

FYI

University of Kansas Libraries

NUMBER 405

7/7/77

Personnel

Brenda McClure resigns as Clerk III in the Circulation Department effective July 22.

Openings

Staff members interested in applying for the following positions should make application with Nancy Shawbaker by Tuesday, July 12.

Clerk III, Circulation
Clerk II, Circulation

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

On Vacation

Eleanor Symons will be on vacation from July 13 through August 17.

Slavic Personnel News

G. Jerkovich will start his vacation on July 11; in his absence Mr. Sewell will be in charge of the Department.

Mrs. Galina Kuzmanovic' is doing well and, after a month of vacation, will be back at work.

Student Time Cards

Student time cards are due in the Dean's Office at 9 a.m. on July 14. Student Payroll allocations for F1978 will be distributed to departments this week.

Lewis Armstrong will be on military leave and vacation Saturday, July 9 to Friday, August 19th. He will be visiting map libraries, publishers and dealers throughout the western United States and attending Army Reserve Annual Training at Ft. Lewis, Washington. Tom Luellen, a student assistant, will be in charge of the Map Library during the period.

UKASE Deadline

Check-in strips are due in the Serials Department by 5:00 p.m. July 14, Thurs.

Administrative Conference

No Administrative Conference meeting is scheduled for Thursday, July 14.

Correction

Last week's FYI, under the heading Cataloging, beginning "The student catalog...", should have read "The catalog memo referring to classification and reclassification of new and variant editions" is attached for your information.

New Name

After study and discussion with Ellen Brow and Peggy Morrison, the name of the Latin American Department has been changed to the Department of Spain, Portugal and Latin America. Ellen Brow will now become the Bibliographer for Spain, Portugal and Latin America. This name change better describes the activities of the Department.

Evaluation Review Committee Ballots

Thirty-eight ballots have been cast on the proposal to establish an Evaluation Review Committee. Thirty-six yes votes are needed for approval of the proposal. Please vote if you have not done so and submit your ballot to Marion Kliewer, LFA secretary, in Cataloging. The call for nomination for LFA officers and committees will be sent out on Monday, July 11. Please be sure to vote.

Summer Map Processing Project

The Map Library has been selected as one of eleven participating libraries in the Library of Congress Summer Map Processing Project. Deborah Reddig, Map Library Student Assistant, will serve as our representative. She will work at the Geography and Map Division for six weeks, beginning July 11th. For each week she works she gets to select about 1,000 maps from the Division's duplicates and ship them back to our collection. During sixteen years of participation, this Project has proven to be one of our major sources of maps.

Equipment Funds

The Office of Academic Affairs has notified the Libraries that the following equipment has been purchased from end of the year funds:

- 4 IBM Typewriters
- 7 Stenographic chairs
- 2 Metal bookshelves

When the equipment is received, it will be distributed on the basis of equipment requests for F1978.

Minutes of the Administrative Conference, June 23, 1977

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Lewis Armstrong, Roger Anderson, Marilyn Clark, John Glinka, Mary Green, George Griffin, Bayliss Harsh, Sherry Hawkins, Martha Kehde, Troy Lofflin, Kent Miller, Bill Mitchell, John Nugent, Bonnie Postlethwaite, Jim Smith, Polly Trillich, Maxine Younes and Marna Young.

Jim Ranz referred to recent meetings with K-State Library personnel as minuted in the last FYI. The next such meeting is scheduled for July 15. He announced that Dave Passmore has been named acting head of the Catalog Department for the year beginning July 1, 1977. Also noted

were year-end book funds recommended for expenditure by the Collection Development Committee as announced in FYI. Departmental allocations for student wages will be issued shortly by John Glinka and Bob Malinowsky. There was some discussion of the cuts which library requests had suffered in recent action of the Board of Regents. Cuts included monies for stacks and lights, funding for a book theft detection system, cooperative funding (pertaining largely to interlibrary services and serials), and a request for increased student wages. On the plus side, \$170,000 was made a part of the base for the book budget rather than designation as a special allocation, \$100,000 for OCLC funding can probably be added to the book budget since OCLC is already funded, and the planning money for renovation of Watson was approved. Ranz commented briefly on the task force studying formula budgeting and the likelihood of another committee to be established for reviewing libraries in the state, both public and private institutions.

John Glinka presented a proposal (see attached) for relocating Watson Library's Copying Services from second floor Watson to B-22 Watson. He described conditions which had brought about the proposal--increasing space needs on the second floor of Watson, noise levels at the copying area, and lack of security for copying services at the present location. There was discussion of several points. Martha Kehde asked if self-service machines might be placed on the third floor. Glinka responded that level of support from use levels would determine. Jim Ranz noted that Documents had expressed concern that B-22 Watson be used for the Documents collection. Kent Miller commented that noise filtering into the West Reading Room from relocated serials activities might present problems. Bayliss Harsh commented favorably on increased space for Interlibrary Services, despite the increased distance from copying services. Hearing no major objection to the relocation, Jim Ranz announced that plans for moving Copying Services to B-22 will proceed.

Mary Green commented on the current effort to review the State's new job classification series and recommend classified library positions for reallocation should the proposal be approved. A review committee is at work, and department head recommendations are due June 24. She cautioned that Mary Gadd, Central Personnel, was urging position reallocation at the Library Assistant I level only if deemed comparable to Clerk IV work levels. With the limited amount of time to respond, Green discouraged re-writes of outdated position descriptions, preferring a statement of explanation appended to the departmental recommendation. Jim Smith added that classified staff response in submitting self-recommendations has been weak to date, and urged self-recommendations to be sent to the Classified Conference representatives for forwarding to the review committee.

The meeting adjourned at 11:50 a.m.

(Mary Green, Secretary)

RELOCATION OF COPYING SERVICES, WATSON LIBRARY

BACKGROUND

Copying Services is located on the east side of the second floor lobby. It shares a hallway and other contiguous space with Interlibrary Services. Equipment utilized in the present location consists of Xerox 4000 and 7000 Copiers. The present area, approximately 320 square feet, also provides space for staff who operate these machines and for necessary records keeping and supplies for three IBM II copiers located in Watson Library.

BASIS FOR RELOCATION

The present quarters are ideal in terms of a centralized location for service to patrons, but leave much to be desired in terms of control, security and environmental factors. Access to this area is uncontrolled, with the result that many staff do their own copying despite the efforts of Copying Services staff to intervene. Open access to equipment can create increased maintenance problems. In addition, noise generated by copying equipment and other activities of copying have been criticized by public services staff. Patrons waiting at the service counter during periods of heavy use create problems in traffic flow. Interlibrary Services will be adding another staff position and will require additional space for their operation when Copying Services moves.

SITE POSSIBILITIES

In an attempt to find the best possible site for Copying Services, several areas were examined. Criteria applied to these included location, amount of space available, impact on other library operations, traffic patterns, access by patrons and staff, lighting and wiring requirements, remodeling requirements (pending renovation of Watson), and equipment requirements. After alternate sites were examined, the following conclusions were reached:

1. The third floor of Watson was deemed unsuitable because of remoteness from the Watson bookstack and the Periodicals Reading Room and because of limited elevator access.
2. Recent requirements for additional space by library units located on the second floor have reduced space available for other activities to a bare minimum and relocation here appears impossible.
3. The first floor lobby which presently houses exhibits was considered; however, occupation of this site would interrupt a public



THE UNIVERSITY OF KANSAS

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

July 1, 1977

Ms. Polly Trillich
Chairperson
Library Faculty Assembly
University of Kansas Libraries
Campus

Dear Polly:

Thank you for your letter expressing the concern of the Library Faculty Assembly about cuts which were made in the Libraries' request for additional funding for FY 1979. As I'm sure you might surmise, all of us in the University were distressed that our request was cut from more than \$1,000,000 to \$100,000. Certainly, the needs of the Library are paramount and we have done everything we can to generate support for additional funding for our libraries.

I met a few days ago with Dean Ranz to discuss ways of securing additional funding for the Libraries. We intend, of course, to proceed with the recommendation the Regents have made to add \$100,000 to the Library budget, in addition to our request for an incremental increase of 10 percent in the Libraries expense budget. (This would amount to an additional \$150,000.) Additionally, we are going to press for funding (\$384,000) for improvements in the basement area which has recently been cleaned out so that additional stacks can be erected there. And we will do everything we can to secure legislative approval of our request for planning funds (\$550,000) for major renovation of Watson Library.

In addition to these steps, we understand the Governor plans to appoint a Task Force on state libraries to review the facilities and determine the operating and capital needs of our major libraries in the state of Kansas. We welcome such a study, because I'm sure it will point up dramatically the very great need we have here at the University of Kansas. I hasten to add that Governor Bennett understands our need and has endeavored over the last couple of years to see that additional acquisition funds for the University Libraries were added to our budget.

With regard to the additional concern you expressed about the \$300,000 cut in funds for student assistants, I want to assure that we are concerned about that as well. We have over the last couple of years placed a disproportionate share of our student assistant money into the library budget. We plan to do so again for the coming year because it is absolutely essential that the libraries, which are the heart of the campus, be open an adequate number of hours and be able to operate effectively.

Hopefully, we will be able to illustrate our great library needs sufficiently to secure the Governor's support for our requests and subsequently convince the Legislature of our needs. Certainly, I understand the concern expressed by the Library Faculty Assembly and assure you that we share that concern. We have a lot of work ahead of us and we intend to do all we can to secure adequate funding for the Libraries. While I cannot predict what the outcome will be, you may be certain that we will leave no stone unturned.

Sincerely,


Archie R. Dykes
Chancellor

traffic route and a departmental traffic route (Serials). Further, the copying operation would be in the open with no improvements for control or security.

4. The basement level offered several possibilities which included the Conference Room (B-28), the north end of the foyer, the west half of the lobby adjacent to the public elevator, and the Serials Data Room (B-22). Examination of these spaces resulted in these considerations:

1. The Conference Room was a most attractive site and met many of the criteria; however, its use for this purpose would deprive the Libraries of the only space available for staff and committee meetings and it was not given serious consideration.

2. The north end of the foyer would have provided sufficient space, but at the expense of blocking a traffic aisle and emergency exit. No improvement in control or security would have been achieved.

3. The west half of the elevator lobby would provide good lighting and access to power, but the operation would be in the open and vulnerable in terms of control and security.

4. The Serials Data Room offers approximately 325 square feet of space and a storage closet of approximately 85 square feet for housing staff, equipment, and supplies. Lighting is good and additional service outlets could be installed at a reasonable cost. This space shares the air-conditioning system utilized by Government Documents and should provide improved environmental control necessary for heat-generating equipment. The Reader-Printer presently located in Microforms could be housed and serviced in this area, thus offering true centralized copying service. Service to patrons using materials from the Periodicals Reading Room would not be impaired; however, patrons using materials from the Watson bookstacks would need to travel further for this service. Access to the bookstack and its two elevators would be possible through the space (B-24) opposite the public elevator in the basement lobby. Service to Inter-Library Services could be managed by book truck. Copying done for other library units would lend itself to pick-up and delivery by Security and Delivery staff. This space is controlled by two doors which can be locked in the absence of employees, particularly during evening and weekend hours, and can utilize an external service counter to keep the public out of the Copying Service work area. For these and other reasons, it became apparent that this site was the logical one for relocation of Copying Services.

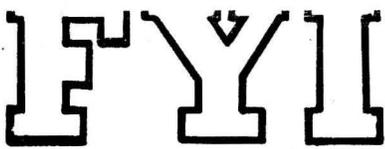
IMPLEMENTATION

The planned move can be effected in the following sequence:

1. Move Serials Data Room operations from B-22 to 124, which has 208 square feet of space.

2. Move Copying Services to B-22 after installation of service outlets and other necessary modification.

3. Release present site of Copying Services to Inter-Library Services for use with limited modification.



Libraries Staff Committee for Facilities Planning

The next LSCFP meeting will be held at 12:30 p.m. on Tuesday, July 19 in B-28. The organization of periodicals public service will be discussed again. The minutes of the June 28 meeting are attached for your information.

CDC minutes

Also attached for your information are the minutes of the CDC Meeting for July 6, 1977.

Farewell Reception

A farewell reception for Nancy Shackelford and Marna Young will be held Thursday, July 21, in the Watson Staff Room beginning at 3:00 p.m.

On Vacation

H. Robert Malinowsky will be on vacation July 14 through July 24.

KULSA Information

Another staff room key was turned into Kelly Johnson, KULSA treasurer. If you think it might be yours, check with her.

Effective immediately, KULSA will provide only one staff room replacement key to any library staff member. Anyone losing two staff room keys will have to arrange access to the room with another staff member.

The white curtains for the staff room have come back from the cleaners. If you are interested in helping to put them up, call Kelly Johnson. If 5 to 10 people volunteer, we should be able to get them up in less than an hour.

--Ingrid Kitterman

KULSA Buffet

Due to popular request, the next KULSA buffet will feature salads. Bring your salad, your table setting and yourself to the Staff Room on July 20 at noon.

Personnel

New appointments include: Krista Schmidt, Data Entry Equipment Operator I, in the Cataloging Department effective 6/18/77; Kathleen Keller, Clerk Typist II (50%), Acquisitions effective 7/11/77. Susan Ketzner will transfer in grade to the Clerk II position in the Circulation Department effective 7/18/77. Resignations include: Bernice Smysor, Library Assistant in Mathematics Library as of September 2; Mary Royer, Library Assistant in Reserve as of August 19.

Openings

Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday, July 19:

Clerk II, Circulation (75%)
Library Assistant, Mathamics Library
Library Assistant, Reserve

Declare your Gifts

Staff members who have received gift publications for the Libraries during the past fiscal year and who have not already sent donors names and addresses (city and state) to the Exchange and Gifts Department are urged to send them now so the list of donors for the year will be complete.

Book Orders!

Many of you have asked about files and procedures in Acquisitions. As a result of a meeting between Roger Anderson and the Sci-Tech. librarians, the following is given for your information:

The order file in Acquisitions is a master file containing slips for firm orders, books being received on approval and blanket order plans and books being acquired through Exchange and Gifts. These slips are filed by title. It also contains slips for certain publications other than books being acquired by Acquisitions, for example microfilm sets and serial backruns.

When a purchase recommendation (PR) is received in Acquisitions, it is verified and the pink slip is filed into the Order file as a record of "order in process". When processing of the Order is completed and the order forms are mailed to the bookseller, the slips to be retained by the library are filed into the order file, the pink slips are removed, stamped with a date, and returned to the originator or bibliographer as notification that the book has been placed on order.

After the book is received, the order file slips are removed except for one copy which is stamped with the date that the book was received. This slip is left in the file for a period of one year to ensure that a record of order and receipt exists until the book is cataloged.

When a book is reported as out of print, the blue notification copy of the order form is sent to the originator with "OP" stamped on the slip. The originator may ask to have the book searched with out of print book-dealers. If the book is already being searched, the slip will be marked "OP Searching". Orders for second hand books which are reported as sold from booksellers catalogs are marked "sold" and a report is sent to the originator as notification of this fact. These books may also be searched by out of print booksellers if still desired by the library.

Blue notification slips go with the books to Cataloging where a call number or six month hold number is recorded on them. These are then returned through the Acquisitions Department to the appropriate bibliographer and then to the originating department, if necessary, as notification that the book is available for use.

The Approximate time frames for searching, ordering and receiving are:

1. Search and verification normally take from one to three days.

2. "In Process" pink slips are placed in the order file as soon as searching and verification are complete.
3. Non-rush orders are grouped and sent out within a month of receipt. A longer time period may develop with problem orders.
4. Rush orders are given priority treatment and are sent out within 2-3 days after PR is received.
5. Depending on the agent or publisher, domestic rush books may be received within 3-4 weeks, sometimes longer. Foreign rush books may take much longer unless the book is sent by airmail. The Library requests that this only be done in rare cases, since many times the cost of air postage equals or exceeds the cost of the book itself. Non-rush books should be received within 60 days for domestic titles, within 4 months for publications from Europe and within 6 months for publications from other areas of the world, although there may be wide variations in these time
6. New books stay in Acquisitions from 4-5 days for processing and are then passed on to the Viewing Area where they remain for one week before going on to Cataloging.

--Roger Anderson

Libraries Staff Committee for Facilities Planning

12:00 p. m., June 28, 1977

B-28, Watson

Minutes of the Meeting

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

Absent: Hughes, Perry, Royer

1. Mr. Ranz commented on the recent Board of Regents' actions regarding the Libraries' budget requests as submitted by the University administration.
 - a. Of the new and improved programs, only the \$100,000 for OCLC was approved.
 - b. On the positive side, the \$170,000 which had been a special allocation for several years, is now to be permanently a part of the basic acquisitions allocation.
 - c. The preliminary and final planning money for the renovation of Watson was approved.
2. Mr. Ranz announced that we will probably be granted use of the Green Hall stack area. He believes that he has succeeded in convincing the administration that we must also be able to use the reading room area in order to effectively use the stack area. A series of letters supporting this need has been circulated among various administrators.
3. The proposed floor plans as presented in the request for planning money were reviewed thoroughly. It was generally agreed that the following areas need to be reviewed first:
 - a. the organization of the East Asian collection,
 - b. the organization of the serials collection,
 - c. the use of the area to be vacated by documents when it is moved to the new building and
 - d. the location of microforms, photocopy and ILS.
4. The committee will begin discussion of these matters next week.

Sarah Couch,
Secretary

Libraries Staff Committee for Facilities Planning

12:30 p. m., July 6, 1977

B-28, Watson

Minutes of the Meeting

Present: Ann Hagedorn, Barb Gaeddert, Kathy Hughes, John Glinka, Sarah Couch,
Jeanne Richardson, Marge Perry, Lewis Armstrong, Jim Ranz,
Bonnie Postlethwaite, Gene Carvalho, Ellen Brow, Maxine Younes,
Eileen McGrath

Absent: Linda Parker, Mary Royer, Roger Anderson

1. The Libraries have received official notification that we will have use of the Green Hall stack and reading room areas.
2. The next LSCFP meeting will be held at 12:30 p. m. on Tuesday, July 12. Kent Miller will be present for a discussion of serials organization.
3. Gene Carvalho was present for a discussion of the East Asian Library. We asked Mr. Carvalho to meet with us to discuss two questions:
 - (a) Could the East Asian collection be dispersed throughout the Libraries' collections?
 - (b) If not, where could the East Asian Library be placed?

Mr. Carvalho pointed out that the East Asian Library is responsible for the total library process from selecting, ordering, receiving and processing materials through assisting users in accessing those materials. He feels that the functions and collections of the East Asian Library could be dispersed if the expertise could be provided in each area to perform quality work. The existing organization permits a small group of people to perform the entire process well. Duplicating this expertise in a larger number of departments would probably be difficult to accomplish. Also, speed in acquiring materials is essential because they remain in print for a short time period. And of course, familiarity with the collection is required to help users. Of 60 similar collections in the U. S., Mr. Carvalho knows of only one which is integrated into the regular library collections.

In regards to space, Mr. Carvalho stated that his requirement is adequate space for processing and for housing materials close enough together to not cause staffing and access problems. The areas that have been proposed for the East Asian Library include 7 center and 7 east in the existing stack area or the area now occupied by the Art Library plus level 8 in the east stacks.

Sarah Couch,
Secretary

THE DEAN OF LIBRARIES' COMMITTEE ON COLLECTION DEVELOPMENT

MINUTES

Wednesday, July 6, 1977

Present were: Anderson, Armstrong, Brow, Carvalho, Clark, Gates, Golbas, Griffin, Jones, M. Kehde, Lee, Malinowsky, McDonough, Mitchell, Neeley, Parker, Joe Richardson, Symons, Young.

Marilyn Clark welcomed the new bibliographers and gave the Committee the new list of all bibliographers and their specialities. A request was made that all changes in assignments be discussed with the bibliographers involved before the changes are publicly announced. It was generally agreed that all subject boundaries should remain flexible and that good communications among bibliographers was essential. Since some general subjects, such as history, are not adequately covered by the specific assignments, a subcommittee will be appointed to work out the problems of handling these unspecified areas.

Eleanor Symons will give the Committee some guidelines on reviewing book trucks.

Marna Young distributed the new "Duplicate-Reevaluate" forms and procedures which had been accepted earlier by the Committee.

The main concern of the meeting was to find ways of distributing important materials to all bibliographers. The first item discussed was proof slips, which are used by most of the Library departments as an acquisitions tool and by a few departments as cataloging aids. It became clear from the discussion that not all the proof slips which had been expected to arrive were actually coming. Very little European-language or East Asian material, for instance, appears in the present shipments. Roger Anderson agreed to ask that all proof slips be sent to the Library.

With so many bibliographers now functioning, a new system of distribution of proof slips must be worked out. Two general methods were discussed: maintaining a central file to which all bibliographers would have access and distributing the slips by classification letter to chosen bibliographers. Ellen Brow reported on the University of Wisconsin's method of sorting the slips by classification letter and then routing them to all bibliographers interested in that particular part of the LC schedule. This method made it possible to broaden the usefulness of the proof slips by providing a means of giving bibliographers an awareness of materials published in their fields in addition to providing acquisitions and cataloging data. After a discussion of the many details of proof slip use, Linda Parker suggested that a subcommittee draft a proposal for the routing slip procedure. Ellen Brow was named chairman of that committee.

The distribution of dealers' catalogs and second-hand catalogs has also become more complicated. Currently most of these catalogs are sent to bibliographers, while some are sent directly to academic departments. This system presents some obvious problems in regard to interdisciplinary catalogs and lists. Roger Anderson was put in charge of a subcommittee to draft a proposal on the distribution of these catalogs.

Rosemary McDonough suggested that the Library make it easier for faculty and students of the University to submit requests or recommendations for purchases. Further discussion was postponed until a later meeting.

The next CDC meeting will be Tuesday, August 19, at 9:00 am. The composition of the Committee will be discussed.

JUL 13 1977
LIBRARY

UNIVERSITY OF KANSAS LIBRARIES - BIBLIOGRAPHERS

Kansas
Telephone:

African History: Joseph Richardson, Reference Librarian	564-4-3347
American History: Ted Sheldon, Reference Librarian	3347
Anthropology, Geography, Political Science, Economic Geography: Roger Anderson, Social Science Bibliographer, Head of Acquisitions	3476
Art: Martha E. Kehde, Art Librarian	3020
Business and Economics: James Neeley, Reference Librarian	3347
Documents: Marion Howey, Documents Librarian	4662
East Asia: Gene Carvalho, East Asian Librarian	4669
Education: Barbara Jones, Reference Librarian	3347
European History: Clinton Howard, Reference Librarian	3347
Exchange and Gifts, Speech and Drama: Rosemary McDonough, Exchange and Gifts Librarian	3425
Journalism: Rhyk Gilbar, Reference Librarian	3347
Kansas: Louis George Griffin III, Curator of the Kansas Collection	4274
Language and Literature, Philosophy, Religion, Classics: Eleanor Symons, Humanities Bibliographer	3479
Latin America, Spain, Portugal: Ellen Brow, Latin American Bibliographer	3351
Maps: Lewis Armstrong, Map Library Assistant	4420
Music: Earl Gates, Music Librarian	3496
Psychology and Sociology: Judith Lee, Reference Librarian	3347
Reference: Marilyn Clark, Head of Reference Department	3348
Science and Technology: Marna Young (to be leaving 8/1/77)	5154
Serials: Kent Miller, Serials Librarian	3535
Slavic: George Jerkovich, Head of Slavic Department	3957
Special Collections: Alexandra Mason, Spencer Librarian	4334
Women Studies and Social Welfare: Linda Parker, Reference Librarian	3347
Women Studies Serials: Joan Soutar, Serials Librarian	3535

FYI

University of Kansas Libraries

NUMBER 407

July 21, 1977

KULSA

The farewell reception for Marna Young will be held Thursday, July 21, beginning at 3:00 p. m. in the Watson Library staff room. Nancy Shackelford is not feeling well enough to be here today, therefore a reception in her honor will be held at a later date.

PERSONNEL

Ellen Johnson has transferred from Cataloging to the Music Library effective 7/1/77, where she will serve as assistant music librarian to Earl Gates.

Resignations include: Denise (Bohren) Jennison, Clerk II, Circulation, as of August 18; Katherine Hill, Clerk III (50%), Documents, as of August 17.

Promotions include James Smith to the Library Assistant position in the Music Library effective 7/18/88, and Margaret Williams to the Clerk III (Fines Clerk) position in the Circulation Department effective 8/1/77.

Staff members interested in applying for promotion or transfer to the following should make application with Nancy Shawbaker by Tuesday, July 26:

Clerk III, Cataloging
Clerk Typist II, Serials
Clerk II, Circulation
Clerk III (half-time), Documents

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

ADMINISTRATIVE CONFERENCE

There will be an Administrative Conference meeting at 10:30 a. m. in B-28 Watson on Thursday, July 28. No major agenda items have been scheduled as yet.

Circulation News

All "In Process" requests should now be sent to Eileen McGrath, Circulation Librarian. Muriel Cook has been handling these during the absence of a Circulation Department head. Thank you.

OCLC Operations

Effective August 1, 1977, Mary Roach will assume responsibility for the O. C. L. C. routine. Should a problem specifically related to O. C. L. C. arise, please feel free to contact Mary in that regard.

--Dave Passmore

CLASSIFIED CONFERENCE

The Classified Conference Executive Board has decided to reactivate the Standing Committee on Job Description and Reclassification. Though this decision may seem ex post facto in light of recent events, the Executive Board in consultation with the ad hoc Review Committee believes there will be more work to do in the coming months in the areas of revising job descriptions and reclassification recommendations. The Constitution of the Classified Conference directs that this committee be composed of six members. The Executive Board is willing to accept volunteers for this committee, or if the general consensus is such, a special election for committee seats can be held at the next Classified Conference meeting scheduled for August. Please send your desire to volunteer or thoughts on the matter to Jim Smith or Becky Schulte in Cataloging.

The next Classified Conference general meeting will be held in August-- exact date to be announced later. Topics on the agenda will include discussion of recent reclassification efforts and results, and the work of the above-mentioned committee. Other suggestions for agenda topics are welcome. Please pass them along to your group representative.

--Jim Smith, Co-Chairperson
Classified Conference

Search Committee Established

The following have been appointed to a search committee for the Catalog Department's August 1 cataloging opening: Dave Passmore, Chairman; Sadie Bramble; Marilyn Clark; Jackie Howlett; Jeanne Richardson; and Mary Green.

Professional Development Committee
Minutes
July 15, 1977

Present: R. McDonough, P. Scanlan, D. Passmore.

The Committee met to discuss a charge from the L.F.A. Executive Committee to review the document entitled "Library Faculty Assembly, Committee on Professional Development Report on Reimbursement for the Achievement of Advanced Degrees", defeated by the L.F.A. on June 10, 1976. Although numerous observations, reactions, and opinions were offered, no conclusions were reached.

Peripherally, McDonough made a motion that the Committee conduct a comparative study between members of the teaching faculty and professional librarians, determining in each case the average number of years required to move from one rank to another.

Dave Passmore
Chairman

Libraries Staff Committee for Facilities Planning
 12:30 p. m., July 12, 1977
 B-28, Watson
 Minutes of the Meeting

Present: Kathy Hughes, Mary Royer, Roger Anderson, Sarah Couch, John Glinka, Jeanne Richardson, Bonnie Postlethwaite, Marge Perry, Ann Hagedorn, Jim Ranz, Bob Malinowsky, Kent Miller, Eileen McGrath, Joan Soutar, Maxine Younes

Absent: Lewis Armstrong, Barb Gaeddert, Linda Parker

1. The minutes of recent meetings were approved.
2. The next LSCFP meeting will be held at 12:30 p. m. on Tuesday, July 19.
3. Kent Miller was present for a discussion of the organization of serials public service and the related space requirements. Last year a subcommittee composed of the Serials Librarian, the Reference Librarian and the Circulation Librarian was appointed to review the possibilities for organizing serials public service. The committee had met again recently to discuss the matter, and a report was submitted to the LSCFP outlining the wide diversity of opinion.

The four major organizational possibilities were seen as follows:

<u>PROPOSAL</u>	<u>TO INCLUDE</u>	<u>SPACE REQUIRED</u>
1	current unbound issues micro/periodicals and newspapers selected bound sets remaining bound in regular stacks	present reference area west wing/2nd floor 7 center stack level 7 East stack level
2	current unbound issues micro/periodicals and newspapers all bound in separate periodicals stacks	present reference area west wing/2nd floor 7 center stack level adequate stack space (west stack levels ?)
3	current unbound issues only micro/periodicals and newspapers all bound volumes in regular stacks	present reference area west wing/2nd floor 7 center stack level
4	last 5 (?) years of unbound and bound issues for all titles micro/periodicals and newspapers	present reference area west wing/2nd floor 7 center stack level 7 East stack level

The subcommittee recommended the following:

- (a) Split the present microforms collection. Monographs, dissertations, ERIC, HRAF, etc. would be placed in the reference area. Newspapers and journals would be integrated into the periodicals public service area. Some materials would be placed in the appropriate branch libraries.
- (b) The subcommittee recommended that because of the diversity of opinions it was suggesting that adequate space be provided for flexibility in organizing the periodicals public service area by allocating the current reference and circulation areas plus levels 7 East and 7 center to this service.

The committee's discussion provided further evidence of the wide variety of strongly felt opinions regarding the organization of periodicals public service. The following are some of the points considered but not resolved:

- (a) There is concern over the amount of space requested for this service area, particularly since it includes the area suggested for East Asian. One suggestion was to leave East Asian in the planned area and give stack levels 7 and 8 West to the periodicals public service area.
- (b) The problems of dealing with high intensity use materials was discussed.
- (c) What is the most effective split of journal runs in terms of the users?
- (d) Which organizational plan is most efficient in the use of space?

Mr. Ranz announced that he would meet with Mr. Malinowsky to resolve the matter.

Sarah Couch,
 Secretary

FYI

University of Kansas Libraries

NUMBER 408

July 28, 1977

LSCFP

The next Libraries Staff Committee for Facilities Planning will be held at 12:30 p.m. on Tuesday, August 2 in B-28. Minutes of the July 19 and July 26 meetings are attached for your information.

CDC

Collection Development Committee meeting, Tuesday, August 2, at 9:00 a.m. in B-28. Agenda: Proof slip distribution, final report. Ordering of new serial titles. Reviews by bibliographers of materials from brieflisting area.

CDC Agenda Subcommittee:

The CDF now has an Agenda Subcommittee to whom perspective agenda items may be proposed by any staff member. Members of this subcommittee are Ellen Brow, Marilyn Clark, George Griffin, Judy Lee and Jeanne Richardson.

Lost

The Stanford University Libraries Book Selection Policies (Z 733/.S793) is missing. Please check your nooks and crannies and return to M. Clark if found.

Increase in Per Diem Reported:

Effective July 1, 1977, the subsistence allowance for official travel is as follows:

	<u>Per Quarter Day</u>	<u>Per Calendar Day</u>
In-State	\$5.50	\$22.00
Out-of-State	\$9.50	\$38.00

The reimbursement rate for private car remains at 13¢ per mile.

Personnel

New appointments include: C. Marguerite Britton, Clerk Typist II (50%), Science Library, effective 7/18/77; Karen Zuther, Clerk II, Interlibrary Services, effective 7/28/88; Nancy Coshow, Clerk Typist II (50%), Catalog Department, effective 8/4/77; Pat Kadel, Clerk Typist II (50%), Marvin Library, effective 7/25/77; and Maxine Hack, Clerk I, Acquisitions, effective 7/27/77.

Vacation

Martha Kehde will be on vacation from August 1-26.

Staff Handbook Reminder

Copies of the revised Library Staff Handbook were sent to all librarians and classified supervisors on July 5. If you haven't yet seen a copy, consult your supervisor or contact Mary Green. All staff are encouraged to become familiar with the Handbook and to let Mary Green know of any omissions, apparent errors, or confusing statements in the contents. Looseleaf updates will be issued as necessary.

Head Cataloger

It is with great pleasure that I assign the title of Head Cataloger to Barbara Clason. It is only fitting that Barbara be given this title after the many years of dedicated service to the University of Kansas. As Head Cataloger, she will provide all members of the Cataloguing Department historical information pertinent to KU Libraries' policies and procedures when that information is germane to the decision-making process within the department; assist with the interpretation of new trends in cataloguing policy emanating from the Library of Congress; aid in the solution of individual problems as they arise on a day-to-day basis when no one else can establish a solution consistent with LC and KU policy, e.g., interpreting tortuous portions of the classification schedules, determining patterns in the pre-1956 and NUC catalogues, solving difficult and/or unusual cutter problems, etc.; and to chair that portion of departmental and cataloguer's meetings which are strictly cataloguing in nature.

-H. Robert Malinowsky

Libraries Staff Committee for Facilities Planning
12:30 p. m., July 19, 1977
B-28, Watson
Minutes of the Meeting

Present: Jeanne Richardson, Barb Gaeddert, Sarah Couch, John Glinka,
Mary Royer, Bonnie Postlethwaite, Roger Anderson, Ann Hagedorn,
Eileen McGrath, Maxine Younes

Absent: Jim Ranz, Lewis Armstrong, Kathy Hughes, Marge Perry, Linda Parker

1. Bonnie Postlethwaite distributed a sheet outlining the space needs for the odd collections in the stacks, i. e., folios, biographies, theses and dissertations, John Crerar and East Asian.
2. Jeanne Richardson announced that the discussion regarding serials would be continued next week.
3. The committee reviewed the session of several weeks earlier regarding the East Asian Library. The committee had discussed with Gene Carvalho whether the East Asian Library should be dissolved into the system as a whole or continued as a separate unit. It was moved and seconded that the LSCFP recommend that the East Asian Library be continued as a separate integrated unit. The motion passed. The question of space for East Asian was considered, but no final recommendations were made. The committee feels that from the point of view of the subject orientation and the support collections that East Asian should remain in Watson. However, space limitations and the fact that East Asian could be moved

intact may make it necessary to consider moving it out of Watson. A decision regarding the space for serials may help determine this matter.

4. It was tentatively agreed that the best location for ILS would be on the first floor in what is now stack level 5 center.
5. The next meeting will be held on Tuesday, July 26 at 12:30 p. m. in B-28.

Sarah Couch,
Secretary

Libraries Staff Committee for Facilities Planning
12:30 p. m., July 26, 1977
B-28, Watson
Minutes of the Meeting

Present: Jeanne Richardson, Mary Royer, John Glinka, Barb Gaeddert, Sarah Couch, Roger Anderson, Ann Hagedorn, Kathy Hughes, Bonnie Postlethwaite, Bob Malinowsky, Joan Soutar, Joe Hewitt

Absent: Jim Ranz, Lewis Armstrong, Marge Perry, Linda Parker

1. The minutes of the previous meeting were approved.
2. Jeanne Richardson distributed an outline of the proposal for the organization of the periodicals/microforms public service area as determined by Mr. Ranz and Mr. Malinowsky. Joan Soutar distributed the reaction of the Serials Department staff to the proposal and related matters. The proposed organization in terms of space and organization is as follows:
 - a. Second floor--current reference/circulation area.
 - (1) two sequences
 - (a) unbound issues and microfilm for currently received titles
 - (b) microfilm for ceased periodicals and newspapers
 - (2) office area
 - (3) public service desk
 - (4) user areas, microform readers, etc.
 - b. Stack levels 7 and 8 west
 - (1) complete sets of bound volumes for a selected group of heavily used titles

The feeling is that this space allocation provides adequate room for flexibility in the actual organization of the materials. Providing space for complete sets of selected bound volumes solves the problem of limiting the circulation period for selected volumes in the main stacks, and it also reduces the split in the sets of the selected titles. The microforms collection will be decentralized as a result of these decisions, placing periodicals and newspapers in the periodicals public service area and monographic materials near the reference area.

The reaction of the Serials Department mentioned the following points:

- a. Although the proposal for the organization of the public service area perpetuates splits in runs, it is one of the better solutions available.
- b. The periodicals collection should be reclassified to L. C.
- c. Increased staffing will be necessary for the public service area.
- d. An increase in the allocation for binding and the staffing to do the work is essential.
- e. The Serials Department as a whole favors space being made available to accommodate the technical services staff adjacent to the public service area.

It was moved and seconded that the LSCFP recommend adoption of the proposed space allocation and organization for the periodicals public service area. The motion passed.

3. A discussion of the organization of the stack areas concluded in the following arrangement:

FLOOR	EAST WING	EAST STACKS			CENTER STACKS		WEST STACKS	
3	faculty studies/ stacks							
2	L. C. stacks including L. C. folios	East Asian	8	East Asian	periodicals	8		
		East Asian	7		periodicals	7		
1	reference	$\frac{1}{2}$ East Asian/ $\frac{1}{2}$ special*	6	ILS	Dewey stacks	6		
		special*	5		Dewey stacks	5		
B	L. C. stacks	special*	4		Dewey stacks	4		
		Dewey stacks	3		Dewey stacks	3		
SB	L. C. stacks	Dewey stacks	2		Dewey stacks	2		
	L. C. stacks	Dewey stacks	1		Dewey stacks	1		

*Special stacks include folios, oversize, theses, dissertations, biographies, etc.

4. The next meeting will be held at 12:30 p. m. on Tuesday, August 2 in B-28.

Sarah Couch,
Secretary

Administrative Conference to Meet

The Administrative Conference will meet Thursday, August 11, at 10:30 a.m. in B-28 Watson. Agenda items will include a report of 1976/77 staff turnover, exit interview information, and utilization of minorities. There will also be discussion of Books and Libraries, its value and production costs.

Collection Development Canceled

The Collection Development Committee will not meet on August 16. The next meeting will be during the week of August 29, but a new meeting time must be arranged by the chairperson before then.

Personnel

Mary Marshall has been appointed Data Entry Equipment Operator I (3/4 time) in Circulation effective 8/1/77; Fat Mimeau is Clerk Typist II in Serials effective 8/4/77. Promotions include Linda Lang, Clerk III in Cataloging effective 8/18/77, and Evelyn Wheelhouse, Clerk II (3/4 time) in Circulation effective 8/1/77. Bayliss Harsh transfers to the Library Assistant position as head of Reserve effective 8/18/77. Kathy Clark transfers to Clerk III (half-time) in Documents effective 8/18/77. Resignations include Ingrid Kitterman, Assistant Catalog Librarian I, Catalog Department, effective 9/1/77; Diane Dailey, Clerk Typist II, Dean's Office, effective 8/17/77; and Cynthia Musick, Clerk Typist II, Special Collections, effective 8/12/77.

Staff members interested in applying for promotion or transfer to the following should make application with Nancy Shawbaker by Tuesday, August 9. (Positions vacated by Linda Lang, Bayliss Harsh, and Diane Dailey were announced in a special circular issued August 1):

Clerk III, Security and Delivery Supervisor
Clerk Typist II, Special Collections

Unclassified Openings

CATALOGER. Open immediately. 12-month, tenurable. Responsible for original cataloging and LC classification within the OCLC system. Requires MLS from an ALA-accredited library school. Prefer subject background in 1) the sciences, or 2) the fine arts. Also prefer knowledge of Western European languages, experience in cataloging and LC classification, and familiarity with on-line cataloging. Salary: \$10,500 up, depending on education and experience. Application deadline: September 15, 1977. To apply, submit letter of application, resume, transcripts, and references to Mary Green, Watson Library.

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

Student Time Card Deadline

All student time cards are due in the Dean's Office at 9:00 a.m. on August 15.

For Important Information Concerning Work Study, see the next page.

Work Study Referrals

Department heads or supervisors should request that their student assistants (qualified for the Work-Study Program) apply for a fall and spring Work-Study referral through the Student Financial Aids Office. All Work-Study forms are due in the Dean's Office by August 18.

Acting Head

Jeanne Richardson will be Acting Head of the Science Libraries until a new Science Librarian has been appointed.

On Vacation

Kathy Clark will be on vacation August 8-19. For the first week of her vacation Cynthia Lathrop will be in charge and for the second week Dean Abel will be in charge.

Mary Green will be on vacation from August 15-26.

Marilyn Clark will also be on vacation between August 8-12. Linda Parker will be Acting Department Head in Reference during that period.

Margaret (Peggy) Morrison, Library Assistant in the Department for Spain Portugal, and Latin America will leave Saturday, August 6, 1977 for Mexico to buy books and establish exchanges for KU Libraries. She will be visiting antiquarian book dealers, publishers, government agencies, and universities in Monterrey, Guadalajara, Guanajuato, Mexico City, Puebla, Jalapa and Oaxaca. She will also be contacting Mexican writers and literary critics and doing research on her dissertation -- "Experimental Narrative in the Latin American Novel." She will be back in Lawrence on September 12

Dyche Reading Room Closed

Dyche Reading Room will be closed after August 6. Interlibrary loans and mail will be handled as usual. Service will be resumed on August 29.

Check-in Strip Deadline--UKASE

All check-in strips are due in Serials Department by noon on Thursday, August 4, 1977. Please be sure your strip is in the morning's mail so we can get it by the noon delivery.

--Joe Hewitt, UKASE Supervisor

ILS Courier

The regular ILS Courier runs will be suspended from August 5 to August 29. The special KU to KSU courier will run every Friday morning throughout the year.

Polish Collection

The Polish PL-480 Collection has been moved from the Government Documents area, and incorporated into the Periodicals closed stack area. Service of, and access to this collection will continue to be through the Periodicals Reading Room.

Requirements for Legal Defense of State Employees:

Effective July 1, 1977, any state employee who is sued for damages for alleged nonfeasance, misfeasance, or malfeasance of duties must notify the Office of the Attorney General within fifteen days of the date upon which the action was filed. Attention to this required notification is most important, since the Attorney General will not provide defense if the notification is received after the fifteenth day. A copy of the Attorney General's notice is attached.

Staff Handbook Revision Issued

A revised page 41, dated 8/4/77, has been issued today for the Libraries Staff Handbook. This revision changes the number of days of annual leave librarians receive from 24 to 22 days per year. The change is based on the vacation leave statement for twelve month employees in section E.4 of the Handbook for Faculty and Other Unclassified Staff, and is being made to bring library policy into conformity with University policy.

Minutes of the Administrative Conference, July 28, 1977

The Conference met at 10:30 a.m. in B-28 Watson with Bob Malinowsky presiding. Present were Marilyn Clark, John Glinka, Mary Green, Martha Kehde, Eileen McGrath, Bill Mitchell, Peggy Morrison, John Nugent, Dave Passmore, Jeanne Richardson, and Jim Smith.

Bob Malinowsky welcomed Eileen McGrath, Circulation Librarian, and Jeanne Richardson, Acting Science Librarian. He noted that Peggy Morrison will be traveling to Mexico August 6 for the purpose of acquisition and establishing contacts for the Spanish, Portuguese, and Latin American Department.

John Glinka announced that of the equipment ordered for new positions, some has yet to be received. Purchase of thirteen cabinets is being considered for addition to the public catalog. There was brief discussion of the cabinets as to use, placement, capacity and cost.

Mary Green gave a status report regarding the proposed library-oriented job classes. The committee assigned by Jane Weeden of the State Division of Personnel concluded its work on revisions as of July 13 and returned the proposal to Topeka for typing and reissuing to all of the Regents' libraries. We are now waiting receipt of the proposal from Topeka. The delay seems to stem from mechanics, not from disagreement with the proposal, however. Green expressed the opinion that the wording changes made by the committee caused no substantial change in the levels of work described at each class, although the experience requirements were increased at each level at the suggestion of some of the other schools.

Green also commented on progress of the Science Librarian search committee. Approximately 25 applications have been received, and interviews are being scheduled for the last week in August.

She reported that Dave Passmore, Pat Scanlan, Lewis Armstrong, Peggy Morrison, Ola Faucher, Bob Malinowsky and she have been working on a library staff orientation program. The committee hopes to gear the program toward a functional approach, explaining how materials are acquired, processed, and made available for use. Tentative plans are to present four orientation sessions in the last half of September, with topics as follows: 1) library organization, governance and personnel matters; 2) acquisition of materials (drawing considerably on the Collection Development Committee), and including pre-order searching; 3) processing, including not only OCLC but

instruction in interpreting the card catalog; and 4) access, with explanations of the public service functions of Circulation, Reserve, Reference, Interlibrary Services and Serials. Bob Malinowsky is putting together new slides to use in describing the branch libraries as well as such Watson areas as Microforms; Documents; Art; Slavic; Spanish, Portuguese and Latin American; East Asian; etc. Sandy Mason will be asked to describe the Spencer departments. Each session will be approximately $1\frac{1}{2}$ - 2 hours in length, giving a brief description of functions rather than in-depth explanations of staffing, internal organization and procedures. Tours will not be an integral part of the orientation sessions, but will be arranged afterward so that interested staff may take tours at their option. Peggy Morrison added the committee's thanks for outlines of departmental orientation which department heads had supplied at the committee's request. Green added that those to present portions of the orientation are being asked to submit a rough outline of content to the committee by the first week in September so that the committee can help in coordinating presentations. Plans are to hold orientation at the beginning of both the fall and spring semesters. New staff will be invited, but any interested staff will be welcome. Any staff suggestions for orientation are encouraged by the committee, which will be working in the future as well to improve the sessions.

John Glinka announced that there is the intent to increase courier service between KU and K-State, operating out of Interlibrary Services, by adding one day a week from here (Friday) and one day a week from Manhattan (Tuesday). K-State's increased service will begin in September.

The meeting adjourned at 11:20 a. m.

--Mary Green, Secretary

Senate Bill 1015, Tuition Assistance Program

Application deadline for tuition assistance is Friday, Aug. 5. See Nancy Shawbaker for details and application form.

Staff Fee and Dependent Fee Eligibility Certificates:

Staff members interested in applying for a staff fee card for reduced tuition rates at enrollment should complete the form call "Application for Staff Fee Eligibility Card" (available in the Dean's Office). This application form should be submitted to the Dean's Office at least one week prior to enrollment. Staff Dependent Fee Eligibility Certificates are available in the Dean's Office upon request. Listed below are the requirements for Staff & Dependent Fee Eligibility.

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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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.



STATE OF KANSAS

Office of the Attorney General

1st Floor, State Capitol Bldg. (913) 296-2215 Topeka, Kansas 66612

JUN 27 1977

CHANCELLOR'S OFFICE
The University of Kansas

Curt T. Schneider
Attorney General

June 23, 1977
No. 78-AA-G/2

MEMORANDUM TO HEADS OF ALL STATE AGENCIES

FROM: CURT T. SCHNEIDER, Attorney General *CS*

RE: DEFENSE OF STATE OFFICERS AND EMPLOYEES

During the 1977 Session of the Kansas Legislature, House Bill No. 2042 was passed by the Legislature and signed by the Governor.

The bill, which becomes effective on July 1, 1977, expands and clarifies the laws relating to defense of present and past officer and employees when they are sued for damages for any alleged non-feasance, misfeasance or malfeasance of the duties of his or her office.

Section 1 of the act expands statutory law (K.S.A. 1976 Supp. 75-4356) to provide for the defense of all state officers or employees for such actions, instead of only elected or appointed state officers or appointed deputies or assistants.

Section 5 of the act provides in pertinent part thus:

"Neither the state of Kansas nor any political or taxing subdivision thereof shall provide for the defense of any officer or employee or former officer or employee . . . unless notified in writing of such action by the plaintiff or the officer or employee involved within fifteen (15) days after the commencement of the action. In actions involving officers or employees of the state of Kansas such notice shall be filed in the office of the attorney general." [Emphasis added]

Therefore, effective July 1, 1977, this Office will be authorized to provide for such defense only if written notification of the filing of such action is received before the end of the fifteenth (15th) day after the filing date. The Attorney General is prohibited from providing defense in any action when the notification is received after the fifteenth (15th) day.

Your consideration and cooperation in this matter is appreciated.

DRH:wlm

DEAN OF THE LIBRARIES COMMITTEE ON COLLECTION DEVELOPMENT

Minutes

Tuesday, July 19

Present were: Anderson, Brow, Carvalho, Clark, Gilbar, Griffin, Howey, Jones, M. Kehde, Lee, McDonough, Mitchell, Morrison, Neele, Parker, Richardson (both of them), Soutar.

Marilyn Clark handed out a list of bibliographers from the Kansas State Libraries as part of the new efforts toward greater cooperation between KU and K-State.

She also mentioned that the next meeting of bibliographers from the two schools would be on October 25, at which time the purchase of large items could be discussed.

Rosemary McDonough requested that the CDC find out if other Regents' schools have special collections or areas of special interest in order to make it easier to distribute materials which are not particularly useful here.

Ellen Brow opened the old business of the Committee by presenting a report on the distribution of proof-slips which had been drawn up by her subcommittee (Brow, Parker, Symons). She asked that the bibliographers read the report and submit any suggestions or comments to Linda Parker or herself by Friday, July 22. If no major problems arose, a final report would be presented at the next meeting.

Roger Anderson then presented the report on the distribution of dealers' catalogs which had been formulated by his subcommittee (Anderson, Kehde, Morrison). Each bibliographer is to have a box in the Acquisitions area where catalogs may be deposited by Acquisitions and reviewed by the bibliographer. General catalogs would go into a general box to be checked at least weekly by all bibliographers. It was decided to initiate this proposed system for a six-month trial period.

Joan Soutar mentioned that serials catalogs and sample issues of journals are collecting in the Serials Department. The Committee decided that it would be possible to use the Acquisitions-box system for the distribution of these materials as well.

For new business Marilyn presented a proposal for the composition of the CDC. In brief, all bibliographers are to be members of the Committee, and an Agenda Subcommittee will be established to take suggestions for items for discussion from anyone. The agenda will be published in the FYI prior to each meeting, so that bibliographers may decide if they want to attend. The proposal was accepted.

There was a brief discussion of the Coutts plan. Martha Kehde noted that she was getting fewer form selection slips and fewer notifications of museum publications. Roger will talk to Coutts.

The next CDC meeting will be Tuesday, August 2, at 9:00 am. Topics for discussion may include the final proposal for proof-slip distribution, new serials titles, and subject subcommittees. Rosemary will be acting as secretary, since Peggy Morrison will be leaving for a buying trip to Mexico. Hasta la vista, amigos.

F.Y.I.



THE UNIVERSITY OF KANSAS

MAIN CAMPUS, LAWRENCE, KANSAS 66045
MEDICAL CENTER, KANSAS CITY, KANSAS 66103

Parking Services Office
Main Campus
Hech Auditorium
Lawrence, Kansas 66045
Tele. 913-864-3516

July 28, 1977

DEAN
UNIVERSITY LIBRARIES
133 WATSON

Admin. Dist.

TO: All Departments
FROM: Parking Services
RE: Price list of 1977-1978 parking permits

We have been unable to send 1977-1978 Parking Rules and Regulations due to delay in printing. Please post this notice so all faculty and staff members in your department who intend to buy parking permits can read the price list carefully before sending in their payments. We are sorry for this inconvenience.

<u>PERMIT FEES:</u>	ANNUAL	SEMESTER	SUMMER
Universal	\$40	\$27	\$21
Blue	37	22	16
Red	37	22	16
Brown	37	22	16
Yellow	37	22	16
Green	33	20	15
Residence Hall	18	11	8
Daisy Feld Extension	8		
Sprague Apartments	18	11	8
Medical	35	22	16
Handicapped	0	0	0
Motorcycle			
a)Red	20	12	10
b)Blue	20	12	10
c)Residence Hall	17	10	8
Service	20		
Loading	--	6	6
Courtesy	0	0	0
Visitor	0	0	0
Temporary	--	8	8
Second zone permit	--	6	6
Watkins Hospital	35	22	16
Emeritus	0	0	0
Campus Pass	5		
Second Vehicle	15	10	8

Refunds: Refunds of fees paid for unused permits will be made only if application for refund is made at the Parking Services Office within 14 calendar days from the date of the fee payment.

K.U. Library Slips Behind

When a university library drops over a period of 20 years from 14th to 48th in acquisition of new books and periodicals among the 100 largest U.S. university libraries, something is drastically askew. The victim of this plunge in literary purchases between 1955 and 1975 is the library system at the University of Kansas. This is a most disturbing development for those who are interested in maintaining outstanding educational opportunities in Kansas.

The subject of library needs has been raised recently because the state's budgeting process is under way. Institutions and agencies are developing requests as a preliminary step in formulation of a budget that the governor will propose to the Legislature early next year. The final step will be the appropriation of funds by the Legislature for operation of state government, including higher education.

As part of this procedure library officials at the University of Kansas recently submitted requests to the Board of Regents for the next fiscal year. In addition to the current allocation in the \$3-million range, library officials asked for an increase of \$1,060,227. Nearly a half of the increase was sought for new books. The proposed increase was cut to \$100,000, which is earmarked for purchase of a computerized cataloging project. It is a labor-saving program that would be of substantial benefit.

The increased funding would have financed several ventures, including improvements to Watson Library, a badly needed electronic book theft detection system and special purchases for the law library. Some additional funding may be available but it is not expected to cover the essentials. Other libraries in the state university system have similar needs.

The regents appear to be sympathetic. However they have the responsibility of weighing all requests made by institutions in the state system. It is, given the fiscal limitations involved, a very demanding task. Their awareness of library requirements was evident in the recommendation of

\$550,000 in planning money for a major renovation of Watson Library at K. U.

But the bid for extra funds, including new money for books, suffered badly. A library is fundamental to the operation of a university and new acquisitions of books, periodicals and other research materials are a measure of how effective the library is.

The North Central Association of Colleges and Secondary Schools, an accrediting agency for this region, expressed concern in 1975 about the adverse effect the inadequate library operation was having on the university. "We are convinced that the library is a major problem," the association noted in a report after its officials visited the K. U. campus, "and that solutions to problems of library space and funds must be found if the university is to maintain quality undergraduate and graduate programs."

Since then efforts have been made by university officials to set aside some discretionary funds for the library. That has helped but it will take a larger commitment of state funds to improve the library's operation. An outside effort, K. U. Friends of the Library, has been organized among alumni and supporters of the university in recent years in an attempt to assist the library system.

Acquisitions are especially critical. The matter has been made difficult by an explosion of knowledge and skyrocketing costs in recent years. The accelerated pace of research has resulted in many more publications.

The number of books alone published each year increased from 235,000 to 600,000 between 1955 and 1975. During the decade of the 1970s the average price of a book has advanced from \$8.77 to \$16.19. Under these conditions, the same level of spending each year means a substantial loss in what can be acquired. Without a constant infusion of new ideas and new information the educational and research capability of the university is bound to be crippled. This plight at the University of Kansas is serious. It must be answered if the school is to offer the high level of scholarship that Kansans have come to expect from the university.

FYI

NUMBER 410

August 11, 1977

PERSONNEL

Susan Hewitt transfers to the Library Assistant position in the Mathematics Library effective 8/18/77. Ron Vuturo resigns as Clerk I in Copying Services effective 8/17/77.

Staff members interested in applying for promotion or transfer to the following should make application with Nancy Shawbaker by Tuesday, August 16.

Library Assistant, Acquisitions
Clerk I, Copying Services

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

Student Time Cards

Student time cards are due Monday, August 15 at 9:00 a.m.

Faculty Annual Reports

Librarians should submit two copies of their Faculty Annual Report to the Dean's Office by September 16.

LFA Executive Committee

The Library Faculty Assembly Executive Committee met on Wednesday, August 10, to consider the response to the informal poll on vacation and sick leave. Minutes of this meeting are available at the Reference Desk. The Office of the Vice Chancellor for Academic Affairs is being contacted for further information.

--Linda Parker

Math Library Hours

The Mathematics Library will be closed between 12:00-1:00 from now until August 26. After August 26 it will revert to its normal schedule.

Linwood Library Hours

For the two weeks Nancy Burich is on vacation--from August 20-27--Linwood Library will be open 8:00-5:00 M-F. Barb Samuelson will be working those hours.

Marvin Head News

Kathy Hughes will be Acting Head of Marvin Library until Bill Deacon returns from vacation August 22.

KULSA Info

The next KULSA meeting will be August 23 at 3:00 p.m. in the Watson Library Staff Room. There are two items on the agenda that will be raised for a vote by the KULSA membership. These include raising the annual dues from 50¢ for classified staff and \$1.00 for unclassified staff and library assistants to \$1.00 and \$1.50 respectively. The other issue is a proposal for guidelines for spending by KULSA sub-committees. Presently no guidelines exist. The proposed guidelines are outlined below. *

If you are unable to attend the meeting to vote on these issues, but would like to cast an absentee ballot, see Ingrid Kitterman no later than 24 hours before the meeting.

The program for this meeting is a presentation by the members of KULSA's Staff Library Improvement Committee (SLIC) including a description of SLIC's role in the library and the plans for elections of new committee members.

Farewell Reception

A farewell reception for Mary Royer, Nancy Shackelford and Bernice Smysor will be held Thursday, August 18, from 3:30 to 4:30 in Watson staff room.

--MWK

* KULSA Policy Guidelines on Sub-Committee Expenditures

- * Any expenditure by a KULSA sub-committee must be cleared first with the
- * KULSA President and the KULSA Treasurer. A member of the sub-committee
- * can informally petition the two officers by describing the expenditure and
- * its approximate cost. If the KULSA President and the KULSA Treasurer
- * do not both approve the expenditure, the sub-committee may petition the
- * KULSA executive at its next scheduled meeting. If two of the four officers
- * approve the expenditure, the funds are released to the sub-committee.

--Ingrid Kitterman

Routing of LC Proofslips to Acquisitions by Bibliographers

In order to expedite the searching of proofslips and to bring their routing into conformity with the other types of orders entering the acquisitions system, it is requested that all proofslips which have definitely been selected for ordering be sent directly to Sue Hewitt in the Acquisitions Department. These orders should bear a clear indication that they are ready to be searched. All proofslips which are being referred to Roger Anderson for selection purposes should be forwarded separately and be clearly so marked so as to avoid these two groups of slips becoming confused.

--Roger Anderson

FYI

University of Kansas Libraries

NUMBER 411

August 18, 1977

PERSONNEL

Resignations include: Barbara Stanley, Clerk Typist II, Special Collections, effective 8/31/77; Kathy Hughes, Library Assistant, Marvin Library effective 8/19/77. Louise Brunton will be retiring from her Clerk Typist II position in Serials as of September 7.

New appointments include: S. Lynn McDonald, Clerk Typist II in Special Collections, as of August 18; Elaine Simons, Clerk Typist II in Spain, Portugal and Latin American as of August 18.

OPENINGS

Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday, August 23.

Clerk Typist II, Special Collections
Library Assistant, Marvin Library
Clerk Typist II, Serials

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

KULSA Information

Two things to remember: the going-away reception and the KULSA meeting. The reception for Nancy Shackelford, Bernice Smysor and Mary Royer will be today from 3:30 to 4:30 in the Watson Library Staff Room.

The next KULSA meeting will be Tuesday, August 23 also in the Watson Library Staff Room from 3:00-4:30. The business portion of the meeting will include the issue of raising the dues from .50 to \$1.00 to \$1.00 and \$1.50 respectively, as well as adopting guidelines for sub-committee expenditures. If you will be unable to attend the meeting and would like to vote on these measures, see Ingrid Kitterman no later than 24 hours before the meeting.

The program for the meeting will be a presentation by the members of the Staff Library Improvement Committee (SLIC).

--Ingrid Kitterman

Correction on Linwood Library scheduling

Nancy Burich is on vacation from August 15-27. Linwood Library will be open 8:00-12:00 M-F during this period. Barb Samuelson will be working these hours.

Minutes of the Administrative Conference, August 11, 1977

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were Ellen Brow, Muriel Cook, John Glinka, Mary Green, Sue Hewitt, Marion Howey, Judy Lee, Eileen McGrath, Bob Malinowsky, Bill Mitchell, Linda Parker, Dave Passmore, Jeanne Richardson, Kermit Sewell, Jim Smith, and Joan Soutar.

Mary Green distributed reports on 1976/77 staff turnover, exit interviews, and employment of women and minorities in the library's administrative, unclassified, and Library Assistant positions (see attached). Regarding the turnover report, she noted that classified staff turnover had been fairly stable for the past two years, totaling about 50% turnover overall, with about 33% due to resignations. Classified turnover in the library in 1973/74 was 102%, and then dropped to 35% in 1974/75. Unclassified turnover last year increased somewhat over 1975/76, but was still below 10%. She also commented on the exit interview responses, noting that the ratings for various aspects of library employment tended to be somewhat higher in 1976/77 than in 1975/76. The median length of library employment for respondents in 1976/77 was slightly higher than for those in 1975/76, 2½ years compared to slightly less than one year. She added that she hopes to issue a job satisfaction questionnaire to existing library employees during the coming fiscal year. Although both Central Personnel and the Office of Affirmative Action are commencing exit interview programs, she advocated continuing the library's program.

Regarding the report on Affirmative Action goals, Green noted that most of the library goals have not as yet been met. The Library Assistant turnover has been far below predictions, limiting promotion opportunities for the classified staff. As the report shows, there were only two minorities represented among the unclassified library staff in 1976/66. She added that, although the less than 10% unclassified turnover rate has been well above that predicted, few minority candidates have been identified among applications screened for librarian openings. There was some discussion regarding the extent to which classified openings are advertised. Muriel Cook suggested broader advertising of opportunities for minorities to become certified for classified positions, particularly those job classes deficient in qualified candidates. Broader advertising of the State's scheduled qualifying exams for classified positions was especially advocated. Linda Parker suggested that various community groups which are comprised of minorities be contacted regarding such employment opportunities.

Ranz asked that there be some discussion of the recent change in vacation leave earnings for librarians, reducing the number of working days as

stated in the Libraries' Staff Handbook from 24 to 22. Green explained that the Libraries' revised Handbook (5th edition) had been sent to a number of University offices for review to assure compliance with University policy. In this review, June Michal of the Office of Academic Affairs had advised that the allowance of 24 working days was not in compliance with the University statement of one month's allowance for 12-month unclassified employees. Ms. Michal noted that one month's leave should be interpreted as 22 working days rather than 24. On this advice, Green had consulted with Jim Ranz, who suggested that library policy be brought into conformity with University policy. The revised policy statement was then issued. Green added that the Library Faculty Assembly Executive Committee had met and considered staff response to the change. Linda Parker commented on the results of the feedback. Discussion of the leave policy followed. Several Conference participants advocated clarification of the statement in the Faculty Handbook, with a specification of the number of vacation days to be granted. It was also suggested that the legal basis for any action be explored as a preliminary step.

Jim Ranz reported the topics considered by the Kansas Academic Librarians' Council (KALC) in a meeting at KU earlier in the week. The group had discussed what State-wide library budgeting formula might be proposed by KALC to the Regents' task force on funding. It was agreed that the Washington State formula should be recommended for determining staffing and other elements of the budget except for acquisitions. In the matter of acquisitions, it was determined that the Washington State formula be applied to Kansas State and KU, and that the New York State formula be applied to the other State schools. The Medical Center Library would be exempt from these formulae and instead, would operate on a separate budget pattern reflecting its needs and relationships. The development of K-State/KU library cooperative arrangements was also discussed by KALC. In regard to improved working arrangements, Mr. Willard, Fort Hays library director, expressed interest in appointing one or more student assistants to work at KU, assisting with Hays' interlibrary loan requests.

Mary Green commented that the library committee which had recommended position reallocations within the State's proposed new job series had met on Monday, August 8, and considered the new revised proposal. From examining the wording of each proposal, the committee (Sally Atkinson, Frances Fischer, Sraah Couch, minus Marge Perry on leave) had identified no changes which would alter the committee's earlier recommendations. A statement to this effect will be sent to Jim Ranz, copied to the Classified Conference chairmen.

The meeting adjourned at noon.

--Mary Green, Secretary

UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66045

July 28, 1977

TO: Jim Ranz

FROM: Mary Green

SUBJECT: Staff Turnover, 1976/77

Attached are tables of library staff turnover rates for the past two years. The rate of classified turnover for 1976/77 was 48% overall, compared to the previous year's turnover rate of 49%. The rate of unclassified turnover for 1976/77 was 9%, compared to 6% for the previous year. These percentages include promotions and transfers as well as resignations. As the tables indicate, classified turnover has generally 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-nine interviews were conducted in 1976/77. Respondents were asked to rate various aspects of their employment and to provide written comment as desired. How they rated these various aspects of library employment is shown on the attached sheets which show the total number of responses. In general, respondents indicated moderate to strong satisfaction with training and supervision, orientation to the library, appropriateness of output required as compared to quality and time constraints, communication within their departments, staff benefits information, and work schedules. There was less satisfaction with job titles and original understandings of work compared to actual responsibilities; communication with other library departments and administrators; educational opportunities for improving job performance; salary; and performance evaluation criteria and procedures. Respondents seemed to indicate least satisfaction with physical conditions in the library and with opportunities for promotion.

Most employees complained of poor physical conditions in their work environment, most frequently citing uncomfortable and extremely variable temperatures, particularly in the mail room and sub-basement area. The mail room was also noted as being extremely crowded, with the doors too narrow in width to accommodate large mail deliveries. Other concerns regarding the Watson Library environment included excessive book dust in the air, lack of humidity control (with extremely dry air in winter), poor lighting in many areas (particular unhappiness with fluorescent lights as being tiring to work under), poor ventilation, fear of operational failure in the main stack elevator, and the need for restroom facilities in the sub-basement area. Spencer Library employees regarded the temperature as uncomfortably cool.

Jim Ranz
July 28, 1977
Page 2

Again, employees expressed interest in more frequent staff orientation sessions and tours. Surprisingly, however, this aspect of work received relatively good ratings on the questionnaire. The assessment of educational opportunities for improvement of job performance received somewhat higher ratings than in the previous year. On the other hand, there was dissatisfaction with promotional opportunities, particularly with the Civil Service necessity to change jobs in order to advance.

Communication within departments seemed to receive higher ratings in 1976/77 than in the previous year, although several respondents expressed dissatisfaction with communication between departments. Library department demands on Photocopy were felt to hinder patron service, and departmental jobs for Security and Delivery were characterized as being invariably "rush" and without prior involvement of S&D staff in planning. A few respondents considered FYI and other communication from the library office to have improved over the past year or so, while one respondent suggested reducing the number of library committees, meetings, and minutes of meetings circulated to staff. It was also suggested that committee meetings be held during non-working hours.

Several respondents who had worked in more than one library department remarked that the quality of communication, training, and supervision had varied markedly from one department to another. Some had learned through trial and error what they felt could have been included in training, and instruction manuals were sometimes regarded as inadequate and incomplete. A few classified respondents felt they'd been much too closely supervised and given too little latitude to use their capabilities and to demonstrate reliability. On a brighter note, several respondents had high praise for their supervisors in all aspects--training, supervision, and communication.

Again, classified staff criticized the Civil Service pay plan for rewarding satisfactory and exceptional performance equally in terms of merit increases. Classified respondents also suggested a less rigid evaluation form--one which would allow a job-specific evaluation from the supervisor rather than rating ten equally-weighted performance traits. A couple of classified respondents advocated a formally-scheduled meeting between the employee and the personnel officer prior to the evaluation review session with the supervisor. In contrast, one classified respondent suggested no meeting with the personnel officer if the employee and the supervisor are in agreement regarding the evaluation. The desire for more constructive and specific criticism from supervisors was expressed, in order to improve job performance.

One of the classified respondents expressed the opinion that KPERS retirement membership should be optional rather than compulsory. In regard to staff benefits information, several respondents commended Nancy Shaubaker for her helpfulness.

Jim Ranz
July 28, 1977
Page 3

Staff suggestions for library improvement included the following:

- Reduce the number of small library units now reporting directly to the Associate Deans.
- Consolidate library functions under fewer administrative staff at all levels.
- Increase the funding for library staffing, space, and equipment.
- Analyze, plan, and utilize existing library resources, though inadequate, for best possible use.
- Improve departmental management in several areas of the library.
- Give extreme care to planning in the renovation of Watson Library.
- Improve coordination of acquisitions and cataloging search procedures, and improve coordination of main library and branch procedures.
- Place patron suggestion boxes or clipboards at various locations throughout the libraries.
- Reinstate certain heavily-used serials in the sciences that have been cancelled.
- Make science fiction available in Watson for circulation to patrons.
- Seriously consider implementation of an on-line circulation system by the early 1980's.
- Guard against operational difficulties in conversion to the IBM system.
- Use library fines for library improvement.
- Eliminate outdoor bookdrops and require return within the building (and return to the branch from which the loan was instituted) in order to save library manhours.
- Impose faculty fines for overdue books.

STAFF TURNOVER
1976/77, UNIVERSITY OF KANSAS LIBRARIES

	Pay Range	Total No. of Positions	No. of Turnovers	Resignations	Promotions	Transfers	% Turnover
CLASSIFIED STAFF:							
Bindery Supervisor	19	1	-	-	-	-	0%
Library Assistant	18	26	2	2	-	-	8%
Bookbinder II	14	1	-	-	-	-	0%
Clerk IV	14	1	-	-	-	-	0%
Bookbinder I	11	2	1	1	-	-	50%
Account Clerk I	10	2	-	-	-	-	0%
Clerk III*	10	17	9	5	4	-	53%
Secretary I	10	1	-	-	-	-	0%
Data Entry Equipment Operator II	9	1	-	-	-	-	0%
Clerk Typist II	7	18	9	8	1	-	50%
Data Entry Equipment Operator I	7	6	3	2	1	-	50%
Clerk II**	6	14	10	7	2	1	71%
Security Officer I	6	7	9	8	1	-	129%
Clerk I	3	3	5	1	4	-	167%
TOTAL CLASSIFIED STAFF		100	48	34	13	1	48%
UNCLASSIFIED STAFF:							
Administrative Staff		5	-	-	-	-	0%
Librarian III		17	-	-	-	-	0%
Librarian II		17	2	2	-	-	12%
Librarian I		16	3	3	-	-	19%
TOTAL UNCLASSIFIED STAFF		55	5	5	-	-	9%

*All turnover by promotion at the Clerk III class occurred while the positions were actually classified at the Clerk II level. The positions were reallocated to the present Clerk III level in March, 1977.

**One resignation from the Clerk II class occurred while the position was actually classed as a Bookbinder I. The position was then reallocated to its present Clerk II level.

STAFF TURNOVER
1975/76, UNIVERSITY OF KANSAS LIBRARIES

	Pay Range	Total No. of Positions	No. of Turnovers	Resignations	Promotions	Transfers	Voluntary Demotion	% Turnover
CLASSIFIED STAFF								
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%
TOTAL CLASSIFIED STAFF		94	46	33	10	1	2	49%
UNCLASSIFIED STAFF								
Administrative Staff		6	1	-	-	1	-	17%
Librarian III		15	1	-	-	1	-	7%
Librarian II		18	-	-	-	-	-	0%
Librarian I		11	1	-	-	1	-	9%
TOTAL UNCLASSIFIED STAFF		50	3	-	-	3	-	6%

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

UNIVERSITY OF KANSAS LIBRARIES

EXIT INTERVIEW QUESTIONNAIRE SUMMARY, 1976/77

Number of Respondents: 29

Number of Respondents, by Department: Bindery-2; Bindery Preparations-1; Circulation-2; Circulation & Serials-1; Cataloging-1; Dean's Office-1; Documents-1; Kansas Collection-1; Latin American-1; Photocopy-2; Reference-1; Reserve-1; Science-1; Security-8; Serials-3; Special Collections-2

Number of Respondents by Job Classification or Rank: Bookbinder I-2; Clerk I-1; Clerk II-6; Clerk III-3; Clerk Typist II-5; Library Assistant-2; Librarian-3; Security Officer I-7

Median Age of Respondents: 27 Race: 29-White Sex: 7 Male, 22 Female

Median Number Years of Completed Education: 16

Median Length of Employment with the Libraries: Approx. 2½ years

Ratings Assigned by Respondents to Various Aspects of Employment with the Libraries:

	Very Good	Good	Fair	Inadequate	Poor
1. Training & supervision received:					
1976/77	8	14	2	2	-
(1975/76)	(5)	(13)	(3)	(4)	(3)
2. Orientation:					
1976/77	4	17	5	2	1
(1975/76)	(3)	(11)	(10)	(4)	(1)
3. Appropriateness of actual job to job title & original understanding of the work:					
1976/77	10	7	6	3	2
(1975/76)	(6)	(6)	(7)	(7)	(2)
4. Appropriateness of output required compared to quality required & time allotted:					
1976/77	4	13	4	1	3
(1975/76)	(3)	(15)	(4)	(2)	(3)
5. Physical conditions:					
1976/77	3	7	8	4	5
(1975/76)	(1)	(6)	(9)	(7)	(5)

	Very Good	Good	Fair	Inadequate	Poor
6. Communication within your department, with supervisor, etc.:					
1976/77	12	10	2	2	-
(1975/76)	(7)	(5)	(9)	(4)	(3)
7. Communication to your department:					
1976/77	6	13	5	4	1
(1975/76)	(4)	(10)	(9)	(1)	(3)
8. Staff benefits information:					
1976/77	14	12	2	-	1
(1975/76)	(8)	(14)	(4)	(1)	(1)
9. Promotion opportunities:					
1976/77	3	11	3	3	6
(1975/76)	(1)	(7)	(4)	(7)	(6)
10. Educational opportunities for improving job performance:					
1976/77	1	11	4	1	4
(1975/76)	(1)	(5)	(3)	(6)	(5)
11. Salary:					
1976/77	1	12	9	4	1
(1975/76)	(3)	(3)	(9)	(7)	(6)
12. Hours of work:					
1976/77	9	15	3	-	1
(1975/76)	(11)	(8)	(5)	(3)	(1)
13. Criteria for performance evaluation:					
1976/77	1	14	6	2	3
(1975/76)	(2)	(10)	(5)	(4)	(5)
14. Evaluation procedures--frequency, review, etc.:					
1976/77	1	16	7	1	2
(1975/76)	(4)	(11)	(8)	(1)	(2)

REASONS GIVEN FOR LEAVING THE LIBRARIES:

- 6 respondents--Moving from Lawrence (2 due to husband's relocation)
- 5 respondents--Returning to school (1 to library school)
- 4 respondents--Work found more suitable to personal abilities & interests (2 noted with higher pay)
- 2 respondents--Phase-out of Library Bindery
- 2 respondents--To provide assistance to family business
- 1 respondent--Childbirth and child care
- 1 respondent--For position with higher pay
- 1 respondent--Frustration with State Civil Service system
- 1 respondent--Difficulties with supervisor
- 1 respondent--Lack of opportunity for advancement in current job

UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66045

August 10, 1977

TO: Jim Ranz

FROM: Mary Green

SUBJECT: Affirmative Action Goals

In 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, i.e. Library Assistant, Data Entry Equipment Operator III) 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 three additional minorities in the classified professionals.

Attached are tables which show the Libraries' utilization of women and minorities for the years 1973/74, 1974/75, 1975/76, and 1976/77. As shown by these tables, only one of the two one-year goals has been met--that of adding one woman in administration. None of the Libraries' five-year goals have been met as yet.

The Libraries' predominant utilization of women has remained fairly constant over the past four years, especially in classified staffing patterns. Utilization of women in the unclassified library staffing shows no decline as yet from 1973/74, but the increasing number of male candidates for professional positions would seem to forecast a change in this percentage.

The Libraries' under-utilization of minorities is apparent from these tables. Although there has been some improvement in the number of minorities in the Libraries' classified positions overall, the occupants of Library Assistant positions continue to be predominantly non-minority women. No minorities were appointed to unclassified library positions in 1976/77, and of approximately 400 applications screened, slightly less than half were women, and only 15 minority candidates were identified.

Jim Ranz
Affirmative Action Goals
August 10, 1977
Page 2

As mentioned in last year's report, the anticipated rate of classified professional vacancies per year is far below the 1973/74 projection for the five-year period. Library Assistant vacancies totalled only 4 vacancies during both 1975/76 and 1976/77, in contrast to the 12 predicted vacancies (see table). Opportunities for minority advancement have been limited as a consequence of this low Library Assistant turnover. Hopefully, implementation of new library-oriented classes will shortly increase opportunities for advancement.

The Libraries' access to minority candidates for classified positions is determined by the State Division of Personnel and the University's Central Personnel office through recruitment and examination procedures. To some extent, library utilization of minorities through the federally funded CETA program has had short term benefits during the past year, but training has generally been geared of necessity to these short term benefits. A State-sponsored job training program for minorities perhaps offers the greatest potential for long term utilization.

Continuing unclassified library positions have been advertised to all ALA-accredited library schools in the United States. Advertising in library publications is frequently impossible because of 2-3 month lags in publication and receipt of the journals. In general, library school advertising has been the most productive in recruiting minorities, whereas conference placement services have yielded few minorities. The continued use of search committees for all unclassified openings is essential in the Libraries' recruitment and selection efforts.

The objectives established in 1973/74 were utilization goals, not quotas. Nevertheless, the inability thus far to achieve these goals must serve as a strong reminder in the Libraries' commitment to affirmative action.

**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
1976/77**

UTILIZATION ANALYSIS

	Total FTE	Women (FTE)		Minorities (FTE)	
		Number	% of Total	Number	% of Total
Unclassified Administrators	5	2	40%	0	0%
Unclassified Faculty Equivalents	48.5	28.5	59%	2	4%
Classified Professionals (Library Assistants)	26	24	92%	0	0%
Other Classified-- Clerical and Labor Classes	66.8	56.8	85%	5	8%

(Statistics calculated as of 6/30/77.
Sex of last incumbent given for vacant positions.)

**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
GOALS ESTABLISHED 1973/74 FOR INCREASE IN UTILIZATION 1974/75.**

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

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

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

**UNIVERSITY OF KANSAS LIBRARIES
UTILIZATION OF MINORITIES**

	ANTICIPATED VACANCIES FOR THE FIVE-YEAR PERIOD 1974/75 TO 1978/79	ACTUAL VACANCIES FOR THE PERIOD TO DATE (AS OF 6/30/77)
Unclassified Administrators	0	1
Unclassified Faculty Equivalents	10	21*
Classified Professionals (Library Assistants)	30	6

* (Includes 15 resignations, 1 promotion,
and 5 new positions funded 7/1/76)

Unclassified Administrators	0	1
Unclassified Faculty Equivalents	2	8
Classified Professionals (Library Assistants, Data Entry Supervisor)	6	2

FYI

University of Kansas Libraries

NUMBER 412

August 25, 1977

LSCFP

Attached for your information are the minutes of the August 2 meeting of the Libraries Staff Committee for Facilities Planning.

KU and K-State University Committee on Interlibrary Cooperation

Also attached for your information are the minutes of the second meeting of this committee, held on July 15, 1977.

Fall Library Hours--You will find the new schedule on the last page of the FYI.

Copyright Law Symposium

Information is attached concerning a symposium on the copyright law to be held in Kansas City September 9, 1977.

CDC

Collection Development Committee meetings have tentatively been scheduled for 10:30 until 12:00 on alternate Tuesdays in B-28. The next meeting will be Tuesday, August 30th. Agenda: Expenditure of funds for new serials and Cooperation with K-State in serials selection. New business: a purchase recommendation form for the use of library users.

PERSONNEL

Robin Hembree's position in the Serials Department has been reclassified to Clerk III effective 8/18/77. Stephen Ahsmuhs has accepted voluntary demotion to the Clerk II position in Reserve as of September 18. Carol Jeffries is the new Clerk II in Interlibrary Services as of 8/18/77.

Openings

Staff members interested in applying for promotion or transfer to the Library Assistant position in Cataloging should make application with Nancy Shawbaker by Tuesday, August 30.

An Equal Opportunity/Affirmative Action Employer
Men and Women of all races are encouraged to apply.

Bindery Vacations

Because of vacations, and therefore a shortage of staff in the Bindery repair department, materials to be processed should not be sent until September 5.

New Cataloging Procedure

If brieflisted copy is found in the card catalog as a result of verifying any purchase request or proof slip, the volume will be pulled out of brieflisting and be fully cataloged.

Linda Hall Library Hours

Linda Hall Library will be closed for remodeling August 29-31. It may also be closed Sept. 1, 1977. There will be no courier service or public service on those days.

To be married

Rhyk Gilbar will be married on Saturday, August 27th. Best Wishes!

New Locations

The Serials Department machine room has moved from B-22 to 350 Watson. Copying Services is moving from the second floor to B-22 Watson. Their number will remain the same but there may be a short delay in relocating the telephone. Interlibrary services will occupy the space vacated by Copying Services.

PINEAPPLE CREAM

For anyone interested in the fruit dip served at last week's "going away" reception, here is the recipe:

Combine: 1 cup sour cream
 $\frac{1}{2}$ cup drained crushed pineapple
 $\frac{1}{3}$ cup chopped mixed nuts
 1 T. maraschino cherry juice
 $\frac{1}{8}$ tsp. ground ginger

Makes two cups.

KULSA Info.

The results of the voting on the two issues at the last KULSA meeting, (August 23, 1977) are as follows: 1. Raise the dues from \$.50 and 1.00 to \$1.00 and \$1.50 respectively: Yes 31, No 5. 2. Approve the guidelines for sub-committee expenditures, Yes 32, no 1, Abstention 3.

As you may know, I will be resigning at the end of this month. I have enjoyed working with KULSA and have especially appreciated the support of the KULSA membership and the response at meetings and social events. I feel KULSA has an important role in the KU Libraries in solidifying staff and helping to make this a more enjoyable place to work. I think the going-away receptions and parties are often the only times that many staff members can meet with other staff members. There are many people I would like to thank for giving their time and energy; but I would like to mention in particular Robin Hembree, Vice-President, Kelly Johnson, Treasurer, Joe Richardson, Secretary, Maxine Younes, Chairman of the Summer Picnic, Buffet and Christmas Party Committees, Marion Kliever, Hospitality Chairman, Sherry Hawkins, Staff Room Chairman and all of the people who have served on KULSA committees.

A few words about SLIC

Some of you attended the KULSA meeting and heard the program on SLIC

(the Staff and Library Improvement committee of KULSA). You learned that SLIC has done many good deeds in the past in the way of building and job improvements. But you may have come away from the meeting feeling that SLIC's role is finished. It is true that there are now other committees and channels to follow which may have taken over some of SLIC's functions. But the fact remains that there is a need for an impartial group, an open ear, to be available when a minor grievance has been presented to a supervisor or the front office with no satisfaction for the aggrieved party. It may be just the slightest irritation which in time could be forgotten; but continues to nag and is a cause of the destruction of employee morale or any good feeling one might have about working for the KU Libraries.

I urge your support of SLIC and encourage you to run for membership if you should be nominated on the first mail ballot (soon to be distributed). I believe the new members of SLIC, elected this fall, will want to examine their goals and functions and perhaps restructure SLIC to serve mainly in this grievance function.

TO: All departments and branches
FROM: Dave Passmore, Cataloging Department
RE: Net-growth statistics for Watson catalogues.

We are attempting, as of July 1, 1977, to establish a more precise figure for the new growth of the Watson catalogues. In order to do so, we must be notified of all cards (defined as cards and temps of all kinds) filed into and/or pulled from the catalogues.

Some departments and branches send neither their cards nor their pulling requests to the Cataloguing Dept. Therefore, our catalogue-growth figures are not as accurate as they should be since we are receiving no filing or pulling count from those departments and branches which do their own card filing and pulling:

1. Send a note to me identifying yourself as one of those departments or branches.
2. In the future, please send to Debbie Hodges, Cataloguing Department, the number of cards (as defined above) filed into and/or pulled from the Watson catalogues. The count may be accumulated over a period of time before reporting it; I would prefer, due to our internal record keeping, that the time period be no longer than one calendar month.

Committee on Professional Development Minutes
August 18, 1977

Present: Rosemary McDonough, Richard Gilbar, Dave Passmore.

The Committee met to finalize its recommendations responsive to a charge from the L.F.A. Executive Committee to review Paragraph I, points 1-5 of the Amended report of the Committee on Professional Development in establishing salary offers to candidates for professional positions.

These recommendations, accompanied by an "arguments" paper and copies of letters published in CRL News, July 1975 and July 1976, pertaining thereto, have been forwarded to the L.F.A. Executive Committee with a request that it thoroughly discuss the matter, then open the decision-making process to the L.F.A. at large, via mail ballot.

--Dave Passmore, Chairman

Libraries Staff Committee for Facilities Planning
12:30 p. m., August 2, 1977
B-28, Watson
Minutes of the Meeting

Present: Kathy Hughes, Jeanne Richardson, Sarah Couch, Barb Gaeddert, John Glinka,
Ann Hagedorn, Jim Ranz, Maxine Younes, Polly Trillich

Absent: Roger Anderson, Lewis Armstrong, Linda Parker, Marge Perry,
Bonnie Postlethwaite, Mary Royer

1. The committee continued its discussion of the East Asian Library. It was moved and seconded that the committee recommend placement of the East Asian Library in Watson on 7 center plus the appropriate adjoining east stack levels; however the committee recognizes the comparative portability of the collection. The motion passed.
2. The committee agreed to recommend that 5 center be used for Interlibrary Services. The area is near the card catalog, reference and accessible to the public. It is understood that the current ILS staff finds the area acceptable.
3. There was some discussion of the needs and space for photocopy services. Mr. Glinka will present a report at the next meeting.
4. Jeanne Richardson suggested that the committee should write a brief report regarding the committee's recent decisions to be submitted to the library staff.

Sarah Couch,
Secretary

KANSAS UNIVERSITY / KANSAS STATE UNIVERSITY
COMMITTEE ON INTERLIBRARY COOPERATION

Minutes of the Second Meeting
July 15, 1977

Members of the Library staffs met at Manhattan on Friday, July 15, 1977 to consider further steps for extending cooperation between the two libraries and the implementation of steps agreed upon at the first meeting. After a brief general meeting, the members broke up into three sub-committees -- Serials, Collection Development, and Interlibrary Services. The reports of the sub-committees are attached.

Serials Committee: Lists of titles for possible cancellation were exchanged and methods for dealing with teaching faculty regarding cancellations were suggested. It was agreed that the respective Serials Departments will provide each other lists of new titles. The impact of closer cooperation on interlibrary lending patterns was discussed and lists of journals borrowed were requested.

Collection Development Committee: Lists of subject bibliographers were exchanged and copies of major approval plans and standing order plans were supplied or promised. Plans for periodic exchange of lists of proposed major purchases were completed. Exchanges of material in highly specialized areas were suggested and exchange of duplicate material was initiated.

Committee on Interlibrary Services: It was agreed that each Interlibrary Service department will immediately initiate procedures to provide top priority service to the other and review present procedures for possible simplification. Free copies of periodical articles will be supplied by both libraries; this service will be monitored to insure approximate balance in cost. A new courier service will be provided two days a week, on Tuesdays for Manhattan and on Fridays for Lawrence.

The next meeting was set for October 25, 1977, at Lawrence, at which time discussion will be continued.

In attendance for Kansas University were Jim Ranz, John Glinka, Marianne Griffin, Roger Anderson, Marilyn Clark, Kent Miller, and Marna Young; from Kansas State University were G. Jay Rausch, Dick Rohrer, Ellyn Taylor, John Vander Velde, Sally Voth, Connie Batson, Vee Friesner, Val Lowe, James Lu, Lucy Wilde, David McDonald, Ann Scott, and Sylvia Blanding.

G. Jay Rausch
Acting Secretary

SCHEDULE OF LIBRARY HOURS

August 22, 1977-January 22, 1978

Lawrence Campus

	Art		Documents		Mathematics
	Circulation				
	Copying				
	Marvin				
	Microforms				
	Reference				
	Reserve				
	Science				
	Serials				
	Music				
Aug. 22-28	M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed
Aug. 29-Sep. 4	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. 5 LABOR DAY	M Closed		M Closed		M Closed
Sep. 6-Nov. 21	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. 22-27 THANKSGIVING	T-W 8am-5pm Th Closed F 8am-5pm		T-W 8am-5pm Th Closed F 8am-5pm		T-W 8am-5pm Th Closed F Closed
	Watson Library Only				
	Sa-Su Closed		Sa-Su Closed		Sa-Su Closed
Nov. 28-Dec. 23	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. 24-Jan. 22	M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed

Special Collections: M-F, 9am-6pm; during classes, Sa, 9am-1pm; closed other Saturdays and all Sundays; closed Labor Day, Thanksgiving, and day after Thanksgiving.

Kansas Collection: M-F, 9am-5pm; during classes, Sa, 9am-1pm; closed other Saturdays and all Sundays; closed Labor Day, Thanksgiving, and day after Thanksgiving.

University Archives: M-F, 8am-5pm; closed Saturday and Sunday; closed Labor Day, Thanksgiving, and day after Thanksgiving.

Map Library: M-F, 9am-5pm; during classes, Sa, 9am-1pm; closed other Saturdays and all Sundays; closed Labor Day, Thanksgiving, and day after Thanksgiving.

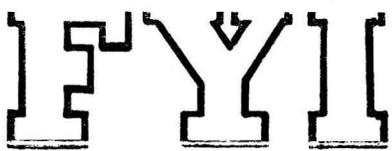
Dyche Reading Room: M-F, 1pm-5pm; closed Saturday and Sunday; closed Labor Day, Thanksgiving, and day after Thanksgiving.

Entomology Reading Room: T only, 8am-12, 1pm-5pm.

Business and Economics Reading Room: During classes--M-Th, 8am-5pm, 7pm-10pm; ., 8am-5pm; Sa, 9am-noon; Su, 7pm-10pm. Vacation and holidays vary.

East Asian Library: M-F, 8am-5pm; closed Saturday and Sunday; closed Labor Day, Thanksgiving, and day after Thanksgiving.

NOTE: Hours are subject to change.

Administrative Conference to Meet

The Administrative Conference will meet Thursday, September 8, at 10:30 a.m. in B-28 Watson. There will be several short reports on operational activities of the library--changes, progress reports, etc.

Classified Conference General meeting

The Classified Conference will hold a general meeting on Wednesday, 7 September, at 3:00 p.m. in Spencer Auditorium. Bill Kipp from Topeka will be the guest speaker, concentrating on the current reclassification of library oriented positions and on evaluations of employee performance. Of course, any other topics brought up for discussion are welcome.

Student Time Cards

Student time cards will be due in the Dean's Office at 9:00 a.m. on September 15. Please be prompt!

UKASE Deadline

All transactions sheets are due in the Serials Department no later than 5:00 p.m. on Wednesday, September 7, 1977.

LFA Election

LFA election ballots should be cast and sent to Marion Kliewer, 202 Watson, by Tuesday, September 6.

PERSONNELUnclassified Openings

The Cataloger vacancy notice in the August 4 issue of FYI has now been approved as the recruitment ad for two cataloging positions rather than the one for which it was originally issued. As noted in the ad, preferred subject areas for these two cataloging positions are 1) the sciences, and 2) the fine arts. Application deadline for both positions is September 15.

Unclassified News

New appointments include: Karen Salisbury, Library Assistant in Acquisitions, effective 9/6/77; Kathy Moore, Clerk Typist II in Serials, Effective 9/1/77; Frances Weber, Clerk II in Circulation, effective 8/31/77.

Resignations include: Sally Roach, Clerk Typist II in Acquisitions effective 9/16/77; Marjorie Perry will retire from her Library Assistant position in Cataloging effective 8/31/77.

Lola Burge has been promoted to the Library Assistant position in Interlibrary Services on a tentative basis until a determination of her qualifications are reviewed by Topeka.

Openings: Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Wednesday, September 7.

Clerk Typist II, Acquisitions
Library Assistant, Cataloging
Clerk Typist II, Art Library

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

Fellowship Program

The purpose of this program is to improve the competence of mid-career librarians in the substantive, administrative, and/or technical aspects of librarianship. The program consists of a self-developed study or research project of at least three month's duration. In some cases a brief internship may be an appropriate use of the fellowship. Deadline: November 11, 1977.

Reprinted from Research, August 1, 1977.

Staff Room Responsibilities

To all Watson Staff: Listed below is a new staff room schedule which places Technical Services on duty during the part of the year that Public Service areas are busiest. Any comments or suggestions on this schedule are welcomed.

Sept. - Nov.	Cataloging
Dec. - Feb.	Serials, Reserve, Micro. Documents and Photocopying
March - May	Acquisitions, Exchange, SPLAT, Art, Press and Slavic
June - August	Circulation, Reference, ILS.

Marvin Library
August 29, 1977

TO: Members of the University of Kansas Library Staff.
FROM: Bill Deacon, Asst. Science Librarian, Marvin Library
CONCERNING: Matters relating to the unexpected resignation of Katherine Hughes from the position of full-time Library Assistant.

During the immediate future, there will be no Library Assistant in Marvin Library, responsible for the serials collection maintenance and the supervision and training of student assistants.

The person accepting the challenge of Library Assistant in Marvin this year will probably require intensive training with respect to the operation of the computer assisted serial system.

I see no reason to add the responsibilities of training and directing the student assistants until the serials system has been mastered and is under control. In the meantime, please send us as few problems as possible, since we are temporarily understaffed.

Thank you.



Libraries Staff Committee for Facilities Planning
12:30 p. m., August 16, 1977
B-28, Watson
Minutes of the Meeting

Present: Jeanne Richardson, Mary Royer, Marge Perry, Sarah Couch,
John Glinka, Barb Gaeddert, Eileen McGrath, Maxine Younes

Absent: Roger Anderson, Lewis Armstrong, Ann Hagedorn, Linda Parker,
Bonnie Postlethwaite, Jim Ranz, Kathy Hughes

1. Jeanne Richardson announced that she would be appointing a sub-committee to write a report dealing with the committee's recommendations for the physical organization of a renovated Watson. This report will be presented to the library staff and possibly discussed at a KULSA meeting.
2. Mr. Glinka presented a report on the location and space needs for copying services in a remodeled Watson. Mr. Glinka and Troy Lofflin recommend placing the copying services on the first floor in the area currently used for the self-service copier in the Periodicals Reading Room. They need about 500 square feet plus a supply storage area which could be separate from the service area. The committee discussed the report. Mr. Glinka was asked to check on the feasibility of using the lounge area near the ladies' rest room on the first floor.
3. The next meeting will be held on Tuesday, August 23 at 12:30 p. m.

Sarah Couch,
Secretary

FYI

University of Kansas Libraries

NUMBER 414

September 8, 1977

Correction

The date of Marjorie Perry's retirement was incorrect in last week's FYI. The date is October 31, 1977 (not August 31). My apologies, Marge!

Nancy Shawbaker

Personnel

New appointments include: Debra Putnam, Clerk I in Copying Services as of 9/8/77; Robert Sheldon, Clerk III in Security & Delivery as of 9/6/77; Kathy Moore, Clerk Typist II in Serials as of 9/1/77.

New names include Mary Ryan, formerly Mary Mahoney, who was married on the 20th of August.

DEADLINE

Student time cards are due in the Dean's Office at 9:00 a. m. on September 15.

On Vacation

Rosemary McDonough will be on vacation until September 29. Susan Hamilton will be in charge of the Exchange and Gifts Department.

Carvalho to Conference

Eugene Carvalho has been invited to participate in a two day conference sponsored by the American Council of Learned Societies. The conference will be held in Chicago, September 9-10, to evaluate an ACLS task force report on the research libraries for East Asian studies in the United States and Canada.

LFA Officers

The following have been elected to LFA offices for 1977/78: Clint Howard, vice-chairperson/chairperson-elect; Eileen McGrath, secretary; Executive Committee/librarian I position, Joe Richardson; Librarian II position, Carol Chittenden; librarian III position, Barbara Jones; Committee on Promotion and Tenure--Librarian II positions, Gene Carvalho and Ann Williams; librarian III positions, Earl Gates and Martha Kehde.

UKASE Deadline

All check-in strips are due in the Serials Department no later than noon on Thursday, September 15, 1977.

Library-Oriented Classification Proposal Finalized:

Last week the Library received the State Division of Personnel's final version of the proposal for three new job classifications; Library Assistant I, II, and Library Associate. Since this final version is identical to that issued to library staff on August 5, it has not been reissued to the staff. As requested by Margy Gadd of the University's Central Personnel office, a

statement was returned from the Library last week, indicating approval of the proposal. No time frame for implementation of the proposal was indicated in the cover letter accompanying it.

--Mary Green

Cataloguing

A number of departmental librarians have asked about returning problems to the Cataloguing Department. We have established the following classification of problems and the staff member to whom they should be sent:

1. Card problems not involving the book(s) Debbie Hodges

2. Card problems involving the book(s)
 - A. Pre-O.C.L.C. Sadie Bramble
 - B. O.C.L.C. Mary Roach

3. Title-page marking Bertie Kotas

--Dave Passmore, Cataloguing Dept.

KULSA Dues

At the last KULSA meeting, it was asked why it would be necessary to raise the dues this year. What follows is an account of KULSA expenses from November 15, 1976 to the present. The doughnuts are not included in this as they usually do pay for themselves. (Note: breakdown does not include money spent for cards and the very small amount KULSA made on buffets).

Expenses

Newspapers	\$84.00	As the dues are supposed
Gifts for staff	47.50	to be our only money income,
Receptions for staff	66.03	what follows is the record
Flowers	24.32	of dues paid in 1976:
KU Endowment Assoc.		
(Julia Stewart Fund)	10.00	unclassified \$39.00
Curtains cleaned	17.08	Classified <u>17.50</u>
Christmas party	84.69	\$56.50
Summer picnic	<u>36.93</u>	
	\$370.55	

Luckily this year KulsA made almost \$200.00 on the book sale. But as this will not be a source of income in the future, it is imperative that dues be raised. Also, it is entirely reasonable that the doughnuts should see some profit, and not be provided just out of the good will of the KULSA treasury.

The KulsA Elections will take place September 27 at our big fall meeting. The current officers are now forming a slate to run for officers. If you are interested in running for an office please let one of the current officers know.

--Kelly Johnson

Libraries Staff Committee for Facilities Planning
12:30 p. m., August 23, 1977
B-28, Watson
Minutes of the Meeting

Present: Lewis Armstrong, Marge Perry, John Glinka, Barb Gaeddert, Sarah Couch,
Jeanne Richardson, Bonnie Postlethwaite, Eileen McGrath, Sherry Hawkins

Absent: Roger Anderson, Ann Hagedorn, Linda Parker, Jim Ranz

1. Jeanne Richardson announced that she would be meeting with Jim Ranz and Sarah Couch to work on the committee's report regarding its recommendations for the organization of a renovated Watson.
2. Mr. Glinka stated that it appeared that the women's lounge area on the first floor fits the requirements for copying services in most respects. It was the committee's consensus to recommend placement of copying services on the first floor in the general area of the present women's lounge.
3. Sherry Hawkins was present for a discussion of the microforms collection. It had been suggested that the microforms collection be split between periodicals and reference. Sherry discussed the advantages and disadvantages of a split microform collection with the committee members. Some of the points in favor of a centralized collection include:
 - a. Published literature seems to favor centralized collections.
 - b. Care of the equipment and microforms would be easier in a centralized area.Some of the advantages of a decentralized area include:
 - a. Division of materials by type or subject rather than format seems desirable,
 - i. e., periodicals and newspapers in periodicals, monographs and reference in reference.
 - b. Improved reference service would be possible for parts of the collection. Jeanne Richardson will review the subject with Sherry Hawkins, Kent Miller, Eileen McGrath and Marilyn Clark and report to the committee.
4. The committee will not meet again until further notice.

Sarah Couch,
Secretary

FYI

University of Kansas Libraries

NUMBER 415

September 15, 1977

Administrative Conference Meeting Scheduled

The Administrative Conference will meet Thursday, September 22, at 10:30 a.m. in B-28 Watson. Strategy for the library's budget requests will be the main topic of the meeting.

Sabbatical Leave Applications Due

Applications for sabbatical leaves are due in the Office of Academic Affairs on November 1. Applications from the library are to be reviewed by the Libraries Committee on Promotion and Tenure and by the Dean before transmittal to the Office of Academic Affairs. To allow time for such review, sabbatical leave applications should be submitted to Mary Green no later than October 17th.

Orientation Sessions Scheduled

In response to great popular demand, the Library has planned a four-part general orientation series for all interested staff members. This series will describe the basic functions of all the sections of the Library and attempt to provide a picture of the Library as a whole. The four sessions, each on a different aspect of the Library system, will be held:

Monday, September 26--1:30-3:30--Walnut Room, Kansas Union
Wednesday, September 28--1:30-3:30--Walnut Room, Kansas Union
Monday, October 3--1:30-3:30--202 Watson, Cataloguing Dept.
Wednesday, October 5--1:30-3:30--Walnut Room, Kansas Union

While all staff members are invited, new employees are particularly encouraged to attend, and student assistants are welcome. By Monday, September 19, each department head will have a sign-up sheet for departmental staff who are interested in attending. Plan to come hear the folks, watch the magic machines, and view the revealing slides. Who could say no?

Personnel

New employees include: Martha Tiday, Clerk Typist II in the Dean's Office as of September 12; Debra Putnam, Clerk I in Copying Services as of September 8. Resignations include: Mary Ryan, Clerk Typist II, Dean's Office effective 9/16/77; Deborah Worten, Clerk III, Cataloging effective 9/23/77; Carolyn Coleman, Security and Delivery, effective 9/30/77; and Robert Sheldon, Clerk III Security & Delivery effective 9/7/77. Robert Marvin has been promoted to the Library Assistant position in the Catalogue Department effective 9/18/77.

Openings

Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday, Sept. 20:

Security Officer I, 50%, Security & Delivery
Clerk III, Security & Delivery

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

Positions vacated by Mary Ryan, Deborah Worten, and Robert Marvin were advertised in a special circular issued September 14.

To: Library Faculty Assembly
From: LFA Executive Committee

The following Library Faculty Assembly standing committees have vacancies:

Nominating 3 vacancies (1 year terms)

Professional Development and Recruitment 3 vacancies (2 for 2 year terms,
1 for 1 year term)

Budget and Planning 3 vacancies (2 year terms each)

Joint Committee on Committees 2 vacancies (1 year terms each)

The LFA Executive Committee will be filling these vacancies within the next week. If you are interested in serving on a committee, please contact one of the members of the LFA Executive Committee (E. McGrath, C. Chittenden, C. Howard, B. Jones, Joe Richardson, L. Parker) by 5 p.m., Monday, September 19.

Linda Parker

Minutes of the Classified Conference Meeting of 9/7/77

Lewis Armstrong opened the meeting with a request for volunteers for the Management Enrichment Program. Individuals willing to serve on the discussion board should contact the officers as soon as possible. There are also 3 classified vacancies on the Library Staff Facilities Planning Committee. If more than 3 people volunteer a vote will be called for. Those interested should contact the officers or their group representative.

The Supervisor Evaluation project has progressed to the point where a report will be presented to the Classified Conference for approval. Sally Roach has resigned from the committee, so anyone who would like to volunteer to take her place contact Becky Schulte or Debbie Hodges, both in Cataloging. Procedures will be drafted to accompany the evaluations.

Two guests from Topeka, Debbie High and Bill Kipp attended the meeting to give a progress report on the job reclassifications. Bill emphasized the need for people to write and call Topeka and let their office know how they feel about their jobs, the job reclassification or any job oriented problems they may have. Bill said they are really close to affecting change but input from staff is very important. He stated that if changes are not brought about now they might not happen for several years. He also stated that no retribution need be feared.

Debbie High explained that the pay study being conducted by the Division of Personnel will hopefully be completed in October. She also said that the Civil Service Employee Handbook is in its final stages and should be completed soon. Topeka is also working on new evaluation forms and an orientation program for state employees.

Issues on Senate Bills 444 and 445 were discussed. They are recommending that state agencies be given more local power, hearing officers be sent to the site of problems rather than the employees involved traveling to Topeka to testify and the repeal of the mandatory retirement law.

Debbie said that employee awards for service and suggestions are in the works as is an annual salary survey.

Bill stated that most problems arise because of archaic civil service programs and that the biggest problem is the centralized system.

Mary Green said that the final draft of the Library Assistant Reclassification has been sent from Topeka and is now in the hands of Central Personnel here. Hopefully it will receive priority treatment because it has taken so long.

Those wishing to contact Bill Kipp or Debbie High should use this address - Bill Kipp or Debbie High, PMSR Study, Rm. 254 E., Statehouse, Topeka KANS-A-N 8-561-3003, 8-561-3018.

Becky Schulte, Secretary

Minutes of the Administrative Conference, September 8, 1977

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Roger Anderson, Marilyn Clerk, Earl Gates, John Glinka, Mary Green, George Griffin, George Jerkovich, Eileen McGrath, Bob Malinowsky, Sandy Mason, Kent Miller, John Nugent, Dave Passmore, Jeanne Richardson, and Jim Smith.

Jim Ranz commented briefly on graduate student needs concerning the library, derived from a recent grad student orientation meeting. A major concern was for longer hours of accessibility, particularly during holidays and vacation periods, including Spencer Library. Public service/reference staff were commended by the students for their helpfulness.

Brief progress reports were given by several Conference participants regarding a variety of matters. Eileen McGrath reported on activities of a group which is studying automated circulation systems. The group consists of John Glinka, Jeanne Richardson, Bob Malinowsky, and Larry Loos, programmer. The group met last week, and is examining both reliability and capabilities of automated systems. Jeanne and Eileen will draw up specifications for what they might term an ideal system, and the group will then begin comparing these wants with what is available and in use at other libraries. The study of available systems will probably continue for several months. Two major interests in any new system will be 1) on-line capability, and 2) the capability to handle both short and long-term loans.

Dave Passmore reported on the progress and past record of OCLC in the Catalog Department. The department ran close to 40,000 titles through

Administrative Conference Minutes continued

OCLC from March 1976-June 1977. He added that titles placed in 6-month hold actually tend to remain there only three months. The department has generally had around a 75% hit rate of titles with OCLC copy. Titles with 1977 imprints for which there is no LC copy on OCLC are placed in the 3-6 month holds. Use of contributed copy for these titles is avoided since changes in the copy are often required once the titles are cataloged by LC. On September 12th the department will begin a brieflisting reduction project, processing those titles that have LC copy on OCLC. Those titles with contributed copy or no copy will be returned to the sub-basement and will be examined by the bibliographers. A sample of the brieflisted material produced a close to 80% average hit rate, and the cost for OCLC use in cataloging these materials will be only $\frac{1}{2}$ the first time use charge since the materials are termed as "reclass" items. In response to questioning, Passmore estimated that the time span required for the average book to pass through the Catalog Department is probably two weeks before reaching Marking. Marilyn Clark asked that an updated list of Catalogers' subject assignments be distributed.

Kent Miller reported the speed with which materials are moving through Serials. Serial issues received are sent out within one week. New orders are placed as authorized by requestors. The Serials Department has a modest backlog of uncataloged new titles. Clark commented that in Reference the time lag in correcting the records for title changes is a major complaint. Miller replied that this process requires probably a month, possibly two months. Bob Malinowsky added that, from use of year-end monies, the library received 13 boxes of serials on microfilm this week.

Roger Anderson commented on the Coutts order plan. From May-August, 1976, a monthly average of 455 books were received on the Blackwell plan. From May-August 1977, a monthly average of 431 books were received from Coutts and Yankee Book Peddler. He noted that the statistics show Coutts and Yankee Book Peddler to be roughly equating with Blackwell, despite the fact that Coutts probably hasn't yet reached its peak. Coutts and Yankee Book Peddler are being supplemented by direct approval plans with Cambridge and Oxford University Presses. The number of books received by the latter will serve to supplement the Coutts and Yankee B.P. statistics. Coutts is also being supplemented by form selections (as was the Blackwell Plan). He noted that there is better control with Coutts, and weekly phone communication with them. At present, non-rush requests falling within the scope of the approval plan are held for a minimum of three months to see if they appear on Coutts before ordering. The subject profiles in religion and in language and literature have been revised for clarification, although the scope remains the same. Certain minor adjustments have also been necessary in the publisher list.

Coutts has now supplied a list of 80 art museums whose publications can be supplied on the approval plan. The printout of serials standing orders has been supplied to Coutts, and they will integrate the file of monographic standing orders into their files. After this has been accomplished, they will be supplying numbered monographic series not on existing standing orders via the approval plan. This system is expected to go into operation by the end of September, and Coutts expects a 90% accuracy rate after full implementation.

Marilyn Clark reported that the Collection Development Committee now has 24 bibliographers. Each attends the meetings, for which CDC uses an agenda committee. CDC also uses subcommittees to deal with certain problems and proposals. The committee has been considering communications mechanisms such as routines for distribution of proof slips to monitor approval orders, etc. A subcommittee has also been appointed to work out a schedule for developing a collection development policy. Individuals will be asked to write descriptions for their subject areas, and these will be combined. Also, a form is to be developed and made available for individual library users to recommend library purchases. Circulation system planning is of particular interest to CDC in identifying use patterns of library materials. CDC meetings are held every other Tuesday from 10:30 a.m. -12 noon. Eileen McGrath requested that Bibliographers who take materials from the East Sub-basement leave a record of materials taken, or somehow notify Circulation. Clark added that there will be an article in The Oread giving the names of the bibliographers, their subjects, and plans. A package with this information will also be sent to departmental book chairmen, including an explanation of PR forms, the system of materials receipt, book funds, etc. Jim Ranz commented on the benefits of improved collection development activities which can be afforded by the new numbers of bibliographers working closely with the teaching faculty.

Mary Green announced that the final version of the library-oriented classification proposal was received by the library the week of August 29. Since this version is identical to that issued to the library staff on August 5, it was returned to Central Personnel with a letter indicating its acceptability. Green added that her own letter had, however, commented on the concern that public service library positions be given full consideration under the new proposal, which has been felt by many public service staff to lend itself more readily to technical service work.

Jim Smith commented briefly on the recent Classified Conference meeting at which Bill Kipp and Debbie High of the State's PMSR study group had been available to answer questions regarding State Civil Service. Smith felt that their observations had been of considerable interest to the staff.

The meeting was adjourned at noon.

--Mary Green, Secretary

FYI

University of Kansas Libraries

NUMBER 416

September 22, 1977

LFA

There will be a meeting of the Library Faculty Assembly on Tuesday, October 4 at 9 a.m. in B-28. Any member who wishes to have an item placed on the agenda of this meeting should contact a member of the LFA Executive Committee by Tuesday, September 27.

CDC

A meeting of the Collection Development Committee will be held on September 27, 10:30-12:00 in B-28. The agenda is as follows:

- Review of Proof Slip Distribution
- Report of the Subcommittee Planning the Schedule for Writing of Collection Policy

On Vacation

H. Robert Malinowsky will be on vacation from September 24-October 2.

Classified Conference Minutes

A revision has been made to the Classified Conference minutes of 9/7/77.

The second to the last paragraph should read as follows:

Mary Green said that the final draft of the Library Assistant Reclassification has been sent from Topeka. Hopefully, it will receive priority treatment since it has taken so long.

PERSONNEL

Martin Mitchell resigns as Security Officer I, in Security & Delivery, effective 10/17/77. Jeanne Richardson has been appointed Science Librarian as of 9/18/77. The resulting job opening of Assistant Science Librarian will be announced in next week's FYI.

OPENING

Staff members interested in applying for promotion or transfer to the Security Officer I (50%) position in Security & Delivery should make application with Nancy Shawbaker by Tuesday, September 30.

An Equal Opportunity/Affirmative Action Employer
Qualified Men and Women of all Races are Encouraged to Apply.

SLAVIC DEPT. INFO

Effective October 3, all matters relating to the Slavic Department's cataloging should be referred to Mr. Sewell.

Anna Liang was married and her new name is Anna Miu.

KULSA News

There will be a KULSA meeting on Tuesday, September 27 at 2:45 p.m. in Spencer auditorium. Attendance is very important because we will be electing the officers for 1977-78. Dean Ranz will give his State of the Library message and longevity awards will also be announced.

Those who haven't paid their dues will need to pay at the door before they can vote. Dues are \$1.00 for classified members and \$1.50 for librarians and library assistants.

Anyone interested in running for a KULSA office should contact Robin Hembree, Kelly Johnson, or Joe Richardson as soon as possible.

--Robin Hembree

The following employees are to be recognized for years of service awards. Please contact Nancy Shawbaker if any employees' name is missing from this list that should receive a service award this year. Thank you.

Five year: Eugene D. Carvalho; William W. Deacon; Clinton N. Howard; Joan Soutar; Sally Atkinson; R. Katherine Clodfelter; M. Elizabeth Coover; and Jeannette Jones.

Ten Year: Marion Howey; C. Ruth Miller; and Kent E. Miller.

Fifteen Year: George C. Jerkovich.

Twenty Year: Alexandra Mason and Eleanor Symons.

Twenty-five Year: Everett Jones.

ORIENTATION REMINDER

Next week the long-awaited staff orientation series begins. The four sessions will cover:

Administration and Personnel--Monday, Sept. 26, 1:30-3:30, Walnut Rm., Union.
Acquisition of Materials--Wednesday, Sept. 28, 1:30-3:30, Walnut Rm., Union.
Processing of Materials--Monday, Oct. 3, 1:30-3:30, 202 Watson, Cataloging
Public Services--Wednesday, Oct. 5, 1:30-3:30, Walnut Room, Union.

All employees and student assistants are welcome. Please sign up with your department head.

Reporting of LONG DISTANCE Phone Calls

IT IS THE RESPONSIBILITY OF EACH DEPARTMENT HEAD to make sure that all long distance telephone calls are reported to the Dean's Office. Please remind your staff members that a goldenrod "telephone use" card must be completed after each long distance of KANS-A-N call. The Dean's Office is required to submit a report, monthly, to the University's Business Office explaining the nature of each call, long distance of KANS-A-N. We are unable to use State funds to pay for unauthorized calls; therefore, any billing for unidentified long distance calls will be the responsibility of the Department Head. Your cooperation is appreciated.

MINUTES OF THE DEAN OF LIBRARIES' COLLECTION DEVELOPMENT COMMITTEE

Tuesday, September 13

Present were: Anderson, Armstrong, Brow, Carvalho, Clark, Deacon, Gates, Gilbar, G. Griffin, Howard, Howey, Jerkovich, Johnson, M. Kehde, Lee, Malinowsky, Mason, K. Miller, Morrison, Neeley, Parker, Richardson (both), Sheldon, Symons.
Guest: M. Griffin.

Marilyn opened the meeting with the announcement that the purchase recommendation forms for use by the general public had arrived (500 were ordered). These forms will be used for a six-month trial period or until the Library exhausts its supply. Several members of the Committee requested that the instructions for the use of these forms be clear and consistent throughout the Library.

M. Kehde will be the primary bibliographer for architecture, and J. Lee and L. Parker will assume primary responsibility for the area of urban planning.

Kent announced that new serials orders for the September cycle are now due. He also reported on his work with the Social Sciences and Humanities subcommittees. Both of these committees probably need to designate a chairperson. In response to a suggestion from Eleanor that Kent himself fill that position, Kent expressed some reluctance to do so because the subcommittees' concerns were so much broader than serials. He will probably act as an ad hoc chairman whenever serials are concerned. Soon Kent will write the Committee a letter with more details.

Roger announced that the bibliographer-box system for dealers' and second-hand catalogs has been set up on the shelves next to the order file in Acquisitions. Each bibliographer has a box (with the exception of those few who will continue to receive these materials by mail from Acquisitions), and there is a "general" box for interdisciplinary catalogs. All bibliographers, except for those in the Area Studies, are included on a list with each general catalog. There are current catalogs now waiting in the boxes. Eleanor suggested that it would minimize confusion for the faculty members who receive these catalogs from the bibliographers if the antiquarian material were separated from the new material. Roger is also working on a new notification-box system for the bibliographers.

Coutts form-selection slips are going out. Attached to these minutes is a list of the symbols Coutts uses on those slips.

Marianne Griffin then spoke about the new Interlibrary Loan agreement with K-State. In general, the ILL librarians of both schools have agreed to be as generous as possible with one another, even to lending non-loanable materials, like recent journals. Since both schools have services to Xerox individual articles, the loan of recent journals is not frequent, usually happening in the case of very long articles or with foreign language materials. When these journals are loaned to K-State, they are marked "library use only." The courier goes to K-State on Mondays and Thursdays, and a special carrier makes the trip Tuesdays and Fridays. Any materials needed from K-State can usually be obtained within a week.

Marianne also discussed briefly the Kansas City symposium on the new copyright legislation. She recommended that all members of the Committee read the ALA Washington Newsletter for November 15, 1976, especially the "fair use criteria"

on pages 107-108. The Linda Hall Library is already complying with the new regulations. This is a very complex issue and will be discussed further by several other committees.

A few quick matters were discussed:

- * the subcommittee on the PR made up of Jeanne Richardson, Symons and Anderson will meet when it is convenient for all three;
- * Marilyn and Roger will work out an instruction sheet on fund designation for the bibliographers;
- * a list of bibliographers names and initials will be posted prominently in Acquisitions;
- * a subcommittee to schedule the writing of a collection development was named -- Kehde, Mason and Sheldon;
- * a subcommittee to help Jim Neeley work out a new Circulation system and to decide which statistics should (could) be gathered -- Neeley, Jeanne Richardson and G. Griffin.

There was a rather heated discussion of the disposition of materials for Special Collections and the Kansas Collection. Marilyn presented a proposal she had worked out after conversations with Sandy and George (see the attached page). Sandy suggested two non-controversial changes, and everyone agreed. She also added the thought that neither Special Collections nor Kansas Collection should be required to purchase from its funds the second copy of a book already in those collections which later becomes necessary for the circulating collections.

Eleanor suggested that when two copies of a book are desired, both should be purchased from the Current English fund, rather than one copy from Current English and the other from the requesting department's fund, as is the usual case now. Eleanor felt that it is a mistake to think of Watson and Spencer in an "us-them" context, since both are part of the same system. Martha remarked that while an antagonistic view of the two groups was certainly an error, there are significant differences in the availability of materials in Watson and Spencer. Martha also pointed out that when the Library budget was drawn up last Spring, Special Collections and the Kansas Collection were given increases specifically to cover the purchase of duplicate materials.

After some debate the Committee agreed to accept Marilyn's proposal as a general guideline, though bibliographers will need to consult one another on this issue. Ted Sheldon pointed out that this was really only an interim document which would become unnecessary when the collection development policy was written.

The next CDC meeting will be Tuesday, September 27, at 10:30 am, in B-28.

Disposition of materials for Special Collections and Kansas Collections
and use of funds for those collections

1. Current English or general funds may be used for recent books for the Kansas Collection or Special Collections when the subject is in the primary collecting areas of those branches and a copy is not ~~wanted~~ needed in the circulating collections in Watson Library or other branches.
2. If a copy of such a current book is needed in the circulating collections, Kansas Collection or Special Collections funds will be used for the duplicate copy for those collections.
3. The Collection Development Policy will define primary collecting areas of Special Collections and Kansas Collections. This policy will also define when basic or general materials in the subjects of primary collection areas of Special Collections and Kansas Collections will be also placed in the circulating collections.
4. In the viewing area of the Acquisitions Department books published since 1950 which are flagged for Kansas Collection or Special Collections will be removed from the trucks ~~just before they are sorted in the Cataloging Department.~~ These books will be placed on shelves in Acquisitions Department for one week for review by bibliographers. ~~when they are flagged by the bibliographer.~~
5. Any bibliographer who feels that a copy of one of these books is needed for the circulating collection will discuss the location of this book with either Sandy Mason or George Griffin. Disagreements will be referred to the Head of the Collection Development Committee.

13 September 1977, mc

KEY TO COURTS APPROVAL FORMS

CLASSIFICATION

QA- WE USE FULL LC ALPHA - CODE

COUNTRY OF ORIGIN

- A - AMERICAN
- B - BRITISH
- C - CANADIAN
- D - ALL OTHER (FOREIGN)

LEVEL OF COMPREHENSION

- 1. HIGH SCHOOL/TECHNICAL INSTITUTE
- 2. JUNIOR COLLEGE
- 3. UNDERGRADUATE UNIVERSITY
- 4. GRADUATE LEVEL
- 5. GENERAL LEVEL

NEW OR REPRINT PUBLICATIONS

- N - NEW
- R - REPRINT
- T - TRANSLATION

ISBN NUMBER

DODGE, CLAYTON W
 NUMBERS & MATHEMATICS. 2D. ED. XVI, 557P
 1ST YEAR TEXT. BOSTON, PRINDLE, WEBER &
 SCHMIDT, 1975.

QA A3N G74

U-27/50-100-5

(F) 074-31133

LC CLASSIFICATION

00192	SCIENCE REFERENCE LIBRARY		
15 MAR/76	ORDER NO. / FUND	ORDER DATE	DATE RECEIVED
12.95			
12.95			
0000000000			

4C
 SFS
 COURTS LIBRARY
 SERVICES
 NIAGARA FALLS

ORIGINAL INVOICE

COURTS CATEGORY CODES

- G - 1 UNIVERSITY PRESSES - Non Science
- G - 2 UNIVERSITY PRESSES - Science
- G - 3 SOCIAL SCIENCE & HUMANITIES
- G - 4 PHYSICAL SCIENCES
- G - 5 BIOLOGICAL SCIENCES
- G - 6 MEDICAL SCIENCES
- G - 7 REPRINTS
- G - 8 RESEARCH ORIENTED AGENCIES
- G - 9 GOVERNMENT PUBLICATIONS

FYI

University of Kansas Libraries

NUMBER 417

September 29, 1977

Administrative Conference Meeting Scheduled

The Administrative Conference will meet Thursday, October 6, at 10:30 a.m. in B-28 Watson. Budget preparation will again be the main topic of the meeting.

Agenda for LFA

The agenda for the Library Faculty Assembly, October 4, B-28, 9:00 a.m. includes the following:

- 1) Introduction of new librarians
- 2) Evaluation Review Committee
- 3) Travel guidelines (see attached)
- 4) Announcement of new appointments to LFA Committee
- 5) Ad hoc Salary Committee
- 6) Report from Dean Ranz
- 7) Announcements

Personnel

Mary Lou Rockers resigns as Account Clerk I in the Dean's Office as of 9/28/77.

Joy Fry will transfer to the Clerk III position in Cataloging effective 10/18/77.

Promotions include: Mary Small, Clerk III in Cataloging, effective 10/18/77;

Rebecca Schulte, Library Assistant in Serials Cataloging, effective 10/18/77;

Michael Borch, Security Officer I (50%) in Security and Delivery, effective

10/18/77; Rahn Carlson, Security Officer I (50%) in Security and Delivery,

effective 10/1/77; and Gavin Clabaugh, Clerk III in Security and Delivery

effective 10/3/77.

Openings

Staff members interested in applying for promotion or transfer to the following positions should make application with Nancy Shawbaker by Tuesday, October 4.

Account Clerk I, Dean's Office

Secretary I, Catalog Department

Data Entry Equipment Operator I, Catalog Dept.

*Clerk III, Serials

**Secretary II, Dean's Office

*Approved for reallocation to Clerk III

**Proposed for reallocation to Secretary II

An Equal Opportunity/Affirmative Action Employer

Qualified women and men of all races are encouraged to apply.

Unclassified Openings:

ASSISTANT SCIENCE LIBRARIAN. Available immediately. 12-month, tenurable appointment. Responsible for Science Library collection development

in chemical and physical sciences and for management of ERDA, NBS, and NASA documents collection. Includes general science reference duties, on-line literature searching in the DIALOG, ORBIT and NLM systems, card catalog maintenance, interlibrary loan verification, and development of library orientation programs in the sciences. Also assumes other responsibilities arising from daily operations of a branch library.

Required Qualifications: MLS from an ALA-accredited library school, and an undergraduate degree in an area of the sciences. Preferred Qualifications: Experience with on-line literature searching in the DIALOG, ORBIT or NLM systems, graduate study in the sciences, and a working knowledge of German and Russian. Salary: \$10,500 up, depending on education and experience. Application Deadline: October 14, 1977. Submit resume, transcripts, references to Mary Green, Watson Library.

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

Search Committee

Search committee for the Assistant Science Librarian opening will consist of Frances Fischer, Bill Deacon, Kent Miller, Dave Passmore, and Mary Green, with Jeanne Richardson as committee chairperson.

Open Meeting Scheduled on Promotion and Tenure

The University Committee on Promotions and Tenure has scheduled an open meeting for departmental and school promotion and tenure committee members, chairpersons, deans and all interested faculty. The meeting will be held in the Big Eight Room of the Student Union on Thursday, October 6, at 7:30 p.m.

Copying Machines Moved

Due to the removal of the 7000 Xerox machine on Friday, 30 September, copying services will be temporarily underequipped. We ask that library staff help us work through the situation. We anticipate the arrival of the new IBM III about October 10. Thanks.

UKASE Deadline

All transactions (corrections) due in the Serials in the Serials Department by 5:00 p.m. on Wednesday, October 5, 1977.

KULSA News

Congratulations to the newly elected officers for 1977-78:
Maxine Younes, President
Michaelyn Burnette, Vice-President
Troy Lofflin-Treasurer
Craig Sandusky-Secretary

Cardboard Boxes Available

Photocopy has many empty cardboard boxes available for any staff member who might want them. They measure 14x14x9 and are sturdy.

Minutes of the Administrative Conference, September 22, 1977

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Roger Anderson, Lewis Armstrong, Marilyn Clark, Ellen Brow, Earl Gates, John Glinka, Mary Green, Marianne Griffin, Barbara Gaeddert, George Griffin, Eileen McGrath, Sandy Mason, Bob Malinowsky, Kent Miller, John Nugent, Dave Passmore, Linda Parker, Jeanne Richardson, Jim Smith, and Maxine Younes, and Maria Alexander.

Jim Ranz asked if there were any announcements. Mary Green announced that thirteen members of the University Women's Club have volunteered to assist in the libraries this year. Two of these, Nancy Dykes and Helen Pritchard, will be returning to the Art Library and Serials Department respectively, but the other volunteers are as yet unassigned. It is estimated that each may wish to work approximately a half day per week. Any departments that might be able to use the services of these volunteers should notify Green as soon as possible, giving the preferred schedule and briefly the nature of the work.

Green also announced that Jeanne Richardson has been appointed Science Librarian, effective 9/18/77, to be announced in today's FYI. Recruitment for Assistant Science Librarian will commence shortly.

Jim Ranz noted that the Libraries' budget request for 1978/79 is due in Academic Affairs December 1, and suggested that determination of needs and ways to most effectively present those needs be considered well in advance. He distributed comparative statistics showing KU and peer Big Eight and Big Ten libraries. He added that some of the figures are projections based on existing figures. The salary and staff size information is accurate, but the holdings and book expenditures, for instance, are soft. The coming year will be the third of what has been a 3-year budgetary plan for the Libraries: 1st year--improvement in technical processing; 2nd year--assistance in public services; and 3rd year--reassessment. Another consideration is that the Regents are embarking on a new funding system. Previously, enrollment has been the primary basis. Now, academic departments will be funded on credit hours, overlaid by the special demands of the discipline itself. All non-credit units such as the Libraries will be funded on the basis of formulae. Therefore, the library funding will be determined on the basis of 1) peer libraries, and 2) the formula designated, probably the Washington State formula.

There was discussion of the comparative statistics, and considerable discussion of librarians' salaries at KU, their comparison with teaching salaries, and the possible causes for their being lower than the 9-month teaching salaries. Mary Green will be working with a salary committee to explore some of these areas in preparing a budget request. The meeting adjourned at 12:05 p.m.

Mary Green, Secretary

PROPOSED REVISIONS IN TRAVEL GUIDELINES

On November 13, 1975, the LFA approved an amended set of Travel Guidelines -- the rules by which the Professional Development Committee distributes each year's professional travel money. At the October 4, 1977 LFA meeting, further revisions are proposed. Below are the Guidelines, with proposed changes underlined. Please read over these and be prepared to vote on them. No changes are proposed for the section on Official Travel, which follows the Professional Travel section in the original report.

I. Professional travel.

A. Description

Professional travel is meant to support the development of the librarian as a participant in the professional life of librarianship. It is meant to further one's education, not to train one for the job. It is expected that, for the most part, these funds will be used to support travel to the meetings of professional organizations.

1. In-state travel can be reimbursed only if one is to take a significant part in a major meeting of one's state association. It is expected that such occasions will be rare. Otherwise, one is expected to attend a meeting of one's own state association at one's own expense. Application for reimbursement of in-state travel expenses should be made to the Associate Director.
2. Out-of-state travel -- apply to the Chairperson, Library Faculty Assembly. Application forms are available in the Dean's Office.

B. Guidelines.

1. All members of the staff working half-time or more shall be eligible for awards for professional travel.
2. Partially reimbursable expenses shall include subsistence and transportation costs, including commuter flight or limousine service to and from Lawrence and K.C.I. Registration fees shall be reimbursable on the basis of fees required of members of the association which is meeting (c.f. Reimbursement schedule in I.B.4.)
3. Reimbursement shall be granted, when funds are available, according to the schedule below. When two or more applications are to be considered, applications in groups a shall be considered before applications in groups b. Applications in group c shall be considered if funds are still available. The actual percentage of expenses reimbursed may be lower than that in the schedule to allow two or more persons whose applications appear equal to receive awards when the fund balance is not sufficiently large to permit the full percentage to be paid to each.
4. Reimbursement schedule: See University guidelines, "Reimbursement of Travel Expenditures" from Business Procedures Handbook, most recent edition.
 - a. major participation/involvement, e.g. president or other major officer, or person delivering a paper or chairing a meeting or panel - 80 per cent;
 - b. minor participation/involvement, e.g. minor officer, or participant in a discussion panel, respondent to paper, etc. - 60 per cent;
 - c. attendance - 40 per cent.

5. Further criteria: the schedule above is to serve as the principal guide in making awards from the fund, but in those instances where the above criteria do not distinguish the cases sufficiently well, the following may be applied:
 - a. travel by that librarian whose use of professional travel funds is least recent among equivalent applicants is to be preferred;
 - b. travel by a member of a professional organization to attend its meetings is to be preferred to such travel by non-members.
6. Since funds are readily exhausted, applicants should apply as early as possible, not less than 30 days in advance of the proposed travel date.

These changes were proposed by the 1976-77 LFA Committee on Professional Development and Recruitment (Passmore, McDonough, Gilbar, Scanlon).

FYI

University of Kansas Libraries

NUMBER 418

October 6, 1977

PERSONNEL

Carolyn Chinn is a new Clerk Typist II in the Special Collections Department as of October 3. Troy Lofflin has been promoted to the Account Clerk I position in the Dean's Office as of 10/18/77. Patricia Mimeau has been promoted to the Library Assistant position in the Marvin Library effective 10/1/77.

Openings

Staff members interested in applying for promotion or transfer to the Clerk II position in Copying Services should make application with Nancy Shawbaker by Tuesday, October 11.

The Clerk Typist II position vacated by Patricia Mimeau was advertised in a special circular on Monday, October 3.

STUDENT TIME CARDS

All student time cards are due in the Dean's Office at 9:00 a.m. on October 14.

UKASE Deadline

All check-in strips are due in the Serials Department by noon, Thursday, October 13, 1977.

UNITED FUND

Library Staff members interested in contributing to the 1977 Lawrence United Fund Campaign may send their donations to Nancy Shawbaker in the Dean's Office by November 11, 1977.

Worker's Compensation Form 88-A

The Worker's Compensation Act of the State of Kansas requires that a notice of Handicapped Employee Form 88-A be filled out by every university employee (faculty, unclassified, classified and student assistants). All employees should have received a copy of this form in the mail along with a memo dated September 6, 1977 from the Faculty & Staff Benefits Office. Copies of this information are available in the Dean's Office. Library staff should submit their completed notice of Handicapped Employee Form 88-A to Martha Tiday in the Dean's Office as soon as possible.

Collection Development Committee meeting

There will be a CDC meeting on Tuesday, Oct. 11, from 10:30-noon, in B-28.

Agenda: Duplicates: Review of process and change in form
Notification of purchase of material ordered from proof slips
Definition of collection levels for collection policy
Serials new title funds

LFA Deadlines

All ballots for the vote on establishing an evaluation review committee for librarians should be returned to the LFA Secretary, Eileen McGrath, by Wednesday, October 12.

All requests for LFA financial support for professional travel should be referred to Rosemary McDonough, the chairperson of the Professional Development Committee at least 30 days in advance of the proposed departure date.

Supervisor Training Workshops Scheduled

Gordon Fitch of the School of Business will be conducting three workshops for library employees who supervise others. The workshops will concentrate on leadership styles and problems in training, with group discussion of library-related case studies. Each library supervisor is encouraged to attend one of these three workshops, to be held from 9-11:00 a.m. in the Meadowlark Room of the Union on Friday, October 7, October 14, and October 28. A sign-up sheet is available in the Watson staff room, and branch libraries are being contacted directly for participation. Contact Mary Green if you have questions.

Tours for Library Staff:

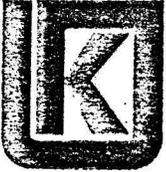
Tours of Watson Library have been scheduled for any interested library staff, new or otherwise. The tours will be conducted on Tuesday and Wednesday, October 11 and 12, starting at 1:30 p.m. Participants should meet with Marilyn Clark in the West Alcove of 2nd floor Watson's reference area at that time. Sign-up forms for these tours are available both in the Watson staff room and in the Library Office. Tours of the branch libraries will be announced soon.

Volunteers Solicited by Affirmative Action Office

Attached is a memo from the Office of Affirmative Action requesting assistance for implementation of the newly-approved grievance procedure. As indicated in the memo, those interested in providing assistance should contact that office at 864-3686. For a copy of the grievance procedure, see Mary Green in the Library Office.

New Form for Evaluation of Librarians

Those who supervise other librarians are invited to attend a meeting in B-28 Watson at 1:30 p.m. Wednesday, October 12, to review the revised evaluation form which will be issued soon. Any other librarians who are interested in discussing this new form for the evaluation of librarians are encouraged to attend. For information, contact Mary Green.



THE UNIVERSITY OF KANSAS / LAWRENCE, KANSAS 66045

Office of Affirmative Action
235 Strong Hall
913 864-3686

An Equal Opportunity/Affirmative Action Employer

September 26, 1977

TO: Black Faculty & Staff Council
Deans, Directors, and Chairpersons
Affirmative Action Board
Senate Human Relations Committee
MECHA
BALSA
Presidents of SenEx, FacEx, and StudEx
Chairpersons of Vice Chancellors Affirmative Action Committees

FROM: Jo Bryant and Joyce Dewer, Mediators, Office of Affirmative Action

RE: Affirmative Action Grievance Procedure, Representatives

On August 1, 1977, a new Affirmative Action Grievance Procedure was approved by the Chancellor. We are pleased with the procedure and feel confident that it will provide steps to address and resolve complaints of alleged discrimination in a prompt and equitable manner. We appreciate the time and feedback from the many interested persons who helped develop and refine the grievance procedure.

We ask your assistance in developing a pool of volunteer representatives to advise the complainant or respondent in the event the complaint reaches the Formal Hearing Stage. The role of the representative is described in Section IV, E, 1 as follows:

Parties may choose a representative or may represent themselves at the hearing. The representatives may be chosen from a pool of persons who have volunteered at the beginning of the academic year to represent either party in any affirmative action grievance proceeding. A list of volunteers will be compiled by the Office of Affirmative Action at the beginning of each academic year.

Your assistance in helping us locate students, classified employees, administrators and faculty members interested in serving in this capacity is appreciated. Please share this request for assistance and encourage any persons who might be interested in providing this service to contact us at the Office of Affirmative Action, 864-3686.

JB/JD:wdt

THE KULSA PAGE

Second Annual International Buffet

Announcing the Second Annual International Buffet, sponsored by KULSA. The KULSA Buffet Committee is bringing back, by popular request, the Great Buffet. Please bring your favorite international dish and your table service to the Staff Room, 12 noon on Wednesday, October 19. See you there!

KULSA Officers Grateful

The incoming officers wish to express their thanks for the fine leadership of the previous office-holders.

Please! Give us another Friday!



KULSA announces a TGIF party at the club house. (by the pool) at Quail Creek, which is just north of Kasold's intersection with 23rd street. The party will take place on Oct. 14th, after 5:00, until 7:30 p.m. BYOB. Hors-d'oeuvres, munchies, hot spiced tea and a fire by which to roast one's chestnuts will be provided. All staff, new staff, Falstaff, spouses and friends invited.

Committee on Professional Development and Recruitment--
Charge for 1977-78

The Committee on Professional Development and Recruitment shall be concerned with the improvement of library faculty service to the University. This committee shall collect and make available to all librarians information on new developments in relevant areas of librarianship and library service, on institutes and on opportunities for research and publication.

The Committee on Professional Development and Recruitment shall also serve as a resource unit in the development of recruitment policies and procedures for unclassified appointments. The committee shall advise the Dean of Libraries and the Library Faculty Assembly on general qualifications required of new members of the library faculty, on recruiting, interviewing and orientation practices, and on other related matters.

Staff Handbook 2.2.4

The Committee on Professional Development and Recruitment shall, in addition:

1. Reconsider the reimbursement proposal for advanced degrees acted upon by the LFA on June 10, 1976.
2. Consider a policy statement delineating the relationship between education and various types of experience as they affect salary offers.
3. Develop a comparative study on length of time in grade for professors and librarians.
4. Sponsor a colloquium in conjunction with an academic department.
5. Develop a survey on committee service within the Libraries.
6. Report regularly to the LFA Executive Committee on its activities and on areas seen as potential problems.
7. Recommend to the personnel officer revisions of the Staff Handbook needed in its area of responsibility.

The members of the Committee on Professional Development and Recruitment for 1977-78 are:

Rosemary McDonough [continuing]

Pat Scanlan [continuing]

Judy Lee [new member]

[new member]

Committee on Budget and Planning -- Charge for 1977-78

The Committee on Budget and Planning, in consultation with the Administrative Council, shall formulate recommendations on general priorities in budget distribution within the Library and on long-range planning for the Library.

Staff Handbook 2.2.5

The Committee on Budget and Planning shall, in addition:

1. Observe and advise freely in all budgetary and planning matters.
2. Act as LFA representatives on the Libraries' Staff Committee on Facilities Planning.
3. Act as a resource body for the Libraries' administration, providing information and ideas on matters of budget and planning.
4. Conduct investigations necessary to its assigned functions.
5. Report regularly to the LFA Executive Committee on its activities and on areas seen as potential problems.

The members of the Committee on Budget and Planning for 1977-78 are:

Barbara Gaeddert [continuing]
Jeanne Richardson [continuing]
Cliff Haka [new member]
Jim Neeley [new member]
Ruth Miller [new member]

FYI

University of Kansas Libraries

NUMBER 419

October 13, 1977

PERSONNEL

Sylvia Suarez is Clerk Typist II in the Art Library as of 10/18/77. R. Katherine Clodfelter transfers in grade to Data Entry Equipment Operator I in Cataloging effective 10/18/77. M. Carol Nugent is Clerk Typist II in Acquisitions as of 10/18/77.

OPENINGS

Staff members interested in applying for promotion or transfer to the Data Entry Equipment Operator I position in Circulation should make application with Nancy Shawbaker by Tuesday, October 18.

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

Student Time Cards

Student time cards are due in the Dean's Office at 9:00 a. m. on October 14.

Change of Time for special meeting of LFA

Vice Chancellor Ronald Calgaard, and his associates Dr. Hutchison and Dr. Christoffersen will meet with the Library Faculty Assembly on October 21 from 9-11 a. m. (not 10-12 as announced earlier), in B-28 Watson Library. This will be an open discussion meeting for the faculty and other interested staff members.

Proposal to Establish a Peer Review Committee

The Promotion and Tenure Committee's proposal to establish an evaluation review committee of peers has failed by a vote of 32 in favor, 13 opposed. Establishment of this committee as a standing committee of the Library Faculty Assembly would have required a 2/3 vote of the membership of the body (or 36 votes in favor). Deadline for return of ballots was 5 p. m. October 12.

New Hours in Fines Office

Beginning Monday, 17 October, the new hours in the Fines Office will be as follows: Open 8-12, Closed 12-1 for lunch hour, then open 1-5.

ADMINISTRATIVE CONFERENCE to Meet

The Administrative Conference will meet at 10:30 a. m. in B-28 on Thursday, October 20. No agenda items have been scheduled at this time.

Annual Evaluation of Librarians

Forms and instructions for the annual evaluation of librarians are being issued today. The factual portion of the form should be completed and passed to the supervisor no later than October 25. The supervisor's evaluation should be completed no later than November 15. Evaluations prepared by department heads are to be reviewed by the appropriate assistant or associate dean and by the dean. Evaluations prepared by the assistant or associate deans will be reviewed by the dean. Each evaluation process is to be concluded by a conference between the librarian evaluated and the supervisor. A new form, adopted by the Library Faculty Assembly on June 2, will be used this year for evaluation purposes. New librarians are not evaluated until six months of service have elapsed. Any questions regarding the form or the procedures should be addressed to Mary Green.

Schedule for Promotion and Tenure Recommendations

Departmental recommendations for promotion and tenure are due in the Office of Academic Affairs on February 6. In order to meet this deadline, such recommendations must be submitted to Mary Green no later than January 2 for review by the Libraries' Committee on Promotion and Tenure. Self-nominations for promotion should be submitted to Academic Affairs no later than January 2, and will then be returned to the Library for regular review. During the last two weeks of November, there will be meetings with supervisors to ascertain those librarians who will be nominated for promotion in rank. Each librarian eligible for promotion will be notified of this decision no later than December 1. Forms for promotion and tenure recommendation are available from Mary Green in the Library Office.

Minutes of the Administrative Conference, October 6, 1977

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were Roger Anderson, Lewis Armstrong, Marilyn Clark, Barbara Gaeddert, John Glinka, Mary Green, Marianne Griffin, Clint Howard, Martha Kehde, Eileen McGrath, Sandy Mason, Kent Miller, John Nugent, Linda Parker, Dave Passmore, Jeanne Richardson, Jim Smith, and Maxine Younes.

Ranz asked for continued discussion of the Libraries' budget requests. Parker asked if a new cycle of planning is anticipated now that the 3-year plan is in the third year. Marianne Griffin stressed the need for additional staff, citing increased services as evidenced in data base searching. Howard commented on Senate Library Committee discussion of prospects for the library's budget requests. Factors influencing the need for staff were discussed, including Spencer requirements, the special language areas, space inefficiencies, and backlog inefficiencies. McGrath suggested that an in-depth comparison be made in terms of staff usage at peer institutions. Green commented on staff turnover resulting from inadequate Civil Service job classifications, adding that ^{the} cumbersome recruitment process compounds the problem by causing positions to lie vacant for weeks and sometimes months. McGrath noted that if student wages are not forthcoming, duties normally assumed by students will have to be absorbed by salaried staff. If salaried staff are insufficient, the work will not be done. Nugent added that recent increases in staff have followed years of neglect in staffing. Glinka cautioned that any major efforts in decreasing the cataloging backlog will increase staff needs elsewhere in the library. Predicted shifts of materials, such as that into Green Hall will necessitate reworking records rather than cataloging new materials, as noted by Dave Passmore.

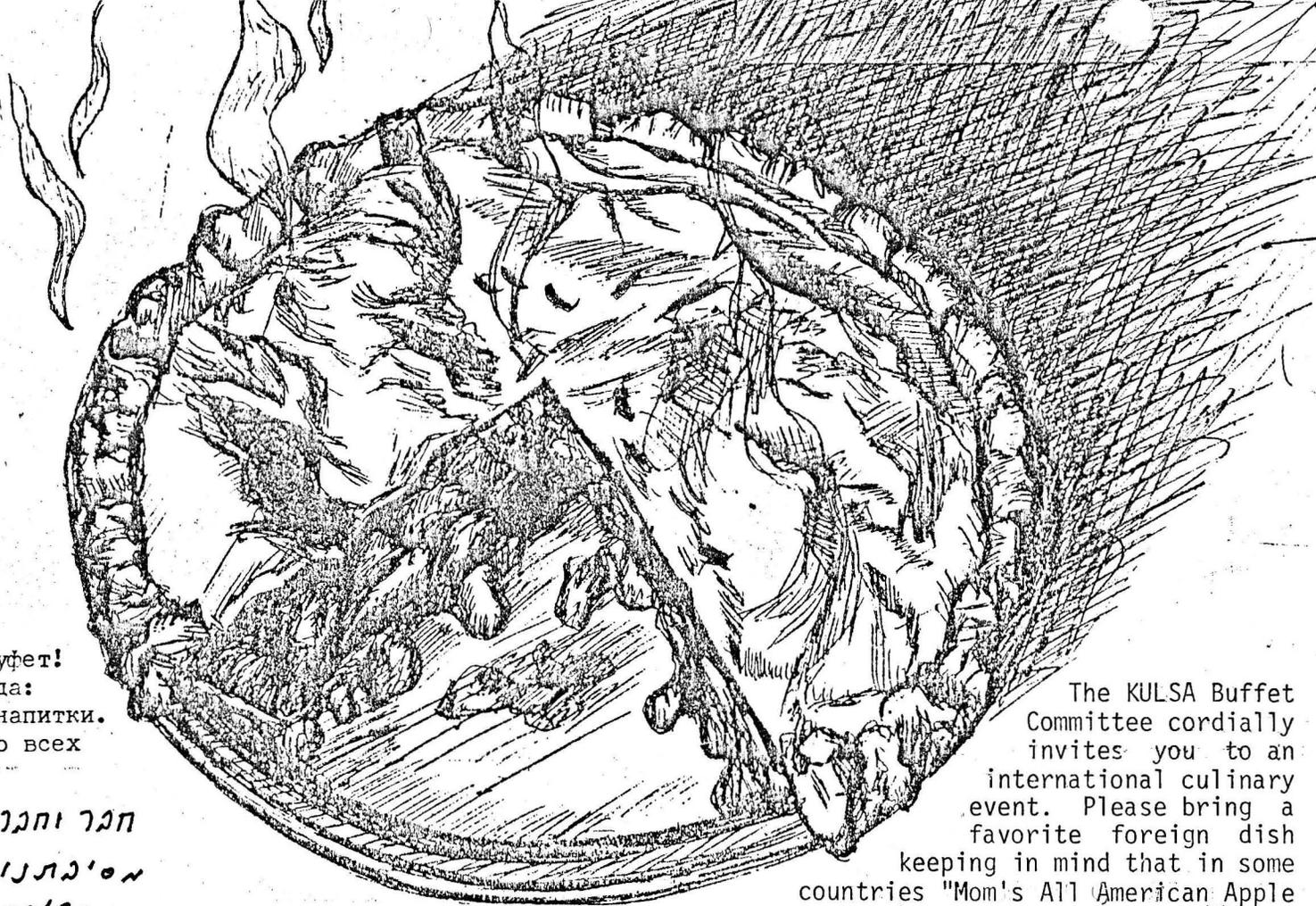
The discussion moved to budget requests for acquisition of materials. Clark noted that University expansion into area programs has worked to the detriment of the central collection in the basic disciplines. Griffin suggested that new teaching programs should be commenced only with involvement of the library in order to assure adequacy of materials in those areas. Kehde noted that past neglect places KU in a less favorable position compared with peer institutions. Anderson predicted that more of the reserve funds will have to be funneled into a broad collection development program rather than used for special purchases. Ranz stated the hope that the use of bibliographers working closely with the teaching departments will begin clarifying specific deficiencies in the various subject areas. Clark also commented that the KU library is geographically isolated in many of the programs which it supports, and Kehde added that the copyright law may affect collection needs.

Ranz added that on October 11 there will be a meeting of the student body president, the Chancellor, the chair of the Senate Libraries Committee, and the chair of the Friends of the Libraries to discuss support of the libraries' budget requests. The meeting adjourned at 11:50 a.m.

Mary Green, Secretary

Te invitamos a una fiesta magnifica de delicias internacionales. Será una ocasión gloriosa y repleta de comida excelentisima. Esperamos que puedas asistir a este banquete estupendo.

我們請大家來
參加這次的聚餐
菜單上將有世界
各國美好的名菜
歡迎各位來品嚐
這國際風味的宴會。



В среду 27 октября грандиозный буфет!
Будут сервированы всевозможные блюда:
закуски, сладкое, кофе и прохлад. напитки.
Экзотические яства рекомендуются во всех
случаях жизни!

חג המזות .. אתם מוזמנים להכין את
המסעדות ביום רביעי 27 פברואר
המסעדות פתוחים פארק'אית (8/8)

ندعوكم لبوفيه
حافل بالماكلات
العالمية في غرفة
الموظفين بالمكتبة ..

The KULSA Buffet Committee cordially invites you to an international culinary event. Please bring a favorite foreign dish keeping in mind that in some countries "Mom's All American Apple Pie" is a foreign dish. Join us on October 19 at 12:00 noon in the Watson Staff Room. Coffee and tea provided. Individuals are responsible for heating their food and making sure it is placed on the table by 12.

American APPLE PIE

UNIVERSITY OF KANSAS LIBRARIES

LIBRARY FACULTY ASSEMBLY

October 4, 1977

The meeting was called to order by chairperson Linda Parker at 9:05 a.m.

1. Introductions

The meeting began with L. Parker's introduction of the new members of the professional staff: Cliff Haka, Judy Lee, Eileen McGrath, Jim Neeley, Joe Richardson, and Ted Sheldon.

2. Travel Reimbursement Guidelines

Chairperson Parker accepted a motion to adopt the revisions of the travel guidelines proposed by the Professional Development Committee. Discussion of the revisions followed. Dave Passmore, acting for the absent Martha Kehde, proposed an amendment calling for the exclusion of commuter flights or limousine service between Lawrence and KCI from the category of reimbursable expenses. This amendment was carried 13 to 10. Gene Carvalho then asked for clarification of the term "official travel," expressing the concern that some travel might fall into a gray area between official travel and professional travel and hence might not be funded. L. Parker referred the matter to the Professional Development Committee along with Polly Trillich's statement of concern that one individual might receive a disproportionately large share of LFA funds. Following these actions the assembly voted to accept the revisions of the travel guidelines, as amended, 24 to 0.

3. Evaluation Review Committee

The assembly heard a report from Jackie Howlett on the work of the Promotions and Tenure Committee. October 14th was given as the date for the distribution of the new evaluation forms. All librarians, except the newest appointees, will be evaluated this fall using these forms. The establishment of an evaluation review committee was discussed. A mail ballot in June to authorize the establishment of such a committee failed, but the assembly agreed to conduct another round of balloting. Chairperson Parker announced that ballots on the issue would be distributed at the conclusion of the meeting.

4. Committee Appointments

Chairperson Parker announced the following committee appointments and expressed the hope that each committee would work to establish good lines of communication with the membership.

Budget and Planning Committee:	Cliff Haka	Barb Gaeddert
	Jim Neeley	Jeanne Richardson
	Ruth Miller	

Committee on Professional Development and Recruitment:	Judy Lee
	Rosemary McDonough
	Joan Soutar
	Pat Scanlan

4. Committee Appointments (cont'd)

Nominating Committee: Ellen Brow
Michaelyn Burnette
George Griffin

Mary Green reported the formation of a committee on librarians' salaries. The members of this new committee are:

Marilyn Clark
Clint Howard
Rosemary McDonough
Jim Neeley
Linda Parker

The committee will be meeting soon with Clarence Dillingham of Affirmative Action.

5. Announcements

Chairperson Parker reminded the assembly that Vice Chancellor Calgaard will be coming to meet with the assembly on Friday, October 21st at 10 a.m.. Parker reported that the Executive Committee plans to ask Mr. Calgaard to address the question of the number of vacation days for librarians. Some discussion of this topic followed.

The meeting was adjourned at 9:50 a.m.

October 10, 1977

Proposed Definition of Collecting Levels--Collection Development Policy

Level F: Exhaustive
Indicates that the library will attempt to acquire all relevant published material in most editions and translations; manuscripts and other supporting non-book materials are acquired extensively as the budget permits. This level is rarely if ever reached.

Level E: Comprehensive
A collection in which the library endeavors, so far as is reasonably possible, to include all significant works of recorded knowledge (publications, manuscripts, other forms), in all applicable languages for a closely defined and limited field. This level allows for extensive programs of retrospective purchasing and searching for lacunae.

Level D: Research
A collection which includes the major source materials required for dissertations and independent research, including materials containing research reporting, new findings, scientific experimental results and other information useful to researchers. It also includes all important reference works and a wide selection of specialized monographs, as well as a very extensive collection of journals and major indexing and abstracting services in the field. Selective programs of retrospective purchasing are appropriate.

Level C: Study
A collection which is adequate to support undergraduate and lower level graduate course work, or sustained independent study; that is, which is adequate to maintain knowledge of a subject required for limited or general purposes, of less than research intensity. It includes a wide range of basic monographs, complete collections of the works of more important writers, a selection of representative journals, and the reference tools and fundamental bibliographic apparatus pertaining to the subject. Retrospective purchasing is usually restricted to standard works.

Level B: Basic
A collection which includes standard works and selected current works which serve to introduce and define the subject, to support undergraduate instruction, and to indicate the varieties of information available elsewhere. Major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, reference works presenting a survey of the current knowledge of the subject in broad outline and files of basic journals are appropriate.

Level A: Minimal
A collection encompassing only highly selective purchases, usually materials either for reference use, general interest or for the support of very specific research needs.

DUPLICATE/RE-EVALUATE TRANSMITTAL FORM
(to be filled out by the person finding the duplication)

Please place book on appropriate bibliographer's shelf, together with any slips that show how and when it came into the Library.

Re-Evaluate for cataloging _____

Duplicate of _____
call number, _____
locations, etc. _____

number of copies on shelf list _____

Date of other editions in KU Libraries: _____

Copy has been seen YES _____ NO _____

Other comments: _____

Initials _____ Dept. _____ Date _____

Initials _____ Date _____

Book cannot be returned _____

Acquisitions Department action _____

Bibliographer's comments: _____

Bibliographer _____ date _____

Other: _____

Send to Exchange and Gifts for _____

Add as second copy _____

Route to _____

Route to Bibliographer _____

If book cannot be returned: _____

Return if possible _____

Bibliographer's recommendation: _____

(to be filled out by Bibliographer) _____

DUPLICATE-RE-EVALUATE DECISION FORM

Bibliographer's recommendation:

Return if possible

If book cannot be returned:

Route to Bibliographer

Add as second copy

Send to Exchange and Gifts for

Other:

Bibliographer

date

Bibliographer's comments:

Acquisitions Department action

Book cannot be returned

Initials Date

Initials Dept. Date

Copy has been seen YES NO

Date of other editions in KU Libraries:

number of copies on shelf list

Duplicate of call number, locations, etc.

Re-Evaluate for cataloging

DUPLICATE/RE-EVALUATE TRANSMITTAL FORM

Please place book on appropriate bibliographer's shelf, together with any slips that show how and when it came into the Library.

DUPLICATE/RE-EVALUATE TRANSMITTAL FORM
(to be filled out by the person finding the duplication)

Please place book on appropriate bibliographer's shelf, together with any slips that show how and when it came into the Library.

Re-Evaluate for cataloging _____

Duplicate of _____
call number, _____
locations, etc. _____

number of copies on shelf list _____

Date of other editions in KU Libraries: _____

Copy has been seen YES _____ NO _____

Other comments: _____

Initials _____ Dept. _____ Date _____

Initials _____ Date _____

Book cannot be returned _____

Acquisitions Department action _____

Bibliographer's comments: _____

Bibliographer _____ date _____

Other: _____

Send to Exchange and Gifts for _____

Add as second copy _____

Route to _____

Route to Bibliographer _____

If book cannot be returned: _____

Return if possible _____

Bibliographer's recommendation: _____

(to be filled out by Bibliographer) _____

DUPLICATE-RE-EVALUATE DECISION FORM

Bibliographer's recommendation:

Return if possible

If book cannot be returned:

Route to Bibliographer

Add as second copy

Send to Exchange and Gifts for

Other:

Bibliographer

date

Bibliographer's comments:

Acquisitions Department action

Book cannot be returned

Initials Date

Initials Dept. Date

Copy has been seen YES NO

Date of other editions in KU Libraries:

number of copies on shelf list

Duplicate of call number, locations, etc.

Re-Evaluate for cataloging

DUPLICATE/RE-EVALUATE TRANSMITTAL FORM

Please place book on appropriate bibliographer's shelf, together with any slips that show how and when it came into the Library.

DEAN OF THE LIBRARIES' COLLECTION DEVELOPMENT COMMITTEE

Minutes
October 11, 1977

Present were: Anderson, Armstrong, Brow, Clark, Deacon, Gates, M. Griffin, Howard, Jerkovich, Jones, Kehde, Lee, McDonough, Miller, Morrison, Neeley, Parker, Richardson (both), Scanlan, Sheldon, Soutar, Symons.

There were no changes in the previous meeting's minutes.

Marilyn announced that the Library had purchased a large collection of Japanese art reference books. As described by Martha, these 1800 volumes (1100-1200 titles) belonged to the former head of the Freer Gallery, Harold B. Stern, who died last April. The collection is slightly more than half in Japanese, the rest in English; the materials span the last eighty years with most of them published within the last ten years. Martha and Prof. S. Addiss of the Art History Department reviewed the collection and decided it would be a valuable addition to KU's collection. The price for the 1800 volumes was \$25,000.00.

An offer for this collection had to be made by 4:00 p.m., Friday, October 7. Because of the rush, Marilyn called the Agenda committee together to meet with Dean Ranz. They decided to take \$5000 from the Reserve funds this year and \$7500 for the next two years, with \$5000 coming from other sources. However, the Metropolitan Museum of Art offered \$25,000 immediately, so the Library had to reconsider its plans. The final payment scheme was:

\$15,000 from Reserve funds;
5,000 from Friends of the Library;
2,000 from the Kress grant in Art History;
2,000 from the Art History book budget;
1,000 from the East Asian book budget.

This leaves a Reserve fund balance of \$32,900. These funds are now frozen until the Library has a better idea of current Acquisitions and Serials needs.

Roger will report on the state of all funds next time.

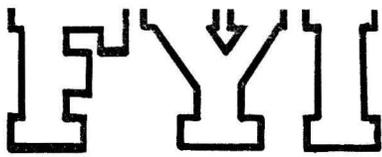
The K-State bibliographers will be here Tuesday, October 18. They are interested in our prospective large purchases. All bibliographers should give any requests to Roger before Tuesday.

Agenda items:

- 1) Eleanor Symons reviewed the handling of duplicates and presented a revised duplicate-reevaluate slip. Discussion was limited to 15 minutes.
 - a) Bibliographers should check carefully to make sure the books are duplicates.
 - b) Since the duplicate shelves are arranged in large LC-class blocks, bibliographers will need to read the shelves to find duplicates in their areas.
 - c) Since marked books cannot be returned, bibliographers should try to catch duplicates before the books reach Cataloging.
 - d) The revised form makes the path a duplicate follows clearer. Roger and Eleanor will work out the wording problem of "bibliographer's shelf", since each bibliographer does not have a separate shelf.

- e) Eleanor and Rosemary stressed the need to keep all slips that accompany the book with the book at all steps.
 - f) Rosemary asked what she should do with duplicates which came from Serials several months ago and which have not been seen by the bibliographers. She will dispose of these, and she and Kent will work out a system which will allow bibliographers to see any future standing-order duplicates.
- 2) Roger described the new Acquisitions system for notifying bibliographers of books ordered with proof-slips. Discussion was limited to 10 minutes.
 - a) There was a need within Acquisitions to have some record of proof-slip orders in the Order file. The searchers will now Xerox the proof-slips and file the Xerox copy, just as they would handle the pink FR slip. When the book order goes out, that Xerox will be returned to the requesting bibliographer, again just as with the pink slip.
 - b) There is a considerable backlog of proof-slips in Acquisitions now, but the theoretical ordering time is four to six weeks.
 - c) Marilyn stressed the need for bibliographers to consult one another about proof-slip purchases.
 - 3) Ted Sheldon presented the leveling scheme drawn up by the Collection Development Policy editors. Discussion was limited to 15 minutes.
 - a) There is no absolute correlation between academic programs and degrees and the levels of collecting because it was felt that such an equation would be too restrictive. However, doctorate work, for example, will generally require at least Research level collections.
 - b) There was some discussion of the fine line between Exhaustive and Comprehensive levels. Ellen Brow found this distinction valuable, as did others.
 - c) Ted remarked that revision was always possible and certainly likely over the years.The scheme was accepted by the Committee.
 - 4) Kent presented a proposal for reallocating new serial title funds. The reallocations were made to anticipate pressures on the Social Sciences and Humanities sub-committees, where previously inactive areas are now experiencing a heavy demand for new serials. Kent admitted that the reallocations do not cover all the areas in need of funds, since no bibliographer has enough serials money to meet his/her needs. There was some concern that needy areas, such as Social welfare and Urban Planning, received no increase. Jeanne Richardson voiced reservations about depleting the reserve in Serials to \$600. After some discussion it was decided to ask Dean Ranz to move \$2000 from the frozen Reserve funds into the Serials reserve; and contingent on that approval, the Committee accepted Kent's proposal. If Ranz should not OK the transfer of funds, "back to the drawing board."

Eggy Morrison



CDC Minutes

Minutes of the October 11 meeting of CDC are attached for your information.

Farewell Reception

A farewell reception for Marge R. Perry, who has worked in the KU Libraries since June 1, 1959, will be held Monday, October 31, from 3:00 to 4:00 in the Watson Staff Room.

Veterans Day

Friday, November 11, 1977 will be a holiday for all staff except those required to work. Classes will be dismissed but Public Services should observe regular schedules with reduced staffing. All other units should plan to close for the holiday.

University Women's Club Volunteers

The library is happily receiving the services of fourteen volunteer library workers from the University Women's Club this semester. A warm welcome and much appreciation to the following: Helen Pritchard and Lavern Myers (Serials); Jeannette Shawl (Reference); Jane Rutledge (Circulation); Becky Taylor (Cataloging); Tricia Fearon and Jean McCarthy (Special Collections); Nancy Dykes and Mabel Stucky (Art Library); Priscilla Reynolds (Interlibrary Services); Winnie Pinet (Kansas Collection); Carroll Ammar (Map Collection); Ruth Kuckler (Reserve Room); and Carolyn Blaas (Library Office).

Last Call for Training Session

The last library training session on leadership styles and training of employees, with Gordon Fitch of the Business School, will be held from 9-11 a.m. on Friday, October 28, in the Meadowlark Room of the Union. Don't miss it! (A sign-up sheet is still posted in the Watson staff room).

Long Distance and KANS-A-N Calls

Although the University Comptroller's Office no longer requires a reporting of all Long Distance and KANS-A-N calls, the Libraries must be able to identify the calls as official library business. Therefore, a reporting (on the 3x5 goldenrod colored card) of all Long Distance and KANS-A-N calls must be submitted to the Dean's Office immediately after the call is placed.

Personnel

Norman Wycoff has been promoted to the Clerk II position in Copying Services effective 10/31/77. Frances Powell is a new Clerk Typist II in the Serials Department as of October 20.

Openings

Staff members interested in applying for promotion or transfer to the Clerk I position in Copying Services should make application with Nancy Shawbaker by Tuesday, October 25.

1) The following procedures were adopted by the LFA Executive Committee on October 18th for use in all future mail ballots conducted by the LFA:

I. The ballots shall:

- A. Be numbered in such a manner as to enable removal of the number without opening the ballot.
- B. Offer the option of abstention.
- C. Include:
 1. A deadline for return of the ballot.
 2. The name and address of the person to whom the ballot should be sent.
 3. Procedural instructions for voting.

II. The LFA's elected secretary shall be in charge of, and responsible for, all mail balloting on all matters for which an ad hoc committee has not been established. He/she shall personally:

- A. Receive all ballots.
- B. Keep a record of who has voted, for the purpose of reminding non-voters to vote, do such reminding, and destroy the record when voting is concluded.
- C. Remove identifying marks before the ballots are opened.
- D. Issue replacement ballots as he/she sees fit.
- E. Request assistance as needed in counting ballots.

2) The LFA Executive Committee is in receipt of a proposal to create the position of Adjunct Bibliographer. The text of this proposal appears below. The proposal will be discussed by the Executive Committee at its next regular meeting on Tuesday, November 1st at 9:30 a.m. in B-28. The Committee asks anyone who has comments on the proposal to contact an Executive Committee member prior to that date.

PROPOSAL FOR THE CREATION OF THE POSITION OF ADJUNCT BIBLIOGRAPHER

It has been proposed that the University of Kansas Libraries establish the position of Adjunct Bibliographer for(subject or area specialty).¹ An individual or individuals with extraordinary bibliographic expertise of particular value to the University of Kansas Libraries may be appointed to an unpaid, professional-level position on the Library staff. The appointment would be made annually by the Vice-Chancellor upon the recommendation of the Dean of Libraries. The primary duties of the individual adjunct bibliographer would depend on the particular appointment, but would generally be expected to encompass 1) the selection of books and periodicals for purchase by the Libraries in consultation with his or her full-time counterpart on the staff; 2) collection evaluation and disposition of residual materials; and 3) occasional special projects. An individual appointed to an adjunct bibliographership would be entitled to the privileges of a professional librarian and would be expected to function in a collegial fashion with the Library Faculty.

1. See the Faculty Handbook, Section c.2., for the statement on adjunct professorships.



THE UNIVERSITY OF KANSAS

University of Kansas Libraries
Lawrence, Kansas 66045

October 6, 1977

TO: CDC
RE: Serial New Title Allocation
FROM: Kent E. Miller

Our experiences with the allocation of humanities and social sciences new serials funds have made it apparent that these areas were under-allocated in the budgetary decisions of May and June. It seems appropriate to resolve this matter now out of the general new title reserve, rather than to allow unnecessary dissatisfaction to arise from the faculty over our budgeting process. Please note the allocations (for subscriptions only) and proposed adjustments (at this time) as outlined below:

<u>Bibliographer</u>	<u>Discipline(s)</u>	<u>Allocation</u>	<u>Proposed Adjustment</u>	<u>Total Allocation</u>
Kehde	Art	500	--	500
Clark	Bib and Ref	1550	--	1550
Carvalho	East Asian	225	175	400
Miller	General Fund	1236	--	1236
	Humanities	1125	1125	2250
Howard/ Sheldon/ Gilbar	History	84	500	584
McDonough	Speech and Drama	110	--	110
Gilbar	Journalism	110	--	110
Symons	Language and Literature; Philosophy; Religion; Classics	532	525	1057
Richardson, Jo	African Studies	-	100	100
Brow	Latin American	400	--	400
Gates	Music	500	--	500
Richardson	Sciences	4950	--	4950
Jerkovich	Slavic	200	200	400
	Social Sciences	1950	1000	2950
Anderson	Anthropology; Geography; Political Science	440	250	690

Neeley	Business; Economics	152	500	652
Lee	Psychology; Sociology	416	250	666
Jones	Education	144	--	144
Parker	Social Welfare	160	--	160
Soutar	Women's Studies	160	--	160
	Reserve Funds	3101	-2500	601

This action would represent a \$2500 reduction in the general new serials reserve. The reason for Slavic and East Asian adjustments is to provide funding for non-vernacular serials selection by these areas, and it represents a reduction in assignment (or responsibility) for several other selectors.

Concurrence with these adjustments is not to be taken as final action on the areas receiving new funds, since we must retain our flexibility to deal with later needs as these become apparent. The Humanities and the Social Sciences Subcommittees each retained 25% of their original allocations in a reserve to provide flexibility, and this remains for smaller needs. These funds (\$281 for Humanities and \$487 for Social Sciences) have been retained as a reserve, and not used in lieu of the general serials new title reserve because the amount was so far inadequate to the apparent needs.

Each affected bibliographer is willing to speak to the needs in her/his fields, as necessary in support of this proposed transfer.

FYI

University of Kansas Libraries

NUMBER 420

October 27, 1977

TO MEETING

H. Robert Malinowsky is in New York this week attending the budget hearings of the Special Libraries Association. On November 2-5, he will be in Rapid City attending the Mountain Plains Libraries Association annual meeting as program chairman and to become President of the Association.

FAREWELL RECEPTION

Make a note on your calendar--The farewell reception for Marge Perry, who is retiring after more than 18 years of service in the KU Libraries, will be held Monday, October 31, from 3 to 4 p.m. in the Watson staff room.

UKASE Deadline

Transactions are due in Serials by 5 p.m., Thursday, November 3.

BUDGET REQUESTS

Copies of the individual budget requests for fiscal year 1979 from the University of Kansas Libraries departments have been deposited at the Reference Desk for those who wish to consult them.

TRAVEL FUNDS

The Committee on Professional Development asks that people who think it likely they will apply for travel funds during the remainder of fiscal year 1978 let CPD know 1) the month of the probable trip and 2) the estimated amount that will be applied for. A.L.A. comes at the very end of the fiscal year and CPD wants to be able to allocate funds then as well as in earlier months. Please let Rosemary McDonough know by November 15 what applications you will probably make.

KULSA BUFFETS

Announcing a New (old) idea in buffets. Due to the increased demand on people and the need to plan weeks in advance, it was decided that the monthly buffet should be scheduled permanently on the first Wednesday of each month. The buffet committee therefore invites everyone to the November buffet on the 2nd of the month at noon.

PERSONNEL

Susan Armstrong is Clerk III in Serials Cataloging as of 11/1/77. Susan Hogle has been reinstated with a non-competitive promotion to the Secretary I position in Cataloging as of 10/31/77. Carolyn Chinn resigns as Clerk Typist II in Special Collections as of 11/2/77.

OPENINGS

Staff members interested in applying for promotion or transfer to the following position should make application with Nancy Shawbaker by Tuesday, November 1:

Clerk Typist II, Special Collections

An Equal Opportunity/Affirmative Action Employer
Qualified Men and Women of all Races are Encouraged to Apply.

SEMINARS and INTERTERM COURSES

The Graduate School of Librarianship at the University of Denver will be offering a series of courses for credit and a seminar (not for credit) during the three-week Interterm at UD, from November 28-December 16, 1977. The courses, each a five-day session, are: 1) The Publishing World; An Overview; 2) Bibliotherapy; 3) Public Relations for the Library; 4) Library Services for the Handicapped. The Seminar, December 5-9, concentrates on the problems of identification and acquisition of out-of-print and rare materials. For information on registration/tuition costs, credit, deadlines, etc., please see Mary Green in the Dean's Office.

HOLIDAYS

State designated holidays during the coming months of November and December are: Veteran's Day, Friday, November 11, 1977; Thanksgiving Day, Thursday, November 24 and Friday, November 25; and Christmas holiday, Monday, December 26. Library employees should note that Watson Library will remain open on November 11 and November 25. Therefore, public services areas will remain open with reduced staffing. All other units will be closed.

TIME CARDS

The following is repeat of the information given in the February 3, 1977 issue of FYI. The Library has since experienced a turnover in staff large enough to warrant repeating these guidelines. Here goes. Sunday through Saturday of each week, hours should be reported on the gray cards as follows:

8W--8 hours worked

8A--8 hours annual leave used

8S--8 hours sick leave used

8LW--8 hours leave without pay

8H---8 hours holiday time paid and
not worked

8HW--8 hours holiday hours worked

8CTU-8 hours substitute holiday
compensatory time used.

In every case, the total number of hours given at the end of the card should equal the total number of hours the employee is required to work --for example, 40 hours if full-time, 20 hours if half-time and so on. If you desire to see sample cards filled out in this manner, please see the 2/3/77 issue of FYI.

ADMINISTRATIVE CONFERENCE MEETING

The next meeting of the Administrative Conference will be at 10:30 a.m. in B-28 on Thursday, November 10. Agenda will be announced next week.

TRAINING SESSION REMINDER

Any interested library staff members should plan to attend the last of the three scheduled training sessions on leadership and training of employees, from 9-11 a.m., Friday, October 28, in the Union's Meadowlark Room.

Minutes of the Administrative Conference, October 20, 1977

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were Roger Anderson, Marilyn Clark, Bill Deacon, Earl Gates, John Glinka, Mary Green, George Griffin, Marianne Griffin, George Jerkovich, Martha Kehde, Rosemary McDonough, Eileen McGrath, Bob Malinowsky, Sandy Mason, Kent Miller, John Nugent, and Jim Smith.

Ranz announced the purchase of a Japanese art collection. Kehde described the collection as being from the private library of Harold B. Stern, purchased for \$25,000. The collection contains approximately 2,000 volumes primarily in Japanese art. It will be opened on Saturday with help from art history student volunteers and placed in rough subject order.

John Glinka commented on a request during the past week from the University administration for supporting data for needed lighting, painting, and shelving for Spencer storage and the East sub-basement. Twenty carrel-type micro-film readers were also requested. The request totaled slightly under \$300,000.

Malinowsky reported that the library has received the library part of old Green Hall for use. Plans are to move the Dyche Reading Room into old Green, to include the entomology materials from Snow Hall, and to move corresponding materials in the biological sciences from Watson into old Green. Old Green can later be used as a staging area during renovation of Watson. Malinowsky noted that occupancy of the Science Library in the new Malott addition is predicted for late 1979. He also suggested that materials temporarily relocated to old Green might be represented in the main card catalog by main entry only, with a plastic overlay used to show the old Green location. OCLC access would provide added entry access for these materials. The number of books affected would possibly be around 5,000, to be reclassified into LC prior to transfer. Kehde suggested that "Watson Annex" be considered as the location for the plastic overlay, since it could be used to identify materials during the staging process as well if not linked solely to science materials. Malinowsky emphasized that ideas for representing materials in old Green are open at this point. No final decisions have been made, and suggestions are welcomed. Glinka reported that old Green has some old study carrels and reading tables in terms of equipment, and that considerable cleaning will be needed, plus addition of telephone hookups. Security measures will also be explored.

Administrative Conference Minutes continued

Ranz commented on budget instructions received from Academic Affairs, including specific questions to which the library is to respond: 1) the possibilities for increased hours of access to Watson Library at minimal costs 2) documentation of the need for student wages 3) OCLC status 4) plans for space usage during renovation of Watson and plans for space usage in interim before a new west library is constructed 5) cooperative efforts. In response to a request from McDonough, Ranz reviewed the library funding patterns that have been and will now be in operation, explaining that formula budgeting will now be used.

A letter from Ron Calgaard was read by Ranz regarding the use of the A level of the Spencer Art Museum. Ranz will be working on a committee that has been charged to suggest the use of the A level space and to report back in early December. Other committee members include Henry Snyder, Jim Martin, Allen Wiechert, Peter Thompson, Charles Eldredge, Ralph Christoffersen, and Chu-Tsing Li. Ranz would suggest consultation with the Senate Libraries Committee, the faculty in classics, architecture, and history, and with Clark and Kehde in arriving at a recommendation.

The meeting adjourned at 11:30 a.m.

--Mary Green, Secretary

FYI

University of Kansas Libraries

NUMBER 421 November 3, 1977

CLASSIFIED PERSONNEL

Kimberley Willits is Data Entry Equipment Operator I in Circulation effective 10/31/77. John Jamison is Clerk Typist II in Special Collections effective 11/4/77.

UKASE DEADLINE

CHECK-IN Strips are due in the Serials Department by 4:00 p.m. on Thursday, November 11.

TRAVEL

To receive reimbursement for travel expenses, an application to draw on the travel fund must be in the Office of Academic Affairs at least 30 days before a trip begins. Before the application goes to Academic Affairs, the Committee on Professional Development must act on the application and it must be processed in the Dean's Office. Please apply to CPD for reimbursement at least 37 days before a trip begins. (Rosemary McDonough for CPD.)

Obscene or bizarre behavior

At different times there have been a number of incidents of exposure or generally anti-social behavior. To assist in handling these problems the following guidelines have been set up.

- 1) A staff member who observes or receives reports of unusual behavior should call the University police emergency number (4-4100) immediately. This initial telephone report will normally include name and location of person calling, the nature of the problem and a physical description, including clothing, of the suspect.
- 2) If possible, ask a staff member to try to keep the suspect in view until the police arrive. Do not try to apprehend or question the suspect.
- 3) If in Watson call the Exit Control Desk and give that person the same information reported to the police. Security and Delivery will take responsibility for reporting incidents taking place in Watson to the Dean's Office.
- 4) Witnesses should be asked to remain with the staff member making the initial report. All conversations dealing with the incident should be conducted in an office or private area to avoid disturbing others.
- 5) The Dean's Office will contact the police to learn the final disposition of the matter. This information will be shared with those staff members involved in the incident.

It is extremely important that the persons handling the situation remain calm; otherwise, the suspect may be alerted and leave the building.

FYI

University of Kansas Libraries

NUMBER 421

November 10, 1977

UNCLASSIFIED PERSONNEL

Richard Gilbar resigns as Assistant Reference Librarian I effective January 18, 1978.

Kathleen Neeley has been appointed Assistant Science Librarian I effective November 1. Ms. Neeley holds a B.S. in Chemistry from Chatham College, Pittsburgh, Pa., awarded 1968, and the MLS from Syracuse University, 1972. From 1971-72 she served as librarian of the Carrier Corporation's Logan Lewis Library, Syracuse, N.Y., and from 1974-77 was technical librarian with Westinghouse Electric Corporation's Nuclear Energy Systems Library, Pittsburgh, Pa. Ms. Neeley's library work prior to the MLS included the Olin Library of Cornell University and Syracuse University's School of Nursing Library.

CLASSIFIED PERSONNEL

Ann Stuart is Secretary II in the Library Office effective 11/11/77.

STUDENT TIME CARDS

All student time cards are due in the Dean's Office at 9:00 a.m. on November 16.

SEARCH COMMITTEE APPOINTED

The following have been appointed to a search committee for the Reference Librarian position to fall vacant in January: Marilyn Clark, Chairman; Jin Neeley; Carol Chittenden; Mary Fund; Eileen McGrath; Dave Passmore; and Mary Green.

STATUS OF THE PROPOSED LIBRARY ASSISTANT JOB SERIES

A November 3 memo from Jay Rausch, Chairman of the Kansas Academic Library Council, reports that the Library Assistant proposal has left the State Division of Personnel and has gone to the Department of Administration, From there it will go to the Governor's office for final approval.

REMINDER REGARDING PERFORMANCE EVALUATION OF LIBRARIANS

Evaluations prepared by supervisors should be completed and transmitted to the next level of review no later than Tuesday, November 15. (Evaluations prepared by department heads should be submitted to their respective assistant or associate dean; those prepared by the assistant or associate dean should be submitted to the dean.) If there are questions, contact Mary Green.

NANCY SHAWBAKER ON LEAVE

Nancy Shawbaker was admitted to St. John's Hospital, Leavenworth, on Wednesday, November 2, as a result of an automobile accident. She's in Room 206, and sends her appreciation for the many cards, flowers, and good wishes received.

SPECIAL RECOGNITION

Marge Perry, recently retired from the Catalog Department, has joined the Department of Special Collections as a volunteer. She will be working several days a week in the Ellis Ornithological Collection. Ann Hyde, manuscripts librarian in Special Collections, has been invited to become a member of a grant evaluation panel in the Centers for Research program of the National Endowment for the Humanities.

BLUE FLAGS REQUESTED

The Cataloging Department would appreciate all branch libraries sending used blue flags to the Cataloging Department, as the supply is low.

MEETING WITH VICE CHANCELLOR CALGAARD

A summary of the discussion that took place during Vice Chancellor Calgaard's visit on October 21st is available at the Reference Desk for the enlightenment of all those who could not attend the meeting with the Vice Chancellor.

ACQUISITIONS:

The Acquisitions Dept. would like to request that publications, especially the Books in Print type publications, be used only in the Bibliography Alcove. When such publications are unavailable, it impairs the searching process. Everyone's cooperation will be appreciated in keeping these publications centrally located. Following is a restatement of the routing of purchase recommendations, proofslips and form selection slips which are being forwarded to the Acquisitions Dept. for purchase:

- (1) All proofslips and purchase recommendation forms which have been definitely selected for purchase should be forwarded to Karen Salisbury for searching.
- (2) All proofslips which are being referred to Roger Anderson for selection purposes should be forwarded to him separately and clearly marked as referrals.
- (3) All Coutts form selections which are being returned to Acquisitions for supply on the approval plan should be referred directly to Roger Anderson and should be clearly marked. Form selection slips for publications which are not desired may be discarded by the relevant bibliographer.
- (4) Form selection slips for publications being offered by Harrassowitz should be referred directly to Roger Anderson.

----Roger Anderson

UNIVERSITY OF KANSAS LIBRARIES

Lawrence, Kansas 66044

Nov. 7, 1977

TO: Dean Ranz
FROM: LFA Committee for Budget and Planning
RE: FY 1978 Budget Recommendations

Having observed the departmental budget hearings for FY 1978 and having considered carefully the items requested, the Committee hereby recommends to the Dean the following budget priorities.

1st Priority

Increased funding for the acquisition of books and serials.

2nd Priority

Improved staffing, as indicated.

a. Regular staff.

The Committee views the Acquisitions Department as the critical factor in the day-to-day functioning of the library at this time. The Committee, therefore, recommends that the needs of this department receive the closest attention in the consideration of staffing improvements. The following staffing priorities reflect this concern.

Unclassified staff.

1st priority: Acquisitions
2nd priority: Cataloging
3rd priority: All others

Classified staff.

1st priority: Acquisitions
2nd priority: Circulation; Marvin; Serials Cataloging
3rd priority: Dyche/Entomology; Linwood; Serials
4th priority: All others

b. Student help.

Increased student hours should receive equal consideration with improvement in regular staffing.

c. Staffing of Spencer Library.

The Committee is concerned that Special Collections, Archives, and the Kansas Collection receive such widely varying allocations of staff and student hours when the departments seem to have such similar functions and workloads. We believe this anomaly warrants further investigation. Might not some other distribution of these resources within the university library system help meet more urgent needs and provide greater overall service without the necessity of increasing total staff?

3rd Priority

Increased funding for equipment and computer services.

Submitted by:

Barb Gaeddert, Chairman
Cliff Haka
Ruth Miller
Jim Neeley
Jeanne Richardson
Maxine Younes

FYI

University of Kansas Libraries

NUMBER 422

November 17, 1977

THANKSGIVING FRIDAY SCHEDULE

Watson Library will be open from 8:00 a.m. to 5:00 p.m. Readers Service units will be open with reduced staffing. All other units will be closed. Classified staff required to work on this day should report the hours worked to the Administrative Office. Branch libraries will be closed.

CLASSIFIED PERSONNEL

Nancy Shawbaker's position as Clerk IV in the Library Office has been reallocated to Clerk V effective 11/18/77.

UNCLASSIFIED PERSONNEL

Margaret Wilson has been appointed Assistant Catalog Librarian I with the Catalog Department effective December 1, 1977. Ms. Wilson earned her MLS from the University of Pittsburgh in 1973. Her Bachelor's in Music was earned from Oberlin College in 1970, where she majored in organ and minored in art history. She has also pursued graduate hours in art and music history from the University of Cincinnati. Ms. Wilson served as librarian with the U.S. Bureau of Mines, Pittsburgh, in 1973 and assistant librarian in reference and cataloging with the State University of New York at Buffalo in 1974. Since 1974 she has been assistant music librarian with the University of Cincinnati.

LFA EXECUTIVE COMMITTEE

LFA Executive Committee will meet on Tuesday, November 22, 9:30-10:30 a.m., in B28.

Agenda:

1. Consideration of a statement on branch libraries.
2. Agenda for next LFA meeting (date and time to be decided)
 - Adjunct Bibliographer
 - Other business

COLLECTION DEVELOPMENT COMMITTEE

Collection Development Committee will not meet on Tuesday, November 22nd. Next meeting time and place will be announced.

A Collection Development Committee Standing Subcommittee will be working with the principles and specifics of allocation of funds for books and serials. This sub-committee is composed of six individuals--three concentrating on book allocations and three concentrating on serial allocations. They are: books-- Linda Parker (Chairperson of Sub-committee), Roger Anderson, Ellen Brow; for serials--Jim Neeley, Kent Miller, and Kathaleen Neeley. Many others expressed interest in that sub-committee, including Joan Soutar, Ted Sheldon, Judy Lee, Joe Richardson, Lewis Armstrong. These people will be tapped as resource persons by the sub-committee.

CONFERENCE ROOM KEY

Will the person who borrowed the key to B28, please return it to the Dean's Office. Thank you.

DYCHE READING ROOM RELOCATION

The Dyche Reading Room Collection has been moved to old Green Hall and is open from 1:00 to 5:00 p.m., Monday through Friday. The temporary telephone number is 864-3947.

COLLECTION STATISTICS

An accurate count of the number of Library of Congress books in major units of the KU Libraries is available as a by-product of the automated circulation system. The Circulation Librarian has these figures along with the number of items in each major LC class. Anyone who might like to see these figures should feel free to stop by the Circulation Department and do so.

PUBLICATION:

Bernice Smysor has published a History of The Mathematics Library.

CHRISTMAS PARTY VOLUNTEERS NEEDED

Due to a shortage of migrating elves, volunteers are needed for the following Christmas party committees: Invitations, Decorations, Eats, and Clean-up. The Christmas Party Committee will meet on Monday, Nov. 21, at 8:30 a.m., in the Staff Room of Watson Library. If you are interested in working on planning and/or preparations, or are at least curious, please attend this meeting or contact Michaelyn Burnette, Documents Department, 864-4662. The more the merrier!

CHRISTMAS CAROLERS

We are happy to announce that such was the joyful response to last year's carolers at the annual Christmas party, we have decided to revive the group to sing again this year. Anyone who would like to sing in the All-Library Christmas Choir is cordially invited to join us. No audition necessary, just call or give your name to Jim Smith or Maxine Younes. Rehearsals, which will be few, fun-filled, and informal, will be held beginning the first week of December.

Let us hear from you soon.
KULSA Christmas Party Committee

FYI

University of Kansas Libraries

NUMBER 423

November 23, 1977

EXTENDED HOURS

The following Departments in Watson - Art, Serials, Microforms, Reserve, Circulation and Reference - Science Library, Marvin Library and Music Library will have extended library hours for the period, Monday, December 5, 1977 through Wednesday, December 21, 1977. These extended hours will be:

Monday through Friday	8:00 a.m. - Midnight
Saturday	9:00 a.m. - 5 p.m.
Sunday	2:00 p.m. - Midnight

ADMINISTRATIVE CONFERENCE

The next meeting of the Administrative Conference will be on Thursday, December 1, 1977 at 3:30 p.m. in B-28 Watson. The meeting hour has been changed because the 1978/79 Budget requests must be presented to Academic Affairs that same day from 8:30 a.m. to 12:00 noon. At the Administrative Conference, the recommendations of the Libraries Staff Committee for Facilities Planning will be presented and discussed.

LIBRARIES STAFF COMMITTEE FOR FACILITIES PLANNING

Copies of the LSCFP's recommendations for the internal organization of a renovated Watson have been distributed to department heads for routing. The committee's report will be discussed at three sessions:

- (1) Thursday, December 1, Administrative Conference
- (2) Wednesday, December 14, 2:30-4:30 p.m., Council Room, Kansas Union, General Staff Meeting, and
- (3) Thursday, December 15, 2:30-4:30 p.m., Council Room, Kansas Union, General Staff Meeting.

A NOTE TO ALL OF THOSE WORKING ON FRIDAY, November 25.

There will be no donuts on Friday, after Thanksgiving. Sorry.

EVERYONE HAVE A HAPPY THANKSGIVING, AND WE WILL SEE YOU ALL ON MONDAY, NOVEMBER 28, 1977.

FYI

University of Kansas Libraries

NUMBER 424

December 1, 1977

CORRECTION OF DEADLINE FOR PROMOTION SELF NOMINATIONS

Self nominations from librarians for promotion in academic rank are due in the Office of Academic Affairs no later than January 2, and are not due in that office on December 1 as announced earlier. Sorry for the error!

-Mary Green

PERSONNEL:

Barbara Luecke resigns as Security Officer I (half-time) in Security and Delivery effective December 18, 1977.

Peggy Waggoner in Documents, underwent major surgery this morning at Lawrence Memorial Hospital.

OPENINGS:

Staff members interested in applying for promotion or transfer to the Security Officer I position in Security and Delivery should make application with Nancy Shawbaker by Tuesday, December 6.

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

TEMPORARY STUDENT ASSISTANT HOURS AVAILABLE

The Circulation Dept.-Marking Section has temporary Student Assistant hours available starting Dec. 19th thru January 22, 1978. If any department has SA's interested in extra hours over the semester break, have he/she contact M. Cook, Rm. 245, Watson Library for further information/interview. Applications are being accepted through Dec. 10.

1978 CALENDARS

Feel free to pick up your 1978 calendar refills Friday morning, Dec. 2 in the Dean's office. Special calendars will arrive at a later date.

Thanks. Troy Lofflin

CHECK-IN STRIPS

All check-in strips are due in Serials by 5:00 p.m. on December 8, 1977.

CHRISTMAS PARTY DECORATING COMMITTEE MEETING

Tired of seeing the same old staffroom?
Feeling an urge to explore creative avenues?
Need a little glitter in your life?

Come to the Christmas Party Decorating Committee meeting on Tuesday, Dec. 6, 1977 at 9:30 a.m. in the Watson Library staff room, or contact Susan Hogle at 864-3038 if interested in helping.

NANCY SHAWBAKER AND MARGE PERRY sent thank you notes. They will be posted in the Staff Room.

LIBRARIES STAFF COMMITTEE FOR FACILITIES PLANNING

Copies of the LSCFP's recommendations for the internal organization of a renovated Watson were distributed last week. This report will be open for discussion at the December 1 Administrative Conference meeting and at the following general staff meetings:

(1) Wednesday, December 14, 2:30-4:30 p.m., Council Room, Kansas Union, and

(2) Thursday, December 15, 9:00-11:00 a.m., Council Room, Kansas Union

This is a correction for the times listed in last week's FYI. Please plan to attend one of the sessions now.

Copies of the LSCFP meetings for November 8 and 22 are attached for your information. If you have suggestions for matters to be considered by the committee, please feel free to contact a member of the committee, especially the members of the agenda sub-committee: Jeanne Richardson (Science Library), Ruth Miller (Serials), Sherry Hawkins (Microforms) and Sarah Couch (Serials).

PROFESSIONAL DEVELOPMENT & RECRUITMENT COMMITTEE

The latest minutes of the LFA Professional Development & Recruitment Committee are attached. Minutes of earlier meetings may be obtained from Judy Lee

Libraries Staff Committee for Facilities Planning
 12:30 p. m., November 8, 1977
 B-28, Watson
 Minutes of the Meeting

Present: Sarah Couch, Jeanne Richardson, Cliff Haka, Ruth Miller,
 Barb Gaeddert, Lewis Armstrong, Maxine Younes, Ruth Faulh,
 Jim Neelley, Bonnie Postlethwaite, Mary Tefft, John Glinka, Jim Ranz
 Absent: Sherry Hawkins, Craig Sandusky

1. The Libraries Staff Committee for Facilities Planning is now composed of the following staff members: Sarah Couch, Ruth Faulh, Barb Gaeddert, Cliff Haka, Sherry Hawkins, Ruth Miller, Jim Neelley, Bonnie Postlethwaite, Jeanne Richardson, Criag Sandusky and Mary Tefft. Jim Ranz and John Glinka also serve on the committee. Maxine Younes is the classified alternate. Jeanne Richardson is the chairperson.
2. Jeanne announced that she will be appointing an agenda committee to gather feedback from the committee and the Libraries at large and to help plan the committee's meetings.
3. The next meeting is scheduled for Tuesday, November 22 from 12:30-2:00 p. m. in B-28.
4. Old Green Hall.
 - a. Jeanne outlined the projected use and move to Old Green Hall.
 - (1) The Dyche Reading Room holdings will be moved to Green next week, and library records will be altered to reflect the change. Then the Dyche lab holdings will be moved with a goal to complete this stage by March-April, 1978.
 - (2) The Entomology Reading Room is scheduled to be moved to Old Green in May-June, 1978.
 - (3) The biological collections shelved in Watson are scheduled to be added in July-September, 1978.
 - (4) The entire collection would be incorporated into the Mallot Hall Science Library addition in the fall of 1979.
 - (5) This would leave Old Green available for use as a staging area during the renovation of Watson.
 - b. Jeanne asked for feedback regarding the specifics of this merger. Concerns include location names for library records and reclassification procedures. She will ask Mr. Malinowsky to attend the next meeting for further discussion.
5. LSCFP report to the Libraries' staff regarding renovation of Watson. The committee discussed the report which had been distributed to each member for review. Comments included:
 - a. Mr. Glinka asked us to reconsider the idea of placing receiving closer to the processing area.
 - b. Any specific mention of Documents and Microforms has been left out of the report. It is generally assumed that Documents will be placed in the West Library and Microforms will be split between Serials and Reference.
 - c. Several separate departments not mentioned will probably be combined with Reference and/or Processing.

- d. There is concern about what will happen in the interim.
- e. The final placement of the Art Library could cause a change in these plans.

No changes were recommended in the report as presented to the committee.

Mr. Glinka announced that while the Regents have approved the University's request for initial and final planning money, Mr. Bibb removed it from the budget request. This does not necessarily mean that the Governor and the Legislature will not support the request. The University will support the request in budget hearings.

Jeanne appointed a sub-committee composed of Bonnie, Cliff and Sarah to plan the presentation of the report to the staff.

6. Mr. Ranz announced that moving Marvin Library to the basement of Spencer Library is being considered. However, it is not a popular idea with the University Administration because it will require persuading Mrs. Spencer to accept this proposal.
7. Mr. Ranz also pointed out that a University committee is considering the use of the basement level of Spencer Art Museum and whether the Art Library should be moved there. The Libraries will have input, but no control over the decision. The LSCFP asked that this matter be placed on the agenda for the next meeting.

The meeting was adjourned.

Sarah Couch,
 Secretary

Libraries Staff Committee for Facilities Planning
 12:30 p. m., November 22, 1977
 B-28, Watson
 Minutes of the Meeting

Present: Jeanne Richardson, Sarah Couch, Jim Neeley, Maxine Younes, Ruth Miller, Barb Gaeddert, John Glinka, Mary Tefft, Bob Malinowsky, Sherry Hawkins, Bonnie Postlethwaite, Lola Seymour, Martha Kehde

Absent: Ruth Fauhl, Jim Ranz, Craig Sandusky, Cliff Haka

1. The minutes of the previous meeting were approved.
2. Jeanne announced that she had appointed a sub-committee composed of Sherry Hawkins, Ruth Miller and Sarah Couch to work with her in planning agendas for LSCFP meetings. Any staff member with suggestions should contact one of these people.
3. Bob Malinowsky was present for a discussion of the Dyche Reading Room move to the Old Green Hall library space. He outlined the moving stages as planned: (a) Dyche Reading Room to Old Green, (b) Dyche lab collections to Old Green, (c) Entomology Reading Room to Old Green, and then (d) selected biological titles shelved in Watson to Old Green. This part of the plan is decided; however, decisions regarding record changes need to be finalized. Mr. Malinowsky presented his recommendations regarding record changes as follows: (a) reclass all titles and use science as a location on the cards; (b) file only the main entry card in the Watson catalog and use a plastic overlay referring users to Old Green; retain additional cards for filing at the time that the Old Green materials are merged into Science; (c) branches would have a complete card set to be merged into the full Science catalog. He did not favor making a complete second set of cards for future filing nor placing overlays on each complete card set. Committee members' comments included: (a) Titles are being reclassified in part because most of those classed in Dewey lack complete card sets. (b) Filing main entry cards only in the Watson catalog would be a disservice to the undergraduate biology student who usually begins research in the Watson catalog. (c) Holding cards for future filing presents a storage problem and time-consuming filing in the future. The committee's recommendations to Mr. Malinowsky were as follows: (a) file complete card sets in Watson and branch catalogs and (b) place plastic overlays on all cards which refer users to Old Green Hall. Mr. Malinowsky will work out the details with the appropriate departments and purchase the overlays.
4. The sub-committee planning the presentation of the LSCFP report regarding the renovation of Watson gave its report. The sub-committee suggested the following: (a) Distribute one copy of the report to each department requesting that it be routed to all staff members. (b) Announce discussion of the report at the December 1 Administrative Conference meeting and at general staff sessions scheduled for the Council Room in the Kansas Union for 2:30-4:30 p. m. on Wednesday, December 14 and for 9:00-11:00 a. m. on Thursday, December 15. It is hoped that by scheduling two sessions all interested staff members will be able to attend. (c) The staff sessions will be headed by a panel composed of the four continuing committee members (Jeanne Richardson, Barb Gaeddert, Bonnie Postlethwaite, Sarah Couch).

Jeanne will begin each session by outlining the guidelines used in creating the floor plans to be followed by a question and answer session. The committee accepted the proposal.

5. Martha Kehde was present to report on the Chancellor's committee which is reviewing the use of Level A in the Spencer Art Museum. Martha had attended a meeting of the committee to present her views on the use of the area for the Art Library. She favors the use of the area for the Art Library because it will provide adequate attractive space for a high-quality library in a desirable environment. Other faculty members presenting their views expressed concern over university policy regarding creation of branch libraries. Some favored placing the Art Library in Spencer Museum while others favored a more centralized humanities collection. Mr. Malinowsky added that the meeting was the last one, and that a report would be submitted to Chancellor Dykes soon. The committee's report will not provide a consensus, but rather outline possible uses for the area. The fact that placing the Art Library in the museum would provide a complete centralized art museum and teaching facility if viewed favorably by many faculty members and administrators.
6. The next LSCFP meeting will be held at 12:30 p. m. on Tuesday, November 29.

Sarah Couch,
 Secretary

LFA Professional Development & Recruitment Committee
Minutes of November 21, 1977

Present: McDonough, Scanlan, Soutar, Lee
Guest: M. Green

Rosemary McDonough reported about her discussion with Lewis Armstrong in working out the next steps of the Map Communication for Librarians Conference. He wants to work a bit more with the Classified Conference and the Geography Department before talking with the Library Administration.

Galina Kuzmanovich's reimbursement for travel funds: J. Glinka says that it's too late to do anything about it.

"The Librarian as Manager" conference to be held at Emporia: Applications for the conference arrived here on the day that they were due at Emporia. Rosemary put them in the Staff Room anyway.

The questionnaire to librarians on salaries: Joan Soutar brought a typed rough draft for the committee members. Some additional statements were discussed and added. More comments or changes should be given to her by Monday, Nov. 28th, so she can write the draft for the typist. A report should be given to the LFA Executive Committee on its outcome, no matter what it is.

Mary Green came on the invitation of the Committee to discuss Calgaard's statement about active recruitment/encouragement of minority applicants for staff positions. Re: Civil Service--what we can do is limited essentially to urging the State Personnel Office to act in their training programs, recruitment activities, etc. Most of the ensuing discussion centered on professional (unclassified) positions.

Green discussed the affirmative action plans and results so far in the Library system. The goal is to increase the numbers of racial minorities in unclassified positions and the number of women in the administration. Papers were handed out on various statistics, including the number of graduate minority library students (very small) and the number of minority people in KU positions/hiring, etc. An interesting note: KU has fewer minority candidates applying for positions than the national average. There was a small discussion about Emporia's latest attempt at getting more minority library school candidates.

There seems to be 3 areas in which KU can act to get more minority people into librarian positions: (1) do all that is possible to encourage and identify (as reasonably possible) minorities in our professional recruitment procedures; (2) work with library schools (such as in internship programs); (3) "encourage" minority graduate and undergraduate students to consider librarianship as a possibility (although there was some concern here over "flooding" the market even further).

Much discussion centered upon the possibilities of a library school intern program. Haskell was mentioned as another possibility, either as an intern site or as a source of people to receive internships. (Government support--money--would be less of a problem here than in other areas.) Also under discussion was the feasibility of getting federal funding or a grant proposal put together for an internship program here (for minority student interns or otherwise).

Green will talk to the Front Office about the idea of pursuing funding for an internship program. PD&R will wait for that response before approaching the LFA Executive Committee with that idea. Specifically, PD&R will need to check with people who have had experience with interns (Ruth Miller & Ingrid Kitterman--now at K-State Manhattan) and to identify some possible funding sources.

The next meeting will be Monday, November 28th in B-28 at 8:30 a.m.

Judy Lee
Secretary

FYI

University of Kansas Libraries

NUMBER 425

December 8, 1977

PERSONNEL

Susan Thornton has been appointed to a Clerk I position in Copying Services as of 12/5/77. Geraldine Slater has been appointed Clerk Typist II in Acquisitions as of 12/7/77. Evelyn Wheelhouse resigns as Clerk II (3/4 time) in Circulation as of 1/14/78.

OPENINGS

Staff members interested in applying for promotion or transfer to the Clerk II (3/4 time) position as Assistant Stack Supervisor in Circulation should make application with Nancy Shawbaker by Tuesday, December 13.

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

APPLICATION FOR PROFESSIONAL TRAVEL FUNDS

This is another request that people planning to apply for professional travel funds during this fiscal year let the Committee for Professional Development (Pat Scanlan, Judy Lee, Joan Soutar, Rosemary McDonough) know. Though the date by which applications must be submitted is 37 days before a trip begins, the Committee needs to know now about travel plans so the money can be allocated fully and as fairly as possible. The committee now has twelve applications or notices of intention to apply for travel funds.

CHRISTMAS COMES EARLY!

Anita Head and her colleagues in the Law Library have invited all of us to a tour of their new quarters, preceded by refreshments on 16 December, 1977 between 3:00 and 5:00 p.m. We have been asked to gather in the Law School's Conference Room #310.

CLASSIFIED CONFERENCE

The next meeting of the Classified Conference will be held on Tuesday, Dec. 13 at 3:00 p.m. in B-28, Watson.

Agenda -

1. Ola Faucher will speak on the pay scale.
2. Mary Green will report on the Reclass Study.
3. Committee reports
 - Budget and planning
 - Facilities planning
 - Senate libraries
4. Joint committees
5. Open topics
6. Nomination of officers for next year

For the benefit of new employees who may not know the purpose of the Classified Conference here are the preamble and first three articles to the constitution:

PREAMBLE

In order to unite the library classified employees in a concentrated effort for the common goal of better performing their duties in manner, conditions and morale: to this end to bring to the attention of the Dean of Libraries the existing problems and possible solutions, and organization shall be formed known as the University of Kansas Libraries Classified Conference.

ARTICLE I

Purpose

Section 1. The object of this organization shall be to represent all classified Library employees. The main concern of the organization shall be to remain a truly representative body and to keep open lines of communication so that solutions to problems can be made successfully.

Section 2. This organization shall act in an advisory capacity to the Dean's Office concerning problems and decisions affecting the classified staff members, for the betterment of the K.U. Libraries system and the classified staff.

Section 3. The Classified Conference shall be empowered to carry out appropriate projects proposed by its members and approved by the Conference.

ARTICLE II

Membership

Section 1. All classified persons working for the K.U. Library system are considered members of the Classified Conference.

ARTICLE III

Officers

Section 1. The officers shall be two co-chairpersons and a secretary.

CHRISTMAS CHOIR PRACTICE

Members and prospective members of the Christmas choir will tentatively meet at 4:30 today in the Staff Room.

VOLUNTEERS ARE NEEDED

Volunteers are needed to work for 1/2 hour shifts between the hours of 12:00 - 4:00 p.m. on Wednesday, Dec. 21, at the Christmas Party, to help the Food Committee in preparing and serving the goodies and drinks. There is a sign-up list in the Staff Room in Watson, or you may contact Susan Hamilton, 4-3425.

ADMINISTRATIVE CONFERENCE

The Administrative Conference will not meet on 15 December. The next meeting will be announced and held at a later date.

PERSONNEL

We have a resignation inadvertently left off the front page.

Patricia Kadel resigns as Clerk Typist II (1/2 time) position in Marvin Library effective 12/14/77.

Anyone wishing to apply for promotion or transfer to the Clerk Typist II (1/2 time) position should make application with Nancy Shawbaker by Tuesday, December 13.

CHRISTMAS PARTY DECORATING COMMITTEE

Where will you be when the lights go on? If you would like to help on the Christmas Party Decorating Committee, either with ideas, or labor, please come to the meeting this coming Tuesday, Dec. 13, in the Watson Library staff room, or contact Susan Hogle, 864-3038.

CHRISTMAS PARTY CLEAN-UP COMMITTEE

If you would be willing to help on the Christmas Party Clean-up Committee, please contact Sherry Hawkins, 864-4661. She would like 6 volunteers. Need some incentive? Helpers can nibble on the left-overs while they work.

SEASON'S GREETINGS!

You and a guest are cordially invited to the Annual KULSA Christmas Party.

TIME: 1:00 - 4:00 p.m.

DATE: Wednesday, Dec. 21.

PLACE: Watson Library Staff Room

Please invite your students as well.

In order to coordinate refreshments, the Food Committee asks you to please fill out and return the following form to Susan Hogle, Cataloguing Dept., by Wednesday, Dec. 14.

KANSAS STATE UNIVERSITY/KANSAS UNIVERSITY
Committee on Inter-Library Cooperation
Minutes
of the
Third Meeting
18 October 1977, Lawrence

Members of the two library staffs met on 18 October, 1977 in Lawrence.

Reports of the deliberations of the three subcommittees are appended. In addition, Rachel Moreland, KSU Circulation Librarian, discussed some of the features she feels will be appropriate for any new system installed at Manhattan. She also requested a copy of the criteria Eileen McGrath and Jeanne Richardson feel are necessary for K.U.

KSU expressed interest in KU's carrying through with the proposed shipping of some duplicates to Manhattan. Bob Malinowsky indicated that he would have the duplicates sent.

At the next meeting, date as yet undetermined, it was suggested that the database searching conversations continue, that KSU look further at the OCLC operation at KU, and that the possibilities for further cooperation in maps and documents be considered.


Jim Ranz
Acting Secretary

Report of the Sub-Committee on Collection
Development and On-Line Data
Base Searching

Collection Development. Librarians from KSU brought a list of expensive requests in the social sciences and humanities which they are considering for purchase. This list will be annotated by KU (M. Clark in consultation with various bibliographers) indicating what KU already owns, what KU is considering for purchase, and what KU has decided against purchasing. In the case of owned items on this list the annotation will indicate whether or not the item circulates.

Although the Autumn portion of the KU reserve funds has already been spent and these funds are frozen until Spring, a few expensive items have been submitted for reserve fund expenditure. KU (Roger Anderson) is sending a list of these items to KSU (to John Vander Velde).

KU (M. Clark) will annotate the list of major purchases from May 1977, indicating which items are circulating. This copy will be sent to Ellen Taylor, ILS KSU. Librarians from both institutions will be encouraged to call on the Kansan line for information that may be in non-circulating collections.

There was a general discussion comparing experiences with serials on microfilm, materials in storage, the ratio of money spent on books and serials, etc.

On-line data base searching. Some difference in the organization of data base searching were discussed with reference to the organizational differences in the two libraries. Both libraries tend to assign an individual to be responsible for searching a particular subject data base. KU now has backup persons for the often used data bases in the social sciences but is considering placing the three most active social science searchers in a pool able to search any of the frequently used social sciences data bases. Possibly this change would make it easier for potential users to contact a librarian for a search.

KU librarians have requested a TI portable data terminal for the FY 1979 budget. A copy of the specification will be sent to Ann Scott, KSU.

M. Clark

Report of the Sub-Committee on Inter-
Library Services

The meeting began as a response to the question of "What have we achieved since our past meeting and are we reaching goals established for inter-library cooperation"?

Ellyn Taylor reported that K-State has released publicity on the supplemental courier service. The K-State and KU schedules appear to be satisfactory.

Marianne Griffin indicated some difficulties in getting materials requested by K-State from the Marvin Library and Dyche Reading Room. Responses were alleged to be slow and some materials were being sent directly to K-State instead of through Inter-Library Services. She stated that she would discuss the matter with the departments involved.

A brief discussion of potential gains and problems in using United Parcel Service as a possible successor to the Courier Service produced the reaction that Linda Hall would not be willing to trust its books to a private carrier. They apparently are wary of delivery services not directly in control of the borrowing library.

The meeting adjourned.

John L. Glinka

Report of Sub-Committee on Serials

Serials librarians traded lists of gaps in periodical holdings for titles which the libraries have agreed to retain for the other. Each serials librarian will consult with interested librarians at the cooperating library and report which backfiles they are willing to exchange within one month.

A goal was set for the next year -- each library will cancel 20 additional titles and provide each other with the necessary information by June 1.

Concern was expressed about the interlibrary loan turn around time.

University of Kansas savings in cancelled subscriptions total \$1,098.11.

Kansas State University savings in cancelled subscriptions total \$2,043.87.

John Glinka and Sally Voth will request a meeting with Bill Smith, State Department of Printing, to explore the possibility of proposing a change in the law which would make it possible to remove the state binding contract from the jurisdiction of the Department of Printing.

FYI

University of Kansas Libraries

NUMBER 426

December 15, 1977

PERSONNEL

Barry Bunch has been appointed Security Officer I (half-time) effective December 18. The following positions have been reallocated effective 12/18/77:

Carol Lockhart, Clerk II, Science Library, reallocated to Clerk III

Donna Neas, Clerk II, Science Library, reallocated to Clerk III

Toni Taylor, Clerk II, Entomology Reading Room, reallocated to Clerk III

Mary Tefft, Clerk Typist II, East Asian Library, reallocated to Clerk III

Nancy Ursery, Clerk Typist II, Kansas Collection, reallocated to Secretary I

SEARCH COMMITTEE ESTABLISHED:

The following have been appointed to a search committee for Catalog Department Head; Bob Malinowsky, Chairman; Polly Trillich; Mary Roach; Craig Sandusky; Bertie Kotas; Linda Parker; Marianne Griffin; and Mary Green.

ALEXANDRA MASON

Alexandra Mason has requested that she be relieved of administrative responsibility for the Kansas Collection and University Archives in order that she may devote full-time to rare books and the direction of the Department of Special Collections. This change in assignment will be effective 1 July, 1978.

Sandy originally joined the KU Library staff as a rare books cataloguer, and in 1963 she succeeded Joseph Rubinstein as Head of Special Collections. In 1971 Sandy was also requested to assume responsibility for the Kansas Collection and for the newly established University Archives. During her period of responsibility, both the Kansas Collection and University Archives grew rapidly, developing outstanding collections and services. In 1975, Sandy received the designation of Spencer Librarian, a title she will continue to carry as Head of the Special Collections Department.

The Library and the University are much indebted to Sandy for her many accomplishments in general library administration, and we all wish her much happiness and satisfaction as she returns full-time to her first love--rare books.

PROFESSIONAL TRAVEL FUNDS

A folder with application forms for professional travel funds has been placed on the table in the northeast corner of the Watson staff room. Forms will be sent to any of the branch libraries if people wanting them will call Rosemary McDonough, 4-3425.

Please don't forget to let the Committee on Professional Development know now if you plan to apply for travel funds any time during this fiscal year.

CHRISTMAS PARTY

Coming to the Christmas Party? If so, please send the forms found in the Dec. 8 issue of the FYI regarding what you will bring and the number of guests you will invite to Susan Hogle in Cataloguing by Monday, Dec. 19, if you have not already done so.

For all those willing, eager souls who said that they would gladly help with preparation for the Christmad Party, the opportunity is here. Please come to the Staff Room of Watson on Tuesday, Dec. 20, at 3:30 and/or 8:00 a.m. Wednesday, Dec. 21, if you would like to help transform the appearance of the room for the Christmas Party.

The Christmas Party program will consist of readings by Eleanor Symons and Marion Kliever at 1:30 and 3:00 p.m., and caroling on the mezzanine of Watson Library at 2:30 p.m. by the library staff choir led by Jim Smith.

CIRCULATION NEWS

Muriel Cook, Marking and Keypunch Supervisor will be on leave effective December 19, 1977 until February 1, 1978. Her duties are being temporarily assigned to the three Data Entry Staff persons within the unit. Please direct questions concerning book processing to one of the three persons; Mary Marshall Kim Willits or Deni Jennison. Any questions concerning the unit that can't be answered by its staff will be referred to the Circulation Librarian.

Departments with books other than RUSH items in which a truck is necessary is asked to call the unit, 4-4715 in advance to bringing the books into the area.

A BABY ARRIVES

A baby girl, Crystal, was born to Ola and Ted Faucher at 2:45 a.m. Dec. 15, 1977, at Lawrence Memorial Hospital.

NOTICE-MINIMUM WAGE INCREASE

Attached is a memo from Executive Vice Chancellor Shankel with regard to the minimum wage increase effective 12/18/77 for student hourly employees. As indicated the Payroll Office will automatically increase the hourly rate of pay to \$2.65 for all student hourly employees whose rates are less than \$2.65. Library departments interested in increasing any student's hourly rate of pay above the \$2.65 minimum wage will be required to submit an Appointment Request For Student Assistants form and a justification for the increase, by December 19 in order for this change to be effective 12/18/77. Please submit all forms to Martha Tiday in the Dean's Office. Please feel free to contact Martha Tiday or Nancy Shawbaker if you have any questions regarding this memo.



ASSIGNMENT DIRECTOR FOR PERSONNEL
LIBRARY
WATSON

Admin. Dis.

-2-

THE UNIVERSITY OF KANSAS

Office of the University Director
of Business and Fiscal Affairs
225 Strong Hall, Lawrence, Kansas 66045
(913) 864-3138

December 12, 1977

Memorandum

To: Vice Chancellors, Deans, Directors and Chairpersons

From: Delbert M. Shankel, Executive Vice Chancellor
L. Martin Jones, Associate University Director

Subj: Increase in minimum wage to \$2.65 per hour

Effective January 1, 1978, the minimum wage will increase from \$2.30 per hour to \$2.65 per hour.

The Chancellor, Vice Chancellors and University Directors have approved the following procedure to be followed to implement the change in the minimum wage:

1. Effective December 18, 1977, the Payroll Department will increase the hourly rate of pay to \$2.65 for all persons on the student hourly payroll whose current hourly rates are less than \$2.65. The \$2.65 rate will be in effect for all of the payroll period which begins December 18.
2. Effective immediately, all increases of hourly rates above the \$2.65 level will require approval of the appropriate vice chancellor or university director. Requests to increase hourly rates above \$2.65 should be based on the level of skill required to perform work required of the student employees and their qualifications for that work. To request such increases, I suggest that a justification statement be attached to the Initial Appointment Record (IAR) and submitted to the appropriate vice chancellor or university director. If the vice chancellor or director approves the rate increase, he will sign the IAR and forward it to the Personnel Office.
3. The minimum wage increase from \$2.30 to \$2.65 represents an increase of 15.2%, and it will be in effect for one-half of the current fiscal year. Because approximately 90% of the University's student employees are currently being

paid at rates lower than \$2.65, departmental student hourly help budgets funded from 001 and 099 funds will be increased by 6.84%, calculated as follows: $90\% \times 15.2\% \times 1/2$. Increases will be 6.84% of the student hourly help budgets with which departments started the current fiscal year, as listed in the printed budget which was distributed in June 1977. These supplements to departmental student help budget lines will be made in December and should appear on the monthly ledger reports prepared as of December 31, 1977.

4. Auxiliary enterprises (Housing Department, Health Services, Parking Services, and Regents Press of Kansas), Service Clearing activities (Computation Centers, Printing Service, Office Supply Stores), Geological Survey, general research grants and all departments whose student hourly help budgets are funded from restricted-use funds will have to meet the minimum wage increase from current allocations.

These procedures will be implemented assuming they are not contrary to action which may be taken by the Board of Regents at a meeting on December 16.

Please communicate this information to all departmental employees who may have occasion to need it.

We hope that by increasing automatically the rates which are now below \$2.65 and providing additional funds in departmental student hourly help budgets (funds 001 and 099 only) we are relieving departmental personnel of much of the paperwork which would be required otherwise.

DMS:LMJ:rkk

SCHEDULE OF LIBRARY HOURS

December 5, 1977-January 15, 1978

	Art		Documents		Mathematics
	Circulation				
	Copying				
	Marvin				
	Microforms				
	Reference				
	Reserve				
	Science				
	Serials				
	Music				
Dec. 5-18	M-Th 8am-12am F 8am-12am Sa 9am-5pm Su 2pm-12am		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. 19-25	M-W 8am-12am Th 8am-11pm F 8am-5pm Sa-Su Closed		M-W 8am-5pm, 7pm-10pm Th 8am-5pm, 7pm-10pm F 8am-5pm Sa-Su Closed		M-W 8am-5pm Th 8am-5pm F 8am-5pm Sa-Su Closed
CHRISTMAS Dec. 26-31	M Closed T-F 8am-5pm Sa-Su Closed		M Closed T-F 8am-5pm Sa-Su Closed		M Closed T-F 8am-5pm Sa-Su Closed
NEW YEARS Jan. 1-8	M Closed T-F 8am-5pm Sa-Su Closed		M Closed T-F 8am-5pm Sa-Su Closed		M Closed T-F 8am-5pm Sa-Su Closed
Jan. 9-15	M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed

Special Collections: M-F, 9am-6pm; during classes, Sa, 9am-1pm; closed other Saturdays and all Sundays; closed December 26 and January 2.

Kansas Collection: M-F, 9am-5pm; during classes, Sa, 9am-1pm; closed other Saturdays and all Sundays; closed December 26 and January 2.

University Archives: M-F, 8am-5pm; closed Saturday and Sunday; closed December 26 and January 2.

Map Library: M-F, 9am-5pm; during classes, Sa, 9am-1pm; closed other Saturdays and all Sundays; closed December 26 and January 2.

Old Green Reading Room: M-F, 1pm-5pm; closed Saturday and Sunday; closed December 26 and January 2.

Entomology Reading Room: T only, 8am-12, 1pm-5pm.

Business and Economics Reading Room: During classes--M-Th, 8am-5pm, 7pm-10pm; F, 8am-5pm; Sa, 9am-noon; Su, 7pm-10pm. Vacation and holidays vary.

East Asian Library: M-F, 8am-5pm; closed Saturday and Sunday; closed December 26 and January 2.

NOTE: Hours are subject to change.

MINUTES OF THE ADMINISTRATIVE CONFERENCE, December 1, 1977

The Conference met at 3:30 p.m. in B28 Watson with Jim Ranz presiding. Present were Roger Anderson, Lewis Armstrong, Ellen Brow, Marilyn Clerk, Sarah Couch, Carol Chittenden, John Glinka, Mary Green, George Jerkovich, Martha Kehde, Rosemary McDonough, Bob Malinowsky, Kent Miller, Ruth Miller, John Nugent, Linda Parker, Dave Passmore, Bonnie Postlethwaite, Jeanne Richardson, and Jim Smith.

Ranz announced that the Governor's Task on Library Resources had met during the preceding week. The committee had received an executive order (attached), and will conduct a series of hearings with various libraries throughout the state. Of interest will be their missions, interlibrary services, and means to avoid duplication and better utilization of resources. In conjunction with the White House Conference on Libraries in 1979, a state committee (chaired by Charles Bolles), has been appointed. The Task Force will attempt to mesh efforts with that committee.

Ranz also commented briefly on the budget presentation made that morning to Vice Chancellor Calgaard and other administrators in support of library needs.

Jeanne Richardson introduced a discussion of the Facilities Planning Committee's proposal for Watson renovation, explaining that the committee's proposal is a conceptual one and does not dictate departmental layout within the general design. She added that no architect had been consulted by the committee, and that the committee had been guided by the November 1976 planning report and the major objectives specified therein. Using an overhead projector to display the proposed layout, Richardson and other committee members invited questions from the group.

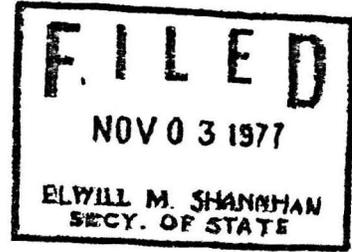
Concern was expressed by McDonough for the adequacy of technical processing space, and by Clark for the adequacy of reference space. Richardson noted the absence of walls, which would allow expansion into other areas, such as stack areas, as needed. Green asked for comment on the transfer of documents and the microforms collection. Richardson explained the apparent relative ease with which documents, as a self-contained unit, could be moved elsewhere. There had been discussions with Howey, who felt the move feasible. Clark suggested that users be consulted before finalizing the plan. Sarah Couch stated that Microforms could continue as is or be split up and placed with related hard copy materials, as in serials. The matter is not resolved, but decentralization is probable.

Green asked if a staff meeting room would be included in the renovation. Richardson suggested that one might be placed in the administrative office area on the third floor. Parker questioned the convenience of the staff room on the third floor. Couch remarked that space shortage on the lower levels had been prohibitive. Clark questioned the space devoted to faculty studies on third floor, and suggested that the faculty themselves be consulted to assure their wishes. Green noted that no restroom is included on the sub-basement level. Ranz assured that each floor will have restroom facilities, to be included by the architect. Malinowsky asked if a receiving area might be added adjacent to the processing area. Glinka offered to explore the possibility. Parker expressed concern for the proliferation of separate blocks of stacks, making direction of users difficult. Chittenden expressed concern that careful planning be exercised regarding the boundaries of the Watson collection--what will stay and what will go.

Richardson announced that the University has received a bid for the construction of the Malott Hall addition. Construction should begin soon.

The meeting adjourned at 5:00 p.m.

STATE OF KANSAS



OFFICE OF THE GOVERNOR
State Capitol
Topeka

ROBERT F. BENNETT
Governor

BENNETT EXECUTIVE ORDER NO. 77-27

ESTABLISHING A TASK FORCE
ON LIBRARY RESOURCES

Executive Department
State of Kansas
Topeka, Kansas

WHEREAS, the libraries of Kansas constitute an essential educational and cultural resource for the people of Kansas;

WHEREAS, the State of Kansas has vast library holdings in its city, county, school district, private college, community junior college, Board of Regents, and state libraries;

WHEREAS, Kansas taxpayers commit substantial sums through state, local and federal programs to the maintenance and improvement of Kansas libraries;

WHEREAS, the responsibility for these libraries rests with state and local government officials and private college trustees;

WHEREAS, some Kansas libraries have space for additional acquisitions and have a backlog of holdings not yet catalogued and thus unavailable to the public;

WHEREAS, some Kansas libraries are developing specialized holdings that are difficult and expensive to duplicate; and

WHEREAS, there has been increasing recognition by state agencies, universities, private and community colleges, city and county officials and school board members of the need for the effective planning and coordination of the state's library resources.

NOW, THEREFORE, under the authority vested in me as Governor of the State of Kansas, I hereby establish the Governor's Task Force on Library Resources which will be composed of individuals broadly representative of the State of Kansas, who will serve without compensation. This Task Force shall be charged with making recommendations to the Governor regarding:

- ^{Geo} 1. What should the mission of libraries within the respective types of institutions be; in other words, what character of the collection should each type of library hold?
- ^{State} 2. How should the inter-library loan program be utilized to provide for an interconnected system of libraries that more effectively utilizes library resources?
- ^{each} 3. What steps should be taken to avoid the unnecessary duplication of library resources?
- ^{Rec} 4. What should be done to more effectively utilize the existing library resources of Kansas?
- ^{July} 5. What should be the role of state and local governments including the State Librarian, Board of Regents, State Department of Education, community junior colleges, school boards, and county and city officials in providing for library resources?

If compelling cause develops, revision to this Order will be considered.

This document shall be filed with the Secretary of State as Executive Order No. 77-27.

THE GOVERNOR'S OFFICE

November 3, 1977

By the Governor


Clive M. Shaw
Secretary of State

Assistant Secretary of State

LIBRARY TASK FORCE

Appointed by the Governor

1. Mrs. Ernestine Gilliland
State Librarian
535 Kansas Avenue
Fourth Floor
Topeka, Kansas 66603
(913) 296-3259
2. Mrs. Richard (Jane) Byrd
17 Rockwood Drive
Ottawa, Kansas 66067
(913) 242-5458
3. Mrs. Louise Dial
U.S.D. #260
120 E. Washington
Derby, Kansas 67037
(316) 788-2877
4. Sister Kathleen Egan
Benedictine College Library
Benedictine College
801 South 8th
Atchison, Kansas 66002
5. Mr. LeRoy Fox, Director
Johnson County Public Library
8700 W. 63rd
Shawnee Mission, Kansas 66202
(913) 831-1550
6. Mr. Duane Johnson, Director
South Central Kansas Library System
901 N. Main
Hutchinson, Kansas 67501
(316) 663-5441
7. Mrs. Gail Merrill
303 Tanglewood Lane
Marion, Kansas 66861
(316) 382-3262
8. Mrs. Jerry Pettie
1418 Leavenworth
Manhattan, Kansas 66502
(913) 539-5938
9. Dr. James Ranz
Director of Libraries
University of Kansas
Lawrence, Kansas 66044
KANS-A-N 564-3347
10. Miss Sara R. Reed, Director
Dept. of Library Science
Emporia State University
1200 Commercial
Emporia, Kansas 66801
11. Mr. Jasper Schad
Director of Libraries
Wichita State University
Wichita, Kansas 67208
KANS-A-N 563-3595
12. Mr. Carl H. Sperry
Superintendent of Schools
U.S.D. # 297 St. Francis Schools
100 South College Street
St. Francis, Kansas 67756
13. Mr. Mike Tacha, Director
Chapman Library
Neosho County Community Jr. College
1000 South Allen
Chanute, Kansas 66720
(316) 431-2820 Ext. 9
14. Mr. Fred Young
1512 Clover
Dodge City, Kansas 67801
(316) 227-7738
15. Mrs. Clifford (Judy) Raile
Route 3
St. Francis, Kansas 67756
(913) 332-2794
16. Mrs. Margaret Moore
414 W. Elm
Hill City, Kansas 67642
(913) 674-2502

MINUTES OF THE LIBRARY FUNDING SUBCOMMITTEE
OF THE COLLECTION DEVELOPMENT COMMITTEE

The subcommittee met on December 8, 1977 in B28. Present were Linda Parker (Chair), Ellen Brow, Jim Neeley, Kent Miller and Roger Anderson. Not present: Kathleen Neeley.

The agenda of the first meeting consisted of the following topics: (1) discussion of purpose and (2) organization for action, among the points to be considered were researching the literature and the method of reporting information.

Linda Parker distributed xerox copies of the ARL Systems and Procedures Exchange Center Kit #36 entitled "The Allocation of Materials Funds" for examination by committee members.

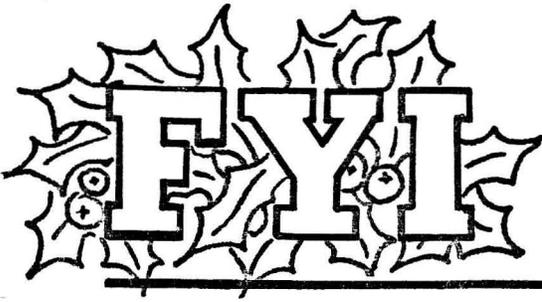
It was suggested that the subcommittee has two tasks (a) to consider the budget as it is at present and (b) to develop a model for an adequate budget. A question arose concerning the charge to the committee, whether its purpose is to formulate a structure for known dollar amounts, for the FY 1979 budget or whether its purpose should be to devise a general formula which could then be applied to our specific situation. It was agreed that these objectives were not necessarily mutually exclusive but that the time frame the subcommittee was working under might impose certain constraints. It was proposed that the committee's charge be clarified.

There was agreement that ultimately formulas should be structured for both monographic and serial funding. It was also the general feeling that the subcommittee should not consider books and serials as two independent parts of the budget but that both parts should be considered as pieces of an integrated whole. Thus, the committee decided not to divide into two groups, one for books and one for serials. It was pointed out that bibliographers are more likely to consider these two divisions of the budget as parts of a whole while carrying out their selection responsibilities.

* Several factors were mentioned which would be necessary in constructing any type of formula, these being: (a) program pressures (i.e. enrollment, degrees granted, number of faculty, circulation), (b) Cost factors (i.e. book & serial prices, inflationary percentages, volume of publication in the subject discipline or geographic area), and (c) long term research demands (i.e. levels of collection development needed for research needs of faculty and students, responsibilities as a regional (or state or even national) resource, etc.). It was also suggested that a factor be added to any formula to provide for increased collection building in underdeveloped areas.

The Chair asked Kent Miller and Roger Anderson to draw up short summaries outlining past budget development practices, perhaps including recommendations for possible future changes. Both agree to do so for the next meeting. It was suggested that the report of the Needs Assessment Committee on Acquisitions Funding would provide a great deal of background information and data for the present committee. The Chair asked that a more specific charge to the committee be drafted for submission and approval by the full CDC. Ellen Brow and Jim Neeley were asked to do this. In the meantime, the Chair will seek permission to begin a literature search of the subject.

The next meeting was tentatively scheduled for Wednesday, December 14, 1977 in B28.



University of Kansas Libraries

NUMBER 427

December 22, 1977

PERSONNEL:

Elaine Simons resigns as Clerk Typist II in the Department of Spain, Portugal, and Latin America effective January 1. Staff members interested in applying for promotion or transfer to this position should make application with Mary Green by Wednesday, December 28.

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

ON VACATION:

Jeanne Richardson will be on vacation December 21 through January 3.
Kathleen Neeley will answer all questions in Jeanne's absence.
H. Robert Malinowsky will be on vacation December 27 through January 4.

CHRISTMAS PARTY

A heartfelt thank you to all those who worked on the Christmas Party Committees, to the readers and carolers, to everyone who contributed serving dishes, to each who brought a portion of the delicious array of food, and to all who attended, making the party a warm and festive occasion.

COURIER SERVICE

Courier Service to destinations other than Kansas State University, Manhattan will be suspended between Dec. 26-Jan. 2. Couriers between KSU & KU will run Dec. 27 and Dec. 30.

OCLC

There will be no evening hours for the Cataloguing Department Dec. 27-30.

STEEL SHELVING DELIVERY

The steel shelving for completion of the East Sub-basement storage area should be delivered on Friday, December 23. Consequently, the east stack elevator is being reserved for this purpose for the entire day. Please plan to use the west stack elevator and the public elevator on Friday.

JLG

ENTOMOLOGY READING ROOM

The Entomology Reading Room will be open Thursday the 29th instead of Tuesday the 27th next week.

ATTENTION ELVES!

Now available for a limited time only at never before low prices (FREE) - the ultimate Gag gift and all around useful item. Comes in it's own decorative box. Inquire immediately at your nearest Photocopy Service - while supply lasts!

CHRISTMAS PARTY RECEIPTS

Would everyone who has receipts for goods purchased for the Christmas Party please send them to Susan Hogle in Cataloging for KULSA records. Thank you.

BOOK REQUESTS

The Collection Development Committee would like to remind all library staff that they are free to make purchase recommendations. A list of bibliographers and their subject expertise was published in a previous issue of FYI. If you have a request, please refer it to the appropriate bibliographer and not directly to Acquisitions. Departments without book funds should always send their requests to a bibliographer with the request appropriately marked as to why it is needed and how soon. We do not have enough money to honor all requests. Therefore, the bibliographers have the task of making sure the right priorities are made.

HRM

ARL SPEC KITS

The SPEC Kits produced by the Systems and Procedures Exchange Center, Association of Research Libraries, have been transferred from the Administrative office to the Periodicals Reading Room. They will be stored in the file cabinet storage units (filed under Association of Research Libraries Systems and Procedures Exchange Center SPEC Kits) and will be available for long-term check out and usage by staff members. For your information, these materials are acquired on a current standing order administered by the Serials Department. We are lacking information on the location of the following Kits: Numbers 1, 11, 12, 16, 17, 18, 19, 22, 25, 30, 35, 36, and 37. Please report the location of these to Kent Miller or Sarah Couch in order that we might complete our circulation records and/or determine which Kits might require replacement. In the future, new Kits will be routed to the Periodicals Reading Room, and the receipt will be announced in FYI. Number 38, Collection Development, has just been received.

NO DONUTS

There will be no donuts on the following days: Dec. 23 - Jan. 2. Donut delivery will resume on Jan. 3, 1978 after Carol Lee's vacation.

COLLECTION DEVELOPMENT COMMITTEE

Attached for your information are the minutes of the December 14 meeting of a CDC Subcommittee.

MERRY CHRISTMAS

TO ALL OF YOU!

MINUTES OF THE SUBCOMMITTEE FOR ACQUISITIONS
FUNDING OF THE COLLECTION DEVELOPMENT COMMITTEE

Present: Linda Parker (Chair), Ellen Brow, Kathleen Neeley, Roger Anderson
Jim Neeley and Kent Miller. Marilyn Clark was also present
(Chair of CDC).

The subcommittee met at 8:30 AM in Room 350, December 14, 1977

The major topic of discussion concerned the charge of the subcommittee and its goals. Jim Neeley and Ellen Brow, asked during the previous meeting to work on a charge, reported on their discussions. Several points of specific concern were brought out (a) allocations should be based on rational, defensible criteria, (b) whether the subcommittee should formulate principles on how large the budget should be ideally or whether we should only distribute rationally what is provided by the administration (c) whether or not there should be separate serial and book budgets or whether the individual bibliographers should decide which is the most important for their subject areas and (d) whether or not there should be departmental allocations at all. There was also feeling expressed that it might be useful to gather statistics on the following types of acquisition: (a) foreign vs. domestic (b) retrospective vs. current (c) books vs. serials (d) large expenditures vs. small expenditures (e) purchases of collections vs. individual orders and (f) an analysis of the use of subject funds. In other words, an analysis of acquisitions patterns over the past few years.

In response to the first set of concerns, it was stated that the present budget structure is a reality which cannot be significantly altered in the immediate future, certainly not for FY 1979. It was also pointed out that certain basic budget structures, such as the division between books and serials, may not be subject to alteration at all, even over the long term. However, there is an important roll for the subcommittee to play in devising rational criteria for the distribution of funding within the structural limitations imposed upon us. Departmental allocations probably cannot be eliminated as such in the immediate future, but consolidations can take place where political factors allow. There was general agreement that the formulation of logical criteria to apply to and modify the present budgetary structure within practical limits was a definite part of the committee's function. However, differences of opinion were expressed on how specific our approach should be.

Discussion was then turned to what steps the subcommittee should take to begin carrying out its task. Concern was expressed about time limitations. It was mentioned that perhaps one or two people should be assigned to the rather considerable task of gathering information and data. However, this was not considered feasible and it was pointed out that both the Serials and Acquisitions Librarians had already invested a considerable percentage of time in involvement. It was suggested that the Collection Development statements should be utilized as fully as possible, especially those sections dealing with strengths and weaknesses of the collection. The proposal for a study of the past book and serial records was not considered to be feasible due to the complexity of the records, the

amount of time which would be needed and that fact that the rationale for their establishment and methods of use had not always been clear in the historical perspective and this factor might make logical comparisons difficult. It was mentioned that a number of specific questions concerning the definition of the use of funds need to be addressed, for example when are general library funds appropriate as opposed to departmental funds, what funds are appropriate for the purchase of materials related to the area studies which are not in the vernacular languages of the area, etc. A suggestion was made that copies of the various Acquisitions funding formulas used by other Institutions be acquired and distributed for study by the subcommittee.

A general consensus seemed to emerge that the subcommittee has two basic functions, one long term, the other short term, the former being to devise a logical, rational, formulated structure for future budgets, the latter being to formulate the structure of the specific budget for FY 1979 and possible modifications thereto, within preimposed conditions. The following actions are to be taken before the next meeting: (a) Kent Miller will inquire as to the present status of the ACRL proposed standards for university libraries (b) Linda Parker will obtain a copy of the Washington formula from Dean Ranz for distribution to the committee (c) Ellen Brow will draw up a revised draft statement of the subcommittee's charge and (d) Linda Parker will run a literature search for materials pertaining to funding distributions in university libraries. This information will be distributed to subcommittee members for study before the next meeting. It was also suggested that the subcommittee make contact with the Editing subcommittee on points relating to the Collection Development Statements. Kent Miller and Roger Anderson distributed short statements concerning the development of Serial and Book allocations in recent years.

The next meeting was tentatively scheduled to be held during the early part of January, 1978.

Roger Anderson
Secretary



FYI

University of Kansas Libraries

NUMBER 428

December 29, 1977

PERSONNEL

Margaret Brown is Clerk Typist II (half-time) in the Marvin Library effective December 28.

PINK CARDS

ALL Classified personnel please remember to turn in a pink card for all absences, including holidays. Thank you.

AS

FYI

Anyone that has something to submit for the FYI, please turn it into the Dean's office by each Wednesday at 5:00. Thank you.

MURIEL COOK

Congratulations to Muriel. She had a baby girl on Tuesday, Dec. 27.

LETTERS ATTACHED

There are two letters attached to the FYI. One is a listing of the legal holidays for 1978. The other one is the change in the Social Security contribution rate which will be in effect for the January 1, 1978 paycheck.

STAFF DIRECTORY ATTACHED

A copy of the library staff directory is attached for your information. Please notify Mary Green of any errors or omissions in the listing.

HAPPY NEW YEAR!

FYI

MINUTES
of the
CLASSIFIED CONFERENCE MEETING Dec. 13, 1977

Ola Faucher spoke on the Pay Scale Study currently being conducted in Topeka. The proposal is now in the hands of the Governor. She hopes to hear results by the end of the week. Classified employees are divided into 3 pay schedules - Labor Trades, General services and Managerial. The majority of employees at the library fall into the General Services category, while most of the Managerial employees are located in Topeka. The Managerial will receive more of a pay increase percentage wise than the other two groups. One of the basic concepts behind the plan provides employees with the chance to reach a pay high point earlier than in other jobs. Longevity has also been reinstated. Attached is a copy of the proposal. Ola warned us to bear in mind that this is merely a proposal, nothing has been made definite yet.

Mary Green gave a short report on the condition of the Reclassification Study. The proposal is with the State Finance Council who has recently requested her to provide them with an estimate of salaries and salary increases under the new plan for this and next year. She urged people to come and speak to her if they feel their job is not classified accurately (no matter whether the change was in the original proposal or not).

Maxine Younes commented briefly on the state of the Budget and Planning Committee. They are currently involved with the 1978 Budget Requests. A copy of that report can be found in the Nov. 10 edition of the FYI.

A report was given on the Facilities Planning Committee by Sarah Couch. The committee has just released their proposal for the renovation of Watson. She stated that copies of the proposal have been sent to all departments and that a copy can also be found at the Reference desk. She urged everyone to attend the open meetings planned for Wed. Dec. 14, 2:30-4:30 P.M., Council Room Kansas Union and for Thurs. Dec. 15, 9:00-11:00 A.M., Council Room Kansas Union.

Jim Smith reported on the Senate Libraries Committee. Some of the topics under discussion during the past year were - spread of the library branches including the Art Library, faculty borrowing of books and increase of the student help fund.

Lewis Armstrong stated that he had been approached by a representative of the Professional Development Committee concerning a classified representative to serve on the committee for the first time.

Nominations were taken for officers for the next year. Those nominated for secretary were: Susan Hogle, Sherry Hawkins, and Carol Jeffries. Mary McFadden, Craig Sandusky, and Pat Mimeau were nominated for co-chairpersons. Elections will be held next month.

Becky Schulte
Secretary



THE UNIVERSITY OF KANSAS

Office of the Comptroller
150 Carruth-O'Leary Hall
Lawrence, Kansas 66045
(913) 864-3066

December 20, 1977

Memorandum

To: Vice Chancellors, Directors, Deans and Department Chairpersons
From: Craig McCoy, Comptroller *Craig McCoy*
Subject: Change in Social Security rates effective January 1, 1978

Beginning with the payroll warrant dated January 1, 1978, the OASDHI contribution rate will be increased from 5.85% to 6.05% with respect to wages paid during calendar year 1978. The base rate (taxable wages) subject to coverage for the employee has been increased to \$17,700.00. Maximum contributions by the employee will be \$1,070.85, which will be matched by the State.

All affected persons should make note of this change for wages paid in calendar year 1978.

CMc/rw



THE UNIVERSITY OF KANSAS

MAIN CAMPUS, LAWRENCE, KANSAS 66045

MEDICAL CENTER, KANSAS CITY, KANSAS 66103

CENTRAL PERSONNEL SERVICES

8 Carruth-O'Leary
Lawrence, Kansas 66045
913-864-4942

Employee Relations
864-4280

Records, Transactions
and Data Control
864-3068

Employment, Classifications,
Salary and Wage Administration
864-4942

Faculty and Staff Benefits
864-4418

DATE: December 20, 1977

MEMO TO: Deans, Directors, Chairpersons, Vice Chancellors and
University Directors

FROM: James Feldstein, Director, Central Personnel *JS*

RE: Holidays

Governor Robert F. Bennett has designated the following days during the year 1978 to be holidays for state employees. Please preserve this memo so that you may be advised of the designated days throughout the year.

The holidays are as follows:

NEW YEAR'S DAY	Monday, January 2, 1978
MEMORIAL DAY	Monday, May 29, 1978
INDEPENDENCE DAY	Tuesday, July 4, 1978
LABOR DAY	Monday, September 4, 1978
VETERAN'S DAY	Friday, November 10, 1978
THANKSGIVING DAY	Thursday, November 23, and Friday, November 24, 1978
CHRISTMAS DAY	Monday, December 25, 1978

***DISCRETIONARY DAY**

*In addition to the above holidays, Governor Bennett has provided that each State employee is authorized one additional holiday with pay during calendar year 1978. This optional day is provided for a special occasion or to accommodate those who desire to observe a religious day of their choice and the Governor recommends that the day be used for this purpose. Further details will be furnished shortly.

bn