

# University of Kansas Libraries

Number 429

January 5, 1978

---

## Personnel:

Joe Richardson, currently assigned to half-time cataloging and half-time reference, will assume full-time reference duties as of January 18.

## Time Cards

Student time cards are due in the Dean's Office at 9:00 a.m. Monday, January 16.

## Transactions due

All transactions are due in the Serials Department by 5 p.m. on Thursday, January 12.

## Administrative Conference to Meet:

The Administrative Conference will meet Thursday, January 12, at 10:30 a.m. in B28 Watson. The major agenda item will be the new copyright law. Dave Passmore will also ask for some discussion of the handling of books containing or accompanied by audiovisual materials.

## Search Committee Appointed:

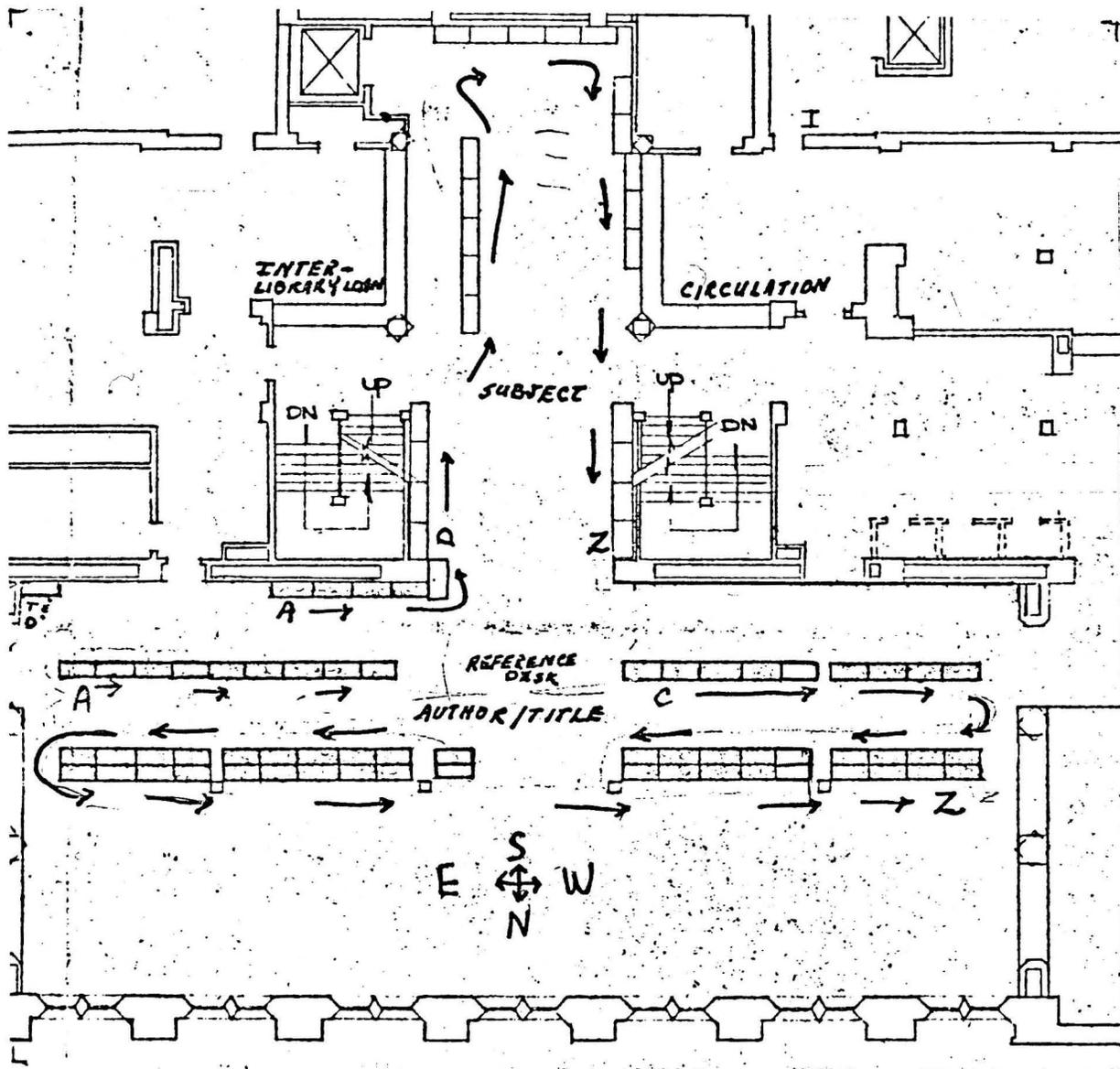
The following have been appointed to a search committee for the cataloger opening: Dave Passmore, Chairman; Barb Gaeddert; Debbie Hodges; Eileen McGrath; Marilyn Clark; and Mary Green.

## Kulsa Buffet

Attention Kulsa buffet go-ers. Due to a late Christmas and an early New Year there will be no buffet in the month of January. However, prepare yourselves to attend the 1st buffet of the new year, Wednesday, February 1.

We shall be adding eleven cabinets to the public card catalogs this winter. Five cabinets will be added to the subject catalog, six to the author-title. We shall rearrange on Jan. 9 and 10, 1978, the catalogs to conform to the recommendations of a recent architectural services study of the carrying capacity of the floor. This new arrangement will put the author-title catalog in one uninterrupted line. (See the illustration below). You may be noticing numbered, otherwise blank cards in the catalogs the next couple of months. These are part of the catalog expansion project. Please don't move them. Thank you.

Debbie Hodges, Bob Marvin, Dave Passmore



# FYI

## University of Kansas Libraries

NUMBER 430

January 12, 1978

---

### PERSONNEL:

Richard Crank has been appointed Clerk II (3/4-time) in Circulation effective 1/9/78. Shelley Miller is Clerk Typist II in the Department for Spain, Portugal, and Latin America effective 1/9/78.

### UNCLASSIFIED VACANCIES:

Cataloging Librarian. 12-month, tenurable appointment. Available immediately. Responsible for original cataloging of monographic materials, using LC classification. Required Qualifications: MLS from an ALA-accredited library school and cataloging coursework or cataloging experience. Preferred Qualifications: Reading knowledge of German; and academic background in political science and history and/or language and literature; OCLC experience. Salary: \$10,500 and up, dependent on qualifications. Application Deadline: February 15, 1978. Apply to Mary Green, Watson Library.

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

### PERSONNEL:

With the approval of the University Archives and the Science Libraries, William Deacon will begin working in University Archives full time January 18, 1978. At the same time Sally Adkinson will be working half time in the Marvin Library. With this change both individuals will be broadening their background in librarianship.

### ROGER ANDERSON

After serving for over ten years as head of the Acquisitions Department, Roger Anderson has asked to be relieved of responsibility for the managerial administration of the Department, effective 1 July, 1978. With the rapid growth of the Department in recent years and the Library's assumption of increasing responsibility for book selection and the development of the collections, the present duties of the Department head are now more than can be discharged by one person. Roger has expressed the wish to relinquish the administrative and management duties in order that he may give full-time to overseeing the approval and blanket order plans; to serving as bibliographer for Anthropology, Geography, Economic Geography, and Political Science; to counseling with the other bibliographers on problems of selection, ordering, and funding, and to performing other appropriate tasks within the Department. On July 1, Roger will assume the title of Library Bibliographer and Associate Acquisitions Librarian.

Roger received his library degree from the University of Denver in 1962 and joined our Library staff the following year. In 1967 he was asked to take over the direction of the Acquisitions Department. Since that time the Library's collections have increased by 50%--from 1,200,000 volumes to about 1,800,000 and the Library's materials budget by over 100%--from \$500,00 to about \$1,250,000. The Library is most appreciative of the major role that Roger has played in this progress, and we all wish him success and satisfaction in his new assignment.

STUDENT TIME CARDS

Student time cards are due in the Dean's Office at 9:00 a.m. Monday, January 16.

HANDBOOK OF THE CENTER FOR RESEARCH LIBRARIES

More copies of the Handbook of the Center for Research Libraries, 1976, are available now from Marianne Griffin, CRL Coordinator, Interlibrary Services Department. Bibliographers who need copies for themselves or patrons are welcome to pick up at ILS.

mlg

UKASE

UKASE check-in strips are due in the Serials Dept. by 4:00 p.m. on Thursday, January 19, 1978.

COMMITTEE ON PROFESSIONAL DEVELOPMENT

The Committee on Professional Development sent a questionnaire to each librarian January 10. If any librarian failed to receive a copy, please let me know. Your cooperation in returning the completed questionnaires to Joan Soutar or Pat Scanlan by January 20 will be appreciated. Rosemary McDonough

EUGENE CARVALHO

Eugene Carvalho has a book review published in the November issue of College and Research Libraries. The title of the book is Toshokan: Libraries in Japanese Society by Theodore F. Welch. (London, Clive Bingley, 1976)

LFA MEETING

The Library Faculty Assembly will convene on January 23, 1978, at 9:30 a.m., in Watson B28. The agenda will include the following:

1. Proposal for adjunct bibliographer.
2. Promotion and Tenure Committee's report, "Evaluation of Performance" and the "Role of Service".
3. Resolution on centralized libraries.
4. Proposed procedure for reviewing committee reports.
5. New business.

Texts for item numbers 1-4 will be distributed to Assembly members next week.

KULSA

KULSA seeks to remember staff members who become hospitalized, who become parents, or who lose immediate family members by death. Please inform Marion Kliewer, KULSA Hospitality Officer, of such staff members so he can send them cards or flowers.

Life at the KU Libraries does have its bright side. KULSA is the staff organization which handles the social activities associated with work in the libraries. You could help by volunteering for one of the following committees. Please mail your enthusiastic response to Maxine Younes, Catalog Department, Watson Library.

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

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

SUMMER PICNIC COMMITTEE--Plans the picnic, including setting the date and time, determining the place, establishing cost per person, what items KULSA will provide.

MONTHLY BUFFET COMMITTEE--Publicizes the buffets and maintains required supplies in the staff room. Provides the refreshments and supplies for scheduled KULSA meetings when requested.

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

AGENDA COMMITTEE--Determines the agenda of regular KULSA meetings and the date, time, and place of the meetings. Consists of KULSA officers and two volunteers.

NOMINATING COMMITTEE--Prepares a slate of nominees for the next election of officers.

---

KULSA COMMITTEES  
SIGN-UP

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Name of Committee: \_\_\_\_\_

Please detach and send in this form when you have chosen a committee to serve.

THANK YOU

SCHEDULE OF LIBRARY HOURS

January 9, 1978-June 11, 1978

	Art		Documents		Mathematics
	Circulation				
	Copying				
	Marvin				
	Microforms				
	Music				
	Reference				
	Reserve				
	Science				
	Serials				
Jan. 9-17	M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed
Jan. 18-Mar. 11	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
Mar. 12-19	SPRING BREAK				
	M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed
Mar. 20-26	M-Th 8am-11pm F 8am-5pm Sa 9am-5pm Su Closed		M-Th 8am-5pm, 7pm-10pm F 8am-5pm Sa 9am-5pm Su Closed		M-Th 8am-5pm F 8am-5pm Sa Closed Su Closed
EASTER Mar. 26					
Mar. 27-Apr. 30	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
E X T E N D E D	H O U R S				
May 1-17	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
May 18-21	Th 8am-11pm F 8am-5pm Sa-Su Closed		Th 8am-5pm, 7pm-10pm F 8am-5pm Sa-Su Closed		Th 8am-5pm F 8am-5pm Sa-Su Closed
May 22-28	M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed		M-F 8am-5pm Sa-Su Closed
May 29					
MEMORIAL DAY	M Closed		M Closed		M Closed
May 30-Jun. 11	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 Memorial Day.

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

University Archives: M-F, 8am-5pm; closed Saturday and Sunday; closed Memorial Day.

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

Old Green Reading Room: M-F, 1pm-5pm; closed Saturday and Sunday; closed Memorial Day.

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 Memorial Day.

Note: Hours are subject to change.

PERSONNEL:

Mary Small resigns as Clerk III in Cataloging effective January 17. Applications for this position were solicited in a special flyer issued January 13.

H. ROBERT MALINOWSKY

H. Robert Malinowsky will be attending an Executive Board meeting of the Mt. Plains Library Association in Denver, January 20-23, 1978.

GEORGE C. JERKOVICH

George C. Jerkovich as an article published in the Whistle Stop, the Harry S. Truman Library Institute Newsletter, Vol. 5, No. 4, Fall 1977. The title of the article is "An Unusual Treasure: Library's Serbian Book of Liturgy Found to be a Rarity".

EUGENE CARVALHO

Eugene Carvalho has an article published in The Association for Asian Studies CEAL Bulletin (no. 54, Nov. 1977, p. 20-26). The title of the article is "Japanese Academic Libraries: an observation."

LFA ASSEMBLY MEETING

The next meeting of the LFA Assembly will be Monday, January 23rd, at 9:30 a.m. in Room B-28 of Watson Library.

COLLECTION DEVELOPMENT COMMITTEE

Collection Development Committee will meet Tuesday, January 24 in B-28 from 10:30 until noon.

Preliminary agenda:

- Newspapers: Collection policy and priorities
- Report of Collection Policy Editing Sub-Committee
- Report of Budget Allocation Sub-Committee
- Proof slips: Are we ready to re-evaluate distribution System?

COMMITTEE ON PROFESSIONAL DEVELOPMENT

This is a reminder to librarians to return the questionnaires sent out by the Committee on Professional Development to Joan Soutar or Pat Scanlan by Friday, January 20.

ARL SPEC KIT RECEIVED

A new ARL SPEC Kit entitled Remote Storage, Number 39, has been received. This issue, as well as other SPEC Kits, is in the file cabinet storage unit in the Periodicals Reading Room.

MINI-DOCUMENTARY ON GOV. ALF LANDON

A mini-documentary on Governor Alf Landon will be broadcast on Sunday, January 22 at 4:30 p.m. on WDAF Channel 4. This documentary will be part of the Action News Extra Magazine show and will feature an interview with Professor Don McCoy of K.U.'s Department of History and will make use of materials from Alf Landon papers in the Kansas Collection.

Minutes of the Administrative Conference, January 12, 1978

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Roger Anderson, Lewis Armstrong, Ellen Brow, Gene Carvalho, Sarah Couch, Bill Deacon, Frances Fischer, Earl Gates, Nan Gauthier, John Glinka, Mary Green, George Griffin, Marianne Griffin, Sherry Hawkins, Sue Hewitt, Bayliss Harsh, Marion Howey, George Jerkovich, Christine Leonard, Rosemary McDonough, Eileen McGrath, Sandy Mason, Kent Miller, Pat Mimeau, Bob Malinowsky, Kathleen Neeley, John Nugent, Linda Parker, Dave Passmore, Jeanne Richardson, Jim Smith, Ann Stuart, Norman Wycoff, and Martha Kehde.

Mike Davis, the University Attorney was present to discuss the New Copyright Law that went into effect January 1, 1978. A copy of a handout from Mr. Davis's office was distributed to each person at the meeting. A copy of this handout is attached.

Davis advised that material copied after January 1 for Reserve purposes must adhere to copyright law. He suggested retaining signed releases received from faculty members.

Davis stressed that the library should place responsibility on faculty members for policing their own actions with copyright compliances.

Eileen McGrath was concerned about the adverse effect the new copyright enforcement may have on patron-library staff relationships.

Question was raised on function of Copyright Clearing House. John Glinka agreed to provide further information.

Dean Ranz feels that we have an obligation to comply with Mr. Davis's interpretations on this subject.

Dean Ranz announced that in all probability there will be no new unclassified positions for the coming year. Nothing has been said about the classified positions.

The Governor's recommendations for the library were discussed.

1. \$100,000 will be used for automatic theft alarm, and a large amount will go to acquisitions.
2. \$291,000 will be used for stacks and lighting for the basement in Spencer and Watson
3. Money for construction of library. Gov. is asking the legislature to set aside construction funds at the same time they ask for planning money. This will remove any doubts about getting the money, but won't set building schedule up.

Dean Ranz discussed the Higher Education Act - II-C. There will be \$500,00 in federal grant money to be divided into 150 grants. The grants are for strengthening Research Libraries collections, binding for preservation of materials etc. We'll prepare a request for grant with staff input. Handout distributed by Ranz is attached.

Dave Passmore called for suggestions regarding how best to catalog materials accompanied by Audio-Visual materials. He asked that ideas be passed on to him

Meeting adjourned at 11:40 a.m.

Mary Green, Secretary



THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

January 9, 1978

To: Copying Services Units

From: John L. Glinka

Concerning: Reproduction of Copyrighted works

The new Copyright law became effective January 1, 1978. Please read the attached materials to familiarize yourself with the provisions and guidelines of the law.

In general, the Copyright law should not create difficulty in the use of coin-operated copying equipment since the burden of compliance is placed on the patron. On the other hand, staff-supported copying services are vulnerable and must not exceed the guidelines. To assist in this area, the University Attorney has agreed that:

1. The Order Warning of Copyright provision can be met by stamping the first page of each filled order with the following: NOTICE. This material may be protected by Copyright law. (Title 17, U.S. Code).
2. The Display Warning of Copyright provision will be met by posting of appropriate signs (prepared by the Printing Service) at each copying unit and each public service point.
3. No special order forms will be required for individual orders filled by staff-supported copying services.
4. Except for material supplied under Paragraph V of the Check List, staff-supported copying services will ordinarily reproduce less than 10% of works that are not collections or periodicals.
5. Requests for more than one copy of the same material by one patron will be refused.

Requests for inter-library loan distribution will be honored by copying services units on the assumption that the order has been cleared by Inter-library Staff for conformance with the guidelines.

The Libraries will not reproduce materials for reserve use; to do so would be to engage in systematic reproduction which is prohibited. If a faculty member requests this service, his order should be refused and he should be referred to the University Attorney's Office for clarification of the matter. If a faculty member elects to provide personal copies for reserve use, they can be accepted providing he signs a statement similar to the following:

I authorize that these materials have been duplicated in compliance with Section 107 of the copyright law (17 United States Code).

Questions or problems relating to the Copyright law should be referred to the Libraries Administrative Office or, where specifically indicated, to the University Attorney's Office.



THE UNIVERSITY OF KANSAS

Office of the General Counsel  
233 Strong Hall, Lawrence, Kansas 66045  
(913) 864-3276

December 20, 1977

DEC 23 1977

OFFICE OF THE DIRECTOR  
UNIVERSITY OF KANSAS LIBRARIES

MEMORANDUM

TO: Jim Ranz  
Henry Snyder  
John Glinka ✓  
Anita Head  
Earl Farley  
Patricia Palmer

FROM: Mike Davis

I thought it would be useful to summarize some of the matters we discussed the other day. These thoughts are intended to serve as a supplement to the checklist, the CONTU Guidelines, and the regulations I distributed at the meeting.

We first agreed that our library system meets two of the three general guidelines for library reproduction. And we concurred in the wording of a warning to be printed on all reproduced copies in compliance with the third general requirement:

NOTICE: This material may be protected by copyright law (17 United States Code).

We then discussed the conditions under which we can reproduce facsimile copies of unpublished and published works. Unpublished works may be reproduced in toto to preserve and secure them or to transfer for research use to another library or library system similar to our own. A published work can be duplicated in facsimile form only to replace a work that is "damaged, deteriorating, lost, or stolen" and only if prior to reproduction we determine through checking with our reference librarian that the copy is not available at a fair price from another source.

One article or one "contribution" from a periodical or collection, or a "small part" of another copyrighted work can be reproduced for users so long as the copy becomes the property of the user; the library has no notice that it will be used for any purpose other than private study, scholarship or research; and we prominently display at our checkout and duplication counters,

Main Campus, Lawrence  
College of Health Sciences and Hospital, Kansas City and Wichita

and include on our inter-library order forms, the following notice:

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I will arrange with the printing service to duplicate several dozen of these for distribution in the next couple of weeks.

We then discussed reproducing a copyrighted work for a user either in toto or in substantial part. Here the tests from each of the two previous categories are combined. We must both meet all the requirements of reproducing a "small part," and be prepared to show that the copy was not available elsewhere at a fair price. We concluded that for purposes of our own operation we would assume that "a small part" meant less than 10% of a work. Remember, this only applies to works that are not collections or periodicals. For these latter types, only one article or essay may be reproduced.

We will also ask the University Printing Service to prepare for us signs for our unsupervised photocopying machines. These signs will read:

NOTICE: The United States Copyright Law (17 United States Code) governs the making of photocopies of copyrighted material. The person using this equipment is liable for infringement.

Apparently, each of our libraries with the possible exception of the Law Library engages in the "systematic reproduction or

distribution of single or multiple copies" only in inter-library loan arrangements. It is my understanding that both the University library and the Medical Center library will be keeping the records and following the CONTU guidelines I distributed. I wish to review these at some point in the future. While I am sure the Medical Center library will need to continue to keep these records, I have some hope that the numbers will reflect that at least with regard to some arrangements the University library can discontinue the practice.

We finally discussed the problem of making copies for Reserve use. If the library makes the copies, all the rules set forth above obtain. If a faculty member makes the copies, the library should accept them for Reserve provided that the faculty member will sign a form containing language similar to the following:

I authorize that these materials have been duplicated in compliance with §107 of the copyright law (17 United States Code).

I look forward to discussing with each of you your plans for distributing instructions to your staff. You know that I stand ready to help at any time.

MJD:cal

- cc: Chancellor Dykes
- Executive Vice Chancellor Shankel
- Executive Vice Chancellor Waxman
- Vice Chancellor Calgaard
- Vice Chancellor Argersinger
- Vice Chancellor Reed
- Mr. Dysart

CHECK LIST

For Reproduction and Distribution by Libraries  
of Copyrighted Works

- I. All Library Copying--General Requirements
  - A. There may be no purpose of direct or indirect commercial advantage.
  - B. The library collection must be open to the public, or available to researchers affiliated with the library or institution of which it is a part, as well as to others researching in a specialized field.
  - C. Any reproduction or distribution of work must bear a copyright notice.
- II. Unpublished Works--Entire Copy
  - A. Meet all requirements in §I.
  - B. Duplicate only copies in our collections in facsimile form.
  - C. Duplicate solely to
    - 1. preserve and secure the work, or
    - 2. for deposit for research in another library of the type described in §I.B.
  - D. Reproduction in "machine language" is not permissible. (microfilming is acceptable)
- III. Published Works--Entire Copy
  - A. Meet all requirements in §I.
  - B. Reproduce only in facsimile form.
  - C. Reproduce a replacement only if
    - 1. the copy or phonorecord is damaged, deteriorating, lost or stolen and
    - 2. reasonable efforts to obtain an unused replacement are unsuccessful.
- IV. Reproduction for and distribution to user: Copies consisting of no more than one article or contribution to a copyrighted collection or periodical issue, or a small part of any type of copyrighted work.
  - A. Meet all the requirements in §I.
  - B. The copy must become the property of the user.
- C. The library may not reproduce and distribute a copy if it has notice that the copy or phonorecord will be used for purposes other than private study, scholarship or research.
- D. Display the copyright warning in accordance with copyright regulations at the place where orders for such requests are made and on the order form itself.
- E. All reproduction and distribution of a single copy of the material must be isolated, unrelated and completed on separate occasions. The rights do not apply if the library (or its employees):
  - 1. has reason to know it is engaged in related or concerted reproduction or distribution of multiple copies of the same material or,
  - 2. is engaging in systematic reproduction or distribution of single or multiple copies of material. This does not prohibit interlibrary arrangements that do not have as their purpose or effect that the library receives copies in such quantities as to substitute for a subscription to or purchase of the work. (See CONTU guidelines)
- F. These rights do not apply to musical, pictorial, graphic, or sculptural works, nor to motion pictures or other audiovisual works (except audiovisual works dealing with news).
- G. The limitations described above in "F" do not apply to pictorial or graphic works published as illustrations, diagrams or similar adjuncts to works copied in accord with "A" through "E".
- V. Reproduction for and distribution to user: The entire or substantial part of a copyrighted work.
  - A. Meet all the requirements in §I.
  - B. Meet all requirements of "A" through "G", except "E.2" of §IV.
  - C. Before copying, determine that a copy of the work cannot be obtained at a fair price.

## INTRODUCTION

Subsection 108 (g)(2) of the bill deals, among other things, with limits on interlibrary arrangements for photocopying. It prohibits systematic photocopying of copyrighted materials but permits interlibrary arrangements "that do not go to offices to the House and Senate subcommittees in bringing the interested parties together to see if agreement could be reached on what a realistic definition would be of "such aggregate quantities." The Commission consulted with the parties and suggested the interpretation which follows, on which there has been substantial agreement by the principal library, publisher, and author organizations. The Commission considers the guidelines which follow to be a workable and fair interpretation of the intent of the proviso portion of subsection 108 (g)(2).

These guidelines are intended to provide guidance in the application of section 108 to the most frequently encountered interlibrary case: a library's obtaining from another library, in lieu of interlibrary loan, copies of articles from relatively recent issues of periodicals—those published within five years prior to the date of the request. The guidelines do not specify what aggregate quantity of copies of an article or articles published in a periodical, the issue date of which is more than five years prior to the date when the request for the copy thereof is made, constitutes a substitute for a subscription to such periodical. The meaning of the proviso to subsection 108(g)(2) in such case is left to future interpretation.

The point has been made that the present practice on interlibrary loans and use of photocopies in lieu of loans may be supplemented or even largely replaced by a system in which one or more agencies or institutions, public or private, exist for the specific purpose of providing a central source for photocopies. Of course, these guidelines would not apply to such a situation.

## GUIDELINES FOR THE PROVISOR OF SUBSECTION 108(G)(2)

1. As used in the proviso of subsection 108 (g)(2), the words "... such aggregate quantities as to substitute for a subscription to or purchase of such work" shall mean:

(a) with respect to any given periodical (as opposed to any given issue of a periodical), filled requests of a library or archives (a "requesting entity") within any calendar year for a total of six or more copies of an article or articles published in such periodical within five years prior to the date of the request. These guidelines specifically shall not apply, directly or indirectly, to any request of a requesting entity for a copy or copies of an article or articles published in any issue of a periodical, the publication date of which is more

have, as their purpose or effect, that the library or archives receiving such copies or phonorecords for distribution does so in such aggregate quantities as to substitute for a subscription to or purchase of such work."

The National Commission on New Technological Use of Copyrighted Works offered its than five years prior to the date when the request is made. These guidelines do not define the meaning, with respect to such a request, of "... such aggregate quantities as to substitute for a subscription to [such periodical]".

(b) With respect to any other material described in subsection 108 (d), (including fiction and poetry), filled requests of a requesting entity within any calendar year for a total of six or more copies or phonorecords of or from any given work (including a collective work) during the entire period when such material shall be protected by copyright.

2. In the event that a requesting entity—

(a) shall have in force or shall have entered an order for a subscription to a periodical, or

(b) has within its collection, or shall have entered an order for, a copy or phonorecord of any other copyrighted work, material from either category of which it desires to obtain by copy from another library or archives (the "supplying entity"), because the material to be copied is not reasonably available for use by the requesting entity itself, then the fulfillment of such request shall be treated as though the requesting entity made such copy from its own collection. A library or archives may request a copy or phonorecord from a supplying entity only under those circumstances where the requesting entity would have been able, under the other provisions of section 108, to supply such copy from materials in its own collection.

3. No request for a copy or phonorecord of any material to which these guidelines apply may be fulfilled by the supplying entity unless such request is accompanied by a representation by the requesting entity that the request was made in conformity with these guidelines.

4. The requesting entity shall maintain records of all requests made by it for copies or phonorecords of any materials to which these guidelines apply and shall maintain records of the fulfillment of such requests, which records shall be retained until the end of the third complete calendar year after the end of the calendar year in which the respective request shall have been made.

5. As part of the review provided for in subsection 108 (i), these guidelines shall be reviewed not later than five years from the effective date of this bill.

# Announcement

from the Copyright Office, Library of Congress, Washington, D.C. 20559

## FINAL REGULATION

## WARNING OF COPYRIGHT FOR USE BY LIBRARIES AND ARCHIVES

The following excerpt is taken from Volume 42, No. 221 of the Federal Register for Wednesday, November 16, 1977 (pp. 59264-5).

[ 1410-03 ]

Title 37—Patents, Trademarks, and Copyrights

CHAPTER II—COPYRIGHT OFFICE, LIBRARY OF CONGRESS

[Docket RM 77-5]

PART 201—GENERAL PROVISIONS

Warning of Copyright for Use by Libraries and Archives

AGENCY: Library of Congress, Copyright Office.

ACTION: Final Regulation.

SUMMARY: This notice is issued to inform the public that the Copyright Office of the Library of Congress is adopting a new regulation pertaining to the use by libraries and archives of certain warnings of copyright in connection with their photo-duplication and related activities. The regulation is adopted to implement sections 108(d)(2) and 108(e)(2) of the Act for General Revision of the Copyright Law. The effect of the regulation is to prescribe the content, form, and manner of use of the warnings of copyright identified in those sections.

EFFECTIVE DATE: January 1, 1978.

FOR FURTHER INFORMATION CONTACT:

Jon Baumgarten, General Counsel, Copyright Office, Library of Congress, Washington, D.C. 20559, 703-557-8731.

SUPPLEMENTARY INFORMATION: Sections 108(d) and 108(e) of the first section of Pub. L. 94-553 (90 Stat. 2541) set forth conditions under which specified libraries and archives, or their employees acting within the scope of their employment, may make and distribute single copies and phonorecords of certain copyrighted works, or parts of works, without the consent of the copyright owner. Among other conditions specified in the Act, the library or archive must "display prominently, at the place where

orders (for copies or phonorecords) are accepted, and include on its order form, a warning of copyright in accordance with requirements that the Register of Copyrights shall prescribe by regulation." On March 30, 1977, we published in the FEDERAL REGISTER (42 FR 16833) an Advance Notice of Proposed Rulemaking, inviting public comment to assist the Office in considering alternative forms of warning. After considering the comments received in response to the Advance Notice, on August 17, 1977 we published in the FEDERAL REGISTER (42 FR 41387) a Notice of Proposed Rulemaking to add a new § 201.14 to the regulations of the Copyright Office.

Twelve initial and reply comments were received in response to the Notice of Proposed Rulemaking. While most comments received recommended some modification of the proposed regulation, several suggestions were technical in nature or sought clarification of the proposed language. After careful consideration, we have decided to promulgate proposed § 201.14 with few substantive changes. A discussion of the major comments follows.

1. *The short form of warning.* In the proposed rulemaking, we noted that the primary purpose of the warning is to caution a user who has acquired a copy from a library or archives under section 108 as to that user's responsibilities under the copyright law. We specifically invited comment upon our proposal for a short warning, rather than an extensive one incorporating the numerous conditions governing the library's and archive's own obligations under paragraphs (a), (d), (e), and (g) of section 108. Although one comment proposed expanding the warning in significant detail, we have decided to adhere to our original conclusion that the "warning" should be precisely that: a brief, cautionary statement alerting the user that the making of a reproduction by a library or ar-

chive, and the subsequent use of the reproduction, are subject to the copyright law. Such a warning is an inappropriate device to set out accurately or meaningfully all of the institutional limitations and requirements of § 108.

2. *Conditions under which photocopies or other reproductions can be furnished; use of reproductions.* A number of comments raised questions concerning the second paragraph in the text of the proposed warning, which read:

Photocopies or other reproductions can be furnished only under certain conditions, if they will be used solely for private study, scholarship, or research. Use of the reproduction for other purposes may make the user liable for copyright infringement.

Several questions centered around uncertainty as to whether the phrase "certain conditions" in the first sentence referred to use "for private study, scholarship, or research", or suggested additional statutory conditions not specified in the warning itself (namely, those in paragraphs (a), (d), (e), and (g) of section 108, referred to earlier). This latter interpretation is correct and the final regulation has been revised to make this clear.

A number of comments also questioned the failure to include a reference either generally to "fair use" or to certain illustrative usages set out in section 107 of the copyright law (criticism, comment, news reporting, and teaching). Since the test of user liability under section 108 (f)(2), both for request for, and later uses of, reproductions made under section 108(d) is activity which exceeds the limits of "fair use" under section 107, and not solely use for purposes "other than private study, scholarship, or research", we have also revised the second sentence of the above-quoted paragraph.

\*Error; line should read: "in the FEDERAL REGISTER (42 FR 41387)"

REVISION OF RESEARCH LIBRARY RESOURCES

SEC. 107. Part C of title II of the Act is amended to read as follows:

"PART C—STRENGTHENING RESEARCH LIBRARY RESOURCES

"FINDINGS AND PURPOSE

20 USC 1041.

"SEC. 231. (a) The Congress finds that—

"(1) education, scholarship, and research are significant to the scientific, economic, and cultural development of the Nation, and that steady advances in the social and natural sciences are essential to solve the problems of a complex society;

"(2) the Nation's major research libraries are often an essential element in undergraduate education, and are essential to advanced and professional education and research; and

"(3) the expansion in the scope of educational and research programs and the rapid increase in the worldwide production of recorded knowledge have placed unprecedented demands upon major research libraries, requiring programs and services that strain the capabilities of cooperative action and are beyond the financial competence of individual or collective library budgets.

"(b) It is the purpose of this part to promote research and education of higher quality throughout the United States by providing financial assistance to major research libraries.

"APPROPRIATIONS AUTHORIZED

20 USC 1042.

"SEC. 232. There are authorized to be appropriated \$10,000,000 for the fiscal year 1977, \$15,000,000 for fiscal year 1978, and \$20,000,000 for fiscal year 1979.

"ELIGIBILITY FOR ASSISTANCE

"Major research library." 20 USC 1043.

"SEC. 233. For the purposes of this part, the term 'major research library' means a public or private nonprofit institution, including the library resources of an institution of higher education, an independent research library, or a State or other public library, having library collections which are available to qualified users and which—

"(1) make a significant contribution to higher education and research;

"(2) are broadly based and are recognized as having national or international significance for scholarly research;

"(3) are of a unique nature, and contain material not widely available; and

"(4) are in substantial demand by researchers and scholars not connected with that institution.

"(b) No institution receiving a grant under this part for any fiscal year may be eligible to receive a basic grant under section 202 of this title for that year.

"EQUITABLE DISTRIBUTION OF ASSISTANCE

USC 1044.

"SEC. 234. The Commissioner shall establish criteria designed to achieve regional balance in the allocation of funds under this part which is reasonable in light of the requirements of section 233.

"LIMITATIONS

"SEC. 235. (a) No grant may be made under this part for books, periodicals, documents, or other related materials to be used for sectarian instruction or religious worship, or primarily in connection with any part of the program of a school or department of divinity. 20 USC 1045

"(b) Not more than 150 institutions may receive a grant under this part.

"CONSULTATION WITH STATE AGENCY

"SEC. 236. Each institution receiving a grant under this part shall periodically inform the State Library administrative agency and the State agency, if any, concerned with the educational activities of all institutions of higher education in the State in which such institution is located, of its activities under this part." 20 USC 1046

PART C—STRENGTHENING DEVELOPING INSTITUTIONS

EXTENSION OF AUTHORIZATION

SEC. 111. Section 301(b) of the Higher Education Act of 1965 is amended by striking out "July 1, 1975" and inserting in lieu thereof "October 1, 1979". 20 USC 1051

REMOVAL OF RESTRICTIONS ON WAIVERS

SEC. 112. Section 302(a)(2) of the Act is amended by striking out "except that such grants may not involve an expenditure of funds in excess of 1.4 per centum of the sums appropriated pursuant to this title for any fiscal year". 20 USC 1052

PART D—STUDENT ASSISTANCE

BASIC EDUCATIONAL OPPORTUNITY GRANTS

SEC. 121. (a) Section 411(a)(1) of the Act is amended by striking out "June 30, 1975" and inserting in lieu thereof "September 30, 1979". 20 USC 1070

(b) (1) Section 411(a)(2)(A)(i) of the Act is amended by striking out "\$1,400" and inserting in lieu thereof "\$1,800".

(2) The amendment made by paragraph (1) of this subsection shall be effective for academic year 1978-1979 and thereafter.

(c) Divisions (i) and (ii) of section 411(a)(3)(A) of the Act are amended to read as follows:

"(3)(A)(i) Not later than July 1 of each calendar year, the Commissioner shall publish in the Federal Register a schedule of expected family contributions for the academic year which begins after July 1 of the calendar year which succeeds such calendar year for various levels of family income, which, except as is otherwise provided in division (ii), together with any amendments thereto, shall become effective July 1 of the calendar year which succeeds such calendar year. During the thirty-day period following such publication the Commissioner shall provide interested parties with an opportunity to present their views and make recommendations with respect to such schedule.

"(ii) The schedule of expected family contributions required by division (i) for each academic year shall be submitted to the President of the Senate and the Speaker of the House of Representatives not later than the time of its publication in the Federal Register. If

Effective date 20 USC 1070 note.

Schedule of expected family contributions; publication in Federal Register

Submission to Congress.

Publication in Federal Register

3. *Other issues.* Several comments objected to the proposed specification of type sizes and cardboard stock. However, these specifications are helpful in providing certainty to the task of designing and printing the warnings and offer appropriate assurances that the warnings will serve their purpose. We have modified the provision that the warning be reproduced on cardboard stock to require that it be reproduced on "heavy paper or other durable material". We have also adopted one suggestion that a citation to title 17 of the United States Code be included in the warning.

The proposed regulation is adopted with changes, as set forth below:

Part 201 of 37 CFR Chapter II is amended by adding a new § 201.14 to read as follows:

§ 201.14 Warnings of copyright for use by certain libraries and archives.

(a) *Definitions.* (1) A "Display Warning of Copyright" is a notice under paragraphs (d) (2) and (e) (2) of section 108 of Title 17 of the United States Code as amended by Pub. L. 94-553. As required by those sections the "Display Warning of Copyright" is to be displayed at the place where orders for copies or phonorecords are accepted by certain libraries and archives.

(2) An "Order Warning of Copyright" is a notice under paragraphs (d) (2) and (e) (2) of section 108 of Title 17 of the United States Code as amended by Pub. L. 94-553. As required by those sections the "Order Warning of Copyright" is to be included on printed forms supplied by certain libraries and archives and used by their patrons for ordering copies or phonorecords.

(b) *Contents.* A Display Warning of Copyright and an Order Warning of Copyright shall consist of a verbatim reproduction of the following notice, printed in such size and form and displayed in such manner as to comply with paragraph (c) of this section:

NOTICE

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be used for any purpose other than private study, scholarship, or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

(c) *Form and Manner of Use.* (1) A Display Warning of Copyright shall be printed on heavy paper or other durable material in type at least 18 points in size, and shall be displayed prominently, in such manner and location as to be clearly visible, legible, and comprehensi-

ble to a casual observer within the immediate vicinity of the place where orders are accepted.

(2) An Order Warning of Copyright shall be printed within a box located prominently on the order form itself, either on the front side of the form or immediately adjacent to the space calling for the name or signature of the person using the form. The notice shall be printed in type size no smaller than that used predominantly throughout the form, and in no case shall the type size be smaller than 8 points. The notice shall be printed in such manner as to be clearly legible, comprehensible, and readily apparent to a casual reader of the form.

(17 U.S.C. 207, and under the following sections of Title 17 of the U.S. Code as amended by Pub. L. 94-553: 107-782.)

Dated: November 10, 1977.

WALDO H. MOORE,  
Assistant Register of Copyrights  
for Registration.

Approved:

DANIEL J. BOORSTIN,  
Librarian of Congress.

[FR Doc. 77-33111 Filed 11-18-77; 8:45 am]

GUIDELINES

I. *Single Copying for Teachers*

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper;

II. *Multiple copies for Classroom Use*

Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; *provided that:*

- A. The copying meets the tests of brevity and spontaneity as defined below; *and,*
- B. Meets the cumulative effect test as defined below; *and,*
- C. Each copy includes a notice of copyright.

*Definitions*

*Brevity*

(i) *Poetry:* (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.

(ii) *Prose:* (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

(c) *Illustration:* One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.

(iv) *"Special" works:* Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.

*Spontaneity*

(i) The copying is at the instance and inspiration of the individual teacher, and

(ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

*Cumulative Effect*

(i) The copying of the material is for only one course in the school in which the copies are made.

(ii) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.

(iii) There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

III. *Prohibitions as to I and II Above*

Notwithstanding any of the above, the following shall be prohibited:

(A) Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.

(B) There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.

(C) Copying shall not:

- (a) substitute for the purchase of books, publishers' reprints or periodicals;
- (b) be directed by higher authority;
- (c) be repeated with respect to the same item by the same teacher from term to term.

(D) No charge shall be made to the student beyond the actual cost of photocopying.

Agreed MARCH 19, 1976.

Ad Hoc Committee on Copyright Law

Revision:

By SHELDON ELLIOTT STEINBACH

Author-Publisher Group:

Authors League of America:

By IRWIN KARP, Counsel.

Association of American Publishers, Inc.:

By ALEXANDER C. HOFFMAN,

Chairman, Copyright Committee.

[4110-02]

OFFICE OF THE DIRECTOR  
Public Welfare  
CHAPTER I—OFFICE OF EDUCATION, DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

## PART 136—STRENGTHENING RESEARCH LIBRARY RESOURCES

AGENCY: Office of Education, HEW.

ACTION: Final regulation.

**SUMMARY:** This document implements section 107 of the Education Amendments of 1976 and governs the award of grants to eligible major research libraries to promote research and education of higher quality throughout the United States, by helping to maintain and strengthen their collections and assisting in making their holdings available to other libraries whose users have a need for research materials.

**EFFECTIVE DATE:** Under section 431 (d) of the General Education Provisions Act, as amended (20 U.S.C. 1232(d)), this regulation has been transmitted to the Congress concurrently with its publication in the FEDERAL REGISTER. Section 431(d) provides that regulations subject thereto shall become effective on the forty-fifth day following the date of such transmission subject to the provisions therein concerning congressional action and adjournment.

## FOR FURTHER INFORMATION CONTACT:

Paul C. Janaske, Division of Library Programs, Telephone 202-245-9687.

## SUPPLEMENTARY INFORMATION:

## A. OVERVIEW OF THE PROGRAM AND REGULATION

Under the authority contained in sections 2331-2336 of Part C of Title II of the Higher Education Act of 1965, as amended by section 107 of the Education Amendments of 1976 (20 U.S.C. 1941-46) (hereinafter referred to as "HEA II-C"), the Commissioner of Education, with the approval of the Secretary of Health, Education, and Welfare, issues these regulations governing the program of assistance to strengthen research library resources.

HEA II-C establishes a program of grants to major research libraries to assist them in maintaining and strengthening their research collections and in making available their collections to other libraries and users not connected with the applicant institution. The program is premised upon congressional findings in section 231 of HEA II-C that existing major research libraries are national resources contributing to research and higher education and that their capacity to serve as national resources should be assisted.

"Major research library" is defined by the statute as a public or private nonprofit institution, including the library resources of an institution of higher education, an independent research library, or a State or other public library having

qualified collections which are available to qualified users and which:

(1) Make significant contribution to higher education and research;  
(2) Are broadly based and are recognized as having national or international significance for scholarly research;

(3) Are of a unique nature, and contain material not widely available; and  
(4) Are in substantial demand by researchers and scholars not connected with that institution.

This regulation reflects these eligibility requirements in § 136.01 and measures the strength of the applicant as a major research library in § 136.06(a), an evaluation criteria section. These provisions are designed to avoid imposing rigid and precise eligibility standards which would needlessly bog down the Office of Education in making difficult determinations of what is or is not a major research library. Instead, the eligibility section reflects the statutory elements of a major research library in general terms and provides options for applicants to establish their compliance with each element of the definition. On the other hand, in the evaluation criteria section (§ 136.06), 60 of a possible 110 points are assigned to the strength of the applicant as a major research library. Therefore, an applicant which is only arguably a major research library is not likely to be highly rated under these criteria. The other 50 points for evaluating applicants concern the quality of the specific project proposed by the applicant, as set forth in § 136.06(b).

The statute directs that the Commissioner establish criteria designed to achieve a regional balance in the allocation of funds under the program which is reasonable in light of the statutory definition of a major research library. The regulation implements this in § 136.07 by establishing ten regional areas and by assigning additional evaluation points to applications in areas with two or fewer applications rated highly enough to be funded. The strength of the applicant and quality of the project are paramount under the regulation. Section 136.07 does not guarantee that an application will be funded in each State or regional area, and the extra points awarded under § 136.07 will only help applications which are close in quality to the most highly rated applications.

HEA II-C also provides that not more than 150 institutions may receive a grant under the program. Under section 335(a) of HEA II-C, no grant may be made for books, periodicals, documents or other related materials to be used for sectarian instruction or religious worship, or primarily in connection with any part of the program of a school or department of divinity.

Section 136.05 of the regulation sets forth the application requirements, § 136.08 concerns authorized activities (which track the statutory purposes described above), and § 136.10 sets forth provisions on the duration of projects.

## B. PUBLIC COMMENT

The Commissioner published in the FEDERAL REGISTER on November 22, 1976 (41 FR 51550) a Notice of Intent to Issue Regulations. Notices received in response to this notice were considered in drafting the Notice of Proposed Rulemaking published in the FEDERAL REGISTER of June 6, 1977 (42 FR 28399). During the forty-five days allowed for comments in response to the proposed rule, approximately 33 comments were received. The overall reaction to the regulation was supportive.

The following specific comments were made. After a summary of each comment, a response is set forth stating change which have been made in the regulation or the reasons why no change is considered appropriate. The comments appear in the order of the sections of the final regulation.

## § 136.03 Definitions.

**Comment.** One commenter recommended that a definition of the word "available" be added to the regulation in order to clarify § 136.02(b), which states that one of the purposes of the program is to "Assist major research libraries in making their holdings available to individual researchers and scholars outside their primary clientele and to other libraries whose users have need for research materials." The commenter queried whether holdings would be available for a fee or free loan or use.

**Response.** No change has been made in the regulation. It is expected that the availability of materials on loan will be governed by institutional policies of the grant recipient.

## § 136.04 Eligibility for assistance.

**Comment.** One commenter recommended that § 136.04(b)(1), concerning the ineligibility of section 202 grantees, be clarified, since it appeared to exclude most public and State libraries.

**Response.** No change has been made in the regulation. The statute provides that a particular institution receiving a basic grant under section 32 is not eligible to receive a grant under this part of the regulation. In any event, since public and State libraries do not receive basic grants under section 32, they are eligible to receive grants under this part.

**Comment.** One commenter felt that the definition of "major research library" should be broadly defined and should rest upon that portion of an institution's collections which is clearly research oriented and national in character. The commenter also felt that eligibility should be determined by listing strengths of collections, programs of research, and systems of scholarly support, and not by membership in some existing organization or association.

**Response.** No change is deemed necessary in the regulation to address the commenter's concerns. The term "major research library" is broadly defined in § 136.04(a) consistent with the commenter's suggestions. Further, as stated in the preamble to the proposed

rule at 42 FR 28399, the regulation does not condition eligibility for assistance on recognition by a national library association, since there is no statutory basis for doing so.

**Comment.** One commenter inquired as to whether a consortium applying in behalf of its members may include the resources of the members as well as of itself.

**Response.** A consortium may not apply on behalf of other member organizations. If a consortium applies, it must establish its own eligibility as a public or private nonprofit institution which is a major research library. If the consortium is not incorporated or otherwise established as a public or private nonprofit institution and is based only on formal or informal arrangements for cooperation, each individual member of the consortium would have to establish its eligibility as a major research library with reference to its own collections and any grants would be made to the individual members of the consortium. In those cases where a consortium may apply, § 136.04(a)(3) provides that the requirements of § 136.04(a)(2) must be met by the library collections of the consortium institution and not by the separate collections of the members which make up the consortium. Deleting this restriction would expand the program beyond the statutory intent to limit awards to major libraries.

## § 136.05 Applications.

**Comment.** One commenter inquired whether archival and manuscript holdings and operations of a major research library are eligible for separate grant funding.

**Response.** Institutions may apply for as many different projects as they deem appropriate in one single application. Several applications from an institution are not desired; rather, a new § 136.05 (d) has been added to the regulation which requires that all activities which a major research library proposes for funding be consolidated in one application. If, however, the archival and manuscript holdings are organized other than as a part of the major research library, such holdings would not be eligible for assistance. For instance, archival and manuscript holdings organized as part of a museum of an institution of higher education would not be eligible for assistance, whereas the same collection organized as part of the major research library of the institution of higher education would be eligible for assistance.

**Comment.** One commenter drew attention to the financial needs of medical/health sciences libraries and asked that they be assisted under the program.

**Response.** Medical and health sciences libraries may apply for assistance under the program, but if they are eligible under the Medical Library Assistance Act of 1965 (Pub. L. 89-201), they would have to meet the requirements in § 136.05 (c), including documentation that there will not be duplication in Federal payments and of a special need for assistance under this program.

## § 136.06 Criteria for assistance.

**Comment.** One commenter requested clarification of the term "significance", presumably referring to its use in the heading of § 136.06(a) to introduce criteria concerning the strength of the applicant as a major research library. Another commenter felt that criteria to determine significance as a major research library are difficult, using either quantitative or qualitative measures. The proposed rules blend both criteria measures. The commenter felt, for instance, that an assumption is made in § 136.06 that scholars and librarians are aware of the unique library collections throughout the country. The commenter felt that systems of bibliographic control are not sufficiently sophisticated to identify such collections and that access to unique resources is more by chance than by plan. The commenter expressed the view that § 136.06(a)(3), (4), and (5), taken together, would award a total of 25 points to these collections already recognized nationally or internationally as being unique, to the disadvantage of important collections that are known only by local scholars. The commenter thought this at variance with the authorized use of funds to make collections better known through "cataloging, abstracting, and making available lists and guides of library collections."

**Response.** No change has been made in the regulation. The term "significance" in the heading of § 136.06(a) is given content through the specific criteria set forth under § 136.06(a). These criteria in effect define the term as used in the heading. Unique collections known only to local scholars should necessarily be at a disadvantage since HEA II-C limits eligibility to major research libraries with collections which are recognized as having national or international significance for scholarly research. This is not at variance with the authorized use of funds for cataloging, abstracting, and making available lists and guides of collections, since well known collections have a continuing need for this kind of activity. Further, the Office of Education does not agree that systems of bibliographic control in existence are not sufficiently sophisticated to identify unique library collections. It should also be noted that § 136.06(a)(4)(ii) would give weight to the availability of a printed catalog or other guide to special collections of the applicant. While the subject criteria involve difficult qualitative judgments, they are derived directly from the statutory definition of a major research library in section 233 of HEA II-C. They are essential considerations in determining which projects best carry out the statutory purposes.

**Comment.** One commenter noted that the regulation assigned more points (60) to the significance of the applicant as a major research library than to the quality of the proposed project (40). The commenter expressed the view that the quality of the project was at least as important as the significance of the library and suggested an equal distribution of points between these categories.

**Response.** The points assigned to the quality of the project have been increased from 40 to 50. However, the points assigned to the significance of the applicant as a major research library have not been reduced. A central purpose of the program is to assist the strongest major research libraries and build upon their function as national resources, as reflected in the congressional findings in section 231 of the statute. The identification of the strongest research libraries for funding is therefore critical to best accomplishing the statutory purposes. This is made even more important because the Commissioner has opted not to write in rigid eligibility standards on what a "major research library" is.

**Comment.** One commenter objected that, with the increasing emphasis on the sharing of library resources, only one criterion, § 136.06(a)(5), relates to the availability of research library resources through library consortia or networks. Since that criterion has only 5 points assigned to it out of a possible 103 points, the commenter felt that more points should be added to the criterion.

**Response.** No change is deemed necessary in the regulation. The commenter's concern is one of the key purposes of the program. While only 5 points are specifically assigned to what the library is already doing in this area, even more weight is given to what the project will do to achieve resources sharing. The commenter is directed to the following other criteria and sub-criteria in § 136.06:

(a) Section 136.06(b)(1)(ii) gives consideration to "the extent to which the project will strengthen the applicant's capacity for participating in library networks and other cooperative library arrangements for sharing of library resources," and "the extent to which the project is designed to increase the availability of existing collections of the applicant which have national or international significance for scholarly research."

(b) Section 136.06(a)(3) gives consideration to such factors as the number of interlibrary loans to libraries outside the State, regional geographic area, and the United States and whether these loans are made pursuant to cooperative arrangements between libraries.

(c) Section 136.06(a)(1)(iii) states that "consideration will be given to . . . other evidence of substantial service to researchers and scholars . . . Interlibrary resources sharing would bear on this criterion."

Resources sharing is therefore one of the major measures in the criteria.

**Comment.** One commenter suggested eliminating the criterion in § 136.06(a)(1)(iv) that would measure the number of doctoral programs offered and the number of doctoral degrees awarded at an institution of higher education because it rewards quantity rather than quality, supports the oversupply of Ph.D.'s, and tends to discriminate against developing institutions. The commenter felt that if degrees awarded are to be considered, then all degrees

(B.A., M.A., Ph.D.) should be counted. Another commenter expressed the concern that the program be open to universities with primarily undergraduate studies, but with developing graduate instructional programs. Other commenters strongly endorsed the emphasis upon considering doctoral programs.

**Response.** No change has been made in the regulation. While it is possible that particular libraries at universities with primarily undergraduate studies may establish their eligibility as major research libraries, it is felt that the quantity of doctoral activity is a valid measurement of advanced research activity.

The number of Ph. D.'s would be one of the indicia of the amount of research being conducted by virtue of doctoral study. The purpose of the HEA II-C program is to assist major research libraries. As the Congress found in section 231 of the statute, while major libraries are "often an essential element in undergraduate education," they are "essential to advanced and professional education and research." Since there are so many B.A. and M.A. programs, counting them also would simply dissipate the criterion. Further, § 136.06(a)(1)(iv) is only one of a number of factors weighing on one of a number of criteria.

**Comment.** One commenter felt that the criterion in § 136.06(a)(4)(i) concerning the number and nature of special collections is vague and confusing and may give inordinate input to myriads of small and unnoteworthy special collections replicated elsewhere and which are not of national significance and not listed in published catalogs. Another commenter urged that attention be paid not to statistical comparison alone, but to subject uniqueness as attested through scientific and scholarly associations and consortia.

**Response.** No change is deemed necessary in the regulation. Section 136.04(a)(2)(iv) states that a major research library must have collections "of a unique nature," containing "material not widely available." This language is taken directly from the statute. Section 136(a)(4) sets forth the measures of this requirement. Also, § 136.06(a)(3) addresses the national or international significance of the collections. With respect to a published catalog or guide, § 136.06(a)(4)(ii) considers that the availability of published catalogs is a measure of the collection's unique nature. The criterion as written does not turn on statistical comparisons alone. Subject uniqueness would weigh heavily under the criterion.

**Comment.** One commenter, noting that completed applications could be of considerable length, questioned whether the criterion of § 136.06(b)(5), which measures the qualifications and appropriateness of staff selected for, or assigned to, the project, was necessary.

**Response.** No change has been made in the regulation. It is important that highly competent staff persons be utilized to implement a funded project. This is an

appropriate factor to consider in judging the most promising project. Further, lengthy answers will not be required to respond to this criterion. It should be noted that the criterion does not concern a library's overall staff, but only the staff to carry out the specific project.

**Comment.** Three commenters questioned the emphasis in the proposed regulation on interlibrary loans and resources sharing on a national and interstate basis as being a slow, costly, and ineffective method of utilizing grant funds.

**Response.** No change has been made in the regulation. The Senate Report related to the statute (Sen. Rep. No. 882, 94th Cong. 2d Sess. 9 1976) clearly emphasizes the importance of making the resources of a major research library available to researchers and scholars as a central purpose of the program. The statute itself defines a major research library in terms of the national or international significance of its collections, their uniqueness, and the substantial demand for them by researchers and scholars not connected with the library.

**Comment.** Several commenters recommended that the number of points assigned to § 136.06(b)(1) be increased from 15 to 30 by virtue of its major importance to the statutory purposes. They further recommended that, in order to obtain these additional 15 points, subparagraphs (b)(2), (3), and (6) be eliminated on the basis that the information solicited would be imprecise and difficult to evaluate and would require a great deal of fruitless paperwork. Two commenters expressed concern that § 136.06(b)(6) concerning the supplementary nature of project activities would reward projects building upon existing activities and penalize innovative activities.

**Response.** Section 136.06(b)(1) has been revised to increase its point value from 15 to 25 points. The Office of Education feels that the criteria of § 136.06(b)(2), (3), and (6) are legitimate considerations for evaluating applications. Subparagraph (6) carries out the Senate committee's concern as to the supplementary nature of these projects (Sen. Rep. No. 882, 94th Cong. 2d Sess. 9-10 1976). However, subparagraph (6) has been amended to clarify that it is not meant to penalize innovative activities. On the contrary, the intent is to reward innovation and deny credit to activities which were already carried out by the applicant. Voluminous paperwork is not required to respond to these criteria.

**Comment.** One commenter questioned the proposed rule as being prejudicial to public libraries by virtue of their inability to record the number of researchers and scholars, both affiliated and unaffiliated, utilizing resources for research activities.

**Response.** No change has been made in the regulation. Section 136.08(a)(1)(i) does not call for detailed data on the number of researchers and scholars. It provides that evidence of major research

projects is one consideration in measuring the applicant's contribution to higher education and research. Also, provisions in the regulation, such as § 136.06(a)(1)(iii) and (a)(3)(v), allow other evidence provided by applicants to be considered in applying the pertinent criteria.

**Comment.** One commenter suggested an additional criterion be added as follows: "The number of letters from State library agencies outside the library's State recognizing the applicant as a resource center for libraries in that respective State library agency's State."

**Response.** No change is considered necessary in the regulation. Applicants are free to provide this type of information, which bears upon a number of criteria in the regulation, including § 136.06(a)(1) concerning a significant contribution to higher education and research; § 136.06(a)(3), concerning recognition of the library collections as having national or international significance; and § 136.06(a)(5), concerning the extent to which the library collections are in substantial demand by researchers and scholars not connected with the applicant institution. However, to add the number of letters from State library agencies as a discrete criterion would be overly prescriptive and would require excessive paperwork.

**Comment.** One commenter recommended that § 136.06(a)(3)(iv) concerning cooperative arrangements be amended to include cooperative arrangements within a State as well as with other States, regions, and countries.

**Response.** No change has been made in the regulation. The provision in question concerns the level of cooperative arrangements with libraries in other States, regions, and countries as one measure of the criterion concerning national or international significance of the applicant's library collections. Intra-state arrangements would not be an appropriate measure of this criterion. However, any formal cooperative agreements for library and information services and other cooperative activities, including intra-state cooperative activities, are factors considered under § 136.06(a)(5).

**Comment.** One commenter suggested consideration of another criterion assigning additional points for the previous ineligibility of independent research libraries under Title II-A of HEA.

**Response.** No change has been made in the regulation. The statute makes independent research libraries eligible on the same basis as other public or private nonprofit institutions. It would not be appropriate to assign bonus points because of prior ineligibility under another Federal program. Further, it is noted that such independent research libraries were made eligible under HEA Title II-A by virtue of the Education Amendments of 1972 and have been benefiting thereunder since Fiscal Year 1973.

**Comment.** Two commenters recommended that § 136.06(a)(3)(i) be revised to clarify that loans by means of copies will be considered as "interli-

brary loans," under the evaluation criteria.

**Response.** Section 136.06(a)(3)(i) has been changed in accordance with the comment.

**Comment.** One commenter recommended that § 136.06(a)(1)(ii) be revised to substitute the word "expended" for "received," with reference to Federal and other research funds, so that it would be consistent with the existing HEW reporting format.

**Response.** Section 136.06(a)(1)(ii) has been changed in accordance with the comment.

**Comment.** Several commenters inquired as to how libraries will report the size of their manuscript collections under § 136.06(a)(2)(iii). Linear feet is a common measure but some libraries report individual sheets, pieces, or items. One commenter recommended that the regulation stipulate reporting by "piece."

**Response.** No change is considered necessary in the regulation. It is not the intent of this regulation to standardize the measurement of manuscript collections which could require extensive changes in the present methods of counting manuscripts in individual libraries. Applicants, in using their own method of manuscript measurement, should endeavor to provide a clear and concise description of the extent and significance of their manuscript collection or collections.

**Comment.** Several comments expressed concern that the regulation seemed to be designed, in effect, to "make the rich richer." Some of these commenters objected that smaller States without very large research libraries would have difficulty being selected for a grant. Another of these commenters wanted the regulation to provide an opportunity for funding libraries at developing, predominantly minority institutions.

**Response.** The statute and its legislative history indicate that the purpose of this program is to assist the strong major research libraries which serve as national resources so that they can better perform this function. It is not to assist developing libraries to become major research libraries. This is clear in the statutory definition of a "major research library" eligible for assistance as contained in section 233 of HEA II-C. As indicated elsewhere in this preamble, particular small libraries in small States and particular libraries at developing institutions can be funded if they are able to demonstrate that they are major research libraries under the statute and regulation.

**Comment.** One commenter suggested that a criterion denominated "other" be added, with a potential 10 points assigned, allowing applicants to earn credit for some unique aspect of their library which they are able to demonstrate.

**Response.** No change has been made in the regulation. The published criteria are designed to give notice to applicants of those factors which will be used to evaluate all applications. Addition of an open category such as that recommended would give no guidance to ap-

licants or application reviewers and would be difficult to apply. A library's unique qualities would bear upon several of the published criteria.

**Comment.** One commenter objected that the regulation appeared to place more emphasis on regional balance than on resources sharing and suggested that the 15 points assigned under § 136.06(b)(1) be divided up, with 10 points for resources sharing (§ 136.06(b)(1)(iii)) and only 5 points for the maintenance and strengthening of collections (§ 136.06(b)(1)(i)).

**Response.** The commenter's concern is addressed by increasing the points assigned to § 136.06(b)(1) from 15 to 25. However, the points are not specifically divided between divisions (i) and (ii) of subparagraph (1). These two purposes are set forth in the legislative history, and an applicant may choose to focus on both or one of the other. As indicated in response to another comment, resources sharing also weighs in a number of other criteria. The regulation does not place more emphasis on regional balance. As reflected by the relative points, the quality of the applicant as a major research library and the quality of the project are paramount.

#### § 136.07 Regional balance.

**Comment.** Several commenters recommended that the proposed Midwest region be divided into two separate regions because of the inordinate number of major research libraries in that region and because of existing patterns of networking and cooperation. These commenters also recommended that Hawaii, Guam, and American Samoa be combined with California by virtue of their smallness, and that Puerto Rico and the Virgin Islands be transferred from the Southeast region to the New York region by virtue of the closer working relationships which already exist. One commenter, pointing out the imbalance in research libraries between regions 1 and 10, felt that the regions discriminated against areas with heavy concentrations of research libraries.

**Response.** Section 136.07 has been revised in accordance with the thrust of these comments. The Midwest Area set forth in the proposed rule is divided into two regional areas: a Great Lakes Area, including the States of Indiana, Michigan, and Ohio; and a Midwest Area, including the States of Illinois, Iowa, Minnesota, Missouri, and Wisconsin. It is felt that regional area 1 (the New England States), given its relative geographic size and library service patterns, need not be further divided.

**Comment.** Three commenters recommended that at least one grant be awarded in each State in recognition of the fact that each State possesses at least one "major" research library, regardless of size, that contains special collections which are unique to that State and which provide substantial resources sharing services within that State.

**Response.** No change has been made in the regulation. There is no question that congressional intent, as reflected in

the Senate Committee Report (Sen. Rep. No. 882, 94th Cong. Sess. 8-10 1976), was to support the major research libraries of the Nation. The statute itself defines "major research library" as having library collections which, among other things, are recognized as having national or international significance for scholarly research and are of a unique nature. Unlike some other education assistance statutes, HEA II-C does not provide for funding of each State. Also, the Commissioner believes that providing for at least one grant to each state may have the effect of diluting the impact of limited funds under the program. Under these circumstances, it would be inappropriate to guarantee at least one grant for each State. The Commissioner is satisfied that the final rule on regional balance takes into account such factors as the number of major research libraries and their locations, population, networking, and geography and is an equitable device for attempting to allocate program funds reasonably. Further, as previously stated in the preamble to the proposed rule (42 FR 28900), there is nothing in the regulation that precludes a smaller library from receiving a grant, provided that the elements of the statutory definition are met.

**Comment.** One commenter requested clarification as to whether regional balance would be carried out in terms of total dollars awarded or number of grants.

**Response.** Regional balance is taken into consideration in reviewing applications only with reference to the number of highly rated applications from a regional area, as provided in § 136.07.

#### § 136.08 Authorized activities.

**Comment.** One commenter recommended that the word "additional" be added to § 136.08(a)(1) so as to be consistent with similar wording in paragraph (a)(5) and (6) of that section.

**Response.** Section 136.08(a)(1) has been revised in accordance with the comment.

**Comment.** One commenter recommended that § 136.08(a)(2) be clarified so as to include preservation of materials as an authorized activity.

**Response.** While the term "repairing" in the proposed regulation was intended to include "preservation," § 136.08(a)(2) of the regulation has been amended to read as follows: "Dusting, rebinding, and repairing books and other materials to be used for library purposes, and preserving such materials by making photocopies, by means of treatment to lengthen the life of paper or bindings, or by other means."

**Comment.** One commenter felt that grant funds should be restricted to "interpretation, processing, and compilation of finding aids." The commenter would exclude the acquisition costs of resources and materials.

**Response.** No change has been made in the regulation. The legislative history of the statute in the Senate Committee Report (Sen. Rep. No. 882, 94th Cong.

24 Sess. 8-10 (1976) indicates that the purpose of the HEA II-C program is to help major research libraries strengthen their collections as well as to make their collections available to users outside their primary clientele.

*Comment.* One commenter commented on the effect of the new copyright law on the authorized activity of distributing library materials through "reprographic technique." The commenter indicated that recordkeeping requirements and the payment of occasional fees to copyright owners for photocopying beyond "fair use" would increase these costs.

*Response.* Grantees will of course have to comply with pertinent copyright law requirements. It is assumed that many will pass these costs on to borrowers or cover the costs from other resources. This is an authorized use of Federal funds, but, as is true of every category of cost, a budget providing for these costs will be reviewed to determine if the cost is reasonable in light of the project purposes.

§ 136.09 Consultation with State agency.

*Comment.* Several commenters felt that both the State library administrative agency and the State agency concerned with educational activities of all institutions of higher education be periodically informed of the activities of grant recipients.

*Response.* Section 136.09 has been revised to follow the wording of section 236 of the statute, by changing "or" to "and". As originally intended and as the commenter suggests, both agencies must be informed of activities under this part.

*Comment.* Several commenters recommended that § 136.09 be amended to indicate that proposals presented by libraries already receiving State funds to act as a major research library be endorsed by the State library administrative agency with an indication of the relevance of the proposal to in-state resources sharing and that such endorsements be considered in evaluating the proposal under § 136.06(b) (1).

*Response.* No change has been made in the regulation. The provision in the regulation repeats the statute. Such an endorsement, if provided, may bear upon certain criteria. However, it would be inappropriate to mandate the suggestion, because it is not required in the statute and it would put undue emphasis on the intrastate character of the proposal.

§ 136.10 Duration of projects.

*Comment.* One commenter felt that funding should be computed as a function of the institution's operating budget and that Federal funds should be extended over a period of 3 to 5 years.

*Response.* No change has been made in the regulation. The regulation in § 136.10 would support projects planned for up to three years; but to restrict all projects to multi-year awards may tie up all appropriated funds to the same grantees for three consecutive years. Other institutions or organizations that may qualify in the interim would be effectively foreclosed from participation in the program. Further, section 232 of HEA II-C authorizes appropriations for this program

only through Fiscal Year 1979, with a one-year semi-automatic extension under the General Education Provisions Act. It would therefore not be appropriate to fund projects on a five-year basis.

*Regarding computing funding with reference to an institution's budget, there is no statutory formula on this issue. HEA II-C is a discretionary program and the regulation maintains flexibility on this issue. The amount to be funded depends upon what the applicant proposes to do, measured against the evaluation criteria in the light of the level of appropriations and number of high quality applications.*

GENERAL COMMENT AND OTHER INFORMATION

*Comment.* Several commenters felt that, unless the criteria are entirely quantitative and points can be assigned rather automatically, an evaluation or advisory committee will be required to review applications.

*Response.* Since this is a competitive grant program, the Office of Education must ultimately make qualitative judgments. The HEA II-C program is subject to § 100a.26 of the General Education Provisions Regulations (45 CFR 100a.26) which states that the Commissioner, in reviewing applications, "shall have discretion to obtain the review of a panel of experts." It is expected that a panel of non-Office of Education reviewers will be used for HEA II-C and that it will be "broadly representative of the research library community and will include research and academic librarians, researchers, and scholars."

Various technical and typographical changes have been made in the final regulation.

C. CITATIONS

As required by section 431(a) of the General Education Provisions Act (20 U.S.C. 1232(a)), a citation of statutory or other legal authority for each section of the regulation has been placed in parentheses on the line following the text of the section. References to "Sec." in the citations of authority following provisions of the regulation refer to sections of the Higher Education Act of 1965. If the citation uses the word "Interprets," the regulation provisions include an interpretation of the cited statutory provision. If the citation used the word "Implements," the regulation provisions include provisions deemed necessary to implement the statute.

*Note.*—The Office of Education has determined that this document does not contain a proposal requiring preparation of an Impact Statement under Executive Order 11821 and OMB Circular A-107.

Dated: October 3, 1977.

ERNEST L. BOYER,

U.S. Commissioner of Education.

Approved: December 21, 1977.

JOSEPH A. CALIFANO, Jr.,  
Secretary of Health, Education,  
and Welfare.

(Catalog of Federal Domestic Assistance Number 43.576 Strengthening Research Library Resources.)

Sec.	136.01	Scope.
	136.02	Purpose.
	136.03	Definitions.
	136.04	Eligibility for assistance.
	136.05	Applications.
	136.06	Criteria for assistance.
	136.07	Regional balance.
	136.08	Authorized activities.
	136.09	Consultation with State agency.
	136.10	Duration of projects.

*Authority:* Part C of Title II of the Higher Education Act of 1965, as amended by section 107 of the Education Amendments of 1976, 90 Stat. 2090-2091 (20 U.S.C. 1041-1046).

§ 136.01 Scope.

(a) This part applies to the award of grants with funds appropriated to carry out Part C of Title II of the Higher Education Act of 1965, as amended by section 107 of the Education Amendments of 1976.

(b) The award of grants under this part is subject to applicable provisions contained in Subchapter A of this Chapter (45 CFR Parts 100, 100a, relating to fiscal, administrative, property management, and other matters), except that evaluation criteria in § 100a.26(b) of this Chapter shall not apply to applications under this part.

(Implements Secs. 231-236, 20 U.S.C. 1041-1046, 1221e-3(a)(1), 1232c(b)(3).)

§ 136.02 Purpose.

The purpose of the program under this part is to promote research and education of higher quality throughout the United States by providing financial assistance to:

(a) Help major research libraries maintain and strengthen their collections; and

(b) Assist major research libraries in making their holdings available to individual researchers and scholars outside their primary clientele and to other libraries whose users have need for research materials.

(Interprets Sec. 231, 20 U.S.C. 1041; Sen. Rept. No. 94-883 at 8-10 (1976).)

§ 136.03 Definitions.

The following definitions apply to terms used in this part. "Act" means Part C of Title II of the Higher Education Act of 1965, as amended by section 107 of the Education Amendments of 1976 (Pub. L. 94-482).

(Secs. 231-236, 20 U.S.C. 1041-1046.)

"Branch campus" means a campus of an institution of higher education located in a community of the United States different from that of the parent institution, not within a reasonable commuting distance from the main campus, and which has college level programs for which library facilities, services, and materials are necessary.

(Implements Sec. 233(b), 20 U.S.C. 1043(b).)

"Institution of higher education" means an educational institution in any State which meets all the following requirements: (a) It admits as regular students only persons having a certificate of graduation from a school providing

### PERSONNEL:

Robert Marvin, Library Assistant in Cataloging, has accepted voluntary demotion to Clerk III in Cataloging effective 2/1/78. Applications for the resulting Library Assistant vacancy were solicited through a special notice issued January 23.

### SEARCH COMMITTEE APPOINTED:

The following have been appointed to a search committee for Acquisitions Librarian: Bob Malinowsky, Chiarmen; Roger Anderson; Hope Cundiff; Martha Kehde; Sandy Mason; Kent Miller; Peggy Morrison; Dave Passmore; and Mary Green.

### RILKE BIBLIOGRAPHY

Just published in the Library Series, University of Kansas Publications, is Rilke and his Reviewers: an annotated bibliography. Compiled by Henry F. Fullenwider, Associate professor of German here at KU, it lists and annotates reviews of Rilke's work published in periodicals and newspapers. Many of the reviews are included in the Henry Sagan Rilke Collection, in Spencer Library, and others were obtained from more than sixty libraries in the United States and Europe. As Professor Fullenwider says in his Introduction, the bibliography "would have been impossible in its present form without the constant efforts and expertise of the Interlibrary Services division of the University of Kansas Libraries."

### CURRENT EXHIBITS IN SPENCER

"Auld Ways and New: aspects of Scottish Culture", arranged by Ann Hyde in the Archives Gallery, is intended to support the new interdisciplinary course which is being offered this semester in Spencer Auditorium.

"Kansas Portraits", a display of Kansas photographs and paintings in and from the Kansas Collection, a main feature of which is the selection of antique frames.

"The King's Cabinet: Art Collections of Louis XIV", in the main gallery, offers an opportunity to see something of one of the largest sets of books in the Department of Special Collections. The Cabinet du Roy is made up of some 50 large folio volumes of engravings. The largest engraving on display shows a painted ceiling in one of the French royal palaces, and folds out to a complete circle more than 48 inches in diameter.

"Other Curious Cabinets", in the North gallery, illustrates some other galleries and museums; these two complementary exhibits were arranged in honor of the opening of the Helen Foresman Spencer Museum of Art.

### KULSA

The Kansas University Library Staff association will meet next on Monday, Feb. 13, at 2:30 p.m., in the auditorium of the Spencer Art Museum. Scheduled for the program is a tour of the museum. The museum has requested that we give them an indication of the number of people that will attend this meeting. Section and/or Department heads are therefore requested to submit a head count to the Kulsa secretary, Craig Sandusky, Cataloging Department, no later than Monday, Feb. 6.

The agenda for the February 13 meeting will appear in the FYI of Feb. 9. Any suggestions for the agenda should be submitted to the Secretary before that time.

Feeling not wanted?  
Burnt out on brown-bagging it?  
Hungry for company at lunch?



Come to the monthly KULSA BUFFET on Wednesday, Feb. 1, 1978,  
in the Watson Library Staff room. Please attend, bringing  
your favorite dish. Coffee and tea will be provided, but  
remember to bring your own table service. You are wanted!



THE UNIVERSITY OF KANSAS

Office of the Executive Vice Chancellor  
231 Strong Hall, Lawrence, Kansas 66045  
(913) 864-4904

JAN 09 1978  
OFFICE OF THE DIRECTOR  
University of Kansas Libraries

December 27, 1977

Memorandum

To: Vice Chancellors, Deans, Directors, and Chairpersons

From: Delbert M. Shankel

*Del. Shankel*

In April of 1977 the U. S. Department of Health, Education and Welfare issued regulations related to Section 504 of the Rehabilitation Act of 1973. These regulations seek to insure that handicapped citizens do not suffer discrimination. Last summer I appointed a Lawrence campus committee to review these regulations and their effect on the campus and to recommend an appropriate course of action which will insure that the University meets its obligations to handicapped individuals.

The Lawrence campus committee has reported to a University-wide steering committee appointed by the Chancellor. The steering committee, under the direction of Dr. W. Max Lucas, will develop plans for and monitor our progress toward full compliance with the 504 regulations.

One item included in the rules and regulations for Section 504 is reproduced below. The Lawrence campus committee has asked me to bring this provision to your attention:

"A recipient to which this subpart applies may not impose upon handicapped students other rules, such as the prohibition of tape recorders in classrooms or of dog guides in campus buildings, that have the effect of limiting the participation of handicapped students in the recipient's education program or activity."

There is also a state law which deals with the same matter and it is University policy that handicapped students be permitted use of tape recorders, guide dogs, etc., in order to permit them full participation in the University's activities. I hope that you will inform your faculty and staff members of this policy.

Thank you for your assistance.

DMS:mas

cc: Chancellor Dykes  
Dr. W. M. Lucas

JAN 25 1978

DEAN OF THE LIBRARIES' COLLECTION DEVELOPMENT COMMITTEE  
OFFICE OF THE DEAN  
University of Kansas Libraries

Minutes

January 24, 1978

Present were: Alexander, Armstrong, Clark, Howey, Lee, McDonough, Malinowsky, Mason, Miller, Morrison, Neeley (both), Parker, Ranz, Richardson (both), Sheldon, Soutar, Symons.

Some short announcements:

- The Title IIC (HEW grant) subcommittee met Monday afternoon, Jan. 23, to discuss scheduling for the Libraries' proposals. The application forms for the grant will be distributed by the government February 9, and will be due April 11. Jim's minutes of the subcommittee meeting are attached.
- There have been some changes in bibliographer assignments. With Rhyk Gilbar's departure, Rosemary has assumed responsibility for journalism materials and Eleanor for materials for the Intensive English program. Jeanne and Kathleen have switched assignments, with Jeanne taking on the Marvin and branch areas and Kathleen working with the biological and physical sciences. A complete revised list of bibliographer assignments is attached.
- Joan announced that she soon will be routing sample journal issues and an instruction sheet to all bibliographers. She also asked that bibliographers look over the non-returnable duplicates which are held in Serials in room 145 on a shelf by the coffee pot. Any decisions or remarks about these duplicates should be directed to Joan or Kent.

Agenda items:

- 1) In response to a letter on newspapers initiated by Ted some weeks ago, it has been decided that the Library needs a separate collection development policy for newspapers. Kent would like to have some information from each bibliographer on what purpose newspapers serve in the subject areas and what specific titles the bibliographer would recommend for acquisition by the Library (in priority order, please). Kent will use this information two ways: to formulate a newspaper collection development statement and to prepare for any year-end funds which may become available. He needs this information SOON, so that he can prepare a draft for the next CDC meeting. "Newspapers" include both current and retrospective, US and foreign publications.
- 2) There is \$3000 in the New Serials Titles reserve fund. Bibliographers should begin immediately to think about how to spend this money. Unfortunately, no information is yet available from ILS on which journals the new copyright law may require us to buy. From all bibliographers interested in new serials titles money Kent would like a short (one page) description of their predicament, the demands on their subject areas and their needs for new journal subscriptions. Again, he needs this information SOON, so that he may bring all the requests to the next CDC meeting for decisions.
- 3) The Collection Development Policy editors are making two Xerox copies of each bibliographer's rough draft(s) to place on reserve in the Reserve Room. The original will be returned to the authoring bibliographer. Each bibliographer should read all these statements to make sure that his/her

subject area(s) are mentioned in all the appropriate places and to check for proper linkages between the various subject statements. Any bibliographer who has not given a statement to Ted should do so as soon as possible. On Friday, Ted will distribute a list of all the areas to be covered by the Collection Development Policy and indicate which statements have not yet been received.

A bibliographer may make additions or corrections to his statement(s) by giving any changes to his/her personal editor; the deadline for such changes is February 28. In response to a question from Eleanor, Ted remarked that stylistic editing will be limited to minor matters, like making headings consistent, and that each policy should reflect the needs and structure of the field it describes.

4) Linda reported that the Budget subcommittee was making headway on a very difficult problem. The committee has limited itself to recommendations about the F1979 budget only and will be soliciting information from bibliographers soon, probably by means of a questionnaire distributed through the mail.

5) Marilyn asked that bibliographers begin thinking about the system used for the distribution of proof slips. Any thoughts on the present method should be directed to Brow, Parker or Symons, who made up the original subcommittee. Since all the European language slips are now arriving, there is six-to-eight box backlog of proof slips to be sorted. Eleanor asked that a list of LC's abbreviations for the countries be distributed?

A few comments ended the meeting:

- Dave Passmore announced at the Administrative Conference that he would like to hear suggestions about the treatment of audio-visual materials.
- Eleanor asked that some system for rushing sale catalogs be devised.
- Rosemary said that Roger was working on a system to notify faculty members of the arrival of blanket order books.
- Jim Ranz remarked that in his meeting with the History Department the bibliographer system had been highly praised.

The next CDC meeting will be Tuesday, February 7.

*Reggy Morrison*  
606

UNIVERSITY OF KANSAS LIBRARIES - BIBLIOGRAPHERS

Anthropology, Geography, Political Science, Economic Geography: Roger Anderson, Social Science Bibliographer, Head of Acquisitions.	KANS-A-N telephone 5-64-4-3476
Art: Martha Kehde, Art Librarian.	5-64-4-3020
Business and Economics: James Neeley, Reference Librarian.	5-64-4-3347
Documents: Marion Howey, Documents Librarian.	5-64-4-4662
East Asia: Gene Carvalho, East Asian Librarian.	5-64-4-4669
Education: Barbara Jones, Reference Librarian.	5-64-4-3347
Exchange and Gifts, Speech and Drama, Journalism: Rosemary McDonough, Exchange and Gifts Librarian.	5-64-4-3425
History, African: Joseph Richardson, Reference Librarian.	5-64-4-3347
History, American: Ted Sheldon, Reference Librarian.	5-64-4-3347
History, European: Clint Howard, Reference Librarian.	5-64-4-3347
Kansas: George Griffin, Curator of the Kansas Collection.	5-64-4-4274
Language and Literatures (including the Intensive English program), Philosophy, Religion, Classics: Eleanor Symons, Humanities Bibliographer.	5-64-4-3479
Latin America, Spain and Portugal: Ellen Brow, Bibliographer for Spain, Portugal and Latin America (SPLAT).	5-64-4-3351
Maps: Lewis Armstrong, Map Library Assistant.	5-64-4-4420
Music: Earl Gates, Music Librarian.	5-64-4-3496
Psychology and Sociology: Judith Lee, Reference Librarian.	5-64-4-3347
Reference: Marilyn Clark, Head of the Reference Department.	5-64-4-3348
Science and Technology: Physics and Astronomy, Chemistry, Radiation Bio- physics, Pharmacy, Biological Sciences (Physiology and Cell Biology, Genetics, Systematics and Ecology, Botany, Biochemistry), Microbiology: Kathleen Neeley, Assistant Science Librarian.	5-64-4-3465
Engineering, Architecture, Urban Planning, Geology, Mathematics, Computer Science, Ento- mology, Museum of Natural History: Jeanne Richardson, Science Librarian.	5-64-4-3866

UNIVERSITY OF KANSAS LIBRARY

HEA Title II-C Committee

Minutes--January 23, 1978

The meeting began at 3:30 PM. Present: Clark (Chairperson), Carvalho, Howard, Mason, Morrison, Neeley, Passmore, Sheldon. Absent: Brow, Jerkovich.

The first order of business was the adoption of a timetable for preparing the Library's proposal to obtain a grant under HEA Title II-C. It was decided that preliminary proposals should be submitted to Marilyn by Monday, January 30. The preliminary proposal should describe what the applicant intends to accomplish with the grant money. It need not address the provisions of Sec. 136.06(a), which support the general claim of significance as a major research library, nor those particular provisions of Sec. 136.06(b) which support the claim of national or international significance for scholarly research of the specific project. Documentation of these claims can wait until after proposed projects have passed the Committee's initial screening.

Marilyn will contact all known potential applicants at KU either by phone or via FYI. Application forms should be available by February 9. The closing date for applications in Washington is April 11.

Marilyn is planning to visit Washington on February 5, and may be able to ask HEW officials specific questions we have about preparing our proposal, such as how large a sum should we request, what is the precise meaning of "unique" as used in the text of the law, etc. Send all such questions to Marilyn by February 3.

The initial screening of proposals at KU will not take place until after Marilyn's visit at HEW and after we receive the application forms.

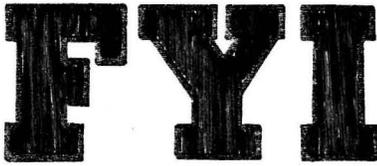
It was proposed that a Section 136.06(a) Subcommittee be formed to prepare the "background" part of the proposal. This Subcommittee would be composed of Committee members not submitting a project proposal or whose proposal is not selected in the initial screening.

In the meantime, members of the Committee will be accumulating questions on the preparation of our proposal. Marilyn and Sandy will then take these to CRA for assistance and advice. CRA should be especially helpful in writing the "background" section. ILS, Circulation and other bibliographers will also be consulted. Sandy supplied several previous grant requests as examples, and these will be routed. Marilyn distributed a preliminary proposal prepared by the SPLAT Department, also as an example.

It was tentatively decided that the HEA Title II-C Committee will meet at 11:00 on non-CDC Tuesdays. The next meeting, then, will be at 11:00 on Tuesday, January 31. Dave volunteered to take minutes at future meetings. The meeting was adjourned at 4:45.

Submitted by JN

Serials: Kent Miller, Serials Librarian, Head of Serials.	5-64-4-3535
Slavic Areas: George Jerkovich, Slavic Librarian.	5-64-4-3957
Special Collections: Alexandra Mason, Spencer Librarian.	5-64-4-4334
Women's Studies and Social Welfare: Linda Parker, Reference Librarian.	5-64-4-3347
Women's Studies, Serials: Joan Soutar, Serials Librarian.	5-64-4-3535



## University of Kansas Libraries

NUMBER 433

February 2, 1978

---

### PERSONNEL:

The following classified positions have been reallocated as follows, effective 1/18/78:

Frances Weber, Clerk II, Circulation, reallocated to Clerk III  
Susan Ketzner, Clerk II, Circulation, reallocated to Clerk III  
Muriel Cook, Data Entry Equipment Operator II, Circulation, reallocated to Clerk III  
Janet Revenew, Clerk Typist II, Serials, reallocated to Clerk III  
Christina Spray, Clerk Typist II, Interlibrary Services, reallocated to  
Library Assistant

Maxine Younes has been promoted to Library Assistant, Catalog Maintenance, Catalog Department, effective 2/1/78. Cynthia Lathrop resigns as Security Officer I (half-time) effective 2/10/78. Staff members interested in making application for the following positions should contact Mary Green or Ann Stuart by Tuesday, February 7.

Clerk III (OCLC unit), Catalog Department  
Security Officer I (half-time)

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

### UNCLASSIFIED OPENINGS:

Acquisitions Librarian. Available July 1, 1978. 12-month, tenurable. Responsible for managing and coordinating operations of the Acquisitions Department in acquiring monographic materials for the University Libraries. Plans for space, staffing, and operations, including immediate planning for proposed renovation of facilities. Serves as liaison between Acquisitions Department and subject specialists. Acquisitions staff presently includes 1 professional and 8½ paraprofessionals. Required qualifications: MLS from and ALA-accredited library school, research library experience in either acquisitions or subject bibliography, knowledge of the domestic and foreign book trade, demonstrated leadership/managerial skills, organizational ability, familiarity with business procedures and automation. Preferred Qualifications: Broad knowledge of European languages. Salary: \$13,000 up, dependent on qualifications. Application Deadline: April 1, 1978. Apply to Mary Green, Watson Library.

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

### ON VACATION

Mary Green will be on vacation from February 6 through February 10.

### STUDENT TIME CARDS

Student time cards are due in the Dean's Office at 9:00 a.m., Feb. 15, 1978.

KULSA

Department and/or section heads are reminded to indicate to the Secretary the number of their personnel interested in attending the tour of the Art Museum on Feb. 13. Please call Craig Sandusky at 864-3038 by Monday, Feb. 6. Thank you.

VOLUNTEER LIBRARY WORKERS:

Much appreciation to the following individuals who have so generously contributed their fine services to the Libraries over the past semester:

Marge Perry - Special Collections

University Women's Club Volunteers:

Carroll Ammar - Map Collection

Carolyn Blaas - Dean's Office

Nancy Dykes - Art Library

Tricia Fearon - Special Collections

Jean McCarthy - Special Collections

Lavern Myers - Serials

Winnie Pinet - Kansas Collection

Helen Pritchard - Serials

Priscilla Reynolds - Interlibrary Services

Jane Rutledge - Circulation

Jeannette Shawl - Reference

Becky Taylor - Cataloging

UKASE DEADLINE

All transactions on UKASE are due in the Serials Department by 5:00 p.m. on February 9, 1978. (Thursday). Due to the re-SIN activity, any transactions received between Feb. 10-Feb 18 will be returned to the point of origin. Anyone having questions should call Joe Hewitt at 4-3535.

COLLECTION DEVELOPMENT COMMITTEE

There will not be a Collection Development Committee on Tuesday, February 7th. Please give information about newspapers and New Serials Titles Reserve to Kent Miller and information about distribution of proof slips to Linda Parker, Ellen Brow or Eleanor Symons.

TITLE IIC COMMITTEE

There will be a meeting of the Title IIC Committee on February 7 at 11:00 a.m. in B28.

REPORTING OF HOURS ON GRAY CARDS

The Central Personnel Office has requested that "All time in pay status be considered as time worked." This means that the gray cards should total 40 hours if full-time and 20 hours if half-time, etc., unless an employee is on leave without pay. Sunday through Saturday of each week and the 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

On the next page are four samples of how the gray weekly time cards should be completed.

Below are four samples of how the gray weekly time cards should be completed.

Name DOE, John

January 9, 1977 to January 15, 1977  
(Sunday) (Saturday)

Department Dean's Office

Reason for absence Vacation and Holiday

Hours worked 

8A	8A	8A	SCTU	8A		
S	M	T	W	T	F	S

40 Total

Employee's signature \_\_\_\_\_

Department Head \_\_\_\_\_

Name DOE, John

December 26, 1976 to January 1, 1977  
(Sunday) (Saturday)

Department Dean's Office

Reason for absence \_\_\_\_\_

Hours worked 

8W	8W	8W	8W	8W	8W	
S	M	T	W	T	F	S

40 Total

Employee's signature \_\_\_\_\_

Department Head \_\_\_\_\_

Name DOE, John

January 2, 1977 to January 8, 1977  
(Sunday) (Saturday)

Department Dean's Office

Reason for absence Personal illness

Hours worked 

8W	8W	8W	8W	8W	8W	40
S	M	T	W	T	F	S

40 Total

Employee's signature \_\_\_\_\_

Department Head \_\_\_\_\_

Name DOE, John

January 16, 1977 to January 22, 1977  
(Sunday) (Saturday)

Department Dean's Office

Reason for absence Leave without pay

Hours worked 

8W	8W	8W	8W	8W	8W	24
S	M	T	W	T	F	S

24 Total

Employee's signature \_\_\_\_\_

Department Head \_\_\_\_\_

Please contact Nancy Shawbaker or Ann Stuart in the Dean's office if you have questions on completing these forms.

ADMINISTRATIVE CONFERENCE MEETING

There will be an Administrative Conference Meeting on Thursday, Feb. 9 at 10:30 a.m. in B28.

SUPPLY REQUESTS

The Kansas University Libraries, as you know, exist within a limited budget. Departments must stay within monetary boundaries established through allocations. The Director's office is no exception. Library supplies are obtained through the library income and maintenance accounts. Due to limited funds in these accounts we ask that you justify all supply requests which do not fall under the guise of standard office supplies, for we must justify all non-standard supply purchases. We ask that you also justify supplies ordered in large quantity which are found in the Campus Office Supply Store. The form below is an order form with which most of you are familiar. They may be obtained in the Director's office upon request. We ask that you please use this for ordering any supplies not found at the Campus Office Supply Store and for ordering large quantities of items which are found in the office supply store. If these forms are not submitted, supplies will not be ordered, as they serve to justify supply purchases.

Thank you,

Nancy Shawbaker

SUPPLY REQUEST

DATE

Description of item(s) needed:

What is this item used for:

Requested by:

Library Unit:

Name of Employee:

Supplier:

Quantity needed:

Quantity on hand:

Rate of use:

Cost of item(s) needed:

This form should be completed and returned to Troy Lofflin when supplies, Not Available in Office Supply, are needed.

UNIVERSITY OF KANSAS LIBRARIES

LIBRARY FACULTY ASSEMBLY

January 23, 1978

Chairperson Linda Parker called the meeting to order at 9:30 a.m. and asked for approval of the minutes of the last meeting. The minutes were approved as received.

1. Report of the Committee on Promotion and Tenure

Committee chairperson Jackie Howlett reported to the Assembly on the origins of two documents distributed to Assembly members prior to the meeting. A motion was made to accept the first document on the evaluation of performance of librarians. Minor editorial changes to the document were made during the discussion. The motion to accept the document as a statement to be included in the Libraries' Staff Handbook was passed without a dissenting vote.

The committee's statement on the role of service in evaluations and promotion and tenure decisions was offered for consideration. Discussion centered on the percentage of points to be given to service in merit ratings, and whether research activities should be mentioned in the statement. A motion to amend the document to eliminate mention of research in the final paragraph failed. Sandy Mason's amendment to change the title of the document to include a reference to research was withdrawn when Mary Green proposed a substitute amendment. Green's amendment called for the revision of the final paragraph of the document to read:

"The weighting to be given to service is to be determined by the Library Faculty Assembly at the beginning of the fiscal year. The annual merit ratings form the basis for recommendations regarding salary, promotion, tenure, non-reappointment and sabbatical leave."

The amendment passed, and the Assembly then approved the whole document as amended.

2. Proposal to Create the Position of Adjunct Bibliographer

Chairperson Parker asked the Assembly to consider a proposal to establish within the Libraries the position of Adjunct Bibliographer. Many members felt insufficiently informed on the matter so Parker called upon James Neeley to explain the background and intent of the proposal. Following Neeley's presentation, discussion ensued on the qualifications of one nominated for such a position, the perquisites of the position, and the effects of such individuals' work on the library system. Chairperson Parker noted the number of questions raised by the members, and by general agreement, referred the matter back to the committee of origin for a formal statement addressing the points that were raised in the discussion.

3. Procedures for LFA Action on Issues of General Concern

Chairperson Parker explained the origin of procedures proposed to facilitate LFA response to issues requiring prompt action. Rosemary McDonough suggested that such procedures would be unnecessary if the article on meetings in the Assembly's Code of Governance was amended. Parker agreed that this might provide a better way to handle such situations. The membership concurred with Parker's decision to return the matter to the Executive Committee.

4. Resolution on Library Centralization

The Assembly was asked to consider a statement on centralization that could be forwarded to the University Administration. Clint Howard read a statement from Martha Kehde defending the proposed move of the Art Library to the newly completed Spencer Museum. Kehde's statement outlined the advantages of the move, and asked where the Art Library could go if it does not move to the museum. Ann Hyde rose to speak for centralization, but against including a reference to the Art Library in any statement sent to the University administration. Hyde stated that the nature of the collection and the ways to access it made location in the museum desirable. She also questioned the wisdom of turning down the University's offer of space. Many individuals continued the discussion. All speakers supported the position that centralization should be a guiding principle of library organization on this campus, but opinion was divided on the particulars of the Art Library case and the ways that any decision on it might color attitudes in the University community. After much discussion, Clint Howard moved to accept the statement as written. Ann Hyde moved to amend the statement to exclude any reference to the Art Library. Hyde's amendment failed, and the statement was passed in its original form. Chairperson Parker announced that she would send the statement to the University administration.

5. New Business

Rosemary McDonough asked that all members planning professional travel during this fiscal year forward their requests for travel funds to the Professional Development and Recruitment Committee as soon as possible.

Again speaking for the Professional Development and Recruitment Committee, Rosemary McDonough asked the Assembly to adopt a resolution which called for the University to accept the preservation and utilization of works of intellectual and creative genius as a fourth part of its mission and incorporate it in all appropriate University statements. Sandy Mason seconded McDonough's motion to that effect, and discussion followed. Minor changes in wording were proposed and accepted by McDonough and the resolution passed in the following form:

"The resolution: That the Library Faculty Assembly requests the Chancellor to take whatever steps are necessary to include in the description of the University's mission preservation and utilization of works of intellectual and creative genius.

After the resolution's acceptance, Chairperson Parker said that she would forward the substance of the resolution to the Chancellor.

Mary Green rose to read a letter from Vicki Hamer of the Office of Affirmative Action expressing support for the case that the Library made for additional salary funds in its most recent budget request.

Hearing no further new business, Chairperson Parker adjourned the meeting at 11:10 a.m.

Respectfully submitted,

*Mary Green*

MINUTES OF THE ADMINISTRATIVE CONFERENCE, January 26, 1978

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Lewis Armstrong, Gene Carvalho, Marilyn Clark, John Glinka, Mary Green, George Griffin, Marion Howey, Sandy Mason, Rosemary McDonough, Bob Malinowsky, Kent Miller, Shelley Miller, Peggy Morrison, Dave Passmore, John Nugent, Jeanne Richardson, Nancy Shawbaker, Ann Stuart, Martha Tiday.

Dean Ranz asked for announcements:

Mary Green discussed the results of the Student Evaluation Program.

Results: Students much clearer on job content than performance standards.  
1/3 of supervisors strongly endorsed evaluation  
80% of the students felt program was worthwhile. Stimulated interest on the job.

Summary: The supervisors felt the program was less worthwhile than the students. There was encouragement on students behalf.

Nancy Shawbaker discussed the new Student Payroll Allocations.

Each department will receive money for increase in minimum wage.

The departments will receive a balance sheet each month, which will include expenditures to date.

Rosemary McDonough asked about students on workstudy. When a person runs out of workstudy allocations they can't be re-hired. If they (the student) continue to work, the Library has to pay the money back.

Jeanne Richardson discussed the Science Library Expansion. An additional 14,000 sq. ft. is being added. This will include carrels, government documents, conference room, offices, and bigger stack areas. They now have 125,000 vol. and are trying to re-arrange stacks for another 90,000 new vol.

Mary Green discussed the New and Improved Program Requests for Classified Positions. Mary is on the Committee. 1979/80 there will be 35 or 40 new classified positions. Requests, with justification for new positions for the library will be drawn up and given to the Budget and Planning Committee.

Marilyn Clark is the Chairman for the libraries Title II-C.- the strengthening of Research Library Forces. The strongest case is in processing area. This should be collections that are scarce and unique and worthwhile to the scholarly community. The deadline for preliminary ideas is Jan. 30. The closing date is April 11. The library has to put exactly what the money is being spent for. Also have to justify the whole library collection.

John Glinka discussed the new binding contract. The contract is still out for bid, but a decision is to be made by Jan. 31.

Dean Ranz announced that Max Lucas, Director of Planning has asked for names for the University Committee, planning the renovation of Watson.

Suggested: Bill Griffith - Prof. in Latin Am.  
Jeff Woodruff  
Peter Johnsen - Prof. Ed. Psych

From the Library Staff: Clifford Haka  
John Glinka  
Dean Ranz

Dean Ranz has asked that Kala Stroup, Dean of Women, and Ray Nichols also serve on the Committee. There will also be one graduate student and one undergraduate student appointed.

Dean Ranz announced that the Senate Library Committee will be resuming meetings soon. The primary concerns that will be discussed:

1. Library service - off campus programs  
Nancy Burich and Jerry Hutchinson will talk.
2. Circulation of Library materials. Problems with faculty members returning materials.

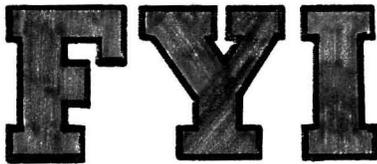
Nancy commented more on the Student Payroll. Library as a whole is spending right at half of allocations. 49% of Work Study, 52% of regular monies. Allocations for regular and work study monies, without juggling of funds must be spent.

Any problems with money - department should get in touch with Mr. Glinka.

There are guidelines for supervisors for the student evaluations. The evaluations are to be processed on new students 2 months after they start.

Meeting adjourned at 11:45 a.m.

Ann Stuart, Secretary



## University of Kansas Libraries

NUMBER 434

February 9, 1978

---

### PERSONNEL:

David Passmore, Acting Catalog Department Head, has been appointed Catalog Department Head on a continuing basis as of 2/1/78.

Larry Wallman has been promoted to Security Officer I (half-time) effective 1/18/78.

Margaret Williams has requested a voluntary demotion from her Clerk III position to a Clerk Typist II position effective 2/3/78. Marge will be on leave of absence from 1/18/78 to 4/1/78. Staff members interested in making application for the following position should contact Nancy Shawbaker or Ann Stuart by Tuesday, February 14.

Clerk III (Fines Office), Circulation

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., Feb. 15, 1978.

### BINDING CONTRACT

We have learned informally that the successful bidder for the State binding contract is the American Companies, Inc. of Topeka. In the near future, representatives of this firm will visit the library to explain the transition process and to become acquainted with our binding requirements. At that time, library staff involved in preparation and handling of binding will have the opportunity of meeting with these people for general information and questions.

JLG

### STUDY OF THE STUDENT EVALUATION PROGRAM AVAILABLE FOR READING:

As reported by Mary Green at the Administrative Conference of 1/26/78, a study prepared by Dulcy Sellon, entitled "A Study of the Performance Evaluation Program for Student Employees at the University of Kansas Libraries," is available for reading at either the Watson reference desk or from the library office. This report explores both supervisor and student assistant attitudes toward the student assistant evaluation program which has been in effect at the Libraries for the past year and a half.

### LINWOOD RUSH

When Linwood Library was established in 1976 all materials for it were ordered RUSH. Now that it is well rooted, regular processing procedures are adequate, and only items needed for the current semester will be marked RUSH. If you have any questions about this, call Carol Chittenden in Reference.

### AUDITING OF COURSES

The Board of Regents, as of 1/20/78, has approved a policy allowing persons 60 years of age and over to audit courses on a no-fee, space available basis.

UKASE DEADLINE

The check-in strips are due in the Serials Department by 8:30 a.m. Thursday, February 16, 1978. This time is a little earlier than is usual because the strips will be processed differently in Serials during this cycle. If anyone cannot meet this deadline, give Joe a call at 4-3535.

COLLECTION DEVELOPMENT COMMITTEE

Collection Development Committee meeting, Tuesday February 14th, 10:30 - Noon in B-28.

Agenda: Report of Budget Subcommittee  
Report of Policy Editing Subcommittee plus  
Submission of Introduction  
New Serials Titles Reserve expenditures

COPYRIGHT LAW

The new copyright law will be the topic of a panel discussion to be presented Thursday, February 16, from 2:30 until 4:00 p.m. in the Council Room of the Kansas Union. Members of the panel will be Mike Davis, University Attorney, Bayliss Harsh, Library Assistant in charge of the Reserve Reading Room, Donna Martin, Vice-President of the publishing firm of Sheed, Andrews, and McNeel, Inc., Daniel Politoske, Associate Professor of the History of Music, and Marianne Griffin, Head of Interlibrary Services, who will be the moderator.

All library staff are cordially invited to attend. The program is sponsored by the Committee on Professional Development of the Library Faculty Assembly.

KULSA

1978, Regular meeting. Feb. 13, 2:30 p.m. Spencer Auditorium

Agenda: Call to order  
Minutes  
Treasurer's report  
Special Libraries Association (Geography and Map Division) Picnic  
Committee Recruitment  
Topics for Future Meetings  
Tour of the Spencer Art Museum (to commence promptly at 3:00 p.m.)

CDC

Attached for your information are the minutes of the CDC Subcommittee on Acquisitions Funding.

Minutes of the CDC Subcommittee on Acquisitions Funding.

January 13, 1978 at 9 am in B28. Present: Linda Parker, Kent Miller, Roger Anderson, Kathleen Neeley, Ellen Brow and Jim Neeley.

A second revised draft of the charges to the subcommittee was handed out; however, this was not discussed. The subcommittee then proceeded to a discussion of the committee's goals and priorities. Linda Parker reminded the subcommittee that a report on the progress of the group had been requested by February 1, 1978 for presentation to the CDC.

Several general considerations, most of which had been touched on before, were then discussed in an effort to establish a base for further action. It was mentioned that perhaps each bibliographer might have a section of the budget allocated to him/her for increased flexibility in collection development between books and serials in that bibliographer's specific subject areas. The feasibility of abandoning departmental allocations was again discussed. It was decided that this was not at all practical for FY1979 due to historical and political considerations. Concern was expressed about the difference in degrees of accessibility to departmental funds between bibliographers and it was suggested that perhaps a policy statement concerning the matter might be desirable. Such a statement might emphasize the fact that such allocations were ultimately controlled by the library and that all bibliographers should have access to these funds. It was pointed out that if departmental allocations were abandoned at some future point, enough money would have to be made available in the budget to provide for all legitimate faculty needs, short of major purchase requests. Some discussion also took place concerning the problem of knowing how much material pertaining to the various subject disciplines was being received on the approval and blanket order plans.

There was feeling expressed that the structured formulas of other institutions which had been made available to the committee were somewhat less than useful to us, since they do not take into account our specific situation, history, present collection or goals. Several points for specific consideration by the committee were suggested: (a) how large are total budget needs? (b) how much should go for books and how much for serials? (c) how much should go for new serial titles, how much to continuing subscriptions? (d) how much should be allocated to approval/blanket order plans and how much to general funds? (e) how much for current publications and how much for retrospective? (f) how much for English language and how much for foreign languages? (g) should bibliographer funds be considered? And, if so, as a supplement and/or counter to departmental funds? It was proposed that, since the subcommittee needed more input from individual bibliographers concerning their specific needs before intelligent proposal could be formulated by the subcommittee, data on needs be solicited by means of a questionnaire. Although initial discussion centered on serial needs, it was quickly decided that this data should cover all areas of the budget, monographic as well as serial.

Comprehensiveness was considered to be highly desirable. Jim Neeley and Kathleen Neeley were asked to prepare a preliminary draft of the questionnaire for consideration at the next subcommittee meeting.

Minutes of the CDC Subcommittee on Acquisitions Funding.

January 16, 1978 at 1:30 pm in B28. Present: Linda Parker, Roger Anderson, Ellen Brow, Jim Neeley and Kathleen Neeley. Kent Miller was absent.

A preliminary draft of the questionnaire was distributed by Jim Neeley and Kathleen Neeley. There was considerable discussion of this draft and its structure. Two main criticisms were expressed concerning it: (a) that it was too complex as written and (b) whether percentage amounts of funding adequacy should be requested or whether dollar amounts were more appropriate. There was general feeling that the substance of the questions was good but that some distillation and simplification needed to be carried out. Some objections were raised concerning the train of logic which would lead bibliographers from one question to another, their answers on later questions being linked to their answers on the earlier questions. It was pointed out that the purpose of the form would be to obtain a reading on how the bibliographers would prefer that any additional funds should be distributed for FY1979, since it was realized that the library has certain fixed commitments which cannot be significantly altered, these being the continuing serials funding, funding for approval and blanket order plans and departmental allocations. Several additional items were mentioned concerning approval/blanket order plans which should be added to the questionnaire, these being (a) whether or not a general European approval/blanket order plan for West Europe was desirable, (b) whether Current English should be expanded to cover all geographical areas rather than just the specific ones covered at present, (c) whether other approval plans for other areas might be desirable in the future. Linda Parker asked Roger Anderson and Ellen Brow to work together on a revised questionnaire to be discussed at the next meeting.

Minutes of the CDC Subcommittee on Acquisitions Funding.

January 19, 1978. Present: Linda Parker, Kent Miller, Roger Anderson, Jim Neeley, Kathleen Neeley and Peggy Morrison for Ellen Brow.

The questionnaire prepared by Roger Anderson and Ellen Brow was distributed for discussion. Ensuing discussion centered around the structure of this questionnaire as opposed to that of Jim Neeley and Kathleen Neeley. The questionnaire of Roger Anderson and Ellen Brow proposed four sections: the first dealing with general restraints on the budget caused by fixed commitments, the second dealing with questions concerning approval and blanket order plans, the third concerning a listing of the various budgetary elements with each bibliographer being asked to give a priority weight to each and the fourth being a request that each bibliographer indicate presently perceived needs in dollar amounts. There was general agreement that parts I and II were satisfactory, with two suggested modifications. Controversy

settled on parts III and IV, with some feeling being expressed that the priority designations should be augmented by a percentage structure to provide for more detailed and specific data. There was also a difference of opinion as to whether the dollar amounts requested in Part IV should apply to ideal collection development conditions or to something more realistic. In an attempt to resolve the conflicts between the two draft proposals, it was decided that Linda Parker and Kent Miller would prepare a third draft which would combine the best parts of each. This revision is to be discussed at the next meeting.

Minutes of the Subcommittee on Acquisitions Funding.

January 23, 1978 2:30pm in B28. Present: Kent Miller, Roger Anderson, Jim Neeley, Peggy Morrison, and Kathleen Neeley. Absent: Linda Parker.

Kent Miller presented the draft which he and Linda Parker had prepared. Draft III incorporated the percentage structure which had been requested at the last meeting. Discussion again revolved around some aspects of wording in the introductory part. A rearrangement of certain questions in the proposed part II was suggested, placing the question in this section concerning broad priorities between books and serials in the head position in this section. A suggestion was made to alter the wording of this question so as to request that the priorities indicated would be expressed in percentage amounts rather than dollar amounts. It was requested that a note pertaining to the original question no. 4 should be deleted. It was also requested that a clean draft with revisions be prepared for examination at the next meeting.

Minutes of the Subcommittee on Acquisitions Funding.

February 2, 1978, 10:30 am in B28. Present: Linda Parker, Kathleen Neeley, Roger Anderson, Jim Neeley. Absent: Kent Miller, Ellen Brow.

Since the revisions requested to Draft III by Linda Parker and Kent Miller were not ready, the subcommittee proceeded to continue discussion based on the draft as distributed at the meeting on January 23rd. It was suggested that further alterations be made. One was to reverse the order of Part II, "Approval and Blanket Order Plans," with Part III, "Establishing Priorities" so that it would follow Part I "Basic Assumptions", thus creating a more logical order. It was also suggested that question 2(d) (original draft) concerning the establishment of bibliographer funds be expanded to give it increased emphasis, since it was felt that it presented a more radical structural departure from past practice than the other questions with which it was associated. A concern was raised concerning the lack of data on the use of the collection. Philosophical problems were raised concerning (a) whether the library should be covering publication output or user needs or a compromise between these, (b) whether the collection development statements were a satisfactory guide as prepared and who would monitor these in terms of under- or overstatement, and (c) whether the library has any defined goals. There was general feeling that the validity of the Collection Development Statements ultimately was the responsibility of the respective bibliographer and his/her judgement and that the review

of the Editing Subcommittee and faculty in the respective subject areas would provide a monitoring device on any unrealistic statements. There was also feeling that these statements in themselves served to define the goals of the Library. After this part of the discussion had ended, Linda Parker asked Kathleen Neeley to join her in working on a draft of a cover statement to accompany the questionnaire which would attempt to address certain philosophical points and to anticipate certain questions and difficulties which might be raised in connection with filling out the document. Since Jim Neeley had some remaining concerns about the priority section of the new question 2 in Part II, he will draft a proposed revision. Both this and the cover statement draft will be considered at the next meeting.

Roger Anderson  
Secretary



# FYI

## University of Kansas Libraries

NUMBER 435

February 16, 1978

---

### PERSONNEL:

Charlene Overfield has been promoted to Clerk III in Cataloging effective 2/18/78.

Staff members interested in making application for the following position should contact Nancy Shawbaker or Ann Stuart by Tuesday, February 21.

Data Entry Equipment Operator I, Cataloging

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

### WORK STATUS ON FEBRUARY 13, 1978

Attached is a memo from Central Personnel Services concerning the work status for Monday, February 13, 1978. When the grey cards are turned in, please put 8HW if you worked on Feb. 13. If you did not work, please indicate 8H, and turn in a pink card. If you have any questions, please contact Nancy or Ann in the Dean's office. Thank you.

AS

### BINDING CONTRACT

The American Companies, Inc. of Topeka have been awarded the State binding service contract. Don Grantham, General Manager, will meet with us on Monday, February 20 at 3:00 p.m. in B28 Watson, to discuss services to be printed under the contract. Staff who have binding responsibilities are invited to attend.

JLG

### KANSAS COLLECTION

Photography from the Pennell Collection is being used on the jacket of The Social Fabric - American Life From the Civil War to the Present. The book is published by Little Brown and Co.

### ADMINISTRATIVE CONFERENCE MEETING

There will be an Administrative Conference Meeting on Thursday, Feb. 23 at 10:30 a.m. in B28. The agenda for the meeting is CONCERNS FOR THE RENOVATION OF WATSON.

### REPLACEMENT PURCHASE REQUESTS

Effective February 20, 1978, replacement purchase requests should be forwarded to Ann Snow, Cataloging Department.

DLP

#### KANSAS COLLECTION

The Kansas Collection, Kenneth Spencer Research Library, has established a selective dissemination of information service for individuals interested in being informed of newly processed manuscript materials pertinent to their area or areas of concentration.

Briefly stated, the system will work as follows. User "interest profiles" will be determined and coded on edge-notched cards. These will be matched against the period and subject matter of newly processed manuscript collections. When a match occurs, the individual will receive a notice to that effect, along with a brief description of the collection.

Individuals interested in participating can obtain an interest profile questionnaire from Cliff Haka, Kansas Collection, Spencer Library (4-4274).

#### CDC

Attached for your information are the minutes of the 14 February CDC meeting. The introduction to the collection development policy can be obtained from any CDC member.

#### SENATE LIBRARY COMMITTEE

There will be a Senate Library Committee meeting February 28 from 4:00-5:30 in B28 Watson. The committee will discuss the faculty abuse of library materials, and extending all graduate student lending privileges to four months.



ASSISTANT DIRECTOR FOR PERSONNEL  
LIBRARY  
WATSON

Admin. Dist.

## THE UNIVERSITY OF KANSAS

Central Personnel Services  
8 Carruth-O'Leary  
Lawrence, Kansas 66045  
(913) 864-4942

DATE: February 14, 1978  
MEMO TO: University Administrative Staff  
FROM: Dr. Russell C. Mills, University Director of Support Services  
RE: Work Status on February 13, 1978

Due to the snowstorm on February 13, 1978, University classes were cancelled for the day. University offices remained open where staff was available.

Staff members who were not able to report for work are not to be counted as being on without pay status or have time charged to available leave or compensatory time.

Employees who were able to report for work will receive compensatory time credit (not overtime credit) on an hour for hour basis for time worked.

If you have any questions, please call Phil Rankin, Associate Director, Central Personnel, 864-4280.

MINUTES OF THE ADMINISTRATIVE CONFERENCE, February 9, 1978

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Roger Anderson, Ellen Brow, Gene Carvalho, Marilyn Clark, John Glinka, George Griffin, Cliff Haka, George Jerkovich, Sandy Mason, Eileen McGrath, Kent Miller, Bob Malinowsky, John Nugent, Linda Parker, Dave Passmore, Jeanne Richardson, Jim Smith, and Ann Stuart.

First item on the agenda was the Library Binding Contract. Mr. Glinka received word on Monday that the American Bindery Company was the low bidder for the Bindery contract. The contract is written in such a way if any problems arise they will be reported to the State Department of Administration. People from the bindery will be here to discuss the contract, and anyone interested will be invited to attend the meeting, possibly some time next week.

Sandy Mason reported that the school of Journalism has custody of 5,000 magazine issues given by alumnist Robert L. Gilbert. The collection of 1st issues has the interest of the Magazine Publishers Association. The company has agreed to give money for binding. Special Collections will start receiving issues this month, and will hire a graduate student to catalogue the issues.

Marilyn Clark discussed her recent trip to Washington, D.C. Marilyn met with Mr. Frank Stevens who is in charge of Title IIC, and several other people in charge of research grants. The big factor in the issuing of research grants is whether they are giving a few large grants or many little grants. There will be \$5 million worth of grants, and our library may have a good chance if they decide to spread the grants around to medium size institutions. The applications have to be very concise. The form is 4 or 5 pages long.

Kent Miller reported on UKASE. The magnetic tape unit which supports the UKASE receiving module has failed again. Because of the high costs associated with repair of this equipment, a new method of recording receipt of serials on the UKASE data base is being developed. The check-in strip system will be in use until a further announcement. Possibly might be in April.

Dean Ranz discussed further the renovation of Watson. He has spent the last several weeks counting the bookshelves in the library. Attached are two hand out sheets that were distributed to those attending the meeting. Dean Ranz would like to have an over-all program to give to the Administration before the renovation is started. We need to be aware of as many of the situations that may occur once the renovation is started, before the renovation is started and present our needs to the Administration. Anyone with suggestions, feel free to discuss them with Dean Ranz.

Meeting adjourned at 11:45 a.m.

Ann Stuart, Secretary

9 February 1978

DEPLOYMENT OF LIBRARY SERVICES AND COLLECTIONS BEFORE, DURING, AND AFTER  
THE PROJECTED RENOVATION OF WATSON LIBRARY

Assumptions

- 1.) There will be a new West Library someday, hopefully before 1985.
- 2.) The basement of Spencer Library will be fully utilized during the renovation and until a new West Library is built.
- 3.) The renovation of Marvin Hall will begin before the renovation of Watson is completed, and new quarters will have to be found for the Marvin collections.
- 4.) Unfinished basement areas in both Watson and Spencer will be fully stacked and lighted.
- 5.) The center bookstacks in Watson will disappear with the renovation.
- 6.) University Photographic Services will be removed from the Library and located elsewhere on campus.
- 7.) Every effort will be made to house the collections adequately during the renovation; regrettably, it simply will not be possible to extend similar consideration to users and to staff.

General Guidelines

- 1.) The time when Watson could have been renovated in an orderly manner and with only minimal inconvenience to patrons and staff passed about ten years ago. At issue now is how Watson can be renovated and, at the same time, keep its doors open and provide basic library services.
- 2.) In order to facilitate the renovation process, a number of activities and collections must be removed from Watson.
- 3.) First priority for moving must be assigned to those units which tend to be "self-contained" and whose removal will inconvenience the fewest users.
- 4.) In order to facilitate the operation of Watson after the renovation is completed, departments scheduled for relocation in the new West Library should be removed from Watson whenever possible.
- 5.) Double and triple shifts of the same departments and collections must be avoided whenever possible.

Cost of Shifting Collections

The labor cost for shifting books from one location to another within the same building is estimated to be one cent per volume; between buildings, two cents per volume. The Library will need special funds to accomplish these shifts. Also necessary will be a truck, together with operating funds, for transporting the books which must be shifted from one building to another.

## Size of Collections

## Shelving Capacity

Collections	Number of Shelves				Location	Number of Shelves
	At Present (1 Jan 1978)	Beginning of Renovation (1 July 1979)	End of Renovation (1 July 1981)	Four Years Later (1 July 1985)		
Dewey	21,061	21,000	21,000	21,000	East Bookstacks	12,653
Library of Congress	6,018	9,000	13,000	21,000	Center Bookstacks	4,288
Brief Listed	5,857	5,800	5,800	5,800	West Bookstacks	17,659
Documents	4,722	5,200	5,800	7,000	East Sub-Basement	13,564
Current Periodicals	3,867	3,900	3,900	3,900	Documents Stacks	5,115
Reference	1,094	1,200	1,200	1,200	Periodical Room	2,977
East Asian	1,857	2,150	2,550	3,300	Reference Rooms	1,287
Art	1,345	1,550	1,800	2,300	Art Library	1,460
Microform	1,500	1,600	1,750	2,050	Reserve Room	420
Reserve	420	400	400	400	Microforms Room	1,500
Returned Books	686	650	650	650	Other	1,934
<i>Total Watson</i>	<u>48,427</u>	<u>52,450</u> (8%)	<u>57,850</u> (10%)	<u>68,600</u> (19%)	<i>Total Watson</i>	<u>62,857</u>
Special	4,919	5,150	5,450	6,000	Special Collections	7,752
Kansas	3,365	3,600	4,000	4,800	Kansas Collection	6,537
Archives	7,400	8,000	8,800	10,400	Archives	11,200
Maps	834	900	1,000	1,200	Map Room	872
<i>Total Spencer</i>	<u>16,518</u>	<u>17,650</u> (7%)	<u>19,250</u> (9%)	<u>22,400</u> (16%)	Basement	<u>12,000</u>
					<i>Total Spencer</i>	<u>38,361</u>
Science	5,550	5,550	7,500	9,000	Science	11,504
Marvin	2,544	2,600	2,600	2,600	Marvin	2,773
Music	647	700	700	700	Music	754
Mathematics	765	800	800	800	Mathematics	832
Old Green (Biol.)	321	1,000 (8%)	1,000 (9%)	1,000	Old Green	<u>5,670</u>
<i>Total Dept'</i>	<u>9,827</u>	<u>10,650</u>	<u>11,600</u>	<u>13,100</u> (8%)		<u>21,533</u>
<b>TOTAL LIBRARIES</b>	<b>74,772</b>	<b>80,750</b> (8%)	<b>88,700</b> (10%)	<b>104,100</b> (17%)	<b>TOTAL LIBRARIES</b>	<b>122,751</b>

DEAN OF THE LIBRARIES' COLLECTION DEVELOPMENT COMMITTEE

FEB 15 1978

OFFICE OF THE DIRECTOR  
UNIVERSITY OF KANSAS LIBRARIES

Minutes

February 14, 1978

Present were: Anderson, Armstrong, Brow, Carvalho, Clark, Gates, Griffin, Howey, Jones, Kehde, Lee, McDonough, Malinowsky, Mason, Miller, Morrison, Neeley (both), Parker, Jeanne Richardson, Sheldon, Symons.

Corrections to the minutes of January 24, 1978: Agenda item 4 should be corrected to indicate that the Budget subcommittee has not limited itself to dealing with the F1979 budget. As indicated in the cover letter to the budget questionnaire, this subcommittee is also working on a long-term policy.

Short announcements:

- Kent is working on a newspaper collection development policy, with help from Ted, Rosemary and Jim. Kent is also compiling a list of priorities for newspaper subscriptions or for the purchase of back-runs. This will be discussed at the next CDC meeting.
- Roger and Kent will give a report on the status of the book and general serials funds at the next meeting.

Agenda items:

1) Linda gave a report for the Budget subcommittee, remarking that the cover letter to the recently distributed budget questionnaire fairly summarized the workings of the subcommittee. She stressed that all answers to the questionnaire should be made in light of each collection development statement. Moreover, each bibliographer may annotate his/her questionnaire in any way necessary to express the concerns and needs of the subject area. Linda and the other members of the subcommittee then responded to bibliographers' questions about specific parts of the questionnaire. Linda has extra copies for anyone who needs them. The questionnaires should be sent to Linda by March 1.

2) Ted reported for the Collection Development Policy editors, presenting the introduction to the entire CDC. There was some discussion about the differences between an "acquisitions" policy and a "collection development" policy. Eleanor worried that the policy might look like a series of subject statements rather than a unified whole and that some areas might not be covered by any subject consideration. Both these issues were to be handled by the editors later. Ellen brought up the problem of priorities as opposed to collection levels, but it was generally felt that priorities should remain the individual bibliographer's responsibility.

The introduction was accepted by the CDC.

Marilyn read a list of items the editors felt might need further consideration. They were:

- duplicating materials
- preservation of materials
- replacement
- weeding
- buying added copies
- purchasing materials because of the new copyright law
- cooperative arrangements
- responsiveness to new programs
- non-book materials

After some discussion these issues were tabled until the next meeting.

3) Kent presented a ballot for requests for the New Serials Titles reserve funds. Supporting documents for these requests will be at the Reference desk, and the collection development statements are on reserve. No new proposals will be accepted. The ballot is due Monday, February 20 (not the 16th, as the ballot says).

The next CDC meeting will be Tuesday, February 28.

*Diggy Morrison*

# FYI

## University of Kansas Libraries

NUMBER 436

February 23, 1978

---

### PERSONNEL:

Denise Jennison, on temporary appointment as Data Entry Equipment Operator I in Circulation, has been reinstated with promotion to Clerk III (Fines Clerk) in Circulation effective 2/18/78. Donna Neas resigns as Clerk III in the Science Library effective 3/3/78. Nancy Rake, Clerk III in Cataloging, has been granted a year's leave of absence for the period 3/7/78 through 3/6/79. Staff members interested in making application for the following positions should contact Nancy Shawbaker or Mary Green by Tuesday, February 28.

Clerk III, Science Library

Clerk III, Catalog Department (one-year appointment  
only for the period 3/7/78 through 3/6/79)

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

### STAFF HANDBOOK UPDATE:

Attached are revisions of pages 23-26 of the Libraries' Staff Handbook. Please update your copy of the Handbook by replacing pages 23-26 with these revisions.

### GRADUATE COUNCIL

Ellen Brow is the Library's newly appointed representative in the University Graduate Council. She will be succeeding Jim Helyer who has asked to be relieved of this assignment after serving for several years. JR

### OFFICE SUPPLY ROOM

This is a reminder to all library employees who are responsible for supplies on Wednesday mornings that store hours are from 8:30 - 9:30. Please be there by 9:15, as the storeroom door will be locked at 9:30. Thank you. TL

### MICHAEL PALIJ

Michael Palij has a review of his book, The anarchism of Nestor Makhno, 1918-1921: an aspect of the Ukrainian revolution, in the January, 1978 issue of Choice.

### SPLAT:

Ellen Brow, Bibliographer for Spain, Portugal and Latin America will be in Argentina and Brazil on a book buying trip from March 2, 1978 until April 13, 1978. While she is away, Margaret (Peggy) Morrison will be in charge of the SPLAT Dept.

CDC:

Attached for your information are the minutes of the February 8 & 9 meeting of the CDC Subcommittee on Acquisitions Funding.

SLA:

Attached for your information is one of the programs planned for the Special Libraries Association annual conference in Kansas City, June 11-15. This program was planned by Lewis Armstrong and will be on the KU campus. Information on registration fees, etc. will be announced as they are received.

KULSA:

KULSA has rescheduled its regular meeting and tour of the Spencer Art Museum. The meeting will be held on Tuesday, March 7th, in the Spencer Museum auditorium at 2:30 p.m. A tour of the museum will commence promptly at 3:00 p.m.

The agenda for the meeting printed in the FYI of February 9 will hold for the meeting scheduled March 7th. The KULSA secretary will not need another head count for the tour.

The monthly buffet for March has been rescheduled for Wednesday, March 8th. KULSA will hold a chili dinner that day, for which RSVP's must be taken. Please see form below. The menu includes chili, crackers, relishes, apple crisp and tea. The cost will be approximately 1.00 - 1.50. Further details will be announced in the March 2 FYI. Volunteers for this event should contact Maxine Younes, at 4-3038.

RSVP KULSA CHILI BUFFET

TO: Craig Sandusky, KULSA Secretary, Cataloging Department

FROM: \_\_\_\_\_.

Please reserve \_\_\_\_\_ dinners for the KULSA buffet, Wednesday, March 8th.

GEOGRAPHY AND MAP DIVISION  
SPECIAL LIBRARIES ASSOCIATION

TOUR

JUNE 15, 1978

UNIVERSITY OF KANSAS

KENNETH SPENCER RESEARCH LIBRARY  
Auditorium

- 9:30 Welcome - Jim Ranz, Dean of the University of  
Kansas Libraries
- 9:35 "Maps and the University of Kansas"  
Professor Thomas R. Smith, Department of Geography
- 10:30 "Visits to the Collections"  
"Pre-1900 Kansas Maps"  
"Antiquarian Maps at KU"  
Ann Hagedorn, Asst Librarian, Special Collections  
"Map Libraries of the Central and Western U.S."  
"The KU Map Library"  
Lewis A. Armstrong, Curator of Maps, KU Map Library

UNIVERSITY OF KANSAS STUDENT UNION  
Meadowlark-Cottonwood Rooms

- 12:00 Lunch - Dutch Treat - (Cafeteria)
- "Thunderstorms and Tornadoes"  
Professor Joe R. Eagleman, Department of Geography

DEPARTMENT OF GEOGRAPHY  
Lindley Auditorium

- 2:00 "Kansas: the Midwest Perspective"  
Professor James R. Shortridge, Department of Geography
- 3:00 "Vegetation Mapping"  
Professor A. W. Kuchler, Department of Geography
- 4:00 "Analog Mapping"  
Professor Robert E. Nunley, Department of Geography

WELLS OVERLOOK  
County Park

- 5:30 "Cookout on the Plains of Kansas"  
Western Style Hamburgers, Sod Buster Baked Beans, Wagon  
Wheel Potato Salad, Homemade Salads and Desserts,  
Garden Fresh Vegetable Spears and Suds and Kansas Gold  
"Highlights of the Wakarusa Valley as Viewed from the  
Observation Tower"  
Barbara Battenfield and Joseph Poracsky, KU Geography  
Graduate Students

Minutes of the Collection Development Committee Subcommittee on Acquisitions Funding. Wednesday, February 8, 1978 at 3:30pm in B/28 and Thursday, February 9, 1978 at 9:00am in B/28.  
Present: Linda Parker, Ellen Brow, Roger Anderson, Kent Miller, Kathleen Neeley and Jim Neeley.

The draft cover letter drawn up by Linda Parker and Kathleen Neeley was distributed to the subcommittee along with a draft of a statement prepared by Jim Neeley concerning the concept of bibliographer funds which had been previously mentioned. He requested that the minutes of the February 2nd meeting be clarified to indicate that the discussions concerning philosophical difficulties with the budgetary structure and with library goals had not been tabled but were still viable. There was general agreement that the draft cover letter was satisfactory. It was requested that the phrase "post FY 1979" be added to task number 2 of the subcommittee for clarification. After two other minor changes in wording, the cover letter was accepted. The subcommittee then turned to continued consideration of the questionnaire proper. The original part of the questionnaire, "Basic Assumptions" was modified to the status of an introductory paragraph since it was felt that it was not an integral part of the questionnaire itself. The original reference to departmental funds in this section was deleted. The questionnaire proper would now begin with the section "Establishing Priorities". There was some discussion on whether certain items requested in question #2 of part I were redundant, since related information had already been requested elsewhere in the document. These items concerned categories of acquisition common to all subject bibliographers, as opposed to those items which were of a more general nature, for example, reserve or replacement funding. It was finally decided however that these were not redundant, since there was value to be gained by having a comprehensive listing of all budget elements which could be ranked in priority order and easily compared. It was decided that this section should be repeated as question #2 with slightly different wording. The purpose of the first question would be to request priority ranking by numerical designation, the purpose of the latter being to request that bibliographers indicate how they would like their share of any possible increase distributed in terms of percentage.

There was some discussion concerning whether the concept of bibliographer funds should be included in these questions or given increased emphasis by a separate listing. It was decided that it should remain, since the desired priority structure would be incomplete without its inclusion. Kent Miller was asked to prepare a clean draft incorporating all revisions made at the meeting for a concluding discussion the following morning. The remainder of the meeting was then devoted to a general discussion of funding matters. The concept of bibliographer funds was raised, along with possible funding sources, and the relationship of such funds to the general library fund and the rest of the budget. The meeting was adjourned at 5:30pm, to be continued the next morning.

On Thursday morning, the subcommittee reconvened at 9:00am for a final review of the questionnaire. Some changes were requested in the

wording of the introductory section, in the insertion of the note before question #3 in part I, and in the alteration of the wording in question #1, part c, to read "enlarge the discretionary General Library Fund as presently defined". This brought up the matter of the definitions of funding usage, a task seen by the subcommittee to be a part of its charge. It was requested that a broad definition of how funds were used during FY 1978 should be prepared for distribution with the questionnaire to the bibliographers by Roger Anderson. The committee then concluded that the questionnaire was in a basically satisfactory form, realizing that continued discussion on such a document might be endless. Roger Anderson offered to have the finished copy prepared and xeroxed, and the other members of the committee would then address and make distribution to the various bibliographers based on the list of Collection Development statements which had been drawn up by Ted Sheldon. It was mentioned that the progress of the committee had been questioned. There was feeling that, although some sessions had been difficult, the committee had been addressing difficult issues and that the completion of the questionnaire was evidence of satisfactory progress towards its goals.

Also brought out was the fact that the minutes of the full Collection Development Committee meeting of January 24, 1978, (Item 4) indicated that the report given by the Subcommittee Chairperson at that time had implied that the Subcommittee only considered its concern to be with formulation of the FY 1979 budget and not with longer range planning. It was pointed out that this implication was erroneous and that the Subcommittee Chairperson had, in fact, not made such an implication. It was requested that the Chairperson of the full Collection Development Committee be contacted with a request for clarification.

  
Roger Anderson  
Secretary

# FYI

## University of Kansas Libraries

NUMBER 437

March 2, 1978

---

### PERSONNEL:

Toni Taylor, Clerk III in Entomology, transfers to Clerk III in the Science Library effective 3/06/78. Kathy Clodfelter, Data Entry Equipment Operator I in Cataloging, has been promoted to Clerk III in Cataloging on a one-year appointment effective 3/9/78. Staff members interested in making application for the following positions should contact Mary Green or Ann Stuart no later than Tuesday, March 7.

Clerk III in Entomology (20% time)  
Data Entry Equipment Operator I, Cataloging

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

### UNCLASSIFIED OPENINGS:

Extension Assistant, Linwood Library, University of Kansas Regents Center. Half-time position; 12-month, renewable. Available immediately. Serves as administrative assistant to the Regents Center Librarian. Position involves providing assistance to students and faculty, processing new materials as received, and acting as liaison with various departments within Watson Library. Qualifications: Prefer library experience and baccalaureate degree. Salary: \$255-\$266.50 per month. Application Deadline: March 8, 1978. Apply to Nancy Burich, University of Kansas Regents Center, 9900 Mission Road, Overland Park, Kansas (Phone 913-841-2147).

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

### ADMINISTRATIVE CONFERENCE MEETING

The Administrative Conference Meeting scheduled for March 9, has been cancelled and rescheduled for March 16.

### LIBRARIES STAFF FACILITIES PLANNING COMMITTEE

Due to the KULSA meeting and tour of the Spencer Art Museum scheduled for 2:30 p.m., Tuesday, March 7th, the next meeting of the Libraries Staff Facilities Planning Committee will be Tuesday, March 14th, at 2:30 p.m. in B28. All interested staff are invited to attend. The agenda will include:

- (1) announcements
- (2) discussion of staff comments concerning the renovation of Watson Library

Jeanne Richardson

### UKASE DEADLINE

All transactions are due in Serials Department by 5:00 p.m. on March 9, 1978.

### TIME CARDS

Student time cards are due in the Dean's office at 9:00 a.m.. Wednesday, March 15.

CAMPUS MAIL ENVELOPES

To any library department which has an excess supply of campus envelopes: Please re-route to the Dean's office as they are used repeatedly. We really appreciate your cooperation.

CLASSIFIED CONFERENCE

There will be a meeting of the Classified Conference, Tuesday, March 14 at 3:00 p.m. in B28 Watson. The results of the Classified Representative election will be announced. The election of officers will be held. Those nominated for secretary are Susan Hogle and Sherry Hawkins. Mary McFadden, Craig Sandusky, and Pat Mimeau are running for co-chairpersons. This is a very important meeting; so all classified staff members are urged to attend.

FRANK LLOYD WRIGHT MATERIALS TO SMITHSONIAN ON LOAN

29 photographs from the Frank Lloyd Wright collection in the Department of Special Collections are being used in a exhibit "The Decorative designs of Frank Lloyd Wright: at the Renwick Gallery, Smithsonian Institution, in Washington through July 30, 1978, and at New York University and the University of Chicago through February 1979. Special Collections has an extensive collection of photographs, plans, manuscripts, and books relating to Wright, the most outstanding American architect. Wright was a generation ahead of his time, and it is to him that we owe the truly American style of architecture. His theory of an organic architecture required that all the furnishings of his houses be conceived as part of the architectural whole; the Smithsonian exhibit brings together photographs, furniture and other decorative objects which demonstrate Wright's style.

COMMITTEE ON PROFESSIONAL DEVELOPMENT

Last call--The Committee on Professional Development expects to make allocations of the remaining travel money Wednesday, March 8. If you have not already submitted an application for funds for travel you expect to make this fiscal year, please call Rosemary McDonough before March 8.

KULSA

The KULSA membership is reminded of the next two KULSA events.

KULSA will hold a regular meeting to be followed by a tour of the Spencer Art Museum on Tuesday, March 7, at 2:30 p.m., in the museum auditorium.

Also, the chili buffet will be held on Wednesday, March 8, in the Staff Room from 11:30 a.m. to 1:30 p.m. The menu will feature two types of chili (a spicy meat dish with textured vegetable protein added, as well as a tasty vegetarian variety), crackers, relishes, coffee and tea, and apple crisp. The cost will be \$1.25 payable at the door. Members are encouraged to make their reservations as per the form below as reservations will be honored before all others.

RSVP KULSA CHILI BUFFET

TO: Craig Sandusky, KULSA secretary, Cataloging Department

FROM: \_\_\_\_\_

Please reserve \_\_\_\_\_ dinners for the KULSA buffet, Wednesday, March 8th.

MINUTES OF THE ADMINISTRATIVE CONFERENCE MEETING, March 2, 1978

The Conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Roger Anderson, Lewis Armstrong, Ellen Brow, Gene Carvalho, Marilyn Clark, Earl Gates, George Griffin, Mary Green, John Glinka, Marion Howey, George Jerkovich, Martha Kehde, Bob Malinowsky, Sandy Mason, Rosemary McDonough, Eileen McGrath, Kent Miller, John Nugent, Jeanne Richardson, Dave Passmore, Jim Smith and Ann Stuart.

Dean Ranz opened the meeting asking for discussion of the renovation of Watson. The main concern in discussing the renovation is that the real concern should be for the users of the library. It is our responsibility to provide good library services during the renovation period.

Ranz passed out the handouts that had been distributed at the previous meeting, and some of the concerns of the staff before, during and after the renovation were discussed.

The question was raised as to the possibility of not having a New West Library. Bob Malinowsky noted that the new Science Library was being built in such a way that in time it can be turned into laboratory space. The university administration was definitely counting on the Science Library not being there always.

Ellen Brow raised the question of study space for students once the renovation started. There will be some places where students can study, but not sure where or how much.

The Order of shifts was discussed. The basement of the library will be vacated, and hopefully after the renovation, the departments that will be in the New West Library will not be back in Watson. Only the services that will be housed in Watson will be here.

The Renovation of Marvin was discussed. It is scheduled for July 1, 1979. There won't be any space for the Marvin Collection. The administration will have to give us space. They are (administration) discussing the use of the Military Science Building. In the final plans for the renovation of Marvin, there are no provisions for a library.

Discussion of a remote storage facility somewhere in Kansas for seldom used books had been mentioned by the regents but there are more disadvantages than advantages.

In considering the things to be moved from Watson during the renovation, the users of the library and the lack of staff must be considered first. There probably will be no additional staff allocated to us for the renovation period. Eileen McGrath discussed the possibility of having volunteers from other departments help in the different departments where they could. If there weren't enough volunteers, some positions may have to be attached.

One final note from Dean Ranz. There have been complaints from users of the library of too much noise from the staff, and that the staff was being allowed to eat in the library, and the users of the library were not. Dean Ranz asked for library staff's cooperation in eating and talking in places where the users will not be disturbed.

Meeting adjourned at 12:10.

# FYI

## University of Kansas Libraries

NUMBER 438

March 9, 1978

---

### LIBRARY SCHEDULE - SPRING BREAK

Saturday, March 11 - Open  
Sunday, March 12 - Closed  
Monday, March 13 - Friday, March 17, Open 8:00 - 5:00  
Saturday, March 18 - Closed  
Sunday, March 19 - Closed

### Business & Economics Reading Room - Spring Break Schedule

Sat - Sunday, March 11- 12 Closed  
Monday - Thursday, March 13-16 Open 9:00 a.m. to 1:00 p.m.  
Friday - Saturday, March 17-18 Closed  
Sunday, March 19 Open 7:00 p.m. to 10:00 p.m.

### ADMINISTRATIVE CONFERENCE MEETING

There will be an Administrative Conference Meeting, March 16, 10:30 a.m. in B28 Watson. The agenda will be:

Realignment of Bindery Preparations  
Budget

### STUDENT TIME CARDS

Student time cards are due in the Dean's office at 9:00 a.m., Wednesday, March 15.

### UKASE DEADLINE

All check-in strips are due in the Serials Department by 9:00 a.m. on March 17, 1978. In other words, the strip should be placed in Wednesday afternoon's outgoing mail or hand delivered to Serials Department by 9:00 a.m. Summerfield is requested to use the Wednesday afternoon mail.

### ARL SPEC KIT

A new ARL Spec Kit "Skills Training," No. 40, has been received and filed in the Periodicals Reading Room.

### COLLECTION DEVELOPMENT COMMITTEE MEETING

There will be a Collection Development Committee meeting, March 14th, 10:30-12:00 in B28.

Agenda: Newspaper Collection Policy (K. Miller)  
Journal acquisition resulting from copyright situation  
Purchase of NTIS and Dissertations in microform  
Policy about duplication of Linwood materials in Lawrence.

### SLA:

Attached for your information are preliminary programs for the Chemists Division & Petroleum Division of SLA's Annual Conference in June.

REMINDER!!

The tornado season is approaching and with it comes the warning system. All staff are requested to read their Staff Handbook and become acquainted with the procedures that have been outlined. It would be best if you read all the emergency procedures so that you know what to do and when.

LENDING CODE REVISION

The Senate Libraries Committee has agreed to consider a revision of the Lending Code. Eileen McGrath will be working on such a revision and would appreciate any suggestions.

Eileen will be on vacation March 13-24. Bonnie Postlethwaite should receive all questions or problems that arise regarding the Circulation Department during Eileen's absence. Thank you. EMc

SUMMER WORK-STUDY PROGRAM:

Students who will be working during the summer on the College Work-Study Program must complete an application if they are to be appointed to the work-study program for the period May 18-August 17, 1978. All applications should be completed and returned to the Student Financial Aid Office, 26 Strong, by April 15, 1978. If you have any questions regarding the work-study program, please contact Joan Sherwood, Student Financial Aid Office, 864-4700.

SUBMISSION OF GRAY CARDS:

In order to standardize the reporting of hour worked by classified employees we are requesting that all classified employees (Library Assistants' included) complete a weekly gray time card. Having this information available for Library Assistant and all other classified employees will greatly facilitate our records keeping process. Gray time cards should be completed on Friday, and submitted to the Dean's Office no later than the following Monday of each week. Your cooperation in this matter would be greatly appreciated. Library Assistants, please start reporting your time for the week of 3/13/78. Thank you. NS

ACQUISITION OF LIBRARY MATERIALS

The following information is for all library staff who make decisions on the acquisition of library materials:

Micropublishers who will not sell to CRL (unless otherwise noted, will not sell anything at all)

Johnson Associates

Michael Glazier, Inc. Will only sell matierla priced under \$150.00

Microfilming Corporation of America. Will not sell current newspaper microfilm, or projects (such as the Burr papers, Socialist Party papers, Tamiment Collection, etc). Can occasionally be induced to sell us small portions of newspaper backfiles.

Newspaper Archives Development Limited

Research Publications Inc.

Scholarly Resources

Transmedia Division of Oceana

Unifo

This list was supplied at my request from the Center for Research Libraries. Any questions should be referred to Marianne Griffin, CRL Coordinator, Interlibrary Services Department. MLG

CDC:

Attached for your information are the minutes of the February 28 meeting of CDC. The 9 pages of attachments may be obtained for reading from any CDC member.

MAR 03 1978

DEAN OF THE LIBRARIES' COLLECTION DEVELOPMENT COMMITTEE  
OFFICE OF THE DIRECTOR  
UNIVERSITY OF PENNSYLVANIA LIBRARIES

Minutes

February 28, 1978

Present were: Anderson, Armstrong, Brow, Carvalho, Clark, Gates, Griffin, Howard, Jones, Kehde, Lee, McDonough, Mason, Miller, Morrison, Neeley (both), Parker, Ranz, Richardson (both), Sheldon, Soutar, Symons.  
Guest: Passmore.

Corrections to the minutes of February 14, 1978: In the belief that minutes should reflect what is said and done in a meeting and not the emotional states of the participants, Eleanor suggested substituting "expressed concern" for "worried" in the third sentence of the second agenda item. Done.

Several announcements:

- Marilyn opened the meeting with the announcement that the acquisitions budget for F79 had been increased by only \$87,300.00, roughly a 7 percent raise over last year. Marilyn distributed a letter she and Linda had drafted which briefly explains this situation to book chairmen and other interested faculty (see the first attached sheet). She suggested that each bibliographer attempt to solicit faculty responses to this letter and direct all comments to Chancellor Dykes, Executive Vice-Chancellor Shankel and Vice Chancellor Calgaard. A motion to this effect was made, seconded and passed.
- Kent presented his report on the distribution of the New Serials Titles reserve funds (see the second attached sheet). Acceptance of this report was moved, seconded and passed. All the original requests for NST reserve funds are with the CDC secretary.
- Marion Howey had requested that Michaelyn Burnette be a member of the CDC, since Michaelyn has selection responsibilities for Documents. The Agenda committee supported Marion's request, and the CDC accepted the suggestion.
- The Stanford Collection Development is missing again. Whoever finds it should return it to Marilyn.
- The Cataloging Department has requested that bibliographers clear off their duplicate book shelves. Any bibliographer with a question about this procedure should ask Eleanor.
- Few bibliographers have responded to the request to reevaluate the distribution system for proof slips. Moreover, there is still a backlog of foreign language slips to be distributed. Because of these factors, Marilyn suggested that the CDC delay evaluation of the distribution system until May. The Committee agreed. In response to a question from Martha, Marilyn said that the slips rejected by the bibliographers had not yet been reviewed and that such a review might be a part of the May evaluation.
- A subcommittee on non-book materials needs assessment was named. The members are: Armstrong, Gates, McDonough, Sheldon and Symons. A charge has been drafted for this subcommittee which reads:

To inform itself on the state of the art [non-book materials] through some selected current literature, to consult with faculty and bibliographers, and to report to the Collection Development Committee about the following:

- 1) What are the potential needs in various subject areas for non-book materials of various types?
- 2) Should the individual departments or the Library be responsible for collecting these materials?
- 3) As a result of the responses to the two questions above, what are the potential equipment, space and service requirements for which the Library should plan?
- 4) Should non-book materials be cataloged? Should they appear in the main catalog or in supplementary catalogs?

The committee may wish to report on other items as they become evident in the course of its work.

This subcommittee will report to the CDC around May 15.

- Ellen is the Library's representative on the Graduate Council; Gene will attend when Ellen cannot. The question of how the CDC and the Library should react to new university programs and institutes needs further study; Marilyn will discuss it with Dean Ranz later. Martha suggested that bibliographers need to know of new classes being taught in their areas. Eleanor repeated her suggestion that a bibliographer be assigned as a liaison between the Library and each new interdisciplinary program. Finally, George mentioned that the Library might write to the deans of the different schools to express its concerns.
- Marilyn passed out a letter about journal acquisitions resulting from the new copyright law (see the third attached sheet). This issue will be discussed at the next meeting.
- Linda reminded bibliographers that the budget questionnaire was due March 1.
- Eleanor requested that any bibliographer who handles a patron request for acquisition of new materials initial the request slip.
- Martha gave a progress report on the editing of the Collection Development Policy. Sandy is doing preliminary work on an index; Ted is attempting to work out a uniform style for each statement, and Martha is checking the statement coverage against the LC schedule. The editors will be returning to the authors of the statements with questions and suggestions. Any bibliographer who has suggestions should direct them to one of the editors.

Agenda items:

- 1) Roger gave a report on the status of the acquisitions funds (see the fourth attached report). In a word, the situation is grim. Acquisitions has had a difficult time dealing with the tremendous number of purchase requests that have been submitted. Roger suggested that all PR's from departmental book chairmen come through the area bibliographer before going on to Acquisitions, and there was general agreement from the Committee. The proposal to transfer Reserve funds into the Current English fund was also accepted. Purchase recommendations which cannot be handled will be returned to the bibliographers. The situation will be reviewed in May.

2) Kent presented a report on the Serials budget (see the fifth attached report). Much to everyone's surprise, a small surplus seems to exist. Kent will also report on this situation later.

3) Dave Passmore presented the Cataloging Department's suggestion that NTIS (National Technical Information Service) publications be purchased in fiche form and accessed only by PB number (an NTIS accession number used in its own index). Jeanne responded that some NTIS material was not available on fiche, that patrons do not always know that a desired item is an NTIS publication and so do not consult the index, and that there are relatively few of these items anyway. After some discussion the CDC delayed a decision on this question, as well as on the purchase of dissertations from University Microfilms on film, until the next meeting.

The CDC will meet again on Tuesday, March 14.

*Beggy Morrison*

# Special

7

Kansas City Program  
by Lou Parris, SLA Chairperson *Petroleum Division*

## SUNDAY, JUNE 11

8:00-10:00 p.m. Joint Open House with SCI-TECH  
Division.

## MONDAY, JUNE 12

7:45-8:45 a.m. Division Executive Board  
Meeting.  
All members welcome.

11:00 a.m. -

12:30 p.m.

2:00-4:30 p.m.

Division Business Meeting.  
Joint Session with Aerospace  
Division et al.  
Program: Future Energy Sources  
and Resources.  
Speakers: Joseph Gratton, U.S.  
Dept. of Energy,  
James R. Jackson,  
Exxon Company, USA,  
Houston, Texas.  
Other speaker to be  
announced.

(Aerospace Division has primary  
responsibility for this session.)

## TUESDAY, JUNE 13

9:00-10:00 a.m. Speaker: Thomas J. Devlin, Exxon  
Production Research  
Company, Houston, Texas.  
Subject: Word Processing, Micro-  
graphics, and Technical  
Information.

10:00-11:00 a.m. Speaker: Carolyn Meanley, Amer-  
ican productivity Center,  
Houston, Texas.  
Subject: Productivity

1:30-4:30 p.m. Field Trip.  
Linda Hall Library, 5109 Cherry.  
Charter bus required.  
Registrants will pay.

8:00-10:00 p.m. Joint Open House with Sci-Tech  
Division.

WEDNESDAY, JUNE 14

- 2:00-3:30 p.m.      Speaker and Demonstration.  
Speaker: Jerlene Bright,  
          Petroleum Data Service,  
          University of Oklahoma,  
          Norman, Oklahoma.  
Subject: PDS and CRIB - Online  
          numeric data bases for  
          the energy industry.  
Demonstration: Online demonstra-  
                  tion of system. Compu-  
                  ter terminal connections  
                  and video monitors  
                  required.
- 8:00-10:00 p.m.      Joint Open House with Sci-Tech  
                          Division.

THURSDAY, JUNE 15

- 9:00-11:00 a.m.      Roundtable Discussion.  
                          Current Management Problems in  
                          Petroleum Libraries. Pat  
                          Marshall, Mobil Oil Corp.,  
                          New York, Chairman.
- 11:30 a.m. -  
4:30 p.m.              Lunch and Field Trip.  
                          Payment by registrants; Charter  
                          bus required.
- 11:30 a.m. -  
1:30 p.m.              Lunch.
- 1:30-4:30 p.m.      Field Trip.  
                          Amoco Oil Company  
                          Sugar Creek Refinery  
                          Sterling and Kentucky Roads  
                          Sugar Creek, Missouri 64054

SPECIAL LIBRARIES ASSOCIATION ANNUAL MEETING - KANSAS CITY

CHEMISTRY DIVISION PROGRAM

---

SUNDAY, JUNE 11, 1978

Division open house - 9:00 P.M. till 11:00 P.M.

MONDAY, JUNE 12, 1978

Joint SLA-ASIS Seminar on THE FUTURE OF CHEMICAL INFORMATION

9:00 A.M. - 12:00 A.M.

What is and is not indexed in chemical information.

Dr. Toni Berman (National Federation of Abstracting and Indexing Services,  
Philadelphia, Pa.)

Structural retrieval methods in chemical information.

Dr. James Rush (Ohio College Library Center, Columbus, Ohio)

Structural activity.

Dr. Paul Craig (Franklin Institute Research Laboratories, Scientific  
Information Service Dept., Philadelphia, Pa.)

Future of Chemical nomenclature.

Dr. O.C. Dermer (Oklahoma State University, Dept. of Chemistry, Stillwater, OK)

12:01 - 2:00 P.M.

Lunch

2:00 P.M. - 5:00 P.M.

Current awareness in toxicological information.

Dr. R.A. Parent (Xerox Corp., Rochester, NY)

Accessing on-line data files.

Speaker to be announced later

Impact of computer searching on chemical information.

Barbara Lawrence (Exxon Corp., Linden, NJ)

Panel discussion on the future if chemical information.

Panel of the days speakers.

9:00 P.M. - 11:00 P.M.

Division open house

TUESDAY, JUNE 13, 1978

12:00 - 2:00 P.M.

Luncheon - Business Meeting

WEDNESDAY, JUNE 14, 1978

2:00 - 4:00 P.M.

Developing and evaluating audio-visual materials for chemistry libraries.  
Speaker to be announced later.

Overview of AV materials for the library user.

Dr. Juan R. Freudenthal (Simmons College, School of Library Science,  
Boston, Mass.)

AV programs for the library science series: a guide to Beilstein, Chemical  
Abstracts, and Biological Abstracts.

Mrs. Diane K. Brucker (J. Huley Associates, Inc., Boca Raton, Fla.)

Development of the videotape "Locating Technical Translations".

Carole Schilknauer and Katharine Cipolla (Massachusetts Institute of  
Technology, James Madison Barker Engineering Library, Cambridge, Mass.)

Panel discussion.

THURSDAY, JUNE 15, 1978

9:00 - 5:00 P.M.

Workshop on Chemical Abstracts computer-readable files. Conducted by  
a User Education Representative of Chemical Abstracts Service. It will  
cover CA Condensates and CA Subject Index Alert (CASIA) files.

\$25.00 fee. Pre-registration required. LIMITED TO 30 PEOPLE.

# FYI

## University of Kansas Libraries

NUMBER 439

March 16, 1978

---

### PERSONNEL:

Carol Lockhart resigns as Clerk III in the Science Library effective 4/14/78. John Martin has been appointed Clerk III (20%) in the Sciences effective 3/13/78. Although this position normally manages the Entomology Reading Room, it will be assigned to serials work in the Marvin Library for the remainder of this fiscal year. Ruth Fauhl will maintain Entomology Reading Room operations in the interim. Staff members interested in making application for the following position should contact Mary Green or Nancy Shawbaker by Tuesday, March 21.

Clerk III, Science Library

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

### CLASSIFIED CONFERENCE ELECTIONS

CO-Chairpersons are Mary McFadden and Pat Mimeau  
Secretary is Sherry Hawkins

- Group I Gavin Clabaugh (alternate - \_\_\_)
- Group II Debbie Spencer (alternate - \_\_\_)
- Group III To be decided
- Group IV Lola Seymour (alternate - Mary Fund)
- Group V Peggy Morrison (alternate - \_\_\_)
- Group VI Joy Fry (alternate - \_\_\_)
- Group VII Susan Armstrong (alternate - Becky Schulte)
- Group VIII To be decided
- Group IX Lewis Armstrong (alternate - \_\_\_)

Congratulations Executive Board! The minutes of the March 14th meeting will be in the FYI next week. All representatives and alternates, please be sure to keep a copy of the minutes for reference at the first Executive Board meeting, which will be announced.

### NON-BOOK MATERIALS

A sub-committee of the Collection Development Committee has been appointed to look into some of the problems of non-book materials in the library system. We will be seeking specific information from many of you. Meanwhile we ask all our colleagues to bring to our attention any non-book materials in the library that present special problems (e.g. access, storage) or non-book materials which the library does not handle at present but probably should. Please give your information, preferably in writing, to Rosemary McDonough, Secretary, or Eleanor Symons, Chairman. (We have not yet reached a hard-and-fast definition of non-book materials; your contributions may help us to formulate that definition).

### SYLVIA SUAREZ

Sylvia Suarez, Art Library, will become a United States citizen March 21 in Topeka. Sylvia is a native of Cuba and came to the United States with her family in 1960.

#### NEW EXHIBIT

The new exhibit on the first floor in Watson is entitled "Swiss in American Life", and displays in words and pictures a perhaps surprisingly strong and pervasive Swiss involvement and influence in the history and life of this country. The exhibit was originally proposed as a Bicentennial tribute by the Pro Helvetia Foundation, and is now being shown in selected places across the country. Showing of the exhibit at KU is sponsored by the Department of Germanic Languages and Literatures.

#### DIALOG DEMONSTRATION

Interested staff are invited to stop at the Reference Desk on Wednesday, March 22 for a demonstration of Dialog searching. Demonstrations will start at 11:30 a.m., and 12:30, 2:30 and 3:30 p.m. and will last 15-20 minutes. Some of the data bases available on Dialog are SSCI, Psychological Abstracts, ERIC and Predicasts. If you have topics you would like to try during the demonstrations see Jim Neeley, Linda Parker, Barbara Jones or Judy Lee.

#### CDC:

Attached are minutes of the CDC subcommittee on Acquisitions funding.

MINUTES OF THE COLLECTION DEVELOPMENT COMMITTEE SUBCOMMITTEE ON ACQUISITIONS FUNDING. Monday, March 6, 1978 at 3 pm in B/28. Present: Linda Parker (chair), Kathleen Neeley, Jim Neeley, Kent Miller and Roger Anderson. Absent: Ellen Brow.

The subcommittee met for the purpose of discussing preliminary collation of data received as a result of the questionnaires which were distributed to the Bibliographers. Out of 51 documents which had been distributed, 44 had been returned. Linda Parker requested that Roger Anderson contact those whose replies had not been received and ask that they be returned to the subcommittee as soon as possible. The subcommittee then turned to a discussion of how the data should be tabulated. It was proposed and accepted that a summary sheet should be prepared for each subject area represented by a returned questionnaire. This summary sheet would then provide for easier comparison of responses. Linda Parker and Kent Miller offered to take the questionnaires and prepare these summary sheets for presentation at the next meeting.

MINUTES OF THE COLLECTION DEVELOPMENT COMMITTEE SUBCOMMITTEE ON ACQUISITIONS FUNDING. Thursday, March 9, 1978 at 3:30 pm in B/28. Present: Linda Parker (chair), Kent Miller, Kathleen Neeley, Roger Anderson and Jim Neeley. Absent: Ellen Brow.

Linda Parker presented the results of a sampling she had made of several questionnaires in the Humanities/Social Sciences area. Her sampling showed that there was strong feeling for increasing departmental allocations and the new serials title fund. The number of votes indicating a preference for increasing departmental allocations was received with some surprise. It was pointed out that should this trend be substantiated after all responses had been tabulated, it would represent a considerable change from the position taken by the CDC during the Spring of 1977, when considerable feeling was evidenced that departmental allocations should not be increased. Kent Miller offered to prepare a distribution of responses based on the information previously tabulated on the summary sheets, this chart to be a numerical record of response to each question. Jim Neeley offered to make a chart of responses on parts 1 and 2 of question 1 in order to try to determine if there was any correlation between various subject areas in terms of categories of need. There was some discussion of whether subject areas should be grouped within the traditional groupings of Social Sciences, Humanities, Sciences, etc., or whether relationships of like need between unrelated subject areas might be more appropriate. Linda Parker reminded the subcommittee that she had been asked to give a report on the results of the questionnaire to the full CDC. It was agreed that this report would have to deal with unrefined data with an understanding that recommendations would follow at a later date. It was also agreed that the dollar amounts given in Part IV of the questionnaire would not lend themselves to tabulation as would Parts I, II and III and therefore would not be included in the current round of chart-making.

MINUTES OF THE COLLECTION DEVELOPMENT COMMITTEE SUBCOMMITTEE ON ACQUISITIONS FUNDING. Monday, March 13, 1978 at 9 am in B/28. Present: Linda Parker (chair), Kent Miller, Roger Anderson, Jim Neeley and Kathleen Neeley. Absent: Ellen Brow.

It was reported that, of the 7 questionnaires which had not been returned, 5 would be shortly. Two areas, Documents and Archives, felt that the questionnaire was inappropriate for their types of operation and therefore did not plan to submit replies. The charts prepared by Kent Miller and Jim Neeley were distributed for discussion. The numerical tabulation of responses prepared by Kent Miller indicated that the three highest priorities in Question 1, part 1 were (1) to enlarge the new title fund for journals (2) to enlarge departmental allocations and (3) to enlarge the fund for current English publications. It was pointed out that it would be very interesting to learn the rationale behind the perceived need to enlarge departmental allocations expressed by several persons, since this would represent a reversal of last year's policy and the long term goal of eliminating such allocations. Jim Neeley explained the method used in his tabulation of responses to questions 1 and 2 of Part I. This tabulation was based on two broad issues (a) serials vs. books and (b) allocated funding vs. general funding structured on an "open" basis. This chart attempted to discover relationships and patterns in need between similar as well as dissimilar subject areas. Since his calculations had not included item i of question 1 concerning enlarging funding for Current English, he was asked to prepare a new draft taking this element into account. There was some discussion concerning groupings of the subject areas. It was finally decided that they would be grouped by the following, at least at this preliminary stage: (a) Humanities (b) Social Sciences (c) Sciences (d) Professional Schools and (e) special areas not falling easily into the above categories (i.e. Reference and Special Collections, etc.)\* There is apparently some question about whether History belongs with the Humanities or the Social Sciences. It appears that the History Bibliographers favor the Social Sciences. There is also a question about Art. The subcommittee will contact the relevant bibliographers to determine their views. It was realized that such groupings might be somewhat controversial. However, there was agreement that it was desirable to bring such matters into the open now and obtain all reactions, both positive and negative. Such reactions would help the committee in formulating, on a rationale basis, its future recommendations. There was some additional discussion concerning other data derived from the questionnaire. Also discussed was the matter of presentation of the report to the full CDC on Tuesday morning. The Subcommittee thought that it should be emphasized that this was only a report on tabulation of the data gathered and should in no way be construed as constituting recommendations. Such recommendations will require much additional analysis of data before they can be presented. It was agreed that Linda Parker would report on the general results of the questionnaire and progress of the subcommittee, while Jim Neeley would report on his distribution tabulations since only he was fully appraised of the method used.

\*and (f) Area Studies Programs.

  
Roger Anderson  
Secretary

# FYI

## University of Kansas Libraries

NUMBER 440

March 23, 1978

---

### PERSONNEL:

Barbara Samuelson, Clerk III at the Regents' Center Linwood Library has been increased from 50% to 100% from 3/18/78-6/17/78.

### ADMINISTRATIVE CONFERENCE:

The Administrative Conference meeting has been cancelled for next week, March 30. The next meeting is scheduled for April 6 in B-28 at 10:30 a.m.

### COLLECTION DEVELOPMENT COMMITTEE

There will not be a Collection Development Committee meeting on Tuesday, March 28. Would Bibliographers please begin compiling material on possible purchases with year-end funds. Lorne Kenyon and John Grantier from Coutts Library Services will be in Lawrence on April 10. If you have questions or comments about this American approval order plan, please convey these to Marilyn Clark or Roger Anderson

### BINDERY PREPARATION:

As of April 1, 1978, Bindery Preparations will become a part of the Serials Department. This change has been discussed with all the appropriate department heads, committees, and conferences. The change is in line with recommendations to reduce the number of departments reporting directly to the Dean's office.

### NEW ARL SPEC KIT

A new ARL Spec Kit entitled "Collection Assessment," has been received and shelved in the Periodicals Reading Room.

### KULSA

Below is a list of KULSA committees and volunteers for these committees. If you are interested in serving on them or if you have suggestions, please contact one of the people on the list below:

Staff Room  
Kathy Laushman 4-3476

Buffet  
Debi Putnam 4-4209  
Jim Smith 4-3496

Hospitality  
Joy Fry 4-3038  
Debbie Hodges 4-3038  
Marion Kliewer 4-4165  
Ann Snow 4-3038

Summer Picnic  
Ruth Fauhl 4-3121 or 4-3866  
Sherry Hawkins 4-4661  
Nancy Shawbaker 4-3601

### SENATE LIBRARY COMMITTEE

The next meeting of the Library Senate Committee will be Tuesday, March 28 at 4:00 p.m. in B28 Watson. The agenda will be a discussion of Facilities Planning.

#### BOOKBINDING AS ART

There will be a visual lecture by Philip Smith on Friday, March 31 at 4:00 p.m. in the Auditorium, Spencer Library. Mr. Smith's exciting and innovative bookbindings--conceived as an art form and not merely a protective case--have been displayed in Denmark, Finland, Norway, Sweden, Holland, Switzerland, and Brazil, in various cities in Britain, and in New York, Chicago, San Francisco and Los Angeles. He currently has three major works in the exhibit "Handbook-binding today" which will be seen in San Francisco, Kansas City, Rochester and Albany this year.

Mr. Smith was born in England in 1928, and lives just outside London, in Surrey. His bookbindings are among the most colorful and intricately designed ever produced, and he has been responsible for the invention of completely new methods of decoration. Perhaps his most outstanding work is a "book wall" displaying 21 volumes (seven complete sets) of Tolkien's Lord of the Rings, each bound in full leather, and the whole forming a complete and integrated graphic design.

The lecture will be illustrated with color slides; it will be followed by a reception in the main floor lounge, Spencer Library.

#### CDC:

Attached for your information are the minutes of the March 14 meeting of CDC.

MINUTES OF THE ADMINISTRATIVE CONFERENCE MEETING, March 16, 1978.

The conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Maria Alexander, Roger Anderson, Lewis Armstrong, Marilyn Clark, Gene Carvalho, Earl Gates, Mary Green, Cliff Haka, Rosemary McDonough, Mary McFadden, Bob Malinowsky, Sandy Mason, Kent Miller, Pat Mimeau, Peggy Morrison, John Nugent, Dave Passmore, Bonnie Postlewaite, Jeanne Richardson, Nancy Shawbaker, Ann Stuart, Maxine Younes.

Dean Ranz opened the meeting with announcements.

There is an anticipated Merit Increase of 7% for libraries.

We have been allocated one new position. 1/2 time classified position for Linwood Center

Two new allocations -

16,800 to cover new increase in student wages. This is to meet the new minimum wage requirements.

New monies - Given \$33,000. Some will have to be used to cover balance of the minimum wage increase. Some of it will also be used to add more hours so the libraries can remain open longer.

Re-Alignment of Bindery Preparation

Bob announced that the Bindery preparation will do everything the way it is being done except report to Kent Miller. This allows for more help to bindery operation in the periodicals Reading Room. It would be to our advantage to try and have everything bound by the time renovation completed. The student help will go to Serials.

Work Study Program

There will be certain hours allotted to each department at the University, instead of the money allocations.

Nancy said that the program within the library will hopefully be the same allocation as now. Won't change hiring procedures - can hire as many W.S. students as we have now.

The students will receive grants from \$700 - 1000 dollars 10-15 hrs. per week. If they reach their limit they can't work.

Title II-C. Marilyn announced that projects had been narrowed down to 5. We are writing rough drafts to answers in applications. Will make April 14 deadline.

Meeting adjourned at 11:25.

Ann Stuart  
Secretary

DEAN OF THE LIBRARIES' COLLECTION DEVELOPMENT COMMITTEE

Minutes

March 14, 1978

MAR 16 1978  
OFFICE OF THE DIRECTOR  
University of Kansas Libraries

Present were: Anderson, Armstrong, Burnette, Carvalho, Clark, Gates, Haka, Howard, Jerkovich, Jones, Kehde, Lee, McDonough, Malinowsky, Mason, Miller, Morrison, Neeley (both), Parker, Richardson (both), Sheldon, Soutar, Symons.  
Guests: N. Burich, M. Griffin, T. Spray.

Corrections to the minutes of February 28, 1978: The next-to-the-last announcement (p. 2) should read: "Eleanor requested that any public service librarian who handles a patron request for acquisition of new materials initial the request slip."

Announcements:

- Bibliographers are reminded to clear off their duplicate shelves. In addition, any bibliographer who removes a book from another bibliographer's shelf should leave a note or otherwise notify that bibliographer of the removal.
- Marilyn has asked that Roger Anderson, Judy Lee, Eileen McGrath and Dave Passmore review and document the present procedures for notifying bibliographers and patrons of the arrival of new materials. They may also make recommendations for a wider system of notification.
- Eleanor suggested improving the Acquisitions Department's collection of publishers' catalogs. Roger has a form letter requesting comprehensive catalogs; so all a bibliographer needs to do is notify Roger of a missing catalog, and he will try to get it.
- Marilyn noted two new publications which may be useful in book selection:

LC ACQUISITION TRENDS - The first two issues are in Documents. This gives general financial information, such as inflation estimates and foreign exchange rates.

DIRECTIONS from Baker and Taylor (BibAlc Z671.D52) - Only the current year of this will be kept. Eleanor cautioned that this publication contains publishers' announcements and may not be wholly reliable.

- The Collection Development Policy editors are hard at work.
- The Acquisitions Budget subcommittee presented a brief report. Only two subject questionnaires are yet to be received. Jim distributed a table based on questions I.1. and I.2. of the questionnaire (see attached sheet). Any questions or comments should be directed to the members of the subcommittee.

Agenda items:

- 1) With Nancy Burich's help the Committee discussed the duplication of materials in the collections at Watson and at the Regents' Center at Linwood. The Regents' Center presently offers Master's degrees in three areas, Business, Education and Civil Engineering, and may add programs for a Master's in Public Administration and in Journalism, the latter of which will deal with the business and management aspects of journalism and will not be offered on the Lawrence campus.

Though there is no official policy on the matter, Eileen McGrath has automatically been ordering a second copy of anything requested for the Linwood Library Reserve and not held by Watson. Such duplication is felt necessary, since courses are offered on both campuses and require resources in both places. It is most necessary when the same course is taught the same semester at both locations.

However, because of tight funding, problems do arise from this duplication. For example, selected works of authors whose complete works are already in the Watson collection may not be needed; and since Linwood must buy what is available and not too expensive, bibliographers may not wish to duplicate all of Linwood's holdings. Linwood and Watson do exchange materials through the Circulation Department (Interlibrary Loan was felt to be too slow); and there is a Watson-Linwood liaison person working.

The general idea that possible Linwood duplication should be checked with the subject bibliographer was agreed upon by the committee.

2) Kent passed out the Newspaper Collection Development Policy (see attached sheet). Bibliographers should look this over and send comments to Kent and to the CDC.

3) Basing itself on the proposal Kent distributed at the February 28 CDC meeting, the Committee discussed the problem of journal acquisition as a result of the new copyright legislation. Kent remarked that the proposal, which contains some errors, was certainly not the last word on the subject. Marianne Griffin gave out copies of the significant parts of the copyright statute (not included in the attachments) and also handed out some background information on the problem (see attached sheet). Marianne remarked that, though the new law affects all areas, science and technology will be hardest hit. Points made in the lively discussion include:

- Martha remarked that an order for a new subscription to a journal does not solve the problem, since the law covers the five previous years of a journal and a new order would cover the current year at best.
- Eleanor asked if the new copyright law might not make librarians more willing to lend the physical volumes of journals, instead of Xeroxing articles which are now covered by the new law. Marianne thought not; Bob thought probably so. Martha and Eleanor both requested that Marianne survey other libraries for their feelings on the matter. Marianne agreed to bring it up at the ILS committee meeting at ALA this June.
- The copyright brings the U.S. closer to the regulations of other countries, so foreign publications are also protected (and sometimes better protected, says Sandy) by the law.
- The Med Center must be considered as a separate entity from KU because to include it would mean that the number of admissible requests from both institutions together could not exceed six.
- Linda wanted to be sure bibliographers were consulted before new serials were ordered in order to weed out those requests from a single patron interested in a topic not likely to interest anyone else ever again.
- Ted asked if the basic difference between Kent's and Marianne's proposals lay in who had the power to encumber funds. "Yes" was generally decided.

Ted called the question, and Kent restated his motion to accept his proposal in principle. The motion passed, 14 for-7 against. A subcommittee, made up

of Kent, Marianne, Peggy and either Jeanne or Kathleen, will rewrite the proposal to make it more comprehensive.

Marilyn closed the meeting with the remark that in the recent ARL statistics the KU Library ranks 17th (of 122 or so) among institutions in lending materials on Interlibrary Loan and (unfortunately) 8th in borrowing. Bibliographers should try to keep an eye on interlibrary loan requests in order to spot holes in the collection.

The next CDC meeting will be Tuesday, March 28.

*Peggy Morrison*

Question		Response				
I.1. general importance	Serials	Serials	Unclear	Unclear	Unclear	Books
I.2. incremental funding	Serials	Unclear	Serials	Unclear	Books	Books
	Bus Engr Pharm SocWel		Arch			Educ
	Bio Chem Geol HofSci Micro NatHist	Math			Physics RadBio	
	Sp&Dr				Anth Asian Econ Geog PolSci Psych Soc	Africa Econ Maps Women
					Engl Fren Ling Phil	Art ChLit Class CFict Ger Hist
				Splat	EAsia	Slavic
		Ref				SpColl

Question I.1.	Category	Applicable items	Decision rule
	Serials	a, b, f	Score in category indicated by first two priorities (unless these are g, h, or i). Otherwise score Unclear.
	Books	c, d, e, i, j, k	
Question I.2.	Category	Applicable items	Decision rule
	Serials	a, b, f	Score in category receiving majority of money (more than 50 percent). If 50/50 or incomplete, score Unclear.
	Books	c, d, e, i, j, k	

Question		Response					
I.1. general importance	Alloc	Alloc	Unclear	Unclear	Unclear	Goal	Goal
I.2. incremental funding	Alloc	Unclear	Alloc	Unclear	Goal	Unclear	Goal
		Arch Bus Engr Pharm SocWel				*Educ	
	Math Bio Chem Geol			Physics RadBio			
	*Africa *Anth *Asian *Geog	*PolSci *Psych *Soc		*Econ *Maps	*Women		
	Class *Engl *Fren *Ger *Ital	Ling OFLit Rel *Scand Sp&Dr		Art Hist	Phil		ChLit CFict SimpE
		*EAsia Slavic	Splat				
		Ref SpCell					

Question I.1.	Category	Applicable items	Decision rule
	Allocated	a, b, d, e, f, j, k	Score in category indicated by first two priorities. Otherwise score Unclear.
	General	c, g, h, i	
Question I.2.	Category	Applicable items	Decision rule
	Allocated	a, b, d, e, f, j, k	Score in category receiving majority of money (more than 50 percent). If 50/50 or incomplete, score Unclear.
	General	c, g, h, i	

**Notes**  
 \*Indicates item e received first priority on Question I.1.  
 \*Indicates item d received first priority on Question I.1.

Name \_\_\_\_\_

Due March 1, 1978

Subject \_\_\_\_\_

CCC Subcommittee on Acquisitions Funding Questionnaire

This questionnaire should be answered in the context of your draft collection development policy. Two basic assumptions underlie our budgetary considerations:

- 1.) Continuing serial commitments must be funded at the current level (\$557,000). To this base, an increase of 10% (\$55,700) must be added to cover inflationary increases.
- 2.) Current English acquisitions (i.e. approval/blanket plans and appropriate supplementary materials) must also remain at their present funding levels (\$210,821). An increase of 12% is necessary to cover inflationary pressures. This would result in a total allocation of \$336,126.

**PART I: Establishing Priorities**

Note: Each of these questions should be answered within the context of your draft collection development policy. The optimum collecting level as specified in the Collection Development Statement (i.e., Level A, B, C, D, or E) is assumed to be 100%. For example, in each of the following questions, if Subject "X" is collected at Level C, and if the Library acquired everything necessary to attain that level, the estimate would be 100%.

1.) Please rank the following 1st (highest) to 11th (lowest) to reflect the importance of each to your area:

- a. Enlarge the new serial title fund for journals.
- b. Enlarge the new serial title fund for continuations.
- c. Enlarge the discretionary General Library Fund as presently defined.
- d. Disperse the General Library Fund among bibliographers (i.e., create separate funds for each bibliographer to draw upon), while reserving some funding for true general and replacement purposes.
- e. Enlarge departmental allocations in your subject area.
- f. Provide more funds for the purchase of back files of serials.
- g. Provide more funds for the purchase of replacements.
- h. Create a larger unallocated reserve fund for major purchases or for use as a contingency fund.
- i. Enlarge funding for current English publications.

questions continued on next page

- j. Enlarge funds allocated for current foreign language publications.
  - k. Enlarge funding for the purchase of retrospective books in your subject area.
  - l. Other (please specify.)
- 2.) Assuming that there is an increase in acquisitions funds, how would you like to distribute your share among the following categories. Indicate your answers in percentages totalling 100%.
- a. New serial title fund: journals.
  - b. New serial title fund: continuations.
  - c. Discretionary General Library fund as presently defined.
  - d. Individual funds set up for each bibliographer.
  - e. Departmental allocations in your area.
  - f. Funds for purchase of back files of serials.
  - g. Funds for purchase of replacements.
  - h. Unallocated Reserve for major purchases or contingencies.
  - i. Current English publications, as presently defined.
  - j. Current foreign language publications.
  - k. Retrospective monographs.
  - l. Other (please specify).

Note: Each of the following questions should be answered within the context of your draft collection development policy. The optimum collecting level as specified in the Collection Development Statement (i.e., Level A, B, C, D, or E) is assumed to be 100%. For example, in each of the following questions, if Subject "X" is collected at Level C, and if the Library acquired everything necessary to attain that level, the estimate would be 100%.

3.) Considering the annual output of current English books in your subject area that ought to be acquired by the library, estimate the percentage acquired under the FY78 budget.

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

4.) Considering the number of new serial publications in your subject area which ought to be acquired, estimate the percentage the library was able to acquire under the FY78 budget.

0% 10% 20% 30% 40% 50% 60% 70% 80% 90% 100%

Newspaper Collection Development Policy

Purpose: The range of needs which the Libraries newspaper collection fills are outlined below. The collection must:

- 1) provide coverage of divergent viewpoints on national and regional issues on a daily basis.
- 2) provide broad coverage of international affairs, with emphasis upon current newspaper coverage of areas of the world in which segments of the academic community have a continuing research interest.
- 3) provide limited daily or weekly news coverage of areas of the world from which the University draws significant student enrollment.
- 4) provide access to local information from within the State of Kansas by housing gift or deposit copies of daily and weekly newspapers.
- 5) provide at least one newspaper in each language in which University level instruction is provided.
- 6) provide access to book, film and other reviews which are indexed in sources already in the Libraries (e.g., Book Review Index).
- 7) provide retrospective files of selected state, regional, national and international newspapers in order to meet basic needs without borrowing from other institutions. Particular emphasis should be placed upon specific research interests of segments of the community, upon meeting the needs of undergraduate students, and upon providing access to those titles not available from the Center for Research Libraries.

Collection Guidelines:

- 1) Language limitations do not exist, since newspaper selection will be based upon other factors, and since these publications are always acquired in original or reproduction.
- 2) Chronological limitations exist as reflected in the individual title retention decisions which have been made. In most cases only very current materials will be retained within the collection, since most newspapers are acquired only in hard copy. Chronological limitations on those newspapers retained as permanent additions to the collection are determined on a title-by-title basis.

3) The geographical scope of the collection is worldwide.

4) Format of the collection is hard copy originals and retrospective microfilm files. It should be noted that certain hard copy retrospective files are a part of the permanent collection.

5) Segments of the University with primary interest in the newspaper collection are the Departments of History and Political Science, the non-English Language Departments (French and Italian, Spanish and Portuguese, German and Scandinavian languages, Slavic Languages and Literatures, Oriental Languages and Literatures), the foreign area study programs, the Kansas collection, and the School of Journalism. As secondary material and as a source for fact and opinion, most of the University community is dependent upon this basic collection of newspapers.

6) Ready access to the newspaper collection at the Center for Research Libraries, Chicago, effects the development of the Libraries Collection. In planning for the growth of the local collection, CRL's existing current and retrospective files as well as their demand purchase option should be considered. The Kansas newspaper collection at the Kansas Historical Society Library in Topeka limits the requirement for extensive growth in this area.

Collecting Levels

The assignment of collecting level designations is not applicable to the newspaper collection.

Strengths and Weaknesses

The existing newspaper collection is fundamentally weak in all respects. Expansion is needed in the number of titles carried on a current basis, in the number of titles retained on microfilm to build the permanent collection, and in the number of titles for which retrospective files should be purchased.

1) The major domestic press requires selective expansion in each of the three categories noted above. The number of titles acquired in current hard copy should be increased in order to provide coverage of several regional interests, as well as to represent more viewpoints on current events. Retention on microfilm and back file purchases must be expanded to meet these needs also, as well as to better utilize existing indexing services.

2) Expanded representation of the foreign press is also required to meet each of the three categories noted above. The number of titles requires some expansion to better represent certain areas of the world. Permanent retention on microfilm and the purchase of back files requires limited expansion in order to meet basic research needs. This latter category is probably limited to carefully selected European and foreign area study region newspapers.

Memo To CDC Re: User Access to Journal Articles via Interlibrary Services  
From Marianne Griffin, ILS

For the members of CDC to make decisions on acquisition of new journal titles it is necessary to keep in mind the provisions of 107 and 108 of the new Copyright Statute.

In particular, members will want to read carefully 108 (d) and 108 (g) (2). For purposes of discussion today, copies of these sections are attached.

108 (d) which restricts a librarian (user) to "no more than one article or other contribution to a copyrighted collection or periodical issue", is important because it is a statutory restriction on a common patron request. That is, patrons often request more than one article from a given periodical issue.

108 (g)(2) as you know, has the Contu guidelines to assist us in interpretation. Copies of the Contu guidelines and the statute are available, though CDC members may have to double up.

As Interlibrary Loan Librarian I can point out certain alternatives for consideration by the group:

1. ILS will <sup>continue to</sup> request articles from other libraries to be photocopied under the provisions of 107 and 108, particularly 108 sections cited above.
2. When the number of requests filled and/or in process total 6 from copyrighted journals in the last five years, the ILS Librarian will send a PR to Kent Miller, Serials Librarian for the journal. Kent will consult with the appropriate bibliographer and notify the ILS librarian within 3-7 days of the decision: to purchase or not to purchase.
3. Journals can rarely be borrowed for patrons. The exceptions are <sup>some titles from</sup> K-State, KU Med (some), Linda Hall, and the other Regents' Libraries on the courier: Emporia and Wichita. The Center for Research Libraries will lend journals which they own. However, their current list is not extensive as they have an agreement with the British Lending Library to photocopy journal articles for CRL members. The BLLD complies with U.S. Copyright legislation.
4. Since journals are rarely available for loan outside of the exceptions mentioned above, we will probably purchase most of the journals which turn up in No. 2. I recommend we document very carefully the number of new journal subscriptions placed and the cost for each calendar year to determine for ourselves and others what the KU Library is spending for new journal titles from ILS patrons.
5. I recommend CDC appoint a committee of myself, one Science Librarian and one or two other persons to consider a membership account with the Copy Clearance Center or NTIS. Most of the journals on the lists of these two centers are science and technology oriented, some medical included, but not a very inclusive list as yet. *This account will allow us to obtain copies of articles, mostly from serials we do not wish to purchase*
6. A Reserve fund should be maintained by the Serials Librarian for journal titles referred from ILS users which may not fall in any bibliographer area or may fall in the purview of a bibliographer who has used all his/her serial funds before the end of the FY OR ILS shall have a separate serial fund for purposes of allowing user access to research materials and staying with the copyright regulations. Criteria for purchase might be: within doctoral program needs or current faculty research, indexed titles, cost, and whether used by more than one person, etc.
7. CDC and any library staff may review the files of ILS to check on journal titles requested.

8. As of March 14, ILS has hit 6 requests on 24 titles (more or less of these).  
3-14-78

MINUTES OF THE CLASSIFIED CONFERENCE, March 14, 1978

The conference met at 3:00 p.m. in B28 Watson with Jim Smith and Lewis Armstrong presiding. The minutes of the last meeting were read and approved.

The results of the classified representative elections were announced. The new representatives for 1978 are:

GROUP I  
Gavin Clabough, alt. undecided

GROUP II  
Debbie Spencer, alt. undecided

GROUP III  
undecided

GROUP IV  
Lola Seymour, alt. Mary Fund

GROUP V  
Peggy Morrison, alt. undecided

GROUP VI  
Joy Fry, alt. undecided

GROUP VII  
Susan Armstrong, alt. Becky Schulte

GROUP VIII  
undecided

GROUP IX  
Lewis Armstrong, alt. undecided

Pat Mimeau and Mary McFadden were elected as co-chairpersons. Sherry Hawkins was elected secretary.

The floor was then opened to general topics for discussion.

Jim Smith reported on the Senate Library Committee. He stated that faculty borrowing was one of the subjects being discussed at their meetings. A solution to the problem of faculty borrowing of books for long periods of time has not yet been reached by the committee. Some of the suggestions from the floor are as follows:

- Borrowing of books be equalized to three weeks for faculty as well as students.
- Not allowing faculty to check out books when they have outstanding fines.
- Compile fine records and send them to department heads, subtracting the fines from acquisition monies.
- Release names of people holding overdue books to people requesting the book.
- Extending lending period for everyone, not just faculty.

Jim said that the lack of student assistant hours has also been under discussion in the committee. Considering the minimum wage increase the university is not faring badly. The university offers \$2.65 which is the federal minimum wage, while the state of Kansas demands only \$1.60.

Debbie Hodges requested the Classified Conference to look into state employee participation in the Social Security program. The matter will be discussed at the next meeting.

It was also suggested that a list of classified members serving on committees in the library be published, so that people will know who to contact if they have suggestions or complaints.

Maxine Younes gave a short report on the Budget and Planning Committee. They are now evaluating the student monies, studying each department individually, comparing size, services and responsibilities. Their recommendations will then go to John Glinka to assist him in his final decision.

UNIVERSITY OF KANSAS LIBRARIES  
Library Faculty Assembly  
Committee on Budget and Planning

Minutes of meeting: 28 Feb. 78

Present: Haka, Neeley, Younes, Miller, Gaeddert.

Gaeddert presented a position request from Documents for consideration for addition to the New and Improved Programs request. The committee felt that the request had been received too late to be considered.

The next item was a discussion of the Bindery Preparations merger with the Serials Department. There was no objection to the proposal itself, however the committee felt that they had been consulted "after-the-fact". The general feeling was that there was a need for further documentation to adequately study the proposal but that in principle the committee was in agreement.

There was discussion about how to approach the irregular payroll distribution which will be the focus of the committee in the weeks to come.

Minutes of meeting: 14 Feb. 78

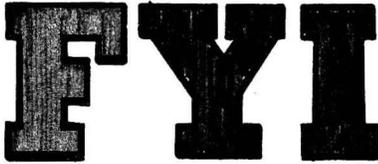
Present: Haka, Neeley, Younes, Richardson, Miller, Gaeddert.

Richardson announced that the Libraries Facilities Planning Committee would meet next week.

Younes asked if the committee wanted to further discuss the Bindery Preparation merger with the Serials Department since Malinowsky had replied to the committee that the decision in fact had not yet been made. No further discussion was forthcoming.

The discussion was then turned over to Haka who is coordinating the study of the irregular payroll distribution.

Respectfully submitted,  
Ruth Miller, Secretary



PERSONNEL

Bonnie Postlethwaite resigns as Library Assistant (II) in Circulation effective 6/9/78. Staff members interested in making application for the following positions should contact Mary Green or Nancy Shawbaker by Tuesday, April 4:

Library Assistant (II), Circulation  
Clerk Typist II, Cataloging (2 vacancies, formerly  
advertised as Data Entry Equipment Operator I  
openings, being reallocated to Clerk Typist II)

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

LIBRARY JOB SERIES ADOPTED

As announced in a March 24 memo to the Library staff, the Governor has approved a new three-level series of classified library positions: Library Assistant I at pay range 14, Library Assistant II (range 18), and Library Associate (range 20). Descriptions of these new classes have been requested but have not yet been received from the State Division of Personnel. Upon receipt, they will be distributed to the staff and an open meeting scheduled under the auspices of the Classified Conference for discussing the series. The Library received written notification March 23 that this series had been adopted and that reallocation of positions was to be backdated for an effective date of March 18, 1978. Of 45 positions designated for immediate reallocation within the series, 8 are being reallocated to Library Associate, 15 to Library Assistant II, and 22 to Library Assistant I. A list of these position reallocations accompanied the memo issued March 24. Classified library employees wishing review of their positions in regard to the new job classes should contact Mary Green.

ADMINISTRATIVE CONFERENCE MEETING

There will be an Administrative Conference Meeting, Thursday, April 6, 1978 in B28 Watson at 10:30 a.m. The agenda will be:

1. East Asian Catalog
2. Library Hours 78/79 (We will be asking departments to submit recommendations to Dean's office)
3. New Library Job Series

COLLECTION DEVELOPMENT COMMITTEE

There will be a Collection Development Committee Meeting Tuesday, April 4, 10:30-12:00 in B28.

Tentative Agenda: Report of Acquisitions budgeting  
subcommittee on the distribution of funds.  
Newspaper collection development policy.

UKASE DEADLINES

All transactions are due in Serials by 5:00 p.m. on Thursday, April 6, 1978

BOOKBINDING LECTURE

Don't forget the lecture by Philip Smith at 4:00 p.m. on Friday in Spencer Auditorium (full announcement in last week's FYI).

KULSA

Troy Lofflin has tendered her resignation as KULSA Treasurer effectively March 29, 1978. The Executive Committee of KULSA, empowered by a vote of the majority (KULSA Constitution, Article V, Section 2), has set about the task of recruiting a new Treasurer.

All persons interested in volunteering to serve as Treasurer during the remainder of the term should contact Craig Sandusky, Cataloging Department, by April 5, 1978. Thank you.

CIVIL SERVICE FORUM

Rep. Mike Glover, D-Lawrence, will hold an open forum from 3 to 5 p.m. Sunday, April 2, in the Council Room of the Kansas Union to discuss legislation regarding civil service personnel. Norman Hanson, Department of Administration, will assist Glover with the forum.

UNIVERSITY OF KANSAS LIBRARY GUIDE

The Guide for Readers #1 is being superseded by the attached 8-page University of Kansas Library Guide. All departments that normally distribute copies of the old Guide should contact Carol Chittenden, Reference, to arrange for a supply of the new Guide. In its present form the new Guide is a draft. We hope to edit and print it over the summer, and have a plentiful supply for the fall semester. Any suggestions (addressed to Chittenden) are welcome provided they arrive in the next six weeks.

SLA:

For your information the programs of 2 more discussions are attached.



Spring has Sprung?  
The grass is Green?  
According to the weather,  
It remains to be seen.  
But to celebrate the rites of Spring,  
A favorite dish to the Buffet you bring.  
On April fifth- at just about noon,  
Come join the feast in ye old Staff Room!  
So let's all help Spring,  
Try and do it's thing.  
Come join the Buffet,  
It will make your day.

# Education Program / Kansas City '78

Pat Tupper

Monday June 12, 1978

2:00-5:30 Joint Program with  
2:00-3:30 Program: *Problems in  
communications jointly  
sponsored by Education  
Division and Legislative  
Reference Section of the  
SSD*

Speaker: Dr. George Shapiro  
Professor of Speech  
Communication  
University of Minne-  
sota

Reactor Gladys Mills  
Panelists: ECS  
Ethel Auster  
OISE

Office of Human Devel.  
Services  
Kansas City, Missouri  
Topic: *Sources of feder-  
al information on grants*

Jeanne Bohlen  
Foundation Center Field  
Rep.  
Cleveland, Ohio  
Topic: *Sources of grant  
information*

Philip Tomkins  
Assoc. Dir. of Libraries  
Univ. of Missouri-Kansas  
City  
Kansas City, Missouri  
Topic: *Basic ingredients  
of grantsmanship*

Tuesday June 13, 1978

2:00-3:30 *Small Grants and How to  
Get Them: An Introduc-  
tion to Grantsmanship*

Moderator: Ethel Auster  
Librarian  
OISE  
Toronto, Canada

Panel Kenton Williams  
Members Acting Regional Admini-  
strator

3:30-5:00 Small group discussions  
led by panelists

5:30-7:00 Happy Hour with Social  
Sciences Div.

Charles Missar  
Head, Educational Refer-  
ence Center  
National Institute of  
Education  
Washington, DC  
Topic: *Federal grant  
evaluation process*

Preliminary Program of the Public Utilities Division, Special Libraries Association Annual Conference, Kansas City, Missouri, e  
11-15, 1978.

Monday, June 12

DIVISION  
ANNUAL  
MEETING  
PROGRAM

12:30 - 2:20 p.m. LUNCH, Radisson Muehlebach Hotel. Speaker, The Honorable Charles B. Wheeler, J.D., M.D. (Mayor of Kansas City). His topic as yet, is unknown. This event is being sponsored jointly with the Pharmaceutical Division and the Biological Division. (Advance registration required for lunch)

2:30 - 4:00 p.m. BUSINESS MEETING, Radisson Muehlebach Hotel.

9:00 - 11:00 p.m. OPEN HOUSE (Division members only) Radisson Muehlebach Hotel.

Tuesday, June 13

2:00 - 4:00 p.m. SEMINAR, Special Services for Special Needs. (Moderator: Elizabeth A. Heintzberger, Reddy Communications, Inc.)

Thursday, June 15

8:00 a.m. - 11:00 p.m. FIELD TRIP TO KANSAS CITY POWER AND LIGHT COMPANY'S - HAWTHORNE POWER PLANT. (Joint sponsored by Public Utility Division and the Nuclear Science Division)

8:30 a.m. - Bus leaves Radisson Muehlebach for the Hawthorne Power Plant.

9:00 a.m. - Arrive at Hawthorne Power Plant.

9:00 - 11:00 a.m. - Tour of the Hawthorne Power Plant.

11:00 a.m. - 3:00 p.m. - LUNCH, Breckenridge Inn. Speaker, Philip L. Metzger (Former Vice-President of Kansas City Power and Light) Private Presses. (Joint Luncheon sponsored by the Public Utilities Division and the Nuclear Science Division. Both the Luncheon and the tour require advance registration and are limited to the first 50 people.)

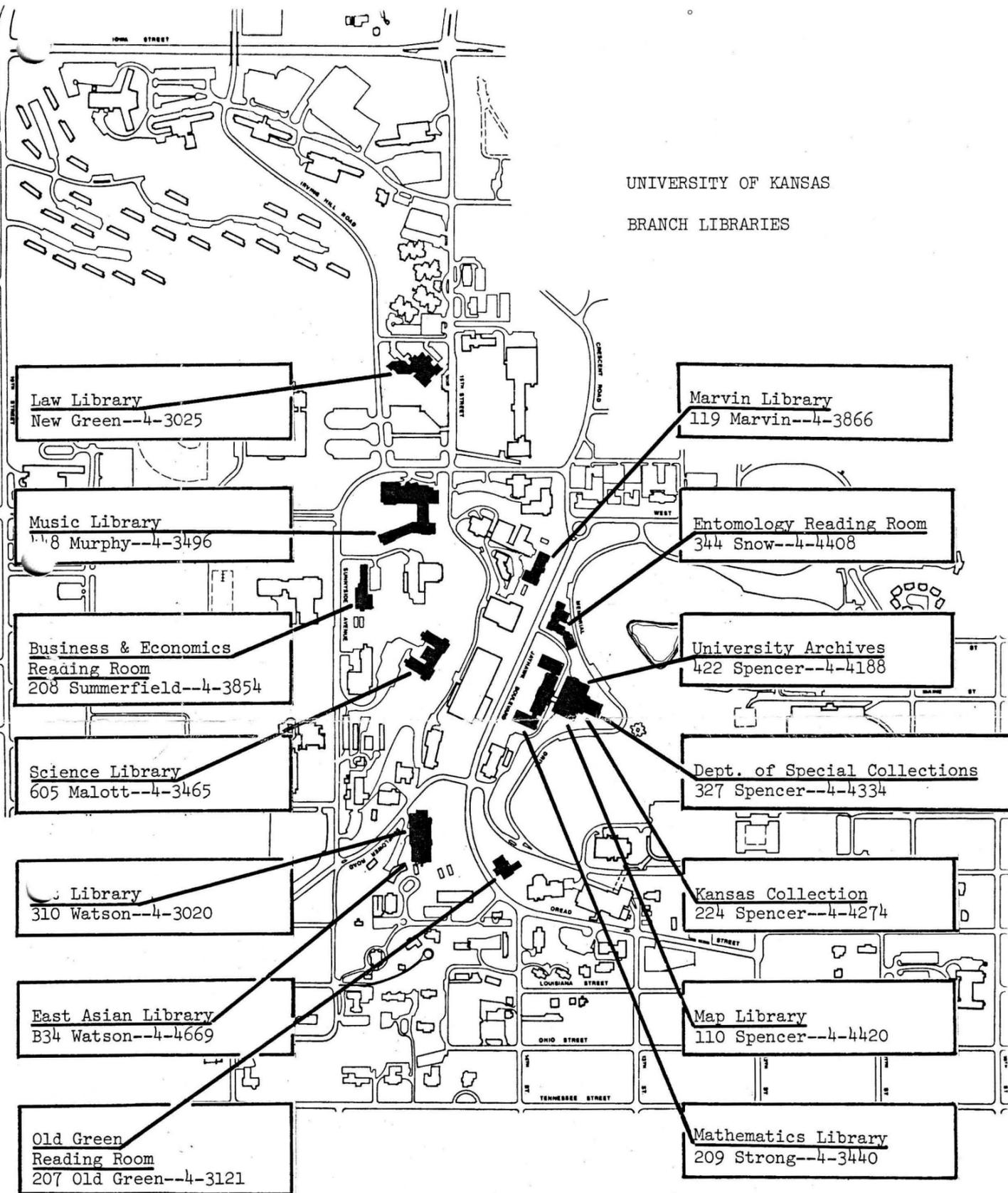
11:00 a.m. - Travel to Breckenridge Inn.

12:00 noon - 2:00 p.m. - Luncheon and Mr. Metzger's speech.

2:00 - 3:00 p.m. - Arrive at Radisson Muehlebach.

UNIVERSITY OF KANSAS

BRANCH LIBRARIES



University of Kansas  
**LIBRARY GUIDE**

## Hours

When classes are in session regular hours for Watson, Science, Music, Art & Marvin libraries are:

Monday - Thursday	8 a.m. - 11 p.m.
Friday	8 a.m. - 5 p.m.
Saturday	9 a.m. - 5 p.m.
Sunday	2 p.m. - 11 p.m.

Special hours during semester breaks, final exams, holidays and summer sessions, and hours for other parts of the library are posted at library entrances and with the Information Center (4-3506).

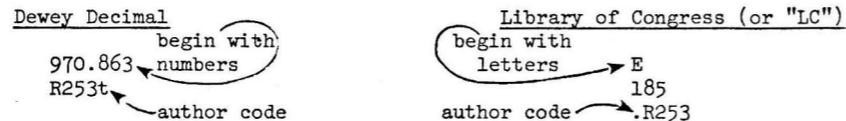
## How to Find a Book

1. Look it up in the card catalog. (See 'The Card Catalog' below.)
2. Write down the whole call number (upper left corner of the card) and any branch library location if shown.
3. Go get the book from the stacks (where the books are kept). There is a map of the stacks farther along in this guide.
4. If you want to take the book out of the library check it out at the Circulation Desk. (See 'Circulation Department'.) You will need your plastic ID showing current registration to check books out.
5. If you have any trouble finding your book in the stacks ask for help at the Circulation or Reference Desk.

## The Card Catalog

Every book (about 2 million) in the KU library system is represented by cards in the main card catalog on the second floor of Watson. Cards for most materials in the library system except Government Documents are in this catalog. Since it was begun in the 1870's the catalog has seen many changes. It now has two divisions: one part has cards for AUTHORS and TITLES; the other has cards for SUBJECTS. If you can't find what you're looking for, or if filing arrangements are unclear, ask for help at the Reference Desk.

There are two main call number systems in use:



In nearly all parts of the library system you will find both a Dewey Decimal section and an LC section. The LC system was first used here in 1970, so, in most cases, newer materials will be in the LC section.

author	title	place of publication	publisher
Baro, Gene.	30 years of American printmaking, including the 20th National print exhibition / by Gene Baro. — Brooklyn : Brooklyn Museum [1976]	Brooklyn	
160 p. : ill. (some col.) : 22 x 27 cm.	Catalog of an exhibition held Nov. 20, 1976-Jan. 30, 1977. Includes indexes.		
1. Prints, American—Exhibitions. 2. Printmakers—United States. I. Brooklyn Institute of Arts and Sciences. Museum. II. Title: 30 years of American printmaking ...			
NE508.B27	769.973'074014723	76-17486	MARC
Library of Congress	77		

call number, including branch library designation: NE 508 .B27 Art

red line indicates words by which this copy of the card is filed. This one is at "Thirty..."

Library processing information

author: Baro, Gene. title: 30 years of American printmaking, including the 20th National print exhibition / by Gene Baro. — Brooklyn : Brooklyn Museum [1976] place of publication: Brooklyn publisher: publication date: physical description of the book: subject of the book; copies of this card will be filed under these headings in the Subject Catalog. Additional entries in Author-Title Catalog

## Other Services

Book drops Books may be returned inside Watson or any branch. There are also outdoor return bins in front of Carruth O'Leary and under Watson's front porch. Indoor after-hours book returns are at the Science Library's east door, and a slot in the door at Marvin Library. Book drops should not be used for overdue or Reserve books.

Guides for Readers are information sheets on parts of the library system and some subjects, such as "Theater & Drama," "Mathematics Library," "Book Review Indexes." Some are available in branch libraries and all the ones in print are in the Watson subject catalog area.

Interlibrary Services lends to and borrows from other libraries. It is such a good thing that it is often swamped, so it has restrictions on borrowing. For undergraduates borrowing is largely done in-state, and takes 7-10 days.

Law Library (4-3025) in New Green Hall is part of the Law School. Some of its holdings are represented in the Watson catalog and UKASE.

Linwood Library in the Regents Center exists to service the courses taught at the Center, 9900 Mission Road in Overland Park. Books from the KU libraries can be borrowed and/or returned through this library. Call them for further information: from Kansas City, 341-4554; from Lawrence, 841-2147.

Lost & Found for Watson is in the Dean's Office just inside the front door. Branches in other buildings have their own boxes of umbrellas and single gloves.

Medical Center Library in Kansas City puts its author cards in the main card catalog, and lends its books to all KU students, either in person or by a courier through Interlibrary Services.

On-line Searches of certain computerized information files (mainly sciences and social sciences) are done in the Science Library and the Watson Library Reference Department. You pay for these, and the price varies widely, but it's best to plan on a \$20 minimum, and a week from first contact to final results. Those results are a printed list of articles on your subject.

Phone books for all of Kansas, major U.S. cities and a few foreign capitals are in the Watson Reference Department.

Smoking areas in Watson are the front lobby, the basement lobby, and the west reading room on the first floor.

Subject Heading List in the middle of the subject catalog helps you find the words the catalog uses for the topic you're trying to find. Examples: American history, see U.S. history. World War I, see European War, 1914-1918. Jails, see Prisons. Etc., etc. The list is in two large red volumes open on the tables.

Term paper clinics are done in the Watson Reference Department and some branches --- ask where you need one. A clinic is a pre-arranged conference with a librarian who specializes in your term paper topic, to show you subject headings, bibliographies, periodical indexes, how to use unfamiliar parts of the library, and any other relevant information to help you get what you need from the library. The service is free.

Tours of Watson are given to many classes and at other times as posted. They take about half an hour. From time to time short classes in library use are given both in Watson and in Science. Inquire if interested, and watch for posters.

Translation register of people willing to do translations is kept in the Reference Department. Consult it if you want a translator or if you want translation work.

The Branch Libraries

Watson is the main library, the trunk of the tree as it were. It also contains advanced material in the humanities and social sciences. Specialized materials for other subjects are in branch libraries, described below and shown on the map. Everything in these branches is listed in the Watson card catalogs and the UKASE periodical printout.

- 4-3020 Art Library (third floor, Watson) Extensive collection on art, art history, crafts, photography, design, historical architecture.
- 4-3854 Business & Economics Reading Room (Summerfield Hall, bottom floor, west end.) A small space serving many people; more business than economics. Intended as a place to do assigned readings between classes, it also has some journals and reference materials.
- 4-4669 East Asian Library (Watson basement, far west end) Oriental language materials, primarily supporting the University's East Asian Studies program.
- 4-4408 Entomology Reading Room (Snow Hall) A tiny collection, soon to be combined with the zoology materials in the Old Green Reading Room.
- 4-4274 Kansas Collection (Spencer Library, lower floor) A mass of material about Kansas, from Kansas, by Kansans, including books, periodicals, diaries, photographs, maps, recordings, letters.
- 4-4420 Map Library (Spencer Library, bottom floor) Maps, maps, maps: topographic, subject and road maps. An extension of geography materials in Marvin Library.
- 4-3866 Marvin Library (Marvin Hall, main floor, west end) The engineering, geography and geology library. Also has technical aspects of architecture and urban planning, all squeezed in together.
- 4-3440 Mathematics Library (Strong Hall, 2d floor, southeast corner) Small and specialized collection with some spread into computer science.
- 4-3496 Music Library (Murphy Hall, northeast corner) Books, periodicals, records, tapes, scores, metronomes & Conn strobe. Recordings do not circulate except for classroom use, but they can be heard on the new 4-channel listening system.
- 4-3121 Old Green Reading Room (Old Green Hall, 2d floor) A small collection in zoology, staffed only part time. Just moved over from Dyche, formerly known as Dyche Reading Room.
- 4-3465 Science Library (Malott Hall, top floor) The biggest branch; covers almost all physical and biological sciences. Has some exotic services like calculators, videocassettes, on-line computer searches, patent coupons, ordering service for NTIS documents.
- 4-4334 Special Collections (Spencer Library, main floor) Rare books and manuscripts by the thousands, including some current materials that are expected to be rare soon. Special conditions are maintained for preservation, and special handling is necessary, but it's worth it to see some of these goodies. Anybody welcome.
- 4-4188 University Archives (Spencer Library, top floor) All the years on Mount Oread, the achievements of its illustrious associates. Records, files, photos, budgets ---posterity here we come.

There are also about thirty "twig" libraries --- small reading rooms attached to various academic departments. Some have substantial current books and periodicals; most have a few comfortable chairs and a few shelves of books and journals. None of the materials in the twig libraries are in the Watson card catalog.

How to Find a Periodical

A periodical is a serial is a magazine is a journal. We subscribe to over 20,000 of them, in every subject and language. First you will need to find out which article(s) you want, by using



INDEXES AND ABSTRACTS

Remember the familiar Reader's Guide to Periodical Literature where you looked up Watergate and found listings of articles in Newsweek and Time? There are many other indexes like it, but more specific to certain subjects, such as chemistry, child development, films, accounting, etc. Sometimes an index includes abstracts, which are summaries of the articles. To find indexes for your subject, check Guide for Readers 28, or ask at the Reference Desk.

From an index you will get a list of articles on your subject. For each article you need to write down

- title of the periodical in which it appears (watch out for abbreviations)
- volume number, and issue number when given
- page numbers for the article
- date of the periodical

Now, take this information to



UKASE (University of Kansas Automated SERIALS record), and copy down the

- call number and ➤ location for the issue you need. UKASE is a list of the periodicals the libraries are receiving. This is what it tells you:

name of periodical-NEWSWEEK.	CALL NO: AP 2 .N6772	BEGAN PUBLISHING: 1933
➤ call number	ORIGIN: UNITED STATES	LANGUAGE: ENGLISH WEEKLY
➤ locations where this periodical is kept	PERIOD/OSPOP LACKING: V090:03	W089:01-V090:15
this issue is missing	PERIOD WATSON	V055:01-V088:26 JAN 1960-DEC 1976 V001:01-V054:26 1933-1959
other useful information about this periodical	RETAINED ON MICROFILM BEGINNING WITH V.75, 1970-. UNBOUND ISSUES DISCARDED UPON RECEIPT OF MICROFILM.	

which issues are in each location; read it this way:  
"V055:01" is "volume 55, number 1"

You are most likely to need periodicals from the following locations, and this is how you find them:

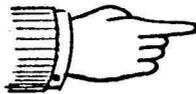
- PERIOD/OSPOP ➤ request at Periodical Desk ➤ someone will get the issue for you
- PERIOD ➤ write down call number ➤ find it at that call number in the Periodical Room
- WATSON ➤ write down call number ➤ find it at that call number in stacks like a book.

Other locations can be explained by any library staff person working near a UKASE list. All branch libraries have copies of UKASE. If you have any trouble using UKASE or finding what you want, ask for help at the Periodical Desk or the Reference Desk.

# Finding Your Way Around Watson



Look for signs.

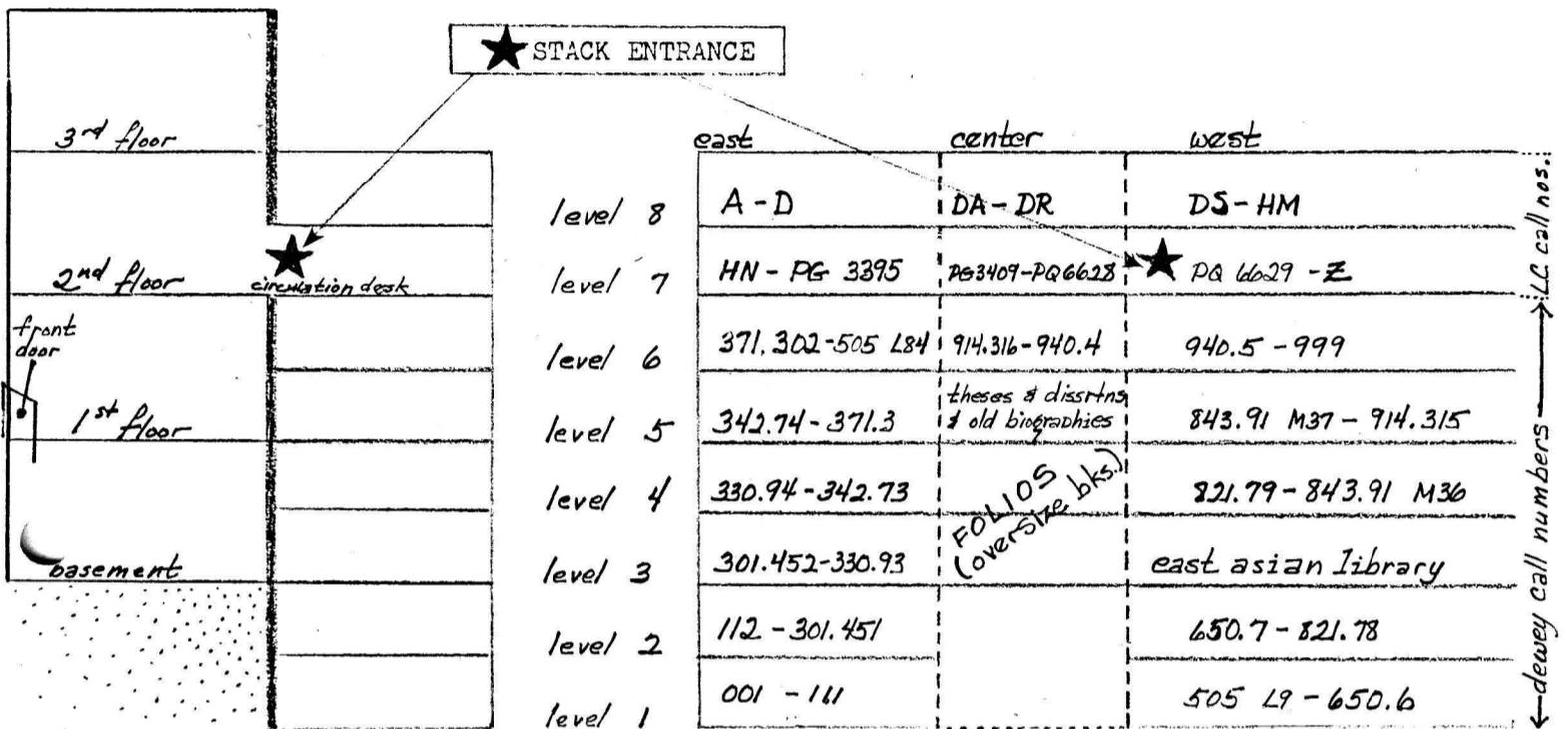


When in doubt, ask.

You will find it easier to use the stacks if you understand that Watson has been added on to several times and is presently organized like this:

this is the side view

this is the front view, stacks only



as of January, 1978

## Areas You Will Need in Watson

- 4-4715 Circulation Department (2d floor) is where you check out books (using your plastic ID and current registration), renew them, return them, pay fines, and ask about books you can't find in the stacks. The standard checkout period is three weeks. Fines are 25¢ per day, but not collected until they amount to \$1.00.
- 4-3347 Reference Desk (2d floor, card catalog area) is where you go (or phone) with any information problems or questions on using the library. Reference librarians will help you find the pencil sharpener, dissertation research materials, or anything in between, with a smile.
- 4-3535 Periodicals Department (1st floor) is where the newspapers and recent (since 1960) commonly needed periodicals are kept. Some are out on browsing racks near comfortable chairs; most others are on open shelves around the walls. There are many study spaces, a photocopy machine, microfilm readers, and people at the counter who can help you.
- 4-4662 Documents Department (basement) houses all U.S. government publications and most from the United Kingdom, the United Nations and other international organizations. THESE THINGS ARE NOT IN THE MAIN CARD CATALOG, but there are about 500,000 items here, on nearly all subjects, that you will miss if you don't go in and ask.
- 4-3396 Reserve Room (basement) has assigned readings for courses, some old tests, college catalogs for other schools, with short checkout periods and steep fines to enforce necessary sharing without bloodshed.
- 4-4209 Photocopy (basement) makes change for the do-it-yourself 5¢ machines around Watson and the branches, and makes 10¢ copies when you need careful work, copying on account, your materials reduced in size, or copying on both sides of a sheet.
- 4-4661 Microforms (basement) has on microfilm, microprint, microcard or microfiche materials that are too fragile, bulky, rare or heavily used to be reasonably managed in paper copy. Microform reading equipment and help in using it is here. Full size paper copies can be made here for 15¢ a page.



Restrooms are on the first and third floors: ladies just west of the stairs, gents just east.



## THE UNIVERSITY OF KANSAS

University Director of Support Services  
College of Health Sciences and Hospital  
39th and Rainbow Blvd., Kansas City, Kansas 66103  
(913) 588-5203

March 28, 1978

TO: Deans, Directors, Vice-Chancellors, Chairpersons  
FROM: Russell C. Mills, Ph.D., University Director of Support Services

*Russell Mills*

As you know, in a major effort to improve housekeeping and cleanliness in buildings on the Lawrence campus of the University of Kansas we recently (December 1, 1977) contracted with American Management Services, Inc., (AMS) for management of our custodial services. The transition from University management to private vendor management has caused some concern among our custodial employees, which has in turn generated some publicity in local papers. I believe it important that you know the actual situation.

The company now has a team of three resident professional managers on the campus, with additional specialist staff from the company usually present. The staff have been developing, and gradually implementing, the major operational changes which are required to improve the quality and efficiency of the custodial services. These changes include development of detailed job descriptions (often with changed task assignments), extensive training, possible reassignment to other work areas, possible schedule and shift changes, and different scheduling of days off. In addition, new and better equipment and supplies are being put into service as they arrive.

The plan of action on this campus is to install the new program in one building at a time, while attempting to maintain the previous level of service in the other buildings. Installing the new program in a building involves much more than changing schedules, training, etc.; it requires a great deal of extra effort (project work such as floor-finishing) to catch up with accumulated needs, and to bring the building up to higher standards.

Prior to initiating any changes in a particular building, a member of the management staff, usually accompanied by Rodger Oroke, Director of Facilities Operations, meets with the Dean, Director, and/or Department Chairperson, or their designated representative, to discuss plans, needs of the occupants, schedules, etc. These discussions are now going on.

The new job descriptions, schedules, and staffing levels have been established in a number of major buildings, and will be in several additional buildings each week. Improvement in a given building as a result of these changes will be gradual, but soon should be noticeable as training of the supervisors and custodial workers continues, and as new equipment arrives and is put into use.

The timetable for implementation of the AMS program, as agreed to by the University, expected that nine to twelve months would be required to get all the buildings in good condition, with regular and good custodial service. In spite of the stresses and problems common to almost all major changes, we are close to the initial timetable.

Maintenance of buildings during the last few months has been extremely difficult, and the buildings often showed it. In addition to the mess resulting from bad weather, staffing and attendance of the custodial staff were at an extremely low level (this occurs every winter). On some days fewer than ninety employees were on the job, resulting in neglect of several areas. This was in spite of the fact that 155 custodial positions are authorized and budgeted; it has not been possible to find enough qualified workers to fill them and keep them filled, even before AMS took over. However, as a result of aggressive recruiting, the staffing is now better than ever, and attendance has improved. On March 21st the number of custodial employees on the job (125) was higher than at any other time during the last two years. Very aggressive recruiting is still occurring for still more employees.

One of the concerns expressed by some employees has been that the work force will be reduced to levels where an adequate job cannot be done. On the contrary, even though AMS does not plan to fill all the budgeted custodial positions, they still hope to have more employees on the job daily than has been the average experience during the past two years. The reductions which have been quoted (155 to 125) really address plans not to use all the previously budgeted positions, but to have an effective employment level of about 125 filled positions. In other words - fewer positions - but more people on the job.

Some of the recent publicity commented on the rapid turnover in AMS management staff since the contract began December 1, 1977, and the negative impact this turnover may have had on the implementation plans. Two major personal problems did occur, beyond the control of AMS or anyone else. We have not wished to discuss personal problems in public, but perhaps something needs to be said. The first Manager, George Hewitt, lost his wife during the year before he came to KU; he began having personal problems recently, which accentuated after he arrived at KU, and caused his poor performance. A leave of absence was arranged for him. The wife of Mr. Hewitt's Assistant Manager was killed in an auto accident in Omaha about a week after he arrived here in December. As a result of the need to arrange care with relatives in Omaha for his two young children, he asked to be reassigned to Omaha. Mr. David Pelzer was brought in, on very short notice, to help fill the two gaps; he was not the AMS choice for a permanent manager.

An explanation of what the management contract involves might be interest to you. AMS supplies at least three full-time professional managers to be resident in Lawrence. The company also provides equipment, supplies, uniforms for the custodial workers, training, and technical consultants. The contract specifications list the buildings and areas to be covered, and the various types of services, and minimum frequencies, to be supplied in various types of areas in each building. The contract also says, however, that the quality of custodial service is paramount, and that it overrides minimum specifications or planned staffing.

The custodial workers and their immediate supervisors remain state Civil Service employees. The AMS management team provides technical expertise and management skill, but all of their actions are technically only recommendations to the University. Actions and decisions affecting custodial personnel (such as evaluations, promotions, and disciplinary) are taken by state employees, first in Facilities Operations and then in Central Personnel and in Topeka. All university and state rules, regulations, procedures, and safeguards apply to these personnel, and are followed.

If you have questions, comments, or suggestions please write or call either Rodger Oroke or me.

cc: Chancellor Archie Dykes

MAYDAY BOOK SALE

Your help is requested for a library sale of surplus duplicate books. The sale is planned for May 1 on the patio just outside the lower-level front doors of Watson. It is likely that sales on a reduced scale will continue May 2 so that all the good dups. can be sold. Help of many staff members is needed to sell and to move the sale stock.

Attached to this issue of FYI is a sheet on which staff can volunteer their services for the sale. Will you please return the sheets soon to Maxine Younes or to Rosemary McDonough.

---

MAY DAY BOOK SALE

\_\_\_\_\_ I'll help move books Sunday afternoon, April 30, between \_\_\_\_\_  
and \_\_\_\_\_ p.m. (Please name your hours.)

\_\_\_\_\_ I'll help sell \_\_\_\_\_ or keep tables supplied with books \_\_\_\_\_  
on May 1 for an hour and a half during the morning \_\_\_\_\_  
or during the afternoon. \_\_\_\_\_ (Please check the blanks to  
show your preferences.)

\_\_\_\_\_ I'll help sell \_\_\_\_\_ or move books \_\_\_\_\_ during the  
Tuesday, May 2, clearance. (Please check the blanks to show  
preferences.)

\_\_\_\_\_  
Signature

Please return this slip to Maxine Younes, Cataloging Department or to Rosemary McDonough, Exchange and Gifts Department.

# FYI

## University of Kansas Libraries

NUMBER 442

April 6, 1978

---

### PERSONNEL:

Troy Lofflin resigns as Account Clerk I in the Library Office effective 4/4/78. Nancy Coshow resigns as Clerk Typist II (half-time) in Cataloging effective 4/13/78. Staff members interested in making application for the following positions should contact Nancy Shawbaker or Mary Green by Tuesday, April 11:

Account Clerk I, Library Office  
Clerk Typist II (50%), Cataloging

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

### TENURE AWARDED

Appointments of Clinton Howard and Ellen Brow for the next academic year will carry the award of continuous tenure. Congratulations to these individuals for this fine recognition.

### MEETING SCHEDULED REGARDING LIBRARY JOB SERIES

The Classified Conference is sponsoring a meeting to discuss the new library job series. The meeting will be held Wednesday, April 26, at 3:30 p.m. in Spencer Auditorium, with Margy Gadd, Employment Services Director, as an invited guest. All interested classified and unclassified library staff are invited to attend.

### STUDENT TIME CARDS

Student time cards are due in the Dean's office at 9:00 a.m., Wednesday, April 12.

### CHECK-IN STRIPS

All check-in strips are due in Serials by 8:00 a.m. on Thursday, April 13, 1978. If you cannot send the strip in Wednesday afternoon's mail, call Joe Hewitt, 864-3535, and let him know your delivery plans.

### LENDING CODE REVISION

Eileen McGrath has prepared a draft of a new lending code. Copies have been distributed to some library departments. If any department or individual who did not receive a copy would like one, please contact Eileen. All comments and suggestions will be appreciated.

### CHICAGO TRIBUNE

Because of heavy use, that segment of the Chicago Tribune which was shelved in Watson East Sub-Basement (1937-48) has been temporarily transferred to Reserve. The volumes will be returned to storage after May 14.

"LINNAEUS: PRINCE OF NATURALISTS"

The new exhibit in the Main Gallery, Spencer Library, commemorates the 200th anniversary of the death of Carl Linnaeus, the 18th century Swedish naturalist. The books in the exhibit, which has been arranged by Sally Hocker, are from the Linnaeana collection of the Department of Special Collections, probably the second largest collection of books by and about Linnaeus in this country--some two thousand volumes. There will be an informal opening reception on Friday, April 7, from 4 to 6 p.m., to which everyone is invited.

JH

CHALLENGE!!!!

TO: WATSON LOSERS

FROM: FIGHTING SPENCER RARE BOOKERS

The Fighting Spencer Rare Bookers Baseball Team hereby challenges the Watson Losers to a game of coed, 10-inch, slow pitch softball as follows:

DATE: Sunday, April 16

TIME: 2:00 p.m.

PLACE: A field will be reserved if your are foolish enough to accept the challenge.

STAKES: One pony keg of beer.

TEAM: 5 men and 5 women

LENGTH: 7 innings

Be advised that you accept this challenge at your own risk-- the Fighting Spencer Rare Bookers Baseball Team gives no quarter!

What do you say, Watson Losers?

The presidnet of KULSA received this challenge this week and feels a response should be sent. Anyone from Watson and branches interested in taking on the Fighting Spencer Rare Bookers and showing them who's best in books and baseball contact Maxine Younes by Monday, April 10.

SLA:

Attached for your information are programs for 2 more Divisions of SLA.

FOOD AND NUTRITION DIVISION PROGRAM      June 11-15, 1978  
69th Annual Conference, Kansas City, H. Roe Bartle Convention Center and Radisson Muehlebach Hotel.  
"Managing for Change"

JUNE 11 SUNDAY	JUNE 12 MONDAY	JUNE 13 TUESDAY	JUNE 14 WEDNESDAY	JUNE 15 THURSDAY
Registration	<p>General Session I <u>Change as Challenge</u> 9:00-9:45 Dr. J.G.Keane 10:00-10:45 Dr. G.L. Shapiro, Univ. Minn.</p> <p style="text-align: center;"><u>EXHIBITS</u></p>	<p>7:15-8:45 Business meeting, breakfast, ticketed</p> <p>General Session II <u>Mastering Change</u> 9:00-9:45 Dr. Evans 10:00-10:45 M.Courain, Women in Management 11:00-11:45 D.Barnhouse, Ethics in Management</p> <p style="text-align: center;"><u>EXHIBITS</u></p>	<p style="text-align: center;">Annual Meeting</p> <p style="text-align: center;"><u>EXHIBITS</u></p>	<p>Field trip to Farmland Industries Research and Demonstration Farm, hosted by Farmland Industries, limited to 47, make reservations with Doris Marshall</p>
<p>Chapter Officers Division Officers Bulletin Editors</p> <p>First Attendees</p>	<p>2:00-? jt. with Bus.&amp; Fin., Publishing, and Libr. Management:Cost Benefit/Cost Effectiveness Analysis in Spec.&amp;Acad. Libraries;Dr. Ferdinand Leimkuhler, Purdue, prin.; Miriam Drake and Herbert White, Purdue,* reactors, J. Corin,UCLA and J.Creps, Engineering Index. *&amp; Univ. of Indiana, resp.</p>	<p>2:00-3:30 jt. meeting with Biol. Sci. Div. and Pharmaceutical Div.; panel discussion of Dr. Germann's books; Dr. C. Malone, Kansas State U.; Dr. Germann, St. Luke's Hospital,KC; Dr. Dowdy, U. Mo.; rep. Eli Lilly (see notes)</p>	<p>2:00-4:00 Tour to Linda Wall Library, joint with Sci-Tech and Phys.-Astr.-Math, limited to 100, bus ticketed</p>	<p>12:00-3:00 Lunch, ticketed <u>Panel on "Thesaurus Building"</u> J. Kuranz, Management Contents; Ann Jenkins, Kelco; G. Payne, ABI/INFORM; L. Seulowitz, General Foods; D. Marshall, Moderator at Radisson Motel or repeat of Wednesday's trip to Linda Wall Library, 2:00-4:00, limited to 100 bus ticketed</p>
<p>Conference Wide Reception in Exhibit Area</p>	<p>5:30-7:30 jt. with Adv. &amp; Mktg., their suite, wine and cheese, limited to division members</p>		<p>6:00 p.m. Pre-Cocktail Hour for</p>	
<p>Food &amp; Nutrition Div. Board Meeting (details later)</p>	<p style="text-align: center;">SCHOLARSHIP EVENT 8:30-10:30</p>	<p style="text-align: center;">CABINET MEETINGS 8:00 - 10:00</p>	<p style="text-align: center;">AWARDS BANQUET 7:00</p>	

PHYSICS-ASTRONOMY-MATH DIVISION  
1978 KANSAS CITY CONFERENCE

MONDAY - JUNE 12

2-5 p.m. CONTRIBUTED PAPERS SESSION

THEME: The Management of Physics, Astronomy, and Mathematics Literature

*Allen Wynne (Physics), Mathematics-Physics Library, University of Colorado*  
*A Computer-Based Index to Book Reviews in the Physics Literature*

*Martha J. Bailey (Physics), Physics Library, Purdue University*  
*Selecting Materials for Interdisciplinary Programs*

*Sarah S. Martin (Astronomy), National Radio Astronomy Observatory Library*  
*Managing Reprints and Preprints in an Observatory Library*

*Elizabeth Stephenson (Astronomy), Warner and Swasey Observatory Library, Case*  
*Western Reserve University*  
*On the Elusive Desiderata in the Literature of Astronomy*

*Nancy Gubman (Mathematics) Courant Institute of Mathematical Sciences Library*  
*New York University*  
*Collection Organization in a Mathematical Research Library*

TUESDAY - JUNE 13

9:30-11:30 a.m. BUSINESS MEETING AND PROGRAM

GUEST SPEAKER: *David J. Brown, Associated Scientific Publishers*  
*Amsterdam, The Netherlands*

*Improvement in Collaboration between the Research Library and the*  
*Scientific Publisher*

1:00- 5:00 p.m. SUBJECT ORIENTED WORKSHOPS (scheduled sequentially)

PHYSICS *James W. Leonard, Physics/Math/Astronomy Library, University of*  
*Texas*

ASTRONOMY *Brenda G. Corbin, U.S. Naval Observatory Library*

MATHEMATICS *Nancy D. Anderson, Mathematics Library, University of Illinois*

WEDNESDAY - June 14 and THURSDAY - June 15 \*

2:00-4:00 p.m. FIELD TRIP

LINDA HALL LIBRARY Co-sponsored with Sci/Tech and Food & Nutrition Divisions

SUNDAY, TUESDAY, WEDNESDAY

8:00-11:00 p.m. OPEN HOUSE - Division Suite

\*Division members may choose either day.

# FYI

## University of Kansas Libraries

NUMBER 443

April 13, 1978

---

### PERSONNEL:

New appointments effective 4/10/78 include Kerry Bower, Clerk Typist II in Cataloging, and Elizabeth Scott, Clerk III in the Science Library (transferring from the Educational Placement Bureau). Martha Tiday, Clerk Typist II in the Library Office, promotes to Account Clerk I in the Library Office effective 4/18/78. Nancy Loten has been promoted from the Clerk II to the Clerk III classification through reallocation of her position (#28-00-02-052 in Acquisitions) effective 3/18/78. Staff members interested in making application for the following position should contact Nancy Shawbaker or Mary Green by Tuesday, April 18:

Clerk Typist II, Library Office

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

### DESCRIPTIONS OF NEW LIBRARY JOB CLASSES RECEIVED:

Descriptions of the Library Assistant I, Library Assistant II, and Library Associate class specifications, as approved in March, were received in the library office on April 10. Copies of these are attached.

### ADMINISTRATIVE CONFERENCE

The Administrative Conference meeting is scheduled for Thursday, April 20th at 10:30 a.m., in Room B-28. Items to be discussed are as follows:

East Asian Catalog  
Circulation Department Lending Code  
Student Payroll

### KULSA

KULSA is pleased to announce the appointment of Susan Hogle, cataloging department, as Treasurer for the remainder of the 77-78 term. KULSA extends its appreciation to Troy Lofflin, former Treasurer.

Be sure to watch the FYI for announcements concerning this month's TGIF party, tentatively scheduled for the 28th.

### BOOKSALE

If you can work during the book sale on the Watson patio May 1 and 2 and haven't yet volunteered your help, will you please send in the slip from last week's FYI now or call the Exchange and Gifts Dept., 4-3425.

### SLA:

Attached for your information is another conference program.

### CDC:

Attached for your information are the CDC minutes for April 4. See CDC members for attachments.

EXHIBIT ON NAZI GERMANY

A new exhibit entitled "Full Circle: the rise and fall of Hitler's Germany" will open in the Kansas Collection on Monday next. Drawn from the personal collection of Keith Wilson, an attorney in Independence, Missouri, and supplemented heavily from the collections in Watson and Special Collections, the exhibit includes books, manuscripts, photographs, silverware, and other memorabilia.

EQUIPMENT

The following equipment has been purchased for the Libraries to date this fiscal year:

3 Microfilm Cabinets	\$1,009.40	Microforms
3 Microfiche Cabinets	810.00	Microforms
1 Book Truck	87.80	Inter. Library Services
1 Tape deck rack	50.00	Music Library
Sony portable dictating equipment	953.16	Kansas Collection
1 Three drawer file cabinet	91.00	Copying Service
12 60 Tray card catalog cabinets (\$9,820 from Academic Affairs funding)	11,160.00	Catalog Department
2 Microfiche readers	398.00	Reserve Reading Room
1 Computer terminal and installation	2,785.30	Serials Department UKASE system.
4 Bulletin boards	50.00	Reserve, Cataloging, Documents, Copying
1 Delivery van	4,600.00	Security and Delivery
118 Shelf units (Repair and Improvement Funds)	8,001.00	Archives
86 Sections, library shelving (Repair and Improvement Funds)	9,999.00	East Sub-basement
Total expended to date:	<u>39,994.66</u>	

Unless otherwise identified, equipment was funded through the Libraries allocation of \$14,784.00.

JLG

MINUTES OF THE ADMINISTRATIVE CONFERENCE MEETING, April 6, 1978

The conference met at 10:30 a.m. in B-28 Watson with Jim Ranz presiding. Present were: Roger Anderson, Gene Carvalho, Marilyn Clark, Earl Gates, John Glinka, Mary Green, Debbie Hodges, Marion Howey, Bob Malinowsky, Eileen McGrath, Kent Miller, Pat Mimeau, Peggy Morrison, John Nugent, Jeanne Richardson, Kermit Sewell, Nancy Shawbaker, Ann Stuart, and Maxine Younes.

The first item discussed was the East Asian Cataloging procedure. Gene Carvalho and Bob Malinowsky have been working on a format for the East Asian Cataloging to be put on OCLC. There was a lot of discussion, and since there is some confusion to the reasons for the change, and what the exact change will be, there will be further discussion on this at the next meeting.

Mary Green discussed the New Library Job Series which went into effect March 18, 1978, by the Governor's approval.

45 Library positions reallocated

26 involved a pay raise. The rest stayed at the same pay level.

Classifications:

- 8 - Library Associates
- 15 - Library Assistant II
- 22 - Library Assistant I

Margy Gadd, Director of Employment Services will meet to discuss the series in Spencer Auditorium on April 26 at 3:30. Anyone who is interested may attend.

Marilyn Clark discussed the Title II-C Grant. The grant was to be mailed today (April 6).

The grant asked for 5 Cataloging projects. Three of the projects were proposed for 3 year extension. The grant totaled \$414,000. If we are awarded the grant, we will get 14 positions. The library should be notified about the grant by September 1, the grant goes into effective October 1.

Dean Ranz discussed some budget information.

There is no problem of money for the renovation of Watson. The money for lighting in Spencer and Watson is also a sure thing.

OCLC money was recommended by House Ways and Means - but not passed the House yet. \$90,000 for books

Discussion item:

Pattern of Library hours 78/79

We have 94,000 hours of Student Assistant help. The increase in minimum wage was \$260,000. We only have 220,000. We are short \$40,000 to carry present program. We received \$33,000 in new money and it has to be used to extend library hours. This money will have to be used to cover the shortage in student monies. We do not have the option of not extending the library hours

Some suggestions: Extend hours of portions of the library.  
Keep library's open longer hours with stripped down services when use of building is less. Can be open more hours, but not put on anymore students.

Each department in the library will list the hours it is already open and hours it could be open longer. This will be discussed somemore.

Meeting adjourned at 11:50.

Ann Stuart  
Secretary

LIBRARY ASSOCIATE

01-01-9-015

LIBRARY ASSOCIATE (cont.)

01-01-9-015

DEFINITION OF WORK

This is advanced para-professional library work in the performance of library tasks in a university library.

Work involves performing highly difficult and complex library work or advanced supervisory tasks. An employee in this class manages a library unit including multiple or complex functions, and/or performs highly difficult and complex tasks within a library unit. Duties include providing advanced informational assistance; performing original cataloging; performing the more complex bibliographic searches; and/or participating in collection development. Supervision may be exercised over a medium sized group of employees performing complex library work, or over a large group of employees performing moderately complex work. Work is performed independently, with review received through occasional conferences with the supervisor, observed effectiveness of the employee or unit in achieving desired results, and through periodic reports.

EXAMPLES OF WORK PERFORMED

Plans, assigns, and directs the work of a staff of lower level para-professional library assistants or clerks and students in a complex library department or unit; prepares operating and statistical tabulations and reports.

Provides advanced informational assistance within the functional area, utilizing extensive knowledge of such sources as abstracts, encyclopedias, periodical and other indices, guides and handbooks, atlases, glossaries, almanacs, and English and foreign language dictionaries.

Composes original cataloging of materials involving complexities in form, language, or content; may supervise a para-professional cataloging unit involved in complex technical work.

Performs the more difficult bibliographic searching for library materials in languages or subject areas involving complex entries; may supervise others engaged in bibliographic searching for materials in both English and common European languages and/or having moderately complex entries.

Participates in collection development by suggesting items to be acquired; develops familiarity with collections and their usage, and patron requests; may coordinate and maintain domestic and foreign language exchange programs.

Performs related work as required.

REQUIRED KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of library organization, facilities, services, methods and policies.

Knowledge of library sources and procedures used in bibliographic searching and descriptive and original cataloging.

Ability to plan, organize, direct, and supervise the work of subordinate employees.

Ability to establish and maintain effective working relationships with patrons, librarians, and other library personnel.

Ability to prepare operating and statistical tabulations and reports.

EDUCATION AND EXPERIENCE

Seven years of progressively responsible library work experience. Undergraduate study in an accredited college or university may be substituted for library experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of four years. Graduate level course work in library science may be substituted for the required experience at the rate of three semester hours for three months of experience, with a maximum substitution of one year.

NECESSARY SPECIAL REQUIREMENTS

Certain positions require applicants to have a reading and writing knowledge of a specific foreign language, or knowledge of a specialized subject area.

3/78

LIBRARY ASSISTANT II

01-01-2-012

DEFINITION OF WORK

This is complex para-professional library work assisting in professional library tasks.

Work involves performing complex para-professional or supervisory tasks in a university or other agency library. Work includes supervising a group of employees engaged in library operations, and/or performing advanced technical activities within a library unit. Duties include performing complex bibliographical searches; high level descriptive and/or some original cataloging; maintaining the library master card catalog; and/or providing informational services and assistance or major circulation service to patrons. Work may further involve participation in collection development, or foreign language translation. Supervision may be exercised over a small group of library employees performing complex functions, a medium sized group of employees performing moderately complex functions, or a large group of employees performing more basic functions. Work is performed under the supervision of a librarian or library associate and is reviewed for adherence to established practices and results accomplished.

EXAMPLES OF WORK PERFORMED

Directs the work of a staff of lower level para-professional library assistants, clerks, or students in a library department or unit.

Performs bibliographic searches requiring knowledge and ability beyond utilization of standard bibliographic tools, developing search strategies and utilizing a wide variety of both standard and unique bibliographic tools.

Performs descriptive cataloging and/or some original cataloging, determining the correct form of the main entry (author/title); composes descriptive notes, and performs subject analysis.

Maintains the library master card catalog, identifying the need for modifications of bibliographic information with regard to subject, author, title entry, and cross reference changes, additions, or deletions; supervises personnel in filing of catalog cards.

Provides informational assistance to patrons, using standard sources; gives instructions for locating library materials and services; explains operating policies and procedures of the unit.

Maintains a large-sized collection of library materials, such as a major circulation unit, requiring a thorough knowledge of the methods of library classification, such as Library of Congress and/or Dewey Decimal Classification.

LIBRARY ASSISTANT II (cont.)

01-01-2-012

Participates in collection development by suggesting items to be acquired; develops familiarity with collections and their usage, and patron requests.

Performs related work as required.

REQUIRED KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of complex library work techniques, methods, and procedures.

Knowledge of library sources and procedures used in bibliographic searching and descriptive and original cataloging.

Knowledge of supervisory methods and techniques.

Ability to apply a knowledge of library organization, facilities and services, and library classification methods, lending and circulation policies.

Ability to establish and maintain effective working relationships with patrons, librarians, and other library personnel.

EDUCATION AND EXPERIENCE

Five years of progressively responsible library work experience. Undergraduate study in an accredited college or university may be substituted for library experience at the rate of 28 semester hours for one year of experience, with a maximum substitution of four years. Graduate level course work in library science may be substituted for the required experience at the rate of three semester hours for three months of experience, with a maximum substitution of six months.

NECESSARY SPECIAL REQUIREMENTS

Certain positions require applicants to have a reading and writing knowledge of a specific foreign language, or knowledge of a specialized subject area.

R, TC 3/78

LIBRARY ASSISTANT I

01-01-1-011

LIBRARY ASSISTANT I (cont.)

01-01-1-011

DEFINITION OF WORK

This is para-professional library work of moderate difficulty in assisting in professional library tasks.

Work involves performing supervisory and/or routine para-professional tasks in a university or other agency library. Work includes supervising a group of clerical or student employees engaged in library operations, and/or performing technical activities requiring specialized knowledge of library operations within the employee's functional area. Duties include performing bibliographic searches; routine descriptive cataloging; restructuring or reformatting records; maintaining library master serial, acquisitions or other comparable records; providing basic informational assistance to patrons; and/or maintaining and coordinating a catalog cross reference system in a department or unit. Supervision may be exercised over a small sized group of clerical or student employees performing moderately complex library functions, or a larger group of employees performing more basic functions. Work is performed under the immediate supervision of a librarian, higher level library assistant, or library associate, and is reviewed for adherence to established practices while in progress or upon completion.

EXAMPLES OF WORK PERFORMED

Directs routine functions of a small branch library or other small unit in a university library, or of a small technical/professional library unit in another state agency library; assigns and reviews the work of subordinates.

Performs bibliographic searches, descriptive cataloging, and maintenance of library master records, generating, interpreting, modifying, updating, and verifying bibliographic data according to local and national standards.

Restructures and reformats library records, utilizing standard bibliographic tools such as the National Union Catalog, Books in Print, and specialized or foreign language catalogs and bibliographies.

Provides basic informational assistance to patrons, utilizing standard sources of information such as indexes, handbooks, and encyclopedias.

Maintains a small card catalog within a branch or unit.

Performs related work as required.

REQUIRED KNOWLEDGES, ABILITIES AND SKILLS

Knowledge of routine library techniques, methods and procedures.

Knowledge of sources and procedures used in bibliographic searching, descriptive cataloging, master records and reference.

Ability to interpret manuals and oral instructions pertaining to library duties.

Ability to establish and maintain effective working relationships with patrons and other library personnel.

Ability to interpret and accurately alter bibliographic structure, format and components.

EDUCATION AND EXPERIENCE

Three years of library work experience. College study may be substituted for library experience at the rate of 28 semester hours for one year of experience.

NECESSARY SPECIAL REQUIREMENTS

Certain positions require applicants to have a reading and writing knowledge of a specific foreign language, or knowledge of a specialized subject area.

3/78

DEAN OF THE LIBRARIES' COLLECTION DEVELOPMENT COMMITTEE

Minutes

April 4, 1978

Present were: Anderson, Burnette, Carvalho, Clark, Gates, Howard, Howey, Jerkovich, Jones, Lee, McDonough, Malinowsky, Miller, Morrison, Parker, Ranz, Richardson (both), Sheldon, Soutar.  
Guest: M. Griffin.

There were no corrections to the minutes of March 14, 1978.

Announcements:

- Marilyn forwarded a reminder from Sandy that Spencer is a building with four departments, so mail should be specifically addressed.
- Bibliographers should begin considering proposals for year-end fund requests. These requests have traditionally been for "large ticket" items, though what is considered "large" varies from department to department. Two possible sources for such funds are the Libraries' own budget fragments and the year-end funds from Academic Affairs; but no estimate of the amount of money, if any, is available. Bibliographers should a PR, a brochure (or something) and a short statement of importance for each requested item to Roger.
- Joe Hewitt has a serials list arranged by call number (both Dewey and LC) at his desk in Serials for anyone who is interested in seeing it.

Agenda items:

1) Peggy passed out a revised Procedure for Handling Serials Requests Reaching Copyright Limits, which had been drawn up by the appointed subcommittee (M. Griffin, Miller, Morrison, K. Neeley and Jeanne Richardson) (see attached sheet). Ted suggested that the word "refer" replace "consult" in point 2, so that it was clear that the bibliographer had the final decision. Marianne elaborated on point 6, saying that "appropriate procedures" would include:

1. getting the requested item(s) from K-State, Linda Hall or KU Med, when possible; or
2. getting the item from some copyright clearing house on a deposit account.

Marianne promised to refer any unhappy patrons to the appropriate bibliographer. Gene asked if copyright journals had priority over other subscription requests - it depends. Rosemary asked if bibliographers should hold on to some of their serials money for copyright problems - it's up to the bibliographer. The Committee accepted the revised version of the procedure.

2) Kent reported on the Newspaper Collection Development Policy. Sandy had sent some suggestions for its expansion, such as some mention of the Bond collection in Spencer. She also suggested collection level statements be added to the policy; she proposed level A for international newspapers, level B for national ones and level D for those indexed in source books. The adoption of the basic document, including all of Sandy's comments except the level designations, was moved, seconded and passed. The level designations will be discussed later.

3) Linda presented the report of the Budget subcommittee (see attached sheets). She explained that the subcommittee was not aiming for radical changes but only looking at the overall picture to see what modifications might help. The subcommittee looked into formula funding but discarded it because it assumed that every area had a common need and because it made no allowances for historical precedence or areas of specialization. In addition, there were many problems with the questionnaire distributed to bibliographers, both in the questions asked and the answers given. Therefore, the subcommittee attempted to develop a set of guidelines which are reflected in the hypothetical budget statement. This statement is in no way meant to be definitive, but it brings out several points in the discussion of any budget plan.

A) Freezing academic departmental allocations.

There was concern expressed, most cogently by Gene, that the Library not attempt or seem to attempt to preempt the faculty's book selection activities. One problem lies in the image of the Library competing with the faculty for funds. Another problem concerns the bibliographers who do not have access to departmental funds in their areas. Dean Ranz suggested that the Library might increase all departmental allocations except the intractable ones. Clint remarked that perhaps a clearer definition of what departmental funds may be used for (e.g. retrospective or high priced materials) might help alleviate some problems. Kent pointed out that if we increase departmental allocations, something else will not receive any increase to make up the difference.

B) Expanding the Current English fund.

The questionnaires revealed a widespread interest in broadening the scope of the Current English programs. Joe wondered if a \$50,000.00 increase in the funding would be sufficient to cover the newly included areas. Ted remarked that at an average expenditure of \$22,000 a month (from Roger's report of February, 1978), the hypothetical allocation for Current English would barely be enough to cover the non-expanded program. Roger replied that much of that average expenditure was for discretionary purchases, which should decrease as the collection improves.

C) Establishing general bibliographer funds.

Martha and Roger both remarked that new descriptions of who has access to these general funds would certainly be necessary. Linda explained that the splitting of General funds into three categories came as a response to bibliographers' requests for more money for discretionary purchasing. Individual bibliographer funds present major problems -- the bookkeeping alone would be ghastly, the allocation by bibliographer might be difficult, and the vision of each subject having both an academic departmental allocation and a library allocation might damage the important Library-faculty cooperation. The equal distribution of this hypothetical fund was also discussed. Ted, who had done some research on the matter, reported that among 1976 publications, 35 percent were in the Humanities, 25 percent in the Social Sciences and 11 percent in the Sciences. Jeanne replied that though the Sciences needed fewer retrospective monographs in general, the History of Science needed many, as do the fields of clinical study on campus. Also science books often cost much more than others.

Jim Ranz remarked that in general the Library should probably create a single clear and logical budget structure for purchases instead of

encouraging the variety of sources possible for funding each request. This would give the Library greater knowledge about the money it spends in any area. Ted agreed, saying that we need to streamline the budget system in the light of the new bibliographer system.

D) Increasing the New Serials Titles funds.

Marilyn pointed that the hypothetical budget statement contained an error in the Serials portion; the figures listed are the base figures for the Serials Department, not the allocations of last year, which were \$16,000 for the NST funds and \$4000 for continuations. Since the answers to the questionnaire on the serials issue turned out to be useless, the figure given in the hypothetical budget is a plain-and-simple guess of possible serials needs. As Jim pointed out, this increase does not really give new serials titles a high priority position in the budget, though it does allot 25 percent of the total Library increase to NST needs. Clint requested that some system be devised for the purchase of back issues of serials being placed on subscription. Bob added that some back runs might be more economical in microfilm than in hard copy. The decision might be left to Kent.

E) Miscellaneous.

1. Martha noted that last year's budget gave the Kansas Collection and Special Collections an increase in order to pay for the purchase of duplicates of Watson purchases. This system has not been followed throughout the year, though the Kansas Collection seems to be acquiring fewer duplicates. Martha requested that the CDC consider the problem when it considers increases in these Library department funds.

2. Roger remarked that more study needs to be made of those areas which do not benefit primarily from the current publications programs, that is, those areas which need retrospective monographs or serials, foreign language materials not covered by the present plans, or non-book materials, like maps or music scores.

3. The actual amount of the budget remains unknown. Several weeks ago Jim heard that the \$100,000 for OCLC was 90 percent assured; then he heard it had been dropped from the budget request entirely; then he heard that it was still under consideration.

Further budget considerations will be on the agenda for the next CDC meeting. Bibliographers should let Marilyn know which general topics they are interested in discussing.

Roger closed the meeting by announcing that Loren Kenyon and John Grantier from Coutts would be at KU on Monday, April 10. Those bibliographers interested in speaking to these men, neither of whom is the selector of materials for the Library, should notify Roger. John Secor from Yankee Book Peddler is on campus today.

The next CDC meeting will be Tuesday, April 18.

*Peggy Morrison*

SPECIAL INTEREST ITEMS--GENERAL CONFERENCE PROGRAM

Kansas City, June 11-15

Monday, June 12

11 AM - noon

Second General Session  
Copyright

8:30 PM - 10

Scholarship Event  
Jazz Band/Radisson-Muehlebach Hotel  
Beer and Snacks

Tuesday, June 13

11 AM - noon

Fourth General Session  
White House Conference

Wednesday, June 14

7 PM - 10

Awards Banquet

PRELIMINARY SCHEDULE FOR THE KANSAS CITY CONFERENCE  
SOCIAL SCIENCE DIVISION

Sunday, June 11

10:00 PM - Midnight

Open House, Division Suite  
(check bulletin boards for location)

Monday, June 12

Noon to 2 PM

Division luncheon program: "Impact of Libraries  
on Data Bases"  
Anita Schiller, University of California, San Diego  
(see Wilson Library Bulletin, January, 1978, pp. 382-  
385 and Library Journal, February 15, 1978, pp. 439-  
441 for mention of Ms. Schiller's participation in  
University of Pittsburgh's 1977 conference on "The  
On-Line Revolution in Libraries")

2:00 PM - 3:30

International Relations Section program/business  
meeting:  
"Latin American Reference Sources"  
Moderator: Muriel Regan, Rockefeller Foundation  
Speakers to be announced.

2:00 PM - 3:30

Legislative Reference Section joint program with  
Education Division:  
"Problems in Communication"  
Dr. George Shapiro, University of Minnesota  
(Dr. Shapiro is one of the speakers at the morning  
General Session)  
Reactor Panel:  
Mrs. Gladys Mills, Education Commission of the States,  
Denver, and  
Mrs. Ethel Auster, Ontario Institute for Studies in  
Education, Toronto

3:30 PM - 5:00 Urban Affairs Section program/business meeting:  
"The Personal Computer: Can it Improve Information  
Delivery Systems?"  
Moderator: Marjorie Ng, Association of Bay Area  
Governments, Berkeley  
(business meeting: 3:30-4:00, program meeting:  
4:00-5:00)

10:00 PM - Midnight Open House, Division Suite

Tuesday, June 13

7:15 AM - 8:45 Social Welfare Section business/breakfast meeting

7:15 AM - 8:45 Legislative Reference Section business/breakfast meeting

2:00 PM - 4:00 Division program/panel: "Legal Services and Material  
in Social Science Libraries"  
Moderator: Joseph Benson, Chicago Transit Authority  
Diane Witkowski, Schiff, Hardin and Waite, Chicago  
"Law Librarian's Service to Other Special Libraries"  
Anita Head, Law Librarian, University of Kansas, Lawrence  
"What Legal Materials are Useful and/or Necessary  
for a Social Science Library?"  
Stanley J. Bougas, Director, Library, U.S. Department  
of Commerce: "Should the Law Collection be part of  
and Operated by the Corporate Library or Organized  
as a Separate Entity?"

4:15 PM - 5:30 Division business meeting

5:30 PM - 7:00 Joint open house with Education Division/cash bar

Wednesday, June 14

2:00 PM - 5:00 SLA Committee on Positive Action for Minority Groups  
joint sponsorship program:  
"Negotiating Career Ladders Through Affirmative Action"  
Moderator: Rita Sparks, University of Detroit  
De Witt S. Dykes, Professor, Oakland University  
"Information Sources and Recruiting Methods for  
Affirmative Action"  
Leon Hardiman, Manager, Affirmative Action Plans,  
Chrysler Corp. "How to Implement an Effective  
Affirmative Action Program in an Organization"  
EEOC representative-name to be announced  
"Update of Federal Affirmative Action Regulations"  
Dorothy Carrington, Affirmative Action Officer,  
Illinois State University, "Problems in Upward  
Mobility for Women Managers"

Thursday, June 15

AM and early PM

10:15 AM Field Trip - Harry S. Truman Library, Independence  
Arrival at Library

11:30 AM Benedict K. Zobrist, Director, Harry S. Truman  
Library, "Presidential Libraries"

12:30 PM Departure

1:00 PM Luncheon: Stephenson's Apple Orchard  
(after lunch return to Kansas City)

KANSAS CITY HERE WE COME  
*Publishing Division*

Your conference planning committee has been at work, with the great assistance of our local representative, Marsha Hobson (Medical Librarian at St. Lukes Hospital in Kansas City) planning events which we hope will provide you with information and enjoyment during the 1978 Kansas City Conference. Here is our tentative schedule:

SUNDAY, June 11, 1978

From 9 p.m. until midnight cocktails, reunion, and small talk will be available in the Division Suite, which we'll be sharing with Picture Division this year.

MONDAY, June 12, 1978

Noon - 2 p.m. -- Division Business Meeting. This will be a dutch-treat lunch at a local restaurant.

2 - 4 p.m. -- COST BENEFIT/COST EFFECTIVENESS ANALYSIS IN SPECIAL & ACADEMIC LIBRARIES . This program, co-sponsored with the Business and Finance, Food & Nutrition, and Library Management Divisions, will feature Dr. Ferdinand Leimkuhler (Purdue University) and include discussion of specific techniques by users and reactors from the field.

TUESDAY, June 13, 1978

Noon - 2 p.m. -- BOOK & AUTHOR LUNCHEON. Our speaker is Thorpe Menn, Kansas City book reviewer. This will be a ticketed event; be certain to sign up for it.

10 p.m. to midnight -- Division Suite Open

WEDNESDAY, June 14, 1978

2 - 5 p.m. -- LAW AND THE VISUAL ARTS. This program will be co-sponsored with Picture, Newspaper and Advertising & Marketing Divisions and will be concerned with application of the new copyright law to visual material. Speakers will include a lawyer and experienced librarians.

10 p.m. - midnight -- Division Suite Open

THURSDAY, June 15, 1978

9:30 a.m. - 4:30 p.m. -- Publishing Division Field Trip. We'll board a bus for Topeka Kansas where we'll enjoy a tour of Josten's American Yearbook Company. They will show us the book manufacturing process, from setting of type through printing and binding. The tour will include a dutch-treat lunch at a Topeka restaurant.

This will be a ticketed event; be certain you make a reservation for it.

As chair of the planning committee I want to express personal thanks to our hard-working group: Ron Coplen (Harcourt), Jean Mester (H.W.Wilson), Madeline Cohen (McGraw Hill), and Connie Kelley (Univ. of Virginia), as well as Ruth Burns (Franklin Mint), our Picture Division liaison.

Sandy Paul, Chair

# FYI

## University of Kansas Libraries

NUMBER 444

April 20, 1978

---

### PERSONNEL:

Mary (Polly) Trillich, Associate Catalog Librarian III, will retire from the library staff on June 17. Since joining the Libraries in 1961, she has held a half-time appointment in the Catalog Department, and has for several years taught one of the honors discussion courses in the University's Western Civilization Program. Best wishes to her in retirement.

Jack Brewer has been appointed Clerk Typist II in Cataloging effective 4/18/78.

### OPENINGS

Application deadline for the position of Library Assistant II in Circulation has been extended. Staff members interested in making application for this position should contact Nancy Shawbaker or Mary Green no later than Tuesday, April 25.

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

### MEETING REMINDER

Margy Gadd will meet with the library staff at 3:30 p.m. Wednesday, April 26, in Spencer Auditorium, to discuss the new library job series. All interested staff are invited to attend.

### APPLICATIONS DUE FOR SUMMER TUITION ASSISTANCE

Applications for summer tuition assistance are due May 1 in the Executive Vice Chancellor's office, 231 Strong. Applications for the fall semester are due August 5. Forms for this purpose are available in the library office.

### SLA:

Attached for your information is the program of another Division; information on SLA Seminars; and registration information for the conference.

KULSA

KULSA announces its second TGIF party at the club house (by the pool) at Quail Creek, which is just north of the intersection of Kasold and 23rd street. The party will take place on April 28th, after 5:00, until 7:30 p.m. Hors-d'oeuvres, cheese dip, some munchies, spiced tea and a fire by which to roast one's marshmallows (provided) will be on hand. BYOB and your favorite munchies. All staff, spouses, friends, pet rocks invited.

Please! Give us another Friday!



KLA

The Kansas Library Association meeting will be held on April 23-25 at Wichita. Staff members who plan to attend KLA and who need transportation should contact Nancy Shawbaker.

GREETINGS FROM THE BFD CHAIRMAN

KANSAS CITY CONFERENCE

Plans are pretty much settled for the Kansas City "Management for Change" Conference (June 11-15, 1978). The entire Conference program looks great and our own Division program promises to be worthwhile:

<u>Sunday (June 11)</u>	- 10:00 - 12:00 p. m.	BFD Open House - Division Suite
<u>Monday (June 12)</u>	- 7:15 - 8:45 a. m.	Standard and Poors Hosts BFD Breakfast
	11:30 - 1:30 p. m.	Bank Libraries Circle Luncheon
	2:00 - 4:00 p. m.	"Cost-Effective Management" (Co-sponsored with Library Management Division and others)
	4:00 - 6:00 p. m.	College and University Business Libraries Circle
	10:00 - 12:00 p. m.	BFD Open House - Division Suite
<u>Tuesday (June 13)</u>	7:30 - 9:00 a. m.	College and University Business Libraries Circle Continental Breakfast
	9:00 - 11:00 a. m.	"U. S. Government Publications in Business Research," sponsored by Public and Government Business Libraries Circle

U

- Tuesday (June 13) - 1:00 - 3:00 p. m. Business Libraries Circle  
(Continued) - Discussion topic:  
"Management Problems  
in Business Libraries"
- 3:30 - 5:00 p. m. BFD Annual Business  
Meeting
- 5:00 - 6:00 p. m. Wine and Cheese for BFD  
hosted by Disclosure,  
Inc. (limit of 150 people)
- 10:00 - 12:00 p. m. BFD Open House -  
Division Suite
- Wednesday (June 14) - 2:00 - 5:00 p. m. "Current Issues in  
Management Workshop"  
(Co-sponsored with SLA  
Positive Action  
Committee)
- 3:30 - 5:00 p. m. "Evaluating Networks"  
(Co-sponsored with SLA  
Networking Committee)
- Thursday (June 15) - 9:30 a. m. - Field Trip (limit of  
4:00 p. m. 40 people)
- Auction Center  
Board of Trade  
Seville Square (for free-  
lance, Dutch-treat lunch  
and sightseeing)

If you have ideas to make our program more exciting and interesting, please write or call me - or, if a Circle program, write or call the appropriate coordinator (see page 41 for addresses and telephone numbers).



## Special Libraries Association 1978 Continuing Education Seminars Kansas City, Missouri

The seminars are offered on Sat/June 10 and Sun/June 11. Five are one-day sessions and one is a two-day session. The hours on both days are 9:00 a.m. to 4:30 p.m. All are scheduled in Kansas City, Missouri at the Kansas City Convention Center (near the Radisson Muehlebach Hotel).

The maximum number of registrants for each seminar is included in the course descriptions in this brochure. Advance registration must be received by May 5, 1978. Registrations will be accepted on a first come, first served basis.

SLA Continuing Education Seminar Certificates will be available for all CES registrants at the end of each seminar. They will not be available at any other time.

**Registration information:** 1) SLA Conference registration is a requisite for enrollment in an SLA Continuing Education Seminar. 2) Write the desired Seminar Number on the Education Seminar line of the enclosed Conference Registration Form. Be sure to include an alternate Education Seminar in case your first choice is overenrolled.

<b>One-Day seminars:</b>	SLA Member — \$ 45.00
CE.01, CE.02, CE.03, CE.04 and CE.05	Nonmember — \$ 60.00

<b>Two-day seminar:</b>	SLA Member — \$ 85.00
CE.06	Nonmember — \$110.00

These fees are in addition to the Conference registration fee. The seminar registration fee includes lunch and morning and afternoon coffee.

U.S. Treasury Regulation 1.162-5 permits an income tax deduction for educational expenses (registration fees and cost of travel, meals and lodging) undertaken: 1) to maintain or improve skills required in one's employment or other trade or business, or 2) to meet express requirements of an employer or a law imposed as a condition to retention of employment, job status or rate of compensation.

For additional details see Publication 508, "Tax Information on Educational Expenses," 1978 ed., Department of the Treasury, Internal Revenue Service. This publication is available free at all local IRS Offices.

### CE.01 Interpersonal Relations

**Instructor: Barbara Conroy**

Educational Consultant  
Tabernash, Colorado

Visiting Professor

Department of Library and Information Services  
University of Toledo  
Toledo, Ohio.

The seminar will introduce registrants to the psychological theories of interpersonal relations. The work of Rogers, Argyris and others will be the focus of the theoretical framework. Following this presentation, participants will apply their theoretical understanding to actual problem situations using the case study method. The group involvement permits registrants to assess their strengths and weaknesses in situations which demand interpersonal interaction. In addition, the role playing experience and the instructor's guidance will assist individuals in improving their process of problem solving both in one-to-one and group situations.

The seminar is intended especially for those whose library staff exceeds ten or who have direct personnel responsibility or who are members of a management team, task force, or committee.

Full day attendance is required. Course limit is 25.

### CE.02 Micrographics State-of-the-Art

**Instructors: Don M. Avedon**

Vice President, Research and Development  
Microfilming Corporation of America  
Glen Rock, New Jersey

Formerly, Technical Director, National Micrographics Association

**Frank I. Bolnick**

President, Microfilm Sciences Corporation  
Formerly, Vice President, Dalto-Electronics Corporation;  
Director of Engineering, Fairchild Camera and Instrument

**Bonnie Canning**

Technical Coordinator  
National Micrographics Association  
Silver Spring, Maryland

Microforms are fast becoming formats used by libraries and other organizations. The seminar will explore the field of micrographics concentrating on two issues. First, the seminar will cover the fundamentals of micrographics—the variety of forms and their advantages and disadvantages; the cost factor; when and if to convert to micrographics; and the condition of materials for transformation. Second, the instructors will review the state of the art—processes now in use; current equipment; uses in various institutions; and regulations concerning use of microforms. The questions of interfacing computers, microfacsimile, work-processing, and other systems will also be addressed. The examples and illustrations will concentrate on the applications of micrographics in the library field.

In addition, the future of micrographics and the anticipated effects for librarians will be discussed.

The seminar is intended for those whose libraries or organizations are in the process of converting materials to microforms or are planning/discussing the feasibility of such a policy.

Course limit is 50.

### CE.03 Zero-Base Budgeting

**Instructor: Anne G. Sarndal**

Associate Professor of Business Economics & Finance  
Faculty of Business, McMaster University  
Hamilton, Ont., Canada

The seminar will cover the budget process emphasizing the Zero-Base Budgeting System. The major topics are: 1) the process of developing decision packages and 2) ranking decision packages. These topics encompass: preparing detailed analysis of functions, alternatives, cost trends, work loads, and effectiveness. The instructor will present a case study illustrating many of the budgetary problems which librarians face. Participants will have the opportunity to apply their theoretical knowledge by solving one of the budgetary problems in the case study. The seminar will close with an analysis and discussion of the solutions proposed by the students.

This seminar is designed to assist librarians responsible for budget preparation to: 1) improve their own budget preparation; and 2) better understand the total budget process of their organization.

Participants are encouraged to bring pocket calculators.  
Course limit is 80.

### CE.04 Time Management

**Instructor: Jeffrey C. Susbauer**

Associate Professor  
Department of Management and Labor  
Cleveland State University  
Cleveland, Ohio

The seminar reviews the scientific theories of time management and relates these theories to planning a manager's work day. Theories concerning time and motion study, work measurement and work simplification will be discussed. The instructor together with the participants will apply these theoretical concepts to typical library activities. The instructor and class will examine the major responsibilities of various library positions, analyze a typical work week for those positions, and examine the channels of communications affecting those positions. This knowledge will assist librarians in identifying and eliminating time wasting activities and in adjusting schedules to create hours for decision making, planning, and evaluation.

This course is general in nature and applicable for most librarians. Head librarians or managers should find the course particularly helpful as well as those librarians whose organizations engage in time and motion analysis.

Course limit is 75.

### CE.05 Grantsmanship

**Instructor: Virginia White**

Editor, *Grants Magazine*

Author, *Grants: How to Find Out About Them and What to Do Next*.

Formerly, Director, Office of Sponsored Research, Graduate School and University Center, City University of New York, New York.

The seminar defines grants, contracts, project identification, and basic sources of information on potential funding organizations. The instructor will discuss selection of most likely funding sources, including private foundations, private corporations, and government agencies. Problem areas, including coordination within an institution where work will be done; indirect cost rates; cost sharing; compliance with regulatory requirements for Affirmative Action, human subjects, animal subjects, patent agreements, as well as others, will be examined.

The instructor will explain the elements which comprise a proposal: cover sheet, abstract, project description, justification, accompanying documents regarding credentials of professional staff, certifications, and budget.

The seminar will close with a discussion on agency and/or organizational review of proposals; how decisions are made; site visits; peer review systems; what to do if your application is turned down.

The seminar is designed for librarians employed in not-for-profit organizations interested in preparing grant proposals.

Course limit is 75.

### CE.06 Space Planning and Practical Design for Special Libraries

**Instructors: Aaron Cohen**

Architect and Library Consultant  
Aaron Cohen and Associates  
New York, New York

**Elaine Cohen**

President  
Elaine Cohen Associates  
Croton-on-Hudson, New York

The seminar concentrates on space planning and interior design for libraries. Topics include pre-planning, structural requirements, floor planning, type and layout of furniture and materials, lighting, color, acoustic considerations. Participants will survey with the instructors obsolescence reports documenting current conditions and explaining projected changes. An integral part of these reports will deal with in-depth cost analysis for library renovations.

The instructors will also discuss and suggest formats for librarians preparing space plans and projected space needs reports for consideration at the corporate level.

Participants should bring their own space plans. The instructors, with the class, will critically review a representative sample of these plans.

The seminar is intended for those interested in construction, design, and space allocation. Librarians in the midst of space planning, renovations, or expansion will find this seminar especially helpful. Some familiarity with architectural and construction plans would be helpful.

Course limit is 35. This is a two-day seminar.

# Special Libraries Association



## Registration Fees

Member	Advance Registration	\$45.00
	At Conference	55.00
	One-Day Registration	25.00
Non-Member	At Conference	65.00
	One-Day Registration	40.00
Student Member		5.00
Retired Member		5.00
Family-Accompanying Person		5.00

## Registration & Ticket Desk Hours

H. Roe Bartle Exposition Hall  
Kansas City Convention Center  
Level Two, East

Fri/June 9	2:00 p.m.-6:00 p.m.
Sat/June 10	8:00 a.m.-6:00 p.m.
Sun/June 11	8:00 a.m.-6:00 p.m.
Mon/June 12	8:30 a.m.-4:30 p.m.
Tue/June 13	8:30 a.m.-4:30 p.m.
Wed/June 14	8:30 a.m.-3:00 p.m.

Radisson Muehlebach Hotel  
Mezzanine Level

Thu/June 15	8:30 a.m.-10:00 a.m.
-------------	----------------------

## SLA Employment Clearing House

Sun/June 11	1:00 p.m.-5:00 p.m.
Mon/June 12	9:00 a.m.-5:00 p.m.
Tue/June 13	9:00 a.m.-5:00 p.m.
Wed/June 14	11:00 a.m.-4:00 p.m.

## Exhibit Hours

Sun/June 11	Noon-7:00 p.m.
Mon/June 12	9:00 a.m.-4:30 p.m.
Tue/June 13	9:00 a.m.-4:30 p.m.
Wed/June 14	9:00 a.m.-4:30 p.m.

# FYI

## University of Kansas Libraries

NUMBER 445

April 27, 1978

---

### PERSONNEL:

Craig Sandusky, Library Assistant I in Cataloging, resigns effective 5/9/78.  
Robin Hembree, Clerk III in Serials, resigns effective 5/17/78.

Ann Hagedorn, half-time Assistant Special Collections Librarian I, will begin duties as full-time Assistant Catalog Librarian I with the Catalog Department effective 6/1/78.

Library staff interested in making application for the following positions should contact Nancy Shawbaker or Mary Green no later than Tuesday, May 2:

Library Assistant I, Catalog Department  
Clerk III, Serials

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

### JOB SATISFACTION SURVEY TO BE ISSUED

During the current week or the first week of May, a job satisfaction survey will be issued to all classified employees at the University's Lawrence campus. The Office of Training/Development in Central Personnel Services and two professors from the School of Business are conducting the survey to 1) collect management data which would enable the University to better provide for its classified employees and 2) identify areas needing administrative attention. All classified employees will receive a copy of the survey through campus mail. Some time after the surveys have been distributed, selected classified employees will be interviewed. While individual anonymity will be protected, results of the survey will be released to members of the University community after thorough analysis has been completed. Classified employees are urged to complete and return the surveys, and to contact Ola Faucher (864-4942) if they have any questions.

### EXTENDED HOURS REMINDER

Extended hours for the Libraries begin May 1 and end on May 17. Please consult the library schedule of open hours for departments which are affected.

### DYCHE READING ROOM

The Dyche Reading Room will be open to the public the following hours beginning April 24.

9:00 a.m. - 6:00 p.m. Monday-Friday  
9:00 a.m. - 5:00 p.m. Saturday  
2:00 p.m. - 6:00 p.m. Sunday

### KULSA BUFFET

The last KULSA Buffet till next fall will be held May 3 at 12:00 in the Staff Room. Please help us make this the best Buffet of the Year.

#### SNYDER BOOK COLLECTING CONTEST

This years Snyder book collecting awards were presented last Friday and the winning collections will be on show in the Kansas Collection in mid-May. The undergraduate winner was Jonathan Paretsky, Student Assistant in Serials.

The contest was organized this year by Peggy Morrison and Cliff Haka.

#### LFA ASSEMBLY MEETING

There will be a meeting of the Library Faculty Assembly on Tuesday, May 9th from 9:00 a.m. to 10:30 a.m. in Room B-28. The business of the meeting will be as follows:

1. reports from the Nominations Committee, the Committee on Budget and Planning, the Professional Development Committee, the Facilities Planning Committee, the ad hoc committee on salaries, and the Library Committee on Promotion and Tenure.
2. Report on communications with the University administration regarding librarians' salaries
3. acceptance or rejection of the Adjunct Bibliographer proposal
4. report on the distribution of merit salary increases

#### OFFICE SUPPLY REQUESTS

Requests for general office supplies, distributed on Wednesday mornings, will be reviewed each week by Martha Tiday. Some quantities may have to be reduced depending upon funds available for the remainder of this fiscal year. Your cooperation in making conservative requests for office supplies would be greatly appreciated. Thank you.

#### SUMMER WORK-STUDY REFERRALS

Joan Sherwood, Student Financial Aid office in Strong Hall, will be issuing summer Work-Study referrals starting May 1. Students that are to be appointed on the Work-Study program from 5/18/78-8/17/78 should pick up a referral from Joan Sherwood. These forms must be submitted to the Dean's Office on or before May 18 to be effective on that date.

#### ADMINISTRATIVE CONFERENCE

The Administrative Conference meeting for May 4 has been cancelled. The next meeting will be May 11, at 10:30 a.m. in B-28.

#### SABBATICAL LEAVE

The Sabbatical Leave Proposal is on the agenda of the May 4 Senate Meeting. It has been referred from SEN-EX to the full Senate. If approved, the guidelines for awarding Sabbaticals as well as the method of counting awards toward the 4% ceiling will change.

In the past, sabbatical awards have been heavily weighted toward research. Although there are a number of Librarians who have the 7 years of service required only one has received a sabbatical. Librarians are encouraged to attend. The meeting is in Baily Hall, Room 203 at 3:00 p.m.

CHANGES IN BLOCK LIST

Due to slight changes in the T classification schedule, a portion of the TP section of the block list required updating. These changes are indicated in braces on the accompanying page from the block list.

If anyone needs extra copies of the block list, please contact the Cataloguing Dept.

D.L.P.

SOFTBALL!

There will be a softball game on Saturday, April 29, from 12:30 until 3:30 at Hillcrest School, weather permitting. All Library staff and student employees are invited. Teams will be chosen from among those present.

CDC:

Attached are the minutes of the April 18 meeting of CDC.

KULSA

KULSA announces its second TGIF party at the club house (by the pool) at Quail Creek, which is just north of the intersection of Kasold and 23rd street. The party will take place on April 28th, after 5:00, until 7:30 p.m. Hors-d'oeuvres, cheese dip, some munchies, spiced tea and a fire by which to roast one's marshmallows (provided) will be on hand. BYOB and your favorite munchies. All staff, spouses, friends, pet rocks invited.

Please! Give us another Friday!



TK9900-9971	Marvin	Electricity
TL1-12	Marvin	General motor vehicles
TL15	Science	History of motor vehicles
TL21-124	Marvin	General motor vehicles
TL139-144	Science	History and biography of motor vehicles
TL145-514	Marvin	Motor vehicles and general aeronautics
TL515-516	Science	History of aeronautics
TL521-532	Marvin	General aeronautics
TL539-544	Science	History and biography of aeronautics
TL545-4045	Marvin	Aeronautics
TN1-13	Marvin	General mineral industries
TN15-19	Science	History of mineral industries
TN21-124	Marvin	General mineral industries
TN139-144	Science	History and biography of mineral industries
TN145-580	Marvin	Mineral industries
TN600-612	Marvin	General metallurgy
TN615-620	Science	History of metallurgy
TN621-799	Marvin	Metallurgy
TN800-997	Marvin	Coal, building stones
TP1-12	Marvin	General chemical technology
TP15-20	Science	History of chemical technology
TP21-124	Marvin	General chemical technology
TP130-144	Science	History and biography of chemical technology
TP145-197	Marvin	Chemical technology
TP200-310	Science	Chemical industries, explosives
TP315-365	Marvin	Fuels
TP368-699	Science	Foods processing and manufacture and Fermentation industries. Beverages. Alcohol
TP700-770	Marvin	Illuminating industries (nonelectric)
TP785-949.95	Art	Clay industries. Ceramics. Glass.
TP950-1185	Science	Perfumes, plastics

MINUTES OF THE ADMINISTRATIVE CONFERENCE, April 20, 1978

The Administrative Conference met at 10:30 a.m. in B28 Watson with John Glinka presiding. Those attending were Maria Alexander, Roger Anderson, Ellen Brow, Gene Carvalho, Marilyn Clark, Earl Gates, Mary Green, Sherry Hawkins, Debbie Hodges, Marion Howey, Eileen McGrath, Kent Miller, Pat Mimeau, Dave Passmore, Bonnie Postlethwaite, Jeanne Richardson, Lola Seymour, Nancy Shawbaker, and Maxine Younes. Jim Ranz joined the meeting intermittently.

Nancy Shawbaker announced that she had met with Joan Sherwood and attended one of the seminars on work study student assistant allocations. The Library will receive a set number of hours and a corresponding dollar allocation based on the minimum wage. Students approved for work study will be assigned a work-study earnings limit. Shawbaker estimated that the major change in work study allocation will be a somewhat tighter reporting structure than has been required under the current system. In discussion which followed Shawbaker's report, Bonnie Postlethwaite suggested that the 20% workstudy funding within each library department's allocation be identified separately for ease of monitoring. Shawbaker noted that student assistant advertising will continue in the same pattern as now used. She and John Glinka have been reviewing departmental allocations and will be getting notices of remaining monies for this fiscal year sent out to departments. Library departments will be asked to notify the library office immediately if underspending of student allocations is anticipated.

Dave Passmore announced that, until LC's anticipated production of romanized cards in 1981 or 1982, it has been decided that KU will continue producing romanized sets of catalog cards from OCLC for the main library catalog and a manually-produced set for the East Asian Library catalog.

Eileen McGrath introduced a discussion of a proposed loan policy change (see attached). She had met with the Senate Libraries Committee and received their request to revise the lending code. The proposed revision is an attempt to equalize borrowing privileges, to develop an enforceable policy, and to increase accessibility of materials to all library users. In discussion which followed, Ellen Brow advocated a longer loan period for faculty and graduate students than that provided for in the proposal, with strict enforcement upon recall of material. She also anticipated strong resistance from faculty against having to bring materials back to the Libraries for renewal at 3 week intervals. Jeanne Richardson noted that science faculty whom she had consulted had considered the shortened faculty loan period to be adequate. Earl Gates and McGrath, for music faculty and Senate Library membership respectively, concurred in that assessment. Marilyn Clark advocated more equalization of loan privileges than the current system affords, while Maria Alexander suggested that teaching and research needs demand extended loan periods in certain disciplines. McGrath noted that a survey of ARL Libraries in 1977 disclosed that 52% of the libraries have a 4-week loan period.

The meeting was adjourned at noon.

Mary Green

Comparison of Three Loan Policies

1. Legitimate borrowers and their loan periods

	Present policies	Draft #1	Draft #2
KU faculty	4mo. loan recalls after 3wks no general book return	4 wk. loan recalls after 2 wks general book return once a yr.	3wk. loan recalls after 3 wks. no general book return-books must come back when due.
Regular KU students	3wk loan recalls after 3 wks	4 wk. loan recalls after 2wks.	3wk. loan recalls after 3 wks.
KU Ph.D. candidates who have passed comprehensive exams	4mo. loan recalls after 3wks.	same as all other students	same as all other students
KU staff	same as KU students	same as KU students	same as KU students
State Residents, students and faculty at other Regents-sup- ported insitutions, students at private schools in the state	3wk loan immediate recalls if book is needed by KU person	4wk. loan immediate recalls if book is needed by KU person	same as under present policies
State high school students	3wk. loan immediate recalls if book is needed by KU person	no borrowing privileges	no borrowing privi- leges

2. Fines and Lost Book Charges

	Present policies	Draft #1	Draft #2
Fines on regular circulation books	25 cents per day not assessed on faculty	none	none
Fines on short-term loans	30 cents for 1st hr. 15 cents each additional hr. \$8.00 limit not assessed on faculty	25 cents per hr. \$10.00 limit not assessed on faculty	same as Draft #1

2. Fines and Lost Book Charges (cont'd)

	Present policies	Draft #1	Draft #2
Fines on recalled books	same as fines on short-term loan items. rarely assessed	\$1.00 per day \$25.00 limit assess on all	same as draft #1
Lost book charges	Cost of book plus \$5 processing fee and binding fee if appropriate. rarely assessed to faculty	Cost of book plus \$10 processing fee and binding fee if appropriate assessed to all classes of borrowers	same as draft #1

3. Timing and Types of Notices

	Present policies	Draft #1	Draft #2
Overdue notices	2wks. after book is due. Not sent to faculty	1wk. after book is due. Send to all bor- rowers.	same as draft #1
Fine notices	sent after overdue book is returned. Not sent to faculty	Sent only when late recalls or short-term loan books are returned. Faculty receive only recall fines.	Same as draft #1
Lost book bills	sent 30 days after a book is due. Bills only rarely sent to faculty.	sent at end of semester to all except faculty. faculty would receive lost book bills once a year	Sent 30 days after book is due to all

4. Other Constraints and Penalties

	Present policies	Draft #1	Draft #2
KU faculty	borrowing privileges may be suspended for failure to honor recalls-NEVER USED	Borrowing privileges may be suspended for a variety of reasons	same as draft #1
KU students and staff	none	borrowing privileges may be suspended for a variety of reasons	same as draft#1
Non-KU borrowers	borrowing privileges are suspended when patron has unpaid fines	same as KU students	same as draft#1

APR 10 1978

OFFICE OF THE DEAN  
University of Kansas Libraries

1. Eligible borrowers:

all those listed in current lending code  
some modifications in manner of verification & registration

2. Loan periods:

4 week loan to all borrowers for any general circulating item

reserve loan periods: remain as they are now

periodical reading room loan periods: remain as they are now

unlimited renewals when patron returns to library w/materials-  
no mail or phone renewals

3. Recalls:

immediate recall from non-KU people if item is wanted by KU persc

recall after two weeks from any KU person. Immediate recall of  
of items needed for reserves

4. Constraints and Penalties:

1. Fines and Lost Book Charges:

Fines will be assessed only in the following situations:

Delayed response or nonresponse to a recall

Late return of materials with a special, short loan  
period (reserve materials, periodicals, reference, etc.)

A book is returned in a damaged state

Lost book bills will be assessed only in the following situa-  
tions:

A book is not returned by the end of the semester in  
which it was borrowed ( provided that the patron has  
had the book at least a month)<sup>1</sup>

A patron informs the Library that the book is lost

A book is returned in such a damaged state that it  
must be replaced

2. Suspension of Borrowing Privileges:

Suspension of borrowing privileges can occur if the librarian  
in charge of a unit determines that an individual has  
seriously abused his/her borrowing privileges. Borrowing  
privileges will be re-instated only with the approval of  
the librarian who revoked the privileges and/or the  
Dean of the Libraries.

3. General Book Return:

All general circulating books on loan to any non-faculty  
borrower must be returned to the library from which it was  
borrowed the week following the end of the semester in whic  
it was borrowed. Renewals are possible at that time.

4. Constraints and Penalties (cont'd):

3. General Book Return (cont'd):

All general circulating books on loan to any KU faculty member must be  
returned to the library from which it was borrowed the week following the  
end of the fall semester each year. Renewals are possible at that time.

<sup>1</sup> This will not apply to faculty-books in their possession will be declared lost only  
if they are not returned at the end of the Fall Semester.

Note: at the time this policy is put into effect all bookdrops will be removed and all  
returns will have to be to a library within the system.

New Loan Policy - Draft #2

1. Eligible borrowers: no change from draft #1.
2. Loan periods: 3 week loan to all borrowers for any general circulating item.  
no other changes from draft #1.
3. Recalls:  
immediate recall from any borrower for items needed for class reserve.  
  
immediate recall from non-KU people if an item is wanted by a KU person.  
  
recall after three weeks from a KU person for items wanted by another patron. (At this point the first patron has already had the book for a full loan period.)
4. Constraints and Penalties:
  1. Fines and Lost Book Charges:  
  
Lost book bills will be assessed when a book is thirty days overdue.  
  
All other features are the same as in draft #1 .
  2. Suspension of Borrowing Privileges:  
  
no change from draft #1.
  3. General Book Return:  
  
There will be no general book return at the end of each semester. All patrons will be expected to bring their books in for return or renewal at the end of each 3 week loan period. Failure to return a book within 30 days after its due date will result in the assessment of a lost book bill. If a book is returned within 30 days after the lost book bill is sent, the total lost book bill will be cancelled.

Some details discussed on pages 3-6 of draft #1 would be altered if the above points are adopted, but most would be applicable to either situation.

1. Eligible Borrowers

1. KU faculty<sup>i</sup>

instructors, asst. professors, assoc. professors, full professors, research associates, professional librarians, administrative officers of the University and of gov<sup>agency</sup>.t. ~~ager~~ on the campus, retired KU faculty, visiting scholars

regular faculty will be identified by faculty id card or notice of appointment card. Questions will be referred to Academic Affairs.

retired faculty will be identified by a list from Academic Affairs.

visiting scholars will present letter of their status to Circulation Librarian. Letter should include length of visit and hosting faculty member.

2. KU students:

graduate and undergraduate, full and part-time.

will be identified by student id card with current semester enrollment sticker. only students currently enrolled will be allowed borrowing privileges.

3. KU staff

nonprofessional or classified employees of the University

will be identified by staff id card or notice of appointment card. Status can be verified by Central Personnel.

4. Residents of the State

any resident of the state above high school age.

will be identified by presentation of driver's license or other proof of residency

5. Persons Affiliated w/  
Other Regents-supported  
institutions

students and faculty members from Kansas, Stat<sup>g</sup>, Wichita State, etc.

will be identified by current identification card

1. Eligible Borrowers (cont'd)

6. Persons Affiliated with non-Regents colleges and universities in Kansas

students and faculty members from Washburn, Haskell, etc. will be identified by current identification card.

students must also have letter from the librarian of their college stating that the student has a need to borrow KU materials.

special

7. Persons enrolled in summer programs at KU

individuals enrolled in special non-credit or non-matriculation programs such as Upward Bound.

will be identified by a list from the sponsoring agency on campus supplied to the Circulation Librarian. Such a list should provide campus and home addresses for each participant and the length of their stay of campus.

Persons in categories #4 - 7 shall not be considered as members of the KU community for the purposes of this lending code, and books on loan to them shall be subject to immediate recall if needed by a member of the community.

Persons who do not fit into any of the above categories shall not be entitled to borrow any materials from libraries in the KU system. They are, however, free to use any available materials in the library and to consult with its staff.

2. Loan Periods

The loan period for books in general circulation shall be 4 wks. for all eligible borrowers. General circulating books shall include: all books in the open stacks in Watson and all branch libraries, including theses, dissertations, bound periodicals, and brieflisted books. A book falling into this category may be removed from general circulation by the decision of the librarian in charge of the unit.

General circulating books may be renewed if no other patron is waiting for the books. All renewals must be done in person.

Certain materials may be checked out only for brief periods of time or only at the discretion of the librarian in charge of the unit. These materials include: items for reserve reading, unbound periodicals, newspapers, microforms, government documents, reference materials, materials in Spenser Research Library. Patrons should consult the librarians in these areas when they wish to borrow such items.

3. Recalls

Books can be recalled from any patron if they are needed by another person or if they are needed for class reserve reading. Any material needed for class reserve can be recalled immediately, regardless of the amount of time that the patron has had the item. All items on loan to non-KU persons shall be subject to immediate recall if a member of the KU community requests those items. Members of the KU community may keep a book two weeks without receiving a recall, but after two weeks a volume may be recalled if it is needed by another KU patron. (Residents, etc. may only place holds.)

4. Constraints and Penalties

1. Fines and lost book charges:

A. General Circulation Books:

Recall fines: \$1.00 per day up to a \$25.00 limit  
fine would begin to accrue 7 (or 5 ?) days after the date of the notice.

Up to 4 notices would be sent:  
Notice 1 - please return this item  
2 - please return, a fine is now accumulating  
3 - " " " " " " "  
at this point the name of the person who has the book may be released to the request: patron  
4 - same message as numbers 2 & 3 with the additional note that lending privileges may now be suspended

Damage charges: assessed in consultation with the Library's bindery prep dep

Lost book bills: cost of book plus ~~\$5.00~~ <sup>\$10.00</sup> (~~or \$8.00 ?~~) processing fee  
if a book is returned later than 30 days after a lost book bill has been assessed, the patron will still have to pay the processing fee.

Notices: 1. An overdue notice will be sent one week after a book's due date. This will be a "reminder notice." ~~No threats.~~  
2. At the end of the semester in which a book is borrowed, the unreturned book will be declared lost. The notice will inform the patron of the replacement cost and urge him/her to return the book if it is still in his/her possession.

B. Short-term Loan Books

Fines: 25 cents per hr. on 2 hr. loans  
\$1.00 per day on 1 day and 3 day loans  
\$10.00 limit on each fine.

fines will be assessed only for those hours and days that the Library is open

fines will be uniform across the system

notices: to be determined by each unit.

4. Constraints and Penalties (cont'd)

Fines- Short-term loan items

Damage charges: same as for regular circulating books

Lost book bills: cost of book plus processing fee  
(cost of lost periodical volumes shall include a binding charge if the original volume was bound.)

If an item is returned after a lost book bill has been sent, patron must still pay maximum late fine.

C. Bookkeeping and Collections

Each branch or reading room will keep its own records and send notices during the semester to all patrons accumulating fines or lost book bills.

Student bills will be totaled and sent through the Circulation Department in Watson to the Business Office once a semester. The Watson Circulation Department will monitor payments and adjustments of these charges. Failure to pay these charges can result in the suspension of borrowing privileges.

Faculty bills will be totaled and sent once a semester to the Circulation Department in Watson Library. This unit will send notice of outstanding charges to each faculty member and his/her department chairman. Lost book bills not paid by the faculty member will be deducted from his/her department's ~~book~~ funds. Excessive book losses can prompt suspension of borrowing privileges.

2. Suspension of Borrowing Privileges

Borrowing privileges may be suspended by any branch librarian or reading room supervisor if just cause exists. Such suspensions will be only for one unit unless other librarians in the system wish to extend it to their unit. Reinstatement of privileges shall take place when the cause for the suspension is removed or when the patron gives firm indication that he/she will not repeat past practices. The former action will normally be the original librarian's decision, reinstatements in the latter case should be reviewed by the Dean of Libraries.

Borrowing privileges may be suspended for one or more of the following reasons:

1. patron fails to return one or more recalled books
2. ~~xxx~~ patron delays for long periods when returning recalled books
3. patron does not pay fines or lost book charges
- 4.
- 5.
- 6.

DEAN OF THE LIBRARIES' COLLECTION DEVELOPMENT COMMITTEE

Minutes

April 18, 1978

APR 24 1978  
OFFICE OF THE DEAN  
University of Kansas Libraries

Present were: Anderson, Burnette, Carvalho, Clark, Gates, Griffin, Howey, Jones, Kehde, Lee, McDonough, Mason, Miller, Morrison, Neeley (both), Parker, Ranz, Richardson (both), Sheldon, Symons.

Corrections to the minutes of April 4, 1978: Eleanor suggested that the term "international" in the discussion of the newspaper collection development policy be changed to "foreign"; and I misspelled Lorne Kenyon's name.

Announcements:

- The non-book materials subcommittee will distribute a questionnaire directed to academic departments concerning their needs for and problems with non-book materials. These questionnaires will be given out through the bibliographers and should be returned by May 1.
- Marilyn announced that the requests for purchases from year-end funds should be placed at the reference desk by April 24. These requests should include a PR with a price (as close as possible), a brochure or review (or something) and a paragraph or so of description and justification. If a bibliographer submits more than one request, a priority should also be noted. The requests should be for "large ticket" items, however that may be defined by the bibliographer, and should be confined to one-time purchases. The Library has absolutely no idea how much money may be available, so all requests are reasonable. A list of these requests will be given to bibliographers on May 1; bibliographers should rank the requests and return this ranking by May 5.
- A new SPEC kit on Allocation of Materials Funds is available in the Periodicals Reading Room.

Agenda item:

The CDC again discussed the acquisitions budget. Jim Ranz reported that tentatively the Library will receive its initial allotment of \$87,000, plus \$90,000 more from the legislative funding of OCLC (\$10,000 will go to the Law Library), and maybe \$20,000 from research overhead funds, making a rough total of \$200,000. Jim also passed out a sheet comparing the acquisitions budgets in the last four years (see attached), noting that the pattern of Library spending has changed very little. Points in the discussion that followed included:

1) Gene suggested that the CDC study the effect of inflation and the devaluation of the dollar on foreign acquisitions. In support of this, Ted remarked that if the CDC did not compensate for devaluation, foreign acquisitions would actually suffer a budget cut. Ted and Gene, using Roger's tables of currency exchange rates and with contributions from Slavic and SPLAT, will work up such a report.

2) Ted distributed a proposal for the allocation of some acquisitions funds (see attached). Roger wondered about the practicality of such "shared" funds, and Sandy expressed concern about those areas where the academic department and the bibliographer(s) had less than perfect rapport. Eleanor, who outlined the differing views of the purpose of the General Fund, remarked that Ted's proposal might do away with the "generalness" of funds needed for some interdisciplinary

acquisitions. She also noted that the proposal seemed to reverse the Library's recent movement toward a more simplified budget system. Dean Ranz mentioned that the Senate Libraries Committee did see bibliographers as selectors of books, and that in those fairly few areas where bibliographers did not have access to departmental funds, the Library could present the increase as reserved for the use of the bibliographers. Rosemary remarked that increasing all academic departmental allocations proportionately would not help departments with small budgets now; and Joe pointed out the near-impossibility of collecting African materials if the General Fund were to decrease drastically. Finally, Roger responded to a question from Dean Ranz, saying that a large General Fund did present some difficulties, but that some purchases are more easily made if a General Fund is available. A majority of the CDC felt that Ted's proposal was generally acceptable.

3) Linda repeated that the highest priority item on the budget questionnaire was an increase in the New Serials Titles funds. Jeanne asked if it would be possible for each department to individually allocate serials and monographs monies from one lump departmental fund; Gene supported this idea, saying that a "happy medium" did not work for areas with special needs. Kent replied that since new serials subscriptions committed the Library to a continuing expenditure of funds during the following years, such freedom of allocation was not advisable. He also remarked that nowhere in the discussion of an increase in NST funds had individual departmental allocations been mentioned. Kent has received no requests for journals which K-State holds, primarily because the requests are screened by the Science Librarians before being sent on to Serials. Kent will survey the bibliographers to find out about their serials needs.

4) Eleanor asked what would be covered by an expanded Current English program, and Sandy remarked that in general the expansion would provide for discretionary purchases, rather than for new blanket or approval order plans. Since the Current English fund this year may be as much as \$80,000 in the hole, Rosemary suggested that the Library review its profiles for automatic acquisitions. However, Roger responded that it was not the current publications plans which were causing problems but rather the large number of catch-up purchases being made to recover from the lapses in the Abel and Blackwell plans. Peggy remarked that perhaps retrospective foreign language publications were of greater importance to more bibliographers than current English works from India or Australia. Joe, however, would be much better able to cover African materials with an expanded fund. Gene suggested that bibliographers with an interest in expanding the Current English fund describe their needs specifically.

Marilyn closed the budget discussion with the reminder that the ultimate division of funds was the Dean's responsibility. Jim Ranz reported that of all the MASUA institutions (the Big 8 schools and Colorado State), KU has received almost twice as large a budgetary increase as the other schools, so we should not despair.

The next CDC meeting will be Tuesday, May 2.

*Peggy Morrison*

4/17/78

Proposal for the distribution of academic department and general library funds

This proposal presents changes in the distribution of library acquisitions funds which are presently (FY 1978) called the "Acquisitions Allocations for Academic Departments," and the "General Library" fund. This does not speak to the distribution of Serials funds or internal library funds.

The "general fund" will be combined with academic departmental allotments and distributed in the way that academic department allotments are now distributed (FY 1978).

Bibliographers and the academic departments will share access to these combined funds.

A small "general fund" will continue to exist to handle unforeseen circumstances.

**UNIVERSITY OF KANSAS LIBRARIES  
ACQUISITIONS ALLOCATIONS**

1 Apr. '78

	1974/75		1975/76				1976/77				1977/78			
	Allocation	% of Total Budget	\$ Increase	% Increase	Allocation	% of Total Budget	\$ Increase	% Increase	Allocation	% of Total Budget	\$ Increase	% Increase	Allocation	% of Total Budget
<u>Academic Departments</u>	\$ 131,750	17	\$ 29,689	23	\$ 161,439	16	0	0	\$ 161,439	15	\$ 5,561	3	\$ 167,000	14
<u>Library Departments</u>														
General	10,655		5,399	50	16,054		3,740	23	19,794		16,406	83	36,200	
Bibl. + Reference	6,000		3,000	50	9,000		-1,000	-11	8,000		500	6	8,500	
Gov't Documents	7,000		3,500	50	10,500		0	0	10,500		3,500	33	14,000	
Kansas Collection	2,170		1,085	50	3,255		-150	-5	3,105		895	29	4,000	
Linwood							15,000		15,000		0	0	15,000	
Maps											1,000		1,000	
Social History			1,650		1,650		0	0	1,650		0	0	1,650	
Special Collections	19,715		9,857	50	29,572		-100	0	29,472		1,528	5	31,000	
Prev. Year's Encumb.	15,650		-3,650	-23	12,000		-2,000	-17	10,000		0	0	10,000	
Reserve	33,100		43,100	130	76,200		8,800	12	85,000		-5,000	-6	80,000	
	94,290	12	63,941	68	158,231	16	24,290	15	182,521	17	18,829	10	201,350	16
<u>Current Publications</u>														
N.A. + British	103,000		77,250	75	180,250		0	0	180,250		30,571	17	210,821	
History + Pol. Sci.	13,000		9,750	75	22,750		0	0	22,750		0	0	22,750	
	116,000	15	87,000	75	203,000	20	0	0	203,000	19	30,571	15	233,571	19
<u>Serials</u>														
Periodicals	295,960	38	17,820	6	313,780	32	33,220	11	347,000	32	58,000	17	405,000	33
Continuations	95,000	12	5,000	5	100,000	10	37,000	37	137,000	12	15,500	11	152,500	12
	390,960		22,820	6	413,780		70,220	17	484,000		73,500	15	557,500	
<u>Binding</u>	47,000	6	7,000	15	54,000	6	40	0	54,040	5	17,960	33	72,000	6
<b>TOTAL BUDGET</b>	<b>\$ 780,000</b>	<b>100</b>	<b>210,450</b>	<b>27</b>	<b>\$ 990,450</b>	<b>100</b>	<b>\$ 94,550</b>	<b>10</b>	<b>\$ 1,085,000</b>	<b>100</b>	<b>\$ 146,421</b>	<b>14</b>	<b>\$ 1,231,421</b>	<b>100</b>

# FYI

## University of Kansas Libraries

NUMBER 446

May 4, 1978

---

### PERSONNEL:

Joan Harrell has been appointed Clerk Typist II (half-time) in Cataloging effective May 1. Mary McFadden, Clerk II in Serials, will be promoted to Clerk III in Serials effective 5/18/78.

Staff members who are interested in making application for the following position should contact Mary Green or Nancy Shawbaker no later than Tuesday, May 9:

Clerk II/(Receiving Clerk), Serials (being submitted this week to Central Personnel for review against the Clerk III and Library Assistant I classifications).

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

### SEARCH COMMITTEE ESTABLISHED

The following have been appointed to a search committee for the position of Cataloger/Special Collections Librarian, a full-time position with split appointment in the two departments: Dave Passmore and Sandy Mason, Chairpersons; Margaret Wilson; Nan Gauthier; Bill Mitchell; Joe Richardson; and Mary Green.

### ADMINISTRATIVE CONFERENCE POSTPONED

The Administrative Conference scheduled for May 11 has been postponed and rescheduled for Thursday, May 18, 10:30 a.m., B28 Watson.

### STUDENT TIME CARDS

The student time cards are due in the Dean's office, Monday, May 15 at 9:00 a.m.

### BIB. ALCOVE

It would be appreciated if Library Staff using the materials in the Bib. Alcove would reshelve correctly those items that they use. There has been some confusion lately in items being mishelved on stacks of volumes left on the tables.

### BOOKSALE

Many thanks to all the staff members who helped during the used book sale May 1 and 2. It would be literally impossible to carry on the sale without the willingness, muscles, energy, effort, brains, and imagination of people from all departments of the Libraries. Results of the sale: Between three-and four-thousand books were moved into the hands of K.U. students, faculty, and staff and the Libraries received about \$1,970 (less sales tax). Proceeds of the sale will be used to buy new books and journals.

REFERENCE DEPARTMENT

Stubby, short, toothmarked, old, weird, dull and otherwise unused pencils are desperately needed by the Reference Department. Please let campus mail bring us yours.

KENNETH CARPENTER VISITS LIBRARIES

The University Libraries are pleased to have as distinguished visitor next week Mr. Kenneth E. Carpenter, Curator of the Kress Library of Business and Economics at Harvard University. Mr. Carpenter will be using the collections in Watson Library and the Department of Special Collections to study the role of translations in the migration of ideas in political economy.

It is most gratifying to have as our guest the curator of the country's finest collection in the history of economics. His visit gives recognition to the great size, quality and rarity of our own collection, believed to be among the three best in the United States.

Mr. Carpenter will be on campus from May 5-13.

CENTER FOR RESEARCH LIBRARIES

The latest information from the Center for Research Libraries regarding purchase proposals is as follows:

U.S. Joint Chiefs of Staff, and Combined Chiefs of Staff (U.S. and Great Britain). Records and reports, 1942-1953. Microfilm; University Publications of America. This has been ordered.

Missionary periodicals from mainland China. Microfilm; Greenwood Press. These titles have been ordered. List of titles available on request.

Sotheby sales catalogues, 1946-1970. Microfilm; University Microfilms. This set has been ordered.

English local record society publications. New titles and additional volumes to titles already held. Microfiche; Chadwyck-Healey/Somerset House. This is approved for purchase and will be acquired as funds permit.

FROM: Collection Development Librarian CRL

SUBJECT: Report on Purchase proposals, etc.

American Federation of Labor/Congress of Industrial Organizations pamphlet collection. Microfilm; Greenwood Press. This is approved for purchase and will be acquired as funds permit.

Great Britain. State papers, Civil War and Interregnum. Microfilm; Harvester Press. The Center has now ordered Parts 2-4 of this project, without a purchase proposal, as the material is archival, and thus covered by demand purchase, and were needed by a member library. Future parts will also be acquired as need by member libraries.

Novoe Russkoe Slovo. Microfilm various sources. This is approved for purchase and will be acquired as funds permit.

Sutro Collection of Hebraica. This will not be acquired at this time; too few members were in favour of this acquisition.

CRL Coordinator, Marianne Grif

SOFTBALL!!!

There will be a softball game on Sunday morning, May 7, from 9:00 until 11:00 at Hillcrest School, weather permitting. All Library staff, student employees and spouses (or equivalents) are invited. Teams will be chosen from among those present.

Questionnaire: To help simplify planning for future games, please answer the following questions and return to Jim Neeley in Reference.

1. Name \_\_\_\_\_
2. Work phone \_\_\_\_\_
3. Preferred playing position(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Preferred playing time. Rank 1=most preferred; 11=least preferred.  
\_\_\_\_ Monday evening  
\_\_\_\_ Tuesday evening  
\_\_\_\_ Wednesday evening  
\_\_\_\_ Thursday evening  
\_\_\_\_ Friday evening  
\_\_\_\_ Saturday morning  
\_\_\_\_ Saturday afternoon  
\_\_\_\_ Saturday evening  
\_\_\_\_ Sunday morning  
\_\_\_\_ Sunday afternoon  
\_\_\_\_ Sunday evening

Classified Conference  
Exec. Board Minutes:

April 26, 1978; 10:00, B-28

Present were: Pat Mineau, Mary McFadden, Sherry Hawkins, Susan Armstrong, Lewis Armstrong, Gavin Clabaugh, Mary Tefft, Deb Spencer, Ann Stuart, Lola Seymour, Mary Fund, Karen Salisbury, Joy Fry, Susan Hogle, Sarah Couch, Maxine Younes, Sue Hewitt, and Craig Sandusky.

L.A. reclass. Pat M. opened the meeting at 10:05 by announcing that Margy Gadd had asked that we limit ourselves to questions that pertained to the general staff.

Many group reps. had met with their groups to discuss a questionnaire on various staff concerns. All of the questions about reclass were put forward and organized into six particular questions to ask Margy. These were:

1. Why isn't supervision of employees who perform library-oriented work given more credit? This can be just as complicated as the more advanced technical skills that certain individuals perform.

Sub. 1. Why are technical skills considered more important than supervisory skills in this new library-oriented series?

2. How are people in non-library oriented positions expected to enter the L.A. series? Are we precluding upward mobility for people who are not now accepted as being in library-oriented positions?

3. What are the procedures for review of a position? Is there a specific response time after which we will be notified?

4. The timing of the L.A. reclassification and the consequent negation of pay-checks was very poor. Why did it happen? And what can we do about it?

5. How do we document something not on our position descriptions that we often carry out? How long must we do this task before it can be considered part of our job?

Lewis A. asked if we should explore a "classified exempt" status. There was discussion and it was decided that we would not bring this topic up at the meeting with Margy Gadd.

Group Reallocation. Exchange and Gifts wish to become part of Group III instead of Group V because of their current location on the first floor. Photocopy has asked for the same reason to change from Group IV to Group II.

Projects for the year. Major interest of the classified conference that will<sup>be</sup> explored in future meetings were discussed. Several people expressed the need for more supervisor training workshops and asked if the joint committee that had organized these previously could be re-activated.

Concern was voiced about forming more joint committees. There are a few active committees that deal with things that the entire library staff is concerned with.

The problem of paying into two retirement funds was brought up. It was suggested that someone from staff benefits be asked to come and talk to us about why both the state and federal programs are mandatory at K.U.

Also discussed were the possibilities of meeting with Mary Green, Ola Faucher, and Mike Glover for communicating concerns to and gaining information from these individuals.

The officers are trying to compile a list of classified staff on library committees. There is a desire to have these people report on their committee work regularly.

Mary Mc. suggested that the CC. write a letter to the Univ. Admin., ALA etc. expressing our distress about the exhibit cancellation last week. There will be a vote on the sending of the letter and Mary will draft the letter.

The next Exec. Board Meeting will be Wed. May 17th at 10:30 in B-28.

The meeting adjourned at 11:45.

# FYI

## University of Kansas Libraries

NUMBER 447

May 11, 1978

---

### PERSONNEL:

Unclassified resignations include Michaelyn Burnette, Assistant Documents Librarian, effective 10/17/78; Jacqueline Howlett, Assistant Catalog Librarian I, effective 7/17/78; and Eileen McGrath, Circulation Librarian, effective 8/5/78.

The transfer of Kathy Clodfelter from a temporary to a continuing Library Assistant I position in Cataloging was announced by memo dated 5/8/78. Applications for the resulting Library Assistant I vacancy will be accepted until 5:00 p.m. on 5/12/78. Contact Mary Green or Nancy Shawbaker.

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

### ADMINISTRATIVE CONFERENCE AGENDA:

Administrative Conference meeting is scheduled for 18 of May at 10:30 a.m. in Room B-28 Watson. Agenda items are:

Report on Governor's Task Force on Libraries (Jim Ranz)  
Circulation Lending Code (Bob Malinowsky)  
Title II C Grant (Jim Ranz)  
Minimum Wage for Student Assistants

### STUDENT TIME CARDS

Student time cards on due in the Dean's office, Monday, May 15 at 9:00 a.m.

### SLA MEETING

Cliff Haka has been assigned a state car for transporting staff to the SLA meeting in Kansas City on June 12-14. Staff members needing a ride to SLA should contact Cliff at 4-4274. He will be leaving Lawrence at approximately 8:00 a.m. each day and returning around 6:00 p.m.

### ALL CLASSIFIED STAFF!

There will be another General Meeting on the 24th of May, at 3:00 in Spencer Auditorium. Representative Mike Glover and Dean Mary Green will be our guests. Mark this date and time on your calendar!

-----  
The Executive Board of the Classified Conference will meet Tuesday May 16th at 10:00 a.m. in B-28. (This is instead of the planned Wed. meeting). All Group Representatives and Alternates along with any classified members of library committees are requested to attend.

Agenda: Amendment for transfer of departments within Groups  
A rough draft for a rating-scale of experience  
Plan the General Meeting of the 24th  
Committee reports

### SOFTBALL!!!

There will be a softball game on Sunday afternoon, May 14, from 2:00 until 5:00 at Lawrence High School. All Library staff, student employees and spouses are invited. Teams will be chosen from among those present.

### MAPS NEEDED

In April, 1977, The National Endowment for the Humanities awarded a grant to the Newberry Library, Chicago, Illinois and six major institutions to prepare a Catalog of Printed Maps of the West North Central States that will cover approximately 7,000 maps and atlases.

The project is an extension of The Catalog of Maps of the Middle West printed before 1900, also funded by an NEH grant, March 1975-February 1977. Together these projects are intended to create basic cartobibliographical tools, to help raise the general level of professionalism in map cataloging and curatorship in the Middle West and to foster cooperation between institutions holding rich but underused collections of historical maps in the area.

Ann E. Hagedorn, assistant Librarian, KU Libraries, is responsible for the Kansas volume in the series which will be published by G.K. Hall in 1980. She has catalogued pre-1900 Kansas maps at the Library of Congress, National Archives, Kansas State Historical Society, the University of Kansas, The William L. Clements Library (Ann Arbor, MI), The Newberry Library, and the Chicago Historical Society. She is now ready to explore more local resources and in particular, private collections.

Do you have a map or atlas of Kansas, a neighboring state and Kansas, a Kansas county, township, city, town, or village published before December 31, 1900? If you do, please contact A.E. Hagedorn, c/o The Kansas Collection, SRL, KU, preferably before October 1, 1978.

**INFORMATION NEEDED:** If possible, please copy the following information from your map: any names which appear on the map or in the margins, any dates printed on the map, any writing on the map which might reveal more about its origin, whether or not it is colored and the size in centimeters. (NOTE: we are not including manuscript maps)

You may think your map is a common one. Perhaps, but maps get lost and destroyed more frequently than books. Who knows? You may have a map that even the Library of Congress doesn't have. At this point in the project it is particularly important to find the maps of towns, cities and counties. These were often distributed in a small area and never found their way into library collections. So, dig into your attics (and those of your neighbors) and help to make the Kansas volume an interesting and thorough contribution to the cartobibliography project.

### SERIALS DEPARTMENT

The Serials Department will implement a centralized On-line check in and routing system (OSCAR) beginning Monday, May 15. OSCAR is a sub-system of UKASE and replaces the inventory control system previous by used in UKASE. For the present, questions and problems concerning OSCAR should be directed to Joan Soutar.

### LENDING CODE:

Attached for your information and comment is the proposed Lending Code.

# FYI

## University of Kansas Libraries

NUMBER 448

May 18, 1978

---

### PERSONNEL:

Mary Jo Poehler is Clerk Typist II in the Dean's Office effective 5/18/78.

Rod Runyan is Library Assistant II in Circulation effective 5/12/78. Mary Fund resigns as Clerk II in Reference effective 5/17/78. (position to be advertised at a later date).

### SEARCH COMMITTEE APPOINTED:

The following have been appointed to a search committee for the position of Circulation Librarian: Bob Malinowsky, Chairman; Muriel Cook; Bayliss Harsh; Susan Ketzner; Ted Sheldon; Joan Soutar; and Mary Green.

### UNCLASSIFIED OPENING:

CATALOG/SPECIAL COLLECTIONS LIBRARIAN. (a full-time position with split appointment between the Catalog Department and the Department of Special Collections). Available 6/18/78. 12-month, tenurable. Duties: Catalog Department--Original cataloging and LC classification of monographs. Primary emphasis on art materials, with some history and other humanities. Department of Special Collections--Cataloging of 19th and 20th century imprints with some related reference and acquisition responsibilities.

Required Qualifications: MLS from an ALA-accredited library school and either experience or coursework in cataloging and in rare books/history of books. Requires knowledge of at least one Western European language. Preferred Qualifications: A strong liberal arts background with emphasis in history of art and history; French, German, and Italian language capability; experience or training in OCLC.

Salary: \$10,500 up, dependent on qualifications. Application Deadline: June 26, 1978

To apply, submit letter of application and resume to Mary Green.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
QUALIFIED WOMEN AND MEN OF ALL RACES ARE ENCOURAGED TO APPLY.

### MEETING TO BE HELD REGARDING EVALUATION FORMS AND PROCEDURES FOR LIBRARIANS

The Libraries' Promotion and Tenure Committee has scheduled a meeting for 2:30 p.m. Thursday, May 25, in B28 Watson, to receive comments and suggestions regarding performance evaluation forms and procedures used this past year for librarians. The first part of the meeting will be open to suggestions from the evaluatee aspect, the latter part from the evaluator perspective. The subcommittee of the LCPT (Gene Carvalho, Earl Gates, Martha Kehde, Ann Williams, and Mary Green) which has been studying the effectiveness of the forms, is anxious to receive comments and suggestions so that a recommendation for any changes in the form or procedures can be presented to the LFA. Aside from the meeting, individual oral or written suggestions are encouraged, particularly from any librarians who cannot attend the meeting; these should be directed to Mary Green. Performance standards, interpretation of the form, points given for research and service, performance goals, performance evaluation criteria, and the administrative review process are a few of the matters being considered by the subcommittee. Comments are encouraged regarding these or any other matter related to the form and procedures, and librarians are encouraged to attend the entire meeting if possible.

ALL CLASSIFIED STAFF

Remember that Mike Glover and Mary Green will be our guests at the next General Meeting of the Classified Conference. It will be in Spencer Auditorium on Wednesday, May 24th at 3:00. Please come and come with questions!

The Executive Board of the Classified Conference will meet at 10:00 a.m. in B28 on Tuesday, June 6th. We will be discussing amendments and committee representation and qualifications check list form.

ON VACATION

Jeanne Richardson will be on vacation May 15-June 9. Kathleen Neeley will be in charge of the Science Libraries in her absence.

BARB GAEDDERT

Barb Gaeddert will be attending the organizational meeting of the Music Library Association Mountain Plains Chapter in Boulder, Colorado, from 18-19 May, 1978. She has been invited to participate on a panel on "Sound Recordings in the Library."

SOFTBALL

Lawrence High School, Sunday afternoon, May 21, 3:00 to 5:00. Everyone is invited.

SUMMER HOURS

Attached for your information is the schedule of hours for May 18-August 20, 1978.

SCHEDULE OF LIBRARY HOURS

May 18, 1978-August 20, 1978

	Art		Documents		Mathematics
	Circulation				
	Copying				
	Marvin				
	Microforms				
	Music				
	Old Green				
	Reference				
	Reserve				
	Science				
	Serials				
May 18-21	Th 8am-11pm F 8am-5pm Sa-Su Closed	Th 8am-5pm, 7pm-10pm F 8am-5pm Sa-Su Closed	Th 8am-5pm, 7pm-10pm F 8am-5pm Sa-Su Closed	Th 8am-5pm F 8am-5pm Sa-Su Closed	Th 8am-5pm F 8am-5pm Sa-Su Closed
May 22-28	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed
May 29 Memorial Day	M Closed	M Closed	M Closed	M Closed	M Closed
May 30-Jun 11	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed
Jun 12-Jul 3	M-Th 8am-10pm F 8am-5pm Sa 9am-5pm Su Closed	M-Th 8am-5pm, 7pm-10pm F 8am-5pm Sa 9am-5pm Su Closed	M-Th 8am-5pm, 7pm-10pm F 8am-5pm Sa 9am-5pm Su Closed	M-Th 8am-5pm F 8am-5pm Sa Closed Su Closed	M-Th 8am-5pm F 8am-5pm Sa Closed Su Closed
Jul 4 Independence	T Closed	T Closed	T Closed	T Closed	T Closed
Jul 5-Aug 6	M-Th 8am-10pm F 8am-5pm Sa 9am-5pm Su Closed	M-Th 8am-5pm, 7pm-10pm F 8am-5pm Sa 9am-5pm Su Closed	M-Th 8am-5pm, 7pm-10pm F 8am-5pm Sa 9am-5pm Su Closed	M-Th 8am-5pm F 8am-5pm Sa Closed Su Closed	M-Th 8am-5pm F 8am-5pm Sa Closed Su Closed
Aug 7-20	M-F 8am-5pm Sa-Su Closed	M-F 8am-5pm Sa-Su Closed	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; closed Saturday and Sunday; Closed Memorial Day and Independence Day.

Kansas Collection: M-F, 9am-5pm; closed Saturday and Sunday; Closed Memorial Day and Independence Day.

University Archives: M-F, 8am-5pm; closed Saturday and Sunday; Closed Memorial Day and Independence Day.

Map Library: M-F, 9am-5pm; closed Saturday and Sunday; Closed Memorial Day and Independence Day.

Business and Economics REading Room: During classes--M-Th, 8am-5pm, 7pm-10pm; F, 8am-5pm; Sa, 9am-noon; Su, 7pm-10pm; Closed Memorial Day and Independence Day. Vacation hours vary.

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

ALL HOURS ARE SUBJECT TO CHANGE

Mary McFadden called the meeting to order and introduced Margy Gadd, Colleen Ahearn, and Ola Faucher all from Central Personnel. They were there at the invitation of the Classified Conference to discuss problems and answer questions.

The Executive Board had met earlier that day to organize some specific questions for this meeting.

1. Lola Seymour asked why supervision of employees who perform library-oriented work isn't given more credit. She said that this can be just as complicated as the more advanced technical skills that certain individuals perform.

Sherry Hawkins wanted to know why technical skills were considered more important than supervisory skills in this new library-oriented series.

To the first part, Margy answered that a position is looked at as a whole, people are questioned and it is compared with other positions. Skills and time percentages are important in these comparisons. She said that a factoring system would be a quick and easy way to determine the pay range of a position, and that this would be a system she would feel better about working with.

To the second part, she said that this just was not true. When she spent the majority of her time in the Cataloging area she learned most of the types of jobs and skills that are used throughout the library system, including the supervisory aspects.

2. Susan Hamilton wanted to know how people in the non-library-oriented positions are expected to enter the L.A. series. Are we precluding upward mobility for people who are not now accepted as being in library-oriented positions?

Mary Green suggested that anyone who feels that their position should be changed to one of the library-oriented classifications should re-write their position descriptions and submit it through her to Central Personnel. Then Mary McF. asked about the possibility of clerks in the library being left out when applying for library-oriented positions because of no "library" experience. Margy said that when applying, a person should completely describe their previous working experiences and that this would solve the problem.

3. Sue Hewitt asked what the procedures are for review of a position. Is there a specific response time after which we will be notified?

Margy said that the proper procedure would be to discuss the review with the supervisor and then with Mary Green. She said that Mary can offer very good help in the rewriting of the position description. Margy also said that a new manual was now available for this purpose and that looking at other position's descriptions might be helpful.

4. Sarah Couch questioned the timing of the L.A. reclassification and the consequent delay in pay checks. Why did it happen and what can we do about it?

The problem, according to Margy, was that Topeka sent the L.A. reclsss through to Central Personnel on the 24<sup>th</sup> of the month and asked them to make it retroactive to the 18<sup>th</sup>. Ola said that the change involved so many people that the small staff

in Payroll couldn't handle it quickly. The worst problem was that the computer has been programmed to wipe names off of the payroll record when a person's pay rate is changed! Something that would have helped is Topeka granting Central Personnel the authority to write checks for people in this sort of situation. Christine Leonard pointed out that more than true merit increases or check writing authority would be needed to release the classified worker from "exploitation" by the state.

Mary Green asked what, if anything, had become of the proposal for the Classified Senate. Ola told us that the proposal was still in Shankel's office and that we might get quicker results if we would write to him asking for its approval.

5. Deb Spencer asked how we document something not on our position description that we often carry out. How long must we do this task before it can be considered part of our job?

Margy answered that rewriting a position description is the best way of documenting a change. The change must be a substantial one and one that is considered permanent. She went on to say that because of the state's methods, explaining the comparisons and judgements used to assign a certain position to a pay level would take weeks, and that a factoring system would be much easier to understand. Ola, Colleen, and Margy made it clear that change in this state system would only come about if enough concerned people wrote to Topeka about it.

Jim Smith asked about the revision of longevity increases and Ola said that some of the new pay plan sections have been passed while others are being looked at further.

Sue Hewitt asked about what type of testing will be used for the new L.A. series. Margy answered that no one knew yet, but that Central Personnel would like for it to be an "unassembled booklet" like the old L.A. test has been.

Deb Spencer wanted to know how long it was reasonable to wait for information about a job reclassification once it is submitted to Central Personnel. Colleen said that with only 2 people to process these and with the current end-of-school-year rush, it could take 90-120 days. It would take less time at a slower time of the year. Ola repeated that manuals are now available to help design and write a position description and that there will be workshops set up for this problem in the fall.

After the guests left, Mary McFadden asked for a vote on whether or not the Classified Conference should send a letter to A.L.A., the K.U. Administration, etc. about our regret at the cancellation of the exhibit at Spencer. The motion was made and carried. Mary and Pat Mimeau will draft a letter.

Current Group representatives and alternates are:

Group I	Gavin Clabaugh Sara Tubby alt.	Group II	Deb Spencer Mary Tefft alt.	Group III	Ann Stuart Martha Tiday alt.
Group IV	Lola Seymour Mary Fund alt.	Group V	Peggy Morrison Karen Salisbury alt.	Group VI	Joy Fry Susan Hogle t
Group VII	Susan Armstrong Becky Schulte alt.	Group VIII	Sue Hewitt	Group IX	Lewis Armstrong Nancy Ursery alt

The meeting was adjourned at 4:40.

Sherry Hawkins  
Secretary

# FYI

## University of Kansas Libraries

NUMBER 449

May 25, 1978

---

### PERSONNEL:

S. Lynn McDonald, Clerk Typist II in Special Collections, will promote to Library Assistant I in Cataloging effective 5/29/78. Karen Zuther, Clerk II in Interlibrary Services, will promote to Clerk III in Serials effective 5/29/78 (this position reallocated from Clerk II to Clerk III effective 5/18/78). Peggy Morrison, Library Associate in the Department for Spain, Portugal, and Latin America, will be on a leave of absence from 7/1/78-6/30/79. The department will seek replacement at the Library Assistant II level in her absence. The Board of Regents has conferred to Polly Trillich the status of librarian emerita upon her retirement 6/18/78.

Library staff interested in making application for the following positions should contact Mary Green or Nancy Shawbaker no later than Wednesday, May 31:

Clerk II, Interlibrary Services  
Clerk Typist II, Department of Special Collections  
Library Assistant II (one-year appointment), Department  
for Spain, Portugal, and Latin America

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
QUALIFIED WOMEN AND MEN OF ALL RACES ARE ENCOURAGED TO APPLY

### UNCLASSIFIED OPENINGS:

CIRCULATION LIBRARIAN. Available August 7, 1978. 12-month, tenurable. Responsible for administration and coordination of the Circulation Department, including user services, book stack maintenance, final book processing, the reserve room, microforms reading room, security and delivery, and storage facilities. Directs maintenance of an automated circulation control system, with planning for an on-line system. Will supervise 15.5 FTE paraprofessional staff and 40,000 student assistant hours. Qualifications: Requires the MLS from an ALA-accredited library school and at least two years of relevant library experience, preferably with a computer-based circulation system. Requires supervisory experience. Salary: \$12,000-\$15,000, depending on experience. (If filled by an internal librarian, an administrative salary supplement of \$1,200 will be applied).

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
QUALIFIED WOMEN AND MEN OF ALL RACES ARE ENCOURAGED TO APPLY

### JOHN L. GLINKA

John Glinka, Associate Dean, will assume supervisory responsibility for the University Archives, Kansas Collection, and Special Collections, effective 1 July 1978. This expansion of John's duties results from the request of Alexandra Mason some months ago to be relieved of responsibility for the University Archives and the Kansas Collection. Sandy is continuing, of course, as Head of Special Collections and John will be continuing with all of his present duties.

### POLLY TRILLICH

A farewell reception for Polly Trillich will be held Thursday, June 15, from 3:00-4:00 p.m. in Watson Staff room. Polly is retiring after more than 17 years of service in KU Libraries. The reception is arranged by the KULSA Hospitality Committee.

PART-TIME LIBRARY WORKERS AVAILABLE THROUGH UPWARD BOUND PROGRAM:

For eight weeks in June and July, high school students from Kansas City, Kansas, will reside on campus and be enrolled in courses designed for Upward Bound students--courses in math, history, reading and language arts, and special interest subjects. Since career exploration is a part of the program, these students will be available to work 20 hours/week in various departments on campus, with a small stipend for the students. Any library departments who might be able to use these individuals for the eight week period should contact Mary Green no later than Tuesday, May 30.

STUDENT REAPPOINTMENTS:

All student assistants that will be working after June 17, 1978, must be reappointed for fiscal 1979. Supervisors should complete the reappointment section of the Appointment Request for Student Assistants form and submit it to the Dean's Office before June 17. Reappointments for Work-Study qualified students were due in May for an effective date of 5/18/78. If you have any students qualified for the College Work-Study program that have not been reappointed then please process the necessary forms immediately.

Student Assistants that are to be recommended for reappointment at an hourly rate above the minimum wage of \$2.65 will require a detailed explanation justifying this hourly rate or the continuation of the higher rate. The Office of Academic Affairs has informed us that each department under its jurisdiction will need to justify each payment above the minimum wage and that requests based solely on longevity will not be routinely approved. Requests should be based on special skills which are needed, additional responsibilities assumed, the difficulty of the nature of work performed, etc. Justifications for an hourly rate above the minimum wage should be submitted, with the appropriate reappointment forms, to the Dean's Office for review. If the Library approves the request it will be forwarded to the Office of Academic Affairs. If not, the department will be notified.

If you have any questions regarding the reappointment of student employees please contact Nancy Shawbaker.

UKASE DEADLINE

All UKASE transactions are due in the Serials Department by 5:00 p.m. on June 8, 1978. Thanks for your cooperation.

OSCAR

There will be OSCAR - on line check in and routing - demonstrations scheduled in the Serials Department in about one month. Please do not ask for demonstrations while the staff is in training. Branch serials staff will receive individual training. Thank you for your cooperation.

SOFTBALL

Lawrence High School, Sunday, May 28, 3:00-5:00. All staff and student employees in all departments in all libraries are invited.

CDC

Because of the length of the CDC minutes for 18 May 1978, they will not be reproduced in FYI. Anyone interested in seeing a copy may check with any CDC member.

BLOCK NUMBERS

Attached are revised pages two and three of the block-list, indicating new locations for some block numbers. Please substitute them for the corresponding pages in your copy of the block-list.

ADMINISTRATIVE CONFERENCE

There will be an Administrative Conference Meeting, June 1 at 10:30 a.m. in B28.  
The agenda will be:

Library Hours for Fiscal '79  
OSCAR

CLASSIFIED CONFERENCE

For new members of the staff, attached is a letter of introduction to Classified Conference, its constitution, and bylaws. Anyone with questions or who would like an additional copy may contact the Classified Conference secretary, Sherry Hawkins, Microforms, 864-4661.

MINUTES OF THE ADMINISTRATIVE CONFERENCE MEETING, May 18, 1978

The Administrative Conference met at 10:30 a.m., in B28 Watson with Jim Ranz presiding. Those attending were Maria Alexander, Roger Anderson, Ellen Brow, Gene Carvalho, Marilyn Clark, Ruth Fauhl, Frances Fischer, John Glinka, Mary Green, Marianne Griffin, Sherry Hawkins, Sue Hewitt, Martha Kehde, Bob Malinowsky, John Martin, Sandy Mason, Rosemary McDonough, Eileen McGrath, Kent Miller, Pat mimeau, Kathleen Neeley, John Nugent, Dave Passmore, Bonnie Postlethwaite, Nancy Shawbaker, Jim Smith, Ann Stuart.

Nancy Shawbaker discussed student assistant wages for F1979. The Library Office received a memo, dated 5/17/78, from Vice Chancellor Ronald K. Calgaard regarding student hourly wages. The legislature did not fund the University for federal increases in the minimum wage for F1979. The University is seeking a 85% exemption which will allow us to remain at the \$2.65 per hour rate for next year. The Office of Academic Affairs is concerned that each unit in Academic Affairs maximize the use of its student help allocation. Therefore, requests to pay students above the minimum wage of \$2.65 will require a detailed explanation justifying the higher rate. Requests based solely on longevity will not be routinely approved, rather, these requests must be based on special skills which are needed, additional responsibilities assumed, the difficulty of the nature of work performed, etc. Departments will be required to submit special justification for each student whether for reappointment or new appointment if the hourly wage is above the \$2.65 rate. These requests will be review by the Library Administration and if approved will be forwarded to the Office of Academic Affairs. If not approved they will be returned to the department.

Work-Study students will not be able to be paid from College Work-Study funds from June 18-30. Hours for Work-Study qualified students during this period will be charged to the regular state allocated funds.

Bob Malinowsky announced that by the time that a new Circulation Librarian is appointed the Security & Delivery Department will be reporting to the Circulation Department, hopefully by fall of 1978.

Dean Ranz made several announcements. The Chadney collection will be picked up in Oklahome on June 12 by two moving vans. The books will be put in the basement of Old Green and sorted by subject by the Exchange & Gifts staff.

The All University Committee for the Renovation of Watson has been appointed. Cliff Haka, staff representative; Jim Ranz & John Glinka, library administration representatives; Peter Johnsen, School of Education; Gerald Mikkelson, Dept., of Slavic L. & L.; Gerhard Zuther, Department of English; Ralph Christoffersen, Academic Affairs; Allen Wiechert, Office of Facilities Planning, and two representatives from the Student Senate, Phil Cobb & Barbara Brussell.

The \$291,000 is now available. Mr. Glinka has already sent specifications for shelving. Facilities Planning is getting estimates for painting & lighting in the east sub-basement of Watson and Spencer basement.

Dean Ranz attended a meeting of the Association of Research Libraries. The Title IIC was discussed informally. Approximately 150 applications were received and only 20 grants will be awarded. Readers have already been appointed to read the grant requests. The announcements of grants awarded will be in August and funds will be available in October of this year.

Dean Ranz attended the Governors Task Force on Libraries in Salina. There were presentations from 8 different groups. Five questions were discussed and answers

prepared for making recommendations to the Governor:

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?
2. How should the inter-library loan program be utilized to provide for an interconnected system of libraries that more effectively utilizes library resources?
3. What steps should be taken to avoid the unnecessary duplication of library resources?
4. What should be done to more effectively utilize the existing library resources of Kansas?
5. What should be the role of state and local government 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?

Eileen McGrath briefly reviewed the Circulation Lending Policy discussed at a previous Administrative Conference Meeting. This policy was drafted by Eileen McGrath, Circulation Librarian. The lending policy was presented to the Senate Library Committee and they gave their approval in the form of a recommendation.

Some of the highlights of the proposed lending code are: Four week loan period, except for K.U. Faculty and they would have a semester loan period. Borrowing privileges will be suspended if they are abused with any regularity. No borrowing for High School students. This particular item was discussed at length and it seems to be one of the main concerns that some kind of borrowing procedure should be established for High School students.

Kathleen Neeley expressed concerns about branch libraries who are not automated. How would they be able to implement this policy? Eileen replied that the branches will start out manually and hopefully will be implemented into the automated system. Some advantages of the new policy are: Will help our public image quite a bit. Closer equality for students and faculty. Fines will only be assessed for recall books (we have not been successful in getting recall books back) and lost books. Borrowing privileges will be suspended if the policy is not adhered to.

The proposed lending code was well received by the Administrative Conference and in general will be implemented within the next year.

The meeting adjourned at 11:50.

Ann Stuart  
Secretary

NA6210-7579	Marvin	Commercial buildings
NA7580-7786	Art	Villas, county seats, manor houses, castles.
NA7800-9425	Marvin	Commercial buildings, Aesthetics of cities.
NB-NZ	Art	Art
Q	Science	General science.
QA1-20	Math	General mathematics.
QA21-35	Science	History and biography of mathematics.
QA36-999	Math	Arithmetic, algebra, analysis, geometry, mathematical aspects of analytic mechanics
QB	Science	Astronomy
QC1-799	Science	Physics
QC801-999	Marvin	Terrestrial and cosmical physics, terrestrial magnetism, meteorology, weather
QD	Science	Chemistry
QE1-10	Marvin	General geology
QE11-22	Science	History and biography of geology
QE23-357	Marvin	General geology
QE359-362	Science	History and biography of mineralogy
QE363-425	Marvin	Mineralogy and general petrology
QE427-430	Science	History of petrology
QE431-703	Marvin	Petrology, dynamic and structural geology, stratigraphic, geology, general paleontology
QE705-710	Science	History and biography of paleontology
QE711-840	Marvin	Invertebrate paleontology
QE841-899	Science for Old Green	Vertebrate paleontology
QE901-996	Marvin	Paleontology
QH	Science	Biology
QK	Science	Botany
QL	Science for Old Green	Zoology

1 1978

OFFICE OF THE DEAN  
University of Kansas Libraries

QM	Science	Human anatomy
QP	Science	Physiology
QR	Science	Bacteriology
R-RZ	Science	Medicine
S1-760	Marvin	Agriculture
S900-972	Science for Old Green	Conservation of natural resources
SB1-450	Science	Plant culture
SB451-479	Art	Gardens, landscape gardening
SB480-1100	Science	Horticulture
SD	Science	Forestry
SF	Science	Animal culture, veterinary medicine
SH	Science for Old Green	Fish and fisheries
SK	Science for Old Green	Hunting sports
T1-14	Marvin	General technology
T15-44	Science	HISTORY AND BIOGRAPHY OF TECHNOLOGY
T45-390	Marvin	General technology, patents, mechanical drawing
T391-999	Science	Exhibitions
TA1-12	Marvin	General civil engineering
TA15-19	Science	History of civil engineering (current issues go to Marvin)
TA21-124	Marvin	General civil engineering
TA130-144	Science	Biography of civil engineering (current issues go to Marvin)
TA145-1770	marvin	Civil engineering, transportation engineering
TC1-9	marvin	General hydraulic engineering
TC15-20	Science	History of hydraulic engineering
TC21-1770	Marvin	General hydraulic engineering, canals, harbors
TD1-9	Marvin	General sanitary and municipal engineering
TD12	Marvin	Environmental engineering
TD15-144	Science	History and biography of sanitary and municipal engineering

UNIVERSITY OF KANSAS  
LIBRARY FACULTY ASSEMBLY

May 9, 1978

MAY 9 1978  
OFFICE OF THE DEAN  
University of Kansas Libraries

Chairperson Linda Parker called the meeting to order at 9:00 a.m. and asked for approval of the minutes of the last meeting. The minutes were approved as distributed.

1. Committee Reports

Professional Development: Committee Chairperson Rosemary McDonough distributed a written report on the committee's activities during the past year and briefly discussed the highlights of that report. McDonough stated that the committee had been quite busy, and that she recommended that a subcommittee be established to rule on travel fund requests so that the full committee could use its time for other matters. She closed by urging anyone who had received travel funds which they will not use to notify the committee soon.

Facilities Planning: Jim Neeley presented a brief oral report for the absent chairperson, Jeanne Richardson. The committee's major accomplishment was the preparation of a set of recommendations for the use of space in the renovated Watson. This document was made available to all library staff and was discussed at two open meetings in December. The concerns that surfaced in those meetings were studied by the committee. The committee also considered the location of the Art Library and the use of Old Green Hall, and advised Dean Ranz on the location of services and departments during and after the renovation of Watson. Finally, Cliff Haka was appointed to the new University committee on the renovation of Watson Library.

Promotion and Tenure: Chairperson Jackie Howlett presented highlights of the committee's activities for the year. The committee's attempt to establish a committee for peer review of librarians' performance failed when the general LFA membership voted down a resolution on the matter this fall. The committee reviewed eight requests for promotion, tenure, or sabbaticals. In response to some dissatisfaction with the evaluation process and the outcome of this year's evaluations, a subcommittee was established to review the forms and procedures used. The subcommittee plans to meet with the staff soon to receive information and report its findings.

Ad Hoc Committee on Librarians' Salaries: Mary Green reported that a letter had been sent to Chancellor Dykes noting the inequality between librarians' salaries and the salaries of the teaching faculty. Chancellor Dykes referred the matter to Vice Chancellor Shankel. Some discussion followed, and Rosemary McDonough moved that the LFA ask AAUP to routinely include information on librarians' salaries in their annual salary study. Barbara Clason seconded the motion, and it was unanimously approved.

Nominations: Michaelyn Burnette reported that the committee had difficulty persuading people to accept a nomination. Many who declined a nomination stated that they were already overburdened with regular work and other committee assignments. This may

May 9, 1978 -cont'd

indicate that there are too many committees in the Library, and Burnette suggested that this matter be examined.

Burnette was prepared to distribute ballots for the election of next year's officers at the end of the meeting, but in response to requests from those assembled, she made public the nominations. Additional names were solicited, and the following nominations were made:

Secretary- Eleanor Symons  
Librarian III- Barbara Clason

Budget and Planning: Chairperson Barb Gaeddert referred the Assembly to the committee's report which is available from the LFA Secretary, Barb, or at the Reference Desk.

2. Proposal to Create the Position of Adjunct Bibliographer

Jim Neeley moved that the LFA recommend that the Library establish the position of adjunct bibliographer. Ellen Brow seconded the motion and discussion ensued. Some members expressed concern that such bibliographers might be used in lieu of hiring fulltime professional staff. An amendment was offered to make clear that this should not be the case. The amendment carried so that the motion read:

"The Library Faculty Assembly recommends the establishment of the position of adjunct bibliographer for those areas in which the library already has a fulltime staff member acting as a bibliographer."

Discussion continued, centering primarily on the privileges and technical support that an adjunct bibliographer would receive. As discussion subsided, the Assembly voted 17 to 2 in favor of the motion as amended.

3. Merit Salary Increases

Chairperson Linda Parker related the actions of the Executive Committee in the distribution of merit salary increases for FY 1979. She reported that Dean Ranz visited the Executive Committee on February 28th with a proposal to change the ratio of distribution. The Executive Committee did not wish to change the ratio of distribution without consulting with the whole Assembly who had previously approved the 1-2-3-4 pattern of distribution, and so voted to retain the 1-2-3-4 pattern. Mary Green commented that there was a misunderstanding concerning the urgency of the matter and that this influenced the committee's action. Parker continued that the present Executive Committee will recommend to its successor that the matter of salary increases be examined next fall.

Since there was no further business, the meeting was adjourned at 10:00 a.m.

Respectfully submitted,

*-Eileen McGrath*



ASSOCIATE DEAN  
UNIVERSITY LIBRARIES  
133 WATSON

Admin. Dist.

## THE UNIVERSITY OF KANSAS

University Director of Support Services  
College of Health Sciences and Hospital  
39th and Rainbow Blvd., Kansas City, Kansas 66103  
(913) 588-5203

May 18, 1978

TO: All Departments and Users of the KU Campus Mail System, Lawrence Campus

FROM: Russell C. Mills, Ph.D. *Russell C Mills*

SUBJECT: Mail System Policies

The Campus Mail System at the University of Kansas, Lawrence Campus, exists to provide a reliable and expeditious method for picking-up, transporting and delivering official correspondence from the various academic and staff offices and organizations. At least twice daily personnel from the Campus Mail System deliver many pieces of correspondence to more than 250 offices located throughout the Lawrence Campus. The Campus Mail System is entirely separate from the U.S. Postal Service.

The following rules apply to the use of the Campus Mail System service:

1. Only official correspondence relating directly to academic or to staff activities and programs is authorized to be handled by the Campus Mail System. Official correspondence includes letters, memoranda, state paychecks, notices, announcements, computer printouts and completed forms and schedules.
2. Correspondence ordinarily must be in envelopes, unless previous arrangements have been made with Campus Mail in Room 30, Strong Hall. Some items such as computer printouts, which are too bulky to be enveloped, must be bound securely with twine or cord; the destination department and building must be printed on the outside of the package where they are clearly visible.
3. It is extremely important that mail is addressed clearly and properly, including the destination department and building. Correspondence which cannot be delivered because of improper address will be returned to the sender, if that office can be identified. If the sender cannot be identified, the envelope will be opened to determine the identity of either the sender or of the addressee.

A list of generally recognized University of Kansas academic and administrative office titles appears in the front section of the University of Kansas Student, Faculty, and Staff Telephone Directory. Use of these titles is essential to allow reliable and efficient dispatch.

4. Items larger than 14" X 12" X 6" are not acceptable for transport through the Campus Mail System. Sending blank forms, paper, books, or other office supply items through the Campus Mail System is not allowed, unless emergency arrangements are made in advance with Campus Mail in Room 30, Strong Hall. In any event all items must be enveloped or bound securely and must be properly addressed.
5. Use of the Campus Mail System for either personal or commercial gain is strictly forbidden. The Campus Mail System is not to be used for distributing advertising material or promotional documents in support of commercial enterprise. Neither is the Campus Mail System to be used for distributing any material which either directly or indirectly supports or contributes to delinquency or unlawful activities. Additionally, the Campus Mail System is not to be used as a personal messenger service to execute individual obligations, such as returning library books or delivering refunds for vending machines.

The ultimate success of the Campus Mail System and the efficiency and reliability of its service will continue to depend to great extent upon cooperation of the users. The Campus Mail System has limited capabilities, and whenever the demands placed upon these capabilities are unique or greater than the anticipated, untoward delays result. With everyone's help and cooperation the Campus Mail System will serve as a useful, responsive service to the campus.

If there are any questions regarding either the policies expressed in the paragraphs above or specific circumstances, please contact Mr. Dave Hanson, Assistant Director for Communications and Transportation, Facilities Operations, at telephone number 864-4191.



## THE UNIVERSITY OF KANSAS

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

April 27, 1978

Ms. Michaelyn Burnette  
Assistant Documents Librarian  
Watson Library  
Campus

Dear Michaelyn:

I am writing this to you as the first signer of the statement from members of the Library's staff regarding the cancellation of the exhibit "Full Circle, the Rise and Fall of Hitler's Germany." I appreciate your sharing your concerns with me and I am sure you will also be hearing from Dr. Shankel.

Among the principal considerations in the administration's decision was, I know, the spectre of censorship, something which the University of Kansas repudiates in all its forms. We do not feel, however, that the cancellation of the opening of the exhibit represented censorship. We have never indicated, despite reports in the press, that this exhibit could not be shown on campus. That decision will not be ours, but will be the decision of those who were responsible for organizing the exhibit in the first place. Our concern, and that of everyone in administration who knew of the many anguished calls which came in last Thursday, was over the humane question of whether the timing of the exhibit was inappropriate. In our considered judgment, the timing was most unfortunate and for that reason the opening was cancelled. We would be happy to have such an exhibit on campus again.

As I am sure you will understand, censorship was our last thought. We are confident that those who consider all of the circumstances surrounding the proposed opening date of the exhibit will share in our conviction that closing the exhibit was a gesture of humane concern.

Thank you for sharing your thoughts with us. We appreciate your writing as you did.

Sincerely,

Archie R. Dykes  
Chancellor

ARD:d1m

cc: Dr. Shankel



## THE UNIVERSITY OF KANSAS

Office of the Executive Vice Chancellor  
231 Strong Hall, Lawrence, Kansas 66045  
(913) 864-4904

May 5, 1978

Ms. Michaelyn Burnette  
Assistant Documents Librarian  
Other Members of the Library Staff  
Watson Library  
Campus

Dear Ms. Burnette and Colleagues:

Thank you very much for your recent letter expressing an opinion about the University administration's decision to cancel the opening of the exhibit entitled "Full Circle, the Rise and Fall of Hitler's Germany."

As I am sure you know, this decision has generated considerable interest, so I hope you will pardon this impersonal response. I did want you to have a copy of the statement which Chancellor Dykes and I released. I believe this statement summarizes accurately and completely our position on the cancellation of the opening of the exhibit and the possible rescheduling of it.

I appreciate having your views.

Sincerely,

Delbert M. Shankel  
Executive Vice Chancellor

DMS:sm  
Enclosure

Newsrelease  
May 1, 1978

Chancellor Archie R. Dykes and Executive Vice Chancellor Delbert Shankel today released the following statement to clarify the circumstances surrounding the cancellation of the opening of the exhibit entitled "Full Circle, the Rise and Fall of Hitler's Germany" and related events following the cancellation of the opening.

"When the opening of this exhibit was cancelled, the statement which was released was carefully worded to indicate that the opening was cancelled and, at the same time, to leave open the possibility for rescheduling the exhibit at a later time. The scheduled opening was cancelled for a variety of reasons. Among those reasons was the fact that no one in the group scheduling the exhibit had been aware at the time it was scheduled that 'Holocaust' would be shown in the week preceding the proposed opening. In addition, no one had realized that the date coincided with Hitler's birthday, and it had not been realized that the opening immediately preceded the beginning of the Passover. Furthermore, unauthorized publicity from non-University sources gave the impression that the opening of the exhibit and the exhibit itself would be dramatically different from the actual exhibit and the plans for the opening. Under these circumstances, and in view of the traumatic effect which would have resulted for members of our staff and student body, we believed that it was desirable to cancel the scheduled opening. We agree entirely with the sentiments expressed in the resolution passed by the University Senate Executive Committee at its April 25 meeting which stated that '. . . our American democracy is grounded in the responsibility of the majority to safeguard the interests and sensibilities of all groups of our society.'

"Nevertheless, we are also in full agreement with that portion of the resolution which states: 'We are mindful also that a University can be worthy of that name only when it is fully open as a forum for ideas of every sort, significant and trivial, benign and malign,' and we are sensitive to the issues surrounding the principle of free speech which the cancellation raised. Consequently, we wish to state unequivocally that the staff of the Spencer Library is authorized to reschedule this exhibit at an appropriate time. We believe that the display of these items can serve a valuable function by reminding us all of the terrible consequences which resulted from the rise to power of Hitler and his followers. We trust that if and when the Library decides to place these items on display, the display will be accompanied by an appropriate reminder and acknowledgement of the terrible events which accompanied the rise to power of the National Socialist Party in Germany.

"In recent days additional concern has been expressed by the donor of a collection to the Spencer Library about the possibility of censorship of that collection. The Wilcox collection of social and political documents is a substantive and symbolic expression of the range of concerns an institution of higher learning. The existence of the collection typifies the University's commitment to academic freedom and to the free and open discussion of controversial issues. We take the concern raised by the creator and donor of these research materials as an opportunity to reaffirm and reiterate our commitment to the principles of freedom of speech and expression, to the University Library's need and right to acquire and exhibit such materials, and to the University community's need and right to inquiry even where the subject matter may be controversial.

"We trust that these statements clarify the University's position on these matters."



## THE UNIVERSITY OF KANSAS

University of Kansas Libraries  
Lawrence, Kansas 66045

Dear

Welcome to the staff of the K.U. Libraries! As a new staff member, we'd like you to know about the internal structure of the library. Currently four organizations exist within the library system to deal with the governing and social interaction of the staff. The three policy-oriented bodies include the Administrative Conference, the Library-Faculty Assembly, and the Classified Conference. The Administrative Conference is the highest ranking policy-making body in the Libraries and is composed of the Dean and his Assistant Deans and the Department Heads of the major departments. The Library-Faculty Assembly (LFA) represents the professional or faculty staff members and articulates their concerns to the Administrative Conference. The Classified Conference (CC) deals with the issues affecting classified staff. The Library-Faculty Assembly and the Classified Conference are the links between the individual staff member and the Administrative Conference. They insure that important information reaches all staff members.

The Kansas University Library Staff Association (KULSA) is oriented toward social-cultural activities of interest to all library staff, although it can and does address itself to policy concerns. As a classified staff member you are invited to attend KULSA and Classified Conference meetings.

You are automatically a member of the Classified Conference which requires no membership fees. The Executive Board of the Classified Conference wants you to understand the structure and functioning of your organization. Two Co-Chairpersons and a Secretary elected yearly by Conference members and nine Group Representatives selected by their respective group members, comprise the Executive Board of the Conference. (We have included a copy of the Group Sheet for you to read. A copy of the Constitution is also enclosed. For an explanation, talk to your Group Representative.) The officers and Group Representatives try to represent your interests and needs in an advisory capacity to the Dean of Libraries. If you have problems or want to express opinions on any library matter, contact your Group Representative. It's your organization, catering to your unique needs as Classified Staff. Help with your participation.

Executive Board of the Classified  
Conference

# UNIVERSITY OF KANSAS LIBRARIES CLASSIFIED CONFERENCE 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, an 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.

## ARTICLE IV

### Executive Board

Section 1. The Executive Board shall consist of nine group representatives and the officers.

Section 2. A representative shall be elected from each of the following nine groups and shall be responsible to that group to get information to them and to see that suggestions from the group are brought to the executive committee:

Group I--consisting of classified personnel from BINDERY, BINDERY PREPARATIONS, SECURITY AND DELIVERY;

Group II--consisting of classified personnel from MICORFORMS, DOCUMENTS, EAST ASIAN, RESERVE;

Group III--consisting of classified personnel from SERIALS, DEAN'S OFFICE;

Group IV--consisting of classified personnel from ILS, PHOTOCOPY, CIRCULATION;

Group V--consisting of classified personnel from ORDER, GIFT AND EXCHANGE, BOOK SELECTION, LATIN AMERICAN, SLAVIC, ART;

Group VI--consisting of classified personnel from CATALOGING: CURRENT COPY, MARKING, CARD PRODUCTION, CATALOG MAINTENANCE SECTIONS;

Group VII--consisting of classified personnel from CATALOGING: SPECIAL PROJECTS, DIRECT COPY, BIBLIOGRAPHIC SECTIONS;

Group VIII--consisting of classified personnel from MATH, MUSIC, SCIENCE, MARVIN, DYCHE, ENTOMOLOGY;

Group IX--consisting of classified personnel from SPECIAL COLLECTIONS, KANSAS COLLECTION, ARCHIVES, MAP.

Section 3. An alternate representative from each group shall be elected by the group to substitute for the regular representative and to help facilitate communication. In the event that the representative cannot complete the term, the alternate will assume the duties of the representative upon the representative's resignation.

#### ARTICLE V Committees

Section 1. The Executive Board shall function as the Agenda Committee.

Section 2. Standing committees shall be:

Committee on Classified Personnel: This committee shall be concerned with the procedures for job description and reclassification of the classified personnel. This committee shall also be responsible for disseminating information pertaining to salaries, insurance, retirement and other staff benefits. This committee shall be composed of at least 6 voluntary members.

Committee on Staff Evaluation: This committee will be concerned with the method and procedures for the annual evaluation of classified staff members by their supervisors. This committee shall also study and recommend appropriate criteria for the evaluation of supervisors by their subordinates. The committee shall be composed of at least 6 voluntary members.

Section 3. The Executive Board shall be empowered to appoint any committee needed to meet the demands of the Conference.

Section 4. All committees, whether standing committees or ad hoc, shall provide written report upon request to their parent body (bodies) or to other appointing authority.

#### ARTICLE VI Meetings

Section 1. Meetings shall be held as provided for in the bylaws.

UNIVERSITY OF KANSAS LIBRARIES CLASSIFIED CONFERENCE BYLAWS

ARTICLE I  
Meetings

Section 1. Regular meetings shall be held in January, May, August and November. Extraordinary meetings may be called by the Executive Board or by petition of 15 members of the Classified Conference.

Section 1A. The exact date of the meetings shall be determined by the Executive Board (subject to the convenience of the University).

Section 2. Committee meetings are authorized as required, subject to the convenience of the University (i. e., the effective functioning of departments and public service desks during all scheduled hours of library service).

Section 3. The Executive Board is empowered to meet at any time subject to the convenience of the University.

ARTICLE II  
Nomination and Election

Group Representatives

Section 1A. In December, Group Representatives will send a list which included the names of all members of that particular group to group members who shall then vote for one person and return the list to the Group Representative.

Section 1B. The Group Representative shall ask those receiving votes if they will accept the nomination to serve on the Executive Board.

Section 1C. The Group Representative will send the names of those accepting nomination to the secretary who will prepare the final ballot.

Section 1D. This written ballot shall be distributed to each member two weeks before votes are to be tallied.

Section 1E. Each member shall vote for one person in his/her group, with the exception of Cataloging who shall vote for two. After voting, each member shall send her/his ballot directly to the designated officer.

Section 1F. The ballots shall be tallied prior to the January meeting. Results of the election will be announced at that meeting.

Section 1G. The nominee with the second highest number of votes shall be the alternate.

Section 1H. In the instance that a group representative shall resign and there is no alternate, or that both the group representative and the alternate resign, the procedure for electing a new group representative shall be as follows: the outgoing group representative shall call a meeting of the group to nominate at least two members. Ballots shall then be handed out and each member shall vote for one person. The person with the highest number of votes shall be the new representative; the nominee with the second highest number of votes shall be the alternate.

### Officers

- Section 2A. At the November meeting, nominations for officers from the entire membership shall be taken from the floor. Absentee nominations can be made to the appropriate Group Representative before that meeting. The Representative will formally present that nomination at the meeting.
- Section 2B. At the January meeting, officers shall be elected by secret ballot.
- Section 2C. Each member shall vote for the two-Chairpersons and a Secretary.
- Section 2D. If a Co-Chairperson resigns and 3/4 of the year has passed, no new Co-Chairperson shall be elected. If 3/4 of the year has not expired, Group Representatives will solicit nominations from their group members. These nominations will be compiled by the remaining officers, who will contact nominees to obtain acceptance or rejection. These officers will then compile and circulate a finalized ballot to the Classified Conference membership through the Group Representatives. Ballots will be returned and counted by the designated officer who will announce the election results via FYI.
- Section 2E. If the Secretary resigns, the same policy is applicable.

### ARTICLE III

#### Duties and Responsibilities

- Section 1. Officers--The Co-Chairpersons shall conduct all meetings of the Classified Conference and shall head the administration of the Conference. The Secretary shall make an accurate account of all business transacted during a meeting of the Conference and the Executive Board and shall distribute the minutes.
- Section 2. Group Representatives--The Group Representatives shall be responsible to the department they represent in keeping members up-to-date on all communication and information concerning the Conference. They shall inform the Executive Board of matters concerning classified personnel.
- Section 3. Members--The members shall be responsible to make their feelings and opinions known to their representative and to designate to their representative by what means they wish to be kept informed.

### ARTICLE IV

#### Parliamentary Procedure

- Section 1. Parliamentary procedure as given in Robert's Rules of Order shall be official.
- Section 2. Minutes of the Conference meetings shall be published in FYI within two weeks.

### ARTICLE V

#### Voting

- Section 1. Each member may cast one vote. This vote may be by absentee ballot if such ballot is requested at least 24 hours before the scheduled meeting.

ARTICLE VI  
Quorum

Section 1. One-third of the membership shall constitute a quorum, two-thirds of those present shall be required to carry a motion.

ARTICLE VII  
Records

Section 1. Three copies of all agenda, minutes, reports and other records of the deliberative bodies and committees established under this Constitution shall be deposited in the University Archives.

ARTICLE VIII  
Amendments

Section 1. The Constitution may be amended by a two-thirds vote of the membership voting at a meeting of the organization. Written notice of the proposed action, and the text of the changes shall be submitted to the membership two weeks prior to voting.

Ratified, 29 March 1973  
Amended, 5 October 1973  
Amended, 28 January 1974  
Amended, 23 August 1974  
Amended, 19 August 1975  
Amended, 9 December 1975

# FYI

## University of Kansas Libraries

NUMBER 450

June 1, 1978

---

### PERSONNEL:

Resignations include Frances Weber, Clerk III in Circulation, effective 6/16/78; Laura Yokochi, Clerk Typist II (half-time) in Serials, effective 6/30/78; and Denise Jennison, Clerk III in Circulation, effective 6/9/78. M. Elizabeth Coover, Clerk III, will retire from the library staff effective 8/17/78. Liz was appointed to the Libraries' Bindery Preparations unit in 1972, and was promoted to Bindery Preparations supervisor in 1974. Best wishes to her in her upcoming retirement.

Library staff interested in making application for the following positions should contact Mary Green or Nancy Shawbaker no later than Tuesday, June 6:

Clerk III (Assistant Desk Supervisor), Circulation  
Clerk Typist II (half-time), Serials (this position  
to be reviewed in June for possible reallocation  
at the Clerk III or Library Assistant I level)  
Clerk III (Fines Clerk), Circulation

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
APPLICATIONS INVITED WITHOUT REGARD TO RACE, SEX, DISABILITY, OR VETERAN'S STATUS

### UNCLASSIFIED OPENINGS

CIRCULATION LIBRARIAN (corrected notice). Available August 7, 1978. 12-month, tenurable. Responsible for administration and coordination of the Circulation Department, including user services, book stack maintenance, final book processing, the reserve room, microforms reading room, security and delivery, and storage facilities. Directs maintenance of an automated circulation control system, with planning for an on-line system. Will supervise 15.5 FTE paraprofessional staff and 40,000 student assistant hours.

Qualifications: Requires the MLS from an ALA-accredited library school and at least two years of relevant library experience, preferably with a computer-based circulation system. Requires supervisory experience. Salary: \$12,000-\$15,000, depending on experience. (If filled by an internal librarian, an administrative salary supplement of \$1,200 will be applied). To apply, submit letter of application and resume to Mary Green. Application deadline: June 26, 1978.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
QUALIFIED WOMEN AND MEN OF ALL RACES ARE ENCOURAGED TO APPLY

### LOLA SEYMOUR

Lola Seymour is in Room 205B at Lawrence Memorial Hospital. Cards and visitors welcome.

### UPWARD BOUND WORKERS STILL AVAILABLE

Departments may still submit requests for part-time high school workers through the Upward Bound program. Students will be available to work eight weeks in June and July, 20 hours per week. Contact Mary Green if you're interested.

### KENT MILLER

Kent Miller will be on vacation June 2-16. In his absence, Joan Soutar will be in charge of the Serials Department.

#### STUDENT TIME CARDS

Student time cards fro the last month in F1978 are due in the Dean's Office at 9:00 a.m. on June 16. Please make sure that all hours worked during this final pay period are reflected on the time card.

#### CLASSIFIED CONFERENCE EXECUTIVE BOARD

The Classified Conference Executive Board will meet at 10:00 in B-28 on Tuesday, June 6. All group representatives and alternates should plan on attending. Agenda: 1) Designing a form for checking qualifications and 2) wording of amendments.

#### LIBRARY FACULTY/PROMOTION AND TENURE

The results of the Library Faculty/Promotion and Tenure elections are:

Vice Chairperson/Chairperson Elect--a tie vote.  
New ballots will be mailed out for this position.  
Secretary--Carol Chittendon  
Executive Committee  
    Librarian I--Joe Richardson  
    Librarian II--Gene Carvalho  
    Librarian III--Barbara Jones  
Library Committee on Promotion and Tenure  
    Librarian I--Pat Scanlan  
    Librarian III--Marilyn Clark, Ann Hyde

#### INFORMATION SESSION ABOUT STORAGE

On Monday, June 5 at 2:00 there will be an information session about storage conducted by Bonnie Postlethwaite in Room B-28. The group will later proceed to the storage area for a tour. Every department which has any dealings with storage should send a representative.

#### SOFTBALL!

At Hillcrest School, Sunday, June 4th, 12:30 to 3:30. All staff from all departments in all Libraries are welcome. Spouses, children and friends also are welcome.

#### HISTORY OF ECONOMICS COLLECTION ACCLAIMED BY EXPERT

From May 5th through 13th, 1978, the University Libraries were host to Mr. Kenneth E. Carpenter, Curator of the Kress Library of Business and Economics at Harvard University. Mr. Carpenter used the collections in Watson Library and the Department of Special Collections in his research on the role of translations in the migration of ideas in political economy. In the process, he became rather well acquainted with the collection, and afterwards wrote a brief evaluation of it.

Mr. Carpenter is an authority on history of economics collections. He has been on the staff of the Kress Library for ten years (the Kress Library is the rare books division of the Baker Library of the School of Business Administration at Harvard). He recently spent one year as cataloger at Hitotsubashi University, location of the finest collection in Japan. He has collaborated with the Goldsmiths' Library at the University of London in the production of the microfilm edition of the combined Goldsmiths'-Kress Library of Economic Literature. In his own research on translations of economic writings, Carpenter has visited most of the major collections in this country, including Yale, New York Public, Columbia, Pennsylvania, Michigan and Chicago.

Mr. Carpenter's comments are reproduced below, in full.

## IMPRESSIONS OF THE ECONOMICS COLLECTIONS AT THE UNIVERSITY OF KANSAS

The collections which are traditionally thought of as the three greatest in the history of economics are Kress at Harvard, Goldsmiths' at the University of London, and Seligman at Columbia. Another great collection, much less known, is at Hitotsubashi University in Tokyo; it is made up of the libraries of the economist, Carl Menger, and the American collector, Burt Franklin. Kansas clearly has another great but little known collection.

I do not like to try to rank collections over-all, because this sometimes implies that the researcher need only go to the best. In actuality, each has its own strengths and weaknesses, with some books found in only one of the collections.

It is difficult for me to comment on the strengths and weaknesses of the Kansas collection for all periods and countries, since I worked mainly on the period from 1750 to 1850 and particularly on continental publications. My work did, however, reveal that Kansas and Kress are the two most international of the collections. Only at Kress and Kansas, and at Minnesota (before 1800) can the researcher find much in languages other than English, French, and German. The Portuguese holdings are outstanding, perhaps better than in Kress, but there are also many books in the Scandinavian languages, in Italian and in Spanish not to be found elsewhere in this country.

It is clear that in the last decades both Kress and Kansas have in large part been following the same acquisitions policy. Both Professor Howey and curators of Kress have responded to the decline in the availability of

English-language books and to their increase in price by emphasizing breadth of language coverage. Historians of economics have not similarly broadened their interests. They continue to work on a relatively small number of economists. Inevitably, they will eventually take a broader approach; and when they do, they will find that the resources have been made available at Kansas and Harvard.

In one respect, Professor Howey did what Kress, with its 1850 cutoff date, could not do. He also collected the post-1850 economic literature with the same breadth of approach as the earlier. His constant attention seems to me to have resulted in a collection of post-1850 literature that is unmatched elsewhere.

Many worthwhile projects in all libraries are not undertaken for lack of resources, but in any case, I would like to express the opinion that a catalogue of the economic literature at Kansas would be a contribution to the bibliography of economics and a stimulus to fruitful comparative and cross-cultural studies.

# FYI

## University of Kansas Libraries

NUMBER 451

June 8, 1978

---

### PERSONNEL:

Debra Putnam, Clerk I in Photocopy, has been promoted to Clerk II in Interlibrary Services effective 6/5/78. Resignations include Steve Ahsmuhs, Clerk II in Reserve, effective 7/1/78, and Mary Marshall, Data Entry Equipment Operator I (3/4 time) in Circulation, effective 6/16/78. Library staff interested in making application for the following positions should contact Mary Green or Nancy Shawbaker no later than Tuesday, June 13.

Clerk I, Copying Services  
Clerk II, Reserve  
Data Entry Equipment Operator I (3/4 time),  
Circulation

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
APPLICATIONS INVITED WITHOUT REGARD TO RACE, SEX, DISABILITY, OR VETERAN'S STATUS

### POLLY TRILLICH

The farewell reception for Polly Trillich will be held Thursday afternoon, June 15, from 3:00 to 4:00 p.m. in Watson staff room.

### AT MEETINGS

H. Robert Malinowsky will be attending much of the Special Libraries Association Conference in Kansas City for the next week beginning Friday, June 9.

### LIBRARY HOURS

The following changes have been made in the schedule of library hours for May 18, 1978-August 20, 1978:

Special Collections - 8a.m.-6p.m. M-F  
Kansas Collection - 8a.m.-5p.m. M-F  
Map Library - 8a.m.-5p.m. M-F

### OLD GREEN

The Old Green Reading Room now has all of the materials that were formerly in the Entomology Reading Room. In an effort to begin consolidation of collections so that records can be updated, much of the materials from 590 - 600 will be moved to Old Green in the next few weeks. These materials will be checked, weeded, and then reclassified for their final move to Science. The reclassified materials will have the Old Green plastic overlay on the cards in the Watson public catalog.

### BLOCK LIST

To the block list has been added TF 1300-1620, High speed ground transportation. The location is Marvin.

DLP

### REMINDER!!!

All student time cards are due in the Dean's office at 9:00 a.m. on June 16. PLEASE BE PROMPT IN SUBMITTING THESE CARDS.

THANKS FOR THE OFFER

But the "Cookout on the Plains of Kansas" will not be held for the Geography and Map Division of the Special Library Association. It had been scheduled for Thursday evening, June 15th. SLA Headquarters forced the cancellation since the cookout was not being catered by an insured and bonded organization. Your many offers to assist are greatly appreciated. You are still invited to attend our divisional meetings being held that day. A copy of the program is as follows:

SLA, GEOG & MAP DIV MEETINGS AT KU

June 15 (Thursday)

Kenneth Spencer Research Library Auditorium

9:30 "Welcome"

Jim Ranz, Dean of the University  
of Kansas Libraries

9:35 "Maps and the University of Kansas"

Prof. Thomas R. Smith, Department  
of Geography

10:30 "Visits to the Collections"

Ann Hagedorn, Special Collections  
Lewis Armstrong, Map Library

Student Union - Cottonwood/Meadowlark Rooms

12:00 Lunch-Cafeteria-Dutch Treat

"Thunderstorms and Tornadoes"

Prof. Joe R. Eagleman, Department  
of Geography

Lindley Hall Auditorium

2:00 "Kansas" the Midwest Perspective"

Assoc. Prof. James R. Shortridge,  
Department of Geography

3:00 "Vegetation Mapping"

Prof. A. W. Juckler, Department  
of Geography

4:00 "Analog Mapping:

Prof. Robert E. Nunley, Department  
of Geography

Lewis Armstrong

COLLECTION DEVELOPMENT

FROM: Collection Development Librarian CRL

SUBJECT: Report on purchase proposals

Colombia. Departamento Administrativo Nacional de Estadística.

Anuario general de estadística. 1905-1964.

Microfilm. Information Handling Services. This is approved for purchase and will be acquired as funds permit.

Committee to Secure Justice for Morton Sobell. Papers. Microfilm. Brookhaven Press. This approved for purchase, and will be acquired as funds permit. Because the greater part of the material is archival, we would buy on demand as soon as anyone wanted to use it.

France. Ministère des Affaires Etrangères. Archives. Four segments of records relating to Italy. This is approved for purchase and will be acquired over a period of time. The first part, the Turin political correspondence March 1814-February 1848 has been ordered.

COLLECTION DEVELOPMENT (continued)

Industrial society, 1918-1976. Microfilm. World Microfilms Publications. This is approved for purchase, and will be acquired as funds permit.

Russian History and Culture, 19th. and Early 20th. Centuries. Microfiche. University Microfilms International. This is approved for purchase and will be acquired as funds permit.

NEW PAY SCALE

Attached is a copy of the Kansas State Civil Service Basic Salary Plan for F1979. This revised pay plan includes the 7.5% cost of living increase to be effective 6/18/78, and reflected in the August 1 pay check.

SOFTBALL

All former KU varsity baseball players, deanly sports enthusiasts, full time and student employees, spouses, children and friends! There will be a softball game this Sunday, June 11, 3:00 to 5:00, at Hillcrest School.

MINUTES OF THE ADMINISTRATIVE CONFERENCE, June 1, 1978.

The Administrative Conference met 6/1/78 at 10:30 a.m. in B28 Watson with Jim Ranz presiding. Those in attendance included Maria Alexander, Ellen Brow, Gene Carvalho, Barbara Clason, Sarah Couch, John Glinka, Mary Green, Bayliss Harsh, Sue Hewitt, Martha Kehde, Mary McFadden, Rosemary McDonough, Sandy Mason, Kent Miller, Kathleen Neeley, John Nugent, Bob Malinowsky, Bonnie Postlethwaite, Dave Passmore, Rod Runyan, and Nancy Shawbaker.

Ranz announced the membership of an all-University library Building Committee which he will chair: John Glinka, Cliff Haka, Peter Johnson (School of Education), Gerald Mikkelson (Slavic Languages & Literature), Gerhard Zuther (Department of English), Phil Cobb (student), Barbara Brussell (student), Allen Wiechert (Office of Facilities Planning), and Ralph Christoffersen (Academic Affairs). The committee will hold its first meeting June 8 to review stated space and facilities needs of the various library departments.

Nancy Shawbaker announced that a number of items have been reported missing from desks in the library, departments should report any missing items to the Dean's Office.

Kent Miller commented briefly on OSCAR (the new module for on-line checkin of serials), which became operational May 15. He noted that access is provided to only that information on the checkin program in the past, but that work is planned to begin this summer to develop a totally on-line, interactive system. It is estimated that the project could take from 6-18 months.

Ranz introduced a discussion of student wages for 1978/79. In 1978, \$232,745 was expended for student wages (a base of \$122,745, plus work study funding amounting to \$50,000, and \$60,000 in salary fragments), translating to 94,000 hours of student help. For 1978/79, the base is \$159,545, work study funding amounts to \$92,750, and salary fragments account for \$26,000, totalling \$278,295 and translating to 105,000 hours of student help. The wage rate will be \$2.65/hour throughout the coming year, and most additional hours will have to go for expanded hours of opening.

Malinowsky reviewed the proposed schedule of library hours for the coming year and called for any comments or reactions to the proposal. Asked about service from the Photocopy Desk during expanded Watson hours, Glinka replied that some thought was being given to limiting Photocopy service to internal needs during the coming year, with patron service provided only for self-service copiers. Serials expressed concern about the availability of microform readers during the expanded hours of service, and Circulation staff expressed concern for the availability of salaried staff to provide coverage in that department from 10-midnight. In a discussion of publicity regarding the new library hours, it was suggested that a telephone tape might be used to provide schedule information. It was also mentioned that the schedule might be advertised in the University Daily Kansan. In discussing the proposal of hours, it was suggested that Watson close somewhat earlier than proposed for Friday night and remain open an hour longer on Saturday evening.

The meeting adjourned at 11:50 a.m.

--Mary Green

KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN  
BASIC STEPS (Monthly and Annual Rate)

Effective FY 1979

RESTRICTED

Age	Step A		Step B		Step C		Step D		Step E		Step F		Temporary Merit Step (TMS)			
	HOURLY MINIMUM	Mo. Rate	Annual Salary	HOURLY MINIMUM	Mo. Rate	Annual Salary										
3	\$ 2.68	\$ 464	\$ 5,568	\$ 482	\$ 5,784	\$ 503	\$ 6,036	\$ 524	\$ 6,288	\$ 547	\$ 6,564	\$ 572	\$ 6,864	\$ 3.36	\$ 533	\$ 6,996
4	2.78	482	5,784	503	6,036	524	6,288	547	6,564	572	6,864	595	7,140	3.50	607	7,284
5	2.90	503	6,036	524	6,288	547	6,564	572	6,864	595	7,140	622	7,464	3.66	635	7,620
6	3.02	524	6,288	547	6,564	572	6,864	595	7,140	622	7,464	650	7,800	3.83	663	7,956
7	3.16	547	6,564	572	6,864	595	7,140	622	7,464	650	7,800	677	8,124	3.99	691	8,292
8	3.30	572	6,864	595	7,140	622	7,464	650	7,800	677	8,124	707	8,484	4.16	721	8,552
9	3.43	595	7,140	622	7,464	650	7,800	677	8,124	707	8,484	738	8,856	4.34	753	9,036
10	3.59	622	7,464	650	7,800	677	8,124	707	8,484	738	8,856	774	9,288	4.55	789	9,468
11	3.75	650	7,800	677	8,124	707	8,484	738	8,856	774	9,288	810	9,720	4.77	826	9,912
12	3.91	677	8,124	707	8,484	738	8,856	774	9,288	810	9,720	847	10,164	4.98	864	10,368
13	4.08	707	8,484	738	8,856	774	9,288	810	9,720	847	10,164	887	10,644	5.22	905	10,860
14	4.26	738	8,856	774	9,288	810	9,720	847	10,164	887	10,644	931	11,172	5.48	949	11,388
15	4.47	774	9,288	810	9,720	847	10,164	887	10,644	931	11,172	974	11,688	5.73	993	11,916
16	4.67	810	9,720	847	10,164	887	10,644	931	11,172	974	11,688	1,019	12,228	5.99	1,039	12,468
17	4.89	847	10,164	887	10,644	931	11,172	974	11,688	1,019	12,228	1,066	12,792	6.28	1,088	13,056
18	5.12	887	10,644	931	11,172	974	11,688	1,019	12,228	1,066	12,792	1,115	13,380	6.57	1,138	13,656
19	5.37	931	11,172	974	11,688	1,019	12,228	1,066	12,792	1,115	13,380	1,168	14,016	6.88	1,192	14,304
20	5.62	974	11,688	1,019	12,228	1,066	12,792	1,115	13,380	1,168	14,016	1,224	14,688	7.20	1,248	14,976
21	5.88	1,019	12,228	1,066	12,792	1,115	13,380	1,168	14,016	1,224	14,688	1,282	15,384	7.54	1,307	15,684
22	6.15	1,066	12,792	1,115	13,380	1,168	14,016	1,224	14,688	1,282	15,384	1,343	16,116	7.90	1,370	16,440
23	6.43	1,115	13,380	1,168	14,016	1,224	14,688	1,282	15,384	1,343	16,116	1,407	16,884	8.28	1,435	17,220
24	6.74	1,168	14,016	1,224	14,688	1,282	15,384	1,343	16,116	1,407	16,884	1,474	17,688	8.67	1,503	18,036
25	7.06	1,224	14,688	1,282	15,384	1,343	16,116	1,407	16,884	1,474	17,688	1,543	18,516	9.08	1,574	18,888
26	7.40	1,282	15,384	1,343	16,116	1,407	16,884	1,474	17,688	1,543	18,516	1,617	19,404	9.52	1,650	19,800
27	7.75	1,343	16,116	1,407	16,884	1,474	17,688	1,543	18,516	1,617	19,404	1,693	20,316	9.97	1,728	20,736
28	8.12	1,407	16,884	1,474	17,688	1,543	18,516	1,617	19,404	1,693	20,316	1,775	21,300	10.44	1,810	21,720
29	8.50	1,474	17,688	1,543	18,516	1,617	19,404	1,693	20,316	1,775	21,300	1,859	22,308	10.93	1,894	22,728
30	8.90	1,543	18,516	1,617	19,404	1,693	20,316	1,775	21,300	1,859	22,308	1,942	23,304	11.41	1,978	23,736
31	9.33	1,617	19,404	1,693	20,316	1,775	21,300	1,859	22,308	1,942	23,304	2,030	24,360	11.93	2,068	24,816
32	9.77	1,693	20,316	1,775	21,300	1,859	22,308	1,942	23,304	2,030	24,360	2,121	25,452	12.47	2,161	25,932
33	10.24	1,775	21,300	1,859	22,308	1,942	23,304	2,030	24,360	2,121	25,452	2,219	26,628	13.04	2,261	27,132
34	10.73	1,859	22,308	1,942	23,304	2,030	24,360	2,121	25,452	2,219	26,628	2,321	27,852	13.64	2,365	28,380
35	11.20	1,942	23,304	2,030	24,360	2,121	25,452	2,219	26,628	2,321	27,852	2,428	29,136	14.27	2,474	29,888
36	11.71	2,030	24,360	2,121	25,452	2,219	26,628	2,321	27,852	2,428	29,136	2,539	30,468	14.93	2,587	31,044
37	12.24	2,121	25,452	2,219	26,628	2,321	27,852	2,428	29,136	2,539	30,468	2,656	31,872	15.62	2,707	32,484
38	12.80	2,219	26,628	2,321	27,852	2,428	29,136	2,539	30,468	2,656	31,872	2,779	33,348	16.34	2,832	33,984
39	13.39	2,321	27,852	2,428	29,136	2,539	30,468	2,656	31,872	2,779	33,348	2,909	34,908	17.11	2,965	35,580
40	14.01	2,428	29,136	2,539	30,468	2,656	31,872	2,779	33,348	2,909	34,908	3,044	36,528	17.90	3,102	37,224
41	14.65	2,539	30,468	2,656	31,872	2,779	33,348	2,909	34,908	3,044	36,528	3,187	38,244	18.74	3,248	38,976
42	15.32	2,656	31,872	2,779	33,348	2,909	34,908	3,044	36,528	3,187	38,244	3,337	40,044	19.62	3,401	40,812
43	16.03	2,779	33,348	2,909	34,908	3,044	36,528	3,187	38,244	3,337	40,044	3,495	41,940	20.55	3,562	42,744
44	16.78	2,909	34,908	3,044	36,528	3,187	38,244	3,337	40,044	3,495	41,940	3,660	43,920	21.53	3,731	44,772

(SR 44 Longevity Steps: F + 1 -- \$3,832 Mo. Rate, \$45,984 Annual; F + 2 -- \$4,012 Mo. Rate, \$48,144 Annual Sal.)

# FYI

## University of Kansas Libraries

NUMBER 452

June 15, 1978

---

### PERSONNEL:

#### UNCLASSIFIED PERSONNEL

Clinton Howard has been appointed Acquisitions Librarian effective July 1.

#### UNCLASSIFIED VACANCIES

SCIENCE CATALOGER. Available July 18, 1978. 12-month, tenurable. Responsible for original cataloging and LC classification of science and technology monographs in an OCLC-based department. Required Qualifications: MLS from an ALA-accredited library school; science or technology background; cataloging coursework or cataloging experience; reading knowledge of at least one Western European language. Preferred Qualifications: Broad science/technology background; reading knowledge of Spanish and German; OCLC experience. Salary: \$10,500-\$13,500, dependent upon qualifications. Application Deadline: July 14, 1978. To apply, submit letter of application and resume to Mary Green.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
APPLICATIONS INVITED WITHOUT REGARD TO RACE, SEX, DISABILITY, OR VETERANS' STATUS

#### CLASSIFIED PERSONNEL

Susan Thornton, Clerk I in Copying Services, will be promoted to Clerk III (Fines Clerk) in Circulation effective 6/18/78. Shelley Miller, Clerk Typist II in the Department for Spain, Portugal, & Latin America, will be promoted to a one-year appointment as Library Assistant II in SPLAT effective 7/10/78. New appointments include Nancy Rutherford, Clerk Typist II in Special Collections, effective 6/12/78; and Ann Cockerham, Clerk Typist II (half-time) in Serials effective 6/18/78. Lola Seymour, Library Assistant II in Interlibrary Services, will be on leave without pay for the period July 5 through August 16. Staff members interested in making application for the following positions should contact Mary Green or Nancy Shawbaker no later than Tuesday, June 20:

Clerk Typist II, Dept. for Spain, Portugal & Latin  
America  
Library Assistant II, Interlibrary Services (temporary  
appointment for the period 7/5/78 through 8/16/78).  
Clerk I, Copying Services

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
APPLICATIONS INVITED WITHOUT REGARD TO RACE, SEX, DISABILITY, OR VETERANS' STATUS

#### SEARCH COMMITTEES APPOINTED

Science Cataloger (available 7/18/78): Dave Passmore, Chairman; Kelly Johnson; Marion Kliever; Jeanne Richardson; and Mary Green.

Reference Librarian (available 7/1/78): Marilyn Clark, Chairman; Carol Chittenden; Sarah Couch; Ellen Brow; and Mary Green.

MARY TEFFT

Mary Tefft is in the hospital in Princeton, New Jersey following a car accident last week. Her address is: Princeton Medical Center, Room 644, Princeton, New Jersey, 08540. It is a possibility that she will be home by the first of next week.

STUDENT TIME CARDS

The student time cards are due in the Dean's Office at 9:00 a.m., Friday, June 16, 1978.

CLASSIFIED CONFERENCE

The Executive Board of the Classified Conference will meet Monday, June 19th at 11:00 in Room B28.

# FYI

## University of Kansas Libraries

NUMBER 453 .

June 22, 1978

### PERSONNEL:

Patrick Scanlan, Assistant Catalog Librarian with split appointment between Cataloging and the East Asian Library, has announced his resignation effective August 14. Sally Atkinson, Library Assistant II in University Archives, resigns effective 7/10/78. Susan Hogle, Secretary I in Cataloging, has been promoted to Library Assistant II in Interlibrary Services as a temporary leave replacement for Lola Seymour for the period 6/21/78 through 8/16/78. Nancy Ursery, Secretary I in the Kansas Collection, has transferred to Clerk III (Assistant Desk Supervisor) in Circulation effective 6/19/78 (as announced by special flyer issued 6/16/78).

Library staff interested in making application for the following positions should contact Mary Green or Nancy Shawbaker no later than Tuesday, June 27:

Library Assistant II, University Archives  
Secretary I, Cataloging

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY,  
VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

### UNCLASSIFIED VACANCIES:

REFERENCE LIBRARIAN. Available July 1. 12-month, tenurable. Responsible for general reference in the social sciences and humanities; planning and coordination of library instruction and orientation; some collection development for reference collection, depending on subject background. Required Qualifications: MLS from an ALA-accredited library school; broad subject background in the social sciences and humanities. Preferred Qualifications: Broad Western European language background; experience in library orientation and instruction. Salary: \$10,500-\$13,500, dependent upon qualifications. Application Deadline: July 25. To apply, submit letter of application and resume to Mary Green, 133 Watson Library.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY,  
VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

### SEARCH COMMITTEE APPOINTED:

The following have been appointed to a search committee for Assistant Documents Librarian: Marion Howey, Chairperson; Lewis Armstrong; Barbara Jones; Debbie Spencer; and Mary Green.

### LOLA SEYMOUR

Lola Seymour's birthday is today, Thursday, June 22. Her address is 739 Mississippi, for those who would like to write or visit.

### ROSEMARY MCDONOUGH

Rosemary McDonough will be attending one of the ALA pre-conferences in Chicago June 21-25 and will be on vacation until the end of June. Susan Hamilton will be in charge of the Exchange and Gifts Department.

ELLEN BROW

Ellen Brow will be attending ALA in Chicago between June 23, and June 30. While she is gone Shelley Miller will be in charge of the Department for Spain, Portugal & Latin America.

ARL SPEC KITS

Two new ARL SPEC Kits have been received: No. 43, Automated Circulation and No. 44, Automated Acquisitions. Both are available through the Periodicals Reading Room.

CHADNEY COLLECTION

Last week a large collection of books was received from the Chadney family of Tulsa, Oklahoma. Until an appraisal has been made, all of the books will be kept on stack level 1 of Old Green, which will be closed to the public. If bibliographers or other staff members wish to look at the collection, please ask in the Exchange and Gifts Dept. for the key.

People in the Exchange and Gifts Department will sort the collection according to bibliographers' fields. After the appraisal is made, gift plates have been prepared, and bibliographers have had an opportunity to inspect books in their fields, the books will be started toward inclusion in the collections.

JR

SOFTBALL

There is a softball field reserved for Sunday, June 25 from 3:30-5:00, at Hillcrest School. Everyone is invited to come.

COLLECTION DEVELOPMENT

TO: Head Librarians or Acquisitions Departments, CRL Member Libraries

FROM: Collection Development Librarian CRL

SUBJECT: Report on purchase proposals

Institute of Chartered Accountants in England Wales. Library. Microfilm collection of rare books on accounting and related subjects, 15th-19th. centuries.

This is approved for purchase and will be acquired as funds permit.

Jazz periodicals on microfilm. Greenwood Press.

This collection has been ordered.

Schatz Collection of Opera Libretti. Microfilm, Library of Congress.

This is approved for purchase, and will be acquired as funds permit.

I hope, when better bibliographic control is possible. I am informed that a bibliography is being prepared, but have not been able to get any further information about this.

## HEA Title II-C Grants for 1978

As a result of recommendations by professional review panels and its own internal review, the U.S. Office of Education has now begun negotiations with the following 20 research libraries on their applications for Fiscal Year 1978 grants under HEA Title II-C:

- Region 1 - Boston Public Library  
Harvard  
Yale
- Region 2 - American Museum of Natural History  
New York Public Library  
New York State Library (includes SUNY)
- Region 3 - Folger Shakespeare Library  
Princeton
- Region 4 - Duke (includes Univ. of North Carolina and N.C. State)
- Region 5 - Indiana
- Region 6 - Chicago Art Institute  
University of Chicago  
University of Illinois  
Missouri Botanical Gardens (includes N. Y. Botanical  
Gardens  
University of Wisconsin - Madison
- Region 7 - University of Texas - Austin
- Region 8 - Colorado State University
- Region 9 - University of Washington
- Region 10 - University of California at Berkeley (includes  
UCLA and Stanford)  
Huntington Library

Many of the proposals submitted by these institutions included arrangements for cooperation with other research libraries in strengthening collections and extending services, but the details of these agreements are not yet available. It is clear that, if more than \$5 million had been available for Fiscal Year 1978, many more strong proposals could and should have been funded.

More detailed information on the projects will be disseminated as soon as it becomes available. Formal announcement of the grants is still scheduled for early August.

# FYI

## University of Kansas Libraries

NUMBER 454

June 29, 1978

---

### HOLIDAY

All Libraries will be closed Tuesday, July 4.

### AT MEETING

H. Robert Malinowsky will be attending a board meeting of Mt. Plains Library Association in Denver, July 6 and 7.

### ADMINISTRATIVE CONFERENCE

There will be an Administrative Conference meeting on Thursday, July 6 at 10:30 in B28. On the agenda:

Future of Copying Services

### REDUCED WATER PRESSURE

On July 11 from 7:30 a.m. to approximately 4:30 p.m., the University water supply will be on reduced pressure (from 100 psi to 75 psi). I am told that this will result in a slower flow to restrooms but should not affect operation of the air conditioning cooling towers at Watson or Spencer.

JLG

### BIBLIOGRAPHERS

Dr. Knut Dorn, director of Otto Harrassowitz, the German bookseller, will be visiting here on Friday, July 7th in the morning. Any bibliographer who wishes to meet with him should contact Roger Anderson so that scheduling arrangements can be made as soon as possible.

### ART LIBRARY

Several staff members have asked to be notified when The House Book, by Terence Conran is available. So many have put their names on the blue flags that we have lost track of who wants it. The call number is NK 2115 .C77. There are two copies of the book at the Art Library. One copy was on the shelf Monday. If you have trouble finding it see the Circulation Department staff about filling out hold or search cards. Also, the book is available at the Bay Leaf downtown for sale.