Plumbing, electricity and phones are expected to hold steady this week. Noise and dust are relatively low. Heating is another story:

Monday and Tuesday, 1/5-6 were to have been the days when the big ducts of the second floor east duct chase were to be connected, cutting off day-time heat to the Slavic Department, SPLAT, the Bib Alcove and room 202. What with all the reindeer roping of late though, various parties lost track of that date, and instead are expecting to make the tie-ins this Wednesday, Thursday and maybe Friday, 1/7-9. Heat will be on during the night, so depending on the outside temperatures, the chill inside may or may not be noticeable. Considering the number of variables involved, we suggest that if you will be working in the affected areas, hang loose and keep an extra sweater handy.

As a necessary precondition to the above, the Slavic Alcove is closed at least through Monday, 1/12. Its tables have been stacked in the passage, revealing a veritable monumentum historicum of old chewing gum. Slavic Department offices and the restrooms are still accessible via room 202, and through the 7 Center Stacks when those reopen later this week.

Water fountains on ground floor are working again.

The new sprinkler system burst a valve during testing of the 7 Center stack section on New Year's Eve. The lesson was explicit but harmless, and the tests are now being conducted with a bucket at the ready.

Between the pair of new restrooms on each floor is a utility closet containing a janitor's sink and a large panel of telephone switches. With the first one installed and operating we now see that using the sink is bound to splatter water into the sensitive electronics, which presumably short circuit cataloging questions to the Chancellor's Office and acquisitions calls to Facilities Operations, etc. So the panel on ground floor will be shielded and succeeding ones will be installed on a different wall of the closet.

The administrative office staff keeps hoping to move to its new quarters on third floor, possibly as soon as 1/15. But floors are incomplete in the supply room and some halls; ceilings and folding partitions aren't quite finished in the conference/instruction rooms; and some of the carpet and wall covering work is unacceptably sloppy. It is not so important that we have a Perfect Throneroom as that we set a high standard now for what we consider properly finished renovation work in this, the first instance.
REMINDER REGARDING RECLASSIFICATION REQUESTS

In accordance with the University's reclassification policy (issued in FYI 11/15/79 and again by memo 10/24/80), requests for reclassification of Civil Service positions for the coming fiscal year (beginning 6/18/81) will be acted upon only through March 30, 1981. After 3/30/81, reclassification requests for 1981/82 will be acted upon only by special approval of the Office of Academic Affairs and the University's Office of Business and Fiscal Affairs. Therefore, for those classified position descriptions which appear to be outdated and in need of possible reclassification, departments are urged to submit requests as soon as possible to ensure their review by the University prior to 3/30/81. If department heads are aware of classified job reassignments and reorganization which may necessitate reclassification in the coming fiscal year, please also notify the library office of these. Contact Mary Hawkins in the Administrative Office for forms and procedures.

M. Hawkins

ATTENTION UKASE USERS

Looking at the wrong calendar, I mistakenly stated in last week's FYI that the UKASE Master would be resequenced on January 12. The correct date is January 16, Friday. OSCAR will also be unavailable on the 16th. I hope this error did not cause any problems.

J. Hewitt

STUDENT HOURLY TIMECARDS

Student Hourly timecards are due in the Administrative Office next Thursday, January 15 at 9:00 a.m. Please remember that the rate of pay is now $3.35 per hour.

P. Willer

TRAINING SESSIONS SCHEDULED FOR SUPERVISORS

The University's Department of Personnel Services will in January and again in March offer a program entitled Principles of Supervision. The total length of the classes is 40 hours. All classes will being at 8:30 a.m. and end at 5:00 p.m., with periodic breaks and an hour break for lunch at noon. All day attendance is expected of all participants, and those participants completing the five full day sessions will receive certificates of participation. University-wide participation is limited to twenty individuals per each five-day program. The training will be held in Room 102 Carruth-O'Leary. If interested in attending, please obtain the approval of your supervisor and then notify Sandy Gilliland (4-3601) in the Library's Administrative Office. Because of the limited number of participants allowed for these sessions, registration of library participants may be limited to those employees with the heavier supervisory duties, but efforts will be made to include all who are interested. Below is a list of the meeting times for these two sessions:

| Tuesday, January 19 | 8:30-5:00 |
| Monday, January 19  | 8:30-5:00 |
| Friday, January 23  | 8:30-5:00 |
| Monday, March 16    | 8:30-5:00 |
| Tuesday, March 17   | 8:30-5:00 |
| Wednesday, March 18 | 8:30-5:00 |
| Thursday, March 19  | 8:30-5:00 |
| Friday, March 20    | 8:30-5:00 |

M. Hawkins
COUTTS FORM SELECTIONS

Would bibliographers ordering on Coutts form selections please initial and indicate fund on the left half of the form and turn in this left half only. The slips from the right half may be kept, filed, tossed, etc. C. Howard

TECHNIQUES OF NINETEENTH CENTURY BOOK ILLUSTRATION

A new major exhibit in the Department of Special Collections describes and illustrates the techniques of nineteenth century book illustration, using contemporary accounts and numerous actual examples. The nineteenth century was the link between handcraft and photography as applied to printing, and the multifarious methods utilized (and shown in this exhibit) include metal engraving, etching, aquatint, mezzotint, woodcut, wood engraving, lithography, various photographic techniques, and even such exotica as anastatic printing, anaglyptography and sidrography. The exhibit was researched and put together by Nora Jane Quinlan, Assistant Special Collections Librarian.

LEJ Helyar

1981 HOLIDAYS ANNOUNCED

The January, 1981 issue of KANS-A-GRAM listed the following holidays designated by Governor Carlin for 1981:

- Memorial Day; Monday, May 25, 1981
- Independence Day; Friday, July 3, 1981
- Labor Day, Monday; September 7, 1981
- Veterans' Day; Wednesday, November 11, 1981
- Thanksgiving Day; Thursday and Friday, November 26 & 27, 1981
- Christmas Day; Thursday and Friday, December 24 & 25, 1981
- New Year's Day; Friday, January 1, 1982.

Governor Carlin has also provided that eligible state employees are authorized one additional holiday with pay during calendar year 1981. It is recommended that this "discretionary day" be used for a special occasion or the observance of a religious holiday.

S. Gilliland

REMINDER TO FILE STATEMENTS OF SUBSTANTIAL INTERESTS

Blank statements of Substantial Interests are in the mail to those library employees who earn $20,000 per year or more. If you do not receive a form within the next few days, contact the Payroll Office (4-4385). The statements must be filed by January 31, 1981.

S. Gilliland

SPECIAL LIBRARIES SCHOLARSHIP AND STIPEND PROGRAMS

Attached are two announcements of SLA educational opportunities. Please note that the application deadline for the SLA Scholarship program is 1/15/81. S. Gilliland

MISSING TOOLS

If you have any tools that you have borrowed from the Mail Room, or if you have tools that you've borrowed from someone and don't remember who, call Steve Robinson in the Mail Room (4-3080). The Mail Room would like to have their tools returned.

S. Robinson

CLASSIFIED CONFERENCE

Attached is a ballot for Group Representatives to the Classified Conference. Please read the instructions at the top of the ballot carefully.

S. Gilliland
STAFF FEE ELIGIBILITY

Information regarding staff fee eligibility for Spring 1981 enrollment is below. Please return the application for a staff fee eligibility card to the Administrative Office as soon as possible. Staff dependent fee eligibility cards are also available, upon request, in the Administrative Office. (As a reminder, staff dependent fee eligibility is available to a spouse or child of the staff member.) Contact Sandy Gilliland if you have any questions.

S. Gilliland

STAFF RATE

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

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

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

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

STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS

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

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

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

A student enrolling in the Summer Session is eligible for the resident rate if the sponsor:
1. has been on the staff for the previous nine months.
2. has been on the staff for the preceding Spring Semester, and will be on the staff for the following Fall Semester.
3. will be on the staff for the nine-month school year following the Summer Session in question.

Excluded from eligibility for the resident rate are students whose sponsors are:
1. Hourly employees of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."

FULL STAFF RATE

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

STAFF FEE ELIGIBILITY CERTIFICATE

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

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

APPLICATION FOR STAFF FEE ELIGIBILITY CARD

NAME: ____________________ STUDENT NUMBER: ____________________

POSITION TITLE: ____________________ SOC. SEC. NUMBER: ____________________

SEMESTER: ____________________ TIMES OF CLASS(ES): ____________________

NAME OF COURSE(S): ____________________ TOTAL HOURS ENROLLED: ____________________

CREDIT/AUDIT (Please circle one)

JUSTIFICATION: ____________________

If taking class during working hours, how will time be made up? ____________________

Recommended by: ____________________

(Department Head)
Up to three $3,000 scholarships will be awarded by Special Libraries Association for the academic year 1981/82. The awards, to be granted in May 1981, are for graduate study leading to a master's degree at a recognized school of library or information science in the United States or Canada. Preference will be given to those applicants interested in pursuing a career in special librarianship. Awards are made without regard to race, sex, age, religion, or ethnic background.

Special libraries provide research and information services to business, industry, and government. Special librarians are men and women trained in the theory and practice of library or information science as well as in the fundamentals of a particular subject field. Specialists are needed in many organizations, among which are research institutes, newspapers, insurance companies, banks, law firms, hospitals and governmental agencies. Subject specializations may include the social sciences, economics, the fine arts, engineering, and the physical and biological sciences.

ELIGIBILITY: College graduates or college seniors with an interest in special librarianship. Work experience in a special library is helpful.

Citizens of the United States or Canada.

QUALIFICATIONS: Definite interest and aptitude for special library work.

Good academic record.

Financial need.

APPLICATIONS: May be requested by writing to:

Special Libraries Association
Scholarship Committee
235 Park Avenue South
New York, N.Y. 10003

Applications must be completed and returned by January 15, 1981

PLEASE POST SEPTEMBER 1980
Up to three $2,000 stipends will be awarded by Special Libraries Association for the academic year 1981/82. The awards, to be announced in May 1981, are for one semester or one-quarter of graduate study leading to a master's degree at a recognized school of library or information science in the United States or Canada. Preference will be given to those applicants interested in pursuing a career in special librarianship. Eligibility is limited to minority group members as defined by current guidelines of the U.S. Government.

Special libraries provide research and information services to business, industry, and government. Special librarians are men and women trained in the theory and practice of library or information science, as well as in the fundamentals of a particular subject field. Specialists are needed in many organizations, among which are research institutes, newspapers, insurance companies, banks, law firms, hospitals, and government agencies. Subject specializations may include the social sciences, economics, the fine arts, engineering, and the physical or biological sciences.

ELIGIBILITY: Member of a minority group according to the present guidelines of the U.S. Government.

College graduate, college senior or matriculated graduate library school student with an interest in special librarianship.

Applicants must be citizens of the United States or Canada, or submit evidence of becoming naturalized at the beginning of the award period.

QUALIFICATIONS: Definite interest and aptitude for special library work.

Financial need.

APPLICATIONS: May be requested by writing to:

Special Libraries Association
Positive Action Program for
Minority Groups Committee
235 Park Avenue South
New York, NY 10003

Applications must be completed and returned by March 1, 1981
Following is the ballot for Group Representatives to the Classified Conference. Listed with the Groups are the Departments they include, present representative and names of nominees. Voting only for your own Group, check your choice and return the ballot to your present rep. as soon as possible. Results will be announced at the upcoming Annual General Meeting.

Pat Collins, Secretary

<table>
<thead>
<tr>
<th>Group 1. - Admin. Offices, Bindery, Bindery Prep, Periodicals</th>
<th>Group 6. - Cataloging: Unit A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Present Rep: Sandy Gilliland</td>
<td>Present Rep: Joy Fry</td>
</tr>
<tr>
<td>Anita Alvarez</td>
<td>Shelia Orth</td>
</tr>
<tr>
<td>Joyce Elliot</td>
<td>Diane Warner</td>
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<tr>
<th>Group 2. - Art, East Asian, Microforms, Reference, Reserve, Slavic, SPLAT</th>
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</thead>
<tbody>
<tr>
<td>Present Rep: Peg Tempfer</td>
</tr>
<tr>
<td>Mary Borton</td>
</tr>
<tr>
<td>Sherry Hawkins</td>
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<td>Peggy Shortridge</td>
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<tr>
<th>Group 3. - Security &amp; Delivery, Serials</th>
<th>Group 7. - Cataloging: Unit B</th>
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<tbody>
<tr>
<td>Present Rep: Steve Robinson</td>
<td>Present Rep: Kerry Bower</td>
</tr>
<tr>
<td>Le'Ann Gray</td>
<td>Kerry Bower</td>
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<tr>
<td>Steve Robinson</td>
<td>Nancy Hawkins</td>
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<tr>
<td>Present Rep: Lola Seymour</td>
<td>Present Rep: Jim Smith</td>
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<td>Ruth Hurst</td>
<td>Jim Smith</td>
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<tr>
<td>Margaret Little</td>
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<td>Lola Seymour</td>
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<td>Kendall Simmons</td>
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<td>Nancy Ursery</td>
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<tr>
<td>Present Rep: Carol Jeffries</td>
<td>Present Rep: Kerry Altenbernd</td>
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<tr>
<td>Susan Hamilton</td>
<td>Mary Miller</td>
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<td>Chenette Mastin</td>
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UNIVERSITY OF KANSAS LIBRARIES SCHEDULE OF HOURS

January 5, 1981--June 7, 1981

<table>
<thead>
<tr>
<th>Schedule I</th>
<th>Schedule II</th>
<th>Schedule III</th>
<th>Schedule IV</th>
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<tbody>
<tr>
<td>M-Th</td>
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<tr>
<td>8am-12M</td>
<td>8am-10pm</td>
<td>8am-5pm, 7pm-10pm</td>
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<td>9am-5pm</td>
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<tr>
<td>12N-12M</td>
<td>12N-10pm</td>
<td>1pm-5pm</td>
<td>Closed</td>
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</tbody>
</table>

Art
Circulation*
East Asian
Microforms
Periodicals
Reserve
Science

Business & Econ**
Engineering
Music
Reference***

Documents

Univ. Archives

Jan 5-14 IV IV IV IV
Jan 15-Mar 14 I II III IV
Mar 15 Sunday Closed Closed Closed Closed
Spring Brk.
Mar 16-20 IV IV IV IV
Mar 21 Saturday Closed Closed Closed Closed
Mar 22-May 14 I II III IV
May 15 Friday IV IV IV IV
May 16-17 Closed Closed Closed Closed
May 18-24 IV IV IV IV
May 25 Monday Closed Closed Closed Closed
Memorial Day
May 26-Jun 7 IV IV IV IV

* Circulation stacks closed one half hour before library closes.
** Hours subject to change--call Reference, 864-3347 for changes.
*** Reference Desk unstaffed 5pm-10pm on Fridays.
**** Open Sa, 9am-1pm when classes are in session. Special Coll. closes at 6pm.

HOURS ARE SUBJECT TO CHANGE AND HOLIDAYS MAY VARY
FORECAST

The roof will stay on. Plumbing will function, as will electricity, and the odds are even or better on the elevators. There will probably be no more telephone interruptions such as the one that struck Reference and Circulation Monday morning, 1/12. Monday and Tuesday, 1/12-13, are the days the heat is off in the east end of second floor, all previous predictions notwithstanding. The Slavic Alcove will remain closed until about the 20th.

GOOD NEWS

The insulators' strike is settled, the one you've been reading about since early November. The contractor is expecting some insulators on the job immediately (rather than having to wait for other dangling jobs to be finished before ours), with their first priority work the completion of the huge ducts in Jim Ranz's future office. That way the entire administrative offices can be finished at once.

In another scheduling bottleneck, blue carpet for the new conference and instruction room has been held up by the manufacturer because of problems getting the dye to set. But an alternative has been proposed: a one-square-inch sample of the same carpet in another shade of blue will be inspected Tuesday by the architects and the critical Glinka eye. If acceptable, this carpet can be delivered immediately. In one-inch-square pieces?

MOVING DATE

The PhaseII/Phase III shift to occupy the main floor is definitely postponed from March to May. By next week we hope to know the exact dates in May. Currently plans are that we will stay open through out the move, but that some services will be reduced to a trickle.

DETOUR TO STAFF LOUNGE

For the rest of this week you will need to go through the mezzanine to reach the staff lounge, such as it is. We hope that settlement of the insulators' strike will soon mean a permanent detour to the new lounge in the basement.

STACKS

Luckily the dust is still on the books, or we'd hardly recognize the 7 and 8 Center stacks. The painting and lighting make a terrific difference, and if the sprinkler system is not graceful, it is reassuring. 5 and 6 Center are now closed for the same treatment.

Haggling is still going on about who cleans which dust off of what when, which of course all means $ how much. In the meantime the dust is daily embedded more and more deeply in the pages and behind our ears.

FREEZING IT OFF

In a classic flim flam, the old interior doors were pulled off at the present building entrance during Phase I. The new ones were not installed before we began using the door, but they were ordered. Now the new frames have arrived, but are backwards. And the doors themselves are still under construction in Topeka. What
FREEZING IT OFF (continued)

the place needs, one way or the other, is a fire breathing dragon. John Glinka is doing his best to meet the need.

Some folks, though, aren't even behind one set of doors: workmen are taking down forms used to pour concrete last Thursday for the new entrance structure. They will be able to build forms for the next stage, but unless there is a remarkable stroke of luck with the weather, further pouring will be held up until spring.
PERSONNEL

Michelle Dunn will begin classified employment with the Libraries effective Monday, January 19, as a Clerk III in the Fines Office. Michelle is currently a student employee (receptionist) in the Catalog Department.

Susan Hamilton's Clerk III position in Exchange and Gifts has been reallocated to Library Assistant II. Mary Marshall's Clerk III position in the Fines Office has been reallocated to Clerk IV. Both of these reallocations are effective January 18, 1981.

S. Gilliland

LIBRARY DIRECTORY

Attached for your use is a copy of the Library staff directory. Please report any changes, errors, etc. to Darla or Sandy in the Administrative Office. Thank you.

S. Gilliland

W-2 FORMS

The University Payroll Office will send 1980 W-2 forms for student employees to the permanent address as originally listed on the student's appointment form. If a student employee wishes his/her W-2 form sent to a different address, the student can fill out a Personal Data Change Request form in the Administrative Office.

P. Willer

The University Payroll Office will also send W-2 forms for classified and unclassified employees to the permanent address listed on library office records. If you have changed your address this year, you will need to complete a Personal Data Change Request form (if you haven't already done so), available in the Administrative Office.

S. Gilliland

REPORTING ON-THE-JOB ACCIDENTS FOR WORKMAN'S COMPENSATION

In a memorandum dated 12/18/80 the Office of Staff Benefits informed all employees of the facts and guidelines for reporting on-the-job accidents for Workman's Compensation. In addition to this information, all library employees and/or supervisors should report all on the job accidents or injuries to Sandy Gilliland in the Administrative Office immediately. All forms necessary for reporting this information are available in the Administrative Office and will be submitted automatically upon notification of an employee on-the-job accident.

S. Gilliland

LIBRARY VOLUNTEERS

In addition to the library volunteers from the University Women's Club (announced in the 11/26/80 issue of FYI) I am pleased to announce the names of additional volunteers: Art Library: Mrs. Elizabeth Raymond; Kansas Collection: Nancy Akbaba, Tasha Zoller, Gene Maher; Music Library: Prof. Morton Green; University Archives: Prof. Thomas Ryther. The Library is very fortunate to have these individuals volunteer their time and we are certainly grateful for their services.

S. Gilliland

ARL SPEC KIT

The ARL Spec Kit #69, "Preparing for Emergencies and Disasters" Nov-Dec 1980, has been received and is available for use in the Periodicals Reading Room.

K. Miller
ROUTING OF CURRENT PERIODICALS

Routing of current periodical issues to selected staff members has been discontinued. This step will enable the Libraries to make available current issues of these titles to all its users, since some duplicate subscriptions acquired to support the routing system have been cancelled. Staff members who previously received routed copies are welcome to use the materials in the Periodicals Reading Room.

K. Miller

AACR2 ORIENTATION

On Tuesday, January 20, Wednesday January 21, and Thursday, January 22, 1981, Barb Gaeddert, Mary Roach, et al., will repeat the AACR2 orientation series which Barb developed earlier for the staff of Catalogue Maintenance. The target audience for this series is public services people. All sessions will be held in the Spencer Library auditorium.

The schedule is as follows:

Tuesday, January 20:
  9:00 a.m. Introduction to AACR2--B. Gaeddert
  10:00 a.m. (approx.) Music and AACR2--M. Kliewer
               Serials and AACR2--R. Miller
               Classical authors, sacred books and AACR2--M. Kliewer

Wednesday, January 21:
  9:00 a.m. Descriptive cataloguing--M. Roach
  10:00 a.m. (approx.) Choice of entry--B. Gaeddert

Thursday, January 22:
  9:00 a.m. Personal names--B. Gaeddert
  10:00 a.m. (approx.) Geographic and corporate names--B. Gaeddert

There is no need to notify anyone in Cataloguing of your desire to attend these sessions.

M.D.M.-P.

LIBRARY SCHEDULE OF HOURS

Last week's issue of FYI contained a schedule of hours for the Spring semester. A few corrections have been called to my attention; they are as follows:

Art Library's correct hours are those listed as Schedule II, not Schedule I.
Schedule I hours for Fridays are incorrect: the correct hours for Friday are 8am-10pm,
Special Collections and the Kansas Collection will be open Saturday, May 16 from 9am-1pm.

Please correct your copy of the schedule to reflect these changes.

S. Gilliland

POLICE DEPARTMENT PHONE NUMBER

Effective 1/5/81, the University Police Dept. and Parking Services will have additional telephone lines to serve the University Community. The current business phone, 864-3516 (which has been serving both the Police and Parking Departments) will remain in service as the Parking Services' business line only. The new Police Department business telephone number is 864-5572. This is a 24-hour service number. The Police Department emergency number remains the same, 864-4100, and should be used when emergency situations exist, such as fire, medical emergencies, etc.

S. Gilliland

ID BADGES

Persons needing to have books transferred at the Circulation Desk to various library departments are requested to show the department ID badge developed for this purpose. If additional ID badges are needed, please contact Nancy Ursery, Circulation, 4-4715.

C. Glinka
<table>
<thead>
<tr>
<th>LIBRARY PERSONNEL (CONTINUED)</th>
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<tbody>
<tr>
<td>SCHEFFE, John, CII CIRCULATION</td>
<td>4715</td>
</tr>
<tr>
<td>SCHMIDT, Krista L., CII CATALOGING</td>
<td>3039</td>
</tr>
<tr>
<td>SCHULTE, Becky L., ASSOC. CATALOGING</td>
<td>3038</td>
</tr>
<tr>
<td>SCOTT, C., CHRISTINE, EXT. ASST., REGENT'S LIBRARY</td>
<td>841-2147</td>
</tr>
<tr>
<td>SCOTT, STARLET, CII CIRCULATION</td>
<td>4715</td>
</tr>
<tr>
<td>SEWELL, KEMPHT, LII SLAVIC</td>
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<tr>
<td>SEYFORD, Lila, LAI INTERLIBRARY SERVICES</td>
<td>3960</td>
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<tr>
<td>SHAW, Stephen, LAI INTERLIBRARY SERVICES</td>
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<tr>
<td>SHAYKHER, Nancy, ASST. TO THE DEAN, ADMIN. OFFICE</td>
<td>3801</td>
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<tr>
<td>SHIPLER, Jeannette, LAI CATALOGING</td>
<td>3038</td>
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FORECAST

All systems operative this week. But if you were on the west end of the second floor last week shivering and wondering if the weatherman could be bribed, the story was this: The west end received the same treatment as the east end the week before. New supply and return ducts were installed during the day and temporary connections were made at night. But where we had months of ballyhoo about that action in the east end, nobody said boo about the west part until it was almost over. We wonder what other surprises are in store for us.

BREATHING EASY

Some surprises are pleasant ones, though: the Slavic Alcove reopened the same day we said it would be closed for another week. And the new doorframe is in place for the interior doors at the entrance. If the doors themselves don't arrive this week as promised, the contractor will hang another pair of doors there temporarily to shield us from the north winds.

Perhaps it shouldn't be considered a surprise, but to our tarnished optimism it is: the stack work is proceeding on schedule! On 1, 2, and 3 Center the work includes installation of cages around the carrels so they can be locked. Fitting the prefabricated wire mesh under ducts and sprinkler pipes and into non-standard corners turned out to be a bit of a jigsaw puzzle, but it has been fairly well resolved as you can see on 1 Center.

We inquired about possible asbestos content in our old ceiling tiles. Randy Gowler, the Hollis & Miller representative on the job, checked over some tile and found that it is not of the asbestos variety. Whew.

SUPPLY ROOM

The new third floor supply room has been completed, inspected and approved. The old supply room will be used this Wednesday, January 21, but the following supply day, January 28, it will be relocated upstairs. To reach the new location, take the main elevator to third floor, go through the doorway that faces the elevator, and turn left. Of course there will be signs to direct you, too.

FRONT AND CENTER

Unseasonably warm weather is allowing rapid progress on the new main entrance. The large piers are being filled with tamped earth to support the concrete. Those piers will flank the steps, and will have benches and planters (and, we hope, trash/ash receptacles) on them. This week's blockwork is outlining and underpinning the various slabs. When all is poured and set, the vertical surfaces will be faced with limestone, and the steps themselves will have granite tops so that they won't be subject to the erosion of chemical thawing agents that so plagued their concrete predecessors.

BEEP BEEP

The new fire alarm system on the ground floor is now activated, and the Circulation Department is its manager. It is sensitive only to smoke and heat, and is not connected to any doors the way the old system was. So the false alarms of the past should not be a problem. When this system says "go," GO.
AHEAD

A few buckets of concrete will be poured to fill some holes on the second floor this week. Waiting and pouring them during Phase III would probably dribble water down onto new ceilings below, short out the new high voltage wiring, blow the place up and we'd have to start over again. So they might as well pour this week, right?

Mark your calendar for May 11-22 as the week we're most likely to do the bulk of the move onto first floor.

The new east elevator was originally scheduled for completion around January 1, but has been held up waiting for doorframes or a blue moon, whichever comes first. Current forecasts are that it will be ready for operation in mid-February. It seems immaterial since we've never had an east elevator and don't know what we're missing. However, as soon as it does work, we will swap it for the old main elevator, and the contractor will go to work tearing the old one out, building a new, larger shaft and putting in new equipment.

UNDER THE RUG

The many interior walls in this building have hidden the fact that there are a number of humps, ridges, jogs, pits and blips in the floors. Now renovation is exposing them, and a top state inspector says that, although nothing will level them completely, the contractor must fill, smooth and feather them out before floor coverings are laid. In the case of the new administrative offices, floor coverings are already laid, and will have to be lifted.
ACTING ART LIBRARIAN ASSIGNMENT TO BE MADE

National recruitment is now beginning for the position of Art Librarian, and it is hoped that an appointment can be made by June 18. However, between March 1 and the appointment of Paul Bobo's successor, assistance to the Art Library will be provided through an acting Art Librarian appointment, by temporary reassignment from within the Libraries. Any librarian interested in reassignment to the Art Library for assistance during this period should contact Mary Hawkins no later than Thursday, January 29. (The department head will in all cases be consulted to determine operational feasibility of a proposed reassignment.) M. Hawkins

UNCLASSIFIED POSITION VACANCY

ART LIBRARIAN. 12-month, tenure-track appointment; available June 18, 1981. Duties: Administers the University's Art Library, consisting of over 45,000 volumes in art history, the visual arts, and architecture. Directs a paraprofessional staff of 2 FTE plus student hourly help. Is responsible for collection development, reference assistance, and library orientation. Maintains liaison with academic departments regarding Art Library services and collection development. Required Qualifications: MLS from an ALA-accredited library school; strong background in art history or the visual arts; knowledge of art reference materials and research methods; supervisory ability; skill in interacting with faculty, students, and library staff; ability to plan and to organize effectively. Preferred Qualifications: Experience with an art or architecture library collection; advanced degree in art history or a related field; knowledge of modern European and Oriental languages; OCLC familiarity. Salary: $14,000 up, dependent upon qualifications. Application Deadline: Applications must be received no later than April 1, 1981. Submit letter of application and resume to Mary Hawkins, 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 M. Hawkins

SEARCH COMMITTEE APPOINTED

The following have been appointed to a search committee for the position of Art Librarian: Bob Malinowsky, Chairman; Susan Ketzner; Rich Ring; Ann Williams; Stephen Addiss, Associate Professor of Art History; Tom Southall, Assistant Curator, Art Museum, and Assistant Professor of Art History; Nick Vacarro, Professor of Art; and Mary Hawkins. M. Hawkins

UKASE COM PROGRAM IMPLEMENTED

The initial full distribution of K.U. Serials records in COM, together with the associated instructional materials, is being made this week. All public and technical services access to serials locations and holdings will be via the computer-output-microfiche records distributed, since printed record production has stopped, except for specified branch technical services listings. Publicity is being released to the media, but the major educational task will fall to public service staff. Please contact Charles Getchell and/or Rob Melton if you have questions about the instructional material, or Kent Miller about anything (everything?) else. K. Miller

(Continued)
SUMMER FACULTY FELLOWSHIPS

The Center for Public Affairs has announced Summer Faculty Fellowships. See the attached announcement. N. Shawbake

NEW LCPT MEMBER

L.E. James Helyar has been serving on the Libraries' Committee on Promotion and Tenure since November. He replaces John Nugent, who resigned from the Committee in October. B. Johnson

ARTICLE PUBLISHED

Ellen Johnson's article, "An Interview with Harold Gleason," noted author, administrator, performer, teacher, musicologist, and designer or organs in America, was published in the November 1980 Diapason, international journal or organ, pages 16-18. Dr. Gleason tells about his early experiences with Mr. Eastman, famous for his cameras, who founded the Eastman School of Music, his own travels and the organs and organists he knew, his writings, and his method of organ playing. Dr. Gleason, born in 1892, died in the summer of 1980. The November issue was dedicated to him. His wife, Catharine Crozier, will teach at the K.U. Organ Institute this coming summer. E. Johnson

CLASSIFIED CONFERENCE GENERAL MEETING

Below are some of the items to come up at the next General Meeting of the Classified Conference. Tentatively set for Jan. 30, it has been finally scheduled for Jan. 27, from 3:30-5:00 in Spencer Auditorium--it seemed this would accommodate as many people as possible.

- Announcement of new Group Representatives
- Nominations for Co-chairpersons and Secretary
- Reports by Committee Reps: Budget & Planning
- Supervisory & Training
- Professional Development
- Library Facilities Planning
- Senate Libraries
- Open Forum: for questions or input, such as questions that have been raised about informing new classified personnel of the Conference.

If you have nominations for Co-Chairpersons or Secretary and are unable to come to the meeting yourself, give them to your Group Rep. P. Collins

LOST AND FOUND

Effective immediately, all Lost and Found items should be sent to the Circulation Department instead of the Administrative Office. Items will be kept there for approximately one month, and then sent to the Police Department in Hoch Auditorium. S. Gilliland

INCLEMENT WEATHER PROCEDURES

Attached is a copy of the Inclement Weather Procedures, issued by the Department of Personnel Services. S. Gilliland
TO: All University Deans, Directors, and Chairpersons
FROM: Dennis J. Palumbo, Director
RE: Summer Faculty Fellowships

As a part of CPA's support of research in the university, the Center plans to begin a Summer Faculty Fellowship program open to all faculty members. Beginning in June, 1981, the Center will provide summer stipends to two faculty members equal to two-ninths of their nine month salary. The purpose of these summer stipends is to support faculty members full time for two months to enable them to further their research. The Center expects that the faculty fellows will write research proposals to generate external funding for their research.

Proposals for obtaining a summer faculty fellowship will be reviewed by a committee consisting of Center staff and outside faculty referees. Proposals should contain information about 1) the nature of the research, 2) stage of development of the research, 3) what kind of external funding will be sought, and 4) how the two month faculty fellowship stipend will aid in the research and in producing outside funding. Proposals should be submitted as soon as possible to the Director, Center for Public Affairs, 607 Blake Hall, Campus. Detailed information about what should be included in proposals can be obtained by contacting Dennis Palumbo or Paula Wright at 864-3701.

PLEASE RELAY THIS TO YOUR FACULTY AND/OR PROFESSIONAL STAFF.
MEMORANDUM

TO: Vice Chancellors, Deans, Directors and Chairpersons
FROM: Director of Personnel Services
SUBJECT: Inclement Weather Procedures

Holidays for 1981 Calendar Year

INCLEMENT WEATHER PROCEDURES

All employees are expected to work at their assigned times and schedules regardless of weather conditions. Inclement weather may prevent some employees from reporting to work, or may require employees at work to depart earlier than scheduled, subject to supervisory approval. However, it must be recognized that during such periods of inclement weather, the need for many employees to report to work or remain on duty becomes extremely critical to the ongoing safety and welfare of all individuals on the campus and the necessary maintenance of essential functions. In the event the Chancellor or the Executive Vice Chancellor has declared an inclement weather or other emergency condition, then the following procedures shall be followed.

A. Employees who do not report to work or who elect to return home after reporting to work during an inclement weather or other emergency condition can select one of the following options for handling the lost time:

1. Charge their discretionary holiday;
2. Charge accrued compensatory time;
3. Charge accrued vacation leave;
4. Charge leave without pay;
5. Make up the absent from duty hours within the following 30-day period on an hour-for-hour basis. Plans for makeup time must be worked out with and approved by the supervisor in advance. Time not made up within the specified period will be charged to accrued vacation leave or leave without pay. When the option for makeup is elected as provided above, and if the hours worked in a workweek exceed 40 as a result of makeup hours, the makeup hours shall not be considered as hours subject to overtime since those hours were previously paid for at the appropriate rate.

B. Employees reporting to work up to one (1) hour late because of inclement weather or other emergency shall not be charged leave time for that hour or part of the hour. Those employees reporting to work more than one (1) hour late shall use one of the options described above for handling all additional lost time beyond 1 hour. However, employees will not be credited with the one hour if they miss the complete day.

C. Employees on authorized leave, holidays, or rest days will not be affected by these emergency procedures.

D. In any case, Chairpersons and Department Heads shall determine staffing requirements for their respective departments to provide continuity of essential programs and activities.

David Lebin.
FORECAST

All systems are going and should continue that way this week except: second floor west end will lose heat for a day or two. "Hallelujah," you shout, after days of overheating. The heat will be cut off in order to remove old ducts in the Circulation office area, pour new concrete in the resulting hole, and thereby increase the square feet of office space while entertaining the Fines Office staff.

Overheating and uneven temperatures will be a fact of life at times from now until the end of renovation, 1) because for awhile we have two partial systems going at the same time, and 2) because the new system is an integrated one in which all parts must be balanced in relation to one another. At present the systems recirculate pre-breathed air and bring in no fresh air from outside unless you open a window. So go ahead and open a window if you have one. Report extreme conditions to Darla Perry or Sandy Gilliland in the Administrative Offices. And keep both your long handles and your Hawaiian flowerdy shirt ready for action.

STORAGE

SPLAT duplicates have just been moved out of the west Ramp and into Lippincott. With a little cleanup the west Ramp will be available for storage, and storage will be desperately needed in May when Phase III regroups Microforms and the area studies offices into the east end of the ground floor. Even before that the storage space can absorb some of the oddments presently crammed into our midst. If you see furniture or fixtures in your area that you think should be stowed, send a note to John Glinka listing the objects and their locations.

PROGRESS

The front entrance construction is proceeding at a truly gratifying rate, with most of the fill in place, part of the concrete poured, and limestone masonry going on. It promises to be a shady and comfortable spot next summer when second floor demolition registers 8.2 on the Richter Scale.

New interior doors are in place at the present entrance.

The Supply Room has moved to the third floor.

Sheetrock is going up in the ground floor south pit, but don't get your hopes up yet that we will be able to use it right away.

The new bindery and mailroom are being finished now and will soon be ours. This will give us room to handle the shipments of furniture that we are having refinished at the state penitentiary.

A "before and after" sample of the refinished work can be inspected between the Circulation Desk and ILS, where a refinished card catalog cabinet sits next to the Linda Hall catalog. It's hard to believe they're the same model and vintage.

The Administrative Offices may move as soon as next week if they are willing to make do without storm windows and room dividers.
SIMMONS SAYS:
From Kendall Simmons, stacks supervisor:

The books from the walls and top shelves of 1 Center and 2 Center are being shifted for renovation. Now comes the hard part. The books from the 1 Center walls are going up to 5 Center. They will have their locations marked and are accessible to all. The books from the walls on 2 Center are being split up. The low call numbers are being shifted to 6 Center and will be accessible. The high numbers will be shifted onto the new shelving being set up on the west wall of 1 East where they will remain after renovation. The top shelf books are being made inaccessible to everyone. They will not be paged, searched or anything until the end of February. Nor will there be any shelving done starting immediately. "Why?", you ask. Because. Actually, since we're only shifting 1 out of every 6 shelves, the potential for the creation of hundreds of double runs is unbelievable. Plus, finding a book would demand going through each and every shelf until you come to the right area for each and every book since the call numbers from shelf to shelf are not contiguous. These books will be shifted back sometime after February 17th when the 1C and 2C stacks reopen. Sorry 'bout that.
PERSONNEL

Gaele Gillespie Blosser has been appointed Assistant Serials Librarian (Librarian I) effective March 18. For the past three years, Ms. Blosser has been head of the Serials/Documents Department at The College of Charleston, Charleston, South Carolina. She attended the University of Kansas and the University of New Mexico, receiving a B.A. in English from The College of Charleston in 1975 and the M.L.S. from Emporia State University in 1977. Prior to earning the M.L.S., Ms. Blosser was employed by the University of New Mexico's Serials Department, the Serials/Documents Department at The College of Charleston, and Emporia State University's Government Documents Division. In her current position, she has also served as Coordinator of the Charleston Consortium of Higher Education Union List of Serials.

M. Hawkins

QUESTIONNAIRE ON ANNUAL PERFORMANCE EVALUATION

All unclassified staff should be receiving a questionnaire from the Libraries Committee on Promotion and Tenure. The purpose of the questionnaire is to find out whether librarians would like to see any changes in the annual evaluation process or would prefer to leave the process as it is. The questionnaire is designed to take no more than 15-20 minutes to answer. Please try to return it to LCPT's secretary, Marion Kliewer (Cataloging, Lippincott) by February 9th.

B. Jones

NEWS OF MARY TEFFT

Mary Tefft (Clerk III, East Asian Library, currently on medical leave), is at home now recovering from her recent surgery.

N. Shawbaker

CLASSIFIED CONFERENCE

Group Representative election results and nominations for the secretary and two co-chairperson positions were announced at the Jan. 27th General Meeting of the Classified Conference. Groups, new Group Reps. and alternates, with Reps. being asterisked, are:

- Group 1. *Anita Alvarez
  Joyce Elliott
- Group 2. *Peggy Shortridge
  Mary Borton
- Group 3. *Steve Robinson
  Le'Ann Gray
- Group 4. *Ruth Hurst
  Lola Seymour
- Group 5. *Chenette Mastin
  Susan Hamilton
- Group 6. *Diane Warner
  Sheila Warner
- Group 7. *Nancy Hawkins
  Kerry Bower
- Group 8. *Jim Smith
- Group 9. *Mary Miller

(Note: Groups 8 & 9 do not have alternates)

Nine people were nominated for the co-chair and secretary positions but additional names may be submitted if you contact me in Documents (4-4660) before next Tuesday, Feb. 3. Congratulations to all new Group Reps. and alternates!

Pat Collins, Secretary

(Continued)
The Music Library celebrated the arrival of the New Grove Dictionary of Music and Musicians on Tuesday with a program, coffee and cake (baked by Jodene Blaine) for faculty, students, and staff. A parody of Vaughan William's "Serenade to Music," a setting of Shakespeare's poetry, entitled "Serenade to Grove," written by Ellen Johnson, was read. Everyone there, led by Stewart Carter, joined in to sing "In These Delightful, Pleasant Groves," by Henry Purcell, accompanied on the harpsichord by Terry Baldrige.

The New Grove, the gift of Dean Emeritus Thomas and Catherine Gorton, is a monumental twenty volume set which is the latest in a series of editions first begun in 1878. KU professors Steinhardt, Clark, Politoske, and Williams have written articles published in the dictionary. The KU carillon is pictured in the article on carillons.

E. Johnson
FORECAST

Although the outside weather has completely overwhelmed parts of the heating system (some offices are less than 55 degrees) the utilities are all doing their best, such as it is. No interruptions are expected.

JERICHO CENTRAL

The Circulation Department is still waiting for the bit of demolition in the corner of the Fines Office as announced last week. Part of the wait is to figure out how to support the concrete that will fill in the hole: should a steel frame be bolted into it? Should a good size flange be chiselled around the edge so that the new pour nests in place?

The racket on first floor is demolition of the old supply room. There is still no moving date for the Administrative Offices, so the demolition is limited for the time being.

FLOOR BUMPS AND CHANGE ORDERS

One of the few unfinished items in the new Administrative Offices is the floor in one office. After carpet was laid, inspection showed that the bumps in the floor underneath were still too prominent to be practical and acceptable. The carpet was taken up, but problems remain in figuring out how to both smooth that office and keep it at the same level as adjacent floors.

The above case led to examination of other floors, and there have been some major smoothing efforts on parts of the first floor as a result. But in the basement, in the future staff and public lounges, the irregularities are such that the solution appears to be to change the floor covering order from tile to carpeting.

Adjustments such as these involve changes in the specifications, and therefore involve money, and therefore involve Topeka. Those are what are called "change orders," and it may be several weeks before we find out whether or not they will be granted.

SEE HOW THEY RUN

It was pretty exciting having the fire alarm go off last Thursday morning when welding near a smoke sensor tripped the bells. Now we know what we don't know, i.e. how to direct people to the ground floor exit, and how to motivate construction people to let us know when they're fiddling with something that is likely to interrupt things on our side of the visqueen.

SHEEP FROM GOATS

A nagging problem for both the library and the contractor has been to work side by side without bumping elbows. From our viewpoint of course it seems that it is mostly a matter of construction people marching through library areas; the contractor worries about library staff and public cruising into construction areas just as a chunk of debris comes flying past, etc., etc. Keeping the two herds separate is an ongoing task, and this past week the architect's representative took on the job of sheepdog with a letter to all parties concerned defining areas and responsibilities. Library people might well heed him too, eschewing the temptation to ride the crane, shortcut through a welding arc, or waltz barefoot on the new carpet.
STACKS

Stack work moves from 3-4 Center to 1-2 Center this week. Part of the work on those levels has been installation of cages around some of the study carrels so they can be locked. Trimming and fitting the cages into the irregular corners has turned out to be more of a headache than expected, but they're getting there.

In the 2 East stacks you may have noticed that a large low hanging pipe creates a wide aisle along the south side of the room. Near the door to 2 Center is a section of duct about the size of three phone booths. These things are related: the pipe is the soil pipe for the second floor east restrooms. When they are taken out in Phase III, the pipe will go too. That will allow the huge duct elbow to be installed, giving the 2 East stacks an altogether more civilized appearance. If at all possible the wide aisle will be kept as a study area.

This week or next there will be construction people taking some measurements in the 8 West stacks in preparation for the painting/lighting/sprinkler work that begins there in two weeks. Elsewhere they will be testing a new painting system for use in the west stacks: electrostatic paint spraying. One of the slow and tedious parts of the paint job has been brushing all those sprinkler pipes and ducts. But standard spray painting is too hard to control around the books. Electrostatic spraying puts one charge on the application surface and the opposite charge on the spray gun. Naturally those little droplets of paint go nowhere but home. If this theory proves what its advertisements claim, it will be a great help to us.

CALLING ALL TRUCKS

Maybe you already knew this, but we were surprised and pleased to find out that there will be a paging system after renovation, allowing us to broadcast announcements ("Will the owner of the twin Dobermans please come to the Fines Office immediately," etc.) from the Circulation Department to most parts of the building. Over and out.
CLASSIFIED VACANCY

Peg Tempfer, Clerk III in the Reserve Department, has announced her resignation effective 02-24-81. Library staff interested in making application for this Clerk III vacancy should contact Sandy Gilliland no later than Tuesday, February 10, 5:00 p.m.

S. Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, VETERAN STATUS, AGE, OR ANCESTRY.

LUNCH-TIME NEWS FROM ALA MIDWINTER

Alcove B of the Kansas Union has been reserved for library staff from noon to 1:30 next Friday, February 13. Plan to bring your lunch (brown bag or Union fare) and hear Charles Getchell talk about some of the topics at ALA Midwinter (February 1-3, 1981). This will be the first of several such lunch-time meetings scheduled by LFA's Professional Development Committee. Plan to come! M. Hawkins

TO ALL WHO USE THE STAFF ROOM

Several people have lost whole lunches or portions of lunches recently; that is, lunches have been disappearing from the staff room refrigerator. Suspicion is cast upon those mongers of munchies, the notorious, cold-hearted Sack Attackers. Our only line of defense is to keep the monsters locked out of the staff room and vending machine room. Seriously, when you use either room, please be sure the door is locked when you leave. The lunch you save may be your own. C. Glinka

LFA MEETING

The LFA Executive Committee has called an extraordinary meeting of the LFA to be held on Tuesday, February 17 at 10:30 in Spencer Auditorium. The agenda will include a discussion of methods for distributing this year's merit salary increase for the purpose of advising the Dean as to the LFA's preference in the matter. Other salary issues also will be considered. Related material will be mailed to each member prior to the meeting. J. Neeley

TRAVEL FUND REQUESTS DUE FEBRUARY 23

Applications for reimbursement of travel during April, May, and June are due February 23. Application forms are available from Margaret Wilson, 207 Lippincott. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. M. Wilson

STUDENT TIMECARDS

Student hourly timecards are due in the Administrative Office on Monday, February 16 at 9:00 a.m. P. Willer

(Continued)
This is the final list of nominees for Classified Conference Officers for the coming year. Vote for 2 co-chairpersons and 1 secretary and return the ballot to me by next Wednesday so results can run in the 12 Feb FYII.

Pat Collins, Secretary

Co-chair
Charlee Glinka
Kendall Simmons
Pat Willer

Secretary
Mary Horton
Sue Hewitt

 Classified Conference General Meeting
Jun. 27, 1981 6:00 p.m.
Spencer Auditorium

The meeting opened with results of the Group Representative Election and nominations for Classified Conference Officers (see above) and continued with reports by committee reps.

Classified Senate – Lewis Armstrong
Three weeks ago the Executive Council of the Classified Senate held a meeting attended by Douglas County legislators, at which they discussed the possibility of increasing the pay for the co-chairpersons, and the need for new funding for the classified staff. The meeting was closed to public discussion, but it was agreed that a budget plan for the classified staff should be presented to the Senate for approval.

Library Committee – Pat Miller
The Library Committee was active in discussing the role of the library in the classified office. They discussed the need for more funding for the library, and the importance of the library in supporting the classified staff. The committee also discussed the need for more training and development opportunities for the library staff.

Budget and Planning – Joe Hewitt
The Budget and Planning Committee was active in discussing the budget for the classified office. They discussed the need for more funding for the classified office, and the importance of the classified staff in supporting the university. The committee also discussed the need for more training and development opportunities for the classified staff.

Classification of librarian positions
The meeting adjourned at approximately 4:45 p.m.
Possible wobbles in the heating system are foreseen as we recover lost ground: during the insulators' strike other workmen installed as much ductwork as they could with the idea that it would be in place and ready for the insulators whenever they arrived. Now they have arrived, to find that some ducts are so close together that to insulate one, they must pull out the adjacent one momentarily. There is no way of telling whether these interruptions will be noticeable in library work areas. Extrapolate from Murphy's Law accordingly.

Otherwise all clear.

RISE AND FALL

The new east elevator is nearly ready: the contractor went so far as to predict its maiden voyage this Friday, the 13th, which is probably what happened to the chotchety old main elevator too. Once the new one is working, adjusting and turned over to the library, the contractor will take over the old one for complete demolition and reconstruction BUT:

First we would like to use the old elevator to move the Administrative Office equipment up to the third floor. The rough floor has been smoothed and the carpet can go back in any day; the folding partition between halves of the conference and instruction room is still due some fiddling; and snow melt produced two leaks in the roof and ceiling last Friday. Official inspection of the area will be this week. If it is acceptable we can notify the phone company and the movers, and probably move late next week.

ON THE ROAD

All the new storm windows are now on a truck or trucks coming this way from Tacoma, Washington. We understand they will be delivered first to Topeka. That seems a little odd, but then it's a heavy load. Assuming that they make it all the way to Watson Library and are clearly labeled, the first ones will be installed in the new Administrative Offices, the next ones in the Periodicals Room, then in the reading area south of the 3 East stacks (old Documents area), then the Center stacks, then the West stacks as they are completed, and then in the rest of the building. There is some hope that the old windows will be washed (!!!) before the storm windows go up inside them.

BRUSHING AHEAD

The electrostatic painting experiment was not successful enough to warrant the expense of the required equipment, so stack painting will all be brush and roller work. So far the schedule has been maintained admirably, and now that the routine is well established the crews feel that they will be able to handle the West stacks, which are almost twice as big as the Center ones, in the same two-week segments.

SCATTERED SHOWERS

The emergency sprinkler system shall, please God, remain forever unneeded and unused. Right now it's unfilled, too, except for testing and draining each new section as it's installed. But a year from now when the spell is broken that keeps our palace disguised as a toad, when we are fully renovated and the pipes are loaded, how do we control them? What makes them start sprinkling, and just
as important, what makes them stop? Do they sprinkle everywhere at once, or in sections? These questions have been raised by John Glinka, with the result that before activation, the sprinkler installation people will train the Circulation staff in running the system as part of Circ's responsibilities for verifying and turning in fire alarms. There will be a manual and a tour, but, we hope, no baptism.

HOT AND HARD

We wondered how the concrete front steps could be poured last week during fairly cold weather, and asked the contractor about it, since he is bound to vouch for it or forfeit his sox. He said that a close eye was kept on the weather, and the work was done during a string of days when the temperature was above freezing in the afternoons. The ground was kept covered before hand with an insulated tarpauline (the blue stuff) so that its natural warmth was largely retained. And the concrete was mixed with warm water to keep it above freezing in the early part of the day. So now it has hardened into quality material, and the crew is preparing to work the limestone and granite jigsaw puzzle all over its surfaces.

THE WAY WE WERE

Below are Watson floor plans from the 1954 guidebook, Students and Libraries at the University of Kansas. So much for the good old days.
INTERIM APPOINTMENT MADE FOR ART LIBRARY

Rich Ring will be assigned to half-time management of Art Library operations for the period March 1 to June 18 (at which time a new Art Librarian should be appointed). To assist the Reference Department during Rich Ring's absence, Gary Bjorge will assume 10 hours per week of reference desk duty. M. Hawkins

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Monday, February 16, at 9:00 a.m. P. Willer

LFA MEETING

The LFA will meet on Tuesday, February 17 at 10:30 in Spencer Auditorium. Two items are on the agenda: 1) the development of a recommendation to the Dean on the manner of distributing this year's merit salary increase, and 2) suggestions for increasing salary levels in general. Background reading for these discussions was distributed to all members on Monday, February 9. If you did not receive this material, please call Marilyn Clark or Jim Neeley at 3347. Note: One of the items in this material (located on the second leaf, immediately following my cover letter) is the Salary Committee's report on "Distribution of Merit Salary Increases for 1981/82." On page 2 of this report, under "Supplementary Information," the first sentence should be corrected to read "The distribution of merit salary monies in 1979/80 and 1980/81 has been the one-quarter equal percent/three-quarters equal dollar (0.1.3.5.7) plan." (emphasis mine), in conformance with the statement at the bottom of page 1. J. Neeley

LUNCH REMINDER FOR FRIDAY, THE 13th

Don't forget that Alcove B in the Union is the place on Friday to bring your lunch and hear some reports from ALA Midwinter. In addition to Charles Getchell, there'll be reporting from Rich Ring and Clint Howard. M. Hawkins

CLASSIFIED CONFERENCE

Congratulations are in order for Charlee Glinka, Pat Willer and Mary Borton as the new Officers of the Conference; Pat and Charlee are co-chairpersons and Mary, secretary. There will be a meeting soon to pass information and authority to new Group Reps. and Officers, but everyone will be welcome to come. P. Collins

PERSONNEL SERVICES ANNOUNCES SEMINARS

Attached is an announcement from the Director of Personnel Services regarding four training sessions scheduled for the near future. If any of these training sessions is of interest to you, please contact the Personnel Services office, 4-4942 to register. S. Gilliland

TRAVEL FUND REQUESTS DUE FEBRUARY 23

Applications for reimbursement of travel during April, May, and June are due February 23. Application forms are available from Margaret Wilson, 207 Lippincott. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended. M. Wilson
TO: Vice Chancellors, Deans, Directors, and Chairpersons  
FROM: Director of Personnel Services  
SUBJECT: February and March Training Calendar  

For your information we have enclosed a calendar containing training scheduled by this department for February and March, 1981. Three new programs for University supervisors and managers will be introduced during this time as discussed below. Further training in the newly implemented Performance Evaluation System is also being offered.

**Working Together: Improving Communication on the Job**  
- Offered 8:30-12:00 on these dates: 2/12; 2/20; 2/24; 2/28; and 3/1. 
- Attendance at all 5 sessions required. 

This program is designed to help managers and supervisors adapt their communication so as to be more effective on their jobs. The course is divided into five one-half day modules with attendance at all five sessions required. Each module presents a framework within which several skills related to important aspects of interpersonal communication are developed. Each module also includes examples to aid in better understanding communication and exercises to provide practice with new ways of communicating. The modules and skills build upon each other and provide an integrated approach for improving communication on the Job.

**Equal Employment Opportunity**  
- Offered: 2/16--8:30-4:00 and 2/17--1:00-6:00 (must attend both sessions) 

This seminar is a pre-requisite for the Interviewing Skills Seminar to be introduced in March. This one and one-half day program provides a working knowledge of Equal Employment Opportunity laws and Executive Orders. Exercises and instructional material focus on what these laws and orders require from employers and how they are applied in day-to-day decisions concerning the employees they supervise. Emphasis is on developing objective management practices in the areas of job qualifications, interviewing, hiring, supervision, and equal pay. Class activities center around case studies, film vignettes, group discussions and applications.

**Employment Interviewing and Selection**  
- Offered: 1:00-4:00 on these dates: (must attend all 3 sessions) 3/11, 3/12 and 3/13. 

Supervisors and managers who have completed the Equal Employment Opportunity Workshop are eligible for this workshop. The use of job related questions and special interviewing techniques to obtain and clarify information from job applicants is the focus of this workshop. Information that is important to ask of applicants is also reviewed. Participants will practice making selection decisions consistent with EEO guidelines using information obtained from role playing situations.

Participants will also receive individual coaching on their interviewing skills. This workshop is held on three consecutive half days.

**Performance Evaluation**  
- Offered 9:00-4:00 on 3/22 or 3/26.

The primary purpose of this one day workshop is to give managers and supervisors hands-on experience with the new Kansas Civil Service Evaluation System. Discussions of films seen by participants will cover the why, when, where, and how-to's of performance evaluations. As a result of attending this workshop, managers and supervisors will be able to: define major tasks and responsibilities for a position they supervise, write performance standards, conduct a standards review conference, identify above standard performance and demonstrate an understanding of the rating system and its relationship to merit increases.

Please share this information with your management staff. Participants must pre-enroll and to do so should call 864-4942. For additional information about any of these programs, call Gail Hamilton at 864-4946. All sessions are held in room 102 Carruth-O'Leary at the times indicated on the attached calendar.

David Lewis
FORECAST
Smooth sailing for utilities.

STACKS
7 and 8 West are now closed for renovation work. That means that the regular west stack entrance is closed until March 3. The contractor offered to open the corridor from the entrance to the elevator on evenings and weekends, but Circulation staff felt that would produce more confusion than convenience. HOWEVER: the bridge connecting 6 West and 6 Center will be opened (see map) at least until March 3 so that it is not truly impossible to enter West stacks from the second floor, it just seems that way. Library staff may use the 7 West stack entrance and elevator, but should try hard to maintain the dust barriers inside the door to prevent dust leaking into the Circulation Department.
UPWARD AND ONWARD

Inspections of the new Administrative Offices revealed umpty-ump little difficulties to be corrected, but no big ones. The contractor says he can have 70% of them fixed by this Wednesday, and the rest shortly thereafter; we will receive "beneficial occupancy," which is to say that our occupation of the area does not relieve the contractor of responsibility for completing and correcting all specified details. So this Thursday or Friday the files and phones will move to the third floor, taking their people with them. Since Jim Ranz's office is still just a concrete and ductwork hole, he will settle temporarily in Bob Malinowsky's Office. Demolition in the old Administrative Offices will be confined to the interior until we are through using the level 6 bridge between West and Center stacks. That way the demolition dust will be contained and can't follow our footsteps into the stacks.

ELEVATORS

The new east elevator has been undergoing test flights and will probably be inspected later this week. A dab of drywall construction is going on next to the elevator on each floor in order to provide a solid wall to hold the elevator controls.

Replacing the old elevator is going to be noisy and intrusive, but worth the price. The work will take over some of the ground floor corridor outside the restrooms, and the TX closet in Interlibrary Services. How soon this happens depends on scheduling other work.

SERVING TIME

One large shipment of about 1200 shelves has gone to the Kansas State Penitentiary for refinishing, and a smaller shipment of card catalogs left this week. The projected turnaround time is two weeks, so early next week we should get the 1200 back, and send out another large batch. The PC's (protective custody inmates) from A Cell House are doing the work; the men with seniority and good work records make as much as 90¢ per day at it. Card catalogs are getting a dark finish to match the newest ones on hand. Shelving will be lighter: not blond, but light enough to show the grain of the wood.

CURIOUS?

If you're wondering how the new staff lounge is coming along, how much progress the insulators have made since coming back to work, whither the Ramp or how high the moon, you may seek knowledge next Thursday afternoon at 4:30. John Glinka will lead a brisk tour through construction areas. Please call Mss. Perry or Gilliland at 4-3601 to reserve your place.
UNCLASSIFIED VACANCIES

The Office of Academic Affairs has funded two new unclassified positions, to provide additional support services to the Art Library. One of these positions will be assigned to the Cataloguing Department, so that the Art Library can retain the Library Assistant I position which had been temporarily transferred there from Cataloguing. The other position is being advertised for assignment to Art. Both support positions have been designated as Research Assistants by Academic Affairs, and are described below:

LIBRARY RESEARCH ASSISTANT, Art Library. Full-time, 12-month (continuing) position; available immediately. Duties: Provides serials records-keeping and maintenance; identifies and processes materials for binding or repair; screens new book acquisitions; oversees security taping procedures; indexes for pamphlet collection; and assists library patrons. Required Qualifications: Some library experience; a knowledge of basic library procedures and organization; ability to maintain detailed and accurate records; and typing ability. Preferred Qualifications: Experience with serials records and COM formats; public service experience; a knowledge of foreign languages; and academic library experience. Salary: $1,000 per month.

LIBRARY RESEARCH ASSISTANT, Cataloguing Department. Full-time, 12-month (continuing) position; available immediately. Duties: Processes materials which are parts of analyzed series; searches OCLC and other bibliographic sources as needed; codes Library of Congress copy for OCLC input; converts records for analyzed materials to works catalogued separately; reclassifies as needed. Required Qualifications: Bachelor's degree; minimum of 2 years of library experience; and reading knowledge of at least one foreign language (Western European). Preferred Qualifications: Some undergraduate coursework in the sciences; knowledge of serials and monographic processing; academic library experience; reading knowledge of German; OCLC experience; and familiarity with LC classification. Salary: $1,000 per month.

To apply, submit letter of application and resume to Mary Hawkins, Watson Library. Information is also available regarding employee benefits for these positions. Applications must be received by February 25.

M. Hawkins

CLASSIFIED VACANCIES

Susan Ketzner, Library Assistant II, Art Library, has announced her resignation effective March 17, 1981.

Leesa Duby, Clerk III, Catalog Department, will transfer to the Reserve Department, effective March 18, 1981, replacing Peggy Tempfer.

Library staff interested in making application for the two resulting civil service vacancies should contact Sandy Gilliland in the Administrative Office no later than Tuesday, February 24, 5:00 p.m.:

Library Assistant II, Art Library
Clerk III, Catalog Department

S. Gilliland

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APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

(Continued)
UNCLASSIFIED PERSONNEL

Richard Hacken has announced his resignation as Research Assistant with the Libraries' Title II-C History of Economics Cataloguing Project, effective June 1, 1981. Dick will join Brigham Young University to serve as Germanic languages bibliographer.

M. Hawkins

SELECTION COMMITTEE APPOINTED

Dave Mundy-Passmore has designated Becky Schulte, Ruth Miller, and Mary Roach as Cataloguing representatives for selection of the Department's research assistant.

M. Hawkins

LIBRARY FACULTY ASSEMBLY

Merit Salary Distribution Ballots were distributed yesterday to all LFA members in positions whose salaries will be affected by the Dean's decision on merit salary distribution. If you did not receive a ballot and think you should have, please contact Jim Neeley. Ballots must be returned to Marilyn Clark via campus mail or to the ballot box on her personal desk in the Reference Office not later than 10:00 Thursday, February 26.

J. Neeley

COLLECTION DEVELOPMENT COUNCIL

The next meeting of the Collection Development Council will be held in the Kansas Collection Seminar Room on March 3, 1981 at 10:00 a.m. Among the agenda items to be discussed at that time are Lost/Replacement problems, Evaluation Committee report and budgetary circumstances.

T. Sheldon

SEMINAR OFFERED

"Grantwriting: The Nuts and Bolts" will be offered at Washburn University by Carolyn Hallenbeck, Director of KU's Research Support and Grants Administration. The course will be conducted in six Monday evening sessions, from 7-9:00, March 23-April 27. The course will include discussion of sources of public and private funding, evaluation of funding source criteria, development of a prospectus, and actual proposal writing. Sessions will be held at Morgan Hall, room 159, and the course fee is $25. A registration blank is available from the Administrative Office.

M. Hawkins

EXHIBIT ANNOUNCEMENT

The exhibit, Langston Hughes: Black Genius, is opening Thursday, February 19, at 7pm in the Kansas Collection. A reception at that time will be followed by a program in Spencer Auditorium at 7:45 to honor Hughes. The program includes a panel discussion and a dramatic interpretation of Hughes' work. Everyone is invited.

S. Williams

EARLY PAYCHECKS

Notice to student, classified and unclassified employees: Why are state paychecks distributed after 3:00 p.m. on Friday when the first of the month falls on a weekend? According to statute, state paychecks (except as otherwise provided by law) are to be delivered to employees on the first day of each month or as soon as possible thereafter. In accordance with this law, all regular paychecks (with the exception of those being paid bi-weekly) are dated the first of the month. Paychecks are not distributed until after 3:00 pm on Friday when the first falls on a weekend because transactions conducted after 3:00 pm at most banks are considered part of the next workday's business.

P. Miller

S. Gilliland

TRAVEL FUND REQUESTS DUE FEBRUARY 23

Applications (available from Margaret Wilson) for reimbursement of travel during April, May, and June are due February 23.

M. Wilson
FORECAST
No problems in sight.

STACKS
It was our error last week to state that library staff might use the West stack elevator through level 7. The area is sealed, and you will meet the wrath of five-toed dragons and the Great Pumpkin if you attempt trespassing. These restrictions end on or about next Tuesday, March 3.

ON A CLEAR DAY YOU CAN SEE LENEXA
The storm window frames arrived late last week and the first installations are in progress in the Administrative Offices. The new frames, slender, strong, dark, suave (to match the rest of this outfit) go inside the existing windows. In case of need they can be opened—by a key. But we are finding that in many cases they must be opened carefully, and only partially because they open like large doors, with an arc that is interrupted by dropped ceilings, tall furniture, innocent heads.

The contractor has been asked to give an estimate for cleaning, repairing and adjusting the old windows. We would like all of them, even the ones formerly bolted shut, to be in working order so that we can open them if we must.

At this point it appears that we will ditch the louvered screening on the many south windows. The storm windows replace and improve the security it tried to provide. The sun screening effect might continue to be useful in the Center stacks where shelving runs parallel to the windows, but the same is not true in the West stacks. And we now find that in summer the sun’s angle is high enough that it casts little direct light into those windows; in winter we’d like to collect the heat.

GOING UP, WATCH YOUR STEP PLEASE
The new east elevator was inspected last Friday, 2/20, and will be ours any minute now. With it come a temporary floor (the final carpeting will be put in after our heavier moving chores are done), an emergency key for extracting anyone(s) who becomes trapped inside, and the new numbering system for the floors.

Somehow we had received and spread the impression that post-renovation floors would be Basement, Ground, 1, 2, 3, with stacks numbered 1, 1a, 2, 2a, etc. But in fact the floors will be numbered 1, 2, 3, 4, 5 from the very bottom up and the stack levels will be 1, 1½, 2, 2½, ... 4½, to correspond as much as possible to the floors. Overall this is more consistent and logical once you understand that you have entered the building on the third floor—just the way you enter the Union on the 4th, and Malott on 2nd, and Dyche on 3rd and 4th. We won’t try to implement the new numbering system for awhile.

At the end of this week you can kiss the old main elevator goodbye if you hold any fondness for it. Most of us have been stuck in it with or without legislators at one time or another, and are only too glad to see it die—permanently. By next week we hope to have a projected date when its replacement will be available for use.

(Continued)
ROCK OF AGES

As you know, if the original schedule had held we would be moving into the main floor in about three weeks. Instead the date was pushed to mid-May. One reason was to make sure that the new front entrance would be ready for use. (You can see where this is heading...) Now it looks like it will be nip and tuck to get the granite steps finished in time. After the original order went in for the stone some adjustments and alterations had to be made in the drawings--more than once. Even now the drawings are either on the board or in the mail to the quarry. It will take the quarry about 45 days to cut the order, and another two weeks to deliver it to us. That brings us close to May 1 assuming that all goes smoothly, an assumption that few in this library system are willing to make. Our move may be R. I. P.

NUC MOVES 40 FEET SOUTH

The National Union Catalog, British Museum Catalog, and other bibliographies on the walls of the Bibliography Alcove, are now moving into the 7 Center stacks. This is being done to liberate their wooden shelving for refinishing, and to avoid the double move of taking them off the wooden shelves, removing the wooden shelves and substituting metal ones, anchoring the metal ones to the walls and putting the books back up. This move and others involving the refinishing project are being accomplished by Circulation Department staff.

TOUR REMINDER

This Thursday at 4:30 John Glinka will lead a tour of construction areas. If you would like to take part, call Darla Perry or Sandy Gilliland at 4-3601.
MARCH 1st PAYCHECKS

The March 1st paychecks will be distributed AFTER 3:00 p.m. tomorrow (Friday, February 27). (Please inform all staff and students that the Administrative Office is now located on the 3rd floor of Watson.) Paychecks are not distributed until after 3:00 p.m. on Friday when the first falls on a weekend because transactions conducted after 3:00 p.m. at most banks are considered part of the next workday's business.

S. Gilliland

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet next Thursday, March 5, at 10:30 a.m. in the new Administrative Office Conference Room.

N. Shawbaker

SCIENCE LIBRARY TELEPHONES

If you're dialing the Science Library number, 4-4928, and it's busy, you must re-dial 4-4929. The telephone system does not automatically transfer calls to 4-4929 when 4-4928 is busy.

K. Neeley

NEW LOCATION FOR BOOKS IN CIRCULATION PRINTOUT

Beginning Monday of next week (3-2-81) the Books in Circulation printout will no longer be kept on the Circulation Desk countertop. It will instead be located on shelves under the counter. Staff and patrons may still procure the same information by asking Desk personnel to call up the information on our computer terminals. This exercise is done in anticipation of the Circulation move to the ground floor, at which time the printout will be used only when the computer system is inoperable (heaven forbid!).

C. Glinka

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

An Executive Board meeting of the Classified Conference is scheduled for Tuesday, March 3, at 9:30 a.m. The meeting will be held in the Conference Room in the new Administrative Office, 311 Watson. All new group representatives are urged to attend.

P. Willer/C. Glinka

CLASSIFIED EMPLOYEE PERFORMANCE EVALUATIONS

Evaluation forms (Form DA228) to authorize June 18, 1981 merit increases, are being distributed to supervisors of classified employees whose last names begin with the letters A through G. The distribution schedule for the remaining evaluations is:

<table>
<thead>
<tr>
<th>Distribution Date</th>
<th>Employee Surname</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 16, 1981</td>
<td>H-R</td>
</tr>
<tr>
<td>April 6, 1981</td>
<td>S-Z</td>
</tr>
</tbody>
</table>

Included with the employee evaluation and cover letter are instructions for completing the DA228, a copy of the employee's performance standards (Form DA229), and a letter of instructions for the evaluation. A review of the employee's position description is also being requested at this time. Evaluations should be typewritten or should be printed in blue or black ink. To assure readable photocopies, please sign all forms in blue or black ink. Names submitted on the forms should be legal names, not nicknames or shortened names. On the DA228 (Evaluation) be sure to list both the evaluation rating and the numerical score in the space marked "Overall Rating." If you have questions, contact Sandy Gilliland or Mary Hawkins in the Administrative Office, 4-3601.

S. Gilliland
FORECAST

No interruptions in plumbing or electricity foreseen. Phone connections will be wobbly as usual. The old central elevator is officially out of service as of Tuesday, 3/3, so ride the new east one. Over heating, especially in ground and third floors, is being combatted by turning off succeeding sections of the heating system, and may be eased more if outdoor temperatures back away from recent record-breaking highs. Demolition noise on the first floor will remain high all week: open wide and they'll drill your molars too.

WINDS OF THE FUTURE

Last summer new air handling units were installed in the attic, one for the east end of the building and one for the west. (They are at the head of the big chases that have gobbled up part of the Interlibrary Services office and the Circulation office, respectively.) At the time of installation they were connected to existing ducts with temporary fittings. Now new ducts are in place and insulated: its time to attach them permanently. The work will be done first on one side and then the other, beginning March 23, and lasting about a week and a half for each. It may stop air flow to a given area temporarily, and if the weather is unexpectedly cold the work will be postponed.

This work is part of the general project of getting the ventilation system in shape for the air conditioning season, which commences, by University decree, on April 20. The new chillers are to be hooked up, checked and tested by then, which means that the ventilation people still have some work to do on mechanical and control gear, connecting and adjusting thermostats, dampers, widgets, murzo plats and dynafladgies.

NOTES

Painters had to come in and work Saturday, 2/28 in order to finish painting the steel deck that is the ceiling of the 8 West stacks. They made it, and 7 and '8 West will reopen Tuesday, 3/3, at the same time 5 and 6 West close. THIS WILL CLOSE THE BRIDGE BETWEEN 6 WEST AND 6 CENTER.

On Tuesday, 3/17, Facilities Operations will shut down our electricity for three to four hours, probably first thing in the morning, in order to do their annual transformer cleaning. We don't know yet if this will substantially alter our schedule of operations on that day. Since there are so few electric typewriters it shouldn't be a serious interruption.

In the course of inspecting existing windows for repairs and new storm windows for acceptability it was discovered that all stack windows will be permanently fixed; most others will be operable with a key, in case of ventilation failure.

The new elevator has bells, many bells, loud bells that ring as it passes each floor and as the door opens at a destination. It sounds like a lost Avon salesperson, and we are trying to muffle the bells a bit so they ding instead of clang. But they are helpful in two ways: their ostensible purpose is to help visually handicapped people find their way by counting floors. And the unintended advantage is that it helps everyone find the elevator, which is not readily visible on most floors until one is almost next to it.

(continued)
Replacing the main elevator is supposed to take 22 weeks, according to the original construction schedule. That means that if work begins right away it will be ready by mid-August, just as the fall semester begins. We hope and pray that it is, and may scream and riot if it isn't.

After inspection and discussion it was concluded that the big ducts along the south wall of Jim Ranz's pending office are finished, and construction on the fire wall next to them can proceed.

CLANCY LOWERS BOOM

The big crane has gone away, we know not where, leaving behind only the last segment of its long boom. Tis now brought low to earth that it so lately scorned.
CLASSIFIED VACANCIES

Jan Manes, Library Assistant II in the Engineering Library, will transfer to the Art Library effective March 18, replacing Susan Ketzner.

Mary Miller, Clerk Typist II in the Department of Special Collections, will promote to the Clerk III position in the Catalog Department, replacing Leesa Duby, effective March 18.

Library staff interested in making application for these two civil service vacancies should contact Sandy Gilliland no later than Tuesday, March 10, 5:00 p.m.:

Library Assistant II, Engineering Library
Clerk Typist II, Special Collections

S. Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, AGE, VETERAN STATUS, NATIONAL ORIGIN, OR ANCESTRY.

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Monday, March 16, at 9:00 a.m.

P. Willer

THANK YOU!

"I want to thank the Library Staff Association for the beautiful carnations. You are all so kind. Many thanks to all of you who have visited me, sent cards and wished me well. I don't think there is a better staff in the country to have work for me. I truly appreciate all you are doing. Keep up the good work. I'm looking forward to being with all of you again after I get my strength back. I miss you all. Thanks again."

Bob Malinowsky

FILING RULES

Copies of the subject and author/title filing rules used in the central catalogue are available. If you would like to have a copy, please call me at 4-3049.

Dave Mundy-Passmore

MACAFILES/ACCORDION FILES

If there is any department that needs a supply of slightly used magafiles or letter-size accordion files, please contact Anita Alvarez in the Administrative Office, 4-3601.

A. Alvarez

HEALTH COVERAGE

In the three most recent issues of the KANS-A-GRAM, the State-provided health insurance was featured. The first article summarizes hospital benefits, the second article summarizes medical-surgical benefits, and the third article summarizes major medical benefits. These articles are attached for your information. If you have questions about State-provided health insurance coverage, contact the Office of Staff Benefits, 4-4418.

S. Gilliland
CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING
March 3, 1981 9:30 a.m.

Present: Charlee Glinka, Co-Chair, Pat Willer, Co-Chair, Mary Borton, Secretary, Anita Alvarez, Diane Warner, Mary Miller, Ruth Hurst, Channette Nastin, Peggy Shortridge, Jim Smith, Nancy Hawkins, LaVerta Riling, Sue Hewitt, Joe Hewitt, Pat Collins, John Stratton
Absent: Steve Robinson

The reins of command were turned over to the new officers by former officers John Stratton, Joe Hewitt and Pat Collins.

Due to other contingencies, last year's elections of representatives to the standing committees (i.e., Budget and Planning, Professional Development, Senate Libraries) were not held. With the consent of the current representatives, Pat Collins motioned that the next elections be held at the scheduled time—in August—in order to remain in accordance with the constitution. Since the proposal would produce no conflicts, it passed by general consensus.

As Mary Miller, representative of Group 9, will soon be transferring to the Cataloguing Department and a different group, the constitutional provisions for the election of a new group representative were detailed. Miller will make the arrangements for that election.

In the discussion which followed, the members examined methods for making the Classified Conference a truly representative body, dealing with commonly held concerns/interests and actively involving more staff members. Numbered among the resolutions of this discussion are:

1. Workshops and brown-bag lunches may be arranged with the cooperation of the Professional Development Committee.
2. Peggy Shortridge and Channette Mastin will draft a welcome/"get-to-know-your-Classified-Conference" letter to be given to new classified employees.
3. Ruth Hurst and Jim Smith will draft a short history of the Classified Conference, highlighting its accomplishments, concerns, unresolved issues, etc.
4. The letter and history will be distributed to all classified staff by the group representatives.
5. A copy of each of the above will be sent to the Library Faculty Assembly and will be run in the FYI.
6. Group representatives will personally contact each member in their respective groups to talk about and generate ideas/topics for consideration.

The next Executive Board meeting was scheduled for 9:30 Tuesday, March 17, in the Administrative Office Conference Room. It has since been rescheduled for Thursday, March 19, at 9:30 a.m.

The meeting adjourned at 10:30.

Respectfully submitted,

Mary Borton
Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
EDITOR'S NOTE: This is the first of three articles about your STATE-PROVIDED health coverage. Articles concerning your surgical and major medical coverage will appear in the February and March issues, respectively.

HOSPITAL BENEFITS

It is no secret to anyone that medical costs have skyrocketed in the last few years. As a State Employee, the health coverage provided for you by the State of Kansas protects you in three important areas. Those are hospital, surgical, and major medical coverages.

This article will address your hospital coverage.

In general, hospital coverage is provided for IN-PATIENT or OUT-PATIENT treatment.

Here are some highlights of the Kansas statewide health plan for IN-PATIENT treatment:

- a full year (365 days) for any one sickness or related condition.
- a full year (365 days) for any one accident.
- 30 days for nervous and mental conditions, drug abuse and alcoholism each year.
- a full year (365 days) per pregnancy, for maternity care and for nursery care of newborn.

The following services are covered if medically necessary:

- charges for room, board, and general nursing care in semi-private accommodations.
- charges in cardiac and intensive care units.
- an allowance toward private room of the hospital's average charge for semi-private accommodations.
- charges for covered hospital services other than room.
- x-ray therapy, radiation therapy, laboratory and anesthesia benefits.

Highlights of Kansas statewide health plan for OUT-PATIENT treatment:

- charges for minor surgery and accident care for initial and three follow-up calls within 60 days following the date of injury.
- charges for x-ray and laboratory services.
- charges for the initial treatment of medical emergencies are covered if provided within 24 hours of the onset of condition.

For more information, look at your certificate of insurance or call the Division of Personnel Services for complete benefits information. Employees living in Johnson and Wyandotte counties have the option of choosing Prime Health, a health maintenance organization, to provide their health coverage. The State of Kansas provides the same amount per month toward the cost of this coverage as they do toward the State of Kansas Group Health Plan.

EDITOR'S NOTE: This is the second of three articles about your STATE-PROVIDED health coverage. Last month’s issue addressed your HOSPITAL BENEFITS, while next month’s will talk about MAJOR MEDICAL BENEFITS.

MEDICAL-SURGICAL BENEFITS

Last month we stated that it was no secret that medical costs have skyrocketed in the last few years. If both you and your family have been fortunate enough to have good health, then you may not be aware of what great financial protection your health benefits provide. Just ask someone that has recently experienced surgery and a stay in the hospital, and you will hear an earful about the skyrocketing costs.

The Kansas statewide plan pays participating doctors the usual and customary allowance for the following:

- surgery (in or out of hospital).
- anesthesia (in or out of hospital).
- in-hospital medical care for 365 days per admission.
- consultation (in hospital only).
- obstetrics for those covered (in or out of hospital) INCLUDES delivery, pre and postnatal care.
- coverage for newborn.
- oral surgery.
- diagnostic x-ray services (in or out of hospital)—ACCIDENT OR ILLNESS.
- laboratory and pathology services (in or out of hospital).
- radiation therapy (in or out of hospital).
- diagnostic radioisotope studies (in or out of hospital).
- electroencephalograms (in or out of hospital).
- out-patient benefits for drug abuse, alcoholism, nervous or mental conditions.
- additional accident coverage:
  - initial call and three follow-up calls within 60 days of accident.
  - ambulance from accident or transfer from one hospital to another (500 mile radius limit).
  - certain orthopedic appliances.
  - injury to natural teeth.

As you can see, your medical-surgical benefits are quite extensive and provide a broad range of coverage for you. As a state employee, the State of Kansas provides these benefits at absolutely no cost to you. In addition, you can provide this same great coverage for your family at the low-cost STATE group rate.

Do not miss next month’s article on MAJOR MEDICAL BENEFITS. You may find out that you will be able to get money back.

For more detailed information, look at your copy of the state's group health program certificate. Some employees who reside in Johnson and Wyandotte Counties have elected to participate in Prime Health, a health maintenance organization, and coverage for surgical benefits is according to the benefits provided in that plan. Whichever plan you enjoy, you are well protected as a State of Kansas Employee!
EDITOR'S NOTE: This is the third article of a three-part series on your health protection. The first article was on your HOSPITAL BENEFITS and the second on your MEDICAL-SURGICAL BENEFITS. These articles have been about the Statewide Group Health Plan that the State of Kansas provides for State Employees and which is currently administered by Blue Cross and Blue Shield of Kansas. Some State Employees who reside in Johnson and Wyandotte Counties have chosen the option to belong to Prime Health, a health maintenance organization, and are subject to that organization's provisions.

MAJOR MEDICAL

NOW, let's talk about a STATE PROVIDED BENEFIT that you can actually get MONEY BACK from, and that PROTECTS YOU AND YOUR FAMILY against huge medical bills.

In the previous articles about your health coverage, it was mentioned several times about the "skyrocketing" costs of health care in today's economy. Your State of Kansas provided MAJOR MEDICAL BENEFITS help insulate you from enormous health care charges.

This STATE BENEFIT protects you by paying for:

- Hospital and doctor charges not covered by the basic state group plan.
- Dental services for cutting procedures for the treatment of diseases of the teeth, jaw or gums, treatment of fractures and dislocations of the jaw; or the surgical removal of impacted teeth when confirmed by x-ray.
- Dental treatment of natural teeth resulting from injury.
- Up to $12,500 per person, per lifetime for private duty nursing.
- Prescription drugs.
- Ambulance service up to a 500 mile radius.
- Orthopedic appliances, durable equipment, prostheses requiring surgical insertion into the body.
- Physical therapy.

This MAJOR MEDICAL BENEFIT protects you from OUT OF THIS WORLD COSTS because after a $100 deductible is paid per employee, or $200 for an entire family that has dependent coverage, the STATE plan pays 80% of the remaining cost and you pay only 1/5 of the charge.

BUT HERE IS THE REAL PROTECTION! As a State of Kansas Employee, the most you have to pay for these covered costs is $200 in the calendar year. AND for those employees with family memberships, the most that would have to be paid is $400. (That cost can even be reduced if you itemize your federal income tax return, as this is an authorized deduction!) THE STATE PROVIDED COVERAGE PAYS 100% of the remaining covered charges for the remainder of the calendar year.

AND THAT'S NOT ALL! As a State of Kansas Employee, you have a lifetime MAJOR MEDICAL protection of $250,000. Also, EACH person covered by your family membership plan has the QUARTER MILLION DOLLAR protection!

For more detailed information, look at your group health program certificate. It also has a MAJOR MEDICAL CLAIM FORM attached that you can use for your convenience.

The State of Kansas is serious about providing you, as a valued State Employee, a quality health insurance plan that gives you a wide range of protection, and affords you peace of mind and financial security.

Here's to your good health!
The electrical shutdown on the 17th has been cancelled for now. As soon as the old main elevator car and rails are removed (now in progress) the demolition work will sound like a Salvadorian paramilitary group at work on us, the peasants.

Work on permanent connections for the new air handling units begins, as noted last week, on March 23. The west unit will be done first, and then in the first week of April the east side will get underway.

OVERCOATS & BIKINIS

You are now familiar with the daily challenge of planning a wardrobe suitable for arriving at and existing in the Watson environment. Perhaps you have noticed that things are smoothing out a little, at least temporarily. Why? (Well, why not, for crying out loud?) Facilities Operations is learning week by week how and when to respond to the personality of this ruptured duck we call a ventilation system. In general they try to look at the week's long-range forecast and adjust for today with an eye to tomorrow and the next day as well, turning off a steam line here, bringing in a space heater there, opening a window here, closing a duct there. Of course the construction keeps changing the air flow patterns, so it's a new game every few days. Therefore it's important to keep complaining to the Administrative Offices when your area is uncomfortable, because the cause this week—and the cure—may be different from the one last week.

HOLD THE CONGA LINE

During spring break week the sprinkler installers will be at work in stack levels 1 and 2 East. The area has nearly new paint and lighting, so the sprinkler work is about all it will receive. Since the sprinkler crew is only four people and the work is not messy or hazardous those stack levels will remain open with the provision that snake dances and book truck races should be kept to a discreet minimum.

SCHEDULING

We are trying to get firm dates for completion of the mail room, Bindery Preparations and Repair room, staff lounge and public lounge. Since we presently have furniture and shelving stored in those areas, someone has to decide how and when to transfer the stored things to the Ramp, and whether or not our vacating the area will automatically produce action from the contractor. The last word on the subject is still a ways off.

Over the area that is now Nancy Shawbaker's office or therabouts there was once a large skylight that gave light and a little ventilation to the original Circulation Desk. It was blocked with steel beams, corrugated steel, and a layer of concrete and several layers of roofings many years ago. It is stout and secure, but it is different level from the rest of the roof surface, and such interruptions of level are the source of leaks sooner or later. Discussions are now underway among the architects, the state inspector and the contractor as to whether the long term risk of leakage warrants the short term expense and discombobulation of removing the structure and leveling that section of roof.
NAGGING WORRIES

Still no progress on muffling the elevator bells. Joe Richardson said he felt like he was riding a pinball machine. The elevator maintenance person says he'll look at it soon and see what he can do.

Those handsome lights above the desks in parts of the Administrative Offices are more beautiful than bright, and Mary Hawkins for one has threatened to bring a flashlight for desk use. The engineering firm that decided on their lights has been checking foot-candles and says it will install more fluorescent tubes above those glamorous diffusers. Still unknown are the effectiveness of the step, and who pays for it.

The window mances marked with red spray paint are the ones that are to be replaced. Cleaning procedures are still not fully defined. On Tuesday, March 10 the crew removing the old screens parked its high lift truck smack across the front entrance, presumably as an experimental exercise to see how the staff and public like crawling under and around heavy equipment. Instead of scribbling your opinion on the restroom walls, why not register it with the Administrative Offices, (913) 864-3601?
UNCLASSIFIED OPENING

CATALOG LIBRARIAN for Central American publications, Catalog Department. A Tinker Foundation grant-funded position, available June 1. Part-time, temporary appointment for up to 3 years; work schedule negotiable. Duties: Original cataloging and LC classification of Central American publications. Required Qualifications: ALA-accredited MLS and strong knowledge of Spanish. Preferred Qualifications: Background in Latin American or Central American area studies; academic cataloging experience; and experience with LC classification, AACR2, and OCLC. Salary: $5,000-$6,000 per year. Submit letter of application and resume to Mary Hawkins, Watson Library. Applications must be received by April 15.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

PERSONNEL

Ted Sheldon has announced his resignation from the Libraries effective June 17 (tentative date). Ted joined the KU Libraries in 1977 as a Reference Librarian and Bibliographer, was appointed chairman of the Collection Development Council in 1979, and relinquished his part-time Reference assignment in 1980 to assume work in the Acquisitions Department. His new appointment will be as Associate Director of Libraries with the State University of New York at Binghamton.

CLINT HOWARD APPOINTED AS ARL CONSULTANT

Clint Howard is one of twenty librarians appointed through nation-wide competition to participate in the second year of a Consultant Training Program sponsored by the Association of Research Libraries through its Office of Management Studies. After a two-week Consultation Skills Workshop in Washington, D.C. this March, each librarian will work as a co-consultant with an OMS staff member on a library study or training program. Consultants are asked to devote up to 22 days to the program during their year of participation.

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Monday, March 16 at 9:00 a.m.

LIBRARY FACULTY ASSEMBLY MEETING

The regular March meeting of the LFA will be held on Tuesday, March 31 at 10:30 in the conference room of the new Administrative Office, top floor of Watson Library. Please plan now to attend.

RECLASSIFICATION REMINDER

Requests for reclassification of Civil Service positions, to become effective in academic year 1981/82, are due in the Department of Personnel Services before the end of this month. For requesting reclassification, contact Mary Hawkins, Administrative Office.
SLAVIC DEPARTMENT

During George Jerkovich's absence (beginning Monday, March 9), questions should be addressed to the following personnel:

- Cataloging questions to Margaret Winchell
- Book Exchange questions to Kermit Sewell
- Reference questions to Galina Kuzmanović
- Acquisitions & Budget questions to Maria Alexander

Mrs. Alexander will be in contact with Dr. Jerkovich regularly regarding acquisitions and other matters. George Jerkovich

Marilyn Clark hopes to come home today from Lawrence Memorial Hospital where she has been receiving treatment for a torn Achilles' tendon. She plans to be at her desk at least part of the time next week. J. Neeley

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING

Contrary to information published in the minutes of the last meeting in last week's FYI, the next Classified Conference Executive Board meeting will be held March 17 at 9:30 a.m. in the Administrative Office Conference Room. C. Glinka

CLASSIFIED CONFERENCE GROUP REP.

Mary Lou Warren, Documents, is the new Classified Conference group representative for Group 9. She is replacing Mary Miller, who has resigned as group rep. due to her transfer to the Cataloging Department. M. Miller

MISSING

A rather inexpensive pen and pencil set disappeared from Cliff Haka's desk over the weekend. For personal reasons he would appreciate their return—NO QUESTIONS ASKED. C. Haka

LOST AND FOUND

As a reminder, all lost and found items should be turned in to the Fines Office within 24 hours of their finding. Patrons seeking lost items should be instructed to go to the Fines Office during its regular operating hours (9:00 a.m.-12:00; 1:00-4:00), or to the Circulation Desk when the Fines Office is closed. The Administrative Office is no longer maintaining a lost and found. S. Gilliland

ELECTRICAL SHUTDOWN RESCHEDULED

The maintenance of transformers which had been scheduled for March 17 has been rescheduled for March 21 and 22. J. Glinka
Minutes of the Administrative Conference
March 9, 1981

The Administrative Conference met today in the Administrative Office Conference Room with Dean Ranz presiding. Present: Alexander, Carvalho, Chittenden, Clark, Couch, Gates, Getchell, Glinka, Haba, Harkins, Howard, Kay, Mason, Patterson, Te Richardson, Shawalker, Stewart, Ursey, and Willer.

Jim Ranz mentioned that the wall coverings and lights in the renovated Watson will be similar to those in the Administrative Office and Conference Room, only a few walls will be painted.

Dave Doingore briefly reported on the CM Catalog project. Gary Sisson's project report should be completed in approximately one-two weeks. The project will be handled in two phases: first, the on-line maintenance system; second, the CM Catalog. Jim Ranz commented on the size of this project (for which we have received no additional budgetary support) which will take two full-time staff in the Computer Center approximately three years to complete.

Carol Chittenden reported on the sign system for the renovated Watson. "A good sign system is more than a collection of signs put up as the need arises. It is a logical progression, an interrelated system that integrates messages and traffic patterns and combines them with the architecture in a visually coordinated sequence." There are three major kinds of signs: direction, identification and instruction. The key to good signage is 1) to establish a systematic pattern of major and minor sign information. 2) to present the information with different degrees of visual emphasis and 3) to provide for maintaining and adding to the sign system in a way that is consistent with its original design.

Carol and her student assistant Kim are currently working on two "systems", temporary (basement area) and permanent. In placing signs, Carol has gone over all major traffic patterns and tried to anticipate what people will be needing for guidance and to create an internal map to help people as they move throughout the library. Carol stressed the need for consistency of signage throughout the library both now and in the future. Editing, although somewhat distasteful, is necessary to avoid miscommunication and a breakdown of the system. A resource book which Carol has found very useful is Sign Systems for Librarians, by Picket and Hankell. Carol read from a section of this book to explain about the use of Library Jargon. "A colleague once brought me a large sign stating that the library will be open during the Christmas recess, but that VISITORS WILL NOT BE SERVICED...Is a Colorado library the directions for using a fire extinguisher were provocative: TO PLAY TURN BOTTOM UP...."

Plans are available indicating where signs will be needed in Watson and anyone interested in seeing these layout plans should contact Carol. The Architects will be meeting with Carol soon to discuss the plans for signage in Watson.

Clint Howard reported on the acquisitions and serials funding. "SAD STORY" were Clint's first words. In the budget statement for FY82 the libraries stressed the serious loss of purchasing power because of inflation and the devaluation of the dollar—which would result in the cancellation of over 800 serials and the purchase of 1,400 fewer books. The Governor's budget recommendation for Other Operating Expenditures (OCE, the category for acquisition of library materials) of .47 has been cut to 5.5%. If the 5.5% increase continue, by fiscal 1985 serials will be cut by one-third and books by one-fourth. Interested groups such as the Senate Library Committee and the Friends of the Library are very much aware of the seriousness of the funding problem and are trying to help. Jim Ranz mentioned that Prof. Wallace Johnson (FALC) has circulated a resolution in support of sufficient funds for library book and journal acquisitions to approximately forty faculty (many with distinguished faculty titles). This signed resolution with over forty signatures will be presented to the Faculty Council on Friday (3/6).

Patrons are adjusting very well to using the new microfilm readers in Reference and Serials according to Sarah Couch and Marilyn Clark. Sarah indicated that some are very pleased and other (somewhat more vocal) dislike the CSR. Students appear to be favorable. Some improvement needs to be made on the design of the indexing according to Sarah.

Marilyn Clark reported briefly on the $142,000 Title IIC grant for the Sever Record Collection that she's presently working on.

John Glinka provided a renovation up-date, first indicating that departments now occupy the basement, second and third floors. Concrete has been poured for the front entry way. Because of a delay in the granite for the front stairs, this work will be slightly delayed. The first floor is making good progress, as well as the staff and public lounges and mail room in the sub-basement. Phase II will require moving Circulation, Reserve, ILS, Reference and the card catalog to their permanent locations. Microforms, Slavic, Copying Services, East Asian and SPLAY will move ahead of this or directly after. The completion date for the Watson Library Renovation project is scheduled for January of 1983, however, a more likely completion date is March or April of 1982.
FORECAST

Some of the electricity will be off some of Friday, March 20. Details: the new 277-volt lines are being connected to the new lighting, and to the elevators. This means that the lights will be off in Periodicals, Bindery Preparations and Repairs, ground floor study areas, Administrative Offices and stack levels 1-8 Center and 5-8 West. The interruption will be between 8 and 12 a.m. Friday, and will probably not last the full four hours. It will not affect wall outlets, or any of the second floor where we are still using the old electrical system. We will keep the use of our terminals, fiche readers, and stack levels 1-3 East and 1-2 West.

Electricians had planned to do this work at the same time that the University shut us down to dust the transformers, but the latter was postponed to the weekend (3/22/81) and electricians work overtime only in emergencies.

No other interruptions of basic utilities are foreseen.

The hubbub in the west stairs on Monday, 3/16 is drilling holes for a standpipe that carries water for the sprinkler system and, in effect, a fire hydrant on the west roof.

WHERE'S THE FIRE?

A false alarm on Thursday afternoon, 3/12, pointed out to us that we don't really understand our fire alarm system very well. In trying to find out what happened, what didn't happen, and what we should do about it we see that a) we are operating on a combination of two very patchy alarm systems, b) because of construction we are subject to alarms being triggered by odd circumstances for which it is hard to plan, and c) it is difficult to keep our entire exit desk and Circulation crew trained and alerted for every possible exigency of the alarms.

Not only is the situation complicated, it also changes. Yet you need to know how to handle it. Therefore Kendall Simmons is preparing an item for this week's regular FYI with some simple guidelines for what you should do when you hear a fire alarm. She is also reinforcing the training for Circulation and Exit staff to deal with alarms so we can all depend on them to ring the bells and distribute parachutes.

GETTING OURS

In the construction scheduling meeting of 3/13, completions dates for several areas were discussed with the following tentative results:

The Mailroom and Bindery areas will be finished the second half of April, following completion of the stack work. We have been using these rooms for storage and staging the furniture refinishing shipments, so those things will have to be cleared from the area for about one week in order to do the wall, ceiling and floor work.

The South reading areas on ground and first floors will be ready for our occupancy when we move onto the first floor. These are the spaces between the West and Center stacks, so when they are ours, stack use will be much easier.

The ground floor restroom ceilings will probably be finished sometime this week, depending on how first floor ceiling work proceeds and when those workmen are free.
GETTING OURS (continued)

The staff and readers lounges will probably be finished by Mid-May. First we have to clear out some more space in the west Ramp so that steel shelving (nee Art Library shelving) can be moved there out of the lounge space. Then ceilings, final paint job and floor coverings can go in. Presumably vending machines will follow shortly, along with a wheel chair lift. We hope to be spilling our coffee there by the time we move to the first floor.

FIRST FLOOR?

Well, third floor, really. If the "1, 1½, 2, 3, 4, 5," buttons in the new east elevator are driving you crazy, hang on just a few more weeks. The move to the main floor seems an opportune time to renumber the floors and stack levels "1, 1½, 2, 2½, 3, 3½, 4, 4½, 5." The move is officially scheduled for May 15.

CHRONOMETRAGE

You may as well get your watch repaired and wear it regularly because between the clocks that have been stolen (several on ground floor) and the ones that are disconnected and dangling there's not much else to rely on these days.
PERSONNEL:

Peggy Shortridge, Clerk III in Reference, has been appointed Research Assistant with the Art Library effective March 18. David Walden-Berg, Clerk III in the Science Library, will promote to Library Assistant II in the Engineering Library effective March 18. Library employees interested in being considered for the resulting openings (as listed below) should contact Mary Hawkins in the Administrative Office no later than 5:00 p.m. Tuesday, March 24:

Clerk III, Reference Department
Clerk III, Science Library (is being submitted this month for review toward the Library Assistant I classification)

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

M. Hawkins

UNCLASSIFIED STAFF REMINDER REGARDING SICK LEAVE REPORTING

Attached is a reminder from Acting Vice Chancellor Hutchinson regarding the reporting of sick leave. For convenience in reporting, unclassified library staff are asked to use the pink "absence report cards" used by classified employees (and available from the Administrative Office). Thanks for your attention to this reporting requirement.

M. Hawkins

FIRE PROCEDURE UPDATE

Some time ago, all of you received copies of the June 1980 fire procedures. If you're in Watson, the attached supercedes them. It is a brief synopsis of what each of you should do in case of fire at Watson. If you have any questions, please contact me. New procedures will be issued when the new alarm system is fully operative.

In addition, each section will receive a sign to be hung in a conspicuous place. It will bear only your specific instructions (even if those are just to leave the building) and exit route.

The biggest problem so far has been people running around trying to find out what's going on instead of doing their assigned part. Considering how screwy the two alarm systems are now, your chances of finding out are nil. Circulation is in charge of this garbage. Let us do the running around. If we can count on your doing your part, we can do ours more efficiently. None of us want our broth spoiled because of too many cooks.

K. Simmons

WEST AND CENTER STACKS

The West and Center stacks will be closed on Friday until noon or whenever the electricity returns.

K. Simmons

PROPOSED LEGISLATION ON RETIREMENT

House Bill 2529, concerning rules for calculating prior service credit for Kansas Public Employees Retirement for persons employed prior to 1962, needs our support. It is urgent that you write to the following requesting that this bill be presented (continued)
PROPOSED LEGISLATION ON RETIREMENT (continued)
to and passed by the current Kansas Legislature. Address: State Capitol, Topeka, Kansas, 66612

Chairperson Mike Hayden, House Ways and Means Committee
Senator Jane Eldredge
Representative John Solbach
Representative Jesse Branson
Representative Betty Jo Charlton
Chairman, Senate Ways and Means Committee

This bill will help persons, unclassified and classified, who will be retiring and whose benefits are based on pre-inflation salary scales, but are retiring in the present period of great inflation.  

E. Johnson

LIBRARY FACULTY ASSEMBLY MEETING

The LFA will hold its regular March meeting on Tuesday, March 31st, at 10:30 a.m. in the new conference room in the Administrative suite on the third floor of Watson Library. On the agenda is a discussion, in preparation for a mail ballot, of several proposed changes to the LFA Code of Governance. These include the formation of a new Committee on Appointment Criteria, the establishment of the previously ad hoc Salary Committee as a standing committee of the LFA with increased responsibilities, the adoption of contingencies for filling certain committee positions when volunteers from the required faculty ranks are not available, and several clarifications of existing ambiguities. The proposals will be distributed to the membership prior to the meeting.  

J. Neeley
WATSON FIRE ALARM PROCEDURE

March 17, 1981

ILS - Clear all Center Stacks
Exit through basement back door

Microforms - Shut off East elevator
Clear Room 202 Reading Room
(nights and weekends - also clear 2nd floor rest rooms)
Exit down East fire stairs

East Asian - Clear Room 202 Reading Room
Exit down East fire stairs

Reference - Clear reference room
Clear mezzanine
Exit through front door

Slavic - Clear 2nd floor rest rooms
Exit down East fire stairs

Periodicals - Go to Exit desk
Clear Periodicals Reading Rooms
(Clear basement rest rooms on nights and weekends)
Exit through front door.

Bindery - Clear basement rest rooms
Exit through front door

Reserve - Clear all East stacks
Exit down East fire stairs

Circulation - everything else

The rest of you should leave immediately by the nearest safe exit.

************

The old alarm sounds like bells ringing.
The new alarm sounds like buzzing smoke detectors.

************

If you discover a fire, set off the nearest fire alarm and contact the exit desk.
Do NOT call the fire department yourself. Give the location to the exit desk person.

over
THE UNIVERSITY OF KANSAS
University of Kansas Libraries
Lawrence, Kansas 66045

CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING
March 17, 1981 9:30 a.m.

Present: Pat Miller and Charlee Clinks, co-chairs, Mary Horton, secretary, Steve Robinson, LaVeta Rilling, Sue Hewitt, Diane Werner, Mary Miller, Nancy Hawkins, Anita Mejia, Ruth Harst, Jim Smith, Peggy Shortridge, Channette Mastin

A draft of the introductory letter to new classified staff was distributed. After making a few revisions and changes, the letter was approved by the Board.

Since the staff handbook contains a lot of pertinent information, including information on the Classified Conference and its constitution, it was suggested that a proposal be made to the Administrative Office to make sure that the new handbooks are distributed to new staff members when they are hired.

Copies of the Handbook will be given to the group representatives in the near future. Board members were asked to return the copies with approval/proposed changes to the co-chairs as soon thereafter as possible.

The introductory letter and history, along with a listing of group representatives and constituent departments, and KUSSA information, will be ready for distribution to all classified staff before the next general meeting.

The co-chairs will arrange for a guest speaker on staff benefits, with emphasis to be placed on retirement/STERS, life insurance and health insurance, including the proposed dental rider. The session(s) will be open to all interested staff.

LaVeta Rilling gave a report on the purposes and activities of the Professional Development and Recruitment Committee. A lengthy discussion followed regarding the funds available for professional development of classified staff and the allocation of those funds. More information will be made available at the next Executive Board meeting relative to qualifications for travel funds and the committee's definition of "paraprofessional".

Mary Ann Warren is the new Group 9 representative.

Plans and an agenda were made for the next general meeting, to be held on Tuesday, April 28, from 3:00-5:00 in the Sluder Research Library Auditorium.

The next Executive Board meeting will be Tuesday, April 14, at 9:30 a.m. in the Administrative Office Conference Room.

The meeting adjourned at 11:05.

Respectfully submitted,

LaVeta Rilling
Secretary

THE UNIVERSITY OF KANSAS
Office of the Vice Chancellor
for Academic Affairs
117 Strong Hall, Lawrence, Kansas 66045
(913) 864-4205

February 27, 1981

TO: Academic Affairs, Deans and Directors

FROM: Jerry Hutchins, Acting Vice Chancellor

We must remind ourselves that sick leave for unclassified personnel should be recorded and reported appropriately. Since 1979 all units have employed procedures for reporting at the departmental level. However, I have been informed recently that there are some units whose attention is flagging on who possess extremely healthy and vigorous staff members. In other words, sick leave is rarely reported.

I would ask that you review your own unit's procedures and encourage your faculty and staff members to report any sick leave. For faculty members, sick leave is usually defined as a time when classes cannot be set, made up, or staffed by other colleagues.

The present system is a flexible one and I don't think that any of us would care to see a new rigid system imposed upon us. Thus, it is in our best interest to show that we are observing the present system by reporting sick leave when appropriate.

JH

cce: Dr. Tschla
Mr. Michel

Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
FORECAST
No utility interruptions are expected this week. The East air handling unit is off, per prior notice, but with moderate outdoor temperatures its absence should be little felt. The jackhammering might be over as soon as Wednesday, except for a small remainder on third floor.

POWER FROM THE PEOPLE
Last Friday's electrical interruption went on about an hour past the announced noon deadline because the electricians weren't informed until late Thursday that that was what they would be doing Friday.

RAMP FIRE
As you know from the local newspaper, there was a fire last Thursday evening in the Ramp. It burned several shelves of exchange materials, filled the place with smoke, and could have been far worse. Luckily a janitor smelled it and reported it. The investigation is now in the hands of the police, who are assuming that it is a case of arson. Should the undiscovered culprit strike again, not even your asbestos undies will save you unless you know your emergency procedures.

PROGRESS
The ground floor men's room has a new ceiling, but the women's side will wait until May. Darned if we know why.

On the main floor the east end is reaching a state where one can begin to visualize civilization: the ceiling grid contains lights, and the wall covering is going on around the perimeter. The new Reference Desk, in various dusty modules, is standing here and there among the construction materials. At the west end things are in an earlier stage, but ductwork and wiring are being realized at a pretty fair rate of knots. Good thing too: this is the week when we were originally supposed to be moving into the area.

In the Administrative Offices funny noises have developed in the mixing boxes. Mixing box is a junction in the ducts where fresh air, warm air and cooled air are combined by very smart valves. The ventilation expert checked the boxes and said that the warranty should be able to iron out this wrinkle. We mention this not because you care deeply about gaskets, but to point out that moving in and settling in are two different things.
CLASSIFIED VACANCY

Nancy Ursery has announced her resignation from the Library Associate position in the Circulation Department effective 05-17-81 to pursue a graduate degree in Library Science. Library staff interested in making application for this position should contact Sandy Gilliland no later than Tuesday, April 7, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, ANCESTRY, NATIONAL ORIGIN, AGE, OR VETERAN STATUS

PLEASE REPORT THEFTS

In the past four to six weeks there has been a dramatic increase in the disappearance of small property from Watson office areas. Although no one item has been highly valuable or significant, the pattern is alarming and warrants investigation. To help us help the police, please report immediately to Mss. Perry or Gilliland the apparent theft of anything, no matter how small, since early February. Report what is missing, when you discovered the loss, the room and location within the room from which you think the thing was taken, and any other circumstances that might seem pertinent.

J. Glinka/C. Chittenden

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, April 2 at 10:30 a.m. in the Conference Room of the Administrative Office. The topic for discussion will be Library Planning.

N. Shawbaker
CLASSIFIED VACANCY REMINDER

As announced in last week's FYI, Nancy Urserv has resigned from her Library Associate position in the Circulation Department effective May 17, 1981. Library staff were instructed to contact Sandy Gilliland by no later than Tuesday, April 7, 5:00 p.m. to apply.  

S. Gilliland

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office on Wednesday, April 15 at 9:00 a.m.  

P. Willer

PERSONNEL

Alvin Mauler has been appointed Research Assistant with the Catalog Department effective April 1. Al has been departmental librarian for the University’s German Department since 1976.  

M. Hawkins

TAX EXEMPT STATUS

Library employees, particularly student assistants, may be interested in the following notice published in last week's Oread: "University of Kansas employees claiming exemption from withholding tax must file a new form W-4 in the Payroll Office by April 24, according to Richard Steffen, assistant comptroller. Federal law requires all eligible employees to file a new W-4 Employee's Withholding Allowance Certificate prior to April 30 of each year if the previous certificate is dated prior to January 1 of the current year, Steffen said. Also, the federal law requires that a copy of the W-4 be sent to the Internal Revenue Service for each person electing exemption. Persons with questions concerning eligibility to claim exempt should call the IRS toll-free number, 1-800-362-2190, or the Payroll Office (4-4385). Any person now claiming exempt who fails to file a new form prior to the deadline will be changed to S-00 in accordance with regulations, Steffen said." If you wish to file a W-4 form to claim or renew exempt status for tax purposes, please contact the Administrative Office.  

P. Willer

COLLECTION DEVELOPMENT COUNCIL

The next meeting of the CDC will take place in the Administrative Office Conference Room on Tuesday, April 7, at 10:00 a.m. Topics on the agenda include the funding outlook for the next fiscal year and budgetary matters.  

T. Sheldon

CATALOG DEPT. REASSIGNMENT

Effective April 1, 1981, Paulette DiFilippo assumed full-time supervision of Catalogue Maintenance. Please direct problems and questions related to maintenance to her. The subject areas Paulette has been processing (classifications Q, R, S, T) have been divided among the other cataloguers. As soon as the subject-assignment list has been revised, it will be published in FYI.  

M.D. Mundy-Passmore

PERSONNEL SERVICES TRAINING CALENDAR

Personnel Services has distributed April's training calendar for three seminars described on the attached memo. These seminars are identical to those offered during March. To register for any of the seminars, call 4-4942.  

S. Gilliland
A DELIGHTFUL VIEW: PICTURES AS MAPS

"A Delightful View: Pictures as Maps" is a new exhibit in the Department of Special Collections which will open Monday, April 6th. In this exhibit of maps and book illustrations from the last five centuries an attempt is made to show the picture as map—bird's-eye view, landscape, seascape, prospect and plan—and also the map as picture, detailed with representational depictions of buildings, mountains, battles and forests. This exhibit is being done in conjunction with the Spencer Art Museum's exhibit "Artists and the Map. Image/Process/Data/Place" and is part of the University of Kansas Arts Festival. "A Delightful View" was selected and organized by Nora Quinlan. N. J. Quinlan

ELLEN JOHNSON ATTENDS SONNECK SOCIETY CONFERENCE

Ellen Johnson is attending the Sonneck Society Annual Conference at the C. W. Post Center of the University of Long Island and conducting research at the major music libraries in the Boston area from April 1 through April 8. The Sonneck Society is named after Oscar Sonneck who was, until his death in 1928, a major author and compiler of bibliographies and information on early American music. He was director of the Music Division of the Library of Congress and is justly credited with its formation and very excellent collections and services to libraries. Four of the major music libraries in Boston are the Boston Public Library, Harvard University, the Handel and Haydn Society, and the New England Conservatory of Music.

JIM NEELEY TO FACULTY COUNCIL

On the basis of his standing in the recent Faculty Council elections, Jim Neeley has been selected to serve on the University and Faculty Councils for the 1981-82 academic year, replacing a member who will be on leave next year. Other librarians serving on the Council include Ellen Johnson, whose appointment expires this academic year, and Mary Hawkins, who will be continuing through 1981/82.

MARY ROACH'S REPORT IS PUBLISHED

Mary K. Roach's "Report of the Cataloging Advisory Committee Meeting" was published in Action for Libraries, the newsletter of the Bibliographic Center for Research, Rocky Mountain Region, Inc., Volume VI, No. 2 (February, 1981). A copy of this newsletter is on file in the Periodicals Reading Room.

ADMINISTRATIVE ASSOCIATES PROGRAM

As a reminder, applications for the administrative associates program are due at the Office of the Executive Vice Chancellor no later than April 17, 1981. A memo describing this program was distributed recently to all librarians and staff; if you have questions about the program, contact Dr. William E. Hogan, Office of the Executive Vice Chancellor, 4-4904.

NAME CHANGE

It is now official: Dave Passmore's name has been changed to Michael D. Mundy-Passmore; although he still wishes to be referred to as "Dave" or "David".

S. Gilliland
TO: Vice Chancellors, Deans, Directors, and Chairpersons
FROM: Director of Personnel Services
SUBJECT: April Training Calendar

Please find enclosed for your information a calendar containing training scheduled by this department for April, 1981. Training is once again being offered in the newly implemented Performance Evaluation System, as well as the Equal Employment Opportunity and Employment Interviewing and Selection seminars.

Performance Evaluation offered: 4/9/81, 9am-4pm; or 4/13/81, 9am-4pm.

The primary purpose of this one-day workshop is to give managers and supervisors hands-on experience with the new Kansas Civil Service Evaluation System. Discussions of files seen by participants will cover the why, when, where, and how-tos of performance evaluations. As a result of attending this workshop, managers and supervisors will be able to: define major tasks and responsibilities for a position they supervise, write performance standards, conduct a standards review conference, identify above standard performance and demonstrate an understanding of the rating system and its relationship to merit increases.

Equal Employment Opportunity Offered 4/1/81, 8:30am-4pm AND 4/3/81 1pm-4pm

This seminar is a pre-requisite for the Interviewing Skills Seminar. This one and one-half day program provides a working knowledge of Equal Employment Opportunity laws and Executive Orders. Exercises and instructional material focus on what these laws and orders require from employers and how they are applied in day-to-day decisions concerning the employees they supervise. Emphasis is on developing objective management practices in the areas of job qualifications, interviewing, hiring, supervision and equal pay. Class activities center around case studies, film vignettes, group discussions and applications.

Employment Interviewing and Selection Offered 4/21, 1pm-4pm AND 4/23, 1pm-4pm AND 4/24, 1pm-4pm.

Supervisors and managers who have completed the Equal Employment Opportunity Workshop are eligible for this workshop. The use of job related questions and special interviewing techniques to obtain and clarify information from job applicants is the focus of this workshop. Information that is important to ask of applicants is also reviewed. Participants will practice making selection decisions consistent with EEO guidelines using information obtained from role playing situations.

Participants will also receive individual coaching on their interviewing skills. This workshop is held on three consecutive half days.

Please share this information with your management staff. Participants must pre-enroll and to do so should call 864-4942. For additional information about any of these programs, call Gail Hamilton at 864-4946. All sessions are held in room 102 Carruth-O'Leary at the times indicated on the attached calendar.

David Lewis.

DL:JJ

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

Utilities steady. The east air handling unit work begun on 3/23 will be finished 3/30, several days ahead of schedule. The west one will be done immediately following.

SECURITY

Security problems at construction entrances are under continuing discussion. For now, after 4:30 p.m. the back door is secured by an alarm on the interior double doors and locks on the two mail room doors.

PALAVER

This week's scheduling meeting brought no astounding decisions, and much discussion of ongoing concerns such as lights in the administrative offices, ceilings, security, whether to kick the cat, how soon and which direction. In the lull, read about:

FURNITURE

Now that the fluid portions of the renovation budget are firming a bit we can start considering furniture purchases. Some parts of the furniture budget will be indefinite until renovation is nearly done, yet we don't want to wait until then to plan and buy. So Jim Ranz has been surveying what we have, what we want to refinish, what must be replaced, what we need, what we want, what's available and what we can afford. He has divided the expenditures into several groups: library furnishings for public areas; shelving; office furnishings; occasional furnishings for lounges, south reading areas and mezzanine; wood refinishing; metal refinishing; and the costs of labor to knock down, move, set up and keep track of furnishings.

Some old furniture is simply worn out beyond renewing. But much is worthy of salvation. Refinishing existing furniture is advantageous in several ways: our older furniture, especially the wood pieces, is of a quality that would be very difficult to match today. By using it we will have a very high proportion of wood overall, and little or no dismal, institutional green plastic on gray metal. Refinishing gives us a reputation for thrift, a locally fashionable virtue. By using convict labor to do the wood we have savings to apply elsewhere in the furniture budget.

Metal desks and file cabinets will be repainted to match, using a new process that can be done without even removing the contents of the drawers. Where needed, old desk tops will be replaced with new ones, probably to match the new work tables.

In selecting new furniture we do not pick side chairs from this catalog and swivel chairs from that one. Rather, specifications and numbers are prepared, and companies submit bids. Once a bid is accepted we select from the company's catalog, choosing our styles and colors and finishes. Dean Ranz is currently drawing up the specifications for furnishings in public areas, with an eye to putting our best foot forward on the first and second floors.

In office areas the wall coverings and "landscape partitions" are richer and more varied than the ones in public areas. The new furniture will be picked to coordinate with refinished older stock, with wood in the forefront whenever possible. There will be occasional bright accents such as chair cushions in colors that combine well together. And there will be more storage cabinets to organize and enclose the stacks of books, papers, cards, lists, files, brochures and old FYI-RS's with which we have so long tried to hide ugly desks and work spaces.

(Continued)
To further enhance offices it will be easy to hang plants and pictures, either from the ceiling grids or picture rails.

At this point we are definitely having 300 sections of wood shelving, 1000 chairs, 100 tables, 80 card catalog cabinets and a few miscellaneous items refinished at the state penitentiary. An indefinite amount of metal furniture will hopefully be refinished by a private contractor, and we will have money for substantial amounts of new furniture in public areas. Some new furniture for offices is almost as certain but not as far along in the process. It will still be awhile before we know how much we can spend for the occasional furniture for the lounges, south reading rooms and mezzanine, but we already know it won't be French Provincial or Mediterranean.

If you're interested in dreaming some more about the imaginary furnishings of your non-existant office, there are real furniture catalogs in the administrative office reception area, and the book of samples showing wall, floor and paint colors is always available to look at there upon request.
FORECAST

If things get stuffy (stuffier) open windows: the west air handling unit is still off so no air is moving through the ducts in the west end of the building; this is also confusing to the east unit. On or before Friday, 4/17, the work will be done and the ventilation people will meet with Facilities Operations ventilation managers to go over operating instructions for the new cooling system, leading us to expect that we will have air conditioning on April 20 when the rest of the University does. Or at least our tropics will be cooler and our artics warmer than last summer. The entire building will now be on the new cooling system, but it can't be balanced and disciplined until construction is finished.

SWEET SURRENDER

The second floor west restroom -- the one labelled "Staff Men and discreet persons of any gender" -- will be decommissioned soon, possible as early as this Thursday, 4/9. It is one of the original Conveniences of the building, and is still drained by the original cast iron sewer pipes, which run down through the New Reserve Room. Such pipes are often brittle and likely to break or even shatter in removal, so the contractor is anxious that they be removed before new ceiling tile, carpet, paint and occupants are at their mercy. Although the contractor would like to pull out the east restrooms as well (the ones by the Slavic offices), he was dissuaded by our need and the fact that those pipes, dating from the 1964 renovation, are much easier to remove cleanly after we move to first floor.

Sorry as you may be to lose this tiny, cold, smelly, crumbling dirty hole in the wall, try to sprint sedately to another facility for the five more weeks we will be occupying the second floor.

ONE, TWO, THREE STRIKES WE'RE OUT

We worried that the granite to face the front steps wouldn't arrive until May 1. Instead it came April 1, and the masons set to work laying it. But within days their union, the Bricklayers, went out on strike. We have no word as to prospects for a settlement.

The Carpenters Union's contract is expiring and a strike was tentatively scheduled for Monday, 4/6. But as of Monday morning negotiations were underway and the strike deadline was pushed back to Wednesday, 4/8.

By next week we should have an estimate of who's on strike, how long settlement may take, whether the work at hand will be affected, and whether or not the United Mine Workers are interested in organizing the Ramp.

WATCH FOR FALLING GLASS

We were disgruntled to see that the crew replacing cracked windowpanes was parking its lift truck across the front entrance, but disgruntlement was replaced by horror when they began removing old glass by smashing it into occupied reading areas. Of course we protested immediately, but subsequent showering glass in the Copying Services office made us think our protest hadn't gotten through. The work is still incomplete, so if you see someone coming at your windows, observe him or her closely. At the first sign of unrestrained falling glass notify John Glinka immediately so he can apply the arts of righteous outrage.

(continued)
OTHER FRAGMENTS

Earlier plans to remove stored shelving from the lounge areas to the Ramp have been modified to store it in the 1 & 2 West stacks along the north wall. That can't happen until the work now in progress there is done, but once the shelving is moved we understand that the lounges can/will be finished.

Work is finally underway to complete Jim Ranz's Office.

The main elevator construction is progressing on schedule. All the old structure is gone and the sump pump has been installed at the bottom of the shaft. The new block wall is in place in the basement, and the penthouse replacement is going ahead at the top of the shaft. When the walls are ready, the steel rails can be positioned. All the other segments of structure and equipment follow from the rail placement.

Discussions about whether or not to remove the blocked skylight and even out the roof contours resulted in the decision to leave the roof as is with extra attention to sealing joints. After careful examination all parties felt that the work would be major expense for questionable gains, quite possible just trading an old doubt for several new problems.

On the first floor the Circulation and Reference desks are in position, much of the ceiling and wall covering are up, and most of the area has been picked up and swept so that one begins to have feeling of how the space will be.
CLASSIFIED VACANCY

John Little, Clerk III, will transfer to the Reference Department effective 04-18-81, replacing Peggy Shortridge. Library staff interested in making application for this Clerk III in the Marking Section of the Catalog Department should contact Sandy Gilliland in the Administrative Office no later than Tuesday, April 14, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, AGE, VETERAN STATUS, OR ANCESTRY

PERSONNEL

Nancy Akbaba has reinstated to the Clerk III position in the Science Library effective 04-06-81, replacing David Walden-Berg. Nancy was previously employed in the Library system, most recently in the Kansas Collection, resigning March 1979.

STUDENT HOURLY TIME CARDS

Student hourly time cards are due in the Administrative Office Wednesday, April 15 at 9:00 a.m. 

INFORMATION SESSIONS SCHEDULED REGARDING CLASSIFIED EVALUATIONS

Ola Faucher, Director of Employment Services, will present three 2-hour information sessions to library staff regarding classified performance standards, evaluations, and their relationship to the classified pay plan. These are designed as a follow-up to earlier sessions, now that staff have had some experience in writing performance standards and using them as a basis for evaluation. The meetings will be held in the conference room adjacent to the Administrative Office on third floor Watson, from 9:30-11:30 a.m. on April 13 and 14, and from 2-4:00 p.m. on the 14th. Classified employees and their unclassified supervisors can register to attend by calling Darla Perry or Sandy Gilliland in the Administrative Office (4-3601). M. Hawkins

WHEN IN DOUBT, ASK REFERENCE

Some library users have received some mis-information lately. For example, one was sent to Government Documents for American Doctoral Dissertations, another was sent to Special Collections for the Oxford University Catalogue of Courses. Please do not direct library users unless you are absolutely certain of a location. Please do direct users to the Reference Desk on the second floor rather than guess at locations.

M. Clark

BIB ALCOVE & SLAVIC ALCOVE

In order to free more wooden shelving for refinishing, the Bib Alcove and Slavic Alcove books are being moved to 5-Center. The Reference Collection will be expanded into the Slavic Alcove. The new bookshelves near the book return area are being moved into 3-west. 

B. Malinowsky

JERKOVICH EXTENDS THANKS

"Dear Friends and Colleagues: I am now at home making very good progress in recovering from my surgery. I wish to express my appreciation and thanks for the flowers from the Library and for all the cards and good wishes." 

George Jerkovich
BLUE CROSS/BLUE SHIELD REP. TO SPEAK TO THE LIBRARY STAFF

A presentation on the Blue Cross/Blue Shield Medical Insurance Program for state employees is being sponsored by the Libraries' Classified Conference. Mr. Greg Killinger of Blue Cross/Blue Shield will speak on the benefits available to subscribers and will be available for a question and answer session. Both classified staff and Library faculty are invited to attend. This presentation will be held Tuesday, April 21, from 10-11:30 in the Spencer Research Library auditorium.

P. Willer/C. Glinka

ARL SPEC KIT RECEIVED

ARL SPEC Kit No. 71 "User Surveys and Evaluation of Library Services" has been received and is available for consultation in Periodicals.

K. Miller

WINCHELL TRANSLATION PUBLISHED

Meg Winchell has had her translation of "Wolfe's Early Aesthetic and Look Homeward, Angel" by M. N. Smrchek published in the spring 1981 issue of The Thomas Wolfe Review (vol. 5, no. 1).

M. Winchell

TUITION ASSISTANCE FOR SUMMER 1981 SEMESTER

Library staff interested in applying for tuition assistance for the Summer 1981 semester should contact the Office of the Executive Vice Chancellor (231 Strong, 4-4904), or Sandy Gilliland (4-3601) for an application and information. To be eligible, applicants must be full-time employees and have worked for the University for at least one year. Applications must be received in the Executive Vice Chancellor's office no later than 5:00 p.m. April 30, 1981.

S. Gilliland

REVISED SUBJECT ASSIGNMENTS

Attached is a copy of the revised subject assignments for the cataloguers which resulted from the splitting up of those materials formerly processed by P. DiFilippo. Those classification letters bearing a checkmark are those areas of the Q's, R's, S's, and T's newly assigned to each individual. Note also that Barb Gaeddert has returned to ½-time serials, ½-time monographs cataloging.

M.D. Mundy-Passmore

OH NO!!! IT'S THAT TIME OF YEAR AGAIN--SOFTBALL!!!

And, of course, the Classified library wizards of swing challenge the unclassified untalented un...well, you know who we mean...to a softball game on SATURDAY, MAY 3rd, time and place to be determined. Considering that we expect to win, all classified people can contact Kendall Simmons to play and all unclassified people can call Cliff Haka to admit they won't show up and so the classified team will win by forfeit. Hear that, Ted??! Question to be considered, will ringers be allowed after the 5th inning? Classified won't need them, but we would like to make the game somewhat challenging.

K. Simmons

CAMPUS MAILERS

If any departments have extra campus mailers, please send them to Janet Revenew, Periodicals Reading Room, Watson. THANKS.

J. Revenew
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<th>Barbara Gilson</th>
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FORECAST

Although we will have electricity, plumbing and phone service all week, Watson's air quality is at its nadir, drowsiness and perspiration are epidemic, and Lippincott feels better all the time.

Marshalling responses from Facilities Operations, the ventilation contractor and the general contractor, we hope for some relief by opening roof hatches to remove hot air from the attic and allow air to move up through the building; by opening a large damper to bring outside air into the system (both air handling units are now fully connected and running); and possibly by taking out one storm window on each stack level so that windows can be opened there. That way you can breathe as long as you don't inhale.

Chillers -- the equipment that feeds cooled air to the air handling units -- will be tested this week for a planned launch next Monday, 4/20.

LABOR

The carpenters reached a new contract settlement without a strike, but the bricklayers are still out with no contract in sight. Enough of the granite has been laid that we will be able to use the front entrance without them if necessary. A prolonged strike could delay the main elevator reconstruction because part of its new penthouse requires masonry. Perhaps we will be distracted from this worry by the return of the hula hoop.

VINYLMAN HANGS UP PROGRESS

The one person on this job who hangs the vinyl wall covering has been hard at work on the first floor. Now he's needed to do the Ranz office walls at the same time. Will Vinylman cover the assignment? Will he skip lunch to hang it all? Will he hire an assistant Vinylperson? Does it matter?

Other progress, independent of leaping over prostrate library staff at a single bound, is:

Stack work concludes this week. Bravo, all!

Elevator rail work begins this Wednesday. We hope to waylay the elevator expert then and persuade him to shush the east elevator bells. There is evidence that many east elevator riders want to kick out the bells, and they may succeed if given a few more days. In the meantime we wonder why, if Malott's new elevators have no bells, ours does.

First floor work is proceeding on schedule with the possible exception of a short delay in receiving some millwork, i.e. accessory wooden trim. This would not postpone our move.

Back door security is still all bollixed up, almost as a metaphor of the communication tangles among various tentacles of the several bureaucracies. In the meantime nobody can use that door after 4:30 without tripping alarm bells.

(continued)
A JOURNEY OF A THOUSAND MILES -- IN WHICH DIRECTION??

With abandonment of the second floor facing us in 30 days we know where Circulation, Reference, Reserve and Interlibrary Services are going, but no specific plans are in hand for relocating Microforms, East Asian, Slavic, SPLAT or Copying Services. Glinka, Ranz and Malinowsky are pulling those plans together this week, and we hope to publicize them in our next issue.

REMINDER

The Slavic Alcove books have been moved to 5 Center. The end of the Reference collection is now in the Slavic Alcove. The Bibliography Alcove books will move to 5 Center in the next few days.
TUITION ASSISTANCE GRANTS AWARDED

Of the 23 University employees receiving tuition assistance grants this semester, 6 library employees are recipients: Anita Alvarez, Administrative Office; Lynn McDonald, Cataloging; Mary Miller, Cataloging; Nora Quinlan, Special Collections; Becky Schulte, Cataloging; and Jim Smith, Music Library. M. Hawkins

LUNCH-TIME NEWS FROM CENTRAL AMERICA

The new Conference Room in the Administrative Offices has been reserved for noon to 1:30 next Tuesday, April 21. Plan to bring your lunch and hear newly returned Ellen Brow describe Techniques and Vicissitudes of Book-Buying in Contemporary Central America. Everyone is welcome at this meeting, which is being sponsored by LFA's Professional Development Committee. M. Kay

ARL SPEC KITS RECEIVED

ARL SPEC Kit #67 "Affirmative Action Plans" and ARL SPEC Kit #70 "Basic Preservation Procedures" have been received and are available for consultation in the Periodicals Reading Room. K. Miller

MISSING

The Periodicals Reading Room is missing several copies of College and Research Libraries. If anyone has the Library's copies of v. 41:3-5, 1980, or has a personal copy they would like to donate, please send the issue(s) to the Periodicals Reading Room, attention Janet Revenew. Thank you. J. Revenew

SOFTBALL

In preparation for the upcoming rout of the classified employees, the unclassified employees will hold a pre-victory celebration (otherwise known as a practice) at 3:00 p.m. this Sunday, April 19, somewhere on the intramural fields along Clinton Parkway west of 23rd and Iowa. C. Haka

MUSIC LIBRARY CLOSED

The Music Library will be closed this Easter Sunday, April 19. E. Johnson

LFA BALLOTS

Members are reminded that their ballots on the proposed changes to the Code of Governance are due by next Friday, April 24. J. Neeley

PERSONNEL

Susan Stahl has announced her resignation from the half-time Library Assistant II position in Archives, effective May 17, 1981. S. Gilliland
FORECAST

All utilities steady. Air conditioning comes on line Tuesday, 4/21: a little behind schedule but on a cool day. Noise not bad, considering. No changes in the (in) security system. That mean acolyte is still ringing the east elevator bells, but a decibel check is being run on them in hopes of justifying a technical knockout.

YOUR LIFE IN THEIR HANDS

Class removal above the front entrance was conducted Monday afternoon with unhampered risk to life and limb of everyone entering or leaving the building or climbing the west stairs. Once again protests and complaints to the state inspector and the workmen meant nothing. All that and it would have been more efficient and just as safe to shoot the windows out with a .47 Magnum.

SUIT TOUTE SUITE

Finishing work is going ahead in the new Bindery and Mail Room areas. They need painting, ceilings, floor patching and lighting; the new back doors will also be hung as part of this work. Since a big shipment of refinished furniture is arriving Tuesday from the prison and another shipment is going out to take its place, and all these goods have to move through the Mail Room area, the scene will be a tight one temporarily.

We had hoped to return our delivery operation from Lippincott to the new Watson Mail Room right away because it's a darned inconvenience to have it strung out in two buildings. But the continuing furniture shipments are going to occupy the new Mail Room -- and possibly the Bindery Prep. & Repair space -- for awhile yet.

STAGE ENTRANCE IN THE WINGS

With Phase III looming before us we see that construction on the second floor poses certain problems of access. How will people get to the Administrative Offices? And how will workmen and materials get to and from the second floor without traversing library-occupied areas? There are several possibilities under consideration: an outside stairway on the east end of the building; the west loading dock and fire stair; the east fire stair with a paid security person on duty during construction hours. We recommend an aerosol, but time will tell.

O BLA DEE, O BLA DA, LIFE GOES ON

On the first floor progress continues, Vinylman and Vinylassistant are zooming through, and best of all, the Bricklayers got a new contract so the stone stairs are being laid on the Grand Entrance.

But we still have no moving plans to describe.

Assuming, however, that we do move, we can look forward to gazing upon the speakers of our new public address system without having to listen to them. They will be installed this week, but won't be activated until late in Phase III. Whether you want to listen or not there will be some drilling, probably in August. There are some 27 holes to be made between first and second floors to pass electrical conduits up to the eventual Periodicals offices, Microforms reading areas, and the Copying Services room.
That means that the drilling will be concentrated in the Circulation sorting area, Interlibrary Services, and directly above the new Reference Desk -- in case you want to plan your vacation. Although drilling now was considered, it would be even more underfoot, some walls would have to be broken-into to place holes, and the experience with similar holes between ground and first floors showed that measurements in occupied areas are not always as accurate as they should be.

BURNOUT?
All recent calls to the police department to inquire about the Ramp arson of March 19 receive the answer that the incident is "still under investigation."
UNCLASSIFIED VACANCIES

RESEARCH ASSISTANT, Department of Special Collections. Part-time position, available July 6 through September 30. Schedule negotiable. Duties: Assists manuscripts Librarian in processing manuscripts, conservation, inventory, and bibliographic searching. Required Qualifications: Bachelor's degree; typing ability; neat handwriting; good written English; and ability to maintain accuracy in repetitive work. Preferred Qualifications: Basic Latin, other European languages; interest in 18th-century English history, medieval history, or 19th-century English authors; CRT use; some background in historical/literary library research. Salary: $500 per month.

RESEARCH ASSISTANT, Catalog Department. Half-time position, available June 18 through September 30. Schedule negotiable. Duties: Assists in card catalog maintenance activities, including card sorting, proofreading, editing, filing, typing, and bibliographic searching. Required Qualifications: Academic library experience, a reading knowledge of at least one foreign language (Western European), and typing ability (minimum 40 wpm). Preferred Qualifications: Strongly prefer bachelor's degree. Also prefer library experience involving considerable card catalog use or catalog maintenance, reading knowledge of German and Spanish, and CRT use. Salary: $500 per month.

To apply, contact Mary Hawkins, Administrative Office (Room 311), Watson Library. Applications must be received by May 15.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, NATIONAL ORIGIN, AGE, OR ANCESTRY

PERSONNEL

Following Dick Hacken's resignation from his Title II-C Project appointment, Jeannette Shawl will assume temporary assignment to the Project for the period June 18 through September 30. To assist the Catalog Department in Jeannette's absence and during implementation of AACR II, Annie Williams will be released from her half-time assignment in Special Collections to assume full-time work in Cataloging (effective June 18, 1981 through June 30, 1982). With the release of staff from both Special Collections and Cataloging, two part-time research assistants are being recruited to provide temporary help.

PROMOTIONS ANNOUNCED

Librarians promoted from the rank of Librarian I to Librarian II effective July 1981, include Clifford Haka, Kathleen Neeley, Joe Richardson, and Margaret Wilson. Kathleen Neeley and Margaret Wilson have also been awarded continuous tenure with the University.

STUDENT ASSISTANT EVALUATIONS

Just a reminder—annual evaluations for student assistants are due in the Administrative Office on Friday, May 1, 1981. If you have any questions, please contact Pat Willer.

(Continued)
CLASSIFIED CONFERENCE GENERAL MEETING
A general meeting of the Classified Conference is scheduled for Tuesday, April 28 at 3:00 p.m. in the Spencer Library Auditorium. All classified employees are urged to attend.

P. Willer

KPERS RETIREMENT PROGRAM PRESENTATION
A representative from the State Office will make a presentation about the KPERS Retirement Program and will answer any questions we may have about the program on Tuesday, May 5 at 3:00 p.m. The meeting will be held in the Spencer Library Auditorium. The KPERS program covers all classified employees of the Library and some of the Library faculty. All Library employees, classified and faculty, are invited to attend.

P. Willer/C. Glinka

ANNUAL EMPLOYEE RECOGNITION PROGRAM
On Tuesday, April 28, the University's seventh annual Employee Recognition Program will be held at 1:30 p.m. in the Ballroom of the Kansas Union. Employees will be honored for years of service, and awards will be presented to the Classified and Unclassified Employees of the Year. Insofar as possible, staff are encouraged to attend this program, and those being honored are especially encouraged to participate.

M. Hawkins

WATSON TEMPERATURE
The airconditioner for Watson Library has been activated and is working. Thermostats have been set at 78° but because of the nature of construction, temperatures in areas may vary + or - 2 degrees. If the temperature in your area is not within these limits, please notify John Glinka.

J. Glinka

TUITION ASSISTANCE
Library staff interested in applying for tuition assistance for the Summer 1981 semester should contact the Office of the Executive Vice Chancellor (231 Strong, 4-4904), or Sandy Gilliland (4-3601) for an application and information. To be eligible, applicants must be full-time employees and have worked for the University for at least one year. Applications must be received in the Executive Vice Chancellor's office no later than 5:00 p.m. April 30, 1981.

S. Gilliland

RETIREMENT PLANNING SEMINAR
A Retirement Planning Seminar sponsored by the Offices of Staff Benefits and Staff Training & Development has been planned to inform university employees of pre-retirement planning, investment planning, and legal aspects of retirement planning. The preretirement planning session will be conducted on May 5, both in the morning and the evening (9:00 a.m. and 7:00 p.m.); sessions on investment planning will be conducted on May 6 both in the afternoon and the evening (2:30 p.m. and 7:30 p.m.); and the legal aspects of retirement planning will be conducted on May 7, at 7:30 p.m. only. Anyone interested in attending this seminar should call Personnel Services, 4-4942 by May 1, to reserve a space. Attendance by spouses has been encouraged. For further information, contact Gail Hamilton, Office of Training and Development, 4-4946.

S. Gilliland

MISSING STENCILS
Will whomever borrowed Kendall's stencils please return them. Thanks. K. Simmons.
CLASSIFIED CONFERENCE EXECUTIVE BOARD MEETING
April 14, 1981 9:30 a.m.


Sherry Hawkins and Mary Lou Warren were welcomed as the new representatives to Groups 2 and 9, respectively. Sherry replaces Peggy Shortridge, who has taken an unclassified research assistant position in the Art Library. Mary Lou replaces Mary Miller, who has promoted to a Clerk III in the Cataloging Department.

Corrections to be made to the information sheet on Classified Conference officers, groups, group representatives, etc., distributed recently with the welcome letter and brief history of the Classified Conference, include the following:

1. Sue Hewitt is the representative to the Senate Libraries Committee, not the Classified Senate.
2. Sherry Hawkins is the new Group 2 representative and Leesa Duby is the alternate.

After consultation with Mary Hawkins, it has been decided that the distribution of the Classified Conference's welcome letter, history and information sheet to new employees will be handled by the Classified Conference, rather than the Administrative Office. Group representatives will be able to secure copies for new members of their groups from the secretary.

Some upcoming events which will be of interest to all classified Library staff members are:

1. A general meeting of the Classified Conference will be on Tuesday, April 28, at 3:00 in the Spencer Auditorium.
2. A representative for the K-Pers Retirement Program will be available for a presentation/question-answer session on Tuesday, May 5, at 3:00 in the Spencer Auditorium.
3. A Classified Consciousness Kegger is scheduled for Friday, May 8; from 5-7 p.m. at Pat Willer's home, 1711 West 20th Terrace. All Classified Conference members are urged to stop by for discussion and drinks.

The agenda for the first general meeting was discussed.

The meeting was adjourned at 10:30.

Respectfully submitted,
Mary Borton
Secretary, Classified Conference

Mary Borton
Secretary, Classified Conference
Main Campus, Lawrence
College of Health Sciences and Hospital, Kansas City and Wichita
FORECAST

Basic utilities steady. The alleged air conditioning of last week proved to be cool weather. It gave the insulators a few more days to blanket the chilled water lines and the cold air ducts to prevent condensation and dripping, and they say they are now ready for a state inspection. The inspection is supposed to be Monday, 4/27. Assuming that the system passes muster it will be turned on. But considering the trail of broken promises here, we suggest that you leave your windows open, fans on and shirt collar unbottoned until you are officially notified by the Administrative Office that the air conditioning is on.

A BOUQUET

As of this Friday we have all weathered one full year of this glorious Renovation, and are all to be congratulated at the low incidence of murder and suicide, if not arson, resulting from it.

There are frequent queries about when Renovation will end. The original schedule called for completion of construction work in January, 1982. Although some deadlines have not been met, others have been exceeded, and most of the hairiest work is behind us. Therefore we expect to come fairly close to the January/February mark. At least that is when we think we will occupy all parts of the building. However, there are bound to be loose ends, loose language and loose screws for an indefinite period. Furniture and signs will be trickling in. But a year from now it will hardly seem like Renovation at all.

PROGRESS

The past week has produced a much more finished look on the first floor. The east end is carpeted, the granite stairs are all in place, the entry is painted and new doors are going up. Ceilings are nearly all in, the planters are sealed and some are being filled in preparation for planting. The ramp connects to the entrance and the sidewalk will be poured this week at the base of the steps. In short, it is beginning to look as though it could be complete by mid-May.

Elevator work and mail room finishing are rushing ahead. The mail room has to keep ahead of and around the furniture shipments, and the contractor hopes to have the main elevator space more firmly enclosed before we occupy the first floor.

ORDER OF PROCESSION

Moving plans are still under discussion, but are shaping up along these general lines: Microforms will go, possibly first, to the reading area south of the 3 East stacks. Then Circulation will open one terminal on the first floor to maintain continuous service while the second one is being moved. It now is likely that the main entrance and the first floor circulation service will open on Monday, May 18, even while the rest of the operation is ambulant. The card catalogs will be the next to go, followed by Reference and Reserve. ILS will be the last unit to move onto the first floor, because their terminal can't be moved earlier. Immediately after ILS goes, the other second floor occupants will be transported to the ground floor space that is now a large study room east of Periodicals. By that time finals should be over and the space little used. Entering from the central hallway one will find Copying Service in the conference room to the right, Slavic ahead on the left, followed by SPLAT, and at the far end near the 3 East stack entrance, East Asian.
ORDER OF PROCESSION (continued)

Most furniture will be moved by the same movers who have helped us before. We will be responsible for our own haystacks, though. And all moving plans are still subject to refinement and revision.

SALVAGE

In a month second floor demolition will begin. If you see any walls or doors there you'd like to have at home, this is a good time to write John Glinka a note and let him know. You will be expected to remove any salvage promptly when it is available.
PERSONNEL

Jane Brewer, Clerk Typist II, Department of Special Collections, has resigned from her position effective May 17, 1981. Library staff interested in making application for this full-time position should contact Sandy Gilliland in the Administrative Office no later than 5:00 p.m. Tuesday, May 5, 1981.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, VETERAN STATUS, AGE, OR ANCESTRY

STUDENT HOURLY TIMECARDS

Student hourly timecards are due in the Administrative Office on Thursday, May 14 at 9:00 a.m.

F. Willer

LFA BALLOT ON CHANGES TO THE CODE OF GOVERNANCE

The results of the recent ballot were as follows: 57 ballots distributed; 40 returned; 38 required for 2/3 majority to pass. Thus, three NO votes could defeat a proposal.

Passing by 38 in favor to 2 opposed: Sec. 2.2.6 (establishing Salary Committee), Sec. 2.2.1 and 2.2.3 (minor changes of convention). Sec. 3.2.1 of the Bylaws, requiring only a majority, also passed 40 to zero.

Failing by 36 in favor to 4 opposed: Sec. 2.2.2 and 2.2.4 (conditionally waiving rank requirements for appointments to PD&R and Nominating committees) and Sec. 2.2.7 (establishing Committee on Appointment Criteria).

The Executive Committee is concerned that only four negative votes could defeat measures supported by 90 percent of the members who voted. It appears that circumstances which prevented almost a third of those eligible from voting have allowed a small minority to overturn the will of the great majority. Therefore, in order to obtain a more complete and fair measure of the LFA’s sentiments on these proposals, the Committee has decided to conduct a second mail ballot and to make a special effort to increase voter participation.

J. Neeley

REAPPOINTMENTS TO THE SUMMER WORK-STUDY PROGRAM

Summer Work-Study Authorization Forms will be available to students eligible for the summer Work-Study Program after May 4 in the Office of Student Financial Aid, 26 Strong Hall. The deadline for submission of Work-Study reappointments for the pay period 5/18/81 through 6/17/81 is May 27. Submitting reappointments to me even earlier would be much appreciated!

P. Willer

TRAVEL FUND REQUESTS DUE MAY 15

Applications for reimbursement of travel during July, August and September are due May 15. Application forms are available from Margaret Wilson, 207 Lippincott. REMINDER: Persons receiving professional travel funds are required to submit to CPDR a brief written report summarizing the meeting attended.

M. Wilson

ADMINISTRATIVE CONFERENCE

The Administrative Conference will meet Thursday, May 7 at 10:30 a.m. in the Administrative Conference Room. Agenda items include: Announcements; COM Catalog.

J. Ranz
UKASE DEADLINE

The deadline for coding this month is May 1. The deadline for transactions is noon on May 8.  

J. Hewitt

ANNUAL PERFORMANCE EVALUATIONS FOR STUDENT ASSISTANTS

Annual performance evaluations for student assistants are due in the Administrative Office Friday, May 1.

P. Willer

PERSONNEL

Dick Borton will promote to the Clerk III Marking position effective May 18th, replacing John Little. Dick is currently employed as a Research Assistant with the Library's HEW Title II-C project.

S. Gilliland

MAILING STUDENT PAYCHECKS

Student assistants, or other Library employees, may have their checks mailed to them if they will not be in town to pick them up when the checks are issued. Anyone wishing to have his/her paycheck mailed should leave a self-addressed, stamped envelope in the Administrative Office.

P. Willer

EMPLOYEES HONORED FOR SERVICE

At KU's Seventh Annual Employee Recognition Ceremony on April 28, the following library employees were honored for years of service to the University:

25 years: Barbara Clason; 20 years: L.E. James Helyar; 15 years: Sarah Hocker, Ann Hyde, C. Ruth Miller, Helen Smith; 10 years: Eugene Carvalho, Kathy Clodfelter, Marion Kievel, Elizabeth Stephens, Toni Taylor; 5 years: Nancy Burich, Deborah Hodges, Carol Miner, M. David Mundy-Passmore, Jeanne Richardson, Joseph Richardson, Rebecca Schulte, Nancy Ursery, Norman Wycoff.

M. Hawkins

AWARD TO NANCY URSEY

At its Women's Recognition Program on April 27, the Commission on the Status of Women honored outstanding KU women in various categories of activities. Nancy Ursery, Library Associate in Circulation, was one of two women honored as outstanding KU staff members. Also honored in this category was Carolyn Hallenbeck of KU's Office of Research Administration.

M. Hawkins

KPERS RETIREMENT PROGRAM PRESENTATION

A representative from the State Office will make a presentation about the KPERS Retirement Program and will answer any questions we may have about the program on Tuesday, May 5 at 3:00 p.m. The meeting will be held in the Spencer Library Auditorium. The KPERS program covers all classified employees of the Library and some of the Library faculty. All Library employees, classified and faculty, are invited to attend.

P. Willer/C. Glinka

25th ANNUAL SNYDER BOOK COLLECTING CONTEST

This year marks the 25th anniversary of the Snyder Book Collecting Contest. In 1955 Robert Vosper, then Director of the University of Kansas Libraries, asked Mrs. Elizabeth Snyder to help fund a book collecting contest and she agreed to do so. This year was one of the more successful contests in recent years with a total of 18 entries. A luncheon was held in the Kansas Union on April 17th and the 25th year was celebrated with a silver anniversary cake. The winning collections are on display on the main floor of the Kansas Union through May 4th.

M. Finnegan/N. Quinlan

A DELIGHTFUL VIEW: PICTURES AS MAPS

On Saturday, May 2nd, a gallery talk about the exhibit A DELIGHTFUL VIEW: PICTURES AS MAPS will be given by Nora Quinlan. The talk will begin at 2 pm in the main gallery of the Kenneth Spencer Research Library. Refreshments will be served. All are welcome to attend. (For more information contact Nora Quinlan, 4-4334).  N. Quinlan
people's yellow pages of lawrence, kansas

the 4th edition of the people's yellow pages of lawrence, kansas has been published by the university information center and a limited quantity of this publication is available from sandy gilliland in the library administrative office. this publication is a guide to services, programs, and facilities available at k.u. and in lawrence. library staff interested in obtaining a copy of this publication (available on a first-come, first-serve basis) should contact sandy at 4-3601. s. gilliland

deadline for submitting purchase requisitions announced

the university's office of business affairs has informed us that may 11 is the deadline for submitting purchase requisitions to the purchasing office, chargeable to this current fiscal year (fy 81). library departments with special supply orders exceeding $150 are asked to submit the request form to the administrative office ahead of the may 11 deadline to allow adequate time for processing. departments are reminded that such orders should be placed only if the supplies are needed before the end of the fiscal year. contact anita alvarez or sandy gilliland for further information. a. alvarez/s. gilliland

watson closed stacks

by the time you read this, there will be no more watson closed stacks. (art closed stacks will continue business as usual). those books will be shelved in the regular stacks although there may be some delay in certain instances because of the need for binding or repair. catalog maintenance may take awhile longer. k. simmons

kulsa

well, it's that time of year again...the old kulsa officers are exhausted so it's time to elect new ones. would any individuals interested in being kulsa officers please contact kendall simmons in circ (4-4715) as soon as possible. the election will be held shortly, date to follow. k. simmons

softball

the softball game is scheduled for saturday, may 2nd at 3:00 at the high school, 19th and louisiana. all comers welcome. k. simmons
Minutes of the Administrative Conference
April 2, 1981

The Administrative Conference met today in the Administrative Office Conference Room at 10:30 a.m. with Dean Ranz presiding. Present at today's meeting were: Alexander, Bjorge, Clark, J Glinka, M Hawkins, Malinowsky, Mason, Mundy-Passmore, K Neeley, Shawbaker, Willer, S Williams, Ursery.

Ranz opened the meeting with a report on library planning stating that planning is essential for the development of an effective library and that planning must be broadly communicated and have staff agreement. He stated several factors that can work against the planning process. Ranz asked for comments about library planning and a lengthy discussion followed. Discussion centered around the suggestion to form a new committee for problem-solving and library planning; others felt the Administrative Conference was formed for this purpose. The general consensus was that some kind of group should meet regularly to discuss current issues. Several pros and cons were discussed and it was decided to table the discussion until a later date.

The meeting adjourned at 11:55.
FORECAST

Don't laugh, they're still promising air conditioning. The latest promise is for Monday, 5/4. Other utilities steady, with sporadic -- or spasmodic -- fire alarms, continuing ad infernum.

DRIBBLES

The front walk should be poured this week. Vinyl flooring is going down in the central foyer and "landscape partitions" (alias Chinese beach pavilions or Egyptian pajamas) are going up. The main elevator work leaves a huge hole in the roof positively inviting drought-breaking rains. And the west stairs are dribbling along toward completion so they can be used in Phase III.

ONE FOOT, OTHER FOOT

This Friday 5/8, state inspectors will walk through the main floor to begin their approval and acceptance procedure. Our move depends on their satisfaction with the contractor's work, and the area is not ours to enter until they agree to accept it. How long this takes depends upon what they find. We wish them well.

On Monday, 5/4, heads of all moving departments met with Malinowsky, Glinka, and Ranz about the move. They were directed to hang loose. Since copies of the moving procedures have been circulated we'll skip them here except to add: the Circulation Department has two vacuum cleaners available in case you want to dust your goods and chattels before moving them. For these purposes student assistants do not count as chattels. For other details and legal definitions check with your department head.

APPROPRIATE MAGNIFICENCE

It's difficult to imagine ceremonies sufficiently grand to dedicate our new front entrance, but we hope you will try. Send or call your resulting fantasies to Carol in Reference (4-3347) for inclusion next week. Just to keep it clean, only signed inspirations will be published. So far we have received the following:

1) Facilities Operations snow shovelling crew breaks a jeroboam of champagne against the handrail as the KULSA Christmas choir sings "Home on the Range." (-c. chittenden)

2) Rob Melton swings in on the big crane and holds a pose at the top of the stairs as the young Inca sun god. There are no blood sacrifices, but the new book theft detection system goes berserk. (-ibid.)

3) Deans enter the building in stately procession, two by two, tour it, and come out later as Vice Chancellors, three by three. (-ibid.)
STUDENT HOURLY TIME CARDS

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LIBRARY SCHEDULE OF HOURS

The schedule of hours for Summer Semester is attached for your information. Please report any changes to Sandy Gilliland, 4-3601. H. Malinowsky

MAP LIBRARY HOURS

The Map Library will have new hours this summer, by being closed at noon, from 12:00-1:00 Monday through Friday, and closed Saturday and Sunday. From May 13 through June 13 Lewis Armstrong will be on vacation and attending Reserve Annual training at Ft. Lee, Virginia. Tom Conroy will be in charge of the Map Library during this period. Two Map Library student assistants will be in Europe this summer: Rick Embers in Norway and Steve Dulek in the Netherlands.

REVISED EDITION OF LIBRARIES STAFF HANDBOOK

On Tuesday of this week, each member of the library staff was mailed a new edition of the Libraries Staff Handbook (dated 5/1/81). As indicated in the cover memo with each Handbook, employees are encouraged to consult this guide as needed regarding library organization, policies, procedures, etc., and to let Mary Hawkins know of any suggestions for corrections or additions to the content. M. Hawkins

LIBRARY STAFF REVIEWING FOR CHOICE

The April 1981 issue of Choice includes seven book reviews by four KU Librarians: Mary Finnegan, Charles Getchell, Joe Richardson, and Rich Ring. M. Hawkins

(Continued)
MUSIC FOR THE BLIND AND VISUALLY HANDICAPPED

A bibliography prepared by Ellen Johnson, Music for the Blind and Visually Handicapped, has just been updated and copies are available in the Music Library. As new information arrives on music for the blind, it is added to the folder from the Library of Congress, Division for the Blind and Visually Handicapped. This folder is kept in Ellen's office. You are welcome to borrow the entire folder or any items from it. E. Johnson

CLASSIFIED CONSCIOUSNESS KEGGER

Remember--Classified Conference members are invited to a "Consciousness Kegger" at Pat Willer's, 1711 West 20th Terrace (the first block west off Ousdahl) this Friday, May 8, at 5 p.m. Please join us! P. Willer

GOODBYE NANCY URSERY

A "Goodbye Nancy Ursery" party will be held from 8:00-? this Friday, May 8 at Cliff Haka's house, 3409 Lazybrook Lane. Come drown your sorrows with the rest of us. Beer will be provided; please bring something to munch. Everyone welcome. C. Haka

SOFTBALL...AND MILLER TIME

Shortstop John Miller's sterling double play ended the final Classified rally and preserved another Librarian victory in softball action Sunday. The Librarians, overcoming an 8-9 deficit in the 6th, forged to a 13-9 lead behind a barrage of hits. Cliff Haka and Joe Richardson contributed key markers for the Unclassified crew while the opposition featured the slugging and sliding of Steve Robinson and some nifty fielding from a-stranger-at-third-base. Neither team could field a complete squad so guests completed the lineups. The seven-inning contest was an exciting see-saw affair. But the crowning moment came when "Earl Weaver" Haka summoned pinch hitter Jim Neeley in the 6th to face fireballer Lola Seymour. Going about his business and sizing up the economics of the situation, Neeley delivered. Street shoes then returned him to the dugout. Haka (1-0) took the win while Ace Ted Sheldon was airborne over Syracuse. Miller's play sealed the verdict at 13-9 in the top of the 7th. C. Getchell
CLASSIFIED CONFERENCE GENERAL MEETING
April 28, 1981
Spencer Auditorium

Twenty-four members were present at the meeting.

A motion was made and seconded to suspend the rule of a quorum for this meeting in order to proceed with business.

Announcements opening the meeting included:
1. The officers officially welcomed Sherry Hawkins and Mary Lou Warren as new group representatives, and thanked Peggy Shortridge and Mary Miller for their participation and support.

2. The K-PERS (retirement program) presentation was scheduled for Tuesday, May 5, at 3:00 p.m. in the Spencer Auditorium.

3. The Classified Consciousness Kegger will be held on Friday, May 8, at 5 p.m. at Pat Willer's - 1711 West 20th Terrace. Contributions to the keg and munchies are welcome.

Following are the reports which were given at the meeting:
1. The Blue Cross-Blue Shield presentation, held on April 21, was well attended and provided answers to many questions posed by the staff present.

2. Pat Willer had no report on the Budget and Planning Committee, since it has not met since last fall.

3. Susan Hewitt reported that the Senate Libraries Committee last met on February 25. Library funding was the major concern of this meeting, due to anticipated cuts in the budget resulting from a 15% inflation rate and the proposed 5/2% increase in funding. It was decided that the Committee would add its support to the letter by Clint Howard and Ted Sheldon, urging faculty members to support greater library funding. Subsequent to the February meeting, the Senate Libraries Committee distributed a questionnaire to ascertain whether the library lending code should be changed.

4. LaVerita Riling explained the structure and purpose of the Professional Development Committee and the availability of travel funds. Travel funds for the 1981 fiscal year have been exhausted. Funds for the new year will be available after August 1. Staff should submit their applications for travel funds as early in the fiscal year as feasible, since monies available for professional development typically have been insufficient. Riling also mentioned that there were no funds available for workshops; workshops would need to be given by volunteer efforts.

The officers thanked all of the people involved in the preparation and distribution of the Classified Conference's introductory materials. Peggy Shortridge and Channette Hastin drafted the letter. The history was written by Ruth Hurst and Jim Smith, with input from other staff members. Distribution to each member of the classified staff was accomplished by the group representatives.

A discussion followed on the inclusion of the Classified Senate in University governance. John Stratton said that the University's current position is negative, as Acting Chancellor Shankel does not want to "tie the hands" of the new administration. Persons interested in attending the next Classified Senate meeting should pay attention to the Libraries' FYI for an announcement.

Volunteers were solicited for a committee to review the Classified Conference's constitution. The volunteers are Margaret Little, Mary Miller, Charlie Glinka, Becky Schulte, and Ruth Faulh.

In the discussion which followed, it became evident that a number of important issues could not be treated or voted upon at this meeting due to the lack of quorum. Therefore, it was decided that the Executive Board would prepare a questionnaire to ascertain the position of the classified staff on these issues.

The meeting adjourned at 4:35.

Respectfully submitted,

Mary Norton
Secretary
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Art
Business & Econ
Circulation*
Engineering
Microforms
Music
Periodicals
Reference**
Reserve
Science
Documents

May 18-24
III
III
III

May 25, Monday
Memorial Day
Closed
Closed
Closed

May 26-Jun 7
III
III
III

Jun 8-Jul 2
I
II
III

July 3-5
Independence Day
Closed
Closed
Closed

Jul 6-Aug 1
I
II
III

Aug 2-23
III
III
III

* Circulation stacks closed one half hour before library closes.

** Reference Desk unstaffed 5pm-10pm on Fridays.

HOURS SUBJECT TO CHANGE AT ANYTIME
FORECAST
Utilities steady. We do have air conditioning, both by mechanical chillers and by the National Weather Service, so keep the windows shut.

HANGING FIRE
Several factors pertinent to the timing and order of our move will be decided on Tuesday, 5/12. To keep you informed as things develop, we will put out another issue of this bulletin Wednesday, 5/13; or if the news is slow, we will supplement the regular FYI on Thursday, 5/14.

The things that are hanging fire are: outcome of state inspection and approval; re-installation of sloppy rubber coving along the base of the north Reference Area wall, where some of the first shelving is planned to go in; arrival of uprights for wooden shelving, planned to return from the prison Tuesday and Thursday; final curing of newly poured concrete in front of the building. The concrete's last curing day is Wednesday, 5/13. After that we can back moving trucks and prison vans over it without jeopardizing the warranty.

Also in the works are: installation of the book theft detection system; telephone connections; computer terminal connections. While delay in any one of these services will not postpone the move, it could make things darned inconvenient.

ROLLING ALONG
The main elevator penthouse work at last produced a good, soaking rain. Although the leakage did no damage, the sound of water free falling from the roof to the basement was as Niagara, and Circulation was ready to christen one book truck "Maid o' the Mist" before the sun came out.

The chain link front fence that has been protecting construction workers from coeds for seven months came down 5/11. All you little Green men be warned.

Looking at the new Circulation counter, with its dimpled sheath of stainless steel, we wonder if the inspectors will accept it and if not, how it can be revised or replaced. John Glinka says that in either case any work on it will be done this week or held off until the August break.

The big new planters are filled with sprinklers and potting soil, but there won't be any plants for a few weeks at least.

Railings for the new front stairs and the wheelchair ramp are being manufactured locally, and are expected to arrive in about a month. In the meantime the ramp looks like a course for the national skateboard slalom and tree-leaping competitions. There are no takers in the wheelchair division: Marilyn Clark is having her cast removed and junking her chromed conveyance this Friday, 5/15.

THINK THREE
As of Monday, 5/18, we will be using the new floor numbering system, 1, 1½, 2, 2½, etc. This is confusing to explain that we're moving downstairs from the second floor to the third, but we hope to hide it in the general confusion and have it all buttoned in place when we emerge from the tunnel of moving after Memorial Day. New stack maps will be issued on the 18th.
INAUGURALS

We have received four suggestions for opening ceremonies, but Ellen Brow forcibly retracted three of them (they were unprintable anyhow); and instead offered this one, which she says originated in Cataloging:

We should light an eternal flame on the grand staircase, a flame maintained by either a) the SPLAT backlog, b) superseded memos, or c) outdated LC block lists.

Charles Getchell suggests: Cliff Haka running up the steps at dawn, fists clenched, arms waving triumphantly, as the theme from Rocky plays and the library staff cheers him on. Haka should be in shape, Getchell says, from all the manual labor he has done moving shelving.
UNCLASSIFIED VACANCY


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SEARCH COMMITTEE APPOINTED

The following have been appointed to the search committee for the position of Collection Development Librarian/Bibliographer: Clinton Howard, chairman; Marilyn Clark; Eugene Carvalho; Alexandra Mason; Kathleen Neeley; Barbara Schowen, Dept. of Chemistry; Alan Sica, Dept. of Sociology; and Mary Hawkins. M. Hawkins

PERSONNEL

Effective May 6, 1981 Cliff Haka's title of Circulation Librarian has been changed to Circulation and Support Services Librarian. This change in title more accurately reflects the responsibilities he has had since his initial appointment. J. Ranz

Karen Hovermale will begin full-time work as a Clerk Typist II in the Department of Special Collections effective 5/26/81. Karen, currently a student assistant in Special Collections, will be replacing Jane Brewer. S. Gilliland

MUSIC LIBRARY ANNOUNCES LIMITED SERVICE DURING CARPET INSTALLATION

New carpet is being installed in the Thomas Gorton Music Library resulting in limited service from Saturday, May 16 through Sunday, May 31. During this time some materials will be inaccessible. Please call before sending anyone to the Library. H.R. Malinowsky

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SPECIAL COLLECTIONS HOURS

The Department of Special Collections is open until 6:00 p.m. Monday through Friday, instead of 5:00 p.m. as listed on the Library Schedule of Hours. S. Mason
SCIENCE LIBRARY PHONES

The telephone number 864-3465 is no longer in service. To reach Nancy Akbaba, please dial 864-4164 (an on-campus phone only). Other Science Library staff may be reached by dialing 864-4928 and 864-4929.

N. Akbaba

UKASE CHANGES: NOTE LINE NUMBERS

Users of the UKASE Master List will notice a change on the next update, due in Serials on May 18. All note line numbers have been changed from 90-99 to 80-89. The 80-89 line sequence will provide additional space for the extensive notes required by the AACRII cataloging rules. This change will not alter the CSR lists used in the public service areas in any way. However, in the future, titles may get more extensive explanatory notes. The 90-99 lines will still be available for use, but current plans are to use all 80 lines before going into the 90 lines. We apologize for not notifying those who work closely with UKASE, but the exact sequence of events for making this change were negotiated right up to the change itself and some deadlines had already passed. A more detailed memo of the technical problems arising from this new addition to the UKASE record will be written and distributed within the next month. This change was urgently needed and would not have been possible without the fine work of OIS programming staff. We appreciate their efforts in working closely with the Serials staff to accomplish this task in a relatively short time frame. Any problems, comments, or questions about the 80 lines or any other UKASE matters should be directed to Joe Hewitt, 4-3535, 102 Lippincott.

J. Hewitt

ERROR RATE

BCR, having conducted a study on the rate of errors committed by libraries contributing to OCLC, reports that the national error rate is 3.4 per cent, while KU's is .25 per cent. The study was not done in a statistically rigorous fashion, but the results lend some credence to KU's reputation for producing quality cataloging.

M.D. Mundy-Passmore

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M. Wilson

ACQUISITIONS

It will simplify the workflow in Acquisitions somewhat if all incoming work enters the Department at one point. Would bibliographers, therefore, please give (or send) all PRs to be searched, and all lists to be searched and/or typed, with instructions as appropriate, to Sue Hewitt.

C. Howard

MOVERS WANTED

Take a break, and spend an hour or two helping to move the reference collection to its new quarters on the first floor on Monday, May 18th. No heavy lifting; just a lot of book truckin'. No appointments necessary. Refreshments will be served.

J. Neeley

WANTED

Person to share hotel room at ALA, Saturday or Sunday through Tuesday. Also, ride to KCI Saturday evening. Contact Jim Neeley, 4-3347.

J. Neeley

CULS CALLS FOR PAPERS

The College and University Libraries Section of KLA is encouraging the preparation of papers to be read at the fall conference October 15-16, 1981, in Lawrence at

(Continued)
the Ramada Inn. Papers about bibliographic instruction and academic library projects and services are welcomed. Send papers or proposals/abstracts by June 1, 1981 to Wilma Rife, Mabee Library, Washburn University, Topeka, KS 66621. M. Kliweer

PAYCHECKS NO LONGER TO BE MAILED BY UNIVERSITY PAYROLL OFFICE

As announced in the May 8 issue of the OREAD, the University Payroll Office will not send paychecks through U.S. mail after September 1. Persons who are currently having their checks mailed to their home, out-of-town bank or savings institution, etc. are requested to give written instructions to the Payroll Office as to where they want their checks sent after September 1. Information and instruction forms will be sent with June 1 checks; deadline for returning them is July 1. This change was approved to eliminate considerable postage costs. For additional information, contact Sandy Gilliland in the Administrative Office. S. Gilliland

CALLING ALL BOOKTRUCKS

Circulation will need as many empty booktrucks as possible this weekend and the first of next week. Would anyone who has booktrucks belonging to Circulation please return them? Thanks. K. Simmons

RENOVATION T-SHIRTS

Hey, Hey, Hey! Another excuse to wear your renovation t-shirts...this Monday, May 18 when the stairs and the 3rd floor open up (boy, is that confusing)!! K. Simmons

SERIALS/PUBLICATIONS TELEPHONES

If someone from Periodicals answers the telephone when you've dialed 4-3535, don't panic. When all of the Serials phones are busy the Periodicals phone rings. A telephone work order has been processed and this problem should be repaired within 1-2 weeks. Until it is, please have patience. Thanks. S. Gilliland
MOVING MOVING

There's no stopping us now. Phone connections are proceeding smoothly, terminal transfer is still scheduled for Saturday, 5/16, and everybody has a ration of cardboard boxes.

Remaining rough spots you may need to move around are:

The east elevator was adjusted so it wouldn't debouche people into the main floor construction. Now we're having trouble getting it readjusted so it will. The repairman promises to be here "Monday morning at the latest."

Do not use the stairs by Interlibrary Services, the stairs that are all plastic-enclosed. A floor covering was laid on them, and the job was unsatisfactory. The contractor wants to be able to point that out to the subcontractor, showing that it was installation and not use that caused the problem.

The book theft detection system still has a few loose wires. The hardware is in place and looks official enough, so if you don't let on that it isn't fully connected, its purely mystical powers should function for a few days.

The flubbed coving in the new Reference area was fixed and the pertinent pieces of wooden shelving returned from the prison, so we will soon have at least one small area that is completely done, renovated, refinished and refurnished.

The inspectors have gone over the first floor in detail and have given it conditional acceptance: we can go ahead and move in, but the contractor must make the changes they thought necessary. We don't yet know that list of changes, but will cover its high points when we find out. We do know that there will be construction people in our area making the corrections, and that it is in the general interest to cooperate with their efforts.

FURTHER INAUGURALS

For the Grand Opening: The KU Brass Ensemble in purple (or royal blue) leotards, blowing long straight horns with hanging flags displaying Jayhawks, and the ROTC forming a tunnel of crossed swords. Then the Deans, Associate and Assistant Deans, and perhaps the department heads processing into the building.

Dick Borton or

Tripping to the top of the Toltec Temple at Tula: We feel we should seize this occasion by the throat, in order both to create a lasting memorial to the greatness of the University of Kansas Libraries and to clean up a long-standing library problem. We hereby do propose an eternal flame--located at the base of the prodigiously-placed portentous portal--to be fueled by burning brief-listed books. (Our extrapolative calculations show there are enough to burn until A.D. 2018, at which time a new fuel alternative--COM tapes?--would need to be devised). We feel this suggestion flows logically from our current efforts in the Title II-C project. We are doing our part to eliminate part of KU's cataloging backlog. The eternal flame before the ritzy risers would assure us that our work is merely the beginning of something much grander, and would thus allow us to retire from this project with pride. The flame eternally pointing to the stairway to the stars would also have great mystical import. The flames would release the knowledge from the books into the air, wafting
past marble munificence and granite grandeur, freeing it (i.e., the knowledge) for all to use. This would solve forever the problem of access to these neglected works. One practical note. As you may know, it takes a hot fire to burn books. We therefore offer the following as possible kindling:

--copies of the superseded blocklist
--anything stamped "Marvin"
--copies of outdated cataloging memos 87-87.3
--AACR1
--copies of idle softball-related threats made by classified staff
--literature soliciting money for the new alumni center

John Miller & Dick Hacken
FORECAST

Conditions steady to leaky with occasional fire alarm tests. Telephone and terminal connection transfers are going smoothly for the most part, and the few wrinkles such as power for the Fines Office terminal, are being ironed out rapidly.

ACTION

The first thing to move Monday morning was the free coffee and doughnuts, but right after that the Reference collection began rolling on relays of book trucks. In fact the books moved even faster than they could be unloaded or, at times, faster than shelving could be erected ahead of them. Which goes to prove that doughnuts build efficiency, right? At the same time the movers were ferrying the battered old furniture from old to new Circulation and Reserve departments, the lighting people were installing the contents of many large cardboard cartons above the Circulation Desk, Interlibrary Services was operating with equanimity from two offices at once, and a few members of the public came in from the heavy rain to drip and blink at our entropic splendor.

Other moves are predicted as follows: Microforms and SPLAT will be moved by the end of this week; East Asian and Slavic will follow early next week. Copying Services is hung up on wiring that was supposed to have been installed this week, but is apparently lost in Mammoth Cave.

The lighting above the Circulation Desk should be completed Tuesday or Wednesday, and by Friday the central stair treads will be treadable. They were reinstalled Monday after they showed signs of shifting and coming loose; it takes several days for the glue to cure firmly. By the end of the week the books and furniture should be all moved, too, so that the scrappy looking cardboard bumpers can be removed from doorways and elevators, and the snazzy Renovation T-shirts can be removed--privately--from the staff. By next Monday we expect to look like a real class act.

GOTCHA!

The new book theft detection system is operational, and issued its first alarm Tuesday morning, 5/19. A patron went through with a book checked out last week before the Circulation staff began processing books through its desensitizer. This will, of course, happen a few more times before everything clears the system, so don't yell "THIEF" at any innocents.

One installation detail about the system that will be worked out in the next few days is its emergency release. We are waiting for an extra length of the special wire that connects the gates with a button at the Circulation Desk. The button allows a Circulation person to make the gates open freely, which would be most important in case of fire or someone standing on the corner giving away $20 bills. The entrance gates as well are built to open outward with heavy--i.e. emergency--pressure.

(Continued)
DOWNSTAIRS, UPSTAIRS

And what are the construction people doing while we are lugging books and setting desks on our toes? They're working on the first floor patching the floor in the receiving room, and doing finishing work in the new staff and public lounges. The latter is looking good with gold walls, rust carpeting, and bright orange floor tile in the sink/stove/refrigerator area. As for a completion date, the contractor says he's through making promises about anything, but the work is coming along well.

On second floor the new doors are being installed at the center entrance (directly under the new main entrance) and the remaining west door hardware is expected to follow suit. And on fifth floor the elevator penthouse work continues as weather permits, along with inspection to locate the several roof leaks produced by the heavy rains. Some leaks are probably the University's responsibility, some may be due to the current construction situation.
CLASSIFIED VACANCY

Michelle Dunn, Clerk III in the Fines Office, has announced her resignation effective June 10, 1981. Library staff interested in making application for this position should contact Sandy Gilliland in the Administrative Office, no later than 5:00 p.m. Wednesday, May 27.

S. Gilliland

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICANTS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, AGE, ANCESTRY, OR VETERAN STATUS

PERSONNEL

Jody Bennett will begin work as a Clerk Typist II in the Department of Special Collections effective June 18, 1981, replacing Mary Miller.

S. Gilliland

COLLECTION DEVELOPMENT LIBRARIAN/BIBLIOGRAPHER APPLICATION DEADLINE

Last week's FYI included a vacancy notice for the Collection Development Librarian/Bibliographer. Applications must reach Mary Hawkins, 511 Watson Library, by 5:00 p.m. June 22, 1981.

S. Gilliland

REAPPOINTMENTS TO THE SUMMER WORK-STUDY PROGRAM

Summer Work-Study Authorization Forms are now available to students eligible for the summer Work-Study Program in the Office of Student Financial Aid, 26 Strong Hall. The deadline for submission of Work-Study reappointments for the pay period 5/18/81 through 6/17/81 is May 27. Please submit the completed Work-Study Authorization Form and the Request for Student Hourly Appointment Form (using the dates 5/18/81 through 6/17/81 in the Work-Study Reappointment section). Thank you. P. Willer

THANK YOU, THANK YOU

The members of the Reference Department would like to thank everyone who donated time and brawn to moving the collections, putting up shelves, moving the catalog, and so forth. Especially Cliff, Bob, John, Nora, Bob, John, Clint, Bob... and Ted. Thanks very much!

M. Clark

NOMINATIONS FOR LFA OFFICERS

Calls for nominations for LFA officers and committee members have been distributed. Please return them to Annie Williams, 207 Lippincott Hall, by 5:00 p.m. on Monday, June 1, 1981. Before placing anyone in nomination, please check with him/her as to his/her willingness to serve.

A. Williams

REGENTS CENTER LIBRARY HOURS

Nancy Burich has announced the following schedule for the Regents Center Library: June 8 through July 31: Monday-Thursday, 8:00 a.m. - 10:00 p.m. Friday and Saturday, 8:00 a.m. - 5:00 p.m. Sunday, 1:00 p.m. - 5:00 p.m. The Library will be closed July 3 and 4.

N. Burich

EVERYONE IS INVITED

...to a going-away party given by Acquisitions and Serials for Ted Sheldon; that Fighter for Funds, Champion for Collection Development, and All Around Great Guy. This is Ted's last day; absolutely your last chance to say good-bye, good-luck, or whatever your last words might be before he leaves for the big city!

Time: 10:00-11:30 Friday morning, May 22. Place: Admin. Office Conference Room.

S. Hamilton
UKASE LOCATION CHANGES

1) When the Reference Department completes its move, the Bibliography Alcove will no longer exist. After May 18, 1981, all titles which used to carry BIBALC as a location symbol will be changed to REF to reflect their new location. 2) All bound serials shelved at WATSON/3CNTR now have a UKASE location of WATSON/2CNTR. No volumes have been physically moved, but the new location symbol will reflect their actual location under the new floor numbering plan for renovated Watson. J. Hewitt

TYPEWRITERS

ILS has discovered they no longer have use for 2 Olympia manual typewriters. Departments needing an extra typewriter or two are asked to contact Anita Alvarez in the Administrative Office, 4-3601. A. Alvarez

REVISIONS TO FIRE ALARM PROCEDURES

Obviously we will be in a state of flux for awhile. I will try to keep the fire alarm procedures as up-to-date as possible. For the most part, if you haven't moved yet, you do the same as on the last revision except for Periodicals, which obviously doesn't have to go to the exit desk for coverage any more. The Administrative Office, rather than Reference, will clear the 5th floor, down the East Fire Stairs. Reserve will clear the Reserve Reading Room out the new front door. Reference will clear the Reference area and the 3rd floor bathrooms out the nearest fire exit (front door or East Fire Stairs). Microforms will clear the microform area out the East Fire Stairs (also clearing the 2nd floor bathrooms at night). Microforms will also clear the East Stacks. East Asian will clear their area out the East Fire Stairs. K. Simmons

PRINCIPLES OF MANAGEMENT HANDBOOK

A copy of the Principles of Management Handbook prepared by the Department of Personnel Services-Staff Training & Development Section is available for loan from the Administrative Office. Staff interested in management techniques (i.e. organizational structure, motivation at work, managing groups, productivity & morale, management styles, managing change, communication process, improving performance through appraisal, and managing the problem employee) for 1981 are welcome to borrow this handbook. N. Shawbaker

STAFF FEE ELIGIBILITY

Information regarding staff fee eligibility for the Summer 1981 semester enrollment is attached. Please return the Application for Staff Fee Eligibility Card to Sandy Gilliland, Administrative Office. Staff dependent fee eligibility cards are also available, upon request. (As a reminder, staff dependent fee eligibility is available to a spouse or child of the staff member.) Contact Sandy Gilliland if you have questions or desire further information. S. Gilliland

VACATION

Mary Kay will be on vacation 5/20-5/27/81. M. Kay

LIBRARY CLOSING

The Libraries will be closed Monday, May 25, Memorial Day. S. Gilliland
STAFF RATE

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

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

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

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

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

Excluded from eligibility for the staff rate are the following:

1. Hourly employees, of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."

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

FULL STAFF RATE

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

STAFF FEE ELIGIBILITY CERTIFICATE

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

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

STAFF DEPENDENT FEE ELIGIBILITY REGULATIONS

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

"88-3-8. Institutional Personnel. Employees of universities or colleges under the State Board of Regents, and their dependents, classified and unclassified on regular payroll appointments for .4 (40%) time or more, shall be considered residents for fee purposes, except in cases to which 88-3-6 applies. The provisions of this regulation shall not apply to seasonal, temporary or hourly employees. . ." The sponsor must be employed at the beginning of a semester, for a period at least as long as a semester to establish resident fee eligibility for that semester. Also a person whose yearly employment averages .4 (40%) time or more (e.g., .5 (50%) time one semester and .3 (30%) time the other semester) is eligible for the resident rate:

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

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

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

1. Hourly employees of any category.
2. Individuals on "fellowship," "scholarship," or "traineeship."

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

APPLICATION FOR STAFF FEE ELIGIBILITY CARD

NAME: ________________________________

STUDENT NUMBER: ____________________

POSITION TITLE: ______________________

SOC. SEC. NUMBER: ____________________

SEMESTER: ____________________________

TIMES OF CLASS(ES): ___________________

NAME OF COURSE(S): __________________

TOTAL HOURS ENROLLED: ______________

CREDIT/AUDIT (Please circle one)

JUSTIFICATION: _________________________

If taking class during working hours, how will time be made up? ______________________________

Recommended by: ________________________

(Date rnt Head)
FORECAST

Steady as we go on all utilities. The ventilation system is still a partial unknown, and we need data about problems with it. If your area becomes stuffy, windy, hot, cold or unusually smelly, please get in touch with the Administrative Office. Modifications may be possible.

REACTIONS

We spoke with a few people to ask what they especially like/dislike about our new setting, and their comments about it. The carpet won praise from several people, as did the overall atmosphere. "Wow!" said an English professor, "It looks like a new library!" The "landscape partitions" were damned by several, for their lack of privacy and quiet in the face of promises to the contrary from the architects; and for the choice and placement of their various finishes. The pleasant temperature and easier card catalog arrangement make it easier for one Lippincottsky to come over and search, while another says that the extended area makes more walking for searchers. There is a bump in the floor under Circulation that has tipped over two booktrucks already, but the cleaner surroundings are helping make up for it. And nobody has suggested moving back to our previous quarters.

COPIERS

The lone tenant of the fourth (nee second) floor is Copying Services, which is literally, if not figuratively, waiting to get wired. Such may be a fact by the time you read this. The self service machine in Periodicals will stay there, and it now appears that the two others will go on the same floor in the central hallway, just west of the restrooms. Circulation will continue to provide service and change during evenings and weekends.

MEANWHILE, BACK AT THE RANCH

Renovation work has slowed somewhat during the move, but do not be deceived: they're merely taking a big breath before tearing into the second floor demolition. After taking down the wooden shelving (the contractor wanted the tongue and groove panels behind it, the rest is going to library and construction staff) and uncovering some wiring installed by Buffalo Bill, the workmen retired to patching roof leaks, nudging the elevator project along, installing second floor storm windows and finishing details of the first floor lounges, mail and bindery preparations rooms.

There had to be a quick fiddle with the new front door lock because it didn't really lock the inside doors. The manuals for proper maintenance on the new carpet and floor coverings are being ritually transferred from the contractor to the University to Facilities Operations to the janitors now that graduation is over and either the field house or the stadium is free for the ceremonies.

The safe and approved route to the Administrative Office is now via the east elevator and stairs, and will continue to be so through most of Phase III. Upon arrival you will now find Jim Ranz's desk in his new office, and from time to time you will find him there as well.
CLASSIFIED VACANCIES

The Reference Department has announced a new half-time Clerk III position that is tentatively available June 18, 1981.

LaVerta Riling, Account Clerk I in Acquisitions, has announced her retirement effective July 1, 1981. Her last day at work will be June 19.

Library staff interested in making application for these vacancies should contact Sandy Gilliland in the Administrative Office no later than Tuesday, June 2, 5:00 pm:

Half-time Clerk III, Reference Department
Account Clerk I, Acquisitions

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, NATIONAL ORIGIN, VETERAN STATUS, AGE, OR ANCESTRY S. Gilliland

LFA BALLOT ON CHANGES TO THE CODE OF GOVERNANCE

The results of the second ballot were as follows: 57 ballots distributed; 49 returned (an increase of nine over the first ballot); 38 required for 2/3 majority to pass. All proposals passed:

Sec. 2.2.1 (formalizes conventional duties of Chair) 46 to 2 (1 abstention);
2.2.2 (conditionally waiving rank requirements for appointment to Nominating Committee) 44 to 5;
2.2.4 (Conditionally waiving rank requirements for appointment to Professional Development & Recruitment Committee) 45 to 4;
2.2.5 (changes Administrative Council to Library Administration) 46 to 3;
2.2.6 (establishing Committee on Salaries) 44 to 5;
2.2.7 (establishing Committee on Appointment Criteria) 45 to 4;
3.2.1 of Bylaws (adding the word "elective") 49 to 0. J. Neeley

NEW SCHEDULE FOR LIBRARY FACULTY ANNUAL PERFORMANCE EVALUATIONS

The vote on the recent LCPT proposal that annual performance evaluations be scheduled in January rather than in September passed by a vote of 28 in favor to 6 opposed. The next annual performance evaluation, therefore, will be initiated in January 1982 for evaluation of the period October 1, 1980 through December 31, 1981. J. Neeley

IN PRINT

An article by Jim Neeley entitled "The Management and Social Science Literatures: An Interdisciplinary Cross-Citation Analysis" appeared in the May issue of the Journal of the American Society for Information Science. J. Neeley

BCR WORKSHOP

On May 14 and 15, the Library hosted a BCR workshop on Music and Audiovisual materials. The workshop was held in the Administrative Office Conference Room. M.D. Mundy-Passmore

COMMITTEE MEMBER NAMED

Sue Hewitt has been added to the membership of the search committee for Collection Development Librarian/Bibliographer. M. Hawkins

REMINDER: Staff fee eligibility request forms are available from Sandy Gilliland in the Administrative Office (see last week's FYI for details). S. Gilliland
FORECAST

The new pay phone is installed and operating. It is on the third floor near the Center stack entrance.

All utilities steady except air conditioning in the Reference area. In designing the renovated ventilation system, two existing components were judged sound, namely the chilled water coils for the east and west air handling units. Now it comes to pass that the west one is working very nicely, but the east one, serving the Reference area, has (ahem) an intestinal blockage. The first attempt ten days ago did not flush it completely clear, so a second, more drastic purge is underway this week. Either it works soon or the Reference typewriter ribbons are going to mildew.

DRINK TO THIS

The new staff lounge is ready for occupancy and such dubious furniture, refrigeration and vending machines as we now have will be moved downstairs this week. A sign will be posted at the old location when it's time to go to the new one. The entry door will remain unlocked until a new key system is established. To reach the new lounge, go to the very bottom of the central stairs and turn right. There are also other routes through the stacks, of course, but they all pass through the dark, semi-hazardous elevator construction area.

In coming weeks KULSA will broadcast any new messages about vending machines, appropriate staff room apparel, behavior, and authorized drinking songs. In any case we hope someone gets up a New Fiscal Year’s Eve party to dedicate it. We will hold off until late summer before opening the public lounge because the access is a problem while elevator construction is in the way, we have no furniture for it yet, and few vending machines. Not to mention a giant trash can.

Concomitant with occupation of the lounge is final inspection and possession of the Mail and Bindery Prep rooms. We will be using them just to handle the furniture shipments for several months yet.

UPLIFTING

In a burst of optimism the Friday scheduling meeting produced the prediction that the new main elevator will be ready for use in about five weeks, i.e. mid-July, a full month ahead of previous forecasts!

JERICHO -- OR WAS IT ARMAGEDDON?

The second -- oops, fourth -- floor demolition is proceeding, roughly from west to east, travelling by sledge hammer. There is a slight pause at the wall that used to separate SPLAT and the BibAlc from the Slavic and East Alcoves. That is the outside wall of the original building. Under the painted plaster is a stout rampart of limestone faced brick. The contractor would like to remove this heavy wall from the fifth floor first (rear wall of the old Kade Room, staff lounge, vending room and reading room for the visually handicapped) and then work down. The job will probably require something louder than a sledgehammer, but softer than dynamite.

(continued)
DRIP, DRIP, DRIP

The roof continues leaking a little with each heavy rain. The leaks seem to be in the vicinity of the new main elevator penthouse, though with roof leaks it is always hard to tell. Even when the source(s) is (are) pinpointed, chances are that immediate repairs will require a change order in the contract. There is, however, a provision for a new roof for this area.

Getting a change order is no more difficult than hauling the stone tablets back up Mt. Sinai and having an eleventh commandment graven upon them. In the meantime obvious cracks and holes are receiving temporary patches.

Also due for attention are the pigeon posts above the two bay windows. Although these little rooflets are efficient as cisterns, holding 70 gallons of rainwater until it can all pour inside the building, the renovation drawings show some hope of draining them outside by putting a 1\(\frac{1}{2}\)" copper drain spout and a double layer of extra heavy waterproofing in each.

BESMIRCHED, BOTHERED AND BEWILDERED

We have received many questions about the stains along the base of the new limestone facing of the front entrance. The architects say that before the capstones were laid on top of those walls rain and condensations coming down through the cement block core wetted the soil under them. The moisture is soaking back up through the porous stone, staining it with damp and dissolved minerals. Eventually the soil will dry, the seepage will stop, and then the stain will be removed. Sometime before then the new handrails should be installed on the steps and the ramp -- maybe even soon.

ALL YE WHO ENTER HERE

Caught by a wrinkle in the measurements, Interlibrary Services is without a lockable door until its proper partition panels arrive from the factory. To protect its wards and possessions there is a drawbridge and moat to the north, but on the south an old gray bookshelf and a sliding sheet of masonite make do after 5 p.m. If you notice suspicious movements or battering rams there in the evening, report it to Circulation immediately.
PERSONNEL

Celia Smith has been appointed Catalog Librarian for Central American publications (Librarian I), effective June 1 (a half-time appointment for up to three years on a Tinker Foundation grant to the University's Center for Latin American Studies). Celia will be assigned to the Catalog Department, working also with the Department for Spain, Portugal, and Latin America.

M. Hawkins

STUDENT HOURLY TIME CARDS

Student Hourly Time Cards are due in the Administrative Office on Thursday, June 16, 9:00 a.m.

P. Willer

NEW PHONE NUMBER FOR REFERENCE STAFF OFFICES

Reference staff (not the Reference Desk) may now be reached by dialing 3366, in addition to the usual 3347-48. The new number rings in the Reference workroom, and calls are transferred from there to individual offices via the intercom. For reference service, please continue calling 3347-48.

J. Neeley

ARL SPEC KIT

ARL SPEC Kit #73, "External User Services" has been received and is available for use in the Periodicals Reading Room.

K. Miller

LUNCHEON NEWS FROM THE LIBRARY'S GRANTS COORDINATOR

The Conference Room in the Administrative Office has been reserved for noon-1:30 Thursday, June 11. Plan to bring your lunch and hear Marilyn Clark discuss the current state of the Library's grant applications and administration. Bring your ideas and questions about possible new proposals or funding sources. Everyone is welcome at this meeting which is being sponsored by LFA's Professional Development Committee.

M. Kay

CLASSIFIED CONFERENCE EXECUTIVE BOARD

The Executive Board of the Classified Conference will meet Tuesday, June 9 at 9:30 in the Administrative Office Conference Room.

P. Willer/C. Glinka

RILING FAREWELL RECEPTION

A farewell reception for LaVerta Riling will be held Monday afternoon, June 15, in the Administrative Office Conference Room. LaVerta will retire this month after working in K.U. Libraries since December 1968. The reception is sponsored by KULSA.

M. Kliweuer

LIABILITY INSURANCE

As announced in a recent memo to faculty from Executive Vice Chancellor Robert Cobb and University Director of Business Affairs Keith Nitcher, staff who carry professional liability insurance and wish to renew it must pay the new year premium by July 31, 1981, to maintain continuous coverage. If you are already a member of the Teachers and Employees Association, you need only send your check for $30.60 made out to the Teachers and Employees Association to Toni Adams in the Office of the Comptroller. If you are not a member of T.E.A., add an additional dollar to join. For more information regarding liability insurance and for information regarding a new rider on your insurance coverage that would provide coverage for you if you are overseas, contact the Office of Staff Benefits, 4-4418.

S. Gilliland
NEW LAWS PASSED

The June issue of Kans-a-Gram announced several bills that were passed during the 1981 Legislative Session that are of interest to State employees: House Bill 2594, authorizing a 5% cost of living increase to state employees has been signed into law. The increase will be effective June 18 and will be reflected in the checks employees receive on August 1. Senate Bill 416 and Senate Bill 417 initiated by the Division of Personnel Services, amends the Kansas Civil Service Act. The bills make clarifications in the Act and change time frames for hearings by the State Civil Service Board. Senate Bill 427 removes requirement that three months prior notice be given for normal retirement (effective July 1, 1981). The law applies to KPERS and KP&F. House Bill 2373 enables KPERS members to designate their estate as a beneficiary as well as natural person(s) or a trust. This law will be effective July 1, 1981. House Bill 2529 provides that all KPERS members who retire on and after July 1, 1981 will have prior service benefits calculated on the basis of final average salary rather than prior service annual salary. The bill provides for a reduction of only .3 of 1% per month for early retirement for members retiring between July 1, 1981 and June 30, 1984. S. Gilliland

REGULATION IMPROVES VACATION LEAVE POLICY

As announced in the June issue of Kans-a-Gram, a regulation that went into effect May 1 changes the procedures regarding the maximum accumulation of vacation leave. According to the regulation, maximum accumulations of vacation leave shall only be enforced on one day of each year, the last day of the payroll period that starts in December. An employee who reaches or exceeds the maximum accumulation of vacation leave allowed during the year has until the end of the payroll period that starts in December to use any excessive vacation leave credits. If the credits are not used at that time, they will be forfeited. The regulation provides that forfeited credits may be restored by the appointing authority upon written request by the employee if the employee was unable to use the credits because of unavoidable circumstances such as illness or operational demands of the agency. If the credits are restored, the employee must use them by the end of the last day of the payroll period that starts in April or else they will be permanently lost. If an employee leaves the state service and has more than the maximum accumulation of vacation leave, he or she will not be paid for any leave credits in excess of the maximum accumulation allowed. If you have any questions regarding this regulation, contact Sandy Gilliland or Darla Perry in the Administrative Office. S. Gilliland

SAVINGS BOND INTEREST RATE INCREASED

A one-percent increase in the interest rate paid on U.S. Savings Bonds, effective May 1, 1981 has been announced in the June issue of Kans-a-Gram. The increase brings the interest rate for new Bond issues to 9 percent for Series EE Bonds and 8.5 percent for Series HH Bonds. Interim yields range from 6 percent after one year to 8.5 percent after 5 years. The new rates are guaranteed to maturities of 8 years for Series EE and 10 years for Series HH. Issues of Series E and H Savings Bonds and Savings Notes still outstanding and earning interest have had their overall yields to original or next extended maturity increased by one percent. EE Bonds issued prior to May 1, 1981, have had their yields to maturity improved by one percent. EE Bonds issued prior to November 1980 mature in 11 years; those issued between November 1980 and April 30, 1981 mature in nine years. Interest paid on HH Bonds issued before May 1, 1981 has been increased by one percent to maturity (10 years). S. Gilliland
STUDENT HOURLY TIMECARDS
Student hourly time cards are due in the Administrative Office on Tuesday, June 16, at 9:00 a.m. Please note: in last week's FYI, the due day was incorrectly announced as Thursday. The correct day is Tuesday.  P. Willer

ON LEAVE
Mary Hawkins will be on vacation from June 15-19. M. Hawkins

REGULATION IMPROVES VACATION LEAVE POLICY--CLARIFICATION
Last week's FYI included an article regarding the maximum accumulation of vacation leave. This regulation affects classified employees only and has taken effect May 1, 1981. For additional information, contact Sandy Gilliland or Darla Perry in the Administrative Office, 4-3601. S. Gilliland

FAREWELL RECEPTION
A farewell reception for LaVerta Riling will be held Monday afternoon, June 15, from 2:30 to 3:30 in the Library Conference Room. M. Kliewer

DEADLINE FOR SUBMISSION OF SPECIAL SUPPLY REQUESTS
Due to fiscal year-end closing, special supply requests for supplies needed before July 1 should be received in the Administrative Office (Anita Alvarez) by Wednesday, June 17. Requests received after this date will be processed after July 1. A. Alvarez

PERSONNEL
Jan Maness became Jan Maness Alternbernd on May 31, when Jan and Kerry Altenbernd were married. S. Gilliland
FORECAST

Basic functions steady. Measured clangor from 4th & 5th floor demolition.

OVER THE RIVER AND THROUGH PHASE III

Go carefully and look for signs on your way to the Administrative Office. The route is circuitous, fraught with perils, and will be changing every few days as different areas are demolished. At the moment slippery dust and falling ceilings are the main hazards, but as in a game of "Dungeons and Dragons," who knows what turn our fortunes may take next? Perhaps a cache of doubloons in an old restroom wall, an elfin booktruck in a discarded duct... but we digress.

Another detour is facing us momentarily: the contractor needs to use the East stairs to move people and materials up to the construction area, so those stairs will be closed off to us except as an emergency fire exit. The east elevator will be our main access to the East stacks, and the Center stacks will provide secondary routes. Although this presents some inconvenience to library users, it keeps our books secure and also gives the workmen a route that is much safer, more efficient, and more separate from library traffic than any of the alternatives.

THE SCORE AFTER SEVEN INNINGS

If the overall renovation phasing plan is growing hazy in your mind, here's what it says for Phase III:

- Continue main entrance stair (and ramp) construction...
- 2nd floor and remainder of 3rd floor demolition and remodeling.
- Replacement of large north windows during mild late spring/early summer.
- Complete center Public elevator remodeling, making it available as soon as possible for permanent Public use.
- Start-up air conditioning after completion of chiller and tower installation.

We have no word yet on an expected completion date for Phase III. It was originally scheduled to last about 6 months. Since it began about May 15, that would put the end around November 15. It is gratifying to see that the entrance and ramp are now complete except for rails, the air conditioning is (hooray!) working, and the main elevator is coming along well, if not quite as speedily as predicted last week. All of this may or may not affect our moving schedule.

Phase IV is shorter than the rest:

- Complete the final painting and carpeting of the second floor.
- Complete the remodeling of the Lounges areas of the first floor.
- Remove all fence, trailers, etc. from south parking lot and clean up area.

And the Lounge areas are already done. This, we feel, is worth at least an aliquot of optimism.

(CONTINUED)
OF GLASS, OF JUICE

The big north windows will be unchanged at the top, but the grid of small rectangular panes will be replaced with two long sheets of thermopane glass. Careful structural studies are now being done to see if we can dispense with some or all of the transverse braces that interrupt the otherwise magnificent view. Actually, just having clean glass will be such an improvement we'll hardly notice the braces.

If some walls of your "landscape partition" walls are still without electricity, please report the fact to the Administrative Office. The partition people (partitives?) are being called back to plug the omissions.

GRABS

The reason some bannisters, e.g. on the central stairs and in the staff lounge, have unfinished tops is that they are awaiting arrival of the fabricated metal caps surmounted by handrails. There is no prediction as to when they might arrive.
FYI
University of Kansas Libraries
Number 609 June 18, 1981

FY 82 SALARY INFORMATION DISTRIBUTED TO CLASSIFIED STAFF

Earlier this week salary notices indicating FY 82 salaries for classified staff and a copy of the revised Civil Service Salary Plan were delivered to all classified Library staff. The salary plan, which has been approved for the period June 18, 1981, through June 17, 1982, reflects a 5% cost of living increase (effective June 18, 1981) to be reflected in employees' paychecks starting August 1, 1981. In addition to the 5% increase, employees scheduled for a June 18 merit increase will also receive one or more merit step increases, dependent upon their most recent performance ratings. Employees who moved to Step A or Step 1 on December 18, 1980, will be eligible for a one-step merit increase on June 18. Individuals who on June 18 have twelve months of service at Step B, 2, C, or 3, will be eligible for merit increases of from one to three steps, dependent upon their most recent performance ratings. Persons in longevity steps, and those in Steps D through G face certain restrictions on increases available to them, but will still have merit increase eligibility, based on performance ratings and/or length of service. An employee is not eligible for an increase on June 18 if he or she already earns more than the salary listed for Step H in their position's salary range. A copy of the FY 82 Salary Plan is attached.

M. Hawkins

SEARCH COMMITTEE MEMBER REPLACEMENT

Due to problems of scheduling (caused largely by the ALA meeting) we will not be able to begin interviewing for the collection development position before the week of July 6th. As Marilyn Clark will be departing for Toulouse U. before then, she will be replaced on the search committee by Nancy Burich.

C. Howard

JOURNALS RECOMMENDED FOR CANCELLATION

The following two journals have been recommended for cancellation after the 1981 volume: "Child Care, Health and Development," (HQ 767.8 .C42); and "Revue International d'Action Communautaire/International Review of Community Development," (HT 101.C57). Bibliographers, or other staff who wish to comment on this matter may do so to Kent Miller.

K. Miller

LET'S KEEP WATSON BEAUTIFUL

We are receiving many very favorable comments on the newly renovated portions of Watson Library. As more new furniture and shelving arrives these areas will look even better. Now we all need to try to keep the new doors, walls, floors, and furniture as neat, clean, and unscarred as possible. It would be unfortunate to have parts of the Library scarred and unsightly before the total project is finished. Be especially careful in moving booktrucks, dollies and equipment through doorways so the doors do not become scratched. Be careful of scraping the walls and the numerous columns. Try to keep unsightly trash disposed of even if it means making a trip to the dumpster. If we do this, we should be able to show visitors through any portion of the renovated library and have pride in doing so.

H. R. Malinowsky

REAPPOINTMENTS

All student hourly employees must be reappointed to the Payroll effective June 18th. If you have not already done so, please complete a "Request for Appointment" form (reappointment section) for each student assistant in your department, by June 26.

P. Willer

CONTINUED
ESSAY PUBLISHED

Charles Getchell and Rob Melton have just had an essay published in the June issue of College and Research Libraries News. The contribution describes the non-credit/non-graded course in library research presently being offered by the authors and is the first publication on Bibliographic Instruction in the monthly column previously devoted entirely to Continuing Education. C. Getchell

Classified Conference Executive Board Meeting

June 9, 1981 9:30 a.m.

The meeting began with a reminder that the Classified Conference's "introductory materials" for new classified staff are available from the secretary.

A lengthy discussion followed on the inclusion of classified staff on Library search committees. It was decided that a letter requesting a review of the Libraries' policy on the constitution of search committees would be drafted and submitted to Dean Ranz.

Ruth Hurst, with input from other members of the Executive Board, will prepare the questionnaire to be used to learn what topics and issues are of interest to the general membership.

Charlee Glinka will contact the representative from Aetna Life and Casualty Company to arrange a date for the presentation/question-answer session on State and Aetna plans for deferred compensation.

The meeting adjourned at 10:45.

Respectfully submitted,

Mary Borton.

Mary Borton, Secretary
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**KANSAS STATE CIVIL SERVICE BASIC SALARY PLAN**

**BASIC STEPS (ANNUAL RATES)**

**NORMAL RANGE MAX.**

**LONGEVEITY STEPS**

**EFFECTIVE FY 1982**

**OUTSTANDING PERFORMANCE STEPS**
FORECAST

Oxygen supply variable as air conditioning falters with a fever in the oil pump. Other utilities steady. Moderate noise, strange smells.

CHICKEN LITTLE SYNDROME

When it sounds like the sky is falling onto the ceiling of your office, you're right, it is, but Henny Penny has left for ALA. As fourth floor demolition proceeds it uncovers occasional unexpected holes. Most of them are small, located inside hollow walls that are being torn down. Once spotted, they are plugged, but until then they allow grit and feathers to shower onto your ceiling.

WALLS AND STALLS

Even as most walls on fourth and fifth floors are coming down, insulation and sheetrock are going up on the south side. And the bottom of the new elevator shaft is newly enclosed too. Plumbers are beginning to work on the new restrooms.

SECURITY

As of Monday, 6/22, the back door is locked routinely, and construction crews are using the East fire exit. The only workmen using the back door freely will be the elevator crew. All others must have keys.

SEE THE RUINS OF POMPEII

John Glinka will lead a tour of fourth and fifth floor demolition this Thursday afternoon at 4:30 p.m. for the first ten people to call the Administrative Offices and sign up. (The second ten can go Friday.) See the exposed beams that looked down on bizarre Circulation rituals of yesteryear. Walk past ancient telephone lines that carried tales of deficit and extravagance. View original graffiti by Melvil Dewey and Carrie Watson. Watch the linoleum of generations withstand new excesses of dirt and destruction. Look at the crumbled structures of your past and reflect upon the transience of experience, as one inconvenience fades before the next.
CLASSIFIED VACANCY

Lola Seymour, Library Assistant II in the Interlibrary Services Department, will resign from her position effective August 3, 1981. Library staff interested in making application for this vacancy should contact Sandy Gilliland in the Administrative Office, no later than Tuesday, June 30, 5:00 p.m.

AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

APPLICATIONS INVITED WITHOUT REGARD TO RACE, RELIGION, COLOR, SEX, DISABILITY, VETERAN STATUS, ANCESTRY, NATIONAL ORIGIN, OR AGE

LIBRARY FACULTY ASSEMBLY

There will be a meeting of the LFA on July 14 at 10:00 in Spencer Auditorium. This is the regular June meeting which previously was postponed until July. The agenda will feature a proposal concerning the membership status of unclassified nonfaculty staff. Copies of the proposal will be distributed prior to the meeting.

J. Neeley

CLASSIFIED CONFERENCE EXECUTIVE BOARD

The Executive Board of the Classified Conference will meet Tuesday, June 30 at 9:30 in the Library Conference Room.

C. Glinka/P. Willer

LFA ELECTIONS

Of the 60 ballots mailed to members, 53 were returned. The results were as follows:

Vice-Chairperson/Chairperson-Elect: Gene Carvalho; Eleanor Symons, runner-up.
Secretary: Mary Finnegan; Nora Quinlan, runner-up.
Executive Committee, Librarian I: Charles Getchell; Rob Melton, runner-up.
Executive Committee, Librarian II: Mariann Cyr; Kermit Sewell, runner-up.
Executive Committee, Librarian III: Ellen Brow; George Jerkovich, runner-up.
LCPT, Librarian II (2 to be elected): Kathleen Neeley, Clint Howard; Barb Gaeddert, runner-up.
LCPT, Librarian III (2 to be elected): Earl Gates, Michael Palij; Ellen Johnson, runner-up.
Peer Review Committee, Librarian I: Mary Kay; Cam Stewart, runner-up.
Librarian II: Jeanne Richardson; Margaret Wilson, runner-up.

Runners-up will be called upon to serve if the elected person is unable to serve.

A. Williams

AETNA AGENT TO VISIT LIBRARY

Aetna agent Kay Allen will give a presentation on the State Deferred Compensation Plan on July 7 at 10:00 a.m. in the Library Conference room. This presentation is being sponsored by the Classified Conference and all interested Library staff are invited to attend.

C. Glinka/P. Willer

GRANT REQUEST APPROVED

The Kansas Collection has recently received the good news that their grant, submitted to the National Historical Publications and Records Commission was approved, pending available funds for 1982, at the Commission's June meeting. Approximately $22,000 will be awarded by NHPRC, along with additional funds from the KU Endowment Association and the Raymond Rice Foundation, to provide for the processing and preservation of the J. B. Watkins papers. Watkins was a 19th century Lawrence business entrepreneur who operated the J. B. Watkins Land Mortgage Company.

S. Williams
ELLEN JOHNSON PRESENTS PAPER

Ellen Johnson presented her paper, "Teaching Bibliographic Resources to the Undergraduate Music Student," at the Mountain Plains Regional Meeting of the Music Library Association which met in Aspen, Colorado, recently. This was a cooperative presentation with Dr. Daniel T. Politoske, K.U. Music History, who spoke in the faculty member's view of bibliographic instruction in the classroom. Mrs. Johnson spoke on bibliographic instruction in the Music Library. The emphasis was on cooperation between faculty and librarian.

UKASE SCHEDULE CHANGES: JULY RUN

All staff involved in changing UKASE are advised that the new production schedule dated April 29, 1981, is in error concerning the due dates for the July run and part of the August run. Here are the correct deadlines for the current run cycle:

- June 26 - New Coding Due
- July 2 - Transactions Due
- July 10 - Run Date; OSCAR Check-in Stops at Noon

For the August Run:

- July 31 - Coding Due
- Aug 7 - Transactions Due
- Aug 14 - Run Date; OSCAR Off at Noon

J. Hewitt

INDEPENDENCE DAY HOLIDAY

This year, Independence Day (July 4) is on a Saturday; however, Friday, July 3 will be an official State Holiday. The Libraries will be closed July 3, 4, and 5, as stated in the summer schedule of Library hours.

S. Gilliland

LIBRARIANS TRAVEL/VACATION

Ellen Brow will be in Guatemala, Costa Rica, Nicaragua, and El Salvador between June 25 and July 22 buying materials for the Tinker Foundation Grant. While she is away Rachel Miller will be in charge of the SPLAT Department.

M. David Mundy-Passmore will be on vacation beginning June 30 through July 5.

H. R. Malinowsky

TORNADO PROCEDURES

Attached is a copy of current take-cover procedures in case of a tornado. These procedures will be updated as changes within the building occur due to renovation. When the renovation has been completed, procedures will be distributed for inclusion in the Libraries' Staff Handbook.
TORNADO PROCEDURES—Watson Library—Revised June, 1981

Note: Any problem with these procedures should be brought to the attention of the Administrative Office so corrections can be issued in the FYI.

The following procedures to be taken in the event of a tornado take-cover have been developed to facilitate rapid action and to alleviate confusion. In an obvious emergency do not hesitate to act on your own. To do this each area or department has been assigned specific functions. The tornado take-cover is given by long-wailing sirens located on top of Watson and JRP. In the event of a malfunction the take-cover will be sounded by cruising police cars sounding their sirens. During periods when a tornado watch is in effect, a radio will be available in the Administrative Office during the day and at Circulation at night. If a take-cover is announced by the radio the alarm system will be sounded. This is a double precaution in the event of a malfunction of the local Civil Defense System. It is the responsibility of Circulation to have a radio available during inclement weather. When a take-cover is announced there is a strong likelihood that the electricity will shortly disappear. All staff members should know the location of the nearest flashlight. If your department does not have a flashlight for emergency use, request one from Library Supplies immediately. Remember: there is limited auxiliary lighting in Watson Library. Be sure to check your flashlight batteries on a regular basis. Departments should take the following action in the event a take-cover is sounded. Stay away from windows and outside doors.

SLAVIC, SPLIT, COPYING SERVICES
Clear all people from area and enter Center Stacks. Go to 1 Center and on over to East Stacks.

CIRCULATION
1. Sound internal alarm (long repeated patterns in stacks and public areas).
2. Turn off stack and public elevators.
3. Alert stacks—direct patrons to lower stack levels, preferably level 1 of West Stacks and level 1 of East Stacks.

ADMINISTRATIVE OFFICE
Clear Research Studies and go to Center Stacks and proceed to level 1 and over to East Stacks.

EAST ASIAN LIBRARY, BINDERY, BINDERY PREPARATIONS
Clear area into Center Stacks, down to 1 Center and over to East Stacks.

INTERLIBRARY SERVICES
Go to West Stacks down to level 1.

MICROFORMS
Clear area into Center Stacks, down to level 1 and over to East Stacks.

REFERENCE
Clear the Reference Room into the Center Stacks, down to level 1 and over to East Stacks.

CONTINUED ON REVERSE
Tornado procedures, continued

RESERVE
Clear Reserve and Smoking Room into the West Stacks and down to level 1. Try to keep patrons away from the Reserve Reading Room windows.

PERIODICALS
Clear Periodicals into West Stacks and down to level 1. Try to keep patrons away from the Periodicals Reading Room windows.

STAFF ROOM AND RAMP
Stay in these areas.

Everyone is to remain in the shelter areas until the all clear is sounded by Civil Defense. This is the same signal as the take-cover. The stacks are the safest areas of the building. The interior lobby and hallways on the first floor are also reasonably safe. If you cannot reach the designated safety areas, take shelter away from windows. During regular hours senior staff should assist in directing people to safe areas. Do not leave a safe area after you have reached it. STAFF SHOULD BE RESPONSIBLE FOR FAMILIARIZING THEMSELVES WITH THE LOCATION OF TELEPHONES, KEYS, FLASHLIGHTS AND EMERGENCY EXITS IN THEIR AREAS. You can only encourage patrons to go to sheltered areas. If they do not want to cooperate, you are not responsible for their safety if they stay.