am-5pm Sa-Su Closed	F 8am-5pm Sa-Su Closed	F Closed Sa-Su Closed
Nov 29-Dec 18	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-5pm F 8am-5pm Sa Closed Su Closed
Dec 19-Jan 24	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed

(All Libraries closed on CHRISTMAS day and NEW YEAR'S day; hours may change during Christmas week.)

This schedule is for Watson Library only. For schedules of hours of Science, Music, Marvin, Mathematics, Entomology, Dyche, Special Collections, University Archives, Kansas Collection, Map, and Business and Economics check at the Exit Desk or Reference Desk in Watson Library. If Watson Library is closed, all branches are closed.

NOTE: Hours are subject to change.

# FYI

## University of Kansas Libraries From the Office of the Dean

---

Number 361

August 26, 1976

### Fire Emergency Training:

All staff are encouraged to attend the instructions on fire emergency and how to use fire extinguishers on September 2, 20, and 23 at 10:00 a.m. in B28 Watson. Please give your name to H. Robert Malinowsky immediately so you can be scheduled for one of the sessions.

### Missing:

The Art Library reports that v.10, 1974 of Repertoire d'art et d'archeologie has been missing since April. Would all departments please check their shelves for this volume. The call number is Z5937 .R4. This is an important reference work and the Art Library needs it badly.

### Personnel:

Donna Neas has been appointed to the Clerk II position in the Science Library as of August 30, 1976. Debbie Spencer has been appointed to the Library Assistant position in Documents as of August 25, 1976. Toni Taylor has been reinstated to the Clerk II position in Entomology effective August 18.

### Book Repairs:

Repairs resume on a regular basis in Bindery Preparations now. If you have any questions please contact Liz Coover.

### Library Science Course:

The Classified Conference wishes to reiterate the news that Emporia is offering an extension course in Library Service in the Sciences. Anyone interested is encouraged to come to the first class meeting on Monday August 30, at 7:00 p.m. in room 155 Malott Hall. The cost is \$66.00 for 3 hours credit. No preenrollment is necessary and the last day to register is the next class on Monday, September 13.

### TIAA/CREF Information Due in Staff Benefits:

Unclassified staff having selected TIAA/CREF membership should return their retirement forms to Staff Benefits no later than September 1, designating beneficiaries and which of the various options they desire in contributing to the plan. Individuals interested in taking out additional voluntary tax-sheltered annuities should note that they must then tax shelter their basic University retirement contributions also. For staff transferring from KPERS, membership becomes effective with the August 18 through September 17 pay period. Tax sheltering cannot be provided for this period unless the individual's salary reduction agreement is received in Staff Benefits before September 10.

New Student Assistant Orientation:

There will be new student assistant orientation on Wednesday and Thursday evening, September 1 and 2, 6:30 p.m. - 8:30 p.m. in B28 of Watson Library. All new student assistants should sign up with Sally Lovett in the Dean's office for one of the evenings. Each student will be paid for the time in attending this orientation.

Copying Services:

The period between 8:00-9:00 a.m. is used to set up change funds in copying machines and to ready them for operation and to prepare the daily deposit of funds. Because of this and other activity related to Copying Service operations, departments should present requests for library copying between 9 a.m. and 5 p.m. Staff will try to respond to your needs as rapidly as possible: if delays are anticipated, you will be advised.

LIBRARY FACILITIES PLANNING COMMITTEE

MINUTES OF THE MEETING

August 18, 1976

Jim Ranz announced the resignation of Thomas R. Smith from committee membership.

Draft copies of Chapters 1 and 6 of the Long Range Plan were distributed. Jim Ranz suggested that Chapter 6 be read for future discussion and that the meeting be devoted to review and criticism of Chapters 1-5. Progress was made through Chapter 4, with a number of changes and additions made which will appear in a revised draft. Jim Ranz reiterated that the figures and statistics used in the Report will be consistent with those used by University offices and agencies.

The next meeting was set for Friday, September 10 at 3:00 p.m. in the Facilities Planning Offices, Carruth-O'Leary.

John L. Glinka  
Secretary

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 362

September 2, 1976

Exhibit:

In the North Gallery of Special Collection Ann Elizabeth Hagedorn has prepared an exhibit, "The Case of Ireland."

Correction:

Two items of misinformation regarding Circulation Services have recently appeared in The Oread. The correct information is: 1) Employees should contact the Office of Central Personnel for staff or faculty ID's. 2) Faculty should apply for a Faculty Study in the Déan's Office.

Food & Drink:

It has been brought to the attention of Mr. Malinowsky through SLIC that some staff are openly carrying food and drink through the library. Since we try to prevent patrons from doing this, the staff should have enough sense to not do it. If you are taking rolls to your office, be sure they are wrapped. Try to use the least public route and do not eat or drink in a public area.

Buying trip:

During the absence of George Jerkovich from September 1 to mid-October for a buying trip to Russia Kermit Sewell will be in charge of the Slavic Department.

Personnel:

Donna Neas has been appointed to the Clerk II position in the Science Library as of 8/30/76. Norman Wycoff has been appointed to the Clerk I position in Copying Services as of 9/1/76. Lola Burge has been promoted to the Clerk Typist II position in the Art Library effective 9/6/76. John Nitcher resigns as Security Officer I in Security & Delivery effective 8/31/76.

Openings:

Staff members interested in applying for promotion or transfer to the Security Officer I,  $\frac{1}{2}$  time position in Security & Delivery should make application with Nancy Shawbaker by Wednesday September 8.

"An Equal Opportunity Employer" All qualified women and men are encouraged to apply.

Administrative Conference Agenda:

The next meeting of the Administrative Conference will be held Thursday, September 9, at 10:30 a.m. in B28 Watson. Marianne Griffin will present policies and practices of Interlibrary Services.

Minutes of the Administrative Conference, August 26, 1976:

The Conference met at 10:30 a.m. in B28 Watson with John Glinka presiding. Present were: Roger Anderson, Marilyn Clark, Barbara Clason, Marcia Deddens, Earl Gates, Mary Green, George Griffin, Sherry Hawkins, Ellen Johnson, Nancy Lynott, Bob Malinowsky, Sandy Mason, Kent Miller, Bonnie Postlethwaite, Eleanor Symons, Polly Trillich, and Marna Young.

Green announced that a draft of an updated library Staff Handbook will be delivered to Jim Helyar this week for compilation (the personnel section having been delivered August 25 to Sandy Mason for commentary before transmittal to Helyar). Plans include issuing one or more preliminary copies of the Staff Handbook for staff comment and subsequent revision before issuing a final edition. Malinowsky expressed his interest in having the Handbook issued in looseleaf form. Those present expressed general favor for a looseleaf format. Gates suggested that additional, revised index terms be noted on subsequent updates, allowing staff to update their indexes accordingly. Periodic index revisions could be cumulated as needed. Symons suggested that, in addition to dated Handbook updates, complete review and revision of the Handbook be conducted periodically. At Malinowsky's inquiry, there was some discussion of whether handbooks should be issued to all salaried library staff or to library departments in limited numbers for reference purposes--with more than one copy to departments having greater staff size. Symons advocated distribution of copies to all staff. Clark suggested, if not all staff were to receive Handbooks, that announcements of Handbook revisions be included in FYI, and that a routing copy as well as a Handbook update be provided to each department for informational purposes as updates were issued. Clark also suggested numbering Handbook sections, as in the Faculty Handbook, and perhaps considering different-colored sheets for sections on personnel, sections on departmental descriptions, etc.

Green presented a report of the Libraries' Affirmative Action goals and utilization of minorities for the past three years. (attached) There was discussion of recruitment and of the limited number of minority candidates for professional positions. Green also reported on library staff turnover for the past year (attached), with tables of turnover rates for the past three years. Information from exit interviews conducted from July 1975 through June 1976 was summarized as to reasons for staff turnover.

Johnson and Deddens reported on the progress of OCLC implementation in the Catalog Department. Johnson announced that the Department has been organized into three units--original cataloging, OCLC operations, and serials cataloging. With the rearrangement of desks, mail to individuals should be delivered differently from past procedure. A memo in FYI will be issued to clarify the matter. Deddens read a chronology of OCLC activities in the Department (see attached). Malinowsky commended the pre-planning provided by Johnson and Deddens in OCLC implementation. Johnson announced that Information Design will run parallel with OCLC until about November 1. In response to an inquiry,

she stated that non-English MARC copy has been available for some time, but not in very great quantities. Titles for which no copy is found are placed in six month control for later searching. There was some concern expressed for this amount of time. Deddens explained that a high proportion of these materials are expected to have OCLC copy after six months. Johnson added that only about 10 percent of materials are going on six month hold. Original cataloging currently consists primarily of items designated as priority materials but for which no copy is found. Malinowsky stated that he is exploring purchase of a printer for the Catalog Department. Glinka cautioned that monetary restrictions exist this year for OCLC searching and copy production, to a maximum of approximately \$56,000.

Malinowsky announced that only five library staff have signed up for the scheduled fire procedures training session. Department heads should encourage any interested staff to attend.

Clark announced that the first fall meeting of AAUP will deal with faculty evaluations

Young encouraged staff to see and use the visual design micro-catalog system in the Engineering Department. She recommended its use in learning more about the design aspects of equipment.

The meeting adjourned at noon.

(Mary Green, Secretary)

DEAN OF LIBRARIES' COMMITTEE ON COLLECTION DEVELOPMENT  
Minutes of 16 August 1976

Present: Anderson, Brow, Clark (chairman), Gates, Howey, McDonough, Mason (secretary), K. Miller, Symons, Young, Malinowsky, Ranz.

Mr. Ranz charted the distribution of duties within the collection development operations, dividing them between processing (the technical, administrative, or routine operations) and selection. The general division is shown below.

General Collection Development

Processing and  
administration

Anderson, reporting  
to Malinowsky

Selection

Collection Development  
Committee, reporting to  
Ranz/Malinowsky

In selection, individual members of the Committee will continue to select materials in the areas in which they are already working. The Committee as a body will deal with matters which involve the areas of more than two or three people, gaps, overlappings, duplications, allocation of funds, and other matters as shown in the CDC charge of 21 July 1976.

1. The division of responsibilities with some specific areas was charted as shown below.

Approval and blanket orders

Processing and  
administration  
Symons

Selection

CDC as above

Serials

Processing and  
administration  
K. Miller

Selection

CDC in consultation with  
Miller

Exchanges and Gifts

Processing and  
administration  
McDonough

Selection

CDC in consultation with  
McDonough

There was some discussion of routines in the Exchange and Gift area, revealing that specific procedures need to be worked out, especially methods of assuring CDC involvement.

Mr. Ranz stressed the need for evolving common routines.

The meeting then turned to discussion of other points.

Attention needs to be given to the division of funds between periodicals and continuations. Some areas, such as Latin American, have a high mortality rate in periodicals as well as a high birth rate. The limitation on new subscriptions in such areas results in a drop in the total funds spent on this medium as well as in the total number of periodicals made available to readers. Some areas, such as Science, have already had their F77 continuations funds spent out on F76 orders. Many areas have problems with missed continuation volumes. This matter will be taken up at a later meeting of CDC when a study being done by Mrs. Brow is

available for the Committee's use.

Mrs. Clark has a report of her survey and investigations of the summer in draft, which she will distribute to the Committee shortly. (Mr. Ranz suggested particular attention to the section of this report devoted to specific aims of the Committee for F77 and reminded the Committee to deal with problems one by one.) She has interviewed faculty in the departments of History, English, and Chemistry and will continue with further interviews, gathering information for a future policy statement. Mr. Ranz will report progress to the Senate Libraries Committee (new chairman: Earl Huyser of Chemistry), pointing out to them that we were somewhat unrealistic in expecting to complete a policy statement this summer.

The Committee discussed the expansion of purchases of Spanish and Portuguese imprints to include individually selected works in sociology, statistics, and anthropology. Setting up of individual accounts was discovered to be unnecessary since the present fund (General and Interdepartmental History and Political Science) is so arranged as to permit the flexibility of individual ordering as well as use in approval and blanket orders.

Miss McDonough proposed viewing shelves for duplicates discovered in the cataloguing process. Bibliographers were reminded that frequently a book may be labelled duplicate without actual physical verification of the existence of the original or comparison with it.

Meetings will be held every second week for the time being, with the usual hour being 3.30 on Monday. Suggestions for agenda should be submitted to the chairman, Marilyn Clark, who will put out notices of meetings and agenda. Committee members unable to attend meetings may send substitutes if they feel that this would be useful.

The secretary apologizes for the quality of the typing of this report, now realizing only too well the reason for once being fired from a job as a typist.

## UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66045

August 23, 1976

TO: Jim Ranz

FROM: Mary Green *MG*

SUBJECT: Affirmative Action Goals

In the academic year 1973/74 the University's Affirmative Action Office asked University departments to establish one-year and five-year goals for increased utilization of women and minorities as appropriate to their administrative, professional, and "classified professional" (or high-level paraprofessional) positions. The Libraries' one-year goals included the following additions to the staff: one woman in administration; one minority in the unclassified; and one minority in the classified professionals. The Libraries' five year goals included the following: one minority in administration; three additional minorities in the unclassified; and 3 additional minorities in the classified professionals.

In 1973/74, there was one woman among the five library administrators. Three of the 46 unclassified staff were minorities, and none of the 21 library assistants were minority employees. In 1974/75, one woman was added to the administrative staff on a temporary one-year appointment, and one minority was promoted to classified professional status. In contrast, the number of unclassified minorities decreased from three in 1973/74 to two in 1974/75 among the 40 unclassified staff.

The number of unclassified women administrators remained constant in 1975/76 (two of five). The number of minorities in the unclassified and classified professional ranks also remained unchanged in 1975/76, while the staff size in each category increased slightly, from 40 to 43, 5 FTE unclassified and from 21 to 23 classified professionals.

New appointments and promotions since 1973/74 have been predominantly of non-minority women. Of six new unclassified appointments and two unclassified transfers in 1974/75, all were non-minority women. There were two classified professional appointments in 1974/75, filled by promotion of non-minority women. In 1975/76, one unclassified woman was added to the library administration in a continuing position. Of four new unclassified appointments in 1975/76, three were women. None of the four were minority candidates. Again in 1975/76, there were two classified professional appointments, both filled by promotion of non-minority women.

Affirmative Action Goals

Page two

The number of actual vacancies among classified professionals seems to be well below 1973/74 predictions. Assuming a continued rate of 2 vacancies per year, only 10 classified professional vacancies, rather than 30, will occur during the 5-year period to 1978/79. However, the 10 unclassified vacancies predicted for the 5-year period is well below the rate of actual turnover. Assuming a modest 10 percent turnover per year, there should be 25 unclassified vacancies for the 5-year period.

In summary, the number of women in library administration and the number of minorities among classified professionals has increased, meeting these one-year goals established for 1974/75. However, there has been no increased utilization of minorities in the Libraries' unclassified ranks, and the prospect of meeting 5-year goals for minority utilization at all levels appears less than favorable at this time.

The Libraries' ability to improve recruitment of minority candidates for classified positions is extremely limited. Qualified external candidates are provided by the State Division of Personnel through the University's Central Personnel Office, and are not recruited at the departmental level. Moreover, since Civil Service Regulations encourage upward mobility for existing staff, external candidates are rarely solicited for classified library openings at the higher pay ranges. The Libraries' deficiency in minorities is perpetuated by both this system of internal promotion and the limited supply of minorities among external candidates.

Continuing unclassified library openings have in general been advertised nationally, with a vacancy notice sent to every ALA-accredited library school in the United States. Vacancies are also advertised to sources of women and minorities supplied by the Affirmative Action Office. The Affirmative Action Register and the Kansas City Call (with circulation to Kansas City's black community) have been utilized at various times, as has the Chronicle of Higher Education. Advertising in library publications has often been rejected because of the 2-3 month lead time required prior to publication. Ads have regularly been placed with the Mountain Plains Library Association's Newsletter, with the State Library's placement service, and with various state job lines. Placement services at the American Library Association's national and mid-winter meetings have been helpful in recruitment and providing personal contact with candidates. In 1974/75 and 1975/76 almost 1,400 applications were screened for professional openings in the Libraries. Of these applicants, only 12 were identified as minority candidates.

MG/vt

cc: Ronald Calgaard  
Bonnie Ritter  
Kathy Hughes, SLIC

Polly Trillich, LFA  
Sherry Hawkins, Classified Conf.  
Bonnie Postlethwaite, Classified Conf.

UNIVERSITY OF KANSAS LIBRARIES  
UTILIZATION OF MINORITIES  
1975/76

UTILIZATION ANALYSIS

	Total FTE	Women (FTE)		Minorities (FTE)	
		Number	% of Total	Number	% of Total
Unclassified Administrators	5	2	40%	0	0%
Unclassified Faculty Equivalents	43.5	26.5	61%	2	5%
Classified Professionals (Library Assistants,	23	22	96%	1	4%
Other Classified-- Clerical and Labor Classes	65.3	57.1	87%	2	3%

(Statistics calculated as of 6/30/76.  
Sex of last incumbent given for vacant positions.)

UNIVERSITY OF KANSAS LIBRARIES  
UTILIZATION OF MINORITIES  
1974/75

UTILIZATION ANALYSIS

	Total FTE	Women (FTE)		Minorities (FTE)	
		Number	% of Total	Number	% of Total
Unclassified Administrators	5	2 (1 temp., 1-year appointment)	40%	0	0%
Unclassified Faculty Equivalents	42	26 (1 temp., 1-year appointment)	62%	2	5%
Classified Professionals (Library Assistants, Data Entry Supervisor)	22	21	96%	1	5%
Other Classified-- Clerical and Labor Classes	64.3	55.3	86%	3	5%

(Statistics calculated as of 6/30/75.  
Sex of last incumbent given for vacant positions.)

UNIVERSITY OF KANSAS LIBRARIES  
UTILIZATION OF MINORITIES  
1973/74

UTILIZATION ANALYSIS

	Total FTE	Women (FTE)		Minorities (FTE)	
		Number	% of Total	Number	% of Total
Unclassified Administrators	5	1	20%	0	0%
Unclassified Faculty Equivalents	46	27	59%	3	7%
Classified Professionals (Library Assistants)	21	20	95%	0	0%
Other Classified-- Clerical and Labor Classes	66.3	59.3	89%	4	6%

(Statistics calculated as of 6/30/74.  
Sex of last incumbent given for  
vacant positions.)

UNIVERSITY OF KANSAS LIBRARIES  
UTILIZATION OF MINORITIES  
GOALS ESTABLISHED 1973/74 FOR INCREASE IN UTILIZATION  
FOR THE FIVE-YEAR PERIOD TO 1978/79

	Women (FTE)	Minorities (FTE)
Unclassified Administrators	0	1
Unclassified Faculty Equivalents	0	3
Classified Professionals (Library Assistants, Data Entry Supervisor)	0	3

UNIVERSITY OF KANSAS LIBRARIES  
UTILIZATION OF MINORITIES  
GOALS ESTABLISHED 1973/74 FOR INCREASE IN UTILIZATION 1974/75

Unclassified Administrators	Women (FTE)	Minorities (FTE)
	Unclassified Faculty Equivalents	1
Classified Professionals (Library Assistants, Data Entry Supervisor)	0	1

## UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66045

August 26, 1976

TO: Jim Ranz  
FROM: Mary Green *MM*  
SUBJECT: Staff Turnover

Attached are tables of library staff turnover rates for the past three years. The rate of classified turnover was as follows in each year: 1973/74--102 percent; 1974/75--35 percent; 1975/76--49 percent. The rate of unclassified turnover was: 1973/74--10 percent; 1974/75--16 percent; 1975/76--8 percent. These percentages include transfers and promotions as well as resignations. In general, classified turnover rates have been lowest at the higher pay ranges and highest at the lower pay ranges.

All terminating library staff were offered an exit interview and provided with a questionnaire to complete. Twenty-eight interviews were conducted in 1975/76. Respondents were asked to rate various aspects of their employment and to provide written comment as desired. Ratings for each item are shown on the attached questionnaire, giving the total number of staff responses. In general, respondents indicated moderate to strong satisfaction with training and supervision, orientation to other library departments, work load, flow of communication to and within their departments, staff benefits information, hours of work and the structure of the work week, and the criteria and system of evaluation by which performance was assessed.

Most employees complained of poor physical conditions in their work environment, particularly citing uncomfortable and variable temperatures, cramped conditions, poor lighting, and antiquated equipment. There was complaint regarding the amount of time required to get light bulb replacement, regarding buzzing lights in Spencer Library (as well as uncomfortably cold temperatures there), and concern for the Watson stack area's elevator breakdowns, poor lighting, and lack of an intercom system.

Employees expressed interest in more frequent orientation sessions for the library staff, most commenting that they had had to rely on self-orientation at their own initiative. Classified staff found few educational opportunities which related to their jobs and expressed the wish for local library science course offerings. Both unclassified and classified staff rated salary levels as inadequate, and classified staff at the lower pay ranges in particular cited salary levels as inadequate to meet living costs and not commensurate with

the expertise and knowledge required of them.

Many classified staff dissatisfactions bore directly upon the Civil Service system, and several staff recommended abolishment of the system. Specific complaints against the system were that it offers no reward for employee initiative and merit, and that pay raises are awarded for mediocrity and minimal performance, making the evaluation system relatively meaningless. The evaluation form itself drew criticism as reflecting an arbitrary standard and being designed for such a wide variety of positions that it could not effectively identify characteristics of specific jobs. Employees commented on the vagueness of the terminology used on the form, the latitude for subjective judgments by supervisors, and the difficulty in defining and comprehending levels of performance on a scale as broad as 13 points in each category. Staff also complained that Civil Service regulations and procedures are not clearly and definitively provided at local levels and that desired changes in policies are extremely difficult and time-consuming to effect. Classified employees generally felt that classifications and specifications were ill-suited to their actual library duties and expressed little or no confidence that proper classification will ever be achieved. Staff urged that efforts continue toward reclassification and the institution of new library-oriented classes, but expressed strong pessimism at achieving results. Some classified staff complained of having been assigned responsibilities above and beyond their assigned classification level, while others complained that supervisors had restricted their assignments to the job description and class level, preventing them from realizing their potential and failing to use their particular knowledges and skills.

Classified staff expressed interest in supervisor evaluations, and, despite the moderately satisfactory ratings assigned to "Training and Supervision" and "Communication Within Your Department," there was considerable written and oral comment regarding poor relationships with supervisors. Classified employees cited lack of supervisor consultation with their employees in policy and procedural decisions, inconsistent policy enforcement by supervisors, inadequate and unclear communication regarding operational and new procedures, establishment of unrealistic standards arbitrarily set by supervisors, lack of staff meetings and/or lack of receptiveness to staff input when meetings were held, supervisor evaluation of employees despite limited awareness of the employees' work, and supervisor discrimination against job applicants and library users based on race or personal grooming unlike the supervisor's.

Although "the grapevine" was cited in a few instances as the source of staff benefits information, Nancy Shawbaker was specifically commended by more than one employee for her helpfulness in this area.

cc: Ronald Calgaard  
James Feldstein  
Kathy Hughes, SLIC

Polly Trillich, LFA  
Sherry Hawkins, Classified Conf.  
Bonnie Postlethwaite, Classified Conf.

STAFF TURNOVER  
1975/76, UNIVERSITY OF KANSAS LIBRARIES

	Pay Range	Total No. of Positions	No. of Turnovers	Resignations	Promotions	Transfers	Voluntary Demotion	% Turnover
<b>CLASSIFIED STAFF</b>								
Bindery Supervisor	19	1	-	-	-	-	-	0%
Library Assistant	18	22	2	2	-	-	-	9%
Bookbinder II	14	1	-	-	-	-	-	0%
Clerk IV	14	1	-	-	-	-	-	0%
Data Entry Supervisor	12	1	-	-	-	-	-	0%
Bookbinder I	11	3	1	-	-	-	1	33%
Account Clerk I	10	2	-	-	-	-	-	0%
Clerk III	10	9	6	4	1	-	1	67%
Secretary I	10	1	-	-	-	-	-	0%
Clerk Typist II	7	17	11	9	2	-	-	65%
Data Entry Equipment Operator I	7	1	-	-	-	-	-	0%
Clerk II	6	24	18	13	4	1	-	75%
Security Officer I	6	7	3	2	1	-	-	43%
Clerk Typist I	4	1	1	1	-	-	-	100%
Clerk I	3	3	4	2	2	-	-	133%
<b>TOTAL CLASSIFIED STAFF</b>		<b>94</b>	<b>46</b>	<b>33</b>	<b>10</b>	<b>1</b>	<b>2</b>	<b>49%</b>
<b>UNCLASSIFIED STAFF</b>								
Administrative Staff		6	1	-	-	1	-	17%
Librarian III		15	1	-	-	1	-	7%
Librarian II		18	-	-	-	-	-	0%
Librarian I		11	1	-	-	1	-	9%
<b>TOTAL UNCLASSIFIED STAFF</b>		<b>50</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>6%</b>

(For period July 1, 1975, to June 30, 1976)

STAFF TURNOVER  
1974/75, UNIVERSITY OF KANSAS LIBRARIES

	Pay Range	Total No. of Positions	No. of Turnover	Resignations	Promotions	Transfers	% Turnover
<b>CLASSIFIED STAFF</b>							
Bindery Supervisor	19	1	-	-	-	-	0%
Library Assistant	18	21	2	2	-	-	10%
Bookbinder II	14	1	-	-	-	-	0%
Clerk IV	14	1	-	-	-	-	0%
Data Entry Supervisor	12	1	-	-	-	-	0%
Bookbinder I	11	3	-	-	-	-	0%
Account Clerk I	10	1	-	-	-	-	0%
Clerk III	10	8	1	1	-	-	13%
Clerk Typist II	7	17	6	4	2	-	35%
Data Entry Equipment Operator I	7	1	-	-	-	-	0%
Clerk II	6	25	15	7	4	4	60%
Security Officer I	6	6	3	2	-	1	50%
Clerk Typist I	4	2	2	1	1	-	100%
Clerk I	3	3	4	3	1	-	133%
Messenger	3	1	-	-	-	-	0%
<b>TOTAL CLASSIFIED STAFF</b>		<b>92</b>	<b>33</b>	<b>20</b>	<b>8</b>	<b>5</b>	<b>35%</b>
<b>UNCLASSIFIED STAFF</b>							
Librarian III (including library administrators)		18	2	1	-	1 (temporary 1-year transfer)	11%
Librarian II		22	3	3	-	-	14%
Librarian I		9	3	2	-	1	33%
<b>TOTAL UNCLASSIFIED STAFF</b>		<b>49</b>	<b>8</b>	<b>6</b>	<b>-</b>	<b>2</b>	<b>16%</b>

	Pay Range	Total No. of Positions	No. of Turnovers	Resignations	Promotions	Transfers	% Turnover
<b>CLASSIFIED STAFF</b>							
Bindery Supervisor	19	1	-	-	-	-	0%
Library Assistant	18	21	6	5	-	-	29%
Bookbinder II	14	1	-	-	-	-	0%
Clerk IV	14	1	-	-	-	-	0%
Bookbinder I	11	3	1	1	-	-	33%
Account Clerk I	10	1	-	-	-	-	0%
Clerk III	10	7	9	9	-	-	129%
Clerk Typist II	7	17	13	9	3	1	76%
Keypunch Operator	7	2	-	-	-	-	0%
Clerk II	6	25	47	25	9	13	188%
Security Officer I	6	6	7	5	1	1	69%
Clerk Typist I	4	2	2	1	-	-	100%
Clerk I	3	3	8	7	1	-	266%
Messenger	3	1	-	-	-	-	0%
<b>TOTAL CLASSIFIED STAFF</b>		91	93	62	15	16	102%
<b>UNCLASSIFIED STAFF</b>							
Administrative Staff		5	1	1	-	-	20%
Librarian III		11	-	-	-	-	0%
Librarian II		29	4	4	-	-	14%
Librarian I		7	-	-	-	-	0%
<b>TOTAL UNCLASSIFIED STAFF</b>		52	5	5	-	-	10%

(For period July 1, 1973, to June 30, 1974)

Staff Responses in 1975/76; 28 Interviews

## UNIVERSITY OF KANSAS LIBRARIES

## EXIT INTERVIEW QUESTIONNAIRE

9-Catalog Department, 3-Serials, 3-Kansas Collection, 2-Documents, 3-Reserve, 2-Circulation, 2-Security & Delivery, 1-Special Collections, DEPARTMENT 1-Dean's Office, 1-Book Selection, 1-Photocopy

1-Librarian, 2-Library Assistant, 4-Clerk III, 7-Clerk Typist II CLASSIFICATION OR RANK 10-Clerk II, 2-Security Officer, 1-Clerk Typist I, 1-Clerk I

(Median) AGE 26 RACE 27-White MALE 6 FEMALE 22  
1-Black

(Median) EDUCATION 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19  
 (Circle highest level completed)

(Average) LENGTH OF EMPLOYMENT WITH THE LIBRARIES 1 year, 11 months

## PLEASE RATE THE FOLLOWING ASPECTS OF YOUR EMPLOYMENT WITH THE LIBRARIES:

## 1. Training and supervision you received in your particular work assignment

Very Good 5 Good 13 Fair 3 Inadequate 4 Poor 3

Comments:

## 2. Your orientation to other library departments and to interdepartmental working relationships

Very Good 3 Good 11 Fair 10 Inadequate 4 Poor 0

Comments:

## 3. Appropriateness of your actual duties to the job title and your original understanding of the position responsibilities

Very Good 6 Good 6 Fair 7 Inadequate 7 Poor 2

Comments:

4. Appropriateness of the quantity (or output) of work required in your job as compared to the quality required and the time allotted

Very Good  3 Good  15 Fair  4 Inadequate  2 Poor  3

Comments:

5. Physical conditions in your work environment (temperature, lighting, sitting and standing conditions, etc.)

Very Good  1 Good  6 Fair  9 Inadequate  7 Poor  5

Comments:

6. The flow of communication within your department regarding plans, policies, and procedures, including communication with your immediate supervisor

Very Good  7 Good  5 Fair  9 Inadequate  4 Poor  3

Comments:

7. The flow of communication to your department regarding plans, policies, and procedures

Very Good  4 Good  10 Fair  9 Inadequate  1 Poor  3

Comments:

8. Information regarding staff benefits (sick leave and vacation leave policy, health insurance availability, retirement plan, etc.)

Very Good  8 Good  14 Fair  4 Inadequate  1 Poor

Comment:

9. Opportunities afforded you for promotion

Very Good  1 Good  7 Fair  4 Inadequate  7 Poor  6

Comments:

10. Educational opportunities afforded you for improvement of job performance

Very Good  1 Good  5 Fair  3 Inadequate  6 Poor  5

Comments:

11. Level of salary paid you compared to the level of work required in your assignment

Very Good  3 Good  3 Fair  9 Inadequate  7 Poor  6

Comments:

12. Hours of work (structure of the work week)

Very Good  11 Good  8 Fair  5 Inadequate  3 Poor  1

Comments:

13. The criteria used as a basis for evaluating and rating your job performance (e.g. the evaluation form)

Very Good  2 Good  10 Fair  5 Inadequate  4 Poor  5

Comments:

14. The system of evaluation by which your performance was rated (e.g. the frequency of evaluations--2-mo., 6-mo., 1-yr.; the formal interview procedure; the appeals procedure, etc.)

Very Good  4 Good  11 Fair  8 Inadequate  1 Poor  2

Comments:

REASON(S) FOR TERMINATING EMPLOYMENT WITH THE LIBRARIES:

- 7- Moving from Lawrence
- 8- Dissatisfaction with supervisor/departmental management
- 10- Promotion to better/better-paying job
- 4- Returning to school
- 1- Boredom with the job responsibilities
- 1- Dissatisfaction with administration of the library

(Note: Some employees stated more than one reason for terminating employment, with no primary reason expressed.)

ANY SUGGESTIONS FOR IMPROVEMENT OF THE LIBRARIES:

(See attached report)

**NOTE:** This questionnaire shall be treated as confidential and shall not be added to the respondent's personnel file. Any reference to it must preserve the anonymity of the respondent.

mq/2-15

UNIVERSITY OF KANSAS LIBRARIES  
CATALOG DEPARTMENT

OCLC CHRONOLOGY--March 1, 1976 to August 26, 1976

March 1 to April 1 Analyzed existing work flow through general Catalog Department staff consultation. Initial redesign for OCLC formulated.

April 2 to April 7 OCLC program Profile written for KU library system by Marcia Deddens and Ellen Johnson

April 26 Dedicated telephone line for OCLC installed.

May 6 Dataset and telecommunication network connections checked by OCLC from Columbus.

May 13 OCLC terminals (CRT's) for on-line shared cataloging arrived and were installed.

May 14 to May 31 On-line internal informal training sessions begun. CRT's scheduled 8-5 daily. Training for Catalog Department classified and professional staff.

May 17 Use of Gang Sheets until Profile is operational. Gang Sheet use later continued to make possible two large catalog card runs per week.

June 1-2 Bibliographic Center for Research (BCR) training by Carroll Varner and Bonnie Juergens. Full training for Catalog Department members. Partial introduction for interested library staff (unofficial training).

June 3 to present On-going internal Catalog Department classified staff and professional staff training. MARC coding for original cataloging and input from NUC LC copy. OCLC workforms for original cataloging in use. Revising teams established. Reorganization of Catalog Department to satisfy OCLC system needs.

June 14 Notified by BCR - KU OCLC Profile operational.

June 21 Test catalog card run produced.

July 7-8 Test catalog card run received and proofed. BCR notified of programming results. First phase of programming provides for catalog card production for Watson books. Second phase to produce branch cards being finalized.

July 12 to present Catalog cards for Watson (KKUA) books produced through OCLC. To date (August 26, 1976) 18,086 catalog cards received and proofed for filing (approx. 16,000 filed). This represents 3053 titles.

August 18 Notified by BCR that the second phase of the Profile should be tested with KU branch input. Card runs of August 19 and 23 contain branch catalog card orders. Cards expected Sept. 1, 1976. Positive second phase results project branch catalog card production beginning Sept. 1, 1976.

August 23 OCLC production extended hours begun for classified OCLC unit and Catalog Department professional staff.

MD:jef

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 363

September 9, 1976

### Student Time Cards:

All student time cards will be due in the Dean's Office on September 15 at 9 a. m.

### Classified Conference:

The general meeting of the Classified Conference will be held on September 15 at 3:00 p. m. in Spencer Auditorium. Everyone should come if possible.

Agenda includes: Discussion of temporary leaves (Nancy Shawbaker)  
The Metro System in Reference (Marna Young)

### Reminder:

An unclassified library staff meeting with Vice Chancellor Calgaard, Dr. Hutchison, and Dr. Christoffersen is scheduled for Friday, September 10, from 3-5 p. m., B28.

### Promotion and Tenure Committee Officers Elected for 1976-77:

Clint Howard has been elected chairman of the Libraries' Committee on Promotion and Tenure Committee. Eleanor Symons was re-elected secretary.

### Agenda Meeting:

The Executive Committee of the Library Faculty Assembly is now planning the agenda for the Meeting of the L. F. A. September 21, 8:30 a. m. Any member of the L. F. A. who has suggestions for the agenda should submit these suggestions by the 14th of September to any member of the Executive Committee.

The Budget and Planning Committee for 1976-77 is composed of: Linda Parker, Roger Anderson, Barb Gaeddert, Jeanne Richardson, Ann Hagedorn.

The Professional Development Committee for 1976-77 is composed of: Rosemary McDonough, Rhyk Gilbar, Dave Passmore and Pat Scanlan.

### PERIODICAL SERVICES IN THE LIBRARIES

The proposed renovation of Watson Library and the construction of a new West Campus Library provides an opportunity to review the basic concepts and organization of library services offered to the academic community. A review of periodical public services, undertaken at the request of Dean Ranz by Marilyn Clark, Kent Miller and Nancy Bengel Lynott indicates the possibility of five different organizational patterns. Other options, or variations may be apparent to other members of the staff. Your comments on these or other options are requested. While considering the following options please keep in mind:

1. the alternatives are only very sketchily outlined
2. the structure of periodical public services should be similar in both Watson and the West Campus Library
3. these proposals deal only with journals-not with other types of serial publications
4. the library staff has over a year in which to consider these alternatives although we'd appreciate your initial comments by Sept. 23. Send them to Clark, Miller or Lynott.

OPTION 1

1. Book stacks would hold
  - a. All bound back sets
  - b. Loan period could be same or vary from books
2. Periodical reading room would hold
  - a. All unbound journal stock
  - b. Journals on film, both back files and current issues
  - c. Newspapers and filmed back files
  - d. Microfilm equipment

OPTION 2

1. Book stacks would hold
  - a. Journal files older than 5 years
  - b. Loan period flexible
2. Periodical reading room would hold
  - a. Last 5 years of all journals, bound and unbound
  - b. Journals on film, both back files and current issues
  - c. Newspapers and filmed back files
  - d. Microfilm equipment

OPTION 3

1. Book stacks would hold
  - a. An intergrated sequence of bound and unbound journals and books with unbound journals inserted into press board binders. Press board bindings could be either temporary or permanent binding depending on usage.
  - b. Loan period would be same for all material except that in temporary press board binding.
2. Periodical reading room would hold
  - a. Current issue of most popular journal titles
  - b. Journals on film, both back files and current issues
  - c. Newspapers and filmed back files
  - d. Microfilm equipment

OPTION 4

1. Establish a separate sequence for bound and unbound journals. Could include both current and dead titles or only current. This separate journal collection would be housed in a designated stack area and would be serviced through PRR and by its staff. Film back files would be shelved with bound and unbound issues.
2. Periodical reading room would hold
  - a. Current issue of most popular journal titles
  - b. Newspapers and filmed back files
  - c. Microfilm equipment

OPTION 5 (Currently in practice)

1. Books stacks hold bound volumes of less frequently used and older titles
2. Periodical reading room holds
  - a. All unbound journal stock
  - b. Plus 15-20 years of about 600 of the most heavily used titles

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 364

September 16, 1976

Appointment:

George Griffin has been appointed to a two year term on the Kansas Advisory Commission of the National Historical Publications and Records Committee.

Books & Libraries:

After producing three fine issues of B&L, Barbara Jones has found it necessary to resign the post of Editor, due to pressure of other work. Accordingly we urgently need a new editor to begin work on Volume 14, the first issue of which should appear this semester. Applications or recommendations should be sent to Jim Helyar, Spencer Library.

University Calendars:

The new Academic Calendars published by the University Relations Office are now out. If you have not received one, please contact the Dean's Office.

Student Assistant Procedures Meeting:

A Student Assistant Procedures meeting will be held in B28 at 3:00 on September 29. This meeting is for all personnel involved with supervising students, doing student payroll, hiring of students and appointing them. Please attend if you perform any of these duties for your department.

Exhibit:

A new exhibit, entitled "St. Petersburg--Petrograd--Leningrad", has been set up on the first floor in Watson, with artwork by Laurie Douglas. The exhibit is presented in connection with this semester's interdisciplinary course offering, "Biography of a City" (RUSS 600).

The Library Series:

The latest volume in the Library Series (a series of the University of Kansas Publications, financed by the Faculty Senate Committee on Scholarly Publications) is Bibliographical Contributions, 2. In addition to articles on French and British history, this volume contains a paper by Alexandra Mason, entitled "Catesby, Curil, and Cook: or, The Librarian and the 18th Century English Book." Copies are available from Exchange and Gifts at \$2.00 each.

Annual Evaluation of Librarians:

Evaluation forms were sent out September 13, for completion by all those who supervise unclassified library staff. The completed evaluations are to be returned to Mary Green by October 15. Review of librarians eligible for promotion in academic rank will begin October 18.

Books and Communication to the Catalog Department:

When hand delivering notes and books to members of the Catalog Department, please place the items in the Catalog Department's wire basket by Joy Fry's desk. Please include a note with each item indicating whom it is to go to, whom it is from (full name - not initials), what needs to be done with it, and a date. Items without this information will require time-consuming checking. Items delivered to this basket are then distributed to each member's mail box. Because responsibilities are being reassigned, desks being rearranged, etc., it is unwise to place items on individuals desks. Alert Ellen Johnson to problems by telephone or mail. Call ahead before delivering a book truck of items.

Personnel:

New employees include: Joseph Richardson, Clerk II, Cataloging as of 9/13/76; Janice Howard, Security Officer I, Security & Delivery as of 9/18/76; Barbara Samuelson, Clerk III, Linwood Center Library as of 9/8/76.

LFA Agenda:

Agenda for the LFA meeting scheduled for September 21 at 8:30-10:00 a.m. in B-28 is as follows:

1. Minutes of last meeting appeared in FYI
2. State of the Libraries by Dean Ranz
3. Introduction of new librarians by Mary Green
4. Introduction of observer from Classified Staff
5. Announcement of committee appointments
6. Report by Linda Parker on University Council
7. Report by Mary Green on "Library oriented classification proposal"
8. Announcement of the passage of the changes in the Annual Evaluation Section of Promotion and Tenure Guidelines.
9. Mary Green will speak on "Annual Evaluations"
10. Suggestions elicited for Clint Howard, Nancy Lynott, Ruth Miller re content of a letter to Vice Chancellor Calgaard
11. Announcement last year's reports of committees
12. Report by Joe Hewitt on Joint Committees on Joint Committees
13. Old business
14. New business

Adjourn

KULSA:

The KULSA (Kansas University Library Staff Association) Buffet Committee invites you to the Watson Library Staff Room (3rd floor) on Thursday, Sept. 23 for the first buffet of the new academic year. It will be a Salad Bar, lettuce provided. So bring a salad dressing, condiments or your favorite salad.

Reminder:

All staff are encouraged to attend the instructions on fire emergency and how to use fire extinguishers on September 20 and 23 at 10:00 a.m. in B28 Watson. Please give your name to H. Robert Malinowsky immediately so you can be scheduled for one of the sessions.

Mintues of the Administrative Conference, September 9, 1976:

The Conference met at 10:30 a.m. in B28 Watson with Jim Ranz presiding. Present were Roger Anderson, Marilyn Clark, Frances Fischer, Earl Gates, John Glinka, Mary Green, George Griffin, Marianne Griffin, Bayliss Harsh, Sherry Hawkins, Ellen Johnson, Barbara Jones, Martha Kehde, Galina Kuzmanovich, Nancy Lynott, Bonnie Postlethwaite, Pat Scanlan, Kermit Sewell, Joan Soutar, Eleanor Symons, Polly Trillich, and Marna Young.

Ranz announced that, as a follow-up to Mary Green's report on causes of staff turnover, library supervision will be the topic of the next Administrative Conference. He shared excerpts of a letter from Chancellor Dykes on the topic of theft and mutilation of library materials as well as excerpts from his letter of response to the Chancellor. Ranz summarized that, although little protection exists against mutilation of library materials, electronic detection systems can measurably reduce theft. Such a system would require special funding, however. Current measures taken to guard against theft were also identified in the letter to the Chancellor.

The remainder of the meeting was given to a presentation by Marianne Griffin, explaining policies, procedures, and new developments in interlibrary services. Of 7,200 requests received during the past year to borrow materials from other institutions, 529 were located at KU and on the shelves, 6,671 were processed, and 6,529 were filled. Of those filled, 2,621 were loans, 3,740 were photocopies, and 168 were received through KIC. KU paid \$2,373 for photocopies received. Griffin explained that only photocopies for which the charge is over \$5.00 are paid by the requestor rather than the Libraries, although many libraries do not absorb any photocopying costs for their patrons. Of requests received last year from other institutions for loan of KU materials, 11,625 were academic requests and 15,841 were KIC requests. Of the academic requests, 7,420 were filled (3,912 were filled by loan of the material; 3508 requests were filled by photocopies sent). There were 1,173 books lent on KIC. Last year \$2,943 was received for photocopied material. Griffin explained that KIC is a network of major public libraries in Kansas, plus K. State and KU, which absorb the residue of unfilled requests. KIC requests are filled from Watson Library only, excluding the branches. The State Library is headquarters for KIC, through which requests are channeled. Griffin displayed a chart of Interlibrary Services, showing its framework of operations--local, Regents school, KIC, Mid-America State University Association members, ARL libraries, and the Center for Research Libraries. She identified constraints of the ALA code which prevent lending such items current issues of journals, in-print books of moderate cost, bulky, fragile, or rare material, and materials available through University Microfilms. The billing schedule is complex and varies from institution to institution. Many schools require advance payment. An increasing number of ARL libraries are charging for loans and for estimates. In in-state networks, members of the network are given priority treatment in filling requests. Griffin added that if copyright legislation is adopted, photocopying will be limited. OCLC is currently having little impact on interlibrary services at KU, but will affect ILS more as regional OCLC membership increases. She clarified that, of items requested

by KU users although located in the KU holdings, the cause for not having found the item could usually be attributed to difficulties in using the card catalog, the serials printout, identifying brieflisted items and materials in storage, etc. There was considerable discussion of ILS procedures and changing patterns. In view of increasing costs of interlibrary services, Griffin proposed increases in certain ILS charges and in ILS staffing. These will be identified specifically and submitted through Jones, Clark, Malinowsky, and Ranz for review by the Administrative Conference.

The meeting adjourned at noon.

(Mary Green, Secretary)

Administrative Conference Agenda:

The next meeting of the Administrative Conference will be Thursday, Sept. 23, at 10:30 a.m. in B28 Watson. The topic of discussion will be library supervision; qualitative considerations and effect on staff turnover.

Educational Assistance Available Through Senate Bill 1015:

Tuition assistance will be available to selected full-time University employees, beginning next semester. Authorized by Senate Bill 1015, the University will provide \$2,500 for assistance, allowing about 20 to 30 persons to participate in the program. A five-member committee of University employees will recommend the selection of participants. To be eligible for assistance, persons must be full-time classified or unclassified employees in teaching, research, administration, service, or support areas, must have held their full-time appointments for at least one year continuously prior to enrollment in the program, and must remain full-time employees for the duration of their participation in the program. Approved courses will include regular curriculum courses at any college or university convenient to Lawrence, or their extension divisions, or courses offered by accredited independent trade schools, professional associations, high schools, vocational technical institutions, adult education programs or other educational or training arrangements approved by the Chancellor. Acceptable education and training falls into two categories: 1) Immediate education or training that is required by the employee's department as a condition of employment, and is to provide skills or knowledge for the current job, or 2) Education or training that has been identified as potentially useful in the future, to increase the potential of the employee and enhance the employee's probable usefulness to the University in the future. Employees will be limited to taking three college credit hours, or the equivalent, during the first semester of participation and up to six credit hours thereafter. Guidelines for applications will be circulated well in advance of the spring semester. Additional information regarding the program is available from Mary Green or Nancy Shawbaker in the Dean's Office.

FALL SEMESTER BRINGS INTERESTING SPEAKERS

TO THE  
SCHOOL OF LIBRARY SCIENCE  
EMPORIA KANSAS STATE COLLEGE

September	October	November	December
1 2 3 4	1 2	1 2 3 4 5 6	1 2 3 4
6 7 8 9 10 11	3 4 5 6 7 ⑧ 9	7 8 ⑨ 10 11 12 13	5 ⑥ 7 8 9 10 11
13 14 15 16 17 18	10 ⑪ 12 13 14 15 16	14 15 16 17 18 19 20	12 13 14 15 16 17 18
20 21 22 23 ⑫ 25	17 18 19 20 21 22 23	21 22 23 24 25 26 27	19 20 21 22 23 24 25
27 ⑬ 29 30	24 ⑭ 26 27 28 29 30	28 29 30	26 27 28 29 30 31
	31		

MARK YOUR CALENDARS NOW!!

- September 24 - Dan MacGilvray will speak on "Depository Library Programs Today," 10:30 a.m., Room 319 of the William Allen White Library, EKSC.
- September 28 - Convo I, On-Line Search Capabilities and Its Effectiveness in Public, School, Special and Academic Libraries: Dr. Hodowanec, Director of the William Allen White Library; Don Shirley, Director of Library Services, Shawnee Mission; Harold Jenkins, Librarian, Kansas City Public Library; and Earl Farley, Librarian, University of Kansas Medical Center Library, Room 319 of the William Allen White Library at 3:00 p.m.
- October 8 - Mr. John N. Berry, Editor-in-Chief of Library Journal will speak on "Issues '76", 12 noon, Holiday Inn. This will be in conjunction with K.L.A. - College and University Library Sections.
- October 11 - Mike Printz, Librarian at Topeka West High School, will speak on "Current Trends and Issues in School Libraries," Room 320, 1:30 p.m. in the William Allen White Library.
- October 25 - Ernestine Gilliland will speak on "The Role of the State Library Agency Today," Room 320, 1:30 p.m., William Allen White Library.
- October 30 - Beta Phi Mu, speaker will be Grace Mullenberg author of, "Land of the Post Rock, its Origins, History, and People," 2:00 p.m.
- November 9 - Clara Jones, President of A.L.A. will speak on "ALA Leadership Today," 3:00 p.m. in Room 319 of the William Allen White Library.
- December 6 - Mike Tacha, Librarian of the Neosho County Junior College, will speak on "Current Trends and Issues in Community College Libraries," Room 320, 1:30 p.m. in the William Allen White Library.

I, Dean. Sec. Off. I	3333	Fauhl, Ruth. Dy. & Mar. LA	3121 &	3866	Miller, Kent. Ser. LII	3535
nuhs, Stephen. Cat. CIII	3038	Fischer, Frances. Sci. LA		3465	Miller, Ruth. Asc. Cat. LII	3535
aba, Nancy. Ks. Coll. CII	4274	Fry, Joy. Cat. Sec. I		3038	Mitchell, Bill. Asc. SC LIII	4334
erson, Roger. Order LII	3476	Gaeddert, Barbara. Assoc. Cat. LII		3038	Morrison, Margaret. Lat. Am. LA	3351
<u>hives 422 SRL.</u>	4188	Gates, Earl. Mus. LIII		4165	<u>Music Library 448 Mur.</u>	3496
Nugent, Atkinson, E. Kehde		Gauthier, Nan. Art LA		3020	Gates, Stuart	
strong, Lewis. Map LA	4420	Gilbar, Richard. Asst. Ref. LI		3347	Neas, Donna. Sci. CII	3465
<u>Library 310 W.</u>	3020	Glinka, John. Assoc. Dean		3601	Nugent, John. Arch. LIII	4188
M. Kehde, Burge, Gauthier		Granger, Edward. Res. Asst.		3950	<u>Order 202W.</u>	3476
inson, Sally. Arch. LA	4188	Green, Mary. Asst. Dean		3601	Anderson, Cundiff, English,	
er, Mary. Spec. Coll. LA	4334	Griffin, L. George. Kan. Coll LII		4274	Hewitt, Johnson, McFadden,	
<u>ery SB13W.</u>	3753	Griffin, Marianne. ILS LI		3960	Riling, Roach.	
Tubby, Brouhard, Dingman, Smith		Groner, Margaret. Asc. Ks. Col. LII		4274	Overfield, Charlene. Cat. CII	3038
<u>ery Prep. SB12W.</u>	3753	Hagedorn, Ann. Asst. Sp. Col. LI		4334	Palij, Michael. Asc. Sl. LIII	3957
Coover, Loving		Hamilton, Susan. Ex & Gift CTII		3425	Parker, Linda. Asc. Ref. LII	3347
<u>k Selection 202W.</u>	3479	Hamlin, Luceil. Ser. CIII		3535	Perry, Marjorie. Cat. LA	3038
Symons, Stephens, Williams		Harsh, Bayliss. ILS LA		3960	Pittel, Sue. Ks. Coll. LA	4274
ren, Denise. Circ. CII	4715	Hawkins, Sherry. Micro. LA		4661	Postlethwaite, Bonnie. Circ. LA	4715
mbles, Sadie. Cat. CIII	3038	Helyar, L. E. James. Graphics Cur.		4334	Rake, Nancy. Cat. CII	3038
uhard, Maxine. Book B. I	3753	Hembree, Robin. Ser. CII		3535	Ranz, James. Dean	3601
w, Ellen. L. A. Lib. II	3351	Hewitt, Joseph. Cat. CII		3038	<u>Reference &amp; Info. 214W.</u>	3347
nton, Louise. Ser. CTII	3535	Hewitt, Susan. Ord. LA		3476	Clark, Chittenden, Griffin,	
ge, Lola. Art CTII	3020	Hill, Katherine. Doc CIII		4662	Gilbar, Howard, Jones, Parker	
ich, Nancy. Lin. Ctr. LI	341-4554	Hocker, Sarah. Asc. S. C. LII		4334	<u>Reserve B31W.</u>	3396
nette, Michaelyn. Asst. Doc. LI	4662	Hodges, Deborah. Cat. CII		3038	Royer, Meadows	
<u>iness &amp; Econ. RR 208 Su.</u>	3854	Hood, Gloria. Doc. CIII		4662	Revenew, Janet. Ser. CTII	3535
Leonard		Howard, Clinton. Ast. Ref. LII		3347	Richardson, Jeanne. Sci. LI	3465
se, Irene. Copy CII	4209	Howard, Janice. Sec. Off. I		3080	Richardson, Joseph. Cat. CII	3038
valho, Eugene. East A. LII	4669	Howey, Marion. Doc. LIII		4662	Roach, Mary. Cat. LI	4165
<u>ataloging 202W.</u>	3038	Howlett, Jacqueline. Ast. Cat. LI		4165	Roach, Sally. Ord. CTII	3476
Johnson, Ahsmuhs, Bramble, Clason,		Hughes, Katherine. Mar. LA		3866	Rockers, Mary. D.O. Acct. CI	3601
Colson, Fry, Hewitt, Hodges, Jones,		Hyde, Ann. Asc. S. C. LIII		4334	Royer, Mary. Res. LA	3396
Kotas, Overfield, Perry, Rake,		<u>Information, Reference</u>		3347	Runyan, Rod. Sec. & Del. CIII	3080
Richardson, Schulte, Smith,		<u>Interlibrary Services, 227W.</u>		3960	Samuelson, Barb. Lin. Ctr CIII	341-4554
Thomopoulos, Trillich, Waggoner,		Griffin, Harsh, Lang, Spray		3957	Scanlan, Patrick. Cat. LI	4165
Younes.		Jerkovich, George. Slav. LIII		3049	Schulte, Rebecca. Cat. CII	3038
<u>ataloging Bibliographic Section.</u>	4165	Johnson, Ellen. Cat. LIII		3476	<u>Science Library 607 Mal.</u>	3465
Deddens, Gaeddert, Gates, Howlett,		Johnson, Mary. Ord. CII		3347	Young, Fischer, Lockhart, Neas,	
Kitterman, Kliewer, Passmore,		Jones, Barbara. Asc. Ref. LIII		3080	Richardson	
Scanlan.		Jones, Everett. Sec. Off. I		3080	<u>Security &amp; Delivery SB7W.</u>	3080 & 3333
Chittenden, Carol. Asc. Ref. LII	3347	Jones, Jeanette. Cat. CTII		4274	Runyan, Abel, Clark, Duffy,	
<u>ulation 234 W.</u>	4715	<u>Kansas Collection 224 SRL.</u>			Howard, Jones, Lathrop, Shaw	
N. Lynott, Bohren, Clodfelter,		Griffin, Groner, Pittel, Ursery.Akbaba		4188	<u>Serials 110W.</u>	3535
Cook, Ketzner, McClure, Postlethwaite		Kehde, Edward. Asc. Arch. LII		3020	Miller, Brunton, Copp, Couch, Hamlin,	
Shackelford		Kehde, Martha. Art LIII		4715	Hembree, Revenew, Soutar, White,	
ark, Kathy. Sec. Off. I	3080	Ketzner, Susan. Circ. CII		4165	Williams, Yokochi.	
ark, Marilyn. Ref. LIII	3347	Kitterman, Ingrid. Cat. LI		4165	Sewell, Kermit. Asc. Sl. LII	3957
ason, Barbara. Asc. Cat. LIII	3038	Kliewer, Marion. Ast. Cat. LI		3038	Shackelford, Nancy. Circ. CII	4715
<u>ending Library KUMC.</u>	831-7166	Kotas, Bertie. Cat. LA		3957	Shaw, Jerry. Sec. Off. I	3080
Farley, Kopp		Kusmanovich, Galina. Slav. LA		3960	Shawbaker, Nancy. Dean's Off. CIV	3601
odfelter, Kathy. Data En. Eq. Op.	4715	Lang, Linda. ILS CII		3080	Shephard, Jean. Spec. Coll. CTII	4334
over, Elizabeth. B. Prep. CIII	3753	Lathrop, Cynthia. Sec. Off. I		3351	<u>Slavic 211W.</u>	3957
op, Linda. Ser. CTII	3535	<u>Latin American 202W.</u>			Jerkovich, Kuzmanovich, Liang,	
<u>ying Service 227W.</u>	4209	Brow, Morrison		3025	Sewell	
Busse, Lofflin, Wycoff		Head.			Smith, Helen. Book B. II	3753
ch, Sarah. Ser. LA	3535	Liang, Anna. Slav. LI		3957	Smysor, Bernice. Math. LA	3440
ndiff, Hope. Ord. CTII	3476	<u>Library Systems</u>		3950	Soutar, Joan. Asc. Ser. LII	3535
acon, William. Ast. Sci LI	3866	Granger, Lynott			<u>Special Collections 327 SRL.</u>	4334
<u>an's Office 133W.</u>	3601	Linwood Center Library	341-4554		Mason, Baker, Helyar, Hocker, Hyde,	
Ranz, Glinka, Green, Lovett,		Burich, Samuelson			Mitchell, Shephard, Stanley	
Malinowsky, Rockers, Shawbaker,		Lockhart, Carol. Sci. CII		3465	Spencer, Deborah. Doc. LA	4662
Thomas.		Lofflin, Teresa. Copy CI		4209	Spray, Christina. ILS CTII	3960
ddens, Marsha. Cat. LI	4165	Lovett, Sally. D. O. CTII		3601	Stanley, Barbara. Sp. Coll. CTII	4334
ngman, Winona. Book B. I	3753	Loving, Catherine. B. Prep. CII		3753	Stephens, Elizabeth. Bk. Sl. LA	3479
<u>uments B9W.</u>	4662	Lynott, Michael. Sys. Anal. I		3950	Stuart, Julia. Mus. LA	3496
Howey, Burnette, Hill, Hood,		Lynott, Nancy. Circ. LII		3956	Symons, Eleanor. Book Sel. LIII	3479
Spencer, Strickland.		McClure, Brenda. Circ CIII		4715	Taylor, Toni. Etomol. CII	4408
ffy, Mary. Sec. Off. I	3080	McDonough, Rosemary. Ex. LII		3425	Tefft, Mary. East. Asian. CTII	4215
<u>che RR 602D.</u>	3121	McFadden, Mary. Ord. CII		3476	Thomas, Virginia. Dean's Off. CTII	3601
Fauhl		<u>Mail Room, Spencer.</u>		4333	Thomopolous, Patricia. Cat. CIII	3038
<u>st Asian Library B34W.</u>	4669	<u>Mail Room, Watson SB7W.</u>		3080	Trillich, Mary. Asc. Cat. LIII	3038
Carvalho, Tefft		Runyan, Jones.			Tubby, Sara. Bind. Super.	3753
nglish, Jean. Ord. LA	3476	Malinowsky, H. Robert. Asc. Dean		3601	Ursery, Nancy. Ks. Coll. CTII	4274
<u>tomology RR 344 Sn.</u>	4408	<u>Map Library 110SRL.</u>		4420	Waggoner, Peggy. Cat. CII	3038
Taylor		Armstrong			White, Marilyn. Ser. CTII	3535
<u>exchange &amp; Gifts</u>	3425	Marvin Library 119M.		3866	Williams, Ann E. Spec. Coll. LII	4334
McDonough, Hamilton		Deacon, Fauhl, Hughes			Williams, Jenell. Book Sel. CTII	3479
<u>it Control, Watson.</u>	3333	Mason, Alexandra. Spencer Lib.		4334	Williams, Margaret. Ser. CTII	3535
Runyan		Mathematics Library 209 St.		3440	Wycoff, Norman. Copy CI	4209
		Smysor			Younes, Maxine. Cat. CII	3038
		Meadows, Susie. Res. CII		3396	Yokochi, Laura. Ser. CTII	3535
		<u>Medical Center Library KUMC.</u>	831-7166		Young, Marna. Sci. LIII	3465
		<u>Microforms B27W</u>		4661		
		Hawkins				

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 365

September 23, 1976

## CRL Purchase Recommendations:

Library staff members interested in submitting purchase recommendations on behalf of the KU Library to the Center for Research Libraries should give Marianne Griffin, ILS, CRL Coordinator, all data available (i. e., publisher, price, etc.) for transmission to CRL. Your recommendations are valuable and suggestions are appreciated.

## Copying Service:

Irene Busse has resigned as supervisor (Clerk II) of Copying Services effective September 17. Troy Lofflin will be in charge of this operation while a search for a replacement is in progress.

## Library Directory:

The following are corrections and additions to the new Library Directory for last week's FYI:

Colson, Marilyn, Cat., CII 3038  
Cook, Muriel, Circ., Data En. Supvr. 4715  
Griffin, L. George, LIII (not LII)  
Special Collections: Hagedorn, Williams  
Passmore, David, Cat. LI 4165  
Cataloging Bibliographic Section: Mary Roach

## Libraries Staff Comm. for Facilities Planning:

The committee for facilities planning will meet from 12-1:30 p.m. in B-28 Watson on Tuesday, September 28. A special meeting of the Committee will be held at 7:00 p.m. in B-28 on Tuesday, October 5 for the purpose of viewing slides of new library facilities. The meetings are open to all staff members.

## Kansas Civil Service System Evaluation:

Last Friday a notice was sent to all classified staff concerning an evaluation of the effectiveness of the State Civil Service System which is being conducted by the Personnel Management System Review Study Group. This group is interested in suggestions, recommendations, problems, and concerns as a way to provide an optimum amount of input from Civil Service employees. For further information regarding this matter please contact Mary Green or Nancy Shawbaker.

## UKASE Deadline:

UKASE corrections close Friday October 1 at 5:00 p.m. There will be a listing update based upon corrections on October 8. Do Not send check in strips unless notified.

ILS Workshop

Marianne Griffin and Bayliss Harsh will hold an Interlibrary Services review on Thursday, September 30, 1976, 9:30 a.m., in the Bibliography alcove, Watson. All KU Library staff who work with interlibrary lending or borrowing requests should plan to attend. Review will include interviewing essentials, new forms, and new bibliographic elements required by NUC.

KLA College and University Libraries Section Meeting:

If you plan to attend the above meeting, scheduled for October 7-8 at Emporia, and need a ride or are willing to offer transportation to others please notify Sally Lovett, Dean's Office. Based on response received, it may be possible to provide a state car for this purpose.

Library Facilities Planning Committee Minutes, Sept. 10, 1976:

Most of the meeting was spent going over Chapter 5, Existing Library Facilities. Wayne Derx is revising categories and statistics for Table 5. Suggestions for other revisions included removal of the section "Comparison of Existing Space..." from this chapter and reworking statements regarding quality of existing space.

Next meeting will be September 24, 3:00 p.m. in the Carruth-O'Leary Office of Facilities Planning.

Nancy Bengel Lynott  
Acting Secretary

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 366

September 30, 1976

### On Vacation:

Mary Green is on vacation from Wednesday, September 29, to Monday, October 18. Please contact Nancy Shawbaker regarding all personnel matters during this time.

### Openings:

Staff members interested in applying for promotion or transfer to the Clerk II position in Copying Services (unit head) should make application with Nancy Shawbaker by Tuesday, October 5.

An Equal Opportunity Employer. Qualified Women and Men of All Races are Encouraged to Apply.

### LFA Committee on Budget and Planning:

The LFA Committee on Budget and Planning will meet in Room B28 of Watson on Friday, October 1, at 3:30 p. m.

### Collection Development Committee:

The Collection Development Committee (entire committee) will meet Monday October 4, at 3:30 in B28. The topic of discussion will be the Coutts Library Services approval order plan. A folder with information about the plan, lists of publishers covered, etc. is available from Marilyn Clark's office. If M. Clark is not in please ask a reference librarian for access to the material in her office.

### Dewey Cataloged Books:

There has been some concern by many of you on why we are continuing to classify some materials into Dewey rather than LC. The only books being classified into Dewey are monographic serials which are analyzed and those periodicals which were in Dewey prior to the change to LC. Some monographic serials and periodicals have been reclassified and others will be as time permits. However, it will be quite some time before all can be reclassified, thus stopping any classification into Dewey.

### OCLC Archives Tapes:

In our use of the OCLC database we are creating what is called an archive tape for the University of Kansas Libraries. This tape is the machine readable shelf-list for our Libraries and must be kept as accurate and up-to-date as possible. This tape is the tape which will be used when the day arrives for us to go on-line with our catalog. It, therefore, must show all corrections, copy numbers, etc. Some staff have indicated that it takes longer to call up a record and add or delete information from the archives tape than to go to the card shelf list and make the addition or correction by hand. This may be true but is still necessary if the tape is to be as accurate as the card shelf list, which it should be. It many times costs a little more in the beginning in order to have an accurate database for the future.

Libraries Staff Committee for Facilities Planning:

The next LSCFP meeting will be held at 12:00 p.m. on Tuesday, October 5 in B28, Watson. At 7:00 p.m. on the same date and in the same place, the committee will hold a special meeting to view the slides of new libraries. LSCFP meetings are open to library staff. The draft of the document being prepared by the University Libraries Facilities Planning Committee which outlines current library needs and solutions is available on the Library Planning Table in Watson staff room. This report will be submitted to the University administration as the initial step to request planning money from the Board of Regents. Be certain to take the time to read it.

Sabbatical Leave Applications Due:

Applications for sabbatical leave are due in the Office of Academic Affairs with the endorsement of the Libraries' Committee on Promotion and Tenure and the Dean no later than November 1. Sabbatical leave applications should therefore reach Mary Green no later than October 18 for Promotion and Tenure Committee review. Application forms are available from Nancy Shawbaker in the Dean's Office.

Administrative Conference:

Because of scheduling difficulties for October 7, the next meeting of the Administrative Conference will be held on Thursday, October 14, at 10:30 a.m. in B28 Watson. The agenda thus far is as follows:

Proposed Changes in Interlibrary Services - Marianne Griffin

Proposed Name Change for the Order Department - Bob Malinowsky

Designation of Steering Committee Replacements - Jim Ranz

NOTE: Agenda items for the Administrative Conference are welcomed. Additionally, any staff members are welcome to attend Conference meetings when occasional agenda items appear to be of special interest and relevance to them.

-- Mary Green

AWOL:

The Area Wide Organization of Librarians (AWOL) will have a dinner meeting on Friday, October 22, 6:30 p.m. at the Wishbone Restaurant, 4455 Main Street, Kansas City, Mo. The price is \$6 per person with the menu being baked ham, tossed salad, baked potato, green beans, corn fritters, hot rolls, beverage and dessert. Send reservations by October 18 with check for \$6 per person, made out to AWOL, to: Mrs. Marjorie Sellers, Secretary/Treasurer AWOL, 1605 N.E. 52nd Terrace, Kansas City, Mo. 64118. Please list your name and Library as you want it to appear on the name tag. The after-dinner panel will consist of three KC area authors: Alberta Wilson Constant, Dr. Donald Germann and James Gunn. Everyone working in a library is welcome as well as non-librarian guests.

LFA Minutes for September 21, 1976:

Attached for your information are the LFA minutes for September 21, 1976.

Promotion Review of Librarians Scheduled:

The annual review of all librarians eligible for promotion in academic rank will be conducted from October 18-29. Meetings with supervisors have been scheduled to review the qualifications of librarians eligible for promotion, i. e. librarians at Rank I and II excepting those appointed or promoted this year. Although the rank of Librarian IV has been endorsed by the Library Faculty Assembly, it has not been approved for implementation this year. Each review shall cover the period since the last promotion of the individual. In each review, the annual evaluation serves as the basis for recommendation. Promotion in academic rank is based on professional performance (including any formal teaching), research, and service, with particular emphasis on professional performance. According to guidelines approved by the LFA, the normal period of time for consideration of promotion from Librarian I to Librarian II is 4 years, and from Librarian II to Librarian III 5 years. A recommendation in advance of this schedule should include evidence of truly exceptional merit.

Librarians nominated for promotion through this review will then be reviewed by the Libraries' Committee on Promotion and Tenure for recommendation to the Dean. Librarians not nominated for promotion may nominate themselves for review by the Libraries' Promotion and Tenure Committee. All librarians eligible for promotion are entitled to submit to their immediate supervisors any materials pertinent to the review and in substantiation of their qualifications. Such materials should be submitted before October 18.

-- Mary Green

Minutes of the Administrative Conference, September 23, 1976:

The Conference met at 10:30 a. m. in B28 Watson with Jim Ranz presiding. Present were Roger Anderson, Sally Atkinson, Marilyn Clark, Bill Deacon, Ola Faucher (Training Officer, Central Personnel), Nan Gauthier, John Glinka, Mary Green, George Griffin, Marianne Griffin, Sherry Hawkins, Sue Hewitt, Marion Howey, Ellen Johnson, Nancy Lynott, Bob Malinowsky, Sandy Mason, Kent Miller, John Nugent, Kermit Sewell, Nancy Shawbaker, Debbie Spencer, Eleanor Symons.

Bob Malinowsky distributed a proposal (attached) for changing the name of the Order Department, to be considered and acted upon at the next Administrative Conference. Jim Ranz announced that the Council on Library Resources is soliciting proposals for cooperative programs between teaching faculty and librarians, and will absorb the cost of the librarian's salary in such programs. Martha Kehde is preparing a proposal for CLR, and other librarians interested in doing so should contact Jim Ranz.

Regarding budget preparation, Ranz announced that he will meet with the LFA Budget Committee on September 27, after which budget instructions will be sent out to library department heads.

Marion Howey commented on the designation of the Documents Department as a regional depository. Letters have been sent out to colleague libraries. Instructions for depositing materials five years and older will be sent out also. The Department

has thousands of duplicates which will be offered to the other libraries, with depository libraries being given priority. She and Debbie Spencer responded to a number of questions regarding disposition of duplicates in particular.

Jim Ranz introduced a discussion of the main agenda item, library supervision, and turned the meeting to Mary Green. Green commented on exit interview information which had prompted the discussion. Dissatisfactions offered by departing staff included lack of involvement in establishing policies and procedures and work standards within their library units; infrequent departmental meetings and/or lack of receptiveness to supervisee input; inconsistency in policy enforcement by supervisors; inadequate and unclear communication to supervisees regarding new and changed procedures and policies; favoritism by supervisors based on non-job-related factors such as appearance and life style of supervisees. Green stated that, when complaints in such matters have been brought to her attention, discussions with the supervisor have been instituted if agreed to by the complainant. Frequently arriving at mutual recognition of the problem has been difficult, and lack of acknowledgement by the supervisor has prevented resolution of the problem. Assuming the willingness to effect change, however, Green expressed confidence in the benefit of supervisor training.

Nan Gauthier next commented on criticisms against the quality of supervision obtained from her earlier participation in exit interviews as a member of the Staff and Library Improvements Committee. She echoed many of the criticisms mentioned by Green, and added that inadequate training had also been mentioned by departing staff, particularly inadequate operations manuals. Supervisor reluctance to effect improvement or dismissal of unsatisfactory employees had been cited as well. Employees had complained of too little independence from supervisors in performing day-to-day routines, and some had felt pressured to produce quantity at the expense of quality. Many interviewees had suggested training programs for supervisors. Based on employee remarks, Gauthier favors evaluation of supervisors by supervisees, and at Jim Feldstein's request had with Ola Faucher developed such an evaluation form for his consideration some time ago.

Ola Faucher, Training Officer in Central Personnel, presented ideas for a series of supervisory training sessions which would be conducted by Central Personnel for interested classified and unclassified staff. Although the program is currently only in the process of formulation, she distributed a list of possible topics for the sessions (attached). She also hopes to coordinate programs within units for training workshops that relate to specific unit problems. Faucher expressed interest in involving the library in such a program. Although she stated that she would conduct much of the program herself, she will draw heavily on resource persons. The first of the series is anticipated in late October or in November. Green asked if the series might provide instruction regarding reasonable expectations of supervisors. Faucher expressed interest in the aspect. Marianne Griffin suggested steps toward improved orientation and training programs preliminary to supervisor training. Ranz inquired if statistics are available which indicate correlation between training and supervisor effectiveness. Faucher indicated no

awareness of such, but will investigate their availability. Sally Atkinson strongly advocated both formal supervisor evaluation and training. Ranz replied that despite the lack of formal evaluation by supervisees, supervisor evaluation does indeed exist and that staff ratings, unclassified salaries, etc. are demonstrably affected by supervisor effectiveness or ineffectiveness. Sandy Mason and Bob Malinowsky expressed some concern for staff time in training programs, stating that shortages had themselves contributed to inadequacies in training and supervision. In summation, Ranz expressed interest in having the library participate in any supervisor training "pilot project" that might be worked out with Ola Faucher, and expressed interest in whatever University-wide training programs might be available to the staff. The meeting adjourned at noon.

-- Mary Green,  
Secretary

Watson Library Heating:

The heating system in Watson Library will not be activated until October 15. If outside temperatures drop during this period, you should dress for somewhat lower internal temperatures.

If the fall weather pattern should continue unseasonably warm, it may be possible to postpone operation of the heating system beyond October 15.

New Linwood Number:

The Linwood Center Library now has a Lawrence telephone number, 841-2147. This number should be used for all calls placed to the Linwood Library.

# UNIVERSITY OF KANSAS LIBRARIES

*Lawrence, Kansas 66045*

September 22, 1976

TO: Administrative Conference  
FROM: H. Robert Malinowsky  
SUBJECT: Name change for Order Department

I would like to propose that the name of the Order Department be changed to Acquisitions Department. The actual ordering of books and library materials is only one responsibility of the Department and as a result the name order does not reflect the diverse operations of the Department. In line with this change, the following revision for the Staff Handbook is being proposed by Roger Anderson:

The Acquisitions Department administers that portion of the Libraries' budget which is allocated for the purchase of nonstanding order publications, including current and out of print books, microforms and serial back files. Suggestions for purchases for the Libraries' collections are made by faculty library representatives from the University departments and schools which have book funds allocated for their subject area, and from members of the library staff with bibliographic responsibilities. However, anyone may submit suggestions for purchase. In addition to those publications which are acquired by means of specific firm orders originated by the library, publications in certain selected areas are also acquired by means of approval and blanket order plans. These publications are supplied automatically by certain booksellers as a result of a previously supplied set of criteria formulated by the library and termed a "profile". The Acquisitions Department is responsible for the bibliographical searching of all acquisitions to determine completeness and accuracy of information as well as to eliminate possible duplication, the placement of orders with a large number of booksellers throughout the world, receiving books, maintaining files of books on order and recently received, payment of invoices, keeping of accounts, and keeping correspondence related to purchase and payment.

HRM/vt

UNIVERSITY OF KANSAS LIBRARIES

LIBRARY FACULTY ASSEMBLY

September 21, 1976

The meeting was called to order by Polly Trillich, chairperson, at 8:35 a.m. Mike Lynott served as parliamentarian.

1. Minutes of the Library Faculty Assembly meeting of June 10, 1976, were accepted as published in FYI.
2. Dean Ranz presented a state-of-the-libraries report. He commented on areas where progress has been made during the past year and where work remains to be done during the coming year. He concluded by stating that staff participation is a necessity for library decisions and that work remains to make the library governance structure more efficient.
3. Mary Green introduced the following new librarians who have joined the staff since July 1: Ingrid Kitterman, David Passmore, Patrick Scanlan, Jeanne Richardson, and Marianne Griffin.
4. Trillich introduced Bonnie Postlethwaite and Joe Hewitt as Classified Conference observers.
5. A roster of Library Faculty Assembly standing committees for 1976-77 was distributed.
6. Linda Parker related matters recently considered by the University Council and urged librarians to provide input to the University Council.
7. Green presented a progress report on the "Library oriented classification proposal."
8. Trillich announced that the revised text of Section IV. Annual Evaluations of the Libraries' Committee on Promotion and Tenure Guidelines submitted on September 9, 1976, was approved by librarians by a ballot vote of yes 36, no 7.  
Clint Howard presented for LFA action a revision of V. Promotion Review from the Libraries' Committee on Promotion and Tenure Guidelines. Martha Kehde and Barbara Gaeddert seconded that these revisions be adopted. Discussion followed. Kermit Se-well moved and Barbara Clason seconded that in the following statement concerned with Librarian I, "Apointee shall normally remain in this rank 2-3 a minimum of 4 years," minimum be deleted. The motion failed. Thereupon, the motion that the revisions be adopted carried.
9. Green commented on annual evaluations and indicated they are due October 15. She expressed the opinion that service activities such as committee work are commendable and worthwhile, but are no substitute for professional performance.
10. Suggestions were elicited by Clint Howard, Nancy Lynott, and Ruth Miller for a letter to Vice Chancellor Galgaard by the Libraries' Committee on Promotion and Tenure.
11. Trillich indicated that Library Faculty Assembly committee reports for last year are on file in the Reference Department and reminded those who have not submitted them to do so.

2...Library Faculty Assembly, September 21, 1976

12. Joe Hewitt presented a progress report from the Joint Committee on Joint Committees.
13. No old business was presented.
14. No new business was suggested.
15. Eleanor Symons announced that A. Mason will speak about Spencer Library at Faculty Forum September 22.
16. Dean Ranz referred to the incorrect statement in the Journal-World of September 20 that a committee is studying alternatives to KU's library problems.
17. The motion was made by Kent Miller and seconded by A. Mason that the meeting be adjourned.

Marion W. Kliever  
Secretary

SUPERVISORY TRAINING: PROPOSALS  
(Basic Skills)

- I. The Hiring Process: Recruitment, Selection & Appointment
  - A. Policies & Procedures Governing (e.g. Affirmative Action)
  - B. Interviewing Techniques
  - C. Selection Guidelines

II. Techniques for Training

- III. Job Supervision
  - A. Work Scheduling
  - B. Delegation of Authority
  - C. Work Direction & Analysis
  - D. Monitoring Output
  - E. Interpersonal Elements

- IV. Evaluation
  - A. Techniques
  - B. Assessing Criteria Performance

- V. Communication Skills
  - A. Disseminating Information & Procedures
  - B. Soliciting Feedback

VI. Grievances & Problem Employees

VII. Characteristics of a Good Supervisor

QUESTIONNAIRE ON AIR-CONDITIONING & VENTILATION

These questions are intended to determine the environmental effectiveness of the air-conditioning system in the Libraries over the past summer. Please circle the appropriate answer for each question. Feel free to submit additional comments on the air-conditioning and/or ventilation in your area and possible solutions for the problem.

I work in \_\_\_\_\_ Library or Unit.

Was the air-conditioning/ventilation in your area this past summer?

Good                  Average                  Poor

If you were uncomfortable working in your department or area what percentage of time was there discomfort?

5%                  10%                  20%                  30%                  50%                  more than 50%

If your working environment was uncomfortable 30% or more, why?

Too cold                  Lack of ventilation                  Too warm                  Other (please explain)

How do you feel the air-conditioning/ventilation in your library or department compares with the working/living conditions elsewhere (i.e., other university buildings, home, etc)?

Better                  About the same                  Worse

How do you feel this past summer compares with previous summers in regard to temperatures and response from Buildings & Grounds concerning problems in your area?

Better                  About the same                  Worse

Taking into consideration the age of the library or building you work in and the design of the heating/cooling systems do you feel the system could be made to work more efficiently? If yes, please explain.

Yes                  No

PLEASE RETURN THE COMPLETED QUESTIONNAIRE TO THE DEAN'S OFFICE IMMEDIATELY.

(The back of this form may be used for additional comments)

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 367

October 7, 1976

### To Meeting:

H. Robert Malinowsky will be attending the Special Libraries Board of Directors meeting in New York on October 13-16.

### LFA Committee on Budget & Planning:

The LFA Committee on Budget and Planning will meet Friday, October 8th at 3:30 p.m. in room B-28 Watson. Minutes for the two previous meetings are available at the Reference Desk along with a newly revised and updated set of last years' minutes for those who are interested in the progress of the committee.

### LFA Executive Committee:

The Library Faculty Assembly Executive Committee would like to receive notice of any anticipated travel requests through June 1977. They need to know how much travel money will be requested so that the Committee can be as fair and generous as possible in the distribution of travel funds. Travel forms are available from Nancy Shawbaker in the Dean's Office.

### Personnel:

Troy Lofflin has been promoted to the Clerk II position in Copying Services effective 10/18/76.

Two positions in the Cataloging Department Jeannette Jones and Charlene Overfield, have been reclassified to Data Entry Equipment Operator I classes effective 9/18/76.

### Openings:

Staff members interested in applying for transfer to the Clerk I position in Copying Services should make application with Nancy Shawbaker by Tuesday October 12.

"An Equal Opportunity Employer." Qualified women and men of all races are encouraged to apply.

### New Book Shelf:

The Circulation Department in Watson Library is now maintaining a new book shelf for LC classed books. The shelf is located just inside the stack entrance on level 7 west. The books are normally placed on the shelves daily. They are in rough call number order. Books remain on the shelf for a week. Once a book is charged out from the new book shelf it is sent to the regular stacks. All library staff are urged to browse these shelves once a week as a means of keeping up with that new material which is now being cataloged.

Irish Folk Music:

There will be an evening of Irish Folk Music in Spencer Auditorium on Thursday 14 October 1976, at 7:30 pm. Presented under the auspices of the Kansas Folklore Center and the University Libraries, the performance is in honor of the recent publication by the Regents Press of the book Irish Culture and History. It will be a lively program of songs accompanied by fiddle, flute, guitar, mandolin and bass, and everyone is welcome.

Books and Libraries:

David Passmore has taken over the editorship of Books and Libraries at the University of Kansas. He would be glad to receive articles and suggestions for articles and news notes from all staff members.

Nominating Committee Volunteers Needed:

KULSA needs several volunteers for the Nominating Committee, which will recommend a slate of candidates for the election of officers to be held this month. Anyone who would like to help please contact Joe Hewitt by Wednesday, October 13.

Photocopy:

We have a new procedure we ask all departments to follow when using the 7,000 Xerox. Please record all reduced copies and appropriate information on the sheet provided for this purpose. This is a temporary but vital procedure which must be accurate. Thank you.

Libraries Staff Committee for Facilities Planning  
12:00 P. M., September 21, 1976  
B-28, Watson  
Minutes of the Meeting

Present: Glinka, Ranz, Armstrong, Couch, Lynott, Richardson, Royer, Postlethwaite,  
Anderson, Royer, Postlethwaite, Anderson, Gaeddert, Hughes, Perry, Parker

Absent: Hagedorn

1. Jeanne Richardson and Barb Gaeddert were introduced as new members of the committee replacing Marna Young and Joan Soutar.
2. Based on committee members' schedules, it appears that 12:00-1:30 P. M. on Tuesday is the only meeting time available. Marna Young's slides of new libraries recommended by Ralph Ellsworth will be shown at 7:00 P. M. on Tuesday, October 5 in B-28.
3. Linda Parker and Nancy Lynott met again with David Campbell and Ted Shlechter regarding their library studies and came up with some new ideas. Campbell and Shlechter are willing to continue thier surveys, and, if possible, to do follow up studies on the effects of changes made. Shlechter plans to do cognitive maps to determine if people who have had tours can describe where they have been and what they think they have learned. He will probably use English 1 classes since they will all have tours.
4. Mr. Ranz reported on the University Libraries Facilities Planning Committee. He has received a letter stating that the ULFPC will receive \$7,500.00 in order to hire the services of air conditioning and structural consultants. The opinions and cost estimates from these consultants are essential in preparing a case for advanced planning money. Mr. Lawton of the University Facilities Planning Office is trying to retain the consultants at this time.
5. The committee discussed various ideas regarding the proposed west library.
6. The next meeting will be held at 12:00 P. M. on Tuesday, September 28 in B-28.

Libraries Staff Committee for Facilities Planning  
12:00 P. M., September 28, 1976  
B-28, Watson  
Minutes of the Meeting

Present: Perry, Armstrong, Ranz, Glinka, Gaeddert, Couch, Lynott,  
Anderson, Royer, Parker, Hughes, Richardson, Marion Howey

Absent: Hagedorn, Postlethwaite

1. Marion Howey met with the committee to discuss the handling of documents.
2. The draft of the University Libraries Facilities Planning Committee report, as prepared by Mr. Ranz, outlining library needs and solutions is available for reading in the Library Planning Area in the staff room.
3. The next meeting will be held at 12:00 P. M. on Tuesday, October 5 in B-28.

Sarah Couch,  
Secretary

UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66044

July 19, 1976

Dear Prof. Campbell,

As chairperson of the Libraries Staff Committee for Facilities Planning, I want to officially express my interest in your recent library study. The committee was impressed by it and it expressed the desire to see further study along the same lines. One other member, Linda Parker, and I would be happy to work with you. Perhaps you, Ted, Linda and I can get together to discuss where we go from here.

Sincerely,

Nancy Bengel, Chairperson  
LSCFP

UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66044

July 19, 1976

Dear Gene,

As you may already know, the Libraries Staff Committee for Facilities Planning has recommended that the East Asian collection be intergrated into the main collection. The catalogued material would move by block numbers into the main Dewey and LC sequences, the reference materials into the main reference collection, the periodicals into the periodicals reading room or the stacks and the brieflisted material into the brieflisted backlog in a manner comparable to the Slavic and Latin American material. While this recommendation has implications for the East Asian staff, we have not delt with them, nor are we likely to in any specific way.

Our major reasons for making this recommendation were the difficulty of maintaining several growing collections, the lack of space for a reading room like you now have in our plan and the possible improvement in helping users find material in an intergrated collection. We are, of course, very interested in your reaction to our recommendation. Actual renovation is several years away, so nothing will be done in your absence of a brick and mortar nature. And if we have made a poor decision, there is plenty of time to rethink and make changes in our recommendation. At this point nothing is final.

Hope you are enjoying your stay in Japan.

Sincerely,

Nancy Bengel, Chairperson  
LSCFP

Libraries Staff Committee for Facilities Planning  
3:00 P. M., July 26, 1976  
B-28, Watson

Present: Ranz, Clinka, Royer, Postlethwaite, Couch, Bengel, Soutar,  
Anderson, Young, Hagedorn, Perry

Absent: Armstrong, Hughes

1. The minutes of the previous meeting were approved.
2. The letters which Nancy Bengel had written to Professor Campbell and Gene Carvalho were read to the committee. Copies are attached. Nancy and Linda Parker are interested in working further with Campbell.
3. Mr. Ranz reported that he was working on the report which is due in October.
4. Mr. Ranz discussed Dr. Ellsworth's report and floor plans. He stated that he felt that the objectives listed in the report were excellent. He also pointed out that while the floor plans are simply an example of what might be done, they do indicate that there are possibilities for making Watson a workable library facility. This, of course, is dependent on whether the building environment can be adequately renovated. It was moved, seconded and approved for Nancy to send a letter of thanks to Ellsworth on behalf of the LSCFP.
5. There was a general discussion of what step the committee should next take.
6. The LSCFP plan of July 13 was considered again. The merits vs. the problems of a student lounge or group study areas were discussed. It was decided that the University Press offices should left on the third floor in the plan for the time being. It was pointed out that some administrative offices might be moved to the west library.  
  
The problems of handling serials public services were discussed. How in the total organization can we handle serials to the best advantage of the users? Will the policy in Watson be applied to the west library? Mr. Ranz suggested that a committee composed of Kent Miller Marilyn Clark and Nancy Bengel consider the alternatives.
7. The meeting was adjourned.

Sarah Couch,  
Secretary

The newly appointed Professional Development Committee, comprised of Rosemary McDonough, Rhyk Gilbar, Pat Scanlan, and Dave Passmore, assembled for its first 1976-77 meeting at 2:00 p.m., on Sept. 21, 1976.

Also present was Mike Lynott, the 1975-76 chairperson, who chaired the meeting until a new chairperson was elected. He also apprised the new members of what the Committee had accomplished last year, and relinquished three folders of materials relating thereto.

Dave Passmore was elected chairperson.

The majority of the time in conference was devoted to a discussion of subjects for potential oral presentations to the library staff. A list was compiled.

Rosemary will confer again with Linda Parker, Jeanne Richardson, Barbara Jones, and Marna Young about a presentation on the science reference data base, a topic carried forward from last year. The suggested date for the presentation is Oct. 18, 1976.

The meeting was adjourned at 3:20 p.m.

Dave Passmore  
Chairman

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 368

October 14, 1976

### Student Time Cards:

Student time cards are due in the Dean's office today; our apologies for not giving earlier notice in FYI.

### LFA Budget & Planning Committee:

The LFA Committee on Budget and Planning will meet on Tuesday October 19th, 1976 at 1:30 p.m. in the Sunrise Room (in the Prairie Room) of the Union.

### DEADLINE For FYI:

Due to the time elements involved in typing and distributing the FYI on Thursday the deadline for submitting items will be at 12:00 noon on the Wednesday prior to the Thursday issue. All items submitted after the deadline date will appear in the following week's FYI.

### Personnel:

Rebecca Schulte's Clerk II position in the Serials Section of Cataloging has been reclassified to Data Entry Equipment Operator I effective 10/18/76.

### Lecture:

Jean Preston, Curator of Manuscripts of the Huntington Library, will speak on "Some Literary Manuscripts in the Huntington Library," at 3 p.m., Tuesday, October 19 in Spencer Auditorium. Miss Preston studied at Bristol and Liverpool universities and has worked at the Folger and Beinecke libraries as well as the Huntington. She teaches palaeography at UCLA. Her lecture will include slides of manuscripts over the entire range of the Huntington collection, one of the foremost collections in the U.S.

### SLA:

The Heart of America Chapter of Special Libraries Association is holding their October meeting at the William Jewell College Library in Liberty, Missouri on Saturday, October 23. A tour of the Library will be given including their special collections of Elizabethan and Puritan literature, modern American poetry, holographs of late 19th century New England poets, 16th century Anabaptist pamphlets and original Lois Lenski illustrations. The program begins at 3 p.m. with dinner at the Liberty Hills Country Club at 5 p.m. Dinner is \$6.50 and reservations (with checks) should be made by October 20 to Mary Ann Nowell, Chief Library Service (142D), VA Center, Leavenworth, Ks. 66048. Make checks out to Heart of America Chapter SLA. Members, guests, and friends are welcome.

### Publication:

Ned Kehde has just had the following book published: The American Left, 1955-1970, a National Union Catalog of Pamphlets Published in the United States and Canada. Greenwood Press, 1976.

Collection Development Committee:

The following proposal has been introduced in the Collection Development Committee and comments and suggestions on the matter are solicited from the library staff.

"The library, upon receipt of a foreign dissertation, should forward it to the Center for Research Libraries (with the exception of any foreign dissertation acquired by placement of a specific order) rather than retaining and processing it." Please look at the large collection of such dissertations in Miss Symons' office before formulating any suggestions and then send suggestions and comments to Marilyn Clark, Reference Department, Watson.

Professional Development Committee:

Representing the Committee on Professional Development, I met with Miss Sarah R. Reed, Director of the E.K.S.C. School of Library Science, on October 8, 1976. She requested at that time that I forward to her as complete a list as possible of those subjects which members of the KU libraries staff would like to be presented in extension courses and workshops. I therefore request that each of you send to me or to any other member of the Committee (Rosemary McDonough, Rhyk Gilbar, Pat Scanlan) a list of your interests, ranked according to priority, number one indicating the subject of greatest interest.

Dave Passmore  
Chairman, Committee on  
Professional Development

Library Facilities Planning Committee

Minutes of the Meeting October 8, 1976:

Jim Ranz mentioned that two of three faculty representative slots on the Committee were vacant and that he had asked Del Shankel to make appointments to them.

Keith Lawton reported that two firms approached as consultants on Watson Library have accepted. Smith and Boucher, Kansas City, will do the mechanical survey and Finney and Turnipseed, Topeka, will do the structural survey. He also reported on a meeting of directors of Regents' libraries at Emporia for review of Regents' guidelines for libraries. It was his view that the group accepted these as satisfactory.

The Committee spent the balance of the meeting in discussing and amending Chapter V and VI of its Long Range Plan for the University Libraries.

Al Wiechert asked if graphics should be included in the Final Report. He will look into the matter.

The next meeting of the Committee will be announced after the Consultants Reports have been received in late October.

United Fund Campaign:

The United Fund Campaign at KU for 1976 will be from October 11 to November 17. The representative for the University of Kansas Libraries is Ingrid Kitterman. You will be getting a letter in the mail asking you to contact her regarding your decision about your contribution. This will help the members of the campaign know who has been contacted.

The contribution can be given to Ingrid Kitterman, Bob Senecal (Cont. Educ.), Bob Bearse (Res. Admin.) or the Lawrence United Fund, P.O. Box 116. Thank you for your support of the Lawrence United Fund and the KU Division Drive.

Travel Requests:

The LFA Executive Committee has revised the travel request form (below). In the interest of fairness, travel applications for fiscal 77 should be submitted as soon as possible, in any case no later than six weeks before the anticipated travel.

UNIVERSITY OF KANSAS LIBRARIES REQUEST FOR OUT-OF-STATE TRAVEL FUNDS

Please return to Chairperson, Executive Committee, Library Faculty Assembly.  
Fill out in duplicate.

Date \_\_\_\_\_

NAME  
TITLE  
DEPARTMENT

DESTINATION: \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_

Justification for travel:

Nature of participation:

Period at destination \_\_\_\_\_  
date \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_

Period of travel \_\_\_\_\_  
date \_\_\_\_\_ time of day \_\_\_\_\_ to \_\_\_\_\_ date \_\_\_\_\_ time of day \_\_\_\_\_

Mode of transportation \_\_\_\_\_ Cost \$ \_\_\_\_\_

Per diem requested \_\_\_\_\_ \$ \_\_\_\_\_

Total amount requested \_\_\_\_\_ \$ \_\_\_\_\_

Funds from other sources:

What travel funds have you received from the Libraries in the last three years for the attendance and participation in meetings out-of-state?

Disposition of request: \_\_\_\_\_ Approved \_\_\_\_\_ Denied  
\$ \_\_\_\_\_ Amount authorized

\_\_\_\_\_  
Chairperson, Library Faculty Assembly

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 369

October 21, 1976

Classified Conference:

The Classified Conference Executive Board will meet on Friday, October 29 at 3:00 pm for one hour only. Please let your representative know if there is something you want to bring up.

Notice: Would any staff member who received a questionnaire from the Kansas State Civil Service revising group please call or otherwise notify Bonnie (Circ) or Sherry (Micro.) We need to know how many of the Library people were questioned.

ALA Centennial:

The October 3 New York Times contained a sixteen-page supplement The great American library success story, sponsored by the American Library Association. ALA celebrated its Centennial on October 6, 1976, and the commemorative supplement reports on the present "status, condition, and services of American libraries" and pleads for attention and support.

Workshop:

A workshop on "The Role of Libraries in Literacy and Lifetime Learning" will be offered in Emporia on December 10, in Hutchinson on December 11, and in Kansas City on December 13. The Director, Jean Coleman, is nationally recognized for her work in this area and will bring new ideas for use in future programming.

Participants may register for 1 or 2 semester hours of graduate credit for an appropriate project which will be directed by Mrs. Helen Strader of the EKSC School of Library Science faculty. Further information about the workshop and about other Emporia course, workshop and seminar offerings are available from the Dean's Office.

Administrative Conference Agenda:

The next Administrative Conference will be held Thursday, October 28, at 10:30am in B28 Watson. The agenda is as follows:

- Interlibrary Services Proposal - Marianne Griffin
- Recommendation from Committee on Study of the Library Bindery - Jim Ranz
- Proposed Name Change for the Order Department - Bob Malinowsky

Conservation of Library Materials:

Bill Mitchell will give a lecture and demonstration on basic conservation techniques to the Nebraska Library Association in Lincoln on Thursday, October 21.

CDC:

Attached are minutes of the Collection Development Committee for October 11, 1976.

### In-Service Training Program Scheduled:

Central Personnel will begin its In-Service Training Program with the first of many series geared to upgrade current job skills as well as develop new ones. The first series offered is the Clerical/Secretarial series with its first session being conducted on November 3, as described in the October 15th issue of the Oread. This first session will last approximately two hours and be presented twice in 104 Carruth O'Leary on Nov. 3 at 9:30 a.m. and at 1:30 p.m. With supervisory approval, any University employee may attend sessions of any series at no cost. The deadline for registration for the first session is 4 p.m. October 26. In order to register, phone Central Personnel, 4-4942. Participation in each session and/or completion of an entire series will be recorded in employees' personnel files for reference in employee candidacy for transfer, promotion or reinstatement. Other series to be offered in the future will include Supervisory Training, Service and Maintenance Series, and Executive/Management Development. Each series and session will be announced in advance in the Oread and in FYI.

### Orientation Session Set:

An orientation session for library staff will be given by Central Personnel at 10:30 a.m. on Tuesday, October 26, in Spencer Auditorium. Training Officer Ola Faucher will present information and slides regarding such matters as civil service regulations and staff benefits. All classified employees who have not attended one of these orientation sessions, especially those staff recently appointed, are urged to attend. New unclassified staff are also encouraged to attend for information regarding staff benefits in particular.

### Holidays:

The official holidays still remaining in 1976 as designated by the Governor are:

Veteran's Day, Thursday, November 11, 1976

Thanksgiving, Thursday and Friday, November 25, 26, 1976

Christmas, Friday, December 24, 1976

All Libraries will be open on Veteran's Day, November 11 (not October 25 as it appears on some calendars). Watson Library will be open on the Friday after Thanksgiving. Only public service areas with skeleton staffing will be open on these two days. Since January 1, 1977 will be on a Saturday, December 31, 1976 will probably be designated a holiday (confirmation of this will appear in a future issue of FYI).

### International Buffet:

The KULSA buffet Committee cordially invites you to an international culinary event. Please bring a favorite foreign dish remembering always that in some countries that "Mom's All American Apple Pie" is a foreign dish. Join us on October 27 at 12:00 noon in the Watson Staff Room. Coffee and tea provided.

### Office Supplies:

Aspirin will no longer be dispensed from the Office Supply area due to the rising concerns of their effect of a person's health after prolonged usage and also because of the possible liability risk involved for the libraries.

Office Supply hours are from 8:30 to 9:30 a.m. on Wednesday mornings. All departments should make arrangements to secure their supplies during this time.

Personnel:

New employees include: Mary Small, Data Entry Equipment Operator I in Cataloging as of 10/18/76 and Craig Sandusky, Data Entry Equipment Operator I in Cataloging as of 10/25/76.

KULSA Meeting, Wed., October 27, 1976:

The next KULSA meeting will be held in Spencer Auditorium at 3:00 p.m. on Wednesday afternoon, October 27, 1976. Dues for membership for the 1976/77 school year may be paid at this meeting (\$.50 for classified; \$1.00 for L. A. s and librarians).

Our guest will be Dean Jim Ranz who will talk about the state of the library.  
(Agenda)

1. Reading of the minutes.
2. Treasurer's Report.
3. Election of Officers.
4. Employee Recognition Awards Presentation.
5. Dean Ranz's talk, followed by question and answer session.

We hope that everyone who can attend, will attend.

Joe Hewitt--President

Phone Number Change:

Marna Young and Jeanne Richardson, Science Library, have a new phone number, 4-5414.

The Committee on Professional Development met at 2 p.m., October 12, in B-28.

Present: Dave Passmore (chairman), Rhyck Gilbar, Pat Scanlan, Rosemary McDonough.

Dave read the minutes of the Sept. 21 meeting.

The Committee agreed that the duty of taking minutes will rotate from member to member. The person taking minutes should give the master copy to Dave who will provide a copy to the Chairperson of LFA and retain a copy for the Committee file.

Dave reported that he had met with Sarah Reed in Emporia to discuss EKSC students' participation in an observation day in the libraries on this campus. She thought there might be 30 students in the observation group. Dave has discussed the project with Bob Malinowsky and has prepared a letter to Ms. Reed proposing Feb. 10, 1977, as the date for the observation day. Ms. Reed also expressed interest in working out an internship program for EKSC students on the Lawrence campus.

Ms. Reed would like to know what library subjects our staff might be interested in if subjects were to be presented in workshops. The Committee discussed the possibility of circulating an inquiry among the staff to gather this information.

Plans for colloquia this semester were reviewed. Barbara Jones, Linda Parker, Jeanne Richardson, and Marna Young are being asked to consider Nov. 16 as the date for the data bases presentation. The tentative date for Sandy Mason's talk is December 7. Dave mentioned that a staff member had suggested that colloquia be held in the evening. Dave will talk with Mr. Kriegle (Law Lib.) about making a presentation.

Dave will ask Mr. Ranz if any funds are available for expenses or payment of speakers who might come. Additional topics and persons who might present talks were discussed: Boorstin, Ellsworth, Shera, McLuhan, Dr. Isa (now at EKSC and former staff member at LC); the assistant to the Supt. of Documents was mentioned with the thought that he might come at federal expense.

There was a general discussion about ways the value of the libraries might be brought to the attention of students. Preparation of bibliographies, courses taught by librarians, advertisements, the improvement of the physical environment in the libraries, and use of volunteers to aid library users were all mentioned.

*Rosemary McDonough*

MINUTES OF THE DEAN OF LIBRARIES' COMMITTEE ON COLLECTION DEVELOPMENT  
11 October 1976

Present: Anderson, Clark, Gates, Howey, M. Kehde, McDonough, Mason, Morrison, K. Miller, Symons, Young, Malinowsky, Stephens.

The chairman announced that the Dean had decided that membership of the Committee was ample and that it should not be enlarged.

McDonough suggested that the Committee produce an annual report for the information of the staff who are not members. Clark reminded the group that minutes of the Committee are available at the Reference Desk but also expressed her support for an annual report.

On the matter of allocation of Reserve funds, Clark has written a proposal which she distributed and which should be discussed at the next meeting. In response to an objection from Young that the Committee might be trespassing on the Dean's territory in proposing the allocation of his Reserve, Clark said that he wished to have such a policy. Malinowsky reminded the Committee that the Reserve fund might not always be available for distribution, being somewhat committed to compensating for inflation in some areas.

Clark also distributed "A Plan for the Handling of Duplicates," written by McDonough, a two-page paper entitled "Replacements" discussing present handling of replacements by Book Selection Office, one page from the head of Circulation entitled "Replacement Procedures Circulation Department," and one page from the Catalog Department describing briefly the procedures followed by the Catalog Department in altering records for withdrawn books and referring to procedures for reinstatement and replacement although not describing them. All of these are to be discussed at the next meeting of the Committee.

Young then described the problem of Technical Reports, a form of literature frequently requested via Inter-Library Loan but increasingly difficult to acquire that way. One of the chief suppliers, the Linda Hall Library, has ceased subscribing to many series and other suppliers are now refusing to lend and suggesting purchase. These reports can be obtained readily in microfiche for \$2.25 each (less than the "free" \$5 worth of Xerox usually supplied to an Inter-Library Services customer) and Young suggests that the library provide these at no cost to the requester. After considerable discussion of the arguments for and against this procedure, Young moved that technical reports be purchased in microfiche on the National Technical Information Service deposit account (a fund within the Science Library budget) instead of borrowing them by Inter-Library Loan, that she decide whether to give these to the reader or retain them for the library and have them processed. The motion was seconded and, upon the call for the question, was adopted by the Committee.

A related question of how to handle such reports being ordered individually in hard copy by academic departments from their book budgets was briefly discussed but not settled since it seemed to the Committee to be part of the general question of a collection development policy.

There then followed a lengthy discussion of the problem of foreign dissertations which are received in large quantities by the Exchange and Gift Department and by the Latin American Area and which pose considerable problems in cataloguing and are of various degrees of merit. The Center for Research Libraries retains many of these and

publishes a list of the institutions whose dissertations it does retain. If the teletype is used for placing an order, a dissertation can be obtained from CRL in about four days. There are not very helpful bibliographical keys to the dissertations (a separate list for Germany, inclusion in the national bibliography for France, very late citation in Aslib for English...). Some dissertations, especially English, have copying restrictions, requiring the author's permission. Some information is to be found only in dissertations. Finally Young moved that the library, upon receipt of a foreign dissertation, forward it to the Center for Research Libraries (with the exception of foreign dissertations acquired by placement of specific order) rather than retaining and processing it. The motion was seconded but in the ensuing discussion it was decided not to bring the motion to a vote but to postpone any action until the next meeting. In the meantime the Committee solicits suggestions from other members of the library staff after they have had a chance to see a very large number of such dissertations now available in the Book Selection Office.

Clark then distributed a three-page "Survey Technique for Current American Imprints," and described the procedure at some length. Both BNA and Coutts have agreed to send us copies of FWR with the items which they handle marked. These are expected in a week or so. After a number of preliminary steps these marked items will be checked against a list of desired items which will have been compiled by the Committee members over a four-week period and an estimate of comparative satisfaction from the two suppliers arrived at. The preliminary steps will fall into two tasks. The first task, carried out entirely within the Order Department, will be intended to produce an estimate of the time and cost involved in processing orders placed from proof slips. The second task will be carried out by all members of the Committee: Xerox copies of unmarked FWRs will be sent weekly for four weeks to each member of the Committee; each person will read these and mark the items recommended for purchase within the appropriate subject area without reference to knowledge that the item has been received or is excluded by the KU BNA profile, but attempting to exclude reprints. These marked items will be totaled up in various ways and matched against the results of the BNA and Coutts markings. Further stages of this exercise will be undertaken later.

Division of assignments to Committee members are: Anderson G, H, J, K, L; Clark A, Z; Gates M; Kehde N; Symons B, C, D, E, F, P, U, V; Young Q, R, S, T. Howey, Miller, McDonough, Mason, and Morrison will read generally and Mason will do the charting.

The next meeting will be at 3:30 on 1 November 1976. Agenda will include discussion of Clark's proposal for allocation of Reserve funds, McDonough's plan for handling duplicates, the matter of replacements, Young's proposal on foreign dissertations, and the BNA/Coutts surveys.

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 370

October 28, 1976

### Science Library:

New telephone number for Marna Young and Jeanne Richardson is 5154. The number for services of the science library remains 3465.

### Reminder:

All Classified Conference Executive Board members please remember your meeting on Friday, October 29 at 3:00 p.m.

### Change of Address:

Ed Granger and Mike Lynott have moved from Rm. 245A to rooms 123 and 124 respectively. Please direct all mail to them at the Serials Department. They can still be reached at 4-3950, which will be answered by Serials Dept. staff.

### United Fund Drive:

This is a reminder that the United Fund drive will continue until November 11. You still have two weeks to make your contributions to this very worthwhile cause. Library response to the drive has been fair with one-third of the library community replying to the letter sent by your volunteer, Ingrid Kitterman. Please continue to send your notices showing that you have acted in some manner to Ingrid Kitterman and your contributions to her also or to Bob Senecal in Continuing Education or directly to the United Fund headquarters in Lawrence at P.O. Box 116. Thank you for your support.

Ingrid Kitterman

### UKASE Deadlines:

Nov. 4	Thursday	Corrections due in Serials Dept. office by 5:00pm.
Nov. 10	Wednesday	Check-in strips due in Serials Dept. office by 5:00.
Nov. 12	Friday	UKASE run.

### KULSA Election Results:

New officers for 1976/77:

President	Ingrid Kitterman
Vice President	Robin Hembree
Secretary	Joe Richardson
Treasurer	Kelly Johnson

Any KULSA business should be directed to the past officers until further notice in FYI.

--Joe Hewitt

### Facilities Planning:

Attached for your information are the minutes to the October 5 & 12 meetings of the Libraries' Staff Committee for Facilities Planning.

Catalogers' Classification Assignments:

The following LC classification numbers have been assigned to the designated catalogers. If you have questions concerning the cataloging of a book refer it to the Cataloging Department marked to the attention of the appropriate cataloger. These assignments are subject to change.

A - Clason; B - Kliewer; C - Trillich; D, E, F - Kitterman; G - Roach; H - Gaeddert; J, K, L - Scanlan; M - Gates; N - Trillich; P - Passmore, Deddens; Q, R - Howlett; QA, S - Gaeddert; T - Howlett; TT, TR, U, V - Trillich; Z - Clason.

Professional Development Committee Meeting Minutes, 25 October 1976:

Members present: Chairperson David Passmore, Rhyk Gilbar, Rosemary McDonough, Patrick Scanlan

Chairperson Passmore called the meeting to order at 2:00pm in the East Asian Library Technical Processing Room. Initial items of business concerned correspondence from Ms. Sarah Reed, Director of the Library School at Emporia. Among other things, Ms. Reed made inquiry regarding the sending of 20 to 25 students to the Watson Library on Monday April 18, 1977, to observe the actual operations of a university library; in addition, Ms. Reed asked about the possibilities of an internship program for selected library school students to be conducted at Watson Library sometime in mid-March. Chairperson Passmore, at the behest of the Professional Development Committee, passed these items on to the individuals most likely to be involved with Ms. Reed's requests.

A brief note from Associate Dean John Glinka to the effect that the Watson Library has no funds available for the importation of outside speakers of interest to the library faculty was read.

The Professional Development Committee unanimously recommended that the Serials Dept. be requested to obtain a subscription to Continuing Education in Librarianship Newsletter (cost \$2.00 per year). Hopefully the issues will be placed in Watson 358.

The remainder of the meeting concerned the question of revising Faculty Travel Guidelines. A discussion on all of the points suggested by the LFA Executive Committee ensued. Because of the necessity for obtaining more information on specific aspects of the travel guidelines, no recommendations or conclusions were reached.

The meeting adjourned at 3:15 p.m.

Minutes submitted by  
Patrick Scanlan

Acquisitions Allocations:

Attached for your information are the Acquisitions Allocations for 1976/77.

Libraries Staff Committee for Facilities Planning  
12:00 P. M., October 5, 1976  
B-28, Watson  
Minutes of the Meeting

Present: Ranz, Gaeddert, Postlethwaite, Lynott, Couch, Perry, Royer, Parker,  
Hagedorn, Glinka, Richardson, Anderson

Absent: Hughes, Armstrong

1. Mr. Ranz reported that the Office of Facilities Planning had interviewed a mechanical and a structural consultant. The consultants have started working and will report cost estimates for renovation within several weeks. The structural consultant has been asked to make recommendations regarding the load capacity of the floors, which walls can be removed, the possibility of removing the floor in every other level of the center stacks, adding elevators, the possibility of excavating the ramp area and to make cost estimates regarding these areas. The mechanical consultant is to review the heating, cooling and ventilation systems, fire protection needs, lighting and electrical systems, emergency lighting, the location of public restrooms and to make cost estimates regarding these areas.
2. The remainder of the meeting was spent discussing division of the collections between Watson and the new library with emphasis being placed on the social sciences and humanities.
3. The next meeting will be held at noon on Tuesday, October 12 in B-28.

Libraries Staff Committee for Facilities Planning  
October 12, 1976, 12:00 P. M.  
B-28, Watson  
Minutes of the Meeting

Present: Glinka, Hughes, Lynott, Couch, Parker, Gaeddert, Armstrong, Richardson,  
Anderson, Ranz, Hagedorn

Absent: Perry, Royer, Postlethwaite

1. Mr. Ranz reported that the University Libraries Facilities Planning Committee was interested in increasing campus awareness regarding the state of library planning. One possibility would be to hold an open meeting to discuss plans with invitations being sent to the Student Senate, SenEx, Deans, etc. The LSCFP members also favored the idea. It was suggested that articles also be placed in the UDK and the Oread.
2. The distribution of collections between Watson and the new library and the amount of space required to house those collections were discussed.
3. The next meeting will be held at 12:00 P. M. on October 19, 1976 in B-28.

Sarah Couch,  
Secretary

8 October 1976

UNIVERSITY OF KANSAS LIBRARIESACQUISITIONS ALLOCATIONSfor  
ACADEMIC DEPARTMENTS1976/77

African Studies	\$ 1,115
American Studies	1,090
Anthropology	3,764
Architecture	2,048
Business	1,393
Classics	1,941
Computer Science	400
Design	831
East Asian	15,372
Economics	8,840
Education	1,022
Engineering	1,750
English	9,569
French	7,475
Geography	4,294
Geology	1,325
German	10,000
History	12,810
History of Art	4,650
Journalism	694
Latin American	21,005
Linguistics	1,114
Mathematics	1,025
Museum of Natural History	1,000
Music	7,465
Music Education	475
Oriental Language & Literature	530
Painting & Sculpture	699
Philosophy	1,336
Physical Education	237
Political Science	2,759
Portuguese	1,340
Psychology	445
Religion	844
Science	6,250
Slavic	9,970
Slavic Language & Literature	1,967
Social Welfare	2,191
Sociology	1,212
Spanish	6,395
Speech	797
Women's Studies	<u>2,000</u>
	\$161,439

8 October 1976

UNIVERSITY OF KANSAS LIBRARIESACQUISITIONS ALLOCATIONS1976/77

<u>Academic Departments</u>	\$161,439
<u>Library Departments</u>	
Bibliography and Reference	8,000
Government Documents	10,500
Fiction	1,200
General and Interdepartmental	8,844
Previous Year's Encumbrances	10,000
Replacements	9,750
Kansas Collection	3,105
Linwood Library	15,000
Social History (Howey)	1,650
Special Collections	29,472
Reserve	<u>85,000</u>
	182,521
<u>Current Publications Programs</u>	
North American	150,500
British	29,750
History and Political Science	<u>22,750</u>
	203,000
<u>Serials</u>	
Subscriptions	339,000
Continuations	135,000
New Subscriptions	8,000
New Continuations	<u>2,000</u>
	484,000
<u>Binding</u>	<u>54,040</u>
	\$1,085,000

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 371

November 4, 1976

### At Meeting:

H. Robert Malinowsky will be on vacation and attending the meeting of the Mountain Plains Library Association meeting in Albuquerque November 6-14.

### Business & Economics Reading Room:

Hours for Business & Economics Reading Room for November 23-28 will be as follows:

Tuesday, Nov. 23	8am-5pm
Wednesday, Nov. 24	8am-12noon
Thursday-Saturday, Nov. 25-27	Closed
Sunday, Nov. 28	5pm-10pm

### OCLC Call Numbers:

Circulation is using the OCLA-LC call number on the title page exactly as written for both the spine and the punched book card. Since OCLC has different conventions than previously practiced by this library, some call numbers may look strange and cause some problems at first for shelvees. This new practice will also create some problems with the filing order on the machine readable LC shelf list. All libraries and departments should watch for these changes. Check with Circulation as to what the changes mean.

### Budget Preparation:

As soon as all individual Departmental budget hearings are finished the 1977/78 budget will be put together by the Dean's Office. The request will speak to the following items: building program, books and serials, new positions, student wages, salaries, equipment maintenance, computer services, repairs and improvement, Spencer, and OCLC. By the 15th of November the Assistant/ Associate Deans will have prepared their material. Between November 15-22 the budget will be prepared so that it can be typed November 22-24. On Nov. 24 it will be submitted to Academic Affairs and on December 2 we will defend the budget at the Budget Conference.

### Shelving:

New shelving has arrived for a small part of the East Sub-basement upper level. After installation, it is planned to move all storage books that are in Spencer to that area.

### New Exhibit:

A new exhibit in the Kansas Collection is entitled "Fire! Fire! The Lawrence Fire Department, 1859-1976." The exhibit was prepared by Phil Leonard of the Lawrence Fire Department and Jim Helyar.

LFA Meeting:

The Library Faculty Assembly will meet on Monday, November 15 at 3:30pm. In addition to Committee reports, a suggested unclassified salary increase for fiscal 1977-78 will be discussed. Any suggestions for additions to the agenda should be forwarded to Polly Trillich, Chairperson LFA.

Libraries Staff Committee for Facilities Planning:

The next LSCFP meeting will be held at noon on Tuesday, November 9 in B-28.

Classified Conference:

The representatives of the Classified Conference for the committee to plan the Libraries Supervisory Training Program are Peggy Morrison and Lewis Armstrong.

Distinguished Librarian to Speak:

Clara Jones, the first Black woman to be President of the American Library Association, will be in Emporia on Tuesday, November 9th, to speak on "ALA Leadership Today." The convocation will be held in the William Allen White Library, Room 319 at 3:00 p.m. The public is invited.

As ALA President and as Librarian of the Detroit Public Library, Clara Jones stands firm in her belief that every American has a right to information and that every library is a forum for all members of the community.

"If one were to describe Clara Jones in a single word, that word would have to be dignity. There are of course other qualities--strength certainly, courage, and a strong sense of commitment," so writes one reporter. The American Library Association is most fortunate to have such a leader in these turbulent times. Her vision is an inspiration. Her concern for others is remarkable.

Library Facilities Planning Committee

Minutes of the Meeting, October 29, 1976:

The meeting was called to order by Jim Ranz.

The main item of business was discussion and revision of Chapter VII (Recommendations) of the Long Range Plan for University Libraries. Al Wiechert distributed tables, a map, and a funding statement which will be included in the chapter. He also displayed visuals for inclusion in the report. Sentiment was expressed for a meeting of the Committee with the Chancellor and the Administrative Group for presentation of the Long Range Plan. Jim Ranz was asked to request a meeting.

It was reported that documents to be prepared by the mechanical and structural consultants have not yet been received.

The meeting adjourned.

John L. Glinka  
Secretary

Minutes of the Administrative Conference, October 28, 1976:

The Conference met at 10:30 a.m. in B28 Watson with Jim Ranz presiding. Present were: Maxine Brouhard, Marilyn Clark, Liz Coover, Marcia Deddens, Winona Dingman, Earl Gates, John Glinka, Mary Green, George Griffin, Marianne Griffin, Bayliss Harsh, Sherry Hawkins, George Jerkovich, Barbara Jones, Cathy Loving, Nancy Lynott, Bob Malinowsky, Sardy Mason, Kent Miller, Helen Smith, Joan Soutar, Eleanor Symons, Polly Trillich, Sara Tubby, and Marna Young.

Minutes of the 10/14/76 Conference meeting were distributed. A proposal from the Committee on Study of the Library Bindery was also distributed (attached). Ranz suggested that it be acted upon at the next meeting to provide time for reading. Liz Coover questioned the need for an increase in binding allocations as noted in #5 of the proposal. Ranz replied that the increase would involve supplementing the commercial binding fund to absorb binding now done in-house. Marianne Griffin asked what job possibilities would be available to the Bindery staff. Green answered that Margy Gadd in Central Personnel has assured priority consideration for any binding vacancies occurring within the University. Working closely with Central Personnel in exploring openings will be essential.

A recommendation for changing the Order Department's name to Acquisitions Department was introduced by Malinowsky. He explained that the latter more accurately reflects the department's function, which includes bibliographical control and assistance as well as processing functions. After considerable discussion, Marna Young, seconded by Polly Trillich, moved that the proposal be approved. The motion carried. Ranz will take the Conference's recommendation under advisement.

The minutes of the last meeting were reviewed for corrections and additions. At Eleanor Symons' suggestion one correction was made (as noted on the attached minutes).

Marianne Griffin distributed a proposal for certain change in Interlibrary Services charges and allowances. There was lengthy discussion of the proposal. Ranz suggested that the matter be considered further at another time. He called for any additional topics before adjournment. John Glinka reported briefly on the status of maintenance funds. For equipment in the current year, funding was a \$14,784. Expenditures to date total \$4,674, leaving a balance of \$10,110. Ranz announced that the Libraries' budget hearing will be held December 2. Young suggested two agenda items for the next Conference meeting: the OCLC budget report, and conversion to the new bifurcated computer system.

The meeting was adjourned at noon.

--- Mary Green, Secretary

Administrative Conference Meeting:

The next meeting of the Administrative Conference will be Thursday, Nov. 18, at 10:30 a.m. The agenda will be announced in the next FYI.

P.D.C. Questionnaire:

In the space provided below, please list those subjects of interest which you would like to see taught as workshops, short-courses, etc.; no. 1 should represent the topic of greatest interest.

Please return the form to:

Dave Passmore  
Chairman  
Professional Development Committee

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

## INTERLIBRARY SERVICES

The University of Kansas Libraries provides access to library materials in other library collections through the Interlibrary Services Office, 227 Watson. This office is open Monday-Friday 8AM to 5PM. The main Reference Desk in Watson handles ILS transactions during night and weekend library hours.

All members of the KU community may request materials from the KU Medical Center Library, Linda Hall Library, Kansas libraries and the Center for Research Libraries in Chicago.

There is courier service for library materials twice each week to and from the KU Medical Center Library in Kansas City, Kansas and the Linda Hall Library, Kansas City, Missouri.

Materials needed for research from the Center for Research Libraries are ordered by teletype and sent to KU by United Parcel delivery. More information on the collections at CRL is available in pamphlets and in copies of the CRL Handbook at the Reference Desk and ILS office.

Faculty and graduate students working on thesis or dissertation research may request research materials from other institutions in the United States and abroad.

### Procedures for obtaining materials through Interlibrary Services:

1. Fill out a request form at the ILS office. Forms are also available at the branch libraries and at the Reference Desk, Watson.
2. Provide complete bibliographic information and printed source of reference for the item needed.
3. Obtain instructions on ILS regulations from staff in ILS. A maximum of six requests per week per patron is accepted.
4. The loan period is set by the lending library and renewals are rarely granted.

The University of Kansas Libraries conforms to the American Library Association National Interlibrary Loan Code governing the transactions among libraries. Within this code many items can be borrowed or photocopied. There are research materials, however, which are not available through Interlibrary Services. Some examples:

1. An item owned by the KU Library.
2. Genealogical materials.
3. Dissertations available from University Microfilms, that is all dissertations listed in Dissertation Abstracts International with an order number must be purchased by patrons directly from the company. Order forms are provided at the ILS office or the Reference Desk.
4. U.S. books available in print at moderate cost and books needed for reserve should not be requested on Interlibrary Loan but should be purchased for the KU collection. Materials available commercially, i.e. ERIC, NTIS, ASI should be ordered by the patron if not owned by KU or available in state.
5. Manuscripts, rare books (unless film copies are available), recent periodicals and reference books. Request photocopy of items needed from periodicals and recent newspapers.

Patrons are invited to visit the ILS office for further information or call the office, 864-3960.

Proposal for Administrative Conf., Thursday, Sept. 23, 1976

Due to increasing costs of Interlibrary Services across the country, the following revision of KU Interlibrary Services schedule is recommended:

### 1. Borrowing for KU patrons from other libraries:

- A. Photocopy: raise maximum KU allowance from \$5.00 to \$10.00 per request with the understanding that the library will continue to pay the charges up to \$5.00, and the patron will pay the entire cost of invoices *which Total* over that amount.
- B. Loans: Because some ARL Libraries are now charging for loans and more plan to initiate such charges in the next FY, we recommend that ILS retain present practice, using judgement of librarian when to pay fee occasionally.  
Future options:
  1. Allocate a set amount for ILS Librarian to use for loan fees.
  2. Refuse to pay any loan charges for patrons. If patron does not wish to pay, request will be canceled.  
In all above examples, ILS Librarian will check with NUC for more locations before terminating request or paying loan fee.
- C. To provide continued good service and more leeway for ILS, recommend deposit accounts with John Crerar and New York Public or deposit account at Cleveland Public which has excellent holdings in areas we need.

### 2. Lending to other libraries, etc.:

- A. Raise photocopy charges as listed in attached sheet.
- B. Do not charge for loans as yet, but keep situation under review.

### 3. Education:

- A. Recommend attendance at ILL Workshop for KU Library staff, Thursday, Sept. 30. ILS Librarian and staff will inform patrons.
- B. Meetings with faculty by ILS Librarian.

Marianne L. Griffin  
9-22-76

INTERLIBRARY SERVICES  
UNIVERSITY OF KANSAS LIBRARIES  
LAWRENCE, KANSAS 66045

LENDING POLICY STATEMENT

EFFECTIVE DATE:

NUC Code: KU

ADDRESS FOR LOANS AND PHOTODUPLICATION: as above

TWX No.: 910-749-6571

"Here is" key: KANS U

BOOKS

Will lend Yes  
Length of loan 3 weeks  
Renewable No  
Limitations as in ALA Code.

PHOTOCOPY SERVICE

Charge per exposure 20¢  
Minimum xerox charge (non-profit) \$3.00  
Minimum xerox charge (others) \$5.00  
Postage and handling charge none  
No charge up to 3 pages

PERIODICALS

Will lend No  
If an article exceeds 30  
exposures, may lend volume  
if it is more than 10 years old.  
Length of loan 3 weeks  
Renewable No

MICROFILMING

Service available limited (processing  
time approx. 2 months)  
Negative per frame/reel 7¢  
Positive per frame/reel 7¢

DOCTORAL DISSERTATIONS

Will lend 1959 or earlier  
Will not lend after 1959  
Length of loan 3 weeks  
Renewable No

NEWSPAPERS ON FILM

Will lend Yes  
Will not lend last 2 years  
Length of loan 3 weeks  
Renewable No

Microfilm available from:  
University Microfilms  
since June, 1959

FEES

Regular postage none  
Handling fee none  
Estimates none

MASTERS' THESES

Will lend Yes  
Length of loan 3 weeks  
Renewable No  
Microfilm available No

BILLING POLICY

Invoice with material Yes  
Payment in advance required No  
Make checks payable to:

Interlibrary Services, KU

GOVERNMENT DOCUMENTS

Will lend limited, depends on item  
Length of loan 3 weeks  
Renewable No

TWX SERVICES

Will accept loan requests Yes  
Will accept photocopy requests Yes  
Will reply by TWX No

MICROFORMS

Will lend:  
cards No  
films Yes  
fiche No  
print No

Do you insure all borrowed materials? Yes

## MINUTES OF THE ADMINISTRATIVE CONFERENCE

October 14, 1976

The Conference met at 10:30 a.m. in B28 Watson.

Jim Ranz reported on Senate Library Committee activities. Earl Huyser's letter concerning inadequacy of funding for student wages was sent to the Chancellor, Del Shankel, and Ron Calgaard. Huyser has proposed a meeting between SLC and the University Council on library support. SLC is also discussing branch libraries and their policies.

A supplementary report on Inter-Library Service problems was postponed due to the absence of Marianne Griffin.

Jim Ranz discussed replacements on the Steering Committee. In his view, the real problem is in generating substantive issues for discussion. Some feeling was expressed for the need of soliciting agenda items from the group. It was suggested that the last ten minutes of each meeting be set aside for new business. Jim Ranz agreed that there was need for both approaches. It was moved and seconded that the Steering Committee continue with the same membership and that the last ten minutes of each meeting be reserved for new business. The motion carried.

To the question of whether or not more discussion of library supervision would be undertaken, Jim Ranz responded that Mary Green and Ola Faucher were to produce a further proposal.

Next, Jim Ranz reported on the recent meeting of the Kansas Academic Library Conference at Emporia. Regents guidelines for space were discussed by planning officers of the institutions. Library representatives agreed that the guidelines were adequate. The proposed Library Assistant (I-IV) series was discussed. Some concern was expressed on requirement of clerical experience as qualification for ranks III and IV and this provision was deleted. KU did not want proposed pay ranges lowered since this would work to our disadvantage. The final form of the recommendation was close to what we supported and the document will be transmitted from KALC to the State Civil Service Office immediately.

A report on his meeting with Humanities departments representatives was presented by Jim Ranz. The general tenor of the session indicated unhappiness with what we have been able to do for them. Concern over the Science-Humanities schism was a topic and Jim Ranz responded that he was seeking support for both areas and that the Library would have to examine the situation in the light of available funding. They felt that subscriptions had been cancelled without their advice. Jim Ranz indicated that this came about through the need to identify general journals

with specific departments. They are unhappy with collection development, particularly with blanket approvals for university press titles. Jim Ranz stated that we had problems with our profile and other difficulties which resulted in an inability to identify what had been received. They felt that orders were placed slowly and that processing of received items was delayed. Jim Ranz indicated that this was not necessarily a current view of the situation. They are interested in working with the Library to find solutions to these problems. Jim Ranz pointed out that areas served by bibliographers apparently have satisfied constituents. He sees these problems as a matter of resources and stated that we needed more librarians to work with academic departments on procedures and policies.

Jim Ranz commented on Ron Calgaard's budget memorandum which asks for specific information on OCLC operations, resources assigned to the Spencer Library, phasing out of the Watson Library Bindery, acquisitions policy versus inflation, and uses of student assistants in library operations.

The last ten minutes of the meeting included the following:

Marna Young stated the requests for technical reports would be filled by ordering microfiche because of difficulties in obtaining originals on interlibrary loan. Eleanor Symons suggested for future discussion the problem of enforcing food, drink, and smoking regulations in Watson. Questions were asked on what happened to end of the year funds for book and periodical purchases, on requests for funds for equipment for the improvement of teaching, and on the University's acceptance of new positions as a priority over equipment and salaries.

The meeting adjourned.

John L. Glinka  
Secretary pro tem

UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66045

September 28, 1976

TO: Jim Ranz  
FROM: Committee on Study of the Library Bindery  
SUBJECT: Recommendation from Committee on Study of the Library Bindery.

After careful consideration of all aspects of the Watson bindery at the University of Kansas Libraries the Committee on Study of the Library Bindery makes the following recommendations:

1. The present Watson Bindery be phased out by July 1, 1977 with all binding except repairs and special handling be contracted with the present commercial binder.
2. One staff position be retained and be placed under Bindery Preparations. This person to be responsible for special handling and supervise all aspects of repairs.
3. Three remaining staff positions be carefully studied for reassignment within the Library based on budgetary priorities for new staff positions. This includes redefinition of the three positions. All present bindery staff are assured of retaining their present status within the library through June 17, 1977.
4. Present bindery staff be given as much assistance as possible in relocating or transferring to another open position or newly created position within the library, and university, or other state agency.
5. Binding allocations be increased to underwrite the cost of production formerly provided through the Watson Bindery.
6. All non-binding operations presently performed by the Watson Bindery be assigned to Bindery Preparations or other Departments where advisable.

Study of the Library Bindery

Page two

7. As a long range plan, a Department of Preservation or equivalent should be established which would include bindery preparations, repair, restoration, filming, and other operations which would require alternate treatment in lieu of binding.

HRM/vt

cc: Sara Tubby  
Joan Soutar  
✓John Glinka (chairman)  
H. Robert Malinowsky

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 372

November 11, 1976

### CDC Meeting:

Collection Development Committee meeting has been scheduled for Wednesday November 17th at 3:30 in Bob Malinowsky's office. Agenda items: Disposition of Reserve Funds; Foreign Dissertations; Duplicates.

### Libraries Staff Committee for Facilities Planning:

The next meeting of the LSCFP will be held at noon on November 16 in B-28.

### Personnel:

As advertised in a memo circulated last week, Jerry Shaw resigned his position as Security Officer I (50%) effective 10/31/76. Susan Hogle has been appointed to replace him as Security Officer I effective 11/18/76.

### Student Time Cards:

Student Time cards are due in the Dean's Office by 9 a.m. November 15.

### LFA Meeting:

The Library Faculty Assembly will meet in B-28 on Monday, November 15, at 3:30. The Agenda will be:

- I. Reports from the following committees:
  - Budget and Planning
  - Facilities Planning
  - Professional Development
  - Promotion and Tenure
  
- II. Proposal for unclassified salary increases, fiscal 1977/78

### Administrative Conference Agenda:

The next meeting of the Administrative Conference will be Thursday, November 18, at 10:30 a.m. in B-28 Watson. The agenda is as follows:

- 1) Recommendation from the Committee on Study of the Library Bindery - Jim Ranz
- 2) Interlibrary Services, Current Information on Borrowing and Lending Policies - Marianne Griffin
- 3) Budget Request for 1977/78 - Jim Ranz (and others for special topics such as OCLC)

### Meeting of the Library Faculty Assembly Committee on Budget and Planning:

The Library Faculty Assembly Committee on Budget and Planning will meet on Friday, November 12, 1976 at 8:30 a.m. in B-28 of Watson.

KULSA News:

KULSA officers for 1976/77 were elected at the October 27 meeting. They are: Ingrid Kitterman, President; Robin Hembree, Vice President; Joe Richardson, Secretary and Kelly Johnson, Treasurer.

The officers would like to thank all of the library staff who paid their dues for this year and encourage those of you who have not yet paid your dues to see Kelly Johnson or any of the other officers. This small amount of money helps support such things as the newspaper in the staff room, extra expenses for the Christmas party, the monthly buffets, the summer and fall picnics and Carrie Watson Day.

KULSA dues are \$1.00 for unclassified staff and \$.50 for classified staff. We hope that everyone will join.

In addition, KULSA has been sending cards and/or flowers to library staff and their families who are hospitalized or ill, as well as expressing sympathy upon bereavement. Marion Kliewer has been performing this service for KULSA very ably for some time. Please notify him if you know of any instance where KULSA can be of assistance.

For those of you interested in helping out with the Christmas Party, a date for the planning meeting will be set soon. If anyone has any strong feelings about a particularly good time and date for the Christmas Party, please notify one of the KULSA officers.

United Fund:

I am very pleased to be able to announce that as a department participating in the United fund drive this year, the KU libraries have been among the most generous and responsive. The final day of this year's drive is Wednesday, November 17. Please continue to send your contributions to Ingrid Kitterman, Catalog Dept., or Bob Senecal in Cont. Educ. or directly to the Lawrence United Fund Headquarters, P.O. Box 116, Lawrence.

I would like to remind you also that your donation may be directed specifically for one of the United Fund agencies should you have a preference.

--- Ingrid Kitterman

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 373

November 18, 1976

### Student Evaluations:

Just a reminder, all supervisors of students assistants should evaluate their students according to the guidelines in the Student Assistant Procedural Manual. A copy of the completed evaluation form should be submitted to the Dean's Office for retaining in the student's file. If you have any questions regarding the evaluation procedures for student assistants please contact Sally Lovett or Nancy Shawbaker in the Dean's Office. Thank you.

### Elected:

H. Robert Malinowsky has been elected Vice-president/President-elect of the Mountain Plains Libraries Association.

### KULSA Committees:

KULSA needs people for committee work. A description of the various committees is attached, with the names of persons already active. Interested in doing some honest work (and getting to know some of your co-workers)?? Add your name to committees as often as you like, and send the sheet to Robin Hembree, Serials Department, Watson Library. If you have questions, contact Robin (4-3535), Ingrid Kitterman (4-4165), or any committee member listed.

### Christmas Party:

The Christmas party is scheduled for Friday, December 17. The Christmas Party Committee will meet on Monday, November 22 at 10 a.m. in the staff room. If you are interested in working on planning and/or preparations, please attend this meeting or contact Robin Hembree. Time and place of the party will be announced in forthcoming issues of FYI.

### LFA Committee on Budget:

The LFA Committee on Budget and Planning has placed copies of all departmental budget requests at the Reference Desk, and those interested are invited to examine them. The next meeting will be on Tuesday, November 30, 1976 at 12:00 noon, in the Sunrise Room (Prairie Room) of the Union.

### Libraries Staff Committee for Facilities Planning:

The LSCFP will not meet again until further notice. The consulting engineers' reports dealing with the utilities and structural facilities of Watson are available in John Glinka's office.

### Copier Service:

A third IBM coin-operated copying machine has been received for installation in the basement area of Watson Library. This unit is being rented on a month-to-month basis until use patterns can be determined.

Personnel:

Ronald Vuturo has been hired as Clerk I in the Copying Services area effective 11/18/76. Susan Hogle has been promoted to the Security Officer I (50%) position in Security & Delivery effective 11/18/76. Stephen Ahsmuhs position has been reclassified to a Library Assistant effective 11/18/76.

Openings:

A new Library Assistant position is now open in the Catalog Maintenance Section of the Catalog Department. Staff members interested in applying for promotion or transfer should make application with Nancy Shawbaker by Tuesday, Nov. 23. An Equal Opportunity Employer. Women, minorities and handicapped are encouraged to apply.

Civil Service Annual Evaluations:

Annual performance evaluations for classified employees are now being issued on a somewhat different schedule by Central Personnel Services. Instead of being conducted in the employee's month of birth, they will now be conducted about 6 weeks to 2 months prior to the date on which the employee's merit increase is due. Employees who because of longevity are ineligible for further merit increases will be evaluated in January of each year. The schedule for probationary evaluation is not being changed (evaluation at 3 months for promotions; evaluation at 6 months for new appointments).

KULSA Dues:

Slightly less than one-half the library staff members have paid 1976-77 KULSA dues. Your dues support KULSA activities, most imminently, the Christmas party. If you are forgetful, stick your dues in the doughnut money box (\$.50 for classified staff; \$1.00 for unclassified). Leave a note with your name and amount.

Minimum Wage Increase:

The minimum hourly wage rate for student assistants will increase from \$2.20 to \$2.30 per hour effective 12/18/76. The Payroll Office will automatically increase all hourly appointments to meet the new wage standard if they are currently below \$2.30 per hour. If the same hourly wage differential between the base minimum wage and an employees current wage rate is to be maintained it will be necessary for supervisors to submit an "Appointment Request for Student Assistants" form with the "Change in hourly rate" section completed. For example: if a student assistant now makes \$2.25 per hour, they will automatically be increased to \$2.30 per hour. If you want to maintain the 5¢ above minimum wage base, you will need to submit an "Appointment Request for Student Assistants" form (with the appropriate section completed) to increase the student's rate to \$2.35.

If a student assistant's hourly rate is to be increased above the minimum wage, the forms must be submitted to the Dean's Office by December 20th to be effective on December 18, 1976. If you have any questions regarding the minimum wage increase for student assistants please contact Sally Lovett or Nancy Shawbaker in the Dean's Office.

Professional Development Committee Minutes, November 9, 1976:

Present: R. McDonough, P. Scanlan, D. Passmore, R. Gilbar, J. Hewitt

A note from Marna Young was read, requesting that the colloquium on metro be postponed until Spring. Sandy Mason's colloquium presentation is tentatively set for December 7, 1976.

It was voted to commend Dean Ranz for having granted a short leave to Marilyn Clark last summer, in response to a significant research need. It is our hope that additional such sabbaticals be granted as the need arises.

Joe Hewitt was asked to provide input from the Classified Conference on travel guidelines; it was recommended that the guidelines be altered to include all staff. Administrative and personnel-office interpretations of the University's guidelines will be sought before any further action is taken by this committee.

-- Dave Passmore, Chairman

LFA Minutes:

Minutes of the LFA for November 15 are attached.

Catalogers Subject Assignments:

Attached for your information are the subject assignments for each cataloger.

Questionnaire Results:

Attached for your information is a letter to Dean Ranz on Staff response from the questionnaire on cooling/ventilation/heating.

Use of Privately-Owned Vehicles:

Attached is a university memo concerning the use of privately owned vehicles for university business.

Directories:

Bell telephone directories have been distributed to all phone stations. If you did not receive one, let Mary Lou Rockers know. University Directories will be distributed later. University Directories are to be used in the library. They are limited in supply. If you need one at home, they may be purchased in the Oread Book Shop.

Note of Thanks:

A letter was received from Nancy Burich, Linwood Librarian, thanking KULSA for the flowers sent to her by Marion Kliewer, hospitality chairman. Ms. Burich was hospitalized for a heart condition, but should be returning to work soon. Shw wrote that the flowers brightened her room and that she appreciated being remembered.

UNIVERSITY OF KANSAS LIBRARIES

*Lawrence, Kansas 66044*

November 10, 1976

TO: Jim Ranz  
FROM: Sherry Hawkins, Sally Lovett, & Nancy Shawbaker  
RE: Staff response from the questionnaire on cooling/ventilation/heating.

WATSON

From the staff response it is quite evident that summer cooling and circulation of air is very poor in many areas a large percentage of the time. The majority of the staff felt that the library environment, in terms of cooling and ventilation, is worse than in other campus buildings or in their own homes. Although many employees indicated that our air flow problems had improved this summer, they also felt that some steps could be taken to make Watson more liveable.

The obvious need in Watson is a whole new air system that would be capable of heating, cooling, and ventilating for the entire building. Until funding is available for this new system, some alternatives to alleviate these uncomfortable conditions should be implemented.

1. Window air-conditioners could be requisitioned from Buildings & Grounds for those areas with severe problems who have some outside access.
2. Another top priority item would be to purchase wall and floor fans for areas whose main problem is ventilation. The responses showed that about 50% of the staff were uncomfortable because of lack of air flow.
3. Buildings & Grounds should check into the hot-spots. The temperatures vary considerably from one area to another. (As we understand it, some blockage in the vents was removed this year by B & G, so that some of this may have been corrected.)
4. The air-conditioning was turned off at night and on weekends during the summer. This meant that the first few hours on the job were uncomfortable because of the staleness and heat. There were several complaints that the temperature outside was much cooler than inside. Opening windows was one thing that many people wanted to do. Turning the air-conditioning on earlier in the morning and or opening windows when the outside air is cooler would prevent a good deal of discomfort.

MARVIN

According to the responses received, Marvin Library's air-conditioning and ventilation system is good except for the downstairs stack area which is not air-conditioned. The system in Marvin should be checked by B & G. If it is impossible to get cooling into the downstairs stack area from the current system possibly a window unit air-conditioner could be purchased for that library.

MATH & SUMMERFIELD

From the questionnaires submitted it appears that conditions are good in these areas.

LINWOOD

The questionnaire was not applicable at this time.

SPENCER

The environmental conditions in Spencer Library are, of course, controlled year-around for the preservation of the rare books and materials. Every response received indicated that the temperatures were too cold in Spencer. It was suggested on several of the questionnaires that the offices and reading room areas have the thermostats set five degrees higher than in the stack areas. This would certainly make the working conditions more comfortable for staff and patrons. Why is a temperature of 68 or 70 degrees the best temperature for books? Why not 75 degrees? A study into the temperatures maintained in other rare book libraries might be a good idea.

SCIENCE

The responses from the Science Library indicated a need for a better air-conditioning system. This will hopefully be resolved with the new sci-tech branch building, but, until that time perhaps a study of their current system is in order.

CATALOGERS' SUBJECT ASSIGNMENTS -- November, 1976

<b>Barbara Clason</b>			
General works	A		
Classical languages and literature	PA		
Literary history and collections, except journalism	PN		
Romance languages	PQ		
English literature	PR		
American literature	PS		
Bibliography and Library Science, except book and periodical industries and trade (Z 116-549, 6940-6965)	Z		
<b>Marcia Daddens</b>			
American History	E, F		
Languages and literatures	P		
<b>Barbara Gaeddert</b>			
Geography	G-CC		
Business and economics	H-HJ		
Mathematics	QA		
Agriculture and technology	S, T		
<b>Earl Gates</b>			
Music	M		
<b>Jacqueline Houlett</b>			
Science and medicine except QA, QM, QP	Q, R		
<b>Ingrid Kitterman</b>			
Auxiliary sciences	C		
General and old world history	D		
American (Western hemisphere) history	E, F		
German language (Books in German in the areas of German history, social sciences, political science and law that cannot be handled by other catalogers)	PD, PF		
German literature	PT		
Military and Naval Science	U, V		
<b>Marion Kliever</b>			
Philosophy and religion	B		
General and old world history, except Latin American and German	D		
American (Western hemisphere) history	E, F		
Specializes in North America	E 11-F975		
Church and social problems	HN		
Communication and mass media	P 87-96		
Book and periodical industries and trade	Z 116-549, 6940-6965		
<b>Ruth Miller</b>			
Serials	A-Z		
<b>Michael Palij</b>			
Polish		all	
Russian: History, Geography, Economy, Social Science, Political Science		all	
Ukrainian		all	
Belorussian		all	
Baltic: Lithuanian, Latvian, Estonian		all	
Czech		all	
Slovak		all	
Romanian		all	
Hungarian		all	
<b>David Passmore</b>			
Psychology and psychiatry		BF, RC 321-576	
French Revolution, 1789-1799		DC 139-195	
Linguistics and philology, except communication and mass media (P 87-96), Classics		P, PA	
Literature and languages		PA, PB-	
Human anatomy		QM	
Speech pathology		QP 306, BF 455, LB 1139 .LC	
		RC 423-7	
Neurophysiology		R 321-576, QP 351-495	
<b>Mary Rouch</b>			
Anthropology, Folklore, Manners and Customs, Recreation		GF-GV	
Sociology and social pathology		HM-IV	
Spanish languages (Books in Spanish which cannot be handled by other catalogers)		N, TP 785-949, TR, TS 100-930,	
		TS 1300-1869	
Visual arts		TT	
<b>Patrick Scanlan</b>			
General and old world history, except German		D	
Southeast Asian and East Asian history, literature and languages		DS-DX, PJ	
American (Western hemisphere) history		E, F	
United States history		H	
Political Science		HM-IV, RF	
Sociology and Psychology		HX	
Communism, socialism and anarchism		J, K	
American government, political science, law		L	
Education			
Specializes in Chinese, Japanese and related languages in any field			
<b>Polly Trillich</b>			
Visual arts		N, TP 785-949	
Photography		TR	
Enameling, jewelry work, furniture		TS 100-939	
Textile industries		TS 1300-1869	
Arts and Crafts		TT	



## THE UNIVERSITY OF KANSAS

University Director of Support Services  
College of Health Sciences and Hospital  
36th and Rainbow Blvd., Kansas City, Kansas 66103  
(913) 588-5203

October 19, 1976

TO: University Faculty and Staff

FROM: Russell C. Mills, Ph.D., University Director for Support Services  
Keith L. Nitcher, University Director of Business and Fiscal Affairs

SUBJ: Use of Privately-Owned or Operated Conveyances

ROM

Faculty and staff, at both Lawrence and Kansas City, are now required to use state owned vehicles for out of town travel if one is available at the Motor Pool on the respective campus. Reimbursement for use of a privately owned vehicle can occur only if certification is made that a state owned vehicle was not available for that particular trip. This is often an inconvenience to the faculty or staff member, who might prefer to use his own vehicle.

Since the cost to the user's department (see below) is now approximately the same, whether a state owned vehicle or a privately owned vehicle is used, we will initiate a policy, for a trial period, of allowing the user free choice to use either his own vehicle or a state owned vehicle. A very slight difference in the rate of reimbursement for the use of privately owned vehicles exists, depending upon whether or not a certification can be made that a state-owned vehicle was not available for that particular trip.

Specific policies and procedures are described below.

### Definitions and Amount of Reimbursement Authorized

State of Kansas, Department of Administration, regulations govern the reimbursement rate for use of privately-owned or operated motor vehicle or conveyance used on official business.

The reimbursement rate is twelve cents (12¢) per mile, except that thirteen cents per mile may be paid in cases where the administrative head of the State agency certifies that a state-owned or leased motor vehicle is not available for official state business.

In addition to the prescribed mileage rate, a State employee operating a privately-owned vehicle may claim reimbursement for turnpike fees and parking charges at any commercial transportation terminal while the traveler is on an extended trip.

Privately-owned or operated conveyances are defined to include, but not be limited to, automobiles, limousines, station wagons, air-planes, and helicopters.

Turnpike fees incurred in connection with the use of a privately-owned vehicle for official travel will be paid on presentation of an official "paid" receipt secured from the Turnpike attendant at the time the turnpike fee is paid. In conjunction with the turnpike fees, the mileage claimed must be based on the turnpike mileage chart.

### Procedures for Claiming Reimbursement for Use of Privately-Owned Vehicle at the University of Kansas

Those persons claiming twelve cents (12¢) per mile as reimbursement for use of private vehicle are not required to contact the institutional pool car dispatcher prior to using private vehicle for official in-state travel. When claiming twelve cents (12¢) per mile reimbursement, the employee is not required to certify that a state vehicle was not available.

For those persons wishing to claim thirteen cents (13¢) per mile as reimbursement, the following procedure is required:

- 1) Call the institutional pool car dispatcher prior to the beginning of trip to determine that a state vehicle is not available. If a state vehicle is not available, the dispatcher will fill out a CERTIFICATE OF NON-AVAILABILITY STATE OWNED VEHICLE and send it to the person.
- 2) Upon completion of the trip, attach the official CERTIFICATE to the travel reimbursement voucher.

UNIVERSITY OF KANSAS LIBRARIES

LIBRARY FACULTY ASSEMBLY

November 15, 1976

The meeting was called to order by chairperson Polly Trillich at 3:35 p.m.

1. Minutes of the LFA meeting held September 21, 1976 were accepted as published in FYI of September 30, 1976.
2. No old business was presented.
3. No new business was presented.
4. Committee reports
  - a. Facilities Planning -- Nancy Lynott indicated that drafts of committee work are available in the Staff Room. She said that committee meetings are open and urged library staff members to respond to committee planning and minutes.
  - b. Professional Development -- Dave Passmore reported committee planning.
  - c. Promotion and Tenure -- Clint Howard indicated that no revision of committee guidelines is pending and that a letter regarding Librarian rank 4 is being completed for forwarding to Vice Chancellor Calgaard.
  - d. Budget and Planning -- Linda Parker commented on the current budget hearings. She expressed appreciation for the library administration's efforts for increased funding. She underscored the necessity of long-range planning.
  - e. University Council -- Linda Parker requested library faculty input regarding library representation on SenEx. She reported that the Regents are considering fringe benefits for its school faculty members. She distributed a questionnaire with which library faculty members indicated their preferences for fringe benefits which she would summarize for presentation to University Council.
5. Mary Green presented a proposal for unclassified salary increases for fiscal 1977/78 which she had prepared with the assistance of the LFA Executive Committee and Rosemary McDonough, member of the KU AAUP Committee on the Economic Status of the Profession. After discussion the motion was made and seconded that the recommendation be adopted. The motion carried with 19 voting in favor and none voting against. The recommendation goes to Dean Ranz for the 1977/78 budget.

The motion was made and seconded to adjourn.

Marion W. Kliewer  
Secretary

KULSA COMMITTEE DESCRIPTIONS

Hospitality Committee--Responsible for sending cards in cases of births, extended illnesses of staff members, or deaths within the immediate family of employees. Makes special arrangements in executing the Gifts and Recognition Policy. Submits news of births, illness, deaths, etc. to FYI or Gamut, if appropriate.

Committee members: Marion Kliewer, \_\_\_\_\_

Staff Room Committee--Assists the Treasurer in decisions concerning staff room needs. Requests KULSA funds to repair or purchase equipment and make improvements when such cannot be provided through the administration. Maintains a program of cleanliness and attempts to promote standards of honesty among the staff with regard to doughnut money, personal food items, and equipment. Responsible for solving vending machine problems.

Committee members: \_\_\_\_\_

Summer Picnic Committee--Plans the picnic, including setting the date and time, determining the place, establishing cost per person, and doing necessary publicity.

Committee members: \_\_\_\_\_

Monthly Buffet Committee--Publicizes the buffets and maintains required supplies in the staff room. Provides the refreshments and supplies for scheduled KULSA meetings when requested.

Committee members: Debbie Hodges, Jim Smith, Maxine Younes, Troy Lofflin

Gamut Committee--Writes, edits, types, publishes, collates, distributes, and solicits articles for the staff newsletter. Determines frequency of publication and content of the Gamut.

Committee members: Susan Hamilton, Robin Hembree, Joe Hewitt, \_\_\_\_\_

Agenda Committee--Determines the agenda of regular KULSA meetings, and the date, time, and place the meetings will be held. Consists of KULSA officers and two volunteers.

Committee members: (officers), \_\_\_\_\_

Nominating Committee--Prepares a slate of nominees for the next election of officers.

Committee members:

Christmas Party Committee--Determines time, place, cost, program, and publicity for the party. Areas of work include the menu, decorations, entertainment, child-care for employees, and clean-up.

Committee members: \_\_\_\_\_

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 374

November 24, 1976

### Professional Development:

The Committee on Professional Development met Nov. 23, 1976. Present: Scanlan, McDonough, Gilbar, Hewitt, Passmore (chairman).

Responding to a memo from the Library Faculty Assembly Executive Committee, the CPD agreed to submit several revisions of the Travel Guidelines to LFA Executive Committee. The proposed revisions are attached.

Sandy Mason's talk to be made December 7 was noted.

Dave will ask Mr. Ranz to meet with the committee soon to discuss a committee proposal that staff be aided to broaden their areas of experience and expertise.

### Classified Conference:

A Classified Conference General Meeting will be held in Spencer Auditorium on Wednesday, December 1 at 3:00 p.m. Nominations for officers will be taken from the floor. (Absentee nominations should be made to your group representative before the meeting.) Other items on the agenda include a report on the planning of Supervisor Training and the Library Assistant classifications. See you there.

### Fringe Benefits Survey:

Report to University Council, 11/18/76, on results of fringe benefits survey by the Library Faculty Assembly. Priorities include the following: (1) Increased contributions to retirement plans, (2) State coverage of full family medical insurance, (3) Coverage of dental expenses, (4) Elimination of 2 year waiting period before new faculty's participation in retirement plan.

Selected comments: (1) The first survey item, "increased state contribution to TIAA/CREF" should include all retirement plans available to the faculty (e.g., KPERS--an option preferred by some librarians); (2) Tuition waivers should include spouses and faculty members themselves; (3) State payments of group life insurance premiums should be paid for retired faculty. If you would like to see the frequency table for the survey, please contact Linda Parker, Reference.

### Supervisor Training Sessions Scheduled:

Central Personnel has scheduled two training sessions in its Supervisory Training Series. A session on recruitment and selection processes will be given on Monday, Nov. 29, from 1:30-4:00 p.m. and on Thursday, Dec. 2, from 9:30 a.m. - noon. Deadline for registration is 4:00 p.m. Wednesday, Nov. 24. A session on interviewing techniques has been scheduled for Tuesday, Nov. 30, from 1:30-3:30 p.m., Wednesday, Dec. 9, from 9-11 a.m., Wednesday, Jan. 12, from 9-11 a.m., and Thursday, Jan. 13, from 1:30-3:30 p.m. Deadline for registration is 4 p.m. Wednesday, Nov. 24. All sessions will be held in Room 104 Carruth-O'Leary. To register, phone 864-4942. These are campus-wide training session. Consult the November 19 Oread for fuller information.

Administrative Conference Agenda:

The next meeting of the Administrative Conference will be Thursday, Dec. 2, at 10:30 a.m. in B28 Watson. Agenda is as follows:

- 1) OCLC - Bob Malinowsky, Ellen Johnson
- 2) New Computer System - Bob Malinowsky

Minutes of the Administrative Conference, November 18, 1976:

The Conference met at 10:30 a.m. in B28 Watson with Jim Ranz presiding. Present were: Roger Anderson, Maxine Brouhard, Marilyn Clark, Liz Coover, Winona Dingman, Earl Gates, John Glinka, Mary Green, George Griffin, Marianne Griffin, Sherry Hawkins, George Jerkovich, Ellen Johnson, Martha Kehde, Cathy Loving, Nancy Lynott, Rosemary McDonough, Bob Malinowsky, Sandy Mason, Kent Miller, John Nugent, Bonnie Postlethwaite, Helen Smith, Joan Soutar, Eleanor Symons, Polly Trillich, Sara Tubby, and Marna Young.

Jim Ranz began by commenting on the previous meeting. He expressed regret for what he felt had been counterproductive discussion and suggested that no alternative would exist but to invoke strict parliamentary procedures if repeated in the future. He urged the cooperation of the participants to make such formal procedures unnecessary.

Ranz referred to the recommendation of the committee which had reviewed the Library Bindery, summarizing events which had led up to the review. He commented on the obvious inability of the Library Bindery to compete cost-wise with large commercial binderies and stressed that this inability in no way reflected poorly on the staff of the Library Bindery. Ranz read a letter which he proposed sending to Vice Chancellor Calgaard, advocating that the Library Bindery be phased out by July 1, 1977, and requesting the Vice Chancellor's assistance in equitable placement of the Bindery staff. Brief discussion followed regarding staff placement, use of current Bindery space, and disposition of equipment.

Bob Malinowsky and Marianne Griffin distributed a summary statement regarding borrowing and lending charges in Interlibrary Services (attached). They commented briefly on the information and on OCLC implications for ILS in the future.

Jim Ranz announced that, effective about December 1, the name of the Order Department will be changed to the Acquisitions Department, with the Book Selection Office to be discontinued. Administrative responsibility for the Blanket and Approval plans will be transferred to the Acquisitions Department. Eleanor Symons's title will be changed to Library Bibliographer, with her collection development responsibilities extended to include all of History. Roger Anderson's first and overriding task for the immediate future will be directed toward achieving a prompt and steady flow of materials through the Order Department. Ranz added that these changes have been discussed at length with the persons directly involved. He cited reasons for the changes as being a desire for more centralized ordering activities and a broader base for collection development, facilitating increased interaction with the teaching faculty. Ranz also announced budget requests for unclassified and classified positions as follows: Unclassified--2 Reference, 1 Data Search, 1 1/2 Reference/Bibliographer, 1/2 Music, 1 Slavic Cataloger, 1 Kansas Collection. Classified--1 Reference, 1 Sci/Tech, 1 Inter-

Minutes of the Administrative Conference (cont.)

library Services, 1 Circulation, 1 Latin American Dept., 1 Microfilmer, 1 Serials, 1 Documents, 1 Order, 1 Cataloging.

Regarding other budgetary requests, Ranz announced that \$1.6 million is being requested for books and periodicals and funding is being requested for 150,000 student assistant hours. An amount of 5 percent above the overall University percentage is being requested for unclassified salaries, and \$50,000 is being requested for equipment.

Mary Green commented on progress in developing some in-house staff development programs for supervisors. Dave Passmore, Pat Scanlan, Lewis Armstrong, Peggy Morrison, and Green have been working with Ola Faucher of Central Personnel to develop these programs. Green distributed results of a library staff survey which showed topics of staff interest within the area of supervisor training. (attached) The advisory committee will solicit staff input, plan, and coordinate the sessions. Outside resource persons will be drawn upon for the actual presentations. Staff participation will be voluntary, and the first session is planned for January. Staff suggestions regarding content, format, and speakers is welcomed.

Green also commented on the State Division of Personnel's review of the proposed new classified library series. Alan Abramovitz, personnel technician from the State Division of Personnel, will meet with her on November 19 to assess how the proposal would be applied to specific positions within the library. Classified staff and their supervisors are being asked for suggestions regarding allocation of positions should the proposal be adopted.

Ranz announced that members of the Board of Regents will be visiting Watson Library on Monday morning, November 22, for a tour of the building.

Marna Young asked that an earlier-requested OCLC report and report on the new bifurcated computer system be presented at the next meeting. Martha Kehde announced that the Art Library planning committee will meet at noon on Nov. 19 in an open meeting.

The meeting adjourned at 11:45 a.m.

(Mary Green, Secretary)

SUPERVISOR TRAINING TOPICS  
(RESULTS OF 11/3/76 LIBRARY STAFF SURVEY)

RATINGS RECEIVED FOR EACH OF THE SUGGESTED TOPICS (IN RANK ORDER)

- 1) Human relations and communications .....1.91 (suggested by 70 respondents)
- 2) Training employees, including departmental orientation.....2.59 (suggested by 68 respondents)
- 3) Motivating employees.....3.71 (suggested by 66 respondents)
- 4) Work Management (Work Flow, etc.).....4.37 (suggested by 65 respondents)
- 5) Establishment of individual goals & standards..4.75 (suggested by 61 respondents)
- 6) Evaluation of employees.....5.06 (suggested by 62 respondents)
- 7) Monitoring employee performance.....5.24 (suggested by 62 respondents)
- 8) Handling employee grievances.....5.34 (suggested by 59 respondents)

Other suggested topics and the ranking assigned:by the individual suggesting the topic:

- 2) Departmental policies and procedures
- 2) Working out compromises and priorities in situations where work loads are excessive
- 1) Unifying workers to achieve common goals, proper delegation of responsibility, vigilant monitoring of persons empowered with supervisory powers so that units do not become fragmented and work to frustrate the department's goals
- 5) Supervisor evaluation--necessary to maintain higher standards after training
- 3) Development of a more ecumenical atmosphere between classified and unclassified staff so that they will work together to achieve common goals
- 5) Uses of collegiality (when to and when not to use
- 4) Effective, positive ways of coping with unsatisfactory employee performance
- 1) Pay or salary
- 6) A short course on when and how to use the personnel area of the Dean's Office
- 7) How to set up a supervisor evaluation (by supervisees) system

Keeping supervisors up to date on any information pertaining to employees besides work related information, i.e. benefits, company policies, etc.  
How to be a good employee (to help employees learn how to be supervised--even though they may also be a supervisor. What is expected of you as an employee.  
Cooperation--assistance to each other  
Use of transactional analysis and orientation to alleviate problems in human relations and employee training

Mary Green  
11/18/76

UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66044

Information on Interlibrary Services, November 18, 1976

BORROWING for KU patrons from other libraries:

- \* When KU is charged for photocopy, ILS pays the charges up to \$5.00 per request. The patron pays the entire cost of invoices which total over \$5.00 if they choose to purchase the material, and ILS is unable to obtain a loan copy.
- \* When KU is charged for a loan, ILS pays the charge up to \$5.00 per request. The patron pays any loan fees over \$5.00 if they choose to assume the fee. In each instance, the ILS Librarian has used reasonable alternatives to obtain the material for the patron without charge.

LENDING to other institutions:

- \* new rate schedule for photocopy as distributed to Administrative Conference last meeting.
- \* KU will not charge for loans at present.
- \* rate schedule does not apply to Regents and Masua libraries or other institutions with which ILS has exchange agreements re free photocopy.

DEPOSIT ACCOUNTS:

- \* now under consideration for New York Public and John Crerar.

Please note: above applies to ILS, Watson only and those branches which cooperate . Rate schedules and loan policies vary in Special Collections, Kansas Collections and Law, etc.

mlg

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 375

December 2, 1976

### Library Facilities:

Two copies of "A plan for the upgrading and expansion of Library facilities" prepared by the Library Facilities Planning Committee are in the Watson Library Staff Room. This plan has been submitted and is being reviewed by the University Administration.

### Attending Meeting:

Bill Mitchell will be attending an American Association for State and Local History Seminar on the Conservation of Paper at the Newberry Library in Chicago, 6-10 December. Participation in this workshop is limited to twenty-five.

### Phi Beta Kappa:

Susan K. Hogle was chosen for membership in Phi Beta Kappa.

### Watson Coin-Op Copiers:

Watson Library now has an IBM, 5¢ copier on basement, first, and second floors.

### Schedule of Hours Change:

All libraries will be closed on Friday December 24 and Friday December 31 to observe Christmas and New Years.

### Colloquium Announcement:

Alexandra Mason, Spencer Librarian, will deliver an oral presentation on Spencer-Library collections in Room B28 of Watson Library, on Tuesday, December 7, 1976, at 2:30 p.m. Using the Ellis Bird Collection as a Springboard, Ms. Mason will expand her presentation to include comments on other Spencer collections.

### Lawrence Civic Choir:

The Lawrence Civic Choir, with guest soloists and orchestra, will present J.S. Bach's Christmas Oratorio (Parts I-III) on Friday, December 3 at 7:30 at the First United Methodist Church (10th and Vermont). Donation at the door will be \$1. Frances Fischer, Carol Chittenden, Mike Lynott and Rod Runyan sing with the Choir.

### Holiday Time for Civil Service Employees:

Classified employees earn holiday time at the same rate as their current percentage of appointment. This means that if you are employed full-time (100%) you would reserve 8 hours for a State designated holiday and if half-time (50%) 4 hours. If a staff member works a varied schedule, the department head or supervisor should plan the work hours, during the week of a holiday, so that credit for holiday time worked or taken is at the same rate as the employee's percentage of appointment. If you have any questions regarding time off or credit for a holiday please contact Mary Green or Nancy Shawbaker.

DEADLINE:

Requests for purchase of particularly expensive books or other library materials on the Reserve fund should be submitted to Roger Anderson (Acquisitions Department) by Tuesday, December 7. Please include a typed purchase recommendation form for each item, a description of each item (dealer's catalogue, publisher's prospectus, or other description), a statement of reasons for the purchase (including indication of those areas of the university which will benefit from the purchase, and, where possible, statements of support from concerned faculty), and a clear indication that this is a request for purchase on the Reserve fund.

The Collection Development Committee will study these requests and, on Dec. 13, commit one-third of the uncommitted Reserve funds to the purchase of the most needed items.

Requests may be submitted at any time up to March 15 for the Committee's next regular consideration of suggestions for Reserve purchase. The Committee will have special meetings as needed to consider requests for out-of-print books and other materials which must be handled speedily. Call Roger Anderson for directions on handling such requests.

Student Time Cards:

All student time cards will be due in the Dean's Office on December 15 at 9 a. m.

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 376

December 9, 1976

## Library Hours:

The library begins vacation schedule of hours on Sunday, December 19, by being closed. Regular hours will be maintained on Saturday, December 18.

## Student Time Cards:

Student time cards are due in the Dean's Office at 9 a.m. on December 15.

## Personnel:

Resignations include: Gloria (Chickie) Hood, Clerk III ( $\frac{1}{2}$ -time), Documents effective 12/17/76; and Jean Shephard, Clerk Typist II, Special Collections effective 12/17/76. Deborah Hodges has been promoted to the Library Assistant position in Catalog Maintenance section of Cataloging effective 11/13/76.

## Openings:

Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday, Nov. 14.

Clerk III (50%), Documents  
Clerk Typist II, Special Collections  
Clerk II, OCLC Unit of Cataloging

"An Equal Opportunity Employer" Women, Minorities and Handicapped are encouraged to apply.

## Calendars:

Please order the calendars for your department by calling Mary Rockers or by bringing the order to supplies Wednesday. Need amount and size.

## SLA:

The site of the Special Libraries Assoc. Conference for June 11-15, 1978 will be in Kansas City. This conference has an attendance of 2 to 3 thousand special libraries. If anyone has suggestions for good programs utilizing the KU campus, please let Mr. Malinowsky know so that the right person is informed at the Association level.

## GAMUT:

GAMUT'S last issue of the year will be out the week before New Year's. Any Holiday plans such as travel, parties, etc., that you would like to share with your friends would be welcome for this issue. Please have your contributions in by Friday, Dec. 17, to one of the Editors; Susan Hamilton, Joe Hewitt or Robin Hembree.

## CDC:

Attached for your information are the minutes of the Collection Development Committee for Nov. 17 and Nov. 19.

State Conflict of Interest Law:

Attached for your information is the interpretation of the state conflict of interest law.

Use of Back Door:

There has been an increase in the use of the back door at times other than those officially designated. Anyone may enter the library by way of the back door between 7:15 and 8:00 a.m. Leaving by way of the back door is presenting more of a problem. If you happen to have a key you probably can come and go at your pleasure but it creates problems when someone leaves the door unlocked. Therefore, it is preferable to have you leave by way of the front door. This then places everyone on equal basis whether they have a key or not. Exceptions are when you have items to carry to your car at the dock or illness. After hours, whether the library is open or not you should use the front door. If the back door is left unlocked it is even more serious. Also, you run the risk of being caught in an elevator with no one around. With the number of outside door keys out, it is very important that all who have them think about the seriousness of leaving the library unlocked accidentally.

Serial Microfilm Cataloging:

In order to properly inform the public through the card catalog that a serial is now purchased on film, all catalogs cards will have a note that so states what is on film and what is in hard copy. If there are differences between branch libraries and Watson, the differences will be stated on the card. See Ruth Miller on the style of the note.

Invitation to Submit Proposals:

Application forms for the General Research Fund are available from the University Research Administration (4-3126). All members of the University Faculty Senate on the Lawrence Campus payroll, prospective new faculty members, and unclassified staff members at levels comparable to academic faculty (faculty equivalents) are eligible to submit proposals. The deadline for receipt in the office of Research Administration is noon, January 20, 1977.

Notify Flags:

In order to not generate bad public relations because an item was not cataloged immediately upon receipt in the library, all "notify flags" over one year old on brieflisted books will be disregarded. The new book shelves in all libraries are to take the place of these notification flags.

1977 Holidays:

The following dates have been designated as official holidays for state employees for 1977:

Memorial Day	Monday	May 30, 1977
Independence Day	Monday	July 4, 1977
Labor Day	Monday	September 5, 1977
Veteran's Day	Friday	November 11, 1977
Thanksgiving	Thursday & Friday	November 24 & 25, 1977
Christmas	Monday	December 26, 1977

Christmas Committee:

The Christmas Committee will meet in Watson Staff Room Monday, December 13, 2:00 p. m.

Christmas Party:

The KULSA Christmas Party will be Friday, December 17, from 1:00-4:00 p. m. Please send RSVP to Maxine Younes in Cataloging by December 10.

Reference Department:

Please send pencil stubs to Reference.

Classified Conference:

Attached for your information are the minutes of the December 1, 1976 Classified Conference.

Cataloging:

The routine for searching items on OCLC and performing full cataloging is now in full cycle. A 6-month hold shelf has been established in the Cataloging Department. As of December 13, no more brieflisted books will be sent to ESB. All 6-month hold items will have a number assigned beginning with 770001 where the 77 indicates the year. The book, a temporary card in the card catalog and the white OCLC flag in the book will have the number. At the end of 3 months these books will be searched for OCLC copy. At the end of 6 months the remainder will be searched and then originally cataloged if there is no copy. Books on 6-month hold now in ESB are being pulled, searched, and cataloged.

Priorities for Cataloging Books in Sequence:

There are four categories of books to be cataloged in the Cataloging Department.

1. Regular books - The majority of the books fall into this category. They have no special processing notes, will be added to the end of the regular sequence and will be cataloged no later than six months after they have arrived in the Department.
2. Precedence - Have a buff colored precedence flag. They will be added to the end of the regular sequence and will be cataloged no later than one month after they have arrived in the Department. Reference and Linwood books fall into this category if not in 3 and 4 below.
3. Rush - Have a gold colored rush flag. The flags will be dated when books arrive in the Catalog Department and will be added to the beginning of the sequence. They will be cataloged within 5 days after their arrival in the Department.
4. Rush 24 hours - Have a gold colored rush flag marked "24 hours". Must have a reason stated on the flag such as reserve, class use, personal use for research with name of person, etc. The flags will be dated when books arrive in the Catalog Department. They will be cataloged within 24 hours.

Please note that Rush should not be abused by marking everything rush. "Hot" items may be marked Precedence if the Bibliographer really feels it needs to be on the shelf within one month.

THE DEAN OF LIBRARIES' COMMITTEE ON COLLECTION DEVELOPMENT  
17 November 1976

Present: Anderson, Clark, Gates, Howey, Jerkovich, M. Kehde, McDonough, Mason, K. Miller, Morrison, Symons, Young, Malinowsky and Kusmanovich.

The first item of business was consideration of the various proposals for allocation of the Reserve fund. Proposals from Clark and Malinowsky were already in hand. Mason presented suggestions for additions to the Malinowsky proposal. After considerable discussion a combined proposal was arrived at and agreement was reached that this proposal would be tried out, with the option of modification as necessary. A copy of the combined proposal is attached.

Anderson was requested to provide the Committee with an accounting of the state of the Reserve funds by the next meeting (29 November) and with the files of requests. The secretary was instructed to place an announcement of the deadline for submitting requests in the next available fyi. The Committee agreed that it would spend its meeting of 13 December in allocation of the first one-third of the remaining Reserve funds for this year.

Anderson announced that Anne Conway of Yankee Book Peddler may visit KU on 29 November and will meet with individual bibliographers on the topic of the selection profile for university press imprints. She will also meet with CDC if the Committee wishes.

The checking of PWR is going on and should be completed by the end of the month. It may be sent to Mason for combination either as it is done or when it has been completed.

Discussion of the matter of foreign dissertations was postponed until all members of the Committee have seen the comments and suggestions.

There was considerable discussion of McDonough's proposal for handling duplicates and of Mason's proposed routing slip to accompany duplicates. The somewhat vexed question of whether books which appear from catalog records to be duplicates of books already in the system should be checked physically against those originals was resolved by agreeing that, since the decision as to whether to retain a "duplicate" rested with the subject bibliographer, it was up to the bibliographer in question to make this check or decide not to. Mason was instructed to redraft the proposed routing slip to clarify the points of responsibility and to forward the revised form to Malinowsky for discussion with the Catalog Department as to whether it might be used in lieu of their present 3 x 5 form.

There was a brief discussion of whether certain languages (unspecified) should be excluded from the collections on the grounds that few readers existed in the reading populace. This was resolved like the duplicate checking question, i.e., by leaving it to the subject bibliographers. There appeared to be little sentiment toward excluding books on grounds of language, subject being the paramount consideration to most.

Anderson announced that he had arranged with Mario Casalini, a Florentine dealer, to supply (free) descriptive slips for Italian imprints in a number of subjects, and that he will distribute these to the appropriate bibliographers. Miller commented that Casalini left something to be desired in his handling of newspaper subscriptions, Morrison said that he gave Latin American good service.

The next CDC meeting will be 3:30 p.m. on 29 November in B-28 Watson unless another time or place is announced in fyi.

Reserve Fund Allocation

The Reserve fund is a sum of money set aside for use of the Dean of Libraries in supporting special purchases of items which cannot be acquired through the funds allocated to departments because of their expense. The Collection Development Committee advises the Dean on the expenditure of a great part of this fund. The following describes the bibliographer's method of submitting requests for use of the fund and the procedures to be followed by CDC.

The bibliographer should submit special purchase requests to the Head of the Acquisitions Department, with a purchase recommendation form filled out for each. Each request should include a note of which of the four categories listed below the request falls into, a full description of the item (prospectus, publisher's or book-seller's description, reviews, etc.), a statement of the reasons for purchasing this thing, statements of support from concerned library users (if applicable and if time permits), some indication of the availability of this item at other libraries (especially Linda Hall, CRL, and John Crerar, as well as neighboring libraries). The bibliographer should indicate that this is an item to be considered for purchase by the Reserve fund.

The four categories of special purchases are

1. Items to be purchased by a deadline
2. Out-of-print items
3. Expensive in-print items
4. Film replacement of hard copy

The Head of Acquisitions will immediately check and verify the item, and file a slip in the Order File with the notation "Under consideration for Reserve purchase. date." The succeeding steps vary according to which class the item belongs to.

Class 1: Items to be purchased by a deadline.

a. If the item costs over \$1,000, a special meeting of CDC will be called and the item discussed as to its value for the whole library collection. If possible, all supporting information should be distributed to committee members before the special meeting. In any case, the bibliographer submitting the request should have all supporting evidence and be prepared to defend the purchase.

b. If the item costs \$1,000 or less and the bibliographer is convinced that the item should be purchased, the Head of Acquisitions will order immediately and send a memorandum to the Committee indicating that such a purchase has been made.

"Deadline" purchases will not have been purchased by other institutions yet and communication with other schools may allow cooperative (or at least noncompetitive or non-duplicative) purchasing.

Class 2: Out of print items.

a. If the item costs over \$250, the Head of Acquisitions will telephone each CDC member immediately and see what the consensus of opinion is on purchasing the item. Since speed is essential, all communications should be done within a day and the item ordered if so desired by the Committee. If a negative decision is reached, the Head of Acquisitions will notify the originating bibliographer immediately.

b. If the item costs \$250 or less it will be ordered immediately by the Head of Acquisitions.

The same supporting evidence is needed for out-of-print wants as for other items. The originating bibliographer should supply this to the Head of Acquisitions and should also be prepared to answer questions by Committee members by telephone. Library user support may be solicited by telephone and conveyed by the bibliographer.

**Class 3: Expensive in-print items.**

Requests for expensive in-print items will be kept in a file in the Head of Acquisitions' office. A description of each item, after it has been verified, will be sent to each CDC member immediately, with the name of the bibliographer who suggested it, a brief note of why the library should purchase it, and an indication of whether the bibliographer considers it of high or low priority. These requests will be reviewed the first week of December and the first week of April to determine which should be ordered.

**Class 4: Film replacement of hard copy.**

- a. Film replacement of hard copy (book or serial) costing more than \$150 will be handled as Class 3 above.
  - b. Film replacements costing \$150 or less will be ordered immediately.
- Film replacements require additional supporting data describing the present hard copy, its condition, its extent, and the particular benefits the library will gain from its replacement.

The Head of Acquisitions will report to the Collection Development Committee on December 1, April 1, and June 10 concerning unencumbered Reserve funds. At meetings in early December, early April, and immediately after June 10, the Committee will consider requests which have not already been dealt with on a rush basis, developing priority rankings for the expenditure of one-third of the unencumbered funds by mid-December, the remainder by mid-April, and any unexpected residue in June.

**Factors to be considered in priority ranking of special purchases:**

1. Present and future use to a sizable portion of the University community, with higher priority going to items supported by several library users than to something which is of use to only a single researcher.
2. Matching departmental grants.
3. Matching gifts (money or books), completion of previous gift.
4. Usefulness in providing bibliographical access to our own or other collections.
5. Availability at other institutions to which we have access, at Linda Hall, John Crerar, CRL.
6. Potential usefulness to entire state.
7. Appropriateness to library's collections and university's teaching programs in general.

**THE DEAN OF LIBRARIES' COMMITTEE ON COLLECTION DEVELOPMENT**  
29 November 1976

**Present: Anderson, Clark, Gates, Howey, M. Kehde, Mason, K. Miller, Morrison, Symons, Malinowsky.**

The Committee considered the present state of the Reserve fund and received from Anderson a financial statement and a series of lists of commitments against the fund and requests for purchases from the fund. The secretary was asked to place a notice in the next issue of fyi, announcing the deadline of 7 December for submission of requests to be considered at the 13 December committee meeting. Several problems related to the use of the Reserve fund and pertaining to specific departments were discussed, e.g., how to conduct a sensitive discussion of price with a dealer without knowing whether the funds to complete the deal would be forthcoming, how to deal with a large bill for a purchase about which the appropriate bibliographer was neither consulted nor warned, whether to submit a very large request for material which will not go out of print all at once or in installments.

Anderson announced that Anne Conway, representative from Yankee Book Peddler, will be at the library on 1 December. He will make appointments with the various bibliographers to discuss drafting of profiles with Miss Conway for the receipt of university press publications. Anderson and Miller were asked whether this arrangement might lead to conversion of some Serials standing orders to blanket coverage and agreed that it might well do so in time, that this had been done at some other universities successfully although certain special series were usually excluded.

Clark requested Committee members to complete their Publishers Weekly Record checking by 6 December.

Foreign dissertations will be discussed at a later meeting.

Howey will supply the Committee before its next meeting with information concerning a proposed deletion from the HMSO coverage.

Mason will supply CDC members with copies of her draft for a transmittal form for duplicates.

The next meeting of CDC will be at 3:30 on 13 December in B-28 Watson.



THE UNIVERSITY OF KANSAS

Office of the General Counsel  
227 Strong Hall, Lawrence, Kansas 66045  
(913) 864-3276

December 1, 1976

MEMORANDUM

TO: Executive Vice Chancellors  
Vice Chancellors  
Members of the Chancellor's Staff

FROM: Michael J. Davis

RE: State Conflict of Interest Law

As we approach the beginning of the 1977 Legislative Session, it is important to be reminded of the constraints imposed on lobbying activities by the state's conflict of interest law. Consequently, I hope you will familiarize yourselves with the information contained in the following paragraphs.

There are two major aspects of state employee conduct regulated by the law. The first involves relationships between state officers or employees and "persons" (broadly defined to include any type of legal entity) that might have a special interest in the outcome of a matter in which the officer or employee exercises some degree of discretionary control. State officers and employees may not:

1. participate in making contracts with businesses or persons by whom they are employed or with businesses in which they hold a substantial interest;
2. accept a position with any person or business for one year after terminating state employment if, within the two years immediately preceding termination, they participated in contracting with that person or business;
3. disclose or use confidential information acquired in the course of official duties in order to further personal economic interests or those of others;
4. receive compensation for performing their official state duties other than that to which they are entitled under state law;

Main Campus, Lawrence  
College of Health Sciences and Hospital, Kansas City and Wichita

Memorandum  
December 1, 1976  
Page Two

5. solicit any kind of benefit or favor from a person known to have a special interest in official matters that are or might be affected by the state officer or employee;
6. agree to accept any benefit(s) or favor(s) aggregating to more than \$100 in any calendar year from a person having a special interest in official matters that are or might be affected by the state officer or employee (hospitality in the form of food and drink do not count toward the \$100 maximum).

The other major aspect of regulation involves "lobbying" as that concept is defined in the law. The breadth of that definition has forced the University to register as a lobbying organization and submit, on a periodic basis, a report of certain activities. It is possible for any individual or group in the University community to engage in activities which, if performed on the University's behalf and paid for by the University, would trigger the institution's obligation to report.

There are two kinds of such activities. The more complicated is payments made to certain vendors. Generally, if the University expends more than \$50 with one vendor during a reporting period, we must report all lobbying expenditures by category of payment (food and drink; mass communications; gifts, honoraria, etc.; and "other"). (Expenditures from "official hospitality" are exempted.) In addition, we must report individually any gifts, honoraria, or payments to state officers or employees that exceed \$10 in value. (Expenses for food and drink are exempted.)

Mr. Dick Wintermute is our registered lobbyist. All activities that could conceivably fall into either of the above categories should be reported to him as quickly as possible.

MJD:nh  
cc: Chancellor Dykes

Administrative Conference Agenda:

The next meeting of the Administrative Conference will be Thursday, Dec. 16, at 10:30 a. m. in B28 Watson. Agenda is as follows:

- Disposition of Reserve Funds--Marilyn Clark, Collection Development Committee
- New Bifurcated Computer System--Jerry Magnuson, Bob Malinowsky

Minutes of the Administrative Conference, December 2, 1976:

The Conference met at 10:30 a. m. in B28 Watson with Jim Ranz presiding.

Present were: Roger Anderson, Sadie Bramble, Marcia Deddens, John Glinka, Earl Gates, Ed Granger, Mary Green, Sherry Hawkins, Jackie Howlett, George Jerkovich, Ellen Johnson, Bertie Kotas, Nancy Lynott, Bob Malinowsky, Sandy Mason, Ruth Miller, Mary Roach, Joan Soutar, Polly Trillich, and Marna Young.

Mary Green gave a brief progress report on Topeka's review of the proposed Library Assistant classification series. She met with Personnel Technician Alan Abramovitz on November 19. They compared existing position descriptions with the series to determine how the series would be applied. The State Division of Personnel has subsequently asked for certain clarifications in the proposal, to supply definitions of small, medium, and large size units, and to define basic, technical, and advanced library skills. The representatives of the schools will meet in December to develop these definitions. According to Mr. Abramovitz, it appears that the proposal could not be adopted earlier than March or April, since it would require action of the State Finance Council which meets in December and again in the spring.

Jim Ranz commented briefly on the recent library tour by the Board of Regents. The Library Facilities Planning Report has been sent forward, and a copy is available for reading in the Staff Room. The Library's budget request has also gone forward. Presentation and defense of the budget will be December 3. Ranz read a letter to Vice Chancellor Calgaard from George Worth, Chairman of the College Humanities chairpersons group, expressing support of the Library's 1977/78 budget request. By consensus, the Conference asked that a letter of thanks be directed to Prof. Worth. Ranz stated that a report on the new computer system is being scheduled for the next meeting of the Conference. Bob Malinowsky added that Jerry Magnuson, because of certain reorganization currently in progress, would prefer that date.

Bob Malinowsky gave a short progress report of OCLC implementation. He noted that implementation had begun sooner than anticipated, which created some training problems. The process had also been slowed down somewhat by lack of standardization and clarity in manual operations, and these matters had to be dealt with as implementation proceeded. Despite these hindrances, a steady flow of processing has been maintained during implementation. As many volumes are being cataloged as are being received. The Catalog Department is finding a 50% hit on all materials received, and that rate is improving. Another 25% of materials received have contributed copy which requires only some alteration. The remaining 25% go to original catalogers. The Department maintains a six-month hold

for materials having recent imprints and for which OCLC copy is anticipated. Approximately 150 volumes a month are placed on hold, and are then re-searched after the elapse of six months. Materials on hold are given temporary identification in the card catalog. Items not anticipated to appear on OCLC are sent immediately to a cataloger rather than to the six-month hold. Marna Young asked if materials in "hot" subject areas could be cataloged in all cases rather than placed on hold. She inquired as to the cost effectiveness of placing these materials on hold as compared to giving them original cataloging. Marcia Deddens cited certain difficulties and possible recataloging that might be incurred were the materials to be originally cataloged and later cataloged by the Library of Congress.

Ruth Miller commented on the lack of serials cataloging from OCLC and expressed concern that OCLC "bumps" fuller and more accurate serials cataloging records from contributing libraries in favor of sketchier LC serials cataloging. In response to an inquiry from Young, Roger Anderson explained that Acquisitions searches OCLC but does not input records. Of materials searched on OCLC, Acquisitions finds approximately 80-85%. Malinowsky stated that KU has budgeted for cataloging 30,000 titles in the current year. For 1977/78, the Library has requested budgeting for 50,000 titles. Additionally, funding for one more terminal and two printers is being requested. Reclassified titles will be identified by a note in the body of the card. Terminals are now in heavy use, but Malinowsky will be exploring how to schedule some time for other library departments. Circulation is pulling catalog "temps" for brief-listed books being sent to Cataloging. If not found on OCLC, the item is returned to brief-listed and Cataloging returns the temporary slip to the card catalog. At present, approximately one week is required for card sets to arrive from Ohio, and the filing load has increased considerably as a result of OCLC.

The meeting adjourned at 11:55 a. m.

(Mary Green, Secretary)

Classified Conference General Meeting Minutes  
December 1, 1976, 3:00 p.m., Spencer Auditorium

1. Minutes

The minutes were read and approved.

2. LFA observer

The LFA observer did not attend this meeting. In the future, however, an observer from LFA will probably be present at general meetings.

3. New members

Sherry Hawkins welcomed new classified staff members. They are Ron Vuturo, from Photocopy, and Mary Small and Craig Sandusky, both from Cataloging. Sherry added that the clerk at the Linwood Center will not be able to attend meetings, but she will be kept informed of Classified Conference business by the co-chairpersons.

4. Officers

Sherry opened nominations for co-chairpersons and secretary. Sue Pittel, Bayliss Harsh, Sue Hewitt, Nancy Rake, Mary McFadden, Joe Hewitt, Jim Smith, and Lewis Armstrong were nominated for co-chairperson. Sally Atkinson, Susan Hamilton, Becky Schulte, and Debbie Hodges were nominated for secretary. They will all be contacted to see if they will accept. In January another meeting will be held for elections.

5. K.U. Library Management Enrichment Program

Lewis Armstrong announced that the program will be voluntary and will proceed only if it is well accepted. The first phase will cover several concepts under human relations and communication. The sessions should begin in January. There will be different programs of varying lengths for three different groups: those in the Administrative Conference, other supervisors, and supervisees. A second phase on leadership has been outlined. Comments from classified staff should be addressed to Peggy Morrison or Lewis Armstrong.

6. Library oriented positions

Mary Green spoke on the progress made in her talks with Alan Abramovitz. She recommended to him that 64 of 100 classified positions be included in the library oriented scale. Mary compared her recommendations with those of department heads and employees. Her list included 3 positions at L.A. IV range, 25 at L.A. III, 17 at L.A. II, and 19 at L.A. I level. The others suggested 12 positions at L.A. IV range, 23 at L.A. III, 8 at L.A. II, and 18 at L.A. I. Mary added that in the L.A. IV range, the size of unit needs to be determined. Moreover, the difference between technical and advanced tasks needs to be defined. Abramovitz was supportive of the idea that no pay ranges be cut, although he doubted the need for L.A. I and L.A. IV levels. The various ranges will have to be approved by several state agencies and ultimately by the Finance Council. The council will meet again in December; however, the ranges probably will not be approved before their meeting in March or April. Discussion followed.

8. Senate Libraries Committee

Sherry reported that the Senate Libraries Committee has been discussing branch libraries, student wages, and lending policies. She noted that more students have been attending the meetings, and as a result of their interest and pressure, money was diverted to student wage allocations.

# FYI

## University of Kansas Libraries From the Office of the Dean

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Number 377

December 16, 1976

### Cataloging:

The Cataloging Department will maintain its regular evening schedules during the semester break except December 24, 25, and 31 and January 1 when OCLC will be down.

### Courier:

The courier will operate on Monday, December 20 and will not operate again until Monday, January 3, 1977.

### Classified Conference:

The following people have accepted nominations for the Classified Conference officers:

Co-persons: Lewis Armstrong  
Sue Hewitt  
Mary McFadden  
Jim Smith  
Secretary: Becky Schulte

Please remember to give your ballot for group representative to your current group representative as soon as possible.

### Catalog Maintenance Section:

On December 13, the Catalog Maintenance Section was transferred to the OCLC Unit of the Catalog Department. The staff will continue to assist by inserting all new records into the catalogs. Two Library Assistants, Stephen Ahsmuhs and Deborah Hodges, will be working to improve the catalogs under the direction of the OCLC Librarians, Marcia Deddens and Jacqueline Howlett. Barbara Clason is to be highly commended for serving as head of the Section for many years. She will continue as Catalog Editor so that her knowledge and advice is available for major planning efforts, but will not be spending time at the catalogs in this capacity. Please refer catalog maintenance questions to Steve and Debbie.

### Christmas Party:

A reminder that all staff and their guests are invited to the KULSA Christmas Party Friday, December 17, from 1:00-4:00 p.m. If your food item requires special handling (i. e. heating) contact Maxine Younes.

The decoration committee has requested that the staff room be closed Friday from 8:00am-1:00pm. Alternate arrangements have been made and B28 will be open with hot water provided.

The Christmas program will be presented at 2:00pm and at 3:00pm. Please feel free to drop in at any time during the presentation.

Yankee Book Peddler:

Arrangements for the supply of university press books published in the United States and Canada have now been completed with the Yankee Book Peddler. This program will commence with 1977 imprints. A copy of the profile and list of publishers covered by the program is available in the Acquisitions Department for consultation by interested persons. Please direct inquiries concerning this plan to Roger Anderson.

Cataloging Circulated Brieflisting:

On a trial basis any brieflisted book that has circulated will be sent to cataloging according to the following procedure:

1. Books which have circulated three times will be fully cataloged and not returned to brieflisting.
2. Books which have circulated one or two times will be cataloged if there is usable OCLC copy.
3. Circulation brieflisting clerk will pull the brieflisting card from the card catalog and place it with the book before taking the book to cataloging.
4. The books will not be rush cataloged but will be inserted into the regular flow of books in the Department.
5. Any book in number 2 above that does not have OCLC usable copy will be sent back to ESB and the brieflisting card replaced in the catalog.
6. This process should take no longer than one month. Statistics will be kept in order to see whether this procedure will be workable.

CDC:

Collection Development Committee will meet on Monday, December 20, 3:30pm.

Personnel:

Virginia Thomas resigns as Clerk Typist II in the Dean's Office effective 12/31/76.

Winona Dingman has accepted a Bookbinder I position at the Printing Service and will transfer on December 18, 1976.

Opening:

Staff members interested in applying for promotion or transfer to the Clerk Typist II position in the Dean's Office should make application with Nancy Shaw-baker by Tuesday December 21.

"An Equal Opportunity Employer." Qualified Women, Minorities and Handicapped are encouraged to apply.

Power Supply Off:

Power Supply to various buildings will be shut off according to the following schedule. As a result, Libraries will be closed. Employees who work in the buildings listed will be excused from work during the period when the power will be off, and they will not be required to make up the time. Report that you worked the entire day.

December 20	Marvin, Murphy, Snow	8am-1pm
December 21	Dyche, Watson	6am-1pm
December 22	Malott	8am-1pm
December 27	Spencer	8am-1pm

All employees report to work at 1:00pm on the days that power is off.

Business & Economics Reading Room:

Reading Room vacation schedule:

December 20-22	Monday-Wednesday	8:00am-12:00noon
December 23-January 9		Closed
January 10-23	Monday-Friday	8:00am-4:00pm
	Saturday & Sunday	Closed

KULSA NEWS:

Because of the Christmas party Friday, and Christmas break coming up--there will be no donuts in the staff room on Friday, December 17, December 20-23, and December 27.

A reminder--KULSA dues will be financing our Christmas party. If you have not paid them yet, you may pay Kelly Johnson in the Order Department, or give your dues to Maxine Younes at the party on Friday.

Below is a blank on which you are to vote for two things: "Yes" if you want the curtains and partitions to be put back up in the staff room, or "No" if you want them to stay down. Return your blank to Kelly Johnson in Order--or put them in specially marked box at the Christmas party. Final decisions will be made on the basis of the vote by December 30, so express your opinion now!

Tear off and return

	CURTAINS	PARTITION
yes, put back up	_____	_____
no, keep down	_____	_____

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 378

December 23, 1976

## Professional Development:

As many of you already know, Rosemary McDonough, Ingrid Kitterman, and I have been invited to serve a few hours per week at the reference desk during Marilyn Clark's absence second semester. This invitation led to a discussion during a recent meeting of the Committee on Professional Development.

Our service at the desk was viewed not only as assistance to the Reference Department, but also as a means whereby the three of us could broaden our knowledge of, and expertise in, librarianship. Consequently, we would be enhancing our professional value to the libraries of KU, and concomitantly increasing our own market value.

The question arose as to whether or not other professionals could initiate similar exchanges. Dean Ranz' position is this: If two individuals, representing different departments, have a sincere interest in learning each other's jobs, and if they and their department heads can agree upon a time period and schedule, an exchange can be sanctioned. The restrictions that work continue unhampered, and that such exchanges not occur on a wholesale basis, must be met.

Dave Passmore

## CDC:

Attached for your information are the minutes of the Dec. 13 and Dec. 20 meetings of the Collection Development Committee.

## Administrative Conference Meeting Postponed:

There will be no Administrative Conference meeting on Thursday, December 30. The next meeting of the Conference will be at 10:30 a.m. on Thursday, January 6, B28 Watson. The agenda will be announced in the next FYI.

## Minutes of the Administrative Conference, December 16, 1976:

The Conference met at 10:30 a.m. in B28 Watson with Jim Ranz presiding. Present were: Roger Anderson, Marilyn Clark, Earl Gates, John Glinka, Ed Granger, Mary Green, George Griffin, Ellen Johnson, Bob Malinowsky, Sandy Mason, Kent Miller, Joan Soutar, Polly Trillich, and Marna Young.

Bob Malinowsky made the following announcements: 1) a closed stack note will now be added to catalog cards for books in those areas to be added under the location name below the call number, 2) as catalogers identify materials with binding needs, they will red flag and state the specific needs before sending the materials to Circulation, 3) library titles, primarily in the 500's and 600's, which are now housed in Spencer storage will be moved back to Watson for housing in the East Sub-basement. There should be enough space to accommodate growth due to weeding in the Science branches.

Ellen Johnson called attention to a note that will appear in the 12/16/76 FYI regarding staff changes in Catalog Maintenance. Questions related to catalog maintenance should be addressed to Steve Ahsmuhs and Debbie Hodges.

There was discussion of recent articles in the Lawrence Journal World regarding the University's library facilities.

Bob Malinowsky announced that Jerry Magnuson, originally scheduled to speak to the Conference about the new computer system, was unable to attend. He commented briefly on a meeting earlier in the day with Richard Mann of the Computation Center. The potential for modification of programming during conversion to the new system had been recognized in that meeting. Programmer support for conversion purposes will be the responsibility of the Computation Center.

Marilyn Clark commented on guidelines for expenditure of reserve book funds and the actual dollar amount available at present. Clark explained that certain amounts from the reserve fund are held back to meet continuing obligations and to meet possible serials overruns. An amount of about \$8,000 is clear for purchases, and the Collection Development Committee has received requests in the amount of \$200,000. The CDC has identified the following items for purchase: Wisconsin State Historical Society Catalog, Sibley Music Library Phonorecord catalog, one year of Social Science Citation Index, Kansas census microfilms, the Cetenal map series of Mexico, and the Browder collection. Clark has asked that Martha Kehde be appointed chair of CDC in Clark's absence this spring. Jim Ranz has concurred.

Mary Green announced that Art Thomas of KU's Counseling Center has been scheduled to present a session on listening techniques as they relate to effective communication. Library staff will be invited to one of three of these presentations scheduled for February 8, 15, and 18. Each session will be held from 9:30-11:30 a.m., the department heads to be invited to the session on February 8. Green asked for suggestions regarding location of these meetings. There was preference expressed for meeting in one the Kansas Union meeting rooms.

Green also announced that she and representatives of the other Regents' school libraries had re-convened on December 14 in response to a request from the State Division of Personnel. The purpose of the meeting had been to develop definitions of small, medium, and large size library units and to differentiate between basic, technical, and advanced technical library tasks. These had been drawn up to assist the Division in its review of library-oriented job classifications. The representatives had defined units as follows: small--supervision of up to 2 FTE employees; medium--supervision of 2 to 4 FTE employees; large--supervision of more than 4 FTE employees. These employees may include classified and/or student assistant employees according to number of hours worked. Green explained that the level of work of the employees supervised, combined with the number of hours supervised, would determine the level of supervisory work. This recommendation will be sent to the library directors in KALC for their consideration.

The meeting adjourned at 11:40 a.m.

Mary Green, Secretary

## Personnel:

Rod Runyan has resigned his Clerk III position as head of Security and Delivery, effective 1/6/77.

## Openings:

Staff members interested in applying for promotion or transfer to the Clerk III position in Security and Delivery should make application with Nancy Shawbaker by Wednesday, December 29.

"An Equal Opportunity Employer." Women, Minorities, and Handicapped are encouraged to Apply.

## General Research Fund Competition for 1978 Fiscal Year:

Librarian interested in obtaining funds through the General Research Fund competition may obtain application forms from Research Administration (4-3126). The deadline for submitting research proposals is noon, January 10, 1977.

Collection Development Committee, 20 December, 1976 (A summary of proceedings after the fact). Absent: M. Kehde, G. Jerkovich, A. Mason, R. Malinowsky.

1. The question of providing monographs for individuals doing research when they are otherwise unavailable through purchase or interlibrary loan had been placed by Marianne Griffin (who was present at this discussion). This question was a result of decision to provide NTIS technical reports to researchers in an earlier meeting.

It was felt that the volume would be low, although it is difficult to estimate how many unfilled requests there might be. Follow-up report will be made in 6 months.

As Interlibrary Loan generally provides photocopies costing up to \$5.00, this price was established as a ceiling price for which the library would pay. It was pointed out that generally monographs in the social sciences and humanities were more lengthy than could be photocopied within a \$5.00 limit and that this factor would limit the volume of requests.

Microfiche of NTIS reports are costing \$3.00 and this money is taken from the revolving photocopy machine account. It was agreed upon to establish the \$5.00 limit for procurement by Interlibrary Loan of monographs as well as photocopy (as is the practice at present) and that M. Clark would explore the possibility with J. Glinka of using a revolving photocopy account similar to the practice in the Science Library.

2. The outcome of votes on the Reserve Funds was announced. Purchases will be Wisconsin State Historical Society Catalog, Sibley Music Library Phonorecord catalog, one year of Social Science Citation Index, \$1000 worth of Kansas census microfilms, the central map series of Mexico and the Brodler collection. As soon as these items are ordered the literature on the items will be returned to the Bibliographers so that they can notify interested faculty.

Literature and purchase recommendations on all items in the file not being purchased at present will be returned to the bibliographers so that they can inform interested individuals, consider for CRL recommendation or resubmit when reserve funds are again voted upon.

3. The problems of duplicate dispersal were discussed at some length. (Ellen Johnson had been invited in for this discussion). Finally it was decided to make minor adjustments in Sandy Mason's more recent form, combining items 2. and 3. The forms will then be shown to Mason and Malinowsky for comments, and subsequently a few will be xeroxed off for a trial run.

4. The retention of foreign dissertation was discussed. Any foreign dissertations purchased by KU should definitely be retained and cataloged. This discussion primarily involved foreign dissertations received in Exchange and Gift Department and in Latin American area. The bibliographers will be responsible for reviewing dissertations received in their subject areas, and deciding whether these should be retained or forwarded to CRL or otherwise distributed.

A bibliographer may request that a foreign university stop sending dissertations in a particular subject if there is no likelihood of interest at KU.

Unwanted dissertations may be offered to CRL through Marianne Griffin. (CRL may not necessarily want them if they already have copies).

M. Clark will check with R. Malinowsky to ascertain that once a ~~farx~~ bibliographer decides to retain a foreign dissertation, it will be summarily cataloged. (There have been problems with catalogers second-guessing acquisitions and putting off indefinitely the cataloging of foreign dissertations).

5. The question of continuance of British document subscriptions and purchases was briefly discussed, and it was decided to deal further with this problem at the next CDC meeting.

Minutes of the Dean of Libraries' Committee on Collection Development  
13 December 1976

Present: Anderson, Clark, Gates, Howey, Jerkovich, M. Kehde, McDonough, Mason, Miller, Symons, Young, Malinowsky.

Most of the checked copies of PWR have been received and the compilation is going on. Clark has informed Coutts that a final decision by January 1 is unlikely.

Anderson is receiving Coutts selection slips as well as LC proof slips and slips from Midwest. There are a great many of these in boxes unsorted. Clark will attempt to have them sorted by the evening staff in Photocopy. Symons volunteered her services as well. Once these are sorted they may be used for selection purposes.

Clark will be absent on sabbatical from 30 December 1976 to 1 June 1977. M. Kehde will chair the Committee during Clark's absence.

Discussion of the foreign dissertations, the technical reports, the routine for dealing with duplicates will be postponed until the next meeting.

The major business of this meeting was discussion of the recommendations for expenditure of one-third of the Reserve fund. The amount of the Reserve fund remaining uncommitted as of November 29 was \$34,472. Since then it has been necessary to commit a further \$10,563 (the library's 1976/77 membership fee in the Center for Research Libraries, a fee formerly paid from the library's maintenance fund) leaving \$23,909. The one-third to be discussed at this time is therefore \$7,969.66.

The Committee had in hand requests to the amount of a little over \$93,000: \$21,288 in requests submitted within the year but before Nov. 29, and \$53,379.55 in requests submitted between Nov. 29 and Dec. 13.

The group of requests submitted more than a year ago seemed to the Committee to need re-evaluation and re-justification and was therefore set aside. Each bibliographer who feels that any of these items is still justified should submit new request(s) at a later time.

Items from the latest two groups of requests were then discussed, each bibliographer in turn presenting his or her most pressing items for consideration by the group. Items to the amount of nearly \$2700 were removed from consideration as being no longer available or not as desirable as originally thought. A number of items were identified as microform replacements for worn or incomplete sets already in the library, with a number of members feeling that these should not take precedence over items which the library doesn't have at all. In a number of cases, alternative sources of funds were proposed and discussed. Attention was given to the varying percentages of discount offered for pre-publication orders (e.g., 5 percent for one item, 21 percent for another), to the inter-disciplinary character of some items, to the general reference utility of some, to the desirability of others to complete sets partially in hand.

After each committee member had expressed his or her support for various items, it was agreed that each member would list ten choices in order of desirability and that Anderson would correlate these choice lists and report the results to the

committee at its next meeting with a statement of how these related to the money available.

Howey distributed a proposal for changes in the items to be purchased on the Pendragon House (HMSO publications) account.

The agenda for the next meeting are Anderson's report on the results of the Reserve suggestions, the matter of treatment of foreign dissertations, the handling of technical reports, the proposed routine for handling duplicates, and Howey's HMSO proposal.

The next meeting will be at 3:30 p.m. on December 20 in B-28 Watson.

# FYI

University of Kansas Libraries

From the Office of the Dean

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Number 379

December 30, 1976

## KULSA News:

A reminder: votes on whether or not to put up the curtains and partition in the staff room should be turned into Kelly Johnson in the Acquisitions department by 4:00 Thursday, Dec. 30. A staff room key was recently left in the staff room. If you think it is your key, come to Acquisitions and describe the key chain to someone there.

## Spencer Library:

The Christmas issue of Kansas has an illustrated article about the Spencer Research Library.

## Fee Cards for Staff Rates:

Staff members who plan to enroll in courses at the University of Kansas this spring semester and who wish to apply for staff rate should complete an application form for a staff fee card. These forms are available within the Department or from Nancy Shawbaker. See page 2 for the criteria for each certificate. If you have questions please call the Dean's Office.

## Holiday Hours:

A memo from Central Personnel regarding holiday pay and compensatory time is attached for your information. If you have related questions not answered by the memo, contact Nancy Shawbaker or Mary Green.

## Administrative Conference Agenda:

The next Administrative Conference will meet at 10:30 a.m. on Thursday, January 6, in B28 Watson. Agenda is as follows:

Announcements - Jim Ranz  
Administrative titles used in library departments -  
Marilyn Clark

## Tuition Assistance for University Employees:

A reminder that applications for tuition assistance under Senate Bill 1015 are due in the Executive Vice Chancellor's office by January 15, 1977. Application forms are available from that office, and guidelines for tuition assistance may be obtained from the Dean's Office.

## Personnel:

Sue Pittel resigns as Library Assistant in the Kansas Collection, effective 1/17/77. Robert Marvin has been reinstated as Clerk II in the Catalog Department effective 1/3/76. Louise Henry has been appointed Clerk Typist II in the Department of Special Collections effective 1/3/76.

Staff members interested in applying for promotion or transfer to the Library Assistant position in the Kansas Collection should make application with Nancy Shawbaker by Wednesday, January 5.

"An Equal Opportunity Employer." Women, Minorities, and Handicapped are encouraged to apply.

#### Reference Staff Changes:

While Marilyn Clark is on leave Barbara Jones will be acting Head of the Reference Department. In Barbara's absence, Linda Parker will be acting Head. Clinton Howard will be in charge of book and serials purchasing within the Reference Department. David Passmore, Ingrid Kitterman and Rosemary McDonough will substitute at the reference desk. Rhyk Gilbar will be in charge of tours and binding of reference materials.

In connection with the Linwood Center Library, Nancy Lynott will act as liaison with that library. Barbara Luecke, the student assistant, will continue to work with Linwood reserve books, etc., and her base of operations will remain in the reference librarians office. Any materials or correspondence going to Linwood may be dropped in that office.

#### STAFF RATE

"88-3-9. Institutional Personnel. Employees of universities or colleges under the State Board of Regents, classified and unclassified, on regular payroll appointments for four tenths (.4) time or more, and their dependent spouses and children shall be accorded the resident fee privilege. The provisions of this regulation shall not apply to seasonal, temporary or hourly employees." (taken from residence regulations of Kansas State Board of Regents).

A person employed on a monthly semester, or yearly basis by the University, for at least .4 (40%) time but less than full time service, if enrolled in course work, may pay fees at the staff rate, when properly certified to the Office of Admissions and Records by the employing department.

To be eligible, employment must begin on the first day of classes, or not later than the first day of the month immediately following, and must continue through the last day of classes. A person whose yearly employment averages .4 (40%) time or more, with a minimum of .3 (30%) in one semester, is eligible for the staff rate.

Persons enrolling in the Summer Session are eligible for the staff rate if they:

1. have been eligible for the staff rate for the previous nine months; or
2. have been eligible for the staff rate for the preceding Spring Semester, and will be eligible for the staff rate for the following Fall Semester; or
3. will be eligible for the staff rate for the nine-month school year following the Summer Session in question.

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Excluded from eligibility for the staff rate are the following:

1. Hourly employees, of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."
3. Employees of the United States Geological Survey.

The staff rate is calculated on an hourly basis, depending upon the number of hours of enrollment. The staff rate includes a prorated Campus Privilege Fee.

Although the staff rate is similar to the rate charged Kansas residents, eligibility for the staff rate does not confer eligibility to pay the resident fee upon the individual or the dependents, except as hereinbefore stated.

#### FULL STAFF RATE

A member of the staff employed full time, if enrolled in course work, may pay fees at the full staff rate. This full staff rate does not include a Campus Privilege Fee.

#### STAFF FEE ELIGIBILITY CERTIFICATE

To take advantage of the staff rate or the full staff rate, the individual concerned should secure from the employing department a "Staff Fee Eligibility Certificate." This certificate must be turned in with registration materials at Station 9 at enrollment.

\* Employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the School of Religion, the ROTC and similar University-related agencies, are eligible for the staff rate.

#### STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS

This card is to be submitted by a student who normally would be assessed non-resident fees, but as the dependent spouse or child of a University employee desires to pay fees at the resident rate. The residence regulations of the Kansas State Board of Regents, quoted in part below, and all other qualifying criteria must be met by the sponsor.

"88-3-9. Institutional Personnel. Employees of universities or colleges under the State Board of Regents, classified and unclassified, on regular payroll appointments for four tenths (.4) time or more, and their dependent spouses and children shall be accorded the resident fee privilege. The provisions of this regulation shall not apply to seasonal, temporary or hourly employees."

To be eligible, the sponsor's employment must begin on the first day of classes, or not later than the first day of the month immediately following, and must continue through the last day of classes. A person whose sponsor's yearly employment averages .4 (40%) time or more with a minimum of .3 (30%) in one semester is eligible for the resident rate.

A student enrolling in the summer session is eligible for the resident rate if the sponsor:

1. has been eligible for the staff rate for the previous nine months; or
2. has been eligible for the staff rate for the preceding spring semester and will be eligible for the staff rate for the following fall semester; or
3. will be eligible for the staff rate for the nine-month school year following the Summer Session in question.

Excluded from eligibility for the resident rate are students whose sponsors are:

1. Hourly employees of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."
3. Employees of the United States Geological Survey.

Dependent spouses and children of employees of the K.U. Endowment Association, the K.U. Athletic Department, CRINC, the Kansas Union, the Alumni Association, the State Geological Survey, the School of Religion, the ROTC, and similar University-related agencies are eligible to pay fees at the resident rate if all aforementioned eligibility requirements are met.

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DATE: December 9, 1976  
 MEMO TO: Deans, Directors, Chairpersons and all others handling classified transactions  
 FROM: James Feldstein, Director, Central Personnel  
 RE: Holidays

Several questions concerning holidays have been raised recently by various University Departments. To avoid future problems as far as possible, departments are advised:

- I. Academic holidays do not always coincide with designated State holidays. When they do not, or when other legitimate reasons are present, departments may require classified employees to work on a holiday. (Regulation 1-10-15 (a)). Central Personnel must be notified and a substitute holiday must be provided for affected employees.
- II. Paid holiday hours due are to be based on the percent of an employee's appointment, or in the case of intermittent hourly (irregular schedules) employees on the average number of hours worked over the period of the appointment. A 100% appointment generates eight (8) paid hours. Lesser percentage appointments generate proportionate reductions. For example, a 50% appointment produces eligibility for four (4) paid holiday hours.

These hours, based on percentage of appointment, are to be paid irrespective of whether an employee's schedule for a given holiday calls for more or fewer hours on that holiday.

Examples:

100% appointments

	Eight hours scheduled	Over eight hours scheduled	Fewer than eight hours scheduled
hours	M T W TR F 3 8 8 8 8	M T W TR F 10 10 10 10 0	M T W TR F 10 10 10 10 0
	Tuesday holiday	Tuesday holiday	Friday holiday
	A. Employee given Tuesday off - pay 8 hours	A. Employee works 2 hours Tuesday - pay 10	Employee does not come in Friday - provide 8* paid hours off some other time.
	B. Employee required to work Tuesday - pay 8 hours plus give 8* paid hours off some other time.	B. Employee works 10 hours Tuesday - pay 10, plus give 8* paid hours off some other time.	

50% appointments

	Four hours scheduled	Over four hours scheduled	Fewer than four hours scheduled
Hours	M T W TR F 4 4 4 4 4	M T W TR F 5 5 4 4 2	M T W TR F 5 5 4 4 2
	Tuesday holiday	Tuesday holiday	Friday holiday
	A. Employee given Tuesday off- pay 4 hours.	A. Employee works 1 hour pay 5.	A. Employee given Friday off-pay 2 hours plus provide 2* paid hours off some other time (To pay 4 hours, the appointment percent would need to be changed unless the employee is hourly).
	B. Employee required to work Tuesday - pay 4 hours, plus provide 4* paid hours off some other time.	B. Employee works 5 hours pay 5 hours plus provide 4* paid hours off some other time.	B. Employee required to work -pay 2 hours plus provide 4* paid hours off some other time.

III. \*Holiday compensatory time is one for one, not time and one half. A department has 12 months to liquidate a substitute paid holiday.

IV. Since holiday hours, anytime they are paid (whether on the original holiday or on a substitute holiday), count as hours worked (Reg. 1-10-4); departments should be careful to avoid unintended overtime at time and one half.

Examples: Do not authorize holiday pay on Tuesday (Example 1) or Friday (Example 2).

	Tuesday holiday	Friday holiday
hours	M T W TR F 8 8 Paid 8 8 8	M T W TR F 10 10 10 10 3 paid
	8 Worked	
	16	
	Week's total, 48 hours	Week's total, 48 hours

V. All categories of classified employees are eligible for holidays. This includes emergency, temporary, provisional, seasonal, monthly, and hourly employees. The only exception is an employee who is on leave without pay when a holiday occurs.